

Austin Peay State University
Faculty Senate

Tentative (Unapproved) Minutes
Special Called Meeting of Thursday, April 6, 2006
Sundquist Auditorium, SSC E-106

Preliminary Information

The meeting was called to order at 3:56 p.m. by Senate President Dr. John Foote

The roll call of senators was conducted by Senate Secretary Silverberg. Senators Black, Christian, Franks, Lane, Magrans, Newport, Reagan, Schlanger, and Vanarsdel were absent.

Dr. Foote announced that the entire **Faculty Handbook** has been reviewed by the Faculty Handbook Committee.

Dr. Mickey Wadia, Professor of English, introduced and thanked the Faculty Handbook Committee, which he chaired, for their work. Members were Elaine Berg, Assistant Professor of Library Administration; Susan Calovini, Associate Vice President for Academic Affairs and Chair, Department of Languages and Literature; Sue Evans, Associate Professor of Administrative Office Management; David Major, Associate Professor of Languages and Literature; Diane McDonald, Interim Assistant Vice President for Academic Affairs (ex officio); and Linda Thompson, Professor of Nursing. Dr. Wadia took the floor to explain the changes requested, which were projected for Senate members to view.

SPECIAL NOTE: These meeting Minutes are merged with the document containing the changes to the Faculty Handbook involved. Thus, the complete document is quite large. Minutes of the meeting are in the present font and size, unbolded; Faculty Handbook changes imported from that document are in bold and in large, 16-point font.

New Business

Dr. Wadia explained that some **changes to the Faculty Handbook originated from the Deans Council and from the Office of Academic Affairs. The annual Retention and Tenure Workshop** brings out unclear procedures, which generated some adjustment to the Handbook. All changes were generated by faculty and administration at Austin Peay. One concern has been the organization of materials in the faculty member's primary dossier.

A motion to **approve necessary changes to factual items** (such as library hours) mentioned in the Faculty Handbook and changes referring to information now online was made and unanimously approved.

A motion to **approve changes in blocks of five items**, when possible, was made and unanimously approved. Changes to Faculty Handbook (Revised March 30, 2006, 34 items), were then considered as introduced to the Senate by Dr. Wadia.

**Draft of Proposed Changes
to Handbook Policy 5:060, 5:061 and the Appendix of the
Handbook**

Revised March 30, 2006

Faculty Handbook and Policy Committee Chair: **Dr. Mickey Wadia**, Professor of English.

Extension: **7448**. Email: **wadiam@apsu.edu**

2005-06 Handbook Committee:

Elaine Berg, Sue Evans, Linda Thompson, David Major, Susan Calovini, Diane McDonald and Mickey Wadia (chair).

Link to 05-06 Handbook on the web page:

http://www.apsu.edu/academics/facultyhandbook/Faculty_Handbook0506.pdf

Note to Senators from Chair of Handbook Committee:

Dear Senators:

First, this document is a draft that is subject to future tweaks and changes. If you print this document using a color printer, **new language in blue** will be more readily visible. Although we hope to have the document displayed electronically on a large screen as well, please have your hard copy with you at the called Senate meeting on April 6, 2006.

The majority of the proposed changes are to procedural matters in Policy 5:060. No rationale or explanations are offered here in this document by the Handbook Committee. If you need the information, selected committee members or I will be happy to provide a brief rationale for the proposed changes at the April called meeting. These changes, once approved at all appropriate levels, will be effective July 1, 2006. The **“*approved by*”** phrase

refers to approval of the language either by Deans Council, the Handbook Committee, or Academic Affairs.

New language appears as **blue, boldfaced text**. **Deleted language appears with a strikethrough mark such as this**. Each proposed change is preceded by a large red number. We will refer to these numbers when we discuss the changes. The **location** refers to the page number in the PDF version, which resides on the web, accessed via the link referenced above. Inadvertent errors may still exist in this document, which is not a finished product. Several changes will be necessary over the next few months; however, all the changes must have the approval of the President.

We will probably not have a lot of time for lengthy debate on these issues at this April meeting as we have to approve almost 35 discrete changes. As a committee, we have already debated, discussed, and done enough word mongering for the changes. We will take an up or down vote on all the changes. Dr. John Foote will decide the procedure, and I anticipate it will be similar to what we have done at previous called Senate meetings to approve such changes. Thanks in advance for your support. If you have questions before the April 6 meeting, please call me at extension 7448 or email me at wadham@apsu.edu

Change # 1

Location: page 272

ORGANIZATION OF MATERIALS IN THE PRIMARY DOSSIER

Your primary dossier should include the following items and be arranged as described below (going from top to bottom):
Table of Contents page indicating the organization of your primary dossier (page numbers are not required).

