The Faculty Senate meeting was called to order by Chair Marking at 3:16 pm in the William Strickland Conference Room in I.G. Greer on Monday, April 28, 2008. Senator Stallworth was excused.

I. Announcements:

A. Chair Marking welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Bill Bauldry (MAT/STT), Dr. Mark Ginn (MAT/STT), Dr. Dave Haney (Academic Affairs), Dr. Tim Burwell (Academic Affairs), Dr. Colin Ramsey (ENG), Dr. Bobby Sharp (IRAP), Mr. Gunther Doerr (University Police), Dr. Glenda Short (SW), Dr. Kate Brinko (Hubbard Center), Dr. Jill Ehnenn (ENG), Dr. Adam Newmark (PS/CJ), Dr. Karen Reesman (NUR), Dr. Wayne VanDevender (BIO), Ms. Kim Wangler (MUS), Dr. Patricia Napiorski (FLL), Dr. Monica Pombo (COM), Dr. Rene Horst (HIS), Dr. Kate Scharer (GLY), Dr. Ray Miller (TD), Dr. Claire Mamola (CI), Dr. Martha McCaughey (IDS), Dr. Jim Sherman (PHY/AST), and Dr. James Stoddard (MKT).


C. Chair Marking informed the Senate that in the fall the University College may be requesting that a representative serve on the Senate.

II. Visitors’ Reports:

A. Mr. Gunther Doerr, University Police, provided information about the campus-wide Emergency Alert Notification system (Appendix A). He reported that the system is in place and working properly. Currently, 4,800 cell phone numbers have been registered to receive voice/text message emergency alerts. Mr. Doerr encouraged faculty, staff, and students to register online. The university is looking into including land line telephone numbers into the alert notification system and adding a campus-wide siren broadcast warning system. The Office of Public Affairs posts emergency notification alerts on the Emergency Web Page, ASU home page, and on My ASU account page and will be posting a map online that will indicate the location of whatever dangerous or hazardous situation
occurs and they will utilize electronic billboards at the Holmes Convocation Center and the School of Music to notify the university community of emergencies. Clearer definitions of terminology will be posted online (for example: lockdown, standby, guarded conditions, elevated conditions, seek safe shelter, all clear, and evacuation). The draft of the Emergency Alert Notification Procedures will be submitted to the Chancellor and other senior administrators for review and approval.

B. Dr. James Denniston (PSY) stated that the Faculty Senate approved at their December 10, 2007 meeting (Motion FS 07-08/12-01) to establish an ad hoc committee to study the revision of the faculty annual report form and to provide recommendations to revise the online faculty activity reporting software program that is being considered by the university. The committee members appointed were Dr. Denniston, Dean Harbinson, Senators Mamlin, Stallworth, and B. Williams. The revised annual report form, called Activity Insight Database, was created to provide a standardized template that would ensure more consistency among departments and would minimize faculty efforts in generating the annual report. The proposed annual report (Appendix B) consists of six sections: Teaching, Research and Creative Activities, Faculty Development, Administrative Assignments, Service and Community Connections, and Awards/Honors. Dr. Denniston explained that in each section a list of individual activities will be provided and data can be pulled from the database into the annual report form minimizing the amount of time that is required to generate the report. The proposed form does not include sections for self-evaluation, student evaluations, grade distribution, major concerns and goals, or plans for the following academic year. The ad hoc committee felt these issues could be discussed and evaluated at the department level as each department could develop a shorter more customized form that would facilitate the department chair in the annual evaluation of the faculty member. Senator Malloy suggested retaining a currently included section entitled “Other Comments”. Senator Rardin expressed his concern that department chairs would have access to this form online and initiate changes with, or without, the knowledge of the faculty member. He further commented that a procedure for adjudicating potential disagreements should be developed. Senator Mamlin moved and Senator B. Williams seconded to approve the adoption of this revised annual report form. Senators Marland and Butts stated that they were not prepared to vote on this motion in lieu of concerns that have not been addressed. Senator W. Williams moved and Senator Marland seconded to postpone voting on this form pending resolution of these issues. Motion FS 07-08/04-28-01(First Session) passed. (Vote #1).
III. **Provost’s Report:**

A. Dr. Aeschleman thanked the Senate, under Chair Marking’s leadership, for a productive year that has been transformative for the university as a result of the new senate restructuring.

B. The Provost reported that AP&P approved the process for the new General Education Curriculum which requires the Faculty Senate to appoint a faculty coordinating committee. Dr. Aeschleman recommended using an interim faculty coordinating committee through the next academic year.

C. The UNC Tomorrow Phase I report is due May 1, 2008. Phase II begins immediately and will include reviews of existing programs, developing guidelines for new programs, developing policies for approval of new programs, and reviewing merit documents.

V. **Committee Reports** (Committee Chair’s name is in caps.)

A. Academic Policies (ARNOLD, Butts, LAMBERT, Stallworth)

   No Report.

B. Budget Committee (STRAZICICH, Price, Malloy, McBride)

   Report of Budget Committee’s meeting with Dr. Tim Burwell (Appendix C). No discussion.

C. Campus Planning Committee (W. WILLIAMS, Mitchem, Rardin, Tiller)

   No Report.

D. Committee on Committees (MAMLIN, Marland, Ramey, B. Williams)

   Ballots for the election of the 2008-2009 Faculty Senate Executive Board were distributed to senators. Senator Ramey was nominated for Chair, Senator Price for Vice Chair, and Senator Carpenter for Secretary. Senator Mamlin opened the floor for additional nominations. Senator Strazicich nominated Senator Marland for Chair, who declined. Senator Strazicich nominated Senator Rardin for Vice Chair, who accepted the nomination. There were no further nominations received from the floor. Voting will occur during the second session of the April 28, 2008 Faculty Senate meeting.
A lengthy discussion ensued supporting and opposing the proposed recommendations that the ad hoc committee on faculty voting rights presented. The committee’s report stated “After gathering data on the voting practices at other universities and much discussion, it has become clear that recommending changes regarding voting privileges has implications for some other policy changes as well, especially with regard to titles and personnel actions. Therefore, what follows includes recommendations for changes to voting eligibility, select committee functions and eligibility, and several other policies regarding faculty decision making…” Furthermore, “It was evident from the data and discussions collected from these investigations that recommendations for personnel decisions, especially those regarding tenure and/or promotion, should be made by as large a group of qualified faculty as possible. This approach is termed the “craft model” and can be generally described as allowing those “at or above” an academic rank or tenure status being eligible to vote on personnel matters involving promotion to that rank or tenure…”

Dr. Mark Ginn (MAT/STT) expressed his department’s opposition to mandating that all departments must use the “craft model”. Dr. Doug Waring (PSY) requested that in Section VI. A “External Chair Search” a statement should be included to clarify that internal candidates for department chairs should be treated in a similar manner as external candidates. Moreover, Section V. B “Department/Unit Committees” states “In departments/units with graduate programs, a Graduate Studies Committee will be elected from among the tenured and non-tenured faculty…” in reality this might create a committee that may not be necessary in every department. Senator Marland presented a number of reasons why he is opposed to the “craft model” which included: mandating a “one size fits all” policy, endangering faculty governance at the department level, creating a caste system between untenured/tenured and assistant/associate/full professor. The “craft model” implies that some faculty are not as competent as other faculty to judge academic credentials, opens the possibility for faculty from outside a particular department to vote on tenure and promotion decisions, increases workload for larger departments, and fosters faculty intimidating other faculty creating a hostile work environment. Senator Butts remarked that the “craft model” would eliminate “clicks” that are a by-product of department personnel committees. Senator Ramey noted his support of creating consistency across campus in regards to how department’s handle tenure/promotion decisions. Dr. Jill Ehnenn (ENG) stated her support of the proposed Personnel Voting Eligibility and Procedures document indicating that the ad hoc committee could not find any university that allows non-tenure faculty to serve on department personnel committees who vote on promotion and tenure matters. Senator Sanders (LES) read a prepared statement in support of the “craft model” which stated “It is our belief that this shift away from the exclusive model of the DPC to one that is more expansive and inclusive of department faculty is a positive shift
in the culture here at Appalachian…” Senator Sanders moved and Senator Marland seconded a motion to amend Section VI. A. “Personnel Voting Eligibility and Procedures” to include an introductory paragraph that states “Nothing in these voting eligibility and procedures shall be construed to preclude or forbid a department or unit from adopting a voting eligibility model which includes all tenure line faculty in credential review and votes on all promotion, tenure, and status decisions for all faculty positions”. Senator Grube stated that some non-tenured faculty feel uncomfortable about being excluded from tenure decision making process. Senator B. Williams mentioned that the DPC is unfair because the same faculty members are elected and others are left out. Senator Butts called the question. Senator Mamlin seconded. The motion to call the question passed. (See Vote #2). Senator Sanders motion to amend the proposed Personnel Voting Eligibility and Procedures policy failed. (See Vote #3). Senator McBride called the question regarding approving the document as approved by the Committee. Senator Butts seconded. Motion to call the question passed. (See Vote #4). **Motion FS 07-08/04-28-02 (First Session)** to approve the proposed “Recommendations for Changes to Voting, Committee and Other Policies Related to Faculty Decision-Making” passed. (See Vote #5). (See Appendix D).

F. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Fischer, Grube, Scherlen)

No Report.

G. Welfare of Students Committee (ULMER, McKinney, Mines, Winn)

No Report.

V. Unfinished Business

A. Chair Marking provided a copy of a letter she received from Chancellor Peacock dated April 9, 2008 regarding the March 23, 2008 article in the Charlotte Observer regarding a gift by BB&T to UNC Charlotte for informational purposes (See Appendix E).

B. Senator Scherlen introduced a resolution to revise Appalachian State’s Gift Policies and Guidelines to Regulate External Influence on University Curriculum. Senator W. Williams seconded. Senator W. Williams moved and Senator Davison seconded to delete the sentence “That all donations in which there may be any question of curricular propriety must be submitted to and approved by the highest faculty committee on curriculum”. Senator Mamlin called the question. Senator B. Williams seconded. Motion to call the question failed. (See Vote #6). The motion to delete the above referenced sentence passed. (See Vote #7). Senator Rardin moved and Senator Mamlin seconded to delete the sentence
“Appalachian State University will not engage in relationships with donors in which course material, methods of instruction, or curricular content is dictated by donors in exchange for financial support or other forms of compensation, and”. Motion passed. (See Vote #8). The motion to approve the statement as amended failed. (See Vote #9). Senator McBride moved and Senator Malloy seconded to refer the issue of a gift policy to a subcommittee appointed by the chair of the Faculty Senate. **Motion FS 07-08/04-28-03 (First Session)** passed. (See Vote #10).

**Approved Motion FS 07-08/04-03 (First Session):**

WHEREAS the quality of the UNC educational institutions requires that the highest standards of academic integrity be maintained, and

WHEREAS academic freedom is a component of the institutions integrity, as described in the American Association of University Professor’s **1940 Statement of Principles** and universally recognized by a wide range of governing boards, accrediting bodies, university policy statements, and faculty governance councils, and

WHEREAS these established principles of academic freedom include the prerogative of faculty and faculty curriculum committees to select curricular materials free from influence exerted by external entities, and

WHEREAS beyond considerations of specific course materials, these principles have established that faculty are a primary component of any curricular or program change, and

WHEREAS in the University of North Carolina this prerogative is recognized by the **University Code**, which states in part that “…*the chancellor shall ensure the establishment of appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum...*” [502D], and

WHEREAS, to be meaningful, such procedures must be formalized as part of an institution’s decision-making structure and must ensure that faculty are involved in any process related to proposed curricular change as early as possible, and that faculty consensus around such proposed changes be incorporated except in the most unusual of circumstances as determined according to The UNC Code, and

WHEREAS the control of course content by agencies and organizations other than the faculty undermines the principle of academic freedom and calls into question the integrity of the Appalachian State’s education,

THEREFORE BE IT RESOLVED that:
Appalachian State University will not engage in relationships with donors in which course material, methods of instruction, or curricular content is dictated by donors in exchange for financial support or other forms of compensation, and

That all donations in which there may be any question of curricular propriety must be submitted to and approved by the highest faculty committee on curriculum.

THEREFORE BE IT FURTHER RESOLVED that:

The Faculty Senate of Appalachian State University requests that the Chancellor appoint a task force to draft clear guidelines governing the acceptance of donations and gifts, and

That those guidelines emphasize and protect the role of the university faculty in the development of academic curricula and the selection of course content, and

That the above task force be comprised of representatives from the faculty, department chairs, deans, and the Office of University Development as well as other parties that may be able to contribute positively to the deliberations of the task force and the development of the desired policy guidelines, and

That the draft policy developed by the task force be fully discussed by interested parties, especially the faculty and the Faculty Senate, before being presented to the Board of Trustees for adoption.

C. Senator Rardin updated the Senate regarding the University Registration and Calendar Committee’s decision to schedule fall commencement for the 2009-2010-2011 academic years on the Sunday before final exams have ended. Senator Rardin indicated the university will incur additional expenses if commencement is held after final exams. Senator Butts moved and Senator Marland seconded a motion to request that the University Registration and Calendar Committee schedule fall commencement after the completion of final exams. Motion FS 07-08/04-28-04 (First Session) failed. (See Vote #11).

VI. New Business

A. The Chancellor’s Advisory Committee minutes were provided for informational purposes. (Appendix F).

B. The following individuals were appointed to the Board of Trustees’ Appeal Committee: Ms. Hughlene Frank, Mr. Michael Steinback, Mr. G.A. Sywassink, Mr. Thomas Cook, and Mr. Avery Hall.

C. Chair Marking requested a motion be introduced that would enable the Provost and Executive Vice Chancellor to gain access to his/her evaluation materials.
This was inadvertently omitted from the Evaluation Reading Committee’s and Faculty Senate’s recommendations. Senator Fischer moved and Senator Mamlin seconded. **Motion FS 07-08/04-28-05 (First Session) passed.** (See Vote #12).

D. Chair Marking recommended that the committee that was formed to update the Senate Guidebook continue to serve in this capacity since the Guidebook had not been reviewed nor updated. Senator McKinney moved and Senator Price seconded a motion to maintain the current membership of this committee: Craig Fischer, Chip Arnold, Jeff Butts and Martha Marking. Motion passed. (See Vote #13).

E. Chair Marking thanked Dr. Burwell and Dr. Aeschleman for funding the purchase of new furniture in the Strickland Conference Room.

F. Chair Marking noted that the Faculty Senate Committee Annual Reports are due by Thursday, May 15, 2008.

G. Chair Marking reminded the Senate at the end-of-the-academic year reception will be on Monday, May 5, 2008 from 5:00 pm – 8:00 pm in the Strickland Conference Room.

Chair Marking asked for a motion to adjourn the meeting. Senate Marland moved and Senator Malloy seconded. Motion passed. (See Vote #14). The meeting was adjourned at 5:40 pm.
## Appalachian State University
**FACULTY PRESENT AND VOTING SHEET for April 28, 2008 (First Session)**

Y = Yes  
N = No  
A = Abstain

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| 1 | A motion to postpone voting on the faculty annual report as presented until pending issues are resolved.  
Motion FS 07-08/04-28-01 (First Session) passed. |
| 2 | Motion to call the question.  
Motion passed. |
| 3 | Motion to amend the craft model concerning faculty voting rights.  
Motion failed. |
| 4 | Motion to call the question.  
Motion passed. |
| 5 | Motion to approve the proposed “Recommendations for Changes to Voting, Committee and Other Policies Related to Faculty Decision-Making.  
Motion FS 07-08/04-28-02 (First Session) passed. |
| 6 | Motion to call the question.  
Motion failed. |
| 7 | Motion to delete sentence in the proposed resolution.  
Motion passed. |
| 8 | Motion to delete sentence in the proposed resolution.  
Motion passed. |
| 9 | Motion to approve the motion as amended failed.  
Motion failed. |
| 10 | Motion to refer the issue of a gift policy to a subcommittee appointed by the chair of the Faculty Senate.  
Motion FS 07-08/04-28-03 (First Session) passed. |
| 11 | Motion to request that the University Registration and Calendar Committee schedule fall commencement after the completion of final exams.  
Motion FS 07-08/04-28-04 (First Session) failed. |
| 12 | Motion to enable the Provost to gain access to his/her evaluation materials.  
Motion FS 07-08/04-28-05 (First Session) passed. |
| 13 | Motion to maintain the current members on the Senate Guidebook ad |
hoc committee.
Motion passed.

