

Minutes

University Council



Thursday, March 29, 2007
3 p.m., W1012 Science Bldg.

In preparation for the Faculty Meeting Tuesday, April 17, 2006, 2:30 p.m.

Present:

William Bloodworth, Jr. (Chair), President
Tom Crute, Arts and Sciences; **Sam Hardy** (for Thomas Deering, Dean of Education); **Jeff Heck**, Faculty Secretary; **Edgar Johnson**, Chair, Academic Policies Committee; **Jonathan Mallett**, Vice President of the Student Government Association; **Robert Parham**, Dean of Arts and Sciences; **Camilla Reid** (for William Nelson, Reese Library); **Sam Robinson**, Arts and Sciences; **Bruce Saul**, Arts and Sciences; **Samuel Sullivan**, Vice President for Academic Affairs; **James Tanner** (for Isaac McAdams, President of the Student Government Association); **Cathy Tugmon**, Chair, Faculty Policies Committee; **Dan Whitfield**, Vice President for Business Operations.

President Bloodworth called the meeting to order at 3:00 p.m.

Agenda Items

I. Minutes of the February 15, 2007, faculty meeting were unanimously approved as distributed.

II. Academic Policies – Dr. Edgar Johnson

Prior to the report of the committee, Dr. Samuel Sullivan requested a definition of the role of the University Council, to clarify the relative roles of discussion, change, and voting available to the group.

Dr. William Bloodworth replied that we aren't debating the merits of items addressed. Though the group does sometimes talk about the content of the items, the group may not dismiss them. The council most frequently either will approve placement of an item on the faculty meeting agenda or return the item to the committee from which it came for further work.

Faculty Manual excerpt:

107.1.2 Procedures

The University Council shall discharge its responsibilities with respect to governance and procedure by:

107.1.2.1 Assigning matters to committees, as appropriate. Assignment and disposition of these matters shall be reported as soon as reasonably possible to persons responsible for their submission.

107.1.2.2 Considering the actions of all university committees and the requests of individuals to include items on the agenda for faculty consideration. The University Council may send a proposal to a committee for study or restudy if it believes that the proposal should not be included on the agenda; the committee or individual concerned may still insist on having it on the agenda, in which case it will be included along with an explanation of the Council's objection.

107.1.2.3 Assisting, upon request, administrative offices in the establishment of new procedures consistent with the implementation of policy.

107.1.2.4 The University Council will always have the right to express its recommendations concerning items on the agenda. The originating committee or individual shall be informed prior to a negative recommendation and given the option of withdrawing the proposal from the agenda. It may be resubmitted at a later date.

Dr. Edgar Johnson reported that the Academic Policies Committee processed 129 items. Some requests were returned to the departments in which they originated due to changes in personnel and therefore changes in the requests; most of the rest relate to five major program changes, including a new biostatistics program in Mathematics and a new Homeland Security track in public administration. Dr. Johnson presented the recommendations of the committee.

Discussion –

Dr. Tom Crute asked Dr. Sam Robinson if he had considered the impact of Mathematics program changes on the Startup Center. Dr. Robinson replied that there would be no impact because his department would advise students declared as pre-math and pre-computer science majors. Dr. Sullivan asked if the Banner group was aware of the changes that the system would have to have to assist with the request. Dr. Robinson replied that the Banner change needed is identical to one already done for the Hull College of Business; it has been handled. Each semester a report will be generated for the Registrar as to which students have met their requirements.

Dr. Cathy Tugmon recommended that the revised eforms for course changes and new courses not be used until some problems are resolved. Some signatures didn't make it through the entire process. Dr. Johnson replied that changes to these forms are in progress.

Vote –

all ayes to place all APC items (both Attachments A and B) on the faculty agenda for the next meeting.

III. Faculty Policies – Dr. Cathy Tugmon

Dr. Tugmon presented six items for consideration. The composition of the Lyceum Committee had to change to accommodate splits into four departments of what once were Fine Arts and the Languages, Literature, and Communications departments. Since all members wanted to retain voting status, and since rotations of members needed to divide evenly into the total, the membership had to increase.

The Scholarship and Financial Assistance Committee membership changed to accommodate a request by the Executive Director of Development and Alumni Relations for the addition of three non-faculty/staff members.

The post-tenure review process was changed to even out the load on reviewers.

The arts gallery was renamed as the "New Space Gallery."

