

Austin Peay State University
Faculty Senate

Minutes
Special Meeting of Thursday, April 12, 2007
Sundquist Auditorium, SSC E-106

Preliminary Information

The meeting was called to order at approximately 2:30 p.m. by Senate President John Foote.

The roll call of senators was conducted by Senate Secretary Perdew.

Senators Baker, Black, Dyer, Eaves, Filippo, Hargrove, Hatch, Hayes, Hodge, Lane, Myers, Pitts, Prescott, Reagan, Schiller, Schlanger, Snyder, and Winters were absent.

This special called meeting took action on proposed changes to the Faculty Handbook, specifically changes to the Policy on Academic Tenure (APSU Policy 5:060). The changes have been proposed by the Faculty Handbook committee of the Faculty Senate. The members are Mickey Wadia (chair), Michael Becraft, Elaine Berg, Sue Evans, Sam Fung, and David Major. Senator Major presented these items to the senate.

Each proposed change is numbered below. **Blue** text indicates an addition; ~~strike throughs~~ indicate a deletion; **red** text indicates necessary action. The bold line separates proposed changes, unless a glitch in Microsoft Word left an extra line that could not be deleted.

These proposals were examined in groups of five for consideration. Discussion, if any, may be directly below the proposed change, or below the next multiple-of-five item, depending on when the discussion about the item occurred. See below items 5, 10, 15, 20, 25, and 27 for the action taken.

PROPOSED CHANGES FOR APRIL 12 CALLED MEETING

Link to Policy on Academic Tenure:

<http://www.apsu.edu/policy/pdf/5060.pdf>

1. A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the President of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. **No accomplishments attained during an excluded leave may be considered in retention, tenure, and promotion processes.** Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for

a second extension follow the same procedure and are subject to the same considerations as the original extension (p. 21 of 5:060) **[to be voted on]**

Discussion: None.

2. On page 3 of 39, 5:060, we want to add the Ft Campbell reference.

*(APSU Editorial Note: Some academic units of the University have directors instead of chairpersons. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the chairperson of a department, then the director shall be seen as the equivalent of a chairperson and shall participate in all personnel processes including retention, tenure, and promotion. **Likewise, the executive director of the Austin Peay Center at Fort Campbell shall be seen as the equivalent of a Dean. [to be voted on]**

Discussion: See below item 5.

3. Any department, division, or unit (~~e.g., library, Developmental Studies Program, Ft. Campbell Center~~) that does not fit within the evaluative framework presented above will have its process designated by the Provost, but must be consistent with the spirit of the above described process. (p. 39 of 5:060) **[to be voted on]**

Discussion: None.

4. We want to remove words primary and supplemental in 5:060 and just refer to it as a single dossier. The phrase we will use for all faculty members undergoing current and future RTP reviews is **the faculty member's e-dossier. [to be voted on]**

Discussion: It was mentioned that what was formerly called "supplemental" is now included in the e-dossier.

5. It shall be the responsibility of a faculty member undergoing a retention, tenure, or promotion review to retain all documents **materials (electronic or physical format)** pertinent to the faculty member's activities in the area of research/scholarship/creative activities until such time as the faculty member has attained the rank of tenured full professor. (p. 10 of 5:060)**[to be voted on]**

Discussion and action: There was a motion and second to approve the first five proposals.

During discussion Sen. Steele asked about the consideration of the executive director of Fort Campbell as a dean in item 2.

Mr. Becraft stated that is just for the purposes included in APSU Policy 5:060.

Sen. Foote clarified that it is only for retention, promotion, and tenure (RTP) purposes.

Sen. Blake mentioned that the executive director also has administrative responsibilities in addition to the duties of a dean.

The motion to approve proposals 1 – 5 passed with unanimous consent.

6. 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. **For on-ground classes, your e-dossier should include only the page (s) that has/have** 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. **Faculty members who deliver online classes shall provide a sufficient number of pages to provide the information specified above.** (p. 9 of 5:060) **[to be voted on]**

Discussion: It was stated that there is more than one summary sheet to online evaluations.

7. Faculty shall retain back-ups of all files used in the retention, tenure, and promotion process. (p. 11 of 5:060) **[to be voted on]**

Discussion: A friendly amendment changed the proposal to say “...back-ups of all files, entered into the e-dossier generated by the faculty member, used in the...”

It was also stated that another back-up would be kept in the VPAA’s office.

8. ~~Faculty in departments with untenured department chairs (or untenured interim chairs) will have no Chair's report in their dossiers~~ (p. 14 of 5:060). **[to be voted on]**

Discussion: It was stated that now all chairs shall write a review.

9. ~~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.~~ (p. 14 of 39 in 5:060) **[to be voted on]**

Discussion: It was mentioned that this statement was stricken because it does not have anything to do with this policy.

10. When a chair is being reviewed and the departmental level recommendation is negative (hence no chair's review), the chair shall have the right to appeal to the college Dean for consideration at the college level. **[to be voted on]**

Discussion and action: It was clarified that "reviewed" referred to the chair's RTP review.