| 14 | Motion to adjourn.  
    | Motion passed.    |
1. ASU Police send out campus-wide Emergency Alert
   a. APPSTATE-ALERT cell voice/text message and key on campus phones.
   b. Student, Staff & Faculty e-mail alert message

2. Public Affairs posts emergency alert on Emergency Web page, Home Page and My ASU.

3. Police brief the Chancellor on current situation, if the Chancellor is not available one of the other members of the Leadership Team will be briefed:
   a. Vice Chancellor for Academic Affairs
   b. Vice Chancellor for Business Affairs
   c. Vice Chancellor for Student Development
   d. Vice Chancellor for University Advancement
   e. Chief of Staff
   f. Director, HRS
   g. Associate VC for Public Affairs

4. Leadership Team assembles in the Emergency Operations Center (EOC)
   a. Police Conference Room
   b. Chancellor’s Board Room

5. Leadership Team/Chancellor decides to:
   a. Declare a campus state of emergency
   b. Activate the Emergency Operations Group
   c. Cancel classes
   d. Cancel all university sponsored events and activities
   e. Initiate a Lock Down
   f. Close all non-essential buildings and send all non-essential staff home
   g. Close the University
   h. Terminate the emergency – all clear
   i. Return campus operations to normal.

6. Public Affairs posts updates on situation as provide by EOC/University Police to:
   a. Emergency Web page, Home Page and My ASU
   b. Auto-Attendant telephone recording
   c. Holmes Center electronic billboard (TBD)
   d. School of Music electronic billboard (TBD)

7. Public Affairs Office responsible for all internal and external communications and will establish a media center, possible locations are:
   a. McKinney Alumni Center
   b. Broyhill Inn
8. Terms we should use to communicate information to the campus community:

   a. The **Condition** that the campus is currently operating under. This condition may change as information is received.
      - **Normal** – no emergency information
      - **Guarded** – we have some general threat information that may impact the university (e.g. FBI intelligence reports that a credible threat has been made against a college campus in the state of NC).
      - **Elevated** – we have information about a specific threat directed toward the ASU campus.
      - **High Risk** – we have information of an immediate threat or act of violence on campus.

   b. **Lockdown.**
      - School lockdown procedures were developed after the Columbine High School tragedy and were primarily designed for schools K-12 and are not completely applicable at colleges or universities where many buildings are spread across numerous acres. A true lockdown of all campus buildings would likely take hours to complete and would require manpower resources not readily available. Additionally, a lockdown may prevent students who are outside seeking safe shelter from entering a building. If the term lockdown is used we should limit it to specific buildings that are in immediate danger. All others should be directed to seek safe shelter.
      - The term **lockdown** should only be used when there is information indicating an imminent threat of danger from an armed or dangerous person(s) on campus. Whenever possible, the specific building(s) affected should be identified in the declaration of a **lockdown.**
      - When a **Lockdown** is declared the doors leading outside of the building should be locked (when possible) and people should not exit or enter the building. People should stay where they are and should not exit or enter a classroom, office or building. If people are in a hallway they should go to the nearest classroom or office.
         - Classroom and office doors should be locked or barricaded.
         - Turn off lights, radios, TVs, close blinds, and silence cell phones.
         - Keep occupants calm, quiet and out of sight.
         - If gunshots are heard lay on the floor and try to use desks, file cabinets or concrete walls for additional protection.
      - If you are outside when a **lockdown** is declared, seek safe shelter (e.g. unlocked building, large trees, walls, cars in a parking lot) away from the danger area if known.
      - If a fire alarm is activated during a **lockdown** proceed with extreme caution.
      - Wait for the “all clear” to be given before leaving safe shelter.
Emergency Alert Notification Procedures (DRAFT)
Updated as of: 4-1-08

c. **Seek Safe Shelter.**
   - During an elevated or high risk condition, students, staff and faculty may be directed to seek safe shelter. This is a precautionary measure aimed at keeping you safe while indoors. When possible exterior doors to buildings should be locked but movement inside the building is not necessarily restricted. During this time people who you know or do not fit the description of the suspect(s) may be let into your building.
     - If you are outside trying to enter a locked building show your ID card.
     - Leave all parcels, briefcases, backpacks and gym bags outside away from the building entrance.
     - Open all outer garments for a visual inspection showing you have no weapons.
   - Consider what actions you may need to take should the situation escalate to a lockdown of the building you are in.
   - If you feel comfortable and can do so without traveling through a danger area, leaving campus may be an option. There are risks and benefits to trying to leave campus during an emergency situation and your decision will need to be based on your individual situation.

d. **Shelter in Place.**
   - This is a term that may be used in an emergency where hazardous materials may have been released into the atmosphere.
   - This means go indoors and find an interior room or hallway with no or few windows and taking refuge there until an evacuation can be safely initiated or an all clear is given.
   - This does not mean leaving your building to go to a storm shelter, nor does it mean locking and sealing off your office or room.

e. **All Clear.**
   - This means the immediate danger is over. The campus may or may not return to normal conditions. It is likely that non-essential activities will be canceled and only certain essential campus departments (e.g. Food Service, Health Service, and Residence Halls) will operate under a normal schedule. Check the ASU Emergency web page for further information.

f. **Evacuation.**
   - This is the movement of persons from a dangerous or potentially dangerous place to a safe place. Examples are the evacuation of a building due to a bomb threat or fire. In an extreme situation, (e.g. flood) large portions of and perhaps the entire campus may be required to evacuate.
   - When a fire alarm is activated, evacuation is mandatory.
   - Don’t use elevators, take the stairs.
   - Take personal belongings with you.
   - Help people with disabilities if possible.
MEMORANDUM TO: Faculty Senate

FROM: James Denniston

DATE: April 18, 2008

SUBJECT: Faculty Annual Report Form Modifications

Last fall, the faculty senate formed an ad hoc committee to study the revision of the Faculty Annual Report (Motion FS 07-08/12-01). Committee membership consisted of Dr. Jim Denniston (chair), Dean Harbinson, and Senators Mamlin, Stallworth, and Williams. Over the course of the Spring 2008 semester, the Faculty Annual Report Committee met on four occasions to discuss both the revision of the faculty annual report and to recommend modifications to the on-line faculty activity reporting database. The committee recommends adoption of the revised Faculty Annual Report (see attached).

The revised report is designed to both standardize faculty activity reporting and to minimize faculty time and effort in generating the annual report. Faculty Annual Reports will be generated by the Activity Insight database that is being customized for use at Appalachian. The use of a standardized form will ensure consistent reporting of activities across faculty. The proposed annual report will consist of six sections: 1) Teaching; 2) Research & Creative Activities; 3) Faculty Development; 4) Administrative Assignments; 5) Service and Community Connections; and 6) Awards & Honors. For each category, a sum of activities completed and a listing of individual activities will be provided. These data will be pulled from the database into the report form, thereby minimizing faculty effort in generating the annual report.

