

Faculty Senate Committee on Rules
Response to Charge One
November 16, 2016

FACULTY SENATE CHARGE ONE

Charge: Consider establishing in the Bylaws the process by which the Eric Shade Memorial Award is granted.

Rationale: This award was first given last year in an ad hoc manner via the Faculty Senate Executive Committee. Should FSEC continue to have the authority to grant this award? Should a separate committee be established to grant review and grant this award? What are the application, review, and awarding processes?

RULES PROCESS FOR CHARGE ONE

Findings and conclusions:

1. The Bylaws establish the official duties of the Faculty Senate, its Councils, and its Committees, and mandate the policies and procedures to be followed in the performance of those duties.
2. The Faculty Senate Executive Committee established the Eric Shade Memorial Award in response to a Faculty Senate Resolution (not a Senate Action) requesting that they do so. While we agree that guidelines should be developed for the selection of recipients, we do not believe these guidelines belong in the Bylaws. Granting of this Award is not part of the official business of the Faculty Senate, but rather is a mechanism for honoring individuals who have made significant contributions to faculty governance via the Senate. Past Senate Chairs Steve McIntyre and Sharmistha Shelf concur.
3. The Senate has a long tradition of passing Resolutions to honor outgoing officers, even though there is no formal requirement or procedure in the Bylaws. Although the Eric Shade Award has monetary value, the intent is similar. We honor our peers because we want to do so, not because it is mandated.

Summary of Recommendations:

1. Procedures for awarding the Eric Shade Memorial Award should not be incorporated into the Bylaws.
2. We recommend that guidelines be established by the Executive Committee of the Faculty Senate and posted on the Senate website.

Faculty Senate Committee on Rules
Response to Charge Seven
November 16, 2016

FACULTY SENATE CHARGE SEVEN

Charge: Consider removing periodicity as a consideration from the curricular process.

Rationale: As currently practiced, periodicity is no longer heavily considered, and the departments are required to submit what are called “projected offerings”.

RULES PROCESS FOR CHARGE SEVEN

Findings and conclusions: The Rules Committee investigation of this charge led to several conclusions. First, periodicity is still published in the Undergraduate and Graduate Course Catalogs, in addition to “projected offerings.” Second, the Registrar’s Office would be pleased to eliminate the publication of periodicity because the published periodicities are often erroneous. Third, in spite of the known errors in published periodicities, advisors continue to rely upon them instead of consulting the “projected offerings.”

Article VI of the Bylaws of the Faculty Senate governs the Curricular Process. This article sets forth the process for curricular proposals, but does not describe the required content for such proposals. Because the bylaws do not currently dictate the items of information to be included on curricular proposals, it would be inadvisable to address a periodicity reporting requirement in the Bylaws without providing a complete description of all information to be provided on curricular proposals in the Bylaws. If this level of detail in the Bylaws is desired, a new charge could be issued to the Rules Committee to include such detail, but doing so is beyond the scope of the current charge. The Rules Committee cautions against including such detail, as doing so would require a revision to the Bylaws each and every time a requirement for an item of information in the curricular process is added or deleted.

Summary of Proposed Changes: None.

Faculty Senate Committee on Rules
Response to Charge Fourteen
November 3, 2016

FACULTY SENATE CHARGE FOURTEEN

Charge: Consider moving that language in the Bylaws which describes the requirements for selecting representatives to Graduate Council from ART II (College Councils) to ART V (Graduate Council).

Rationale: Clarity and ease of navigation.

RULES PROCESS FOR CHARGE FOURTEEN

Findings and conclusions:

1. When the current Faculty Constitution and Bylaws were first drafted and approved in 1987, the Graduate Council was treated as one of the college councils and was described in ART II along with the other college councils. Information on Graduate Council was extracted from ART II in 1999 (SA 30-98/99) and placed in a new Article V. However, the extraction was not complete.
2. ART II SEC 5B provides for a graduate student representative to Graduate Council with a term of one year.
3. ART II SEC 8H indicates that the student representative to Graduate Council may designate a substitute when their absence is unavoidable, and that the substitutes shall have voting rights.
4. ART V SEC 4 (Membership of the Graduate Council), like ART II SEC 5B, specifies that Graduate Council shall include one representative from the Graduate Student Senate. However, it indicates that all Graduate Council members shall serve a term of two years, clearly at odds with ART II SEC 5B. Requiring a two-year term for the student representative would effectively limit the pool of potential representatives to first-year graduate students, which makes little sense. Furthermore, it has been common practice to assign a one-year term to the student representative, i.e., to follow ART II SEC 5B rather than ART V SEC 4 (confirmed by Christy Graham and Julie Masterson).
5. ART V (Graduate Council) does not contain a paragraph parallel to ART II SEC 8H establishing policies and procedures for a substitute representative when the elected representative is unable to attend. However, when the language in ART II SEC 8H was adopted in 1987, the Graduate Council was governed by this language. Furthermore, when ART V was created in 1999 there was no expressed intent to alter or eliminate the process for identifying substitute representatives to Graduate Council (Minutes of the April 1999 Senate Session). Therefore, we conclude that the failure to reproduce the contents of ART II SEC 8H in ART V SEC 6 (Sessions of the Graduate Council) was an oversight.

