

**Austin Peay State University**  
**Faculty Senate**  
**Meeting of Thursday, March 20, 2014**  
**University Center, UC 307**  
**3:00pm**  
**“Called Meeting” Agenda**

**Call to order** – Senate President Chad Brooks

Recognition of Guests: Dr. Tim Winters, Dr. Steve Ryan, Dr. Mark Michael, Dr. Sue Evans,  
Interim Assistant Provost Lori Buchanan

**Roll call of Senators** – Secretary Lynn Sims

Absent Senators: Cockrell, Dunn, Goldstone, Hicks, Kitterman, Lowe, Nyonna, Pearson, Reed,  
Rennerfeldt, Shelton, Shipley, Smith, Thompson J., White-Major

**Motion made, seconded, and passed to approve today’s agenda**

**Remarks**

1. Senate President – Chad Brooks  
Discussed TN Promise meeting with Representative Joe Pitts
2. Faculty Handbook & Policy Committee Chair – Senator Mickey Wadia  
Discussed the time and effort the committee has put into working on proposed revisions/updates to the  
Faculty Handbook and Policy

**New Business**

- **Action Items 1-5** were voted on as one item:  
Results of vote for Action Items 1-5: For: all Against: none Abstain: none

**Action Item 1:** Vote on new language (in blue) to clarify the number of narratives needed for RTP, policy 5:060 – Dr. Winters & President Brooks. (Clarification of the consolidated narrative, which was already approved by senate earlier in the year. See p. 8 of 49 in current policy.)

If you are seeking retention, this summary shall be a narrative of the single year since your most recent personnel action. If you are seeking tenure, this summary shall be a consolidated narrative of your years at Austin Peay State University from the date of hire. If you have been awarded years of prior credit toward tenure, this summary shall be a consolidated narrative of only the time spent at Austin Peay State University.

In your tenure year, you are required to write (a) one narrative summary of Areas 1, 2, and 3 covering your time at APSU from the date of hire and (b) a narrative description for each of the three areas of review. You are, then, providing a brief snapshot summary of all your three areas (1 document) followed by the narrative descriptions for each area (3 documents), which expand on the one brief snapshot summary. If you have done this correctly, you will have written a total of four documents.

In your tenure year, you are not required to write a separate narrative for the immediate year's activities (as you have done during previous retention cycles). During retention cycles, you were only required to provide a brief consolidated summary of activities since the last personnel review. However, in your tenure year, this summary covers all time at APSU.

Information describing the most recent year's activities should be consolidated within the narrative summary of Areas 1, 2, and 3 covering your time at APSU from the date of hire. This consolidated brief summary (one to two pages, but no longer than two pages) should be succinct, describing activities related to each of the three areas of review at APSU from the date of hire. Use reverse chronological order; that is, discuss the most recent year's activities first and then continue with the description of your time at APSU.

In your tenure year, for each required individual description of Areas 1, 2, and 3, expand (with a reasonable level of detail) upon the information contained in your consolidated brief narrative summary. As always, discuss the most recent year's activities first and then continue with the description of your time at APSU from the date of hire.

It is not necessary to describe in exacting detail each and every activity in which you were engaged during all time spent at APSU. You may be more effective limiting your descriptive narrative to highlights and more significant achievements. Consult with your chair, your mentor, and other senior faculty within and outside of your department as appropriate.

**Action Item 2:** Vote on new language (in blue) to state that within the time period that the edossier is “open”, the RTP faculty candidate has ultimate responsibility for contents and organization of his/her edossier, policy 5:060 – Dr. Winters & President Brooks.

Faculty undergoing personnel review for retention, tenure, and promotion must read the current Policy 5:060 which governs tenure and Policy 5:061, which governs promotion. Faculty members must consult closely with their department chair/director as well as with experienced senior members in their own department for guidance in preparing an accurate, well-organized, and up-to-date e-dossier. In smaller departments or within departments that do not have a number of senior faculty members, the faculty member under review is strongly encouraged to seek assistance from colleagues in a related discipline or colleagues in another department of the University. The faculty member under review should seek advice from colleagues who have been through the tenure process and have personal experience with preparing e-dossiers themselves. Ultimately, the responsibility for complying with all the rules and regulations governing the preparation and submission of the e-dossier lies with the faculty member under review.