The proposed annual report form does not include sections for self-evaluation, student evaluations of teaching, grade distributions, major concerns/goals, or planning for the following academic year. These sections were omitted from the annual report as the committee felt that these reflective statements and evaluation of instruction should be discussed and evaluated at the departmental level. Our committee recommends that each department develop a short form that would facilitate review of these items in the faculty member’s annual meeting with his/her department chairperson.
ANNUAL FACULTY ACTIVITY REPORT  
(Report Start Date - Report End Date)

Faculty Name: ___________________________  Rank: ___________________________
College: ___________________________  Department: ___________________________
Tenure Status: ___________________________

Workload Information

Workload: ___% teaching; ___% research; ___% service; ___% administrative
_____% FTE

I. TEACHING

A. Scheduled Teaching

Number of courses taught: ______
Number of credit hours generated: ______

List of all courses taught during review period (see table below)

<table>
<thead>
<tr>
<th>[Semester]</th>
<th>[Year]</th>
<th>Course &amp; Section</th>
<th>New Course Preparation?</th>
<th>New Format for Existing Course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Course Prefix] [Course Number]-[Section Number]</td>
<td>New course preparation?</td>
<td>New format for existing course?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Pedagogical innovations (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) that were introduced this year

C. New teaching material developed and/or implemented this year (e.g., cases, CDs/DVDs, course modules, instructor manuals, test banks, or simulations)

D. Activities that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

E. Mentoring

List of all records from directed student learning except internships

F. Internships

List internships from directed student learning section of database

G. Academic Advising

a. Number of undergraduates students advised _____
b. Number of graduate students advised _____

c. Hours devoted to advising over the course of the year _____

H. Other

*List all other activities from student advising and directed student learning that were not included in above sections*

II. Research and Creative Endeavors

A. Refereed Publications: _____ *(count of 1-3)*

1. Journal Articles

*List all articles and include ranking in listing*

2. Books and Chapters in Books

*List all peer-reviewed books and chapters; include ranking*

3. Other peer-reviewed scholarly products

*List all activities not listed above – include ranking*

B. Refereed Artistic and Professional Performances & Exhibits: _____ *(count of 1 and 2)*

1. Exhibitions and Performances

*List all activities from these categories*

2. Compositions

*List all activities from these categories*

C. Non-Refereed Publications: _____ *(count of 1 and 2)*

1. Intellectual Contributions

*List all contributions; include ranking*

2. Artistic and Professional Performances & Exhibits

*List all contributions; include scope*

D. Presentations (not published in proceedings): _____ *(count)*

*List all presentation; include scope and peer-review status*
E. Contracts, Grants, and Sponsored Research: _____ (count)

List all contracts/grants and include organization level (local, state, federal, etc.) and amount

F. Other Scholarly Activities: _____ (count of 1-4)

1. Newspaper articles/editorials
   List all

2. Media Contributions
   List all

3. Intellectual Property
   List all

4. Other Publications
   List of all other activities not reported above

G. Scholarly Works in Progress
   List of all works in progress

III. Faculty Development: _____ (count of 1-5)

A. Seminars Attended
   List all

B. Continuing Education
   List all

C. Faculty Internship
   List all

D. Other Faculty Development Activities
   List all other activities not reported above

E. Professional Certifications
   List all

IV. ADMINISTRATIVE ASSIGNMENTS

List all from Administrative Assignments page
V. SERVICE & COMMUNITY CONNECTIONS: _____ (count of A-F)

A. Department Service

   List all

B. College Service

   List all

C. University Service

   List all

D. Workshops & Guest Lecturing (internal to ASU)

   List all

E. Professional Service

   List all

F. Community Connections:

   1. Consulting/board of directors –

       List all

   2. External Connections and Partnerships –

       List all

   3. Media Contributions

       List all

   4. Workshops & Guest Lecturing (external to ASU)

       List all

   5. Professionally Related Community Service

       List all

VI. HONORS/AWARDS/RECOGNITIONS: _____ (count & list below)
Subject: Faculty Senate Budget Committee Meeting with Tim Burwell, Vice Provost for Resource Management

Date of Meeting: April 18, 2008
Date of Report: April 24, 2008

Present: Mark Strazicich, Chair; Jammie Price; and Mark Malloy
Absent: Jeff McBride

Note: The following description of the budget process is provided as background and is copied from the report submitted by the Budget Committee last year (April 4, 2007).

Briefly describe how the budget process works:

At the state level, there is a base or “continuation” budget. This bi-annual budget is based on state appropriations and tuition revenue. The state is currently planning a new two year budget. Some adjustments occur each year, mostly for faculty and staff salaries. There is also an “expansion” budget. This budget is composed of new money proposed by the Board of Governors and funded by the General Assembly. The General Assembly is not able to fund all expansion budget requests and sometimes cannot fund any expansion items. The current top operating priority in the expansion budget is for student financial aid. The second operating priority is to increase faculty salaries. The top capital priorities in the expansion budget are (1) funding for the College of Education building and (2) funding for an Allied Health building.

The overall budget is approved by the General Assembly sometime between August and November. After ASU receives their budget, then funds are distributed to the different divisions (most goes to Academic Affairs). Our continuation budget is based on projections each fall (with some adjustments). We cannot carry over big monetary reserves. This year we had about 30 faculty positions in reserve. The UNC System uses a “matrix” formula to determine how many new faculty positions are allocated to the campus based on the growth in student credit hours in discipline and level. On campus, a separate matrix is used to help determine the total number of new faculty positions going to each college. It too uses changes in student credit hours (not the number of majors) along with other inputs from the departments to determine needs. The matrix has been in use for two years. The actual distribution of the new faculty positions within each college is determined by the Dean.

The meeting began at 3:05 pm. The following topics were discussed with Tim Burwell on April 18, 2007.

1. During the past month, some extra funds have been distributed to the colleges at ASU. We will probably carry over some of this year’s funds into 2008-2009. The amount of funds to be carried over is approximately 1½ % of this year’s budget. The state of North Carolina currently has a pretty good rainy day fund, so the state budget may be in better shape as compared to some other states.
2. A total of 30 (net) new faculty positions will be requested for allocation on the Boone campus for 2008-2009. The position matric will allocate some of these new positions to the colleges. Other positions will be allocated by the Provost to fill special needs. Not all new faculty positions will be filled. This is the usual practice, as some faculty positions are held back to cover operating costs each year. Funds for new positions come from enrollment growth both on campus and at distant education locations. 18 additional new faculty positions will be requested for distance education sites in 2008-2009. ASU is forecasting significant growth in distance education, especially in Hickory.

3. Currently, the average faculty/teaching salary at ASU is approximately $73,000 without benefits, in terms of total dollars per full-time equivalent faculty. The full time equivalent number of faculty positions is calculated from all teaching positions on campus, including tenured, tenure-track, lecturers, visiting positions, adjuncts, and graduate stipends, etc.

4. Our average salary for Assistant and Associate Professors is at the 80th percentile of the medium of our peer group of institutions. We are still lagging behind the 80th percentile for our Full Professors, but hope to catch up in 2008-2009. Reaching the 80th percentile for average faculty salaries is a goal being undertaken throughout the UNC system. Each campus has its own peer group.

5. Expects a relatively good budget at ASU for 2008-2009, assuming that the state provides enrollment growth funding and does not subject us to significant budget cuts. In 2008-2009, we will also have a campus based tuition increase of 1.9% for in-state tuition and 3% for out-of-state tuition. (This is on tuition only and not fees.) The 2008-2009 ASU campus based tuition increase is expected to amount to a total of $939,000 in additional revenue. This revenue will be used for faculty salaries and benefits (50%), student financial aid (25%), and advising (25%).

6. The UNC system has requested an average faculty pay increase of 4% in 2008. This includes pay increases for all teaching positions. The average pay increase for tenured and tenure-track faculty would be greater than 4%.

7. Formulating the ASU budget is an on-going process. The Budget Committee (again) recommends an annual meeting with one or more senior administrators to explain and discuss the current budget and prospects for the upcoming year.

The meeting adjourned at 4:20 pm.

Respectfully yours,

Mark Strazicich
Chair, Budget Committee, Faculty Senate
RECOMMENDATIONS ON “VOTING ISSUES” (4/18/08)
Committee: Tony Calamai (PA, Chair), Jill Ehnenn (ENG), Tim Harris (LRE), Paul Gaskill (HLE, Chair), Hugh Hindman (MGT, NTTF), Robert Lyman (Dean, AS), Randall Outland (SOM), Michael Ramey (CHE), Diane Sides (FLL, NTTF), Alexandra Sterling-Hellendbrand (Chair, FLL), Elizabeth Williams (LIB) and Martha Marking (Chair, TD/Faculty Senate Chair).

(RECOMMENDATIONS FOR CHANGES TO VOTING, COMMITTEE AND OTHER POLICIES RELATED TO FACULTY DECISION-MAKING)

I. Introduction

A university that is committed to shared governance is a university that acknowledges and supports its faculty in the many decision-making processes involved in the complex administrative activities of academic life. Thus, a university committed to faculty governance will regularly review and conscientiously revise policies regarding faculty voting and committee work, and will endorse policies that encourage sound faculty decision making in the areas of curriculum, personnel, policy, resource allocation, and all the other arenas in which faculty input is valued and required. This is especially important as a university significantly changes and grows, striving for increased academic excellence.

