

Faculty Senate Meeting
Thursday, April 24, 2014
3:30, Library Rooms 209 A&B

Dr. Lehr called the meeting to order at 3:30 p.m. The following members were present:

Dr. Stephanie Buchert	Dr. Linda Lau	Ms. Suzy Palmer
Dr. David Buckalew	Dr. David Locascio	Dr. Ken Perkins
Dr. Phil Cantrell	Dr. Mark Lukas	Dr. Jeannine Perry
Dr. Audrey Church	Dr. David Magill	Dr. Lissa Power-deFur
Ms. Cynthia Crews	Dr. Ruth Meese	Dr. Melissa Rhoten
Dr. Alix Fink	Mr. Mike Mergen	Dr. Charles Ross
Dr. Lily Goetz	Dr. Jake Milne	Dr. Leah Shilling-Traina
Dr. Jackie Hall	Dr. Jo Morrison	Dr. Chris Swanson
Dr. Jeff Halliday	Dr. Gene Muto	Dr. Meg Thompson
Dr. David Hardin	Dr. Kristen Nugent	Mr. Nick Carrara

Members not present were Dr. Paul Barrett, Dr. Paul Chapman, Mr. Ken Copeland, Ms. Emily Cox, Dr. Tim Pierson, Dr. Kim Stern. Also present were Dr. Bill Abrams, Dr. Consuelo Alvarez, Ms. Joanna Baker, Ms. Virginia Kinman, Dr. Pat Lust, Mr. Richard Mcghee, Ms. Sharon Menegoni, Dr. David Shoenthal, and Dr. Charles White, and new members Dr. Ayse Balas, Dr. Mary Carver, Dr. Kevin Doyle, Ms. Amanda Hartman, Dr. Brett Martz, Dr. Sarah Porter, Mr. Chris Register, and Dr. Sean Ruday. Unable to attend were Ms. Kelly Nelson and Ms. Mary Stebbins.

The minutes for April 10 were approved as distributed.

Dr. Lehr introduced the new members and those reelected—Dr. Halliday, Dr. Leah Shilling-Traina, and Dr. Chris Swanson.

Dr. Ruth Meese moved the approval for graduation of all those candidates who have successfully completed the requirements for their degrees. Her motion was seconded and passed.

Dr. Lehr called for nominations for next year's chair of the Faculty Senate. Dr. Meese nominated Dr. Lehr. Dr. Magill moved that nominations be closed. His motion passed and Dr. Lehr was elected. He called for nominations for deputy chair. Dr. Locascio nominated Dr. Shilling-Traina. The nomination was seconded and there were no further nominations. Dr. Shilling-Traina was elected. Dr. Lehr called for nominations for at-large members. Dr. Milne, Dr. Porter, Dr. Doyle, and Dr. Carver were nominated and the nominations were seconded. Dr. Milne, Dr. Porter, and Dr. Doyle were elected.

For Dr. Lisa Kinzer Dr. May announced the members of next year's Faculty Status and Grievances Committee: continuing members are Dr. Jennifer Apperson, Dr. Audrey Church, and Dr. Lisa Kinzer. Newly elected are Dr. Ray Brastow and Dr. Steven Isaac. Alternates are Dr. Ruth Meese, Dr. Bill Abrams, Dr. Michelle Parry, and Dr. Derek Taylor.

Dr. Lehr recognized Ms. Menegoni reporting for EPC (documents posted on the Senate web page). She moved the storage of the MS, Education—Spanish/ESL PreK-12. The motion passed. She moved the removal from the table of the name change for the Liberal Studies program to Integrative Studies. The motion was seconded and passed. After Dr. Lust explained the rationale and considerable discussion,

Dr. Milne moved tabling the motion until the September Senate meeting. The motion was seconded and defeated. After more discussion Dr. Muto called the previous question. The motion was seconded and passed. In a vote by secret ballot, the main motion was defeated. Ms. Menegoni moved the approval of a clarification of the policy for writing-intensive courses. Dr. Magill moved amending the sentence on class size to read "Departments will strive to limit enrollment in such courses to 20 students when possible, or to otherwise manage faculty workload to promote writing instruction." The motion was seconded and passed. The main motion passed.

Dr. White answered questions about his report (posted on the web page). Priorities in the vice presidential areas have been ranked, but there is no certainty about funding any of them. Admissions and retention look good, and salaries remain a top priority.

For the Promotion and Tenure Policies and Procedures Committee Dr. Goetz moved the approval of new timetables for review of faculty. Dr. Magill moved an amendment dealing with lecturers:

APPENDIX B

Time Tables for Reviews of Faculty

If any date falls on a weekend, the due date is the next Monday.

If any date falls on a weekend or University recognized holiday, the due date is the next business day.

