

Clayton State University – Minutes of the Faculty Senate
Monday April 16, 2012 (11:00 a.m. – 12:15 p.m.)
University Center Board Room (UC 260)

Members Present: Antoinette Miller (Chair), Jim Keebler (Vice Chair), Maria Bullen, Jennell Charles, Kathryn W. Kemp, Scott Butterfield, Katherine Kemp, Barbara Musolf, Katherine Ott, Terri Summers, Susan A. Walsh, David Williams.

Non-Members Present: Dr. Tim Hynes, President, Robert Vaughan, Academic Affairs, Jim Braun.

Faculty Senate Chair Miller called the meeting to order at 11:02 a.m. with a quorum present.

A. Approval of Minutes

1. April 2, 2012
 - a. Motion to accept the minutes as written.
 - b. Motion seconded.
 - i. Minutes accepted unanimously.

B. Reports

1. President's Report (attachments 3)
 - a. The President distributed the FY 2013 Funding Request and FY 2013 Budget.
2. Faculty Affairs Committee (FAC) - Faculty Handbook – J. Braun, Chair
 - a. Section 205.03.1.1 Minimum Time in Rank For Promotion
 - i. **Motion: Senator Musolf** moved the section be accepted as previously amended, seconded by Vice-Chair Keebler.
 - a. Amendment as follows: Faculty hired during the academic year (e.g., in January) may opt to have that year counted as a full year for purposes of both promotion and tenure. This decision must be made and clearly documented in the contract at the time of hiring
 - b. **Motion passed unanimously.**
 - b. Section 205.03.1.2 Universal Requirements for Promotion and/or Tenure
 - i. Chair Miller asked if the candidate must show that syllabi for all courses is readily available.
 - a) Jim Braun indicated that the statement that the syllabi are on the faculty website is sufficient.
 - ii. Senator Charles asked that FAC Chair Jim Braun describe changes to the senate.
 - a). Jim Braun described the changes.
 - i) Senator Charles asked if criteria between departments could be very different.
 - ii). Jim Braun stated, 'Yes'.
 - iii). Senator Musolf asked if one department could use quantitative measures and not another.
 - (a). Jim Braun stated, 'Yes'; the FAC suggested that that criteria be posted

- on a web site.
- iv). Senator Kemp suggested that the wording ‘meeting expectations’ was not congruent with the intent.
 - (a). Jim Braun stated it reflects Board of Regents (BOR) wording.
 - (i). Robert Vaughan stated that previously there was a provision to double check a section to indicate an exemplary exhibit.
 - (ii). Current language reflects the practice, though rare.
 - v). Chair Miller asked if departments will be given guidelines.
 - (a). Jim Braun stated that departments will need to determine what is appropriate and achievable.
 - (b). Senator Charles asked if having differing criteria for promotion and tenure between departments is acceptable for SACS accreditation.
 - (i). Robert Vaughan stated that as long as institution policies align with BOR policies it is not an issue.
 - vi). Robert Vaughan asked if a quality check system for policies should be considered.
 - (a). Jim Braun stated that the original problem was no consensus between departments.
 - (ii). Departments will determine their own standard by consensus.
 - (a). Chair Miller asked about the condition where a poor decision was made by a department.
 - (b). Vice-Chair Keebler noted that the condition that a decision must be voted on by 3/5 of faculty is in place.
 - vii). Chair Miller asked if the term ‘department’ was to replace ‘unit’.
 - (a) President Hynes asked if the department writes the language?
 - (i). Jim Braun responded, ‘Yes’, but the college reviews the documents.
 - (b) Vice-Chair Keebler noted that the reception was positive and thanked the committee for its work.
 - (i) Robert Vaughan stated that from an administrative perspective it might be controversial.
 - (a). Chair Miller noted that the FAC indicated that departments may make changes.
 - (b). Jim Braun stated each department should endeavor to do its work soundly with good effort.
 - (c). Robert Vaughan asked if the college should be given a role so that at least for the College of Health and Arts and Sciences disparity is avoided.
 - (i). President Hynes noted that making a change which states 3/5 of college level faculty must approve before publishing would allow the departments to be creative and address both issues.
 - (ii). Senator Walsh asked if another unit should have the right raise an objection to a standard.
 - (aa). Senator Williams stated that tenure system keeps the system from being skewed.