This committee was charged with sorting out “university voting issues” and thus with making recommendations for changes to those parts of the Faculty Handbook and Faculty Constitution that address voting and are at this time inconsistent with one another. This charge was given in context of the tremendous changes that Appalachian has experienced in recent years, in context of its goals for improving excellence in its reputation in scholarship and teaching, and in context of changes in the academy, overall. After gathering data on the voting practices at other universities and much discussion, it has become clear that recommending changes regarding voting privileges has implications for some other policy changes as well, especially with regard to titles and personnel actions. Therefore, what follows includes recommendations for changes to voting eligibility, select committee functions and eligibility, and several other policies regarding faculty decision making.

Throughout the recommendation process, the following principles and goals were considered:

- To be consistent with the professional academic standards and best practices of other universities in the UNC system and our peer institutions
- To allow faculty at all levels to express input and to exercise control over their immediate working conditions in a manner commensurate with their expertise and their responsibilities, thereby ensuring that decisions are made by faculty who are both (1) stakeholders and (2) whose qualifications have been demonstrated through appropriate degree work and appropriately rigorous search processes
- To support faculty in making decisions in a manner:
  - that is fair and equitable;
  - that encourages transparency in faculty decision making at all levels,
  - that minimizes occasion for arbitrary practices; and,
  - that minimizes occasion for putting the most vulnerable ( untenured and temporary) faculty at risk,
To develop faculty decision making policies that are consistent, where possible, across colleges and departments while acknowledging that a “one size fits all model” will not work for all of our constituencies.

II. Ranks and Titles

Ranks and titles are often used to determine voting and committee privileges; but some of the rank and titles policies in Appalachian’s handbook are inconsistently applied, no longer appropriate, or otherwise no longer as useful and effective as they might be. Of particular concern is the term “adjunct,” which is now considered offensive by many non tenure track faculty and which has inconsistently been applied to faculty to grant or prevent full voting status when a more nuanced system would more adequately reflect best practices within the academy.

With these and other issues in mind, we recommend that Appalachian adopt the following system of faculty ranks and titles, for which voting privileges and committee eligibility would be consistently fixed as outlined here and in Sections III-V:

II. A. Tenure-Track Ranks

Professor  Tenure-track, tenured.
Associate Professor  Tenure-track, may or may not be tenured.
Assistant Professor  Tenure-track, untenured.
Instructor  Appropriate for an appointee to a tenure-track position who lacks, at the time of appointment, one or more qualifications expected by the department/unit for appointment to professorial rank FH section 3.4.2.5.3 (formerly 3.4.2.4.3). If the appointee attains these qualifications by September 15 of the first academic year of employment, her or his title will be changed to assistant professor, her or his salary will be adjusted, and he or she will begin tenure track service retroactive to the beginning of that academic year. Failure to attain these qualifications by September 15 of the first year of employment will result in an appointment of one academic year. At least ninety (90) calendar days before the first term of appointment ends, the instructor shall receive written notification regarding appointment to a special faculty appointment, as provided in FH section 3.4.2.10 (formerly 3.4.2.8), or not be reappointed. The department/unit may petition the Provost and Executive Vice Chancellor for an extension of the degree completion deadline or the department/unit may request permission to search again for the position. See FH section 3.4.2.5 (formerly 3.4.2.4). With approval of the Provost and Executive Vice Chancellor, the appropriate Dean, and the department/unit, an instructor may be appointed to a second one-year term and shall receive a similar notice, as above, not less than 180 calendar days before that term ends. Any subsequent appointments will be considered by the Provost and Executive Vice Chancellor, the Dean and the department/unit. During the last 180 calendar days of the second consecutive year of employment, the institution may notify the instructor that employment will be terminated at the end of the third year of employment. If the qualifications are met after September 15, but before the end of the current contract year, the contract for the subsequent academic year will be at the assistant professor rank.

Tenure-track faculty possess full voting privileges and committee eligibility, except for decisions regarding (1) Graduate Faculty Status and (2) tenure, promotion and post-tenure review, which will be determined via the “craft model” (see section III). All tenure-track faculty on joint appointment contract will be afforded the same voting privileges and committee eligibility, within the primary/home department/unit and any other departments/units to which they are appointed.
II. B. Non-Tenure Track Faculty (FH section 3.4.2.9)

Non-tenure-track faculty must possess at least an M.A. and 18 graduate credits in the field. Non-tenure-track positions may be filled via national or local search or in response to unsolicited application. All faculty, including non-tenure-track faculty, should have the opportunity to advance in rank based on a combination of length of service and meritorious service. However, advancement in rank should not be required. The procedures used to consider non-tenure track faculty for promotion should be the same as those used to consider tenure track faculty for promotion. (The department/unit will determine the appropriate title for those faculty who have previously fulfilled the criteria listed below.)

Lecturer

Full and part-time positions with varying benefits, filled pending departmental need with contracts of 1-5 years in duration. See FH section 3.4.2.9.2.

Senior Lecturer I

Those who have taught a minimum of 40 courses (or the equivalent thereof) at the rank of Lecturer are eligible for promotion to Senior Lecturer I. Thus, a full-time Lecturer could become eligible for promotion after 5 full years of service. See FH section 3.4.2.9.3.

Senior Lecturer II

Those who have taught a minimum of 40 courses (or the equivalent thereof) at the rank of Senior Lecturer I are eligible for promotion to Senior Lecturer II. See FH section 3.4.2.9.4.

Non-tenure-track faculty at the rank of Senior Lecturer I or II may vote on university and college matters, serve on university and college committees to which they are elected/appointed, and, depending upon individual department/unit policy, may be able to vote on departmental/unit matters and serve on departmental/unit committees, excluding personnel decisions regarding tenure-track faculty and, where applicable, issues pertaining to departmental/unit financial policies. Lecturers who have ¾ or full time contracts and who have taught 24 courses, or the equivalent thereof, may also be able, depending upon departmental/unit policy, to vote on departmental/unit committees, excluding personnel decisions regarding tenure-track faculty and, where applicable issues pertaining to departmental/unit financial policies.

Clinical Faculty

Clinical Faculty are members of the faculty whose primary responsibilities are clinical education and service. Clinical appointments will be limited to academic units, departments, or programs within academic units, in the professional-client service disciplines. Clinical Faculty teach and practice full-time in the clinical professional setting. Clinical Faculty may participate in research and other scholarly or creative activities. Clinical Faculty must be qualified as defined by professional/discipline standards, have practical experience appropriate for the responsibilities assigned and must maintain appropriate professional credentials. Departments shall develop appropriate appointment, promotion and performance review criteria for each rank. These criteria must be approved by the appropriate Dean and the Provost. Clinical Faculty have the same right to faculty governance and voting accorded tenure-track faculty with the exception of voting in personnel decisions regarding tenure-track faculty. Academic ranks indentified in FH section 3.4.2 may be used for Clinical Faculty as consistent with professional and academic standards in the discipline. See FH section 3.4.2.9.5.
Research Faculty  
Research Faculty are members of the faculty whose primary responsibilities are research, but according to specific assignments, may be involved in teaching and service. Faculty members holding the research title must possess an advanced degree within an academic discipline. Evaluations are to be based primarily upon research. Teaching and service accomplishments are to be considered as they correlate with assigned duties. Departments shall develop appropriate appointment, promotion and performance review criteria for each rank. These criteria must be approved by the appropriate Dean and the Provost. Research Faculty have the same right to faculty governance and voting accorded tenure track faculty with the exception of participation in personnel decisions regarding tenure track faculty. Academic ranks indentified in FH section 3.4.2 may be used for Research Faculty as consistent with professional and academic standards in the discipline. See FH section 3.4.2.9.6.

Joint Appointments  
Designated in accordance with the FH section 3.4.3 for those faculty whose employment with the University is in a primary/home department/unit and in one or more secondary departments/units. Written merit, tenure, promotion and post-tenure review guidelines will be implemented by the primary/home department/unit. Performance evaluation must be done collaboratively among relevant affiliations of the faculty member.

II. C. Special Faculty Appointments (FH section 3.4.2.10, formerly 3.4.2.8)  
Any of the ranks identified in the Faculty Handbook Section 3.4.2 may have the following prefixes as appropriate. See section II. A and II. B above.