6. Consistent with this interpretation, common practice in Graduate Council has been to allow substitutes for all Council members (confirmed by Christy Graham and Julie Masterson).

Summary of Proposed Changes:

3. Move language addressing the graduate student representative on Graduate Council from ART II SEC 5B to ART V SEC 4.
4. Replicate the text of ART II SEC 8H in ART V SEC 6 as a new paragraph F, replacing “college council” with “Graduate Council”.
5. Remove references to the graduate student representative from ART II SEC 8H.

PROPOSED BYLAWS CHANGES FOR CHARGE FOURTEEN

Original Language (comments in italics)

ART II COLLEGE COUNCILS

SEC 5 Election of Members to College Councils

- B An undergraduate student representative shall be selected by the faculty of each college to be a member of each discipline-based undergraduate college council for a one-year term. A graduate student representative shall be selected by the graduate student council to be a member of the graduate council for a one-year term. *[lines 1048-1051]*

ART II COLLEGE COUNCILS

SEC 8 Sessions of College Councils

- H In case of the necessary absence of an elected representative from a college council session, the absent member may choose a member of the respective academic department to serve. In case of the necessary absence of a student representative from a graduate council session, the President of the Graduate Student Council may appoint a substitute from the graduate student council. Both faculty and student substitutions shall be cleared with the chair of the appropriate council prior to the applicable session. Each substitute shall have a vote. *[lines 1146-1151]*

ART V GRADUATE COUNCIL

SEC 4 Membership of the Graduate Council

The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student Council; one member of the graduate faculty from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate degree programs; and one member of the graduate faculty from each academic department offering one or more graduate degree programs, or in the case of an interdisciplinary program, a representative from the

sponsoring entity. The term of office for members of the Graduate Council is two years. A Graduate Council member may be elected for two consecutive terms, but following the second term shall not be eligible to serve until after the lapse of an intervening year. A person elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council until after the lapse of an intervening year. Department heads are not eligible for election except in the case where an academic department head is the only graduate faculty member in an academic department. The following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration. [lines 1671-1685]

Proposed Changes

(additions bold, omissions struck through, comments italicized)

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completion of the term as chair that person shall not be eligible to serve on the Graduate Council until after the lapse of an intervening year. Department heads are not eligible for election except in the case where an academic department head is the only graduate faculty member in an academic department. The following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.

ART V GRADUATE COUNCIL

SEC 6 Sessions of the Graduate Council

F In case of the necessary absence of an elected faculty representative from a Graduate Council session, the absent member may choose a member of the represented entity to serve. In case of the necessary absence of a student representative from a Graduate Council session, the President of the Graduate Student Senate may appoint a substitute from the Graduate Student Senate. Both faculty and student substitutions shall be cleared with the chair of the Graduate Council prior to the applicable session. Each substitute shall have a vote.

Final Language

ART II COLLEGE COUNCILS

SEC 5 Election of Members to College Councils

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ART II COLLEGE COUNCILS

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sponsoring entity. The term of office for members of the Graduate Council is one year for the student representative and two years for each faculty representative. A faculty representative to Graduate Council may be elected for two consecutive terms, but following the second term shall not be eligible to serve until after the lapse of an intervening year. A person elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council until after the lapse of an intervening year. Department heads are not eligible for election except in the case where an academic department head is the only graduate faculty member in an academic department. The following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.

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Faculty Handbook Revision Committee (FHRC)

The FHRC met on September 13th, October 11th, and November 8th 2016. As part of these scheduled meetings there were three items that came up for discussion. The outcome of these discussions resulted in the following proposed changes to the current Faculty Handbook.

A. 3.11 Graduate Faculty

6th paragraph of 3.11 reads.

Current language:

Upon receiving graduate faculty status, faculty members are **entitled** to teach 700-level and above courses, to serve as graduate program and research advisers, to serve as general graduate advisers, to serve on graduate faculty committees and graduate program advisory committees, to elect members to the Graduate Council, to serve on the Graduate Council, and to vote to approve or challenge actions of the Graduate Council. Only Research Graduate faculty may serve as chairs of thesis committees or similar committees that evaluate final graduate projects. Graduate faculty members shall receive reassigned teaching loads for graduate program advisement, research advisement, or thesis supervision.

Proposed language: Upon receiving graduate faculty status, faculty members **are eligible for consideration** to teach 700-level and above courses, to serve as graduate program and research advisers, to serve as general graduate advisers, to serve on graduate faculty committees and graduate program advisory committees, to elect members to the Graduate Council, to serve on the Graduate Council, and to vote to approve or challenge actions of the Graduate Council. Only Research Graduate faculty may serve as chairs of thesis committees or similar committees that evaluate final graduate projects. Graduate faculty members shall receive reassigned teaching loads for graduate program advisement, research advisement, or thesis supervision.

Rationale: The word “entitled” may be misinterpreted and misleading. This word suggests that the department head does not have the ability to negotiate teaching loads with the most qualified graduate faculty. Therefore, the proposed word substitution is “eligible” in place of “entitled”.

B. 