There was a motion and second to accept items 6 – 10 with the friendly amendment to number 7. The motion was approved unanimously.

11. Faculty members negotiating and receiving credit for prior service must seek tenure in the 6th year (prior service granted plus APSU tenure-track service) of employment. **[to be voted on]**

Discussion: Sen. Deibert stated that receiving prior credit could hurt a faculty member because scholarly and creative accomplishments must be made while at APSU. A faculty member with prior service would not get credit for prior accomplishments.

Sen. Foote stated that assessment was correct right now and said the senate would like to discuss this negative aspect of credit for prior service sometime in the future.

12. Faculty members undergoing review shall also provide APSU 1000 evaluations as well as all non-narrative student evaluations of teaching instruction in Study Abroad programs that are conducted during summer sessions or winter intersession. **[not to be voted on]**

[We voted March meeting of Senate to postpone discussion until Fall 07, but we will need to re-visit this.]

Discussion: This passage is to clarify the existing statement that “all evaluations are to be included in the e-dossier.” This matter will be taken up again in fall 2007.

13. The Deans of the colleges shall have the authority to request that an e-dossier be unlocked for a faculty member within that Dean’s college, provided that the departmental committee meets and declares an e-dossier incomplete and affirms that no vote on the e-dossier has been taken. By declaring the e-dossier incomplete, the departmental committee is affirming that it will convene again before the date specified in the Calendar of Personnel Actions. **[to be voted on]**

Discussion: Sen. Foote said the language should be stronger than “request.” Sen. Steele suggested changing the word to “direct” as a friendly amendment.

14. An incomplete e-dossier is one that is declared by the departmental committee (before the vote takes place) as missing necessary materials or not complying with the content requirements of current policy. (see definition on p. 11, 5:060). **[to be voted on]**

Discussion: None.

15. All actions are due by the close of business (4:30 p.m.) on the date specified in the Calendar of Personnel Actions. These actions include submissions of e-dossiers; notifications of retention, tenure, and promotion recommendations to candidates; and appeals of negative recommendations. **[to be voted on]**

Discussion and action: There was a motion and second to accept items 11 – 15, excluding 12 and with the friendly amendment to 13. The motion was unanimously approved.

16. All faculty members shall be subject to personnel evaluation annually during the Spring Term. Tenured faculty members shall undergo post-tenure review each April. [to be voted on]

Discussion: See below 20.

17. Faculty members under review are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the dossier by the faculty member for the year under review. Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the dossier complies with content and order requirements as noted in Policy 5:060. Faculty members should consider the preparation of e-dossiers as a year-round process and gather and maintain materials accordingly. [to be voted on]

Discussion: This item was discussed at great length at the last senate meeting. Sen. Foote stated he believed the chair should review a faculty member's e-dossier before submission.

Senators Major and Wadia stated the chairs did not wish to have that responsibility and that was the impetus for this proposed change.

Sen. Deibert said there was a need for more time in the personnel action calendar for review at the departmental level.

Sen. Wadia stated that had been examined, but altering the calendar caused too many problems.

Mr. Becraft also stated that extending the time-frame for departmental review would cause the e-dossier submission deadline to be before Christmas.

Sen. Deibert stated he thinks a chair review would be helpful.

Sen. Major pointed out that the statement in the proposal says a faculty member should work closely with the chair.

Sen. Gotcher expressed concern that the e-dossier is locked during review time.

Sen. Foote stated that the departmental committee would declare it incomplete if so, at which point it could be opened, before taking a vote. (See item 13.)

Sen. Gotcher asked if no vote would be taken by the departmental committee until the dossier was made complete.
Sen. Major said that was correct.

18. The department chair shall write an independent review after the departmental committee has made a recommendation. [to be voted on]

Discussion: None.

19. ~~The departmental retention, tenure, and promotion committees shall not have access to the chair's report prior to the vote of the committee. (p. 14 of 5:060)~~ [to be voted on]

Discussion: It was stated that this deletion goes with the new statement in item 18.

20. There shall be a University Tenure and Promotion Appeals Board composed of 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 colleges' **tenured** full professors, one (1) University member designated by the President, and one (1) University member designated by the Faculty Senate. **[to be voted on]**

Discussion and action: Mr. Becraft stated that the library is in CoPPSS for the purposes of RTP.

There was a motion and second to accept 16-20.

Sen. Wadia suggested a friendly amendment to number 17 by changing "dossier" to "e-dossier".

Sen. Haralson stated that after item 16 which pertains to post tenure review, item 17 seems to imply the faculty member would need a dossier.

A friendly amendment was made to change 17 to say "...under review for retention, tenure, or promotion..."

Items 16 – 20 were unanimously approved with these friendly amendments.

21. The Dean of the College of the faculty member making an appeal shall not serve as Chair of the University Tenure and Promotion Appeals Board for that appeal. [to be voted on]

Discussion: Sen. Foote asked who would chair. It was stated that the president would choose another dean.