Brief narrative statement of intent (**30** words or less). **Your statement of intent should be in the form of a letter. Use “Dear Reviewers:” as your salutation. Include a date, sign your name (print name below signature), and add your current rank as**

well as departmental affiliation beneath your name. Indicate your intention clearly.

Examples of text for statement of intent:

Please consider this dossier in support of my application for retention for a fifth year at Austin Peay State University.

OR

Please consider this dossier in support of my application for tenure and promotion to Associate Professor at Austin Peay State University. Approved by committee

Location: page 273

Prior Administrative Reviews. **Place the President's renewal notice first in this section followed by copies of all previous years' APSU personnel recommendations by the Provost, dean, college committee, chairperson/director, and departmental committee. These reviews should be arranged in reverse chronological order, that is, from the most recent to the earliest review. Group these items by the calendar year under review.** {Suggested text for label: *Prior Admin Reviews*} *Approved by committee*

Change # 3

Location: page 274

All student evaluations of instruction since coming to APSU. This should be the last set of materials in your dossier. Documentation of these evaluations is represented by the Summary "Instructional Assessment Report" page. Your primary dossier should include only the page that has the "Course Summary Section" header with student numbers including Average Response, Standard Deviation and Num Resp i.e. Number Responding. {Suggested text for label: *Student Evaluations*}

Faculty engaged in APSU or RODP online instruction shall be required to submit their evaluations from online

as well as face-to-face classes, even if student participation is minimal. The faculty member should work with the chair/director to remove the student comments and submit only the numeric data.

Approved by committee

Change # 4

Location: page 275

The faculty member's dossier that is prepared for personnel reviews is the property of APSU and shall continue to remain in the department until the faculty has achieved the rank of tenured full professor. In order to protect the security of a dossier during a review process, a faculty member may not remove his or her dossier from the departmental office without prior permission of the department chair/director. **A faculty member's dossier and supplemental file shall be released to the faculty member when the faculty member requires these materials to prepare for an upcoming review. These materials shall be available up to twelve (12) weeks prior to submission deadline to the departmental committee as outlined in the Personnel Calendar. If the faculty member requires more time to work with the primary or supplemental file, the faculty member shall make a written request of the chair/director outlining his/her reasons for the early release.** When a faculty member has achieved the rank of tenured full Professor, the dossier may reside in the faculty member's office after meeting the required four-year residency in the department following the final personnel decision on the faculty member's status at the institutional level or at the TBR level. *Approved by committee*

Change # 5

Location: page 275 (this paragraph will follow Change # 4's location)

following the final personnel decision on the faculty member's status at the institutional level or at the TBR level. **Faculty members who retire or resign from the University may make copies of materials in their dossier; however, the dossier itself shall remain in the department. When a faculty member is currently teaching on a post-retirement contract, the dossier of that faculty member may reside in the faculty member's office after meeting the required four-year residency in the departmental office. According to TBR Guideline G-070 Disposal of Records, official personnel folders for each employee of the Tennessee Board of Regents or its institutions or schools centers shall be maintained in active files for current employees; upon separation from state government, the documents must be imaged or microfilmed. Paper records may be destroyed after verification of microfilm or imaged copy. After Microfilm or imaged copy has been retained for 75 years, it is permissible then to destroy. When a faculty member is no longer an employee of the University, the faculty member's dossier shall be submitted to the chair of the department in which the faculty member last served.**
Approved by committee

Changes one through five were moved for approval, seconded, and unanimously approved by the Faculty Senate.