*Time Table for Probationary Review of ~~Tenure Track Faculty, Lecturers, and Clinical Educators~~ in their first semester of employment**

Comment [a1]: delete comma

Fall Semester

- beginning of **Department Chair** gives all new faculty lecturers and clinical educators copies of department policies on probationary review.
- by August 29 **Department Chair** provides to **Chair of Department Tenure Committee** a list of faculty for probationary review, i. e., those lecturers and clinical faculty in their first, second, third, fourth, and fifth years of full-time teaching.
- by September 3 Lecturers and clinical faculty in their first semester of employment submit files to Department Chair.
- by September 4 **Department Chair** provides to **Chair of the Department Tenure Committee** the files of probationary faculty members in the second, third, fourth, or fifth year of full-time teaching. lecturers and clinical faculty in their first semester of employment.
- by September 8 **Department Tenure Committee** circulates files of probationary review faculty lecturers and clinical faculty in their first semester of employment to members and notifies probationary faculty members of any missing items.
- by October 25 **Department Tenure Committee** returns files of probationary faculty lecturers and clinical faculty in their first semester of employment to **Department Chair.**

by October 31 **Department Chair and Department Tenure Committee** exchange letters of recommendation for ~~probationary faculty members in their second, third, fourth, and fifth years of employment~~ **lecturers and clinical faculty in their first semester of employment**. **Department Chair** forwards copies of both letters to the ~~probationary~~ **probationary** faculty member. The recommendation letter is to be addressed to the ~~probationary~~ **probationary** faculty member.

by November 7 **Department Tenure Committee** and/or **Department Chair** meets with any ~~probationary faculty member~~ **lecturers and clinical faculty in their first semester of employment** receiving negative recommendation, if requested.

by November 14 **Department Tenure Committee** and/or **Department Chair** considers requests for reconsideration of negative recommendations, if any, for ~~probationary~~ **probationary** reviews of **lecturers and clinical faculty in their first semester of employment**.

by November 21
(or one week after
hearing, if earlier) **Department Tenure Committee** and/or **Department Chair** replies to any requests for reconsideration of negative recommendations.

by ~~December 1~~ November 23 ~~Probationary~~ review letters from the **Department Chair** and **Department Tenure Committee** for ~~probationary faculty members in their second, third, fourth, and fifth years of employment~~ **lecturers and clinical faculty in their first semester of employment** are sent by the **Department Chair** to the **Dean** and PVPAA. **The PVPAA will receive all previous letters in the probationary review process.**

By November 30 **If recommending that a contract not be renewed for lecturers and clinical faculty in their first year of employment, the Dean writes a letter to the VPAA with a copy to the candidate, Department Chair, and Department Tenure Committee Chair.**

Comment [a2]: Is this step necessary? Does the chair just not renew them, or does the dean have to write a letter? Not to the VPAA??

Time Table for Probationary Review of Lecturers and Clinical Educators in their second, third, fourth or fifth year of employment*

Spring Semester

by January 10 **Lecturers and clinical educators in their second, third, fourth or fifth year of employment submit files to Department Chair.**

by January 11 **Department Chair provides to Chair of the Department Tenure Committee the files of lecturers and clinical educators in their second, third, fourth or fifth year of employment.**

by January 15 **Department Tenure Committee circulates files of lecturers and clinical educators in their second, third, fourth or fifth year of employment to members and notifies faculty members of any missing items.**

by February 10 **Department Chair** and **Department Tenure Committee** exchange letters of recommendation for first year probationary faculty members lecturers and clinical educators in their second, third, fourth or fifth year of employment. **Department Chair** forwards copies of both letters to the ~~probationary~~ faculty member. The recommendation letter is to be addressed to the ~~first year probationary~~ faculty member.

by February 17 **Department Tenure Committee** and/or **Department Chair** meets with any ~~first year probationary faculty member~~ lecturers and clinical educators in their second, third, fourth or fifth year of employment receiving negative recommendation, if requested.

by February 21 **Department Tenure Committee** and/or **Department Chair** considers requests for reconsideration of negative recommendations, if any, for ~~first year probationary~~ reviews of lecturers and clinical educators in their second, third, fourth or fifth year of employment.

by February 27
(or week after
hearing if earlier) Department Tenure Committee and/or Department Chair replies to any requests for reconsideration of negative recommendations.

by February 28 ~~Probationary~~ Review letters from the **Department Chair** and the **Department Tenure Committee** for ~~first year probationary faculty members~~ lecturers and clinical educators in their second, third, fourth or fifth year of employment are sent by the **Department Chair**, to the **Dean**, and **PVPAA**. The **PVPAA** will receive all previous letters in the probationary review process.

By March 7 If recommending that a contract not be renewed for lecturers and clinical educators in their second, third, fourth or fifth year of employment, the **Dean** writes a letter to the **VPAA** with a copy to the candidate, **Department Chair**, and **Department Tenure Committee Chair**.

Comment [a3]: Is this step necessary? Does the chair just not renew them, or does the dean have to write a letter? Not to the VPAA??

* Lecturers and Clinical Educators are reviewed during their first semester of employment. Thereafter, they are reviewed annually following the same timetable as for the Spring Semester review of first year probationary faculty members.

The motion was seconded and passed. The main motion passed.

Dr. Shilling-Traina for the Executive Committee and the ad hoc committee on Student Evaluation of Teaching moved the approval of a policy for courses with five or fewer students. Dr. Hall moved to amend the wording to read "Classes with 5 or more students shall be evaluated." The motion was seconded and passed. The policy as amended passed. She moved the approval of the change in the timing of evaluations. The motion passed. (Documents on the Senate web page.)

Dr. Cantrell moved the approval of revisions to the process for the review of adjunct faculty (posted on the web page). The motion was seconded and passed.

The meeting was adjourned at 5:16.
Susan May