**Action Item 3:** Vote on new language (in blue) to give time for departmental RTP deliberations without the presence of the Chair and at the college-level, vote on language to give time for college-level RTP deliberations without the presence of the Dean, policy 5:060 – Dr. Winters & President Brooks. (This procedural issue has already been approved by senate.)

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. These notes can be used as reference material for the written evaluation. The departmental committee's report for retention and tenure

shall be prepared on the appropriate form on white paper using portrait format only. The departmental committee's report for promotion shall also be prepared on the appropriate form on white paper using portrait format only. While the Chair/Director may participate in the discussion, the presiding officer shall manage the meeting. **Prior to the departmental committee members casting their final votes, the presiding officer should set aside a time period in which the departmental committee can discuss the candidate freely without the presence of the chair.** The presiding officer shall ensure that draft versions of reports are prepared in a timely manner and available for comment and review by committee members before the final version is prepared. The presiding officer shall ensure that reports contain all appropriate signatures and help coordinate the movement of reports to the department office in a manner consistent with the Calendar for Faculty Personnel Actions.

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The College Retention and Tenure Committee shall be convened by the college Dean in a timely fashion. Associate Deans shall not serve on or preside over college-level RTP committees. 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. 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. While the Dean may participate in the discussion, the presiding officer shall manage the meeting. **Prior to the college committee members casting their final votes, the presiding officer should set aside a time period in which the college committee can discuss the candidate freely without the presence of the Dean.** However, as the time for voting approaches, the Dean will leave the room. Further discussion may ensue. A vote will be held by secret ballot and recorded on the appropriate personnel form by the presiding officer.

**Action Item 4:** Vote on new language (in blue) that indicates the RTP calendar is handled by the Provost's office, policy 5:060– Dr. Winters & President Brooks.

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The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental chairpersons\*, college Deans\*, and the Provost.

### **Calendar for Faculty Personnel Actions**

Copies of all personnel actions made at every level shall be sent to the faculty member, departmental chair/director and Dean on a timetable consistent with the Calendar for Faculty Personnel Actions. **The Calendar for Faculty Personnel Actions is established and prepared by the Provost in the Office of Academic Affairs. Any questions concerning adjustments to the established dates on the calendar shall be addressed by Academic Affairs.**

**Action Item 5:** Vote on new procedures (in blue/friendly amendments from today's meeting in red) that govern the location of unusual documentation added to edossier at the departmental level and college level, policy 5:060 – Dr. Winters & President Brooks

The placement of documents that meet the criteria for documents not ordinarily meeting content and order requirements in the e-dossier is determined by the level at which the document (s) is introduced (departmental level or college level). There shall be no opportunities for the Appeals Board, the Provost or the President to add such documents because the procedures currently in place for approval of such documents at the department and college level have not been extended to any levels beyond the college.

At whichever level the document is introduced (department, chair, college, Dean), the document shall be placed in the e-dossier at the end of that chain. For example, if the document were introduced at the departmental level, the document shall be placed in the e-dossier below the chair's report.

If the document is introduced at the college level, the document shall be placed after the dean's report. In order to alert review committees that the faculty member's e-dossier contains these documents, the department chair/director or the Dean of the college shall write a simple statement of fact indicating that these documents are included within the faculty member's e-dossier. The chair or the Dean shall not provide any additional evaluative comments related to that statement.

This statement, which ~~should~~ shall (friendly amendment) follow the signature line of the chair or Dean and be set off from the rest of the report, may read something like this: "This e-dossier contains a document that meets the criteria for documents *not ordinarily meeting the content and order requirements of the e-dossier.*"

- **Action Items 6 and 7** were voted on as one item:  
Results of vote for Action Items 6 and 7: For: all Against: none Abstain: none

**Action Item 6:** Vote on a change (in blue) to clarify the RTP form regarding faculty not retained after their 1st or 2nd year compared to those not retained after their 3rd year or greater – Dr. Winters & President Brooks.