Change # 6

Location: page 276

However, as the time for voting approaches, the chairperson/director will leave the room. Further discussion may ensue. A vote then will be held by secret ballot and the results recorded on the appropriate personnel form by the presiding officer. **In order to preserve the integrity of the secret ballot process, the department chair/director shall**

provide standardized ballots and identical writing instruments. A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the committee. A member of the committee voting with the minority may write, in collaboration with other members in the minority, a minority report, which must be included within the pages of the faculty member's dossier along with the committee's recommendation. *Approved by committee*

Change # 7

Location: page 276

The departmental chairperson/director shall write a separate evaluation of, and recommendation for, the faculty member under review (Chairperson's form, Faculty Performance Review). **The departmental retention/tenure and promotion committees shall not have access to the Chair's report prior to the vote of the committee. The Chair's report is an independent evaluation of the faculty member under review, and the Chair is not obligated to be guided by the departmental committees' reports or their votes. Faculty in departments with untenured department chairs (or untenured interim chairs) will have no Chair's report in their dossiers.** *Approved by committee*

(put section below in new para)

If an untenured department chair does not get renewed, the Dean/Director shall notify faculty members of that department in a timely manner in order to initiate the search for a new chair. *Approved by committee*

Change # 8

Location: page 277 (this paragraph also appears on page 281)

(direct language FROM TBR) Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period of which may

not exceed six (6) years, (**needs a semi-colon, not comma**) however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the president and approval by the Chancellor. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for tenure will

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go forward to the Board as meeting the requirements for the probationary period.

http://www.tbr.state.tn.us/policies_guidelines/personnel_policies/5-02-03-60.htm (accessed March 29, 2006)

Faculty members who are denied tenure in their sixth (6th) year and receive a notice of non-renewal from the President may not re-apply for tenure, but are provided a final seventh (7th) year of employment. After the college committee acts on a faculty member's dossier and forwards it to the next level, the college action cannot be rescinded, unless authorized in writing by the President.

(APSU editorial note: Unless otherwise approved by the President and the Chancellor, the earliest time that faculty members may apply for tenure is in their fifth [5th] year. If faculty members are denied tenure in their fifth [5th] year, they may re-apply for tenure in their sixth [6th] year unless the denial is accompanied by a notice of non-renewal. In this case, the faculty members are allowed one [1] additional year of employment following the notice of non-renewal as noted in Section V.A. If faculty members are denied tenure in their sixth [6th] year, they may NOT re-apply for tenure but are provided a final seventh [7th] year of employment as noted in the Section referenced above.)

Change # 9**Location: page 281**

This section appears as “D” following “C.” Minimum Eligibility Requirements for Consideration for Academic Tenure. Exactly same as text in Change # 8. appears in two places... Do we delete the repeated section or do we keep? I recommend keeping it because it is always safer to retain original TBR language.

Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and approval by the Chancellor. Upon approval of such an exception by the Chancellor, the faculty member’s recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period.

Change # 10**Location: page 279**

Departmental representatives on the College Retention and Tenure Committee can neither participate in deliberations nor vote on recommendations for persons from their own department. At its discretion, however, the college committee may solicit documented information from the departmental

chairperson/director, departmental representative or others from the department of the faculty member under review. The presiding officer shall inform, in writing, the faculty member under review of the college committee's recommendation on a timetable consistent with the Calendar for Personnel Action. **Faculty members who participated in the college committee meeting shall be selected to write reports on individual candidates applying for retention, tenure or promotion. These reports shall be organized into the three areas under review. The presiding officer shall notify the faculty member under review of the outcome of the college committee's actions within the timetable in the Calendar for Personnel Action.** *Approved by committee*

A motion to approve changes six through ten was made, seconded, and unanimously approved by the Faculty Senate.

Change # 11

Location: page 284

Effectiveness in other academic assignments, including student advisement and institutional committee assignments, and departmental and program administrative assignments. *Approved by committee*

Change # 12

Location: page 281

Calendar for Personnel Actions, which is prepared annually by the Vice President for Academic Affairs, shall include the dates by which each level of consideration should be accomplished, including appeal periods. Such a calendar shall be recognized as a tool for the orderly accomplishment of personnel processes described in this policy and shall conform to the final dates specified elsewhere in the policy. **The President shall have**

discretion and authority to extend the Calendar for Personnel Actions. (See Section V.A [Changes in Tenure/Tenure-Track Status, Non-renewal of Probationary Tenure-Track]). *Approved by committee*

Change # 13

Location: page 300

C. Recommendations. Recommendations shall be as follows: 1) Not Recommended at This Time; 2) Recommended; 3) Forwarded on a Tie Vote. Only those recommended or forwarded on a tie vote should be forwarded for college consideration. Only those recommended by the college or the dean should be sent to the Vice President for Academic Affairs. **Provost.**

However, the department chair must notify the dean in writing of the voting results of all negative recommendations. The dean shall notify the Provost in writing of the voting results of all negative recommendations made at the department and college levels. *Approved by committee*

