

Faculty Handbook
Revisions for 2018-19

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June 6, 2018

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Black = Existing *Handbook* language

Red = Proposed new *Handbook* language

Faculty Handbook
Revisions for 2018

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2017-2018.

Item 1: ARTICLE VII. Amendments

ARTICLE VII. Amendments – Approved at the Full Faculty Meeting on February 2, 2018.

Explanation: This article was amended to allow electronic voting by faculty.

I. Faculty Constitution

ARTICLE VII. Amendments

~~Section 1. Amendments to this constitution shall be presented by the Faculty Senate. After senate deliberations, it shall be the responsibility of the chair of the Faculty Senate to circulate written copies of each proposed amendment, together with its recommendation as to action, to all members of the faculty. Notification of the proposed amendment and the senate recommendation shall be made not later than six days prior to the faculty meeting at which the proposed amendment is to be acted upon. Section 2. Amendments shall be approved by an affirmative vote of at least two-thirds of the faculty present. Section 3. Amendments shall become effective immediately unless otherwise specified within the amendment.~~

ARTICLE VII. Amendments

Section 1. Any section of the Faculty Constitution may be amended. Amendments to the constitution shall first be considered by the Faculty Senate in a regularly scheduled or called meeting with a quorum present. The proposed amendment(s) shall require a two-thirds vote to pass.

An amendment may refer to multiple sections of the Constitution, but an amendment must refer only to a single theme or topic. If a second theme or topic is to be considered, it shall be treated as a second amendment. More than one amendment may be considered at each meeting.

Section 2. The Faculty Senate shall determine whether a faculty vote on the amendment be carried out electronically or through a general meeting of the faculty. The decision will require a majority vote of the Senators.

Section 3. If voting is to be carried out electronically, a forum to discuss the proposed amendment(s) must be held prior to a vote by the faculty. The forum will be organized by the Faculty Senate. The proposed changes and written notice of the forum shall be sent to voting-

eligible faculty by the Faculty Senate Chair at least ten (10) working days prior to the event. Voting on the proposed amendment(s) shall begin within 24 hours of the forum's completion and will remain open for five (5) working days. An affirmation of the proposed amendment(s) will require approval by two-thirds of the faculty voting. A quorum for voting purposes shall consist of a simple majority (50% + 1) of the voting-eligible faculty.

Section 4. If the voting on proposed changes to the Constitution are to be carried out by a general meeting of the faculty, the Faculty Senate will notify the faculty at least ten (10) days prior to the scheduled meeting. The Faculty Senate Chair will distribute to the faculty a copy of the proposed amendment(s) and the rationale for the proposed changes. A quorum for the meeting shall consist of a simple majority (50% + 1) of the voting-eligible faculty. The meeting shall be conducted according to Robert's Rules of Order. Passage of the proposed amendment will require approval by a two-thirds of the faculty present.

Item 2: Section 3.8 Tenure-Eligible Academic Ranks

3.8.3— regarding faculty ranks – Approved by Faculty Senate on September 11, 2017

Explanation: Additional language added under Section 3.8.3 for clarification.

3.8.3 The faculty ranks to which appointments may be made, the minimal criteria that a candidate must meet in order to be eligible for consideration for the various ranks, and the incidents of academic tenure applicable to each rank are set forth in sections 3.8.4 through 3.8.7. The Faculty Handbook criteria for ranks shall be the basis for each academic department's criteria, and both Faculty Handbook and departmental criteria shall be considered in all appointment, reappointment, promotion, and tenure decisions. Departmental criteria may be more rigorous than Faculty Handbook criteria. **Changes to the departmental requirements for promotion and tenure shall be made in a meeting of the tenure-eligible and tenured academic faculty.**

Item 3: Section 3.8 Tenure-Eligible Academic Ranks

3.8.3.1 regarding faculty ranks - Approved by Faculty Senate on April 23, 2018

Explanation: Additional language was added under Section 3.8.3 in the form of 3.8.3.1 for clarification.

3.8.3.1

A faculty member appointed to the tenure-track as an assistant professor, or as an associate professor without tenure, will be bound by the department's criteria for promotion to associate or tenure in effect at the time of hire.

Item 4: Section 3.8 Tenure-Eligible Academic Ranks

3.8.3.2 regarding faculty ranks – Approved by Faculty Senate on April 9, 2018.

Explanation: Additional language was added under Section 3.8.3 in the form of 3.8.3.2 for clarification.

A faculty member seeking promotion to the rank of professor may elect to be evaluated under either their department's current criteria for promotion or the criteria that were in effect at the time that the candidate for promotion was tenured and promoted to the rank of associate professor or appointed with tenure at the rank of associate professor. Should the candidate take more than five years from date of initial eligibility to seek promotion to the rank of professor (Please refer to Section 3.8.7), they will then be bound by the department's criteria that are currently in effect.

Item 5: Section 3.12 Emeritus Status

3.12.1 section regarding Emeritus Status Procedure – Approved by Faculty Senate on April 9, 2018.

Explanation: This change was necessary as the emeritus faculty medallion procedure has never been in practice.