The funding process for faculty development needs to be changed to make funds available earlier in the year for faculty. Currently, funds are not able to be awarded until the end of fall semester. Chairs need to be appointed in May so they can begin work making awards early in fall semester. Mrs. Camilla Reid noted that this approach should be taken with more

committees on campus. Dr. Johnson thanked the FPC for coordinating the proposed changes with the APC.

Dr. Johnson asked about the possibility of altering the process of routing course change requests for approval, in order to streamline it. Dr. Tugmon noted that the process was designed to insure that all applicable faculty groups had input prior to the changes going to the deans. The Faculty Policies Committee is firmly committed to this plan. Dr. Parham noted that it is also important that the university administration be aware of coming changes as the items work through the system. Dr. Tugmon said that tracks for the requests were left undefined in order to provide some flexibility to the Academic Policies Committee. Highly specific routes for the requests would likely need frequent changes, and changes to the *Faculty Manual* can be difficult and time-consuming.

Discussion of the proposals –

Mr. Jonathan Mallett asked why one or more students had not been added to the membership of the Scholarship and Financial Assistance Committee to correspond with the increase in non-student membership. Dr. Tugmon replied that the issue had not arisen in discussing the change. Mr. Mallett asked if more students should not be added.

Dr. Sullivan asked for clarification on who determines membership in committees. Dr. Tugmon replied that a Committee on Committees, which should very soon provide a survey to faculty asking for their committee preferences for next year, collects information from the faculty, sorts faculty, then makes recommendations to the office of the vice president for academic affairs. The sub-committee is advisory. This year, the sub-committee will focus on providing committee positions to faculty coming up to promotion or tenure as one of their criteria.

Dr. Sullivan asked about the Lyceum Committee: do deans recommend members? Dr. Tugmon replied that they did, and that those recommendations are then passed on to the VPAA as the FPC recommendation. Dr. Sullivan asked if the FPC could refuse a dean's recommendation. Dr. Tugmon replied that it could, but that it had not happened in her memory. Dr. Crute mentioned that the final decision for membership still rests with the VPAA's office. Dr. Tugmon noted that only standing committees fall under the purview of the FPC.

Dr. Sullivan noted an ambiguous wording in the first FPC proposal.

Any addition, deletion or deactivation of a program, a major, a minor, or any area of concentration, or any change to area A-E of the core must be voted on by the faculty as a whole. However, if the committee unanimously votes that a curricular matter is the exclusive concern of one college or does not consist of a significant change in curriculum, with unanimous approval of all deans, it may present that item to the faculty for information only.

Use of the word "however" seems to contradict the absolute nature of the first sentence.

Dr. Crute recommended a change to the word "however," to be made at the faculty meeting. Dr. Tugmon noted that the committee specifically requested that word be used in the proposal.

Dr. Johnson moved to accept the FPC recommendations, with the exception of the first proposal.

Motion –

To place the slate of Faculty Policies Committee recommendations on the faculty agenda, except for proposal one, dealing with the Academic Policies Committee section of the Faculty Manual. That proposal will be returned to the FPC for revision.

Seconded by Dr. Sam Robinson.

Discussion –

Dr. Sullivan raised the issue of the impact of some of the proposals on students. He felt the responsibilities of the committee should also be shown. Dr. Bloodworth noted that the proposals and discussion are reflected in the minutes, and that Dr. Tugmon could present the concern about the number of student representatives on the scholarship committee not changing, at the faculty meeting. Dr. Sullivan felt that students should have more time to react to these changes as part of the process, especially since they do not attend the faculty meetings.

Mr. Mallett also noted a problem with students not being informed about meeting times for the committees they are on. He said the Student Government Association plans to start tracking student participation in committee meetings on campus, and that he will be contacting students who do not attend their meetings. Dr. Tugmon replied that both faculty and students need to improve their efforts to make sure students are at the meetings.

Dr. Crute called the question, thereby requesting a vote on cessation of discussion of the motion currently on the floor.

Vote – by voice vote, the majority was opposed. Discussion resumed.

Motion to amend –

Dr. Sullivan moved to amend the current motion. Items 1 (APC section) and 4 (Scholarship section) would be returned to the FPC for reconsideration, and the remaining items would be placed on the Faculty Meeting Agenda.

Vote – by voice vote, the amendment passed with two opposed.

Vote – by voice vote, the motion to place items 2, 3, 5, and 6 from the FPC recommendations on the faculty meeting agenda, but return items 1 and 4 to the FPC for reconsideration, was approved unanimously.

