

Austin Peay State University
Faculty Senate
Meeting of Thursday, March 21, 2019
Morgan University Center, Rm # 307 | 3:00 pm
Minutes

Call to order - Senate President Dr. Mickey Wadia

Recognition of Guests: Christina Chester-Fangman, Sue Evans, and Barry Jones

Roll call of Senators - Senate Secretary Gina Garber

Absent: Nicholas Coleman, Dwonna Goldstone, Timothy Leszczak, John Phillips, and Jane Wessel

1. **Remarks**

Senate President Dr. Mickey Wadia (10 minutes)

Slate of Officers:

Past President Dr. Tucker Brown is the Chair of the Nominating Committee. If you are interested in serving in one of the Faculty Senate Executive Committee positions, send an email to Dr. Brown at brownt@apsu.edu. We want to have a good pool of faculty to choose from. If the proposed change to the Constitution passes, there will be a new option for a treasurer. Be reminded that the Faculty Senate Executive Committee meets every Thursday from 1:30-3 p.m. You will be meeting monthly, in separate meetings, with President Alisa White and Provost Rex Gandy.

Senate Elections:

Two very important emails will be coming your way soon. Look for emails regarding the Faculty Senate elections and the preference selection of serving on a Standing Committee.

Faculty Senate Staff Service Award:

Dr. Jeff Thompson is the Chair of the Staff Service Award Committee. He and the Committee (Robin Latchem and Bettina Shank) will be addressing Senate regarding the award process.

Moment of Silence:

Dr. Arthur Eaves passed away on March 14, 2019. He was an Associate Professor of English who worked in the Department of Languages & Literature for many years. Although Dr. Eaves was retired from teaching, he kept in contact with many of his colleagues from Austin Peay. A celebration of his life will be on March 23rd at the McReynolds-Nave & Larson Funeral Home. Dr. Wadia said he was a dear friend of his and Jim Clemmer. Dr. Wadia also said that Dr. Eaves was one of those people who did things for other people.

2. **New Business**

Faculty RTP Policy Committee – Elaine Berg (30 minutes) – Action items

Elaine Berg, Faculty RTP Policy Committee Chair, introduced the Committee members to the Senate. They are: Dr. Benita Bruster, Dr. Sue Evans, Dr. Dan Frederick, Dr. Gregory Hammond, Dr. Dong Nyonna, Dr. Lynne Crosby, *ex officio*, and Dr. Mickey Wadia, *ex officio*.

Motion made, seconded, and passed to accept document APSU 2:063 Policy on Academic Promotion for discussion

Policy 2:063 Highlights:

Page 2 – *Professional Contributions and Activities*: Removed outdated numbering system

Page 6 – 2. *Associate Professor, section e.*: Removed four (4) years and added six (6) years

Page 6 – 2. *Associate Professor, section f.*: Added “exception to the six-year rule (6)” removed four-year (4)

Page 7 – 2. *Associate Professor, NOTE*: Added language to clarify what faculty were affected. “For faculty who began employment with Austin Peay State University in the fall of academic year 2017-2018 through academic year 2018-2019, at least four (4) years of full-time faculty status at Austin Peay State University at the rank of Assistant Professor shall be the normal expectation for attainment of rank of Associate Professor.”

Page 14 – *Links APSU Policy 1:025*: Added the correct the link

Motion made, seconded, and passed to accept the changes to APSU 2:063 Policy on Academic Promotion. Voting results: For: Unanimous Against: 0 Abstain: 0

Motion made, seconded, and passed to accept document APSU Tenure Procedures and Guidelines for discussion

Tenure Procedures and Guidelines Highlights:

Page 3 – *Section c.: Preparing Your E-dossier (overview)*: Changed the date when faculty need to notify their chair/director to be more in line with our new calendar for retention, tenure, and promotion (RTP) actions. Added language to clarify the sentence: “Starting with the 2019-2020 academic year, faculty seeking promotion should file their letter of intent by the last day of classes of the spring semester.”

Page 5 – *Section c.: Preparing Your E-dossier (overview)*: Outdated numbering system change

Page 5 – *Section d.: Direct Instructions to Faculty for Preparing the E-Dossiers for Personnel Review Processes*: removed Section III.B.1.e and added the e-dossier

Page 9 – 3. *Current Recommendations*: Added “if they constitute part of the administrative review for that year” because there is no longer a Provost report every year.