Change # 14

Location: page 302

**V. EXCEPTIONS TO MINIMUM RANK
QUALIFICATIONS**

The minimum rank qualifications should be met in every recommendation regarding appointment to academic rank and for promotion in academic rank. Exceptions to the minimum rank qualifications can be recommended by the President of the University **once the faculty member has received recommendations by the departmental and college promotions committees and Provost that clearly state the recommendation is by exception as part of the regular**

evaluation process; however, such exceptions are not favored and should be granted only upon a showing of a candidate's exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines. *Approved by committee*

Change # 15

Proposed Location: I plan to insert this somewhere around page 272

PREPARING THE E-DOSSIER (overview)

NOTE: For 2006-2007, all faculty except 5th and 6th year tenure-track faculty must complete an electronic dossier. All 5th or 6th year faculty who seek promotion (even though they may still be on tenure track) will be required to submit a paper dossier. Faculty members who receive prior credit for service and who have already started the evaluation process using an e-dossier format shall continue to use the e-dossier for all future retention, tenure, and promotion reviews.

The academic year 2006-2007 is the last year when faculty will be permitted to submit paper dossiers. Therefore, starting in Fall semester 2007, all faculty who wish to apply for retention, tenure, or promotion at Austin Peay State University must submit e-dossiers.

Faculty preparing e-dossiers for the first time must consult the Office of Extended and Distance Education for an e-dossier shell and training.

Faculty preparing e-dossiers should allow plenty of time to prepare an e-dossier, especially if they are preparing an e-dossier for the first time.

Beginning Fall 2007, all supplemental materials shall be a part of the e-dossier, not a separate paper folder. A separate paper

supplemental dossier should be submitted only by faculty who are preparing paper dossiers for 2006-2007.

Faculty members must consult closely with their department chair/director as well as with experienced senior members in the department for guidance in preparing an accurate, well-organized, and up-to-date e-dossier.

New faculty as well as experienced and more senior faculty (those applying for promotion to professor, for example) shall be required to attend training sessions conducted by the Office of Extended and Distance Education in order to prepare the electronic version of documents (either MS Word or PDF file) correctly. This training will include scanning documents for conversion to PDF and conversion of MS Word and/or other text files to PDF.

Faculty members preparing e-dossiers shall follow the order of items as provided in the e-dossier template, which is available through the Office of Extended and Distance Education.

Faculty should see ORGANIZATION OF MATERIALS IN THE PRIMARY DOSSIER [III.B.1.b] for general guidance in the order and arrangement of e-dossier materials.

A faculty member who has previously submitted a paper dossier and is now preparing an e-dossier should consult the Office of Extended and Distance Education and allow plenty of time to convert the materials in the primary and supplemental files into the appropriate electronic formats required for the e-dossier.

Approved by committee

A motion to approve changes eleven through sixteen was made, seconded, and unanimously approved by the Faculty Senate.

Change # 16

Location: page 276

A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the

committee. A member of the committee voting with the minority may write, in collaboration with other members in the minority, a minority report that must be included within the pages of the faculty member's dossier along with the committee's recommendation. In the event of a tie vote, two (2) minority reports will be written and must be included within the pages of the faculty member's dossier before the dossier is forwarded to the next level in the personnel process. **Majority and minority reports that are written following a college committee review must contain only information discussed at the meeting. All faculty members who voted on a candidate for retention, tenure, or promotion shall be required to sign all reports, including any positive and negative minority reports. Faculty members shall sign these reports in a timely manner consistent with the deadlines on the Calendar for Personnel Actions. Signing these reports simply indicates that the faculty members have read the reports. Signing does not necessarily indicate agreement or disagreement with the contents of these reports.** After the college committee acts on a faculty member's dossier and forwards it to the next level, the college action cannot be rescinded, unless authorized in writing by the President.