The meeting adjourned at 3:59 p.m.

Attachments

Attachment A.

Items approved unanimously by Academic Policies Committee, for Information Only

1. **CHANGE:** Initial Certification in Special Education, from being earned with M.Ed. to MAT degree [pdf C0554](#)
2. **CHANGE:** deleted certification sentence and change EDUC 6010 to EDUC 6140 [pdf C0555](#)
3. **CHANGE:** description FINC 1410 [pdf C0556](#)
4. **CHANGE:** description FINC 3400 [pdf C0557](#)
5. **CHANGE:** prerequisites FINC 3405 [pdf C0558](#)
6. **CHANGE:** description FINC 3420 [pdf C0559](#)
7. **CHANGE:** description FINC 4410 [pdf C0560](#)
8. **CHANGE:** description FINC 4420 [pdf C0561](#)
9. **CHANGE:** prerequisites FINC 3400 [pdf C0562](#)
10. **CHANGE:** description ACCT 2101 [pdf C0563](#)
11. **CHANGE:** description, prerequisites ACCT 2102 [pdf C0564](#)
12. **CHANGE:** description, prerequisites ACCT 3311 [pdf C0565](#)
13. **CHANGE:** description ACCT 3312 [pdf C0566](#)
14. **CHANGE:** description, prerequisites ACCT 3321 [pdf C0567](#)
15. **CHANGE:** description, prerequisites ACCT 3331 [pdf C0568](#)
16. **CHANGE:** description ACCT 4322 [pdf C0569](#)
17. **CHANGE:** description ACCT 4332 [pdf C0570](#)
18. **CHANGE:** description, prerequisites ACCT 4350 [pdf C0571](#)
19. **CHANGE:** description ACCT 4360 [pdf C0572](#)
20. **CHANGE:** description ACCT 4370 [pdf C0573](#)
21. **CHANGE:** description, prerequisites ACCT 4380 [pdf C0574](#)
22. **CHANGE:** description ACCT 4950 [pdf C0575](#)
23. **CHANGE:** description, prerequisites, title ACCT 4999 [pdf C0576](#)

24. **CHANGE:** description, prerequisites, title ACCT 6300 [pdf C0577](#)
25. **CHANGE:** description, title ACCT 6390 to ACCT 6950 [pdf C0578](#)
26. **CHANGE:** Math and Computer Science admission requirements for majors [pdf C0584](#)
27. **CHANGE:** Computer Science written exit exam institutional requirement [pdf C0585](#)
28. **CHANGE:** Mathematics written exit exam institutional requirement [pdf C0586](#)
29. **CHANGE:** BS Science with Secondary Teaching Certification graduation requirement [pdf C0587](#)
30. **CHANGE:** MS Psychology degree requirements [pdf C0588](#)
31. **CHANGE:** description and prerequisites ART 2212 [pdf C0589](#)
32. **CHANGE:** description ART 3213 [pdf C0590](#)
33. **CHANGE:** description and prerequisites ART 4214 [pdf C0591](#)
34. **CHANGE:** description ART 3222 [pdf C0592](#)
35. **CHANGE:** description and prerequisites ART 3331 [pdf C0593](#)
36. **CHANGE:** description ART 3332 [pdf C0594](#)
37. **CHANGE:** description ART 3333 [pdf C0595](#)
38. **CHANGE:** prerequisites BIOL 4990 [pdf C0596](#)
39. **CHANGE:** delete SOCI 4422 from major and catalog [pdf C0599](#)
40. **CHANGE:** delete SOCI 4422 from minor [pdf C0600](#)
41. **CHANGE:** delete SOCI 3350 from major and catalog [pdf C0601](#)
42. **CHANGE:** delete SOCI 3350 from minor [pdf C0602](#)
43. **CHANGE:** delete SOCI 3360 from major and catalog [pdf C0603](#)
44. **CHANGE:** delete SOCI 3360 from minor [pdf C0604](#)
45. **CHANGE:** description, title SOCI 2241 [pdf C0605](#)
46. **CHANGE:** undergraduate minor in economics [pdf C0608](#)
47. **CHANGE:** prerequisites ECON 2105 [pdf C0609](#)
48. **NEW COURSE:** ECON 4830 Public Sector Economics and Policy Analysis (3-0-3) [pdf C0612](#)
49. **NEW COURSE:** ACCT 6380 Governmental and Institutional Accounting (3-0-3) [pdf C0613](#)