22. If the University member designated by the Faculty Senate has previously served and voted on any personnel committee described above in the current review cycle, 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 in the current review cycle, the President shall name another appointee to serve as a member of the University Tenure and Promotion Appeals Board. If any one of the five (5) members chosen from each of the college promotion committees has previously served and voted on any personnel committee described above in the current review cycle, 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. [to be voted on]

Discussion: None.

23. 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 and~~ shall be included within the faculty member's e-dossier under "Current Recommendations." (p. 18 of 5:060) [to be voted on]

Discussion: None.

24. Faculty being reviewed for promotion to Associate or Professor shall include all student evaluations of instruction only from the most recent five-year period or, if fewer than five, all evaluations. [Reminder: Senate has voted YES]

Discussion: This item was passed previously by the senate.

25. PREPARING THE E-DOSSIER (only significant changes are listed here)

As this is a lengthy section in 5:060 and would occupy too much time to debate each and every change or addition, the Handbook committee has used a bulleted list summarizing important elements that were deleted or added. Blue text is new language.

- Distinguishing among e-dossier, paper dossier, and dossier
- Reminding faculty to convert all files to PDF for review purposes
- Using the term “e-dossier” in the preparation process.
- Deletion of all references to times and dates involving paper dossier preparation
- Deletion of table of contents page requirement
- Deletion of all references to paper dossier as part of e-dossier development process
- Deletion of all references to a supplemental dossier
- Deletion of all references to protector sleeves, accordion folder and other physical aspects of what used to be the paper dossier
- **Faculty are strongly encouraged to use the A-Z index on the main page of APSU and select “E” to go to “E-Dossier and Evaluation at APSU.” This section contains valuable resources that are designed to help you create an effective e-dossier. Click on <http://www.apsu.edu/academics/edossier.htm>**
- 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.** 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. [See Section III.B.1.a and III.B.1.b.].
- **Faculty are not permitted to alter the appearance or ordering of the headings provided for their e-dossier.** Your ~~primary~~ e-dossier should include the following items and **must** be arranged as described below ~~(going from top to bottom)~~ **in the e-dossier. Any menu items in the e-dossier added for informational purposes (those not stated below) should not be altered or removed.**
- Teaching Philosophy Statement. A one-page summary of your teaching philosophy should accompany the **Narrative Description of Academic Assignment**
- Because of the time frame in which an individual faculty member could file an EEOC complaint and/or lawsuit, **a paper** dossier of any faculty member

shall stay in the department for a minimum period of four (4) years from the point when the final personnel decision is made on the faculty member's status at the institutional level or at the TBR level. **An electronic dossier shall be stored on a server or some other media for a minimum period of four (4) years from the point when the final personnel decision is made on the faculty member's status at the institutional level or at the TBR level**

- A faculty member's **existing paper** 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 **paper** dossier during a review process, a faculty member may not remove his or her **paper** dossier from the departmental office without prior permission of the department chair/director. **A faculty member's e-dossier that is prepared for personnel reviews is the property of APSU and shall be maintained on a server or other media until the faculty has achieved the rank of tenured full professor. [to be voted on]**

Discussion and action: Sen. Foote inquired about the need for a paper dossier for EEOC. Mr. Becraft said it is for the period of time when some faculty members still have a paper dossier and some have an electronic dossier.

A friendly amendment was made to the end of item 25, "...attained tenure and achieved the rank of professor".

Then there was discussion pertaining to the last two bullets in 25. One has requirements for preservation of the dossier for four years for EEOC; the other has requirements for preservation of the dossier, generally, for APSU. Discussion involved the possible removal of the provisions regarding a paper dossier by the year 2011. Other seeming discrepancies between the two bullets' requirements for dossier preservation were noticed. It was stated that the senate would examine proposal 25 later.

There was a motion and second to approve items 21-25, excluding 24 (previously passed) and 25. The motion was unanimously approved.

Sen. Wadia said that the statement in 23 would also be added in another relevant part of APSU Policy 5:060. There was a motion, second, and unanimous approval to do so.

26. ~~A college retention and tenure committee shall be composed of one (1) tenured faculty member elected from each department within the college according to procedures established by the college.~~ **A college retention and tenure committee shall be composed of one (1) tenured faculty member**

elected from each department within the college. All tenured and tenure-track faculty, with the exception of the department chair, shall have an opportunity to vote on departmental nominee(s) for the college committee, and a simple majority vote shall determine the outcome. If the vote is tied, the department chair/director shall cast the deciding vote. (p. 15 of 5:060)
[to be voted on]

Discussion: Sen. Rayburn made a friendly amendment to state “college or school” and also “chair or director”. Sen. Griffy also suggested adding “department or school”.

27. ~~Members of the committees shall be elected by procedures developed by each department or college (p. 38 of 5:060)~~ **[to be voted on]**

Discussion and action: There was a motion and second to approve items 26 and 27, with the friendly amendments to 26. The motion was unanimously approved.

Sen. Foote encouraged people to nominate faculty members for faculty senate.
Sen. Wadia thanked the members of the Faculty Handbook Committee.

The meeting adjourned at 3:30 p.m.

Patrick Perdew
Faculty Senate Secretary