Page 10 – 4. *An up-to-date vita*: Changed the date to March 2019

Page 11 – *Summary of Areas 1-3 during Retention*: Removed the last sentence

Page 12 – *Summary for Promotion to Professor*: Changed the dates on the examples

Page 14 – 11. *Annual Peer Review of Teaching*: Changed the dates on the examples

Motion made, seconded, and passed to accept the changes to Tenure Procedures and Guidelines document on pages within 1-15 - Voting results: For: Unanimous Against: 0 Abstain: 0

Page 15 – 12. *All student evaluations of instruction since coming to APSU*: Edited language for the first sentence to read, “Do not include evaluations for classes of study-abroad classes, independent studies, and individual instruction.”

Page 15 – 12. *All student evaluations of instruction since coming to APSU*: Removed Class Climate and added Survey DIG

Motion made, seconded, and passed to extend presentation and discussion of Tenure Procedures and Guidelines document by fifteen minutes

Motion made, seconded, and passed to vote on the changes to page 15 of the Tenure Procedures and Guidelines document - Voting results: For: 18 Against: 20 Abstain: 1

Page 16 – *12. All student evaluations of instruction since coming to APSU*: Changed the date

Page 17 – *f. Organization of Supplemental Materials*: Removed outdated numbering system

Page 18 – *Area III*: Corrected typo by adding an s after committee and role in the second sentence

Page 21 – *h. Storage of E-Dossiers*: Removed the second period on the last line.

Motion made, seconded, and passed to accept the changes to Tenure Procedures and Guidelines document within pages 16-21 - Voting results: For: Unanimous Against: 0 Abstain: 0

Page 23 – *Recusals*: Added new language to clarify when faculty should recuse themselves from an RTP committee.

Motion made, seconded, and passed to table discussion and vote to the April 25, 2019 Faculty Senate meeting

Motion made, seconded, and passed to extend presentation and discussion of Tenure Procedures and Guidelines document by ten minutes

Page 30 – *Confidentiality of Meetings*: Removed the link and the language leading to the link because it is a deleted policy

Page 34 – *Tie Vote or Even Split Vote*: Removed a typo

Page 35 – *Tie Vote or Even Split Vote*: Added a space on the second line between “the” and “Provost;” added “Report” and deleted “form” after “Chair’s” Report

Page 38 – *Informing Committees of Years toward Tenure*: Updated link to Policy 2:052

Motion made, seconded, and passed to accept the changes to Tenure Procedures and Guidelines document within pages 30-38 - Voting results: For: Unanimous Against: 0 Abstain: 0

Page 42 – *Composition of University Tenure and Promotion Appeals Board*: Removed and added language to clarify guidelines

Motion made, seconded, and passed to accept the changes to Tenure Procedures and Guidelines document within page 42 - Voting results: For: Unanimous Against: 0 Abstain: 0

Page 43 - *Steps in the Process for Filing an Appeal with the Tenure and Promotion Appeals Board*: Dr. Lynne Crosby’s title was updated

Page 44 - *Applying for Tenure*: Removed Trustees

Page 46 – *Clarification of evaluation procedures during leaves of absence and stopped tenure clocks*: Removed outdated numbering

Motion made, seconded, and passed to accept the changes to Tenure Procedures and Guidelines document within pages 43-47 - Voting results: For: Unanimous Against: 0 Abstain: 0

Faculty Handbook Committee – Dr. Vikkie McCarthy (30 minutes) – Action items

Dr. McCarthy introduced the members of the Faculty Handbook Committee: Dr. Dixie Webb, Dr. Kadi Bliss, Dr. Justin Oelgoetz, Kebede Wordofa, Dr. Anne Black, Dr. Mickey Wadia (*ex officio*), and Dr. Lynne Crosby (*ex officio*). Information was shared across campus in an effort to update pages and correct links that were broken.