50. **NEW COURSE:** ACCT 6370 Advanced Accounting (3-0-3) [pdf](#) C0614
51. **NEW COURSE:** ACCT 6322 Cost Management (3-0-3) [pdf](#) C0615
52. **NEW COURSE:** ACCT 6332 Advanced Federal Income Taxation (3-0-3) [pdf](#) C0616
53. **CHANGE:** description FINC 6400 [pdf](#) C0617
54. **CHANGE:** title, description FINC 6490 [pdf](#) C0618
55. **CHANGE:** new MPA track, Homeland Security [pdf](#) C0619
56. **NEW COURSE:** PADM 6351 Introduction to Homeland Security (3-0-3) [pdf](#) C0620
57. **NEW COURSE:** PADM 6352 The Unconventional Threat (3-0-3) [pdf](#) C0621
58. **CHANGE:** major from BA: English Concentrating in Professional Writing to English Rhetoric and Composition [pdf](#) C0622
59. **CHANGE:** major in English Concentrating in Creative Writing [pdf](#) C0623
60. **CHANGE:** new course COMW 3600; change description, prerequisites ENGL 3600 [pdf](#) C0624
61. **CHANGE:** new course COMW 3620; change prerequisites, ENGL 3620 [pdf](#) C0625
62. **CHANGE:** new course COMW 3630; change description, prerequisites ENGL 3630 [pdf](#) C0626
63. **CHANGE:** new course COMW 3650; change description, prerequisites ENGL 3650 [pdf](#) C0627
64. **CHANGE:** new course COMW 3680; change description, prerequisites ENGL 3680 [pdf](#) C0628
65. **CHANGE:** description, prerequisites ENGL 3683 [pdf](#) C0629
66. **CHANGE:** prerequisites ENGL 3640 [pdf](#) C0630
67. **CHANGE:** prerequisites ENGL 4601 [pdf](#) C0631
68. **CHANGE:** prerequisites ENGL 4602 [pdf](#) C0632
69. **CHANGE:** prerequisites ENGL 4630 [pdf](#) C0633
70. **CHANGE:** prerequisites ENGL 4640 [pdf](#) C0634
71. **CHANGE:** title COMP 3502 [pdf](#) C0637
72. **CHANGE:** description, prerequisites COMP 4500 [pdf](#) C0638
73. **NEW COURSE:** COMD 2210 Introduction to Theatre (3-0-3) [pdf](#) C0639

74. **NEW COURSE:** COMD 3750 Scenography I (3-0-3) [pdf](#) C0640
75. **NEW COURSE:** Scenography II (3-0-3) [pdf](#) C0641
76. **NEW COURSE:** COMD 3850 Stage Management (3-0-3) [pdf](#) C0642
77. **NEW COURSE:** COMD 3100 Performance Practicum (3-0-3) [pdf](#) C0643
78. **NEW COURSE:** COMD 3200 Production Practicum (3-0-3) [pdf](#) C0644
79. **CHANGE:** major BA Communications, Drama track [pdf](#) C0645
80. **CHANGE:** Theatre Minor [pdf](#) C0646
81. **CHANGE:** core curriculum for all majors in Communications and Professional Writing, except Theatre [pdf](#) C0647
82. **CHANGE:** title, description, prerequisites COMD 3211 to COMD 2250 [pdf](#) C0648
83. **CHANGE:** course number, prerequisites COMD 3212 to COMD 3250 [pdf](#) C0649
84. **CHANGE:** prerequisites COMD 4210 [pdf](#) C0650
85. **CHANGE:** course number, title, description COMD 2500 to COMD 2100 [pdf](#) C0651
86. **CHANGE:** course number, title, description COMD 2510 to COMD 2200 [pdf](#) C0652
87. **CHANGE:** hours, description, prerequisites COMD 2250 [pdf](#) C0653
88. **CHANGE:** prerequisites COMD 3710 [pdf](#) C0654
89. **CHANGE:** delete COMD 3410 [pdf](#) C0655
90. **CHANGE:** delete COMD 3811 [pdf](#) C0656
91. **CHANGE:** delete COMD 3812 [pdf](#) C0657
92. **CHANGE:** BA major in Communications, Professional Writing track addition [pdf](#) C0658
93. **NEW COURSE:** COMT 3055 History of Film II - 1960 to present (3-0-3) [pdf](#) C0659
94. **NEW COURSE:** BIOL 1150 Bioscientific Terminology (1-0-1) [pdf](#) C0660
95. **NEW COURSE:** BIOL 3370 Neurobiology (3-0-3) [pdf](#) C0661
96. **CHANGE:** Biology graduation requirements [pdf](#) C0662
97. **CHANGE:** prerequisites BIOL 3400 [pdf](#) C0663
98. **CHANGE:** course number, prerequisites CSCI 4271 to CSCI 3271 [pdf](#) C0664
99. **CHANGE:** description CSCI 4711 [pdf](#) C0665