Faculty whose positions have these prefixes do not have voting privileges.

Adjunct  
Designated in accordance with the FH section 3.4.2.10.1 (formerly section 3.4.2.8) for those faculty whose principal employment, income, or professional work does not come from Appalachian State University. Thus, the “adjunct” prefix should rarely, if ever, be applied to someone who teaches half time or more.

Visiting  
Designated in accordance with the FH section 3.4.2.10.2 (formerly 3.4.2.8) for those faculty whose employment with the university is explicitly temporary. Thus visiting faculty are those whose ongoing employment responsibilities may lie outside the university, who may hold an academic appointment at another institution or possess the qualifications to be appointed at that rank, those who are temporary replacements for regular faculty members taking a leave or awarded an off-campus scholarly assignment, those hired where there is an increased need for academic personnel in circumstances where there is uncertainty the need will continue, to supplement instruction programs at the university, those hired where a position has become available or open with insufficient lead time to conduct an appropriate search. This title may only be used for three (3) consecutive years.

Academic units will establish appointment criteria for visiting faculty and may be made at any rank but must be consistent with the individual's professional qualifications. The University is not obligated to count service as a visiting appointee as credit toward tenure or long-term contract status if the appointment
is later changed to a regular appointment. The “Credit Toward Tenure and Promotion for Service” provisions of the FH section 3.4.2.6.4.1 (formerly 3.4.2.5.4.1) do not apply to these faculty appointments.

**Artist, Practitioner, Writer, or Executive in Residence**
Designated in accordance with the FH section 3.4.2.9.7 (formerly 3.4.2.8.2) for outstanding practitioners who render a specified service to the University. These fixed-term appointments are appropriate for persons who possess unusual qualifications gained through outstanding professional achievement, creative accomplishments and recognition, and may include teaching, research, administration, or public service responsibilities. This appointment may be for fixed terms of one to five years. This title may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time, and who are not intended to be considered for professional appointment.

If an individual holding one of these appointments applies for and is appointed to a tenure-track position at the University, time spent as an “in residence” faculty member cannot be counted toward the time required for tenure and promotion.

**Emeriti**
Designated in accordance with the FH section 3.4.4 for faculty after retirement or for other honorary purposes.

**III. Criteria for Promotion**

Departments/units must establish their own criteria for promotion, provided they are consistent with the criteria for reappointment and include a record of professional service to the university, to the discipline and/or to the community in accordance with departmental standards. See section II. B. above.

**IV. Voting Privileges and Committee Eligibility in the Department**

The foundation of governance is based on the active and appropriate participation of faculty members in making decisions that affect the policies, personnel, and procedures within a department/unit. The modern department/unit will consist of a variety of faculty, as described in section II of this document, which will have differing responsibilities and levels of investment within a department. As such, particular care and attention must be given to ensure that committee responsibilities and voting privileges are available to those who have a vested interest in and demonstrated commitment to, Appalachian. In all instances, the Voting Privileges Committee deemed that an appropriate educational background, typically demonstrated with an advanced degree, experience, expertise, and rank applicable to the respective committee’s mission should be held by anyone who serves on any particular committee. In addition, a system must be constructed to minimize potential conflicts of interest and reduce the risk of those in the most vulnerable positions, typically those who are pre-tenure or non-tenure track. Approved departmental/unit policies shall be submitted to the appropriate dean and will be available on-line to all faculty members.

**V. A. Department/Unit Meetings**
Faculty at all academic ranks may attend department/unit meetings and speak from the floor. When appropriate the department may invite graduate students that may speak from the floor.

Tenure-track faculty may participate, and vote, in the development and approval of departmental/unit budgetary decisions, and on matters pertaining to tenure-track personnel (see section II.A.) whether the motion comes from committee or the floor. When authorized by approved departmental/unit guidelines, the Clinical and Research Faculty may participate, and vote, in the development and approval of budgetary decisions as specified in departmental/unit guidelines.

Votes for all other departmental/unit matters may be cast by tenure-track, and non-tenure-track faculty at the ranks of Senior Lecturer I and II, Clinical and Research Faculty, depending on the voting policy developed and approved by the tenure-track faculty of each department/unit. Lecturers who have \( \frac{3}{4} \) or full time contracts and who have taught 24 courses, or the equivalent there of, may also be able, depending upon departmental/unit policy, to vote on departmental/unit committees, excluding personnel decisions regarding tenure-track faculty and, where applicable issues pertaining to departmental/unit financial policies. A quorum for faculty meetings consists of a simple majority of voting faculty in the department/unit according to Article II section 2. The department/unit chair does not count for a quorum for a faculty meeting and cannot vote except to break a tie. Senior Academic and Administrative Officers as set out in 300.1.2 of The Code may not count for a quorum for a faculty meeting and cannot vote. Departments/units must post a current list of faculty eligible to vote at the beginning of each academic year.

V. B. Department/Unit Committees

In departments/units with graduate programs, a Graduate Studies Committee will be elected from among tenured and non-tenured faculty with Graduate Faculty Status, along with a designated number of graduate students.

Other departmental/unit committees may be comprised of tenure-track faculty, and, depending upon the committee policy developed and approved by the tenure-track faculty of each department/unit, non-tenure-track faculty at the ranks of Senior Lecturer I and II and above. Lecturers who have \( \frac{3}{4} \) or full time contracts and who have taught 24 courses, or the equivalent there of, may also be able, depending upon departmental/unit policy, to vote on departmental/unit committees, excluding personnel decisions regarding tenure-track faculty and, where applicable issues pertaining to departmental/unit financial policies. Committee election and composition, including election and/or appointment of committee chairs, will follow departmental/unit guidelines.

A quorum for committee meetings consists of a simple majority of committee members. The department/unit chair may not vote and is not counted for a quorum. The assistant chair may vote and is counted in a quorum.

The departmental chair/unit is an ex-officio, non-voting member of all committees.

The department/unit chair shall convene all committee meetings for personnel actions, exclusive of search committee meetings.

VI. Personnel Matters
After a thorough review of both Appalachian and in-state/peer university policies, the committee decided that a significant revision of the procedures for personnel matters was needed. It was evident from the data and discussions collected from these investigations that recommendations for personnel decisions, especially those regarding tenure and/or promotion, should be made by as large a group of qualified faculty as possible. This approach is termed the “craft model” and can be generally described as allowing those “at or above” an academic rank or tenure status being eligible to vote on personnel matters involving promotion to that rank or tenure. Those who have achieved a certain rank or tenure within a department understand the rigors and requirements necessary to achieve said status and will have demonstrated a longer-term commitment to their department. The faculty who have yet to achieve academic rank or tenure that is under consideration likely do not yet possess the background in the professoriate to fully evaluate promotion and tenure materials or may themselves be vulnerable to undue pressures owing to their unprotected faculty status. Further, although the current Departmental Personnel Committee system should be applauded for its efforts to allow pre-tenure or non-tenure-track faculty to vote on all departmental personnel matters, research shows that this is not consistent with the professional norms of the academy.

The following sections outline the proposed changes to handling faculty personnel matters at Appalachian. The revised system of faculty classifications described in Section II of this document is used as the foundation of constructing an applicable craft model for our university. We propose that the most equitable system for composing a voting body will be for all departmental/unit faculty members “at or above” the rank under consideration to form a committee of the whole that will vote on the applicable issue. We recommend that all personnel actions are decided by appropriately ranked faculty.

Faculty will vote on personnel matters as designated below. Personnel meetings must be announced and the agenda posted one week prior to the meeting as required by the FH Section 4.1.4.1.1. The announcement should clearly state the time and place of the meeting and it will become a part of the department's/unit's permanent records. All department/unit members who so desire may present their views, either in person or in writing for consideration during the meeting in regard to any item(s) on the agenda.

Meetings must take place with a quorum of a simple majority of the faculty eligible to vote on that particular personnel action exclusive of faculty on leave, as provided for in the FH Section 4.9.3.3. In no instance may the number of faculty involved be fewer than four members.