Motion made, seconded, and passed to accept the 2018-2019 Faculty Handbook for discussion

2018-2019 Faculty Handbook Highlights:

Page 9 – *Student Affairs Contact Information*: Updated personnel positions

Page 13 – *Who to Contact*: Updated the Bookstore telephone number

Page 20 – *Austin Peay State University Code of Ethical Conduct*: Corrected a typo

Pages 23-32 – Sections *The I AM A GOV First-Year Faculty Program*, *Course Planning Checklist*, *Reminders for More Effective Advising*, *Using the Discussion Format*, *Recommendations for Improving Lectures*, *The Relationship Between Teaching and Research at APSU*, and *APSU Philosophy Regarding Professional Contributions and Activities*: Added all new language

Motion made, seconded, and passed to accept the changes to pages 1-32 of the 2018-2019 Faculty Handbook - Voting results: For: Unanimous Against: 0 Abstain: 0

Page 33 – *Faculty Responsibilities and Procedures, Faculty Absences and Leaves*: Updated the area with broken links and language to include the new parental leave policy
Page 35 – *Structured Learning Assistance*: Academic Support information provided by Martin Golson

Page 40 – *Class Records*: Reworded sentence with “retain the records according to university and college policies,” and updated a link

Pages 41-42 – *Academic Freedom*: Reworded Academic Freedom policy and updated link

Motion made, seconded, and passed to accept the changes to pages 33-42 of the 2018-2019 Faculty Handbook - Voting results: For: Unanimous Against: 0 Abstain: 0

Pages 44-113: Updated links, corrected typos, and made minor edits that do not change meaning or intent of language

Motion made, seconded, and passed to accept the changes to pages 44-113 of the 2018-2019 Faculty Handbook - Voting results: For: Unanimous Against: 0 Abstain: 0

Pages 114-117 – *Faculty Awards*: Updated the timing of the nominations from fall semester to the spring semester and noted the change of venue to the Fall Faculty

Meeting; the language was revised for the faculty awards, however, this did not change the spirit of the definitions; the Research Mentor Award was withdrawn

Motion made, seconded, and passed to accept the changes to pages 114-117 of the 2018-2019 Faculty Handbook - Voting results: For: Unanimous Against: 0 Abstain: 0

Annual Faculty Evaluations and Merit Pay – Dr. Mercy Cannon (5-8 minutes)

Academic Red has discussed the possibility of moving annual evaluations to an academic year cycle rather than a calendar year. The committee has talked with HR about developing guiding principles for merit/performance based raises, and President White has asked us to propose ways to address compression and inversion.

Update: Faculty Senate Constitution Vote – Vice President Jane Semler (30 minutes)

As of today, Thursday, March 21, 2019, the four issues on the Faculty Senate Constitution ballot have passed. Officially, the ballot does not close until tomorrow at 4:30 p.m. So far, we have had over 200 faculty votes. We needed more than 177. Gina Garber was thanked for her work on the ballot.

During the vote to ratify the constitutional amendments, a senator noticed an unintended consequence of the change in the definition of faculty which could affect voting on future constitutional amendments. After much discussion, the senate decided to proceed with a second vote to amend the Constitution in order to clarify Article IV, number 4. As part of the voting process, the parliamentarian ruled that in Section IV, number 4, the term “faculty” refers only to full-time faculty.

Motion made, seconded, and passed to continue discussion of amending the Constitution at the next meeting scheduled for March 28, 2019

3/3 Course Load – Senate President Dr. Mickey Wadia (5-8 minutes)

Dr. David Denton, Chair introduced the Taskforce members as Dr. Phillip Short, Dr. Samuel Jator, Dr. Nicholas Coleman, Dr. Isaac Sitienei, Dr. Dwonna Goldstone, Dr. Benita Bruster, Dr. Dong Nyonna, and Dr. Anthony Morris. Straw poll indicated: For: 23 Against: 6 and Abstain: 0. The Taskforce is meeting every week in April and will have a report in December. However, it will not come to Senate until 2020.

Outside Reviews of Area 2 for promotion to full professor – Senate President Dr. Mickey Wadia (5-8 minutes)

Dr. Wadia took a straw poll: For: 8 Against: 21 and Abstain: 0

Student Evaluations in e-dossiers – Senate President Dr. Mickey Wadia (5-8 minutes)

Straw poll not to include student evaluations in the eDossier: For: 18 Against: 6 and Abstain: 5

Old Business – Constitution was moved up on the agenda
Adjourn: 5:35 p.m.