3.12.1 Emeritus Status Procedure The candidate initiates application for emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member's achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair. The department chair will forward his/her recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by February 15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate's documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation ~~and an emeritus faculty medallion~~ shall accompany the emeritus faculty designation from the chancellor upon official notice of the faculty member's full retirement/long-term disability resignation from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement, or upon documentation of resignation due to long-term disability.

Item 6: Section 3.13.5. Clinical Faculty

3.13.5.4 Minimal criteria for appointment/promotion to clinical associate professor - Approved by Faculty Senate on April 9, 2018.

Explanation: Addition to specify five instead of seven years of appropriate professional service.

3.13.5.4 Minimal criteria for consideration of appointment/promotion to the rank of clinical associate professor are:

- (a) The appropriate earned terminal degree in the field of practice from an accredited institution unless there are exceptional circumstances; and appropriate licensures and certifications; and at least ~~seven~~ **five (5) years** of appropriate professional experience, and
- (b) Recognized skill in clinical/professional practice; and
- (c) Recognized skill in teaching associated with the position; and
- (d) Recognized accomplishment in research, publications, and presentations associated with the position; and
- (e) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Item 7: Section 3.13.5 Clinical Faculty

3.13.5.5 Minimal criteria for consideration of appointment/promotion to rank of clinical professor – Approved by Faculty Senate on April 9, 2018.

Explanation: The change states the person must have at least ten instead of twelve years of appropriate professional experience.

3.13.5.5 Minimal criteria for consideration of appointment/promotion to the rank of clinical professor are:

- (a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least ~~twelve~~ **ten (10) years** of appropriate professional experience; and
- (b) Outstanding skill and accomplishments in clinical/professional practice; and
- (c) Evidence of at least one of the following: (i) recognized skill in teaching associated with the position and exceptional accomplishment in research, publications, and presentations associated with the position; or (ii) exceptional accomplishment in teaching associated with the position and recognized accomplishment in research, publications, and presentations associated with the position; and
- (d) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Item 8: Section 4.3.1 Evaluation of Faculty

4.3.1.1 Peer Review of Faculty 6.2.2.1.3 Procedures for Application and Approval — Approved by Faculty Senate on April 9, 2018.

Explanation: Due to inconsistent practices across the University, Faculty Senate wished to have a clear procedure for faculty peer review across campus.

4.3.1.1 Peer Review of Faculty

1. Tenured faculty are subject to peer observation of teaching at least once prior to post-tenure review or promotion. (Has to be within the five-year cycle of post-tenure review).
2. Probationary faculty would be subject to three annual peer observations of teaching prior to each contract renewal. Thereafter, probationary faculty are subject to at least one peer observation of teaching prior to being reviewed for tenure and promotion.
3. Senior lecturer faculty will be subject to at least one peer observation of teaching prior to each contract renewal. (They have a three-year contract renewal).
4. Non-tenure track faculty, adjunct faculty, and teaching assistants are subject to at least one peer observation per academic year.
5. The completed peer review narrative must be conveyed to the observed instructor and chair in a timely manner.
6. The faculty member under review may request that an additional peer observer conduct a review of the faculty member's teaching.
7. The faculty member that is being reviewed is allowed to provide a written response to the peer review. This response must be presented to the faculty member's Department Chairperson within five working days from the receipt of the peer review and will be attached to the completed peer review narrative.
8. Departments shall adopt procedures and practices for peer review of teaching.

Item 9: Section 4.3.1

4.3.1.2 Evaluation of Faculty – Approved by Faculty Senate on April 9, 2018

Explanation: Renumbering of section due to addition above.

4.3.1.2 Evaluation of Faculty: In addition to the formal components of a faculty evaluation specified in section 4.3.1, faculty must be aware of other factors, which may influence the annual review or other personnel actions pertaining to section 4.3.2.1 such as section 4.4 (Reappointment, Promotion and Tenure) or section 4.7 (Post-Tenure Review). Therefore, no items that will be considered or relied upon in an annual review or other personnel action may be placed in the faculty member's personnel file within five working days prior to the annual review

or personnel action, except under exigent circumstances. The circumstances justifying an exception to this rule should be confined to criminal or other serious misconduct of such a nature that requires the University to act promptly to mitigate physical risk to the University community, or circumstances in which the Chancellor, pursuant to section 4.10.2.6, suspends a faculty member with pay until a decision concerning discharge has been made.

Item 10: Section 7.3.4 Committees

7.3.4.13 Tuition Appeals Committee – Approved by Faculty Senate on April 9, 2018

Explanation: Name changed from Learning Assistance Program to Student Learning Center, and updated areas of responsibility and added GS. 116-143.47.c

7.3.4.13 Tuition Appeals Committee

Members on Committee: 7 members consisting of 4 faculty and 3 staff. The four faculty shall represent four different colleges. The three staff shall represent the **Student Learning Center**, Office of Financial Aid, and Office of Transfer Services. The Registrar and University Treasurer shall serve as ex-officio members. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the provost and executive vice chancellor.

Areas of Responsibility: Review and make decisions on appeals for tuition surcharge, **fixed tuition**, and tuition and fee refunds based upon **eligibility detailed in GS. 116-143.47.c**.