**Department Recommendation:** Please check one of the following:

1. Recommend probationary status be continued.
2. Recommend retention for one more year at the end of \_\_\_\_\_ which time employment be terminated. (use only for 3<sup>rd</sup> year and beyond)  
Please explain in attachment. \_\_\_\_\_  
(Date of termination)
3. Recommend faculty member not be retained for next year (use only for 1<sup>st</sup> and 2<sup>nd</sup> year ) \_\_\_\_\_  
(Date of termination)
4. Recommend retention and the awarding of tenure beginning \_\_\_\_\_.
5. Other (Recommendations with qualifications, such as \_\_\_\_\_ completion of degree)

**Department Committee Validation:** We certify that we have read the dept. retention and tenure report. Although these statements reflect committee discussion, our signatures do not indicate agreement or disagreement with the above evaluation and recommendation.

**Action Item 7:** Vote on a minor change (example of change in blue) to RTP form to avoid mismatched pages during the signing of forms and the moving of RTP forms through academic levels – Dr. Winters & President Brooks.

DEPARTMENT COMMITTEE VALIDATION: We certify that we have read the [department retention and tenure committee](#) minority report. Although these statements reflect committee discussion, our signatures do not indicate agreement or disagreement with the above evaluation and recommendation.

Signatures [Please print your name clearly below your signature.]:

I certify that I have read the [department retention and tenure](#) minority report form. My signature does not indicate agreement or disagreement with the statements made here.

- **Action Item 8:** Results of vote: For: all Against: none Abstain: none

**Action Item 8:** Vote on language (in blue/friendly amendments from today's meeting in red) clarifying the TBR requirement for the Post Tenure Review (PTR) form and location of PTR form, policy 5:060 – Dr. Winters & President Brooks. (See Document Archive senate page: <http://www.apsu.edu/faculty-senate/documentarchive> POST-TENURE REVIEW FORMS. Form approved at February senate meeting.)

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#### IV. CRITERIA TO BE CONSIDERED IN TENURE RECOMMENDATIONS

##### Overview

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Any deviation from that policy may be the basis for filing a grievance. Time periods for particular personnel actions, and supporting dossier material relevant to each action, are as follows:

Retention: since initial appointment;

Tenure: since initial appointment; and

Promotion: since initial appointment or date of last promotion whichever is the more recent.

~~All faculty members shall be subject to personnel evaluation annually during the Spring Term. Tenured faculty members shall undergo post-tenure review each April. Faculty otherwise evaluated during the year for retention, tenure, promotion, or merit shall be excluded from this annual Spring Term process.~~

##### Annual Post-tenure Reviews

All tenured and tenure-track faculty members shall be subject to some form of annual personnel evaluation; this personnel evaluation may be for retention, tenure, promotion, or post-tenure review. Starting with academic year 2014-2015, during the Spring Term, all tenured faculty members shall undergo post-tenure review each April. Faculty with unusual or unique circumstances should consult with their chair, Dean, or the Provost as appropriate. **Chairs shall initiate this annual post-tenure review**

(friendly amendment 1). The chair must provide a copy of the completed post-tenure review to the faculty member in a timely manner. (friendly amendment to the amendment)

Tenured faculty who have not yet attained the rank of professor are required to include copies of their annual post-tenure reviews in their e-dossiers when applying for promotion to associate professor or professor. Faculty may choose to include the most recent five years of post-tenure reviews or all post-tenure reviews since receiving tenure.

Post-tenure reviews shall be placed in the “~~current recommendations~~” **prior administrative reviews section (friendly amendment)** of the e-dossier following the chair’s report. All exceptions to the annual post-tenure review shall require written approval by the President. ~~In future reviews, place post-tenure evaluations in “Prior Administrative Reviews.”~~

• **Action Item 9:** Results of vote: For: all Against: none Abstain: none

**Acton Item 9:** Vote on a form-structure modification (in blue) of the Post Tenure Review form – Dr. Winters & President Brooks.

The section begins on page 6 of current policy 5:060 “Organization of Materials in the E-dossier.”