Our committee recognizes that in small departments the “craft model” may result in an inadequate number of voting members for some of the following personnel decisions. In these instances we recommend that, after consultation with the Department/Unit Chair and the tenured faculty, the Dean of the appropriate college will select additional committee members that have achieved the appropriate rank or status within another department with related fields. If a department has multiple faculty members applying for the same rank or status, whether it be promotion and/or tenure in the same academic year, the additional committee member(s) will serve on all such committees for the duration of the academic year in which they have been selected. In the event that there are no faculty members of the appropriate rank or status within the department/unit, then a committee will be formed of faculty at the highest rank in the department/unit with at least two (2) faculty at the rank in question from other departments/units as assigned above.

In a multiple-discipline department, the department may decide that only faculty in the candidate’s immediate discipline may meet and vote on a recommendation. When faculty are assigned to a department other than through typical search measures; i.e., Faculty Fellows, University College,
reorganization of departments/colleges, etc. the faculty member, in consultation with the appropriate chair(s) and dean(s), may request committee members from allied disciplines.

All meetings of search committees shall be held on campus. (FH Section 4.1.4.2.2) Every member of an academic department must be notified in writing of all meetings and agenda items of the search committee. Notwithstanding the foregoing, search committee members who interview potential candidates at off-campus sites (e.g., at professional/academic conferences) may confer concerning the respective merits of such candidates, and such conferral shall not constitute a meeting of the search committee. Search committee members will report the results of their interviews and conferral concerning prospective candidates at the next on-campus meeting of the search committee. Search committee members interviewing potential candidates at off-campus sites will be required to maintain confidentiality in that context to the same degree as they would in the context of a meeting of the search committee.

Motions on personnel actions must be stated in the affirmative and pass with at least a three-fourths majority. All votes on personnel matters will take place in person and the votes will be cast via secret ballot.

VI. A. Personnel Voting Eligibility and Procedures

**Graduate Faculty Status.** The Graduate Faculty of the department will review credentials and vote on candidates for Graduate Faculty status. Votes, along with the chair’s recommendation, will be sent to the Graduate School.

**Promotion to Senior Lecturer I and II.** All faculty at a rank of Senior Lecturer I and above will review credentials and vote on promotion to Senior Lecturer I. All faculty at a rank of Senior Lecturer II and above will review credentials and vote on promotion to Senior Lecturer II. This vote, along with the department/unit chair’s recommendations, will be sent to the appropriate Dean. The department/unit may decide to delegate the responsibility of credential review and promotion decisions to the non-tenure-track staffing committee described below.

**Third Year Reappointment.** All tenured faculty will review the credentials and vote on a candidate’s third year reappointment. This vote, along with the department/unit chair’s recommendation, will be sent to the appropriate Dean.

**Tenure.** All tenured faculty will review the credentials and vote on a candidate’s application for tenure. This vote, along with the department chair’s recommendation, will be sent to the appropriate Dean.

**Promotion to Associate Professor.** All tenure-track faculty at the rank of Associate Professor or above will review the credentials and vote on a tenure-track candidate’s application for promotion to Associate Professor. All faculty at the rank of Associate Professor or above will review the credentials and vote on a non-tenure-track Clinical or Research faculty member’s application for promotion to Associate Professor. This vote, along with the department chair’s recommendation, will be sent to the appropriate dean.

**Promotion to Professor.** All tenured faculty at the rank of Professor will review the credentials and vote on a tenure-track candidate’s application for promotion to Professor. All faculty at the rank of Professor will review the credentials and vote on a non-tenure-track Clinical or Research faculty member’s application for promotion to Professor. This vote, along with the department/unit chair’s recommendation, will be sent to the appropriate dean.
**Emeriti Status.** All tenured faculty at the rank of the applicant and above will review the credentials and vote on a candidate’s application for Emeritus status (See FH Section 4.3.3). This vote, along with the department chair’s recommendation, will be sent to the appropriate dean.

**Personnel Issues Relating to Internal Chairs.** When an existing member (or members) of the faculty desires to be department/unit chair, whether by rotation or election, or when an existing chair’s term is considered for continuation or termination (including early termination), the tenured department/unit faculty will solicit feedback from all constituents of the department/unit and make a recommendation to the Dean as per approved departmental guidelines.

**External Chair Search.** The tenure-track faculty of the department/unit will elect a search committee of six (6) department/unit members with a ratio, where possible, of four (4) tenured to two (2) untenured faculty, plus an additional member who is a chair from an allied department/unit appointed by the dean of the college/school in consultation with the Provost and Executive Vice Chancellor. Departments/units with a multiple focus (such as political science/criminal justice) must have all areas represented. After the completion of the on campus interviews, the search committee will solicit feedback from all constituents of the department/unit. The search committee will then rank the acceptable candidates and their recommendations will go to the Dean.

**Tenure-track Searches.** The tenure-track faculty of the department/unit will review the department’s/unit’s current and projected needs and determine the allocation of any new or vacated positions. The tenure-track faculty of the department/unit will elect a search committee with a ratio of two (2) tenured for every one (1) untenured. The tenure-track faculty may vote to elect one (1) member of the search committee, with appropriate qualifications, from outside the department/unit. The number of members required and the chair of the each search committee shall be determined according to departmental/unit guidelines. The department/unit head will be an ex-officio, non-voting member of the search committee. Departments/units with a multiple focus (such as political science/criminal justice) may elect to have the search committee appointed from the faculty of the program to which the position has been allocated. If the department/unit chooses not to have the search committee appointed from the faculty of the program to which the position has been allocated, all areas in the department/unit must be fairly represented. After the completion of the on campus interviews, the search committee will solicit feedback from all constituents of the department/unit. The search committee will then rank the acceptable candidates and their recommendations will go to the department/unit chair. The recommendation of the department/unit chair, along with the recommendation of the search committee, will go to the dean.
Clinical and Research Searches. The faculty of the department/unit will elect a search committee of six (6) members with a ratio, where possible, of four (4) tenured to two (2) untenured. The chair of the search committee shall be determined according to departmental/unit guidelines. The department/unit head will be an ex-officio, non-voting member of the search committee. Departments/units with a multiple focus (such as political science/criminal justice) may elect to have the search committee appointed from the faculty of the program to which the position has been allocated. If the department/unit chooses not to have the search committee appointed from the faculty of the program to which the position has been allocated, all areas in the department/unit must be fairly represented. After the completion of the on campus interviews, the search committee will solicit feedback from all constituents of the department/unit. The search committee will then rank the acceptable candidates and their recommendations will go to the department/unit chair. The recommendation of the department/unit chair, along with the recommendation of the search committee, will go to the dean.

Other Non-tenure-track Searches. The tenure-track faculty of the department/unit will elect a committee of four (4) department/unit members to review credentials and make personnel recommendations regarding non-tenure-track faculty. Where possible the committee should be comprised of two (2) tenured faculty, two (2) untenured faculty at the rank of Senior Lecturer I or above. Lecturers who have ¾ or full time contracts and who have taught 24 courses, or the equivalent there of, may also be able, depending upon departmental/unit policy, to serve on Non-tenure track search committees. If there are insufficient numbers of NTT personnel available at the Senior Lecturer I or above ¾ or full time Lecturers may be elected. The department/unit head may chair, and will be an ex-officio, non-voting member of the search committee. Departments/units with a multiple focus (such as political science/criminal justice) may elect to have separate staffing committees for each program in the department. If the department/unit chooses not to have the search committee appointed from the faculty of the program to which the position has been allocated all areas in the department/unit must be fairly represented.

Special Faculty Appointments. Faculty appointments as listed in Section II. C. above, with the exception of emeriti faculty will be appointed as per guidelines approved by the department/unit.

VII. Voting Privileges and Committee Eligibility—University and College

All tenure-track faculty, Clinical and Research faculty, and non-tenure-track faculty at the rank of Senior Lecturer I or II may vote on university and college matters and serve and vote on university and college committees to which they are elected or appointed, with the exception of any ad-hoc or standing committee whose sole purpose is to establish policies or determine personnel procedures regarding the tenure/tenure track faculty.
April 9, 2008

Ms. Martha Marking, Chair
Faculty Senate Office
I.G. Greer Hall

Dear Martha:

A March 23 article in the *Charlotte Observer* regarding a gift by BB&T to UNC Charlotte may have resulted in some confusion regarding gifts from corporations and other donors to Appalachian. In the case of UNC Charlotte, a $1 million gift from BB&T was reported to contain the stipulation that the book “Atlas Shrugged” by Ayn Rand be included in a course as required reading. The newspaper article may have lead some to believe that similar gifts to Appalachian could or have resulted in changes in required reading in University-approved courses or to the content of required or elective courses leading to a degree. That is simply not the case.