- 100. CHANGE:** title, description CSCI 4712 [pdf](#) C0666
- 101. CHANGE:** description CSCI 3410 [pdf](#) C0667
- 102. NEW COURSE:** CSIA 3100 Principles of Information Security and Assurance (3-0-3) [pdf](#) C0668
- 103. NEW COURSE:** CSCI 2100 Introduction to Computer Networking (3-0-3) [pdf](#) C0669
- 104. NEW COURSE:** CSIA 2200 System Administration (3-0-3) [pdf](#) C0670
- 105. NEW COURSE:** CSCI 3030 Mathematical Structures for Computer Science (3-0-3) [pdf](#) C0671
- 106. CHANGE:** major in Computer Science [pdf](#) C0672
- 107. CHANGE:** course numbers and one title in various business courses ACCT 6390 to ACCT 6950; BUSA 6950 title; ECON 6890 to ECON 6950; FINC 6490 to FINC 6950; MGMT 6590 to MGMT 6950; MINF 6690 to MINF 6950; MKTG 6790 to MKTG 6950; QUAN 6690 to QUAN 6950 [pdf](#) C0673
- 108. NEW COURSE:** MGMT 6530 Labor and Management Relations [pdf](#) C0674

Attachment B.

Items requiring faculty vote

1. **NEW COURSE:** MATH 5110 Introduction to Biostatistics (3-0-3) [pdf](#) C0579
2. **NEW COURSE:** MATH 5210 Linear Models (3-0-3) [pdf](#) C0580
3. **NEW COURSE:** MATH 5220 Estimation and Hypothesis Testing (3-0-3) [pdf](#) C0581
4. **NEW COURSE:** MATH 5320 Time to Event Data Analysis (3-0-3) [pdf](#) C0582
5. **CHANGE:** Add track in Biostatistics [pdf](#) C0583
6. **CHANGE:** change description BIOL 1101 [pdf](#) C0597
7. **CHANGE:** change description BIOL 1102 [pdf](#) C0598
8. **CHANGE:** change title, description SOCI 4442 WMST 4442 [pdf](#) C0606
9. **CHANGE:** ASU admissions requirements [pdf](#) C0607
10. **NEW COURSE:** ECON 3105 Intermediate Macroeconomics [pdf](#) C0610
11. **NEW COURSE:** ECON 3106 Intermediate Microeconomics [pdf](#) C0611
12. **NEW COURSE:** SABR 2001 Study Abroad in Humanities: Archaic to Renaissance
[pdf](#) C0635
13. **NEW COURSE:** SABR 2002 Study Abroad in Humanities: Baroque to Modern [pdf](#) C0636

Attachment C.

Faculty Policies proposals for faculty vote

1. Academic Policies Committee

FROM:

***204.1 The Academic Policies
Committee***

204.1.1 Membership

The committee shall consist of three students, the Registrar and Director of Admissions (ex officio and non-voting), and eight additional faculty members (two from the Hull College of Business Administration, two from the College of Education, and four from the Pamplin College of Arts and Sciences).

204.1.2 Responsibilities

The committee studies and makes recommendations to the faculty concerning academic policies, including policies related to admission, registration, graduation requirements, scholarship standards, academic advising and other academic policies concerning students. This committee reviews grievances of students concerning academic matters and makes recommendations to the appropriate dean. The Academic Policies Committee reviews curriculum recommendations from the colleges and forwards these to the University Council along with the committee's recommendation.

If, however, the membership of the committee thinks that some matter is largely routine or is the exclusive concern of one college and therefore does not require consideration by the faculty as a whole, it may, after conferring with all academic deans, and with their approval, and with a unanimous vote, give final approval to the recommendation. Any addition, deletion, or deactivation of a program, major, minor, or area of concentration, or any change to areas A-E of the core must be considered by the faculty as a whole.