**1. Current Recommendations.** Your e-dossier should contain reports from departmental and college committees, the Dean, the Provost, and the President. All appeals shall be included within the faculty member’s Current Recommendations under the level of the decision being appealed. These current recommendations will include the following items:

(a) Department Committee’s Retention and Tenure Recommendation Form or Promotion recommendation Form as appropriate as well as all reports, including any positive and negative minority reports

(b) Department Chairperson Faculty Performance Review Form

(c) Annual Post-Tenure Review Form



(d) Appeal (if any) of negative departmental and chair/director recommendations

(e) College Committee’s Report and Dean’s Retention and Tenure Recommendation Form/Promotion Recommendation Form as appropriate as well as all reports, including any positive and negative minority reports

(f) Appeal (if any) of the University Tenure and Appeals Board to the Provost

(g) Provost’s recommendation

(h) President’s recommendation

- **Action Item 10:** Results of vote: For: all Against: none Abstain: none

**Action Item 10:** Vote on language (in blue) to give clarity on the peer review process, policy 5:060 – Dr. Winters & President Brooks. (See page 10 of current policy 5:060 *Organization of Materials in the E-dossier*. This is Item # 11 in the arrangement of materials. This section on peer reviews has been expanded to include some new requirements. Strike the phrase “if required by department specific criteria”.)

### **Annual Peer Review of Teaching.**

Annual Peer Review of Teaching (if required by department-specific criteria). At a minimum, peer reviews should contain some narrative statements that comment on the teaching effectiveness of the candidate.

At least one peer review per year of teaching instruction is required of all faculty members undergoing personnel review during each review cycle leading to tenure. The peer reviews are required of on-ground faculty as well as online faculty. Faculty applying for promotion to Associate after they receive tenure shall include at least one recent peer review (within two years prior to the current promotion action). Faculty applying for promotion to Professor shall include at least one recent peer review of recent instruction (within two years prior to the current promotion action). If a faculty member has requested peer reviews from multiple colleagues, the faculty member shall include all completed peer reviews of instruction and not selectively pick among completed peer reviews for inclusion in the e-dossier.

When a faculty member includes only one peer review within his/her e-dossier, that peer review should be written by someone within the faculty member’s department. If a faculty member in the same department is unavailable to provide this review for a clear and abiding reason, then the candidate should seek a colleague who teaches in a closely-related discipline. In so far as it is feasible, the mentor of the faculty member under review should not write the peer review of the candidate during the period of the two-year mentorship in order to avoid advocacy and conflict of interest issues. Peer reviews for faculty undergoing personnel reviews should be written only by regular full-time faculty at Austin Peay. At a minimum, peer reviews should contain some narrative statements that comment on the teaching effectiveness of the candidate.

- **Action Item 11:** Results of vote: For: none Against: All Abstain: none

**Action Item 11:** Vote on new language (in blue) allowing chairs use a coordinator’s report to enhance the chair’s report or alternatively, a coordinator’s report to act as a peer-review, policy 5:060 – Dr. Winters & President Brooks.

When a faculty member has been assigned to work with a Coordinator (and that Coordinator is the faculty member’s designated supervisor) in a subset program within a larger discipline, there should be a coordinator’s report included along with the chair’s report within the e-dossier of that faculty member when he/she comes under review. If the coordinator’s role is seen as the equivalent of a chair, that coordinator shall not have a vote at the department committee level RTP meeting. The coordinator’s report shall be appended to the chair’s report. In the matter of placement, the Coordinator’s report shall precede the chair’s report.

- **Action Item 12:** Result of vote: For: 25 Against: 5 Abstain: 2

**Action Item 12:** Vote on new language (in blue) requiring promotions from associate professor to full professor to require five years of service and meet the specific criteria of the department or have special

permission from the President, policy 5:060. – Dr. Winters & President Brooks. (Note: Procedural details (dates, etc.) for the president’s letter granting or denying the exception shall be set by the Provost’s office (Calendar, etc.)