Approved by committee

Change # 17

**Location: page 276 and page 279 (make changes in both places)
page 276**

However, as the time for voting approaches, the chairperson/director will leave the room. Further discussion may ensue. A vote then will be held by secret ballot and the results recorded on the appropriate personnel form by the presiding officer. A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the committee. A member of the committee voting with the minority may write, in collaboration with other members in the minority, a minority

report, which must be included within the pages of the faculty member's dossier along with the committee's recommendation. **All faculty members who voted on a candidate for retention, tenure, or promotion shall be required to sign all reports, including any positive and negative minority reports. Faculty members shall sign these reports in a timely manner consistent with the deadlines on the Calendar for Personnel Actions.**

Approved by committee

page 279

A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the committee. A member of the committee voting with the minority may write, in collaboration with other members in the minority, a minority report, which must be included within the pages of the faculty member's dossier along with the committee's recommendation. **All faculty members who voted on a candidate for retention, tenure, or promotion shall be required to sign all reports, including any positive and negative minority reports. Faculty members shall sign these reports in a timely manner consistent with the deadlines on the Calendar for Personnel Actions.**

Approved by committee

Change # 18

Location: page 276

In the event of a tie vote, two (2) minority reports will be written and must be included within the pages of the faculty member's dossier (See III.B.1.b [Consideration for Tenure, Tenure Process, Departmental Recommendations]) before it is forwarded to the next level in the personnel process. Any allegations regarding breaches of collegiality or professional conduct that become part of a faculty member's departmental or college-level review must be documented in writing with specific instances of the behavior within the review period and

may not include hearsay. **Majority and minority reports that are written following a departmental review must contain only information discussed at the meeting.** After the departmental committee acts on a faculty member's dossier and forwards it to the next level, the departmental action cannot be rescinded, unless authorized in writing by the President.
Approved by committee

Change # 19

Location: page 271

To ensure that materials are placed appropriately in the three areas of review and that credit for a certain activity is not duplicated, **you must consult closely with your department chair/director as well as with experienced senior members in the department for guidance in preparing an accurate, well-organized, and up-to-date dossier** [See Section III.B.1.a and III.B.1.b.]. **Any dossier considered to be incomplete during the departmental review stage, prior to the committee vote, or which does not comply with the content and order requirements of current policy 5:060, section III.B.1.b, must be returned to the faculty member for timely revision and resubmission to the departmental committee prior to formal consideration by the departmental committee. (blue section not new; this section is being moved to this area for emphasis. Boldface suggestion for part of first sentence)**

Change # 20

Location: page 273

An up-to-date vita. **A vita is a continuing academic record of the faculty member's activities and accomplishments. At the very minimum, your vita should be well-organized, current, accurate, and aesthetically appealing. Follow reverse chronology, that is, list most recent achievements and/or activities first.** Your vita should clearly indicate specific dates and times of activities in the three areas under review (e.g. "presented

paper at College English Association meeting in April 2005”) as well as clearly distinguish among stages of development of academic scholarship within Area II (e.g. a work in progress, article accepted, submitted to, under review, accepted by editors but needing publisher etc.). {Suggested text for label: *Curriculum Vita*}. **Faculty members may follow different formats for a vita; however, do not organize your academic vita into Areas I, II, and III (the review committee will get this information from your narrative summaries). The standard parts of your vita should include the following: your current position at Austin Peay, your prior positions, education, and scholarly/creative and professional accomplishments. For more information on preparing an effective academic vita, please use the following URL for guidance: *Approved by committee***
http://www.utexas.edu/cofa/career/CV_basics.html
http://www.cpp.umich.edu/students/cclibrary/careerguides/cvp_ub2000.htm [we are awaiting permissions to link to these documents in our faculty handbook. The first is at UT, Austin, the second is at the University of Michigan]

A motion to approve changes sixteen through twenty was made, seconded, and unanimously approved by the Faculty Senate.

Change # 21

Location: page 278

The College Retention and Tenure Committee shall be convened by the college dean in a timely fashion (see III.B.3.g [Consideration for Tenure, Tenure Process, Appeals, Calendar for Personnel Actions]). The committee will then select a presiding officer, who shall be a voting member of the committee. The presiding officer will select a committee member to take notes to provide a summary statement reflecting the strengths and weaknesses noted during the review of each dossier. **The departmental guidelines for retention, tenure, and promotion (which are applicable to the faculty member under review)**

shall be made available to members of the college-level review committees at the time of deliberations on that faculty member in college-level meetings. These notes can be used as reference material for the written evaluation. Members of the committee may solicit documented information from the dean or other persons from the college who are not members of the committee. *Approved by committee*

Change # 22

Location: page 287

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. **The faculty member should also include evidence of continuing professional development and growth.** The Documentation of all service activities is required and may include evaluations from colleagues, deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve:

Approved by committee

Change # 23

Location: page 288

Service to the Community. This category includes presentations related to one's discipline; providing professional advice or consultations to groups or individuals; and providing other types of service related to the discipline, particularly in the University's service area.