TO:

***204.1 The Academic Policies
Committee***

204.1.1 Membership

The committee shall consist of three students, the Registrar and Director of Admissions (ex officio and non-voting), and eight additional faculty members (two from the Hull College of Business Administration, two from the College of Education, and four from the Pamplin College of Arts and Sciences).

204.1.2 Responsibilities

The committee studies academic policies and presents recommendations for a faculty vote. These policies include policies related to admission, registration, graduation requirements, scholarship standards, academic advising and other academic policies concerning students.

The committee reviews curriculum recommendations from the colleges. Any addition, deletion or deactivation of a program, a major, a minor, or any area of concentration, or any change to area A-E of the core must be voted on by the faculty as a whole. However, if the committee unanimously votes that a curricular matter is the exclusive concern of one college or does not consist of a significant change in curriculum, with unanimous approval of all deans, it may present that item to the faculty for information only. All academic policy recommendations concerning policy or curriculum are forwarded to university council to be placed on the agenda for the faculty meeting.

The committee also reviews grievances of students concerning academic matters and submits recommendations to the appropriate dean.

2. Lyceum Committee

FROM:

204.15 The Lyceum Committee
204.15.1 Membership

The Lyceum Committee shall consist of **six** students, **six** faculty members, and ten ex officio members. One voting faculty member each will be recommended by the Deans of the Hull College of Business Administration and the College of Education; the Chairs of the Department of **Languages, Literature, and Communications and the Department of Fine Arts**; and two others at large recommended by the Committee-on-Committees. Two new faculty members will rotate on each year to serve three-year terms. It is recommended that new student members serve two-year terms, with three new students rotating on each fall.

The ex officio, non-voting members will be the Grover C. Maxwell Performing Arts Theater manager, the Director of the **Fine Arts Center** Gallery, the Director of Public Relations, the Dean of Students, the Chairs of the Cullum Committees, the Director of the Honors Program, the Director of Women's Studies, the Director of the Sand Hills Writers Conference, and the Director of Student Activities who shall serve as the committee chair.

TO:

204.15 The Lyceum Committee
204.15.1 Membership

The Lyceum Committee shall consist of **nine** students, **nine** faculty members, and **a number of** ex officio members as indicated.

One voting faculty member each will be recommended by the Deans of the Hull College of Business Administration and the College of Education; the Chairs of the **departments of English and Foreign Languages; Communications and Professional Writing; Music; Art** and **three** others at large recommended by the Committee-on-Committees. **Three** new faculty members will rotate on each year to serve three-year terms. It is recommended that new student members serve **three**-year terms, with three new students rotating on each fall.

The ex officio, non-voting members will be the Grover C. Maxwell Performing Arts Theater manager, the Director of **New Space** Gallery, the Director of Public Relations, the Dean of Students, the Chairs of the Cullum Committees **for the current and upcoming academic years**, the Director of the Honors Program, the Director of Women's Studies, the Director of the Sand Hills Writers Conference, and the Director of Student Activities who shall serve as the committee chair.

3. Post-tenure review

FROM:

460.2 Procedure

All units will conduct cumulative reviews of tenured members of the corps of instruction, except for the president, vice presidents, and deans. This review shall be conducted by tenure review committees in each of the three colleges. **There will be one committee in the Hull College of Business Administration and one committee in the College of Education.** Because of its size, the Pamplin College of Arts and Sciences will have three tenure review committees:

- **one will review candidates from the departments of Learning Support, Fine Arts, Languages, Literature, and Communications, and the Library;**
- **one will review candidates from the departments of History, Anthropology and Philosophy, Political Science, Psychology, and Sociology;**
- **and one will review candidates from the departments of Biology, Chemistry and Physics, Mathematics and Computer Science, and Nursing.**

All members of the tenure review committees in all colleges must be tenured faculty. The Faculty Policies Committee will appoint the members of these committees to serve one year terms. **The committees will have four members each. From this pool of four the faculty member being reviewed will select three to be his or her committee.**

In the three review committees in the Pamplin College of Arts and Sciences, all four represented departments or units will have a representative on the committee. Committee members in the College of Education must also represent the departments in that college. Because the Hull College of Business Administration is not divided into departments, at least one review committee member must come from another college. This committee member must be a part of the candidate's review committee.

Any necessary exception to this procedure will be implemented by the Faculty Policies Committee.