From current policy 5:061, pp. 9 and 10

D. Professor (see NOTE at end of section)

1. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
2. Documented evidence of sustained high quality professional productivity at Austin Peay State University and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline at Austin Peay State University that is consonant with the goals of the University and of the academic unit to which the faculty member belongs. Any exceptions to this requirement will need the written approval of the President.
3. Documented evidence of teaching excellence and superior contribution to student development or superior scholarly and creative achievement at Austin Peay State University will contribute to the positive record of the candidate for advancement to the rank of professor. Any exceptions to this requirement will need the written approval of the President. Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the University and the larger academic community.
4. Evidence of good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility.
5. At least five (5) years of faculty status at the rank of Associate Professor at Austin Peay State University shall be the **requirement** ~~the normal expectation~~ for promotion to Full Professor. Any exceptions to this requirement will require the written approval of the President. **The President shall provide a clear written statement to the faculty member’s chair either granting the exception or denying the exception. The President shall provide this letter prior to the faculty member’s organization of the e-dossier and formal submission for promotion to Professor. If the President denies the exception, the faculty member shall not proceed with the application for promotion. If the president grants the exception, the faculty member under review may proceed with the application for promotion and shall include this letter within the e-dossier following his/her statement of intent. In no way shall the President’s letter approving the exception to apply for promotion be construed by any personnel committee to be a guarantee that the faculty member’s application to be promoted will be successful. That determination is made by the various levels of review within the normal retention, tenure, and promotion channels currently in place at the university.**

NOTE: At least five (5) years of full-time faculty status at Austin Peay State University at the rank of Associate Professor shall be the normal expectation for promotion to Professor. In addition to this minimum length of service, faculty members who wish to apply for promotion shall adhere to the standards prescribed in the current RTP criteria governing promotion in their department. Faculty members who are hired at the rank of Associate Professor shall be eligible to apply for promotion to Professor as early as the spring semester of their fifth year, although the actual rank awarded shall not be in effect until the sixth year.

• **Action Item 13: Results of votes: For ‘Option A’: 18 For ‘Option B’: 15 Abstain: 1**

**Action Item 13:** Vote on new language (in blue/friendly amendments from today’s meeting in red) concerning Faculty Search Committee composition, policy 5:062 – Dr. Winters & President Brooks.

From Policy 5:062

“Option A”

C. A search committee shall be appointed and convened by the department chair. The committee shall include at least one tenure-track faculty member and at least one tenured faculty member. A department chair may serve on a search committee. ~~In addition, one (1) student shall be selected to serve.~~ The department chair may chair the committee, appoint the committee chair, or choose to permit the committee to select its own chair. Insofar as possible, the search committee shall include members of protected groups in order to comply with Affirmative Action/Equal Opportunity guidelines (see B, above), which may include the addition of an APSU staff member on the faculty search committee. At the discretion of the department, it is encouraged that a person outside the department serves on the search committee. Names of all search committee participants shall be forwarded to the college Dean as soon as they have been selected. Final voting on the candidate(s) shall be restricted to the appointed members (including APSU staff) of the search committee who are full-time employees of the institution. Non-APSU employees from outside the university who may serve on a faculty search committee in special situations may submit feedback on a candidate, but they shall not be permitted a final vote. ~~Although students may not serve on faculty search committees, students' input on candidates shall be solicited and considered in committee deliberations. (friendly amendment) While students' input on candidates may be solicited and used informally in committee deliberations, students shall not serve on faculty search committees and are not permitted a final vote.~~

“Option B”

C. A search committee shall be appointed and convened by the department chair. The committee shall include at least one tenure-track faculty member and at least one tenured faculty member. A department chair may serve on a search committee. ~~In addition, one (1) student shall be selected to serve.~~ The department chair may chair the committee, appoint the committee chair, or choose to permit the committee to select its own chair. Insofar as possible, the search committee shall include members of protected groups in order to comply with Affirmative Action/Equal Opportunity guidelines (see B, above), which may include the addition of an APSU staff member on the faculty search committee. At the discretion of the department, it is encouraged that a person outside the department serves on the search committee. Names of all search committee participants shall be forwarded to the college Dean as soon as they have been **selected**. Final voting on the candidate(s) shall be restricted to the appointed members (including APSU staff) of the search committee who are full-time employees of the institution. Non-APSU employees from outside the university who may serve on a faculty search committee in special situations may submit feedback on a candidate, but they shall not be permitted a final vote. ~~While students' input on candidates may be solicited and used informally in committee deliberations, students shall not serve on faculty search committees and are not permitted a final vote.~~ The department chair shall have the option to include student members on faculty search committees. ~~Students who are appointed to a faculty search committee shall enjoy all voting rights and privileges and must bear all committee responsibilities. (friendly amendment)~~ Additional input from students not serving on the faculty search committee may also be sought on an informal basis at any time during the search.

## Adjourn

Today's called meeting was adjourned at 5:15 p.m.