- viii). **Motion: Senator Butterfield** made the motion to change the the language regarding adoption of guidelines, seconded by Ott,
 - (a). The amendment is as follows: Each department’s tenure and promotion guidelines must be approved by three-fifths of the full-time tenure-track and tenured faculty in that department and three-fifths of the full-time tenured and tenure-track faculty in that department’s respective College before being published to the Official University Promotion and Tenure website.
 - (b). **The motion passed unanimously.**
- ix). **Motion: Senator Kemp** made a motion to accept section 205.03.1.2 Universal Requirements for Promotion and/or Tenure with modifications as amended, Charles seconded.
 - (a). **Motion passed unanimously.**
- c. Section 205.03.2 Evidence to Document Achievement of Criteria for Promotion and/or Tenure
 - i. Senator Musolf asked if the section had changed much.
 - a). Jim Braun stated he did not believe it had.
 - ii. There was a discussion about measurement of ‘collegiality’.
 - iii. Senator Williams noted that it was up to the department to show that ‘collegiality’ was relevant to its function and to do as the BOR states by finding items which fit its measurement.
 - ii. **Motion: Vice-Chair Keebler** motioned to accept section 205.03.3 as written, second by Musolf.
 - a) Motion passed unanimously.**
- d. Section 205.03. Evidentiary Sources Relevant to Promotion and/or Tenure
 - i. Jim Braun stated there are changes in this section.
 - a) The requirement to teach mandatory core or introductory courses is removed.
 - b) Direct participation in K-12 school activities was added.
 - c) The ‘other’ category is removed, though an individual faculty member could add the category.
 - c) The FAC is not opposed to adding more, but the list is exemplary only, not mandatory.
 - ii. Senator Musolf asked if evidence of student evaluations was mandatory.
 - a) Jim Braun stated that the FAC removed all mandatory criteria, but would expect departments to consider adding it.
 - iii. Chair Miller asked, on bullets under ‘d’, what is meant by ‘research’.
 - a) Discussion followed regarding types of activities considered research.
 - b) Senator Charles asked if there was a clear sentence which stated that none of the evidence is mandatory.
 - i). Jim Braun stated that it is in the previous paragraph.
 - ii). Senator Charles asked if the last sentence should be changed from academic unit to department.
 - (a). Jim Braun stated that department work needs to be approved by colleges, so the language should be acceptable.
 - c). President Hynes asked if it is the intention to make the discussion of evidentiary sources as part of personnel policies?

- i) Jim Braun stated that each department will need to do something prescriptive.
 - (a) President Hynes suggested it be made explicit as to what constitutes evidence for promotion and tenure (P&T).
 - iv. **Motion: Senator Kemp** moved to accept the modifications as written, seconded by Vice-chair Keebler.
 - a). **Motion passed unanimously.**
- e. Section 205.04 Process and Procedures for Promotion and Tenure
 - i. Chair Miller solicited questions.
 - a). Senator Williams asked if we decided to allow assistant professors who earn credit to be promoted before tenure?
 - b). Jim Braun stated we did say that those with credit can apply for tenure; the few cases concerned will be notified at the time of hiring.
 - i). Jim Braun stated the issue is the timeline as we say it takes 5 years of service to be considered, and nothing beyond clarification can be added to the portfolio after Aug. 21, which means that essentially only 4 years of performance will be evaluated.
 - (a). Discussion followed regarding effects on specific cases, including hiring in mid-year and needing to wait an additional year for review.
 - (i). Senator Kemp asked if there was any reason for using years instead of semesters.
 - (a). Jim Braun stated it was because the summer semester could be counted, plus the BOR uses ‘years’ for rank approval.
 - (b). Jim Braun stated this issue is the number of attempts possible under the current rule is three.
 - (c). Jim Braun stated that we could change the norm to going up for P&T in the sixth year with a seventh to remediate.
 - (ii). Chair Miller stated that we passed this previously.
 - (a). Discussion followed regarding the effects of timing on pre-tenure review.
 - (iii). Senator Williams stated that the purpose of an eighth year was to Redress the unsuccessful candidate.
 - (a). President Hynes stated the 8th year is to accommodate the appellate process which may take longer than a 7th year.
 - (b). President Hynes stated that three attempts is not prohibited by the BOR.
 - ii. Senator Musolf moved that the section be accepted.
 - a). Further discussion regarding remaining a tenured assistant professor throughout a career.
 - i). President Hynes stated that those concerns are addressed by post-tenure review policies.
 - b) **Motion: Senator Charles** moved that the section be accepted as written, second Vice-Chair Keebler.
 - i). **Motion passed unanimously.**