TO:

460.2 Procedure

All units will conduct cumulative reviews of tenured members of the corps of instruction, except for the president, vice presidents, and deans. This review shall be conducted by tenure review committees in each of the three colleges. **There will be one committee of four in the College of Education and one committee of four in the Hull College of Business Administration. Committee members in the College of Education must represent each of the three departments (Educational Leadership, Counseling & Special Education; Kinesiology and Health Science; and Teacher Education). The fourth review member may come from another college. Because the Hull College of Business Administration is not divided into departments, at least one review member must come from another college. This committee member must be a part of the candidate's review committee.**

Because of its size, the Pamplin College of Arts and Sciences will have three tenure review committees **each consisting of a representative from each department named:**

- **one will review candidates from the departments of Art; Music; English and Foreign Languages; and Communications and Professional Writing (four members)**
- **one will review candidates from the departments of History, Anthropology and Philosophy; Political Science; Psychology; Sociology; and the Library (five members)**
- **and one will review candidates from the departments of Biology; Chemistry and Physics; Mathematics and Computer Science; Nursing; and Learning Support (five members).**

All members of the tenure review committees in all colleges must be tenured faculty. The Faculty Policies Committee will appoint the members of these committees to serve one year terms. **From this pool, the faculty member being reviewed will select three to be his or her reviewers.** Any necessary exception to this procedure will be implemented by the Faculty Policies Committee.

4. Scholarship and Financial Assistance Committee

FROM:

204.22 The Scholarship and Financial Assistance Committee
204.22.1 Membership

The committee shall consist of four faculty members (one from the Hull College of Business Administration, one from the College of Education, and two from the Pamplin College of Arts and Sciences), three students, **the Director of Financial Aid (ex officio and non-voting)**, the Registrar and Director of Admissions or his/her designee (ex officio and non-voting), and **a representative of the Vice President for Business and Student Services (ex officio and non-voting)**.

TO:

204.22 The Scholarship and Financial Assistance Committee
204.22.1 Membership

The committee shall consist of **six teaching** faculty members (one from the Hull College of Business Administration, one from the College of Education, two from the Pamplin College of Arts and Sciences **and two at large**), **up to three representatives appointed by the Executive Director of Development and Alumni Relations**, three students, **the Director of Financial Aid or his/her designee (ex officio and non-voting)**, the Registrar and Director of Admissions or his/her designee (ex officio and non-voting), and **a representative of the Vice President for Business Operations (ex-officio and non-voting)**.

5. Part-time Faculty qualifications

FROM:

570 PART-TIME FACULTY, QUALIFICATIONS

When encountered in the classroom, part-time faculty represent the Corps of Instruction of Augusta State University.

Since effective teaching and specific subject expertise are criteria in selection (and ultimately promotion and retention) of full-time faculty, it is essential that these qualities be carefully evaluated in the selection of part-time faculty as well. Part-time faculty teaching at the undergraduate level (other than physical education activities courses) must have completed 18 graduate semester hours (30 graduate quarter hours) in their teaching fields and hold a master's degree. Part-time faculty teaching at the graduate level must hold the highest earned degree in their disciplines. In certain exceptional cases, unique experience and demonstrated competence may substitute for advanced academic preparation. However, written documentation by the appropriate departmental chair *must* clearly justify each exception; and, in all instances, minimum formal academic preparation must be equal to the degree level at which the faculty member is teaching. Part-time faculty who teach Learning Support, Critical Reading (ENG 051), and Expository Writing (ENG 052) must have a bachelor's degree in a field related to their teaching assignment and either classroom experience in a field related to their teaching assignment or graduate training in remedial education.

TO:

570 PART-TIME FACULTY, QUALIFICATIONS

When encountered in the classroom, part-time faculty represent the Corps of Instruction of Augusta State University.

Since effective teaching and specific subject expertise are criteria in selection (and ultimately promotion and retention) of full-time faculty, it is essential that these qualities be carefully evaluated in the selection of part-time faculty as well. Part-time faculty teaching at the undergraduate level (other than physical education activities courses) must have completed 18 graduate semester hours (30 graduate quarter hours) in their teaching fields and hold a master's degree. Part-time faculty teaching at the graduate level must hold the highest earned degree in their disciplines. In certain exceptional cases, unique experience and demonstrated competence may substitute for advanced academic preparation. However, written documentation by the appropriate departmental chair *must* clearly justify each exception; and, in all instances, minimum formal academic preparation must be equal to the degree level at which the faculty member is teaching. Part-time faculty who teach Learning Support, **Regent's Reading Skills (RGTR 0198)**, and **Regent's Writing Skills (RGTE 0199)** must have a bachelor's degree in a field related to their teaching assignment and either classroom experience in a field related to their teaching assignment or graduate training in remedial education.