Professional Development. This category includes training, workshops, seminars, continuing education, attendance at

conferences, online training, or similar activities related to professional growth. (this needs to be # 4 in the handbook.)
Make title bold. *Approved by committee*

Change # 24

Location: Faculty Responsibility Section of Handbook (around page 39)

All materials that affect students' grades ("T" is not a grade) and are not permanently returned to the students must be retained by the instructor for the length of the student grade appeal period, said period being one calendar year from the date the grade is submitted to the Office of the Registrar. (Policy 2:012) [add to front section of Handbook, not in 5:060 or 5:061] *Approved by committee* [However, in practical consideration terms, faculty should also keep these materials for an additional two weeks in case a student files an appeal on the very last day of the calendar year...how do we change this? Language is from policy.]

Change # 25

Location: page 275

Note: Any dossier considered to be incomplete during the departmental review stage, prior to the committee vote, or which does not comply with the content and order requirements of current policy 5:060, section III.B.1.b, must be returned to the faculty member for timely revision and resubmission to the departmental committee prior to formal consideration by the departmental committee. (adding boldface) *Approved by committee*

A motion to approve changes twenty-one through twenty-five was made, seconded, and unanimously approved by the Faculty Senate.

Change # 26

Location: page 279

The appeals process is available concerning negative decisions on retention, tenure, and promotion. **All appeals must be in writing and must be forwarded with the dossier to the next level.** All formal evaluations at all levels of the retention, tenure, promotions and related appeal processes shall be available to the formal University committees, the appropriate individuals at each level of the process, and to the candidate. *Approved by committee*

Change # 27

Location: page 284 (delete this section); same on p. 303 to be deleted.

Note: The departmental criteria referenced in 5:060 are currently under review and will not likely apply beyond the 2005-2006 academic year. The Office of Academic Affairs initiated activities in January 2005 that will result in departmental submissions in 2005-2006 of proposed revisions to existing standards. New policies governing retention, tenure, and promotion standards will likely go into effect on July 1, 2006. *Approved by committee*

Change # 28

Location: page 281

A Calendar for Personnel Actions, which is prepared annually by the Vice President for Academic Affairs, shall include the dates by which each level of considerations should be accomplished, including appeal periods. **If the faculty member fails to submit an appeal by the close of business on the due date established on the Calendar for Personnel Actions, then the appeals process is automatically stopped on the due date, and the dossier will receive no further consideration.** Such a calendar shall be...

Change # 29

Location: page 281

A Calendar for Personnel Actions, which is prepared annually by the Vice President for

Academic Affairs, shall include the dates by which each level of consideration should be accomplished, including appeal periods. Such a calendar shall be recognized as a tool for the orderly accomplishment of personnel processes described in this policy and shall conform to the final dates specified elsewhere in the policy (see Section V.A [Changes in Tenure/Tenure-Track Status, Non-renewal of Probationary Tenure-Track]). **Faculty who wish to apply for promotion should inform their chairperson/director of their intent in the semester prior to the one in which they will apply for promotion. For 2006-2007, the deadline cut-off date to inform the chairperson/director shall be September 15.**

Location: page 300

(Repeat this information in the Promotion policy 5:061)

A faculty member (below rank of Professor) shall receive a promotion review at all levels of the University at least once every five (5) years unless such review is contrary to the wishes of the faculty member. Faculty members choosing not to go up for promotion are still required to participate in the annual post-tenure review procedures currently in place. **Faculty who wish to apply for promotion should inform their chairperson/director of their intent in the semester prior to the one in which they will apply for promotion. For 2006-2007, the deadline cut-off date to inform the chairperson/director shall be September 15.**

The evaluation process for academic promotion at APSU will follow the guidelines established for academic tenure as identified in APSU Policy No. 5:060 "Policy on Academic Tenure," Section III.B (Consideration for Tenure; Tenure Process) with the following exceptions:

Change # 30

Location: page 286

. . .Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity. **NOTE: The dossier reviewers may request the candidate to provide proof of authorship which clearly states the role of the candidate in the authorship of the publication. Proof of authorship will include the original manuscript and drafts for correspondence with editors.** *Approved Deans Council*

After some discussion of Change Number Thirty, a motion to send Change Number Thirty to a Senate Academic Committee for consideration was made and unanimously approved.