Appalachian received a $1 million pledge from BB&T in 2001 to support the Holland Fellows Program in the Walker College of Business. The gift was paid in installments over the past five years and its use was agreed to by members of the College of Business faculty.

The University also has received additional contributions from BB&T that have supported scholarships for students, the Harlan Boyles CEO Lecture Series, the Brantley Risk and Insurance Center, the Boyles Professorship in Excellence, the N.C. Bankers Association Endowment, the student-run Bowden Investment Group, the International Business Endowment, the Graphic Arts and Imaging Technology Program, and for support of Career Development Center activities. BB&T has also provided support to Appalachian’s past comprehensive fundraising campaigns as well.

In 2007 and 2008, the 12 Appalachian students selected for the Holland Fellows Program and their Chinese counterparts from Fudan University and trip leaders were given the book as part of a one-day, non-graded seminar. There is no way to assure they read the book as it was used only in a one-day seminar where no academic credit was given and no grade assigned. The title of the seminar is “The Nature of Free Enterprise” and a copy of “Atlas Shrugged” and the “World is Flat” is given to each Holland Fellow each year. This is a small portion of a comprehensive program that includes business case studies, research presentations and visits to State-owned enterprises and foreign joint ventures in China. As part of the program, Appalachian’s students learn about Chinese business practices and about Chinese culture. Chinese students learn about American practices and culture.
Ms. Martha Marking, Chair  
April 9, 2008  
Page Two

The University, through the Appalachian State University Foundation, carefully reviews all gifts made to the University as well as any requirements attached to the gift for their appropriateness to the University and its mission. It is well understood that curriculum development and curriculum revisions are controlled by the faculty and subject to review at the departmental and college level before being approved by the University-wide AP&P Committee. The current agreement with BB&T regarding this gift does not undermine this faculty responsibility in any way. I hope this addresses your concerns.

Sincerely,

Ken

Kenneth E. Peacock  
Chancellor

KEP/cp
Present: Chancellor Ken Peacock; Provost and Executive Vice-Chancellor Stan Aeschleman; Chief of Staff Lorin Baumhover; Faculty Senate Chair Martha Marking; Chip Arnold; Eric Marland; Jeff Tiller; Betsy Williams; Wendy Winn.

Following are a list of the questions provided and a summary of the answers given:

1. **What is the Administration doing with the Presbyterian Church property?**

   Nothing has been decided yet. The administration has received bids from companies regarding the assessment of the property, narrowed them down to three companies that are of interest, will interview the three, and will then decide what direction to take. The University primarily needed the parking lot property but it came as a package deal that included two other lots. Because one of the lots included the Church, a tour was conducted. There is potential to use the space for 20-25 offices and conference rooms; the church sanctuary has a new sound system and it could be a nice lecture hall. All rooms are in good shape. But whether to keep the church property or sell it still needs to be determined.

2. **How will the advising process be revised? Will it reside in University College, Learning Assistance Office or in academic departments?**

   The goal of the University College is to have a closer connection with the academic departments. The administration will evaluate the quality of advising, but there is no major plan to change anything dramatically.

3. **Why can’t faculty purchase season tickets to the football games without giving money to Yosef Club, especially if they were season ticket holders previously?**

   This is not true. Previous ticket holders can purchase tickets as they had before. However, about 100 ticket holders will have to change seats. Sections 2-5 will require a donation and this money will go to the Yosef Club for scholarships.

4. **Both the Charlotte Observer and the Winston Salem Journal have recently run articles on gifts made by John Allison and BB&T to universities in the state. These gifts are linked to the Ayn Rand Institute and sometimes come with the stipulation that Rand's novel *Atlas Shrugged* be taught in selected classes. Appalachian State is listed in both articles as a university that accepted this money and agreed to include the novel in the curriculum (apparently not all universities that took the money agreed to abide by that stipulation). Please give background on this arrangement and explain if this agreement is presently in effect.**
Chancellor Peacock provided the following background: John Allison, head of the capital campaign and a member of the ASU Board of Trustees at the time of the proposed center (1997), made a gift of $1M to establish the BB&T Center for Capitalism but there were terms that Peacock (who was dean of the Business School at the time) could not accept: 1) make *Atlas Shrugged* required reading; 2) develop a center that teaches Ayn Rand’s philosophy; and 3) bring two faculty (one from Duke and one from Texas) to teach. Peacock met with the person from Duke but decided the center wasn’t going to happen. He told Allison this and offered to return the money. There was a commitment for payments in yearly increments. The money was left in a holding account. Because donations were additionally given to other schools, the Chancellor learned through other parties that he should reread the agreement to determine if there were alternate ways to comply.

Chancellor Peacock said ASU is using the money to fund the program with Fudan University but it is *not* using the money in the curriculum. The donor cannot dictate curriculum. Money is being used for students’ transportation and books. Harry Davis, leads the one-day seminar, is *not* promoting Rand’s philosophy, *although he does give a lecture on it*. Copies of both *Atlas Shrugged* and *The World is Flat* are given to the students. So while ASU is not doing what the agreement initially asked for, they do feel that they are meeting the spirit of the agreement.

Chip Arnold pointed out that he and Stella Anderson (then Faculty Senate Chair) had met several years ago with the former chancellor, Frank Borkowski, about the Rand connection to this gift and the development of a Center of the Study of Capitalism. Arnold recalled that the former chancellor acknowledged that ASU had accepted the donation and that a person suggested by Allison had been hired. After Arnold and Anderson protested against this arrangement and provided the chancellor with information on the teachings of the Rand Institute, Borkowski cancelled the arrangement and bought out the person’s contract. Arnold recalled being told that the gift was returned, but obviously that was not so. Chancellor Peacock said that, to his knowledge, no one was hired and a center was not given serious consideration.

Arnold said that if the Charlotte Observer and Winston Salem Journal articles listing ASU as requiring *Atlas Shrugged* as part of the curriculum is incorrect, he would like a press statement issued to refute it. The Chancellor said he could do that. Marking added that Allison *does* agree with the way ASU is spending the money. Asked if Chinese students are required to purchase or read *Atlas Shrugged*, the Chancellor said “no”. Arnold requested that we find out if ASU did indeed hire someone for the center. It was suggested that Harry Davis be consulted for this information.

Included below is a follow up email from Jane Nicholson to Lorin Baumhover on 4/2/08 that describes Harry Davis’s seminar:

Talked with Harry Davis. He leads a seminar on free trade and free enterprise for the ASU and Fudan students while they are here. Last year it was about a two-hour presentation. This year it will be about four hours. A discussion of *Atlas Shrugged* is just one part of that presentation, which includes watching a tape of a debate...
between Sen. Dorgan and Tom Friedman, a clip of a talk by Milton Freedman and other information. The presentation is not graded, there is no required reading. The ASU students were given a copy of the book, and the Fudan students will receive a copy of the book after the presentation.

5. **Despite your recent memos concerning a "noose incident" on campus, rumors continue to spread that the incident was badly handled (why the long delay in making public the incident, for example?) and that there may be threats to academic freedom inherent in the solutions considered. You were giving an explanation to the Faculty Senate when the "gunman" episode interrupted your presentation. Please explain as thoroughly as you can the situation and the manner in which the university has dealt with it.**

The Chancellor said that in the Faculty Senate meeting that day he wanted to mention the press release. He admitted that they had “stubbed their toe” on timing. The event occurred on a Friday and the Chancellor was informed the following Wednesday. The Provost was in India when it happened but got on it when he returned. The administration is now looking internally at the delay in the process. The Chancellor said that this was a very complex situation and that everyone involved had to be protected. They are being guided by the university attorneys. They also wanted to make sure they had all the facts. They learned from Duke not to speak too soon. Asking “Have we covered our bases?” he said the consensus is “yes.”

Stan added that there were lots of complex variables and ASU tried to balance all of those and honor and respect the feelings of those involved. Marking asked if it was over. The Chancellor said it’s hard to know. From an institutional standpoint, that’s all he could say.