3. Chair Miller noted that the meeting time is expiring and that the issues of breast feeding and student behavior remain, but suggested they could be handled by electronic voting.
 - a. Chair Miller noted that the calendar issue also still needs resolution.
 - i. Senators Summers and Musolf of the APC stated the issue can be held until the April 23 meeting.
 - b. Chair Miller noted that the President's written report regarding the budget still needed to be addressed.
 - ii. Chair Miller encouraged senators to attend the budget meeting on Friday.
 - c. **Motion: Senator Kemp** motioned to extend the Faculty Senate meeting until 1230, second by Ott.
 - i. **Motion passed unanimously.**
 - ii. Quorum present.
4. Faculty Affairs Committee (FAC), continued - Faculty Handbook – J. Braun, Chair
 - a. Section 205.04.01 Membership and Terms on Promotion and Tenure Committees
 - i. Chair Miller asked if there were changes in this section.
 - ii. Jim Braun stated there were no radical changes.
 - a). Discussion followed regarding the instance of insufficient tenured faculty for review, leaving the review to the department chair.
 - i). Jim Braun stated that committee service should allow three years of service followed by a one year break and then eligibility to serve another three years.
 - iii. **Motion: Senator Kemp** moved that the section be adopted as amended, second Musolf.
 - a) The amendment is as follows: Members may serve multiple terms with a break of at least one year in committee service.
 - i). **Motion passed unanimously.**
 - b. Section 205.04.2 Promotion and Tenure Portfolio
 - i. Chair Miller asked if there were changes in this section.
 - a). Jim Braun stated virtually none.
 - b). Senator Williams stated an electronic portfolio should be considered.
 - i). Chair Miller stated the issue was beyond the scope of the committee.
 - (a). Senator Williams stated the size of the portfolio should be addressed.
 - (b). President Hynes stated that the issue could be resolved if at the last meeting of the faculty senate the issue could be raised for the FAC agenda next year.
 - (c) Chair Miller also noted that this issue had been raised in previous years (regarding the option of an electronic portfolio submission)
 - c). **Motion: Senator Musolf** moved to accept the section as written, second Butterfield.
 - i) **Motion passed unanimously.**
- c. Section 205.04.2 Responsibilities and Timelines in the Promotion and Tenure Process
 - i. Chair Miller noted that the numbering in this section is inaccurate (205.04.02 should be 205.04.03).
 - ii. **Motion: Senator Charles** moved to accept the section as written, second Ott.
 - a). Motion passed unanimously.

C. Announcements

1. Meeting schedule.
 - a. The Faculty Senate will meet on April 23.
 - b. On April 30 new officers will be elected.

D. Adjournment.

1. Motion to adjourn.
 - a. The meeting was adjourned 12:30 p.m.
 - b. The next meeting is April 23, 1100-1215.

Submitted by: S. Walsh Secretary, Approved by the Faculty Senate 4-23-12