6. Faculty Research and Faculty Development Committee

FROM:

204.9 The Faculty Research and Faculty Development Committee

204.9.1 Membership

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and six additional faculty members (one from the Hull College of Business Administration, one from the College of Education, and four from the Pamplin College of Arts and Sciences).

204.9.2 Responsibilities

The committee shall review research and development proposals by faculty members and allot funds from those budgeted for this purpose and refer to the Oversight Committee on Human and Animal Research any research proposals involving human or animal subjects for that body's review, with funding subject to that committee's approval. The Faculty Research and Faculty Development Committee will maintain, distribute, and adhere to the Operational Guidelines for the research and development proposals. This committee reports to the Vice President for Academic Affairs.

TO:

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204.9.1 Membership

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and six additional faculty members (one from the Hull College of Business Administration, one from the College of Education, and four from the Pamplin College of Arts and Sciences).

They shall serve a term of two years. Members are not eligible to serve two consecutive terms. **Prior to the end of each Spring Semester, members shall elect (or the VPAA shall appoint) the chair for the coming academic year. The chair shall be elected from among those members whose committee service will continue into that academic year.**

204.9.2 Responsibilities

The Faculty Development and Faculty Research Committee is charged with evaluating proposals for funding support for faculty development and faculty research. As such, they are tasked with determining the significance of the proposals and the work for which funding is sought. Additionally, the committee is charged with recommending the allocation of available funding among the set of proposals submitted in a given application period.

Proposal Evaluation Criteria

In the context of faculty research, the term significance is assumed to refer to contributions made to Augusta State University's reputation as a place where scholarly and creative endeavors are valued and where quality work is being done. Significant scholarly or creative endeavors typically include research or creative work and presentation or publication of original research or creative work to peers through conference presentations, conference proceedings, journal publications, book publications, or other scholarly media. All such activities are construed as making a valuable and meaningful

contribution to ASU=s reputation as an institution where scholarship is taken seriously and are deemed, in this sense, to be significant.

In the context of faculty development, the term significance is assumed to embrace the concept that faculty development is a core value of Augusta State University and must also be supported by the institution. Significant faculty development should be considered to include training sessions, workshops, or even additional graduate training since the tuition remission program is not readily available for study at out-of-state institutions.

Attendance at a conference as a discussant or attendee does represent important scholarly activity and should therefore not be precluded from funding consideration. However, such pursuits do not contribute to ASU=s scholarly reputation as conspicuously as research productivity. Consequently, requests for funding to travel to present or generate original research may receive higher priority than requests for funding to attend a conference, even as a discussant or session leader.

In some instances, both faculty research and faculty development will qualify for external funding that requires matching funds. These proposals would also be considered significant in that they bring the attention of important funding institutions to work being done at Augusta State University.

In summary, FDFR funding should be available to support the following: research or creative work; presentation or publication of research or creative work; and faculty development, as well as travel to support any of these activities. This policy should not be considered to exclude other forms of faculty research or faculty development that may arise in the future.

Funding Allocation Guidelines

Proposals should be considered on the basis of merit, but as much as possible, funding should be allocated among the three categories of qualified work with each receiving a significant portion of the funding. It is the responsibility of the applicant to clearly demonstrate the significance of the work for which he or she is seeking funding. This explanation must be one that is clear to scholars from diverse fields.

Timeline

The chair of the committee shall be appointed at the last meeting of the academic year and should be a member who is completing the first year of a two year appointment. To facilitate timely payment to faculty, the chair may authorize payment for work completed during the summer months without having to convene the entire committee. The chair shall convene the committee by the first week of September to finalize the budget for the current fiscal year*.

The timeline for submitting proposals is summarized in the table.

Call for proposals	Proposals due	Funding notification to applicant	Twelve months covered
14 calendar days before fall midterm	Midterm fall semester	October 15th	Current fiscal year - July past to June 30 future
14 calendar days before spring midterm	Midterm spring semester	March 15th	Beginning of current academic year to beginning of next academic year*

* Awards for July 1 until beginning of next academic year (approximately 6 weeks) will receive tentative awards pending finalization of academic year funding. It is recommended that the total awarded funding for proposals during this time period not exceed 15% of total anticipated funding.

JH 3/30/2007