A motion to approve changes twenty-six through twenty-nine was made, seconded, and unanimously approved by the Faculty Senate.

Change # 31

Location: page 310

Credit for prior service toward tenure shall be determined in writing at the time of initial appointment. Ordinarily, no more than two (2) **three (3)** years of prior service credit will be awarded. **The years awarded will be added on after the second, third, or fourth year retention.** Recommendations on prior service are the responsibility of the Vice President for Academic Affairs after consultation with the appropriate dean, department chairperson, and department personnel committee. (this is a change to letter K.)
Approved Deans Council

Change # 32**Location: page 285-286****delete text from “for others . . . accordingly”**

Candidates should be evaluated within the scope of their defined academic assignment.

For most faculty members, judgment of "Effectiveness in Academic Assignment" will involve evaluation primarily of teaching, student advising, and related instructional activities. For others, such as department chairpersons/directors, coordinators, counselors, and field supervisors, part or all of their assignment is of a non-teaching nature and should be evaluated accordingly. *Approved Deans Council*

Change # 32 (cont'd)**Location: page 286**

Non-Teaching Chairs and Directors Assignments. Non-teaching assignments include such services as dean, department chairperson/director, chairperson/director of other special units, coordinator of freshman laboratories, gallery director, museum director, coordinator of academic programs, grant development, and special activities for which reassigned

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time is given. For non-teaching assignments, evidence of effectiveness may include evaluations by professional people, on or off campus, who are in a position to judge

the faculty member's work **Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category AS (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness only as**

described in 1 above. Their performance of their chair duties will be evaluated during the annual evaluation of chairs.

Approved Deans Council

Change # 33

Location: page 280

There shall be a University Tenure and Promotion Appeals Board composed of a **one** member from each of the college promotion committees (**College of Arts & Letters, College of Professional Programs and Social Sciences, College of Science and Mathematics, APSU Center @ Fort Campbell APSU, and Library**) chosen by election of college faculties from among the college full professors, one (1) University member designated by the President, and one (1) University member designated by the Faculty Senate. A faculty member on any personnel review committee who has previously voted on a colleague for retention, tenure, or promotion in that same tenure/promotion review cycle may not serve as a member of the University Appeals Board to examine a retention, tenure, or promotion appeal that may be filed subsequently by that colleague. **The chairperson of the committee shall be a non-voting member, a college dean, appointed by the President.**

If the University member designated by the Faculty Senate has previously served and voted on any personnel committee described above, the Faculty Senate president shall name another appointee to serve as a member of the University Tenure and Promotion Appeals Board. If the University member designated by the President has previously served and voted on any personnel committee described above, the President shall name another appointee to serve as a member of the University Tenure and Promotion Appeals Board. If any one of the four (4) **five** members chosen from each of the college promotion committees has previously served and voted on any personnel committee described above, then the college dean, who is a non-voting member and chairperson of the University Tenure and Promotion Appeals

Board, shall make a recommendation to the President to name another appointee. The chairperson of the committee shall be a nonvoting member, a college dean, appointed by the President.
Approved Academic Affairs

Change # 34 (general changes throughout document)

Location: all over the place!

All references to Vice-President should be altered to say “Provost.”

Approved by committee

Make all chairpersons into “chair” [keep lowercase unless title of form] *Approved by committee*

Make president into President (upper-case) *Approved by committee*

Make university into University (upper-case) *Approved by committee*

Make Deans into deans (throughout lower-case) *Approved by committee*

Make chairs and directors lower-case (except if ref is to Gerald Beavers as Exec Dir, FCC) *Approved by committee*

Add the vita appendix to the handbook *Approved by committee*

Add the new uniform templates to the handbook *Approved by committee*

Add the E-FACULTY mentoring guide to handbook appendix. *Approved by committee*

Add the Mentoring Program Guide for New Faculty to handbook appendix. *Approved by committee*

A motion to approve changes thirty-one through thirty-four was made, seconded, and unanimously approved by the Faculty Senate.

It was suggested that a Faculty Handbook Committee member serve on the Senate committee considering the one change referred to it (Change Number Thirty) to facilitate explanation.

Adjournment of the meeting was simultaneously moved and unanimously approved at 5:25 p.m.

Respectfully submitted,

Ann L. Silverberg
Faculty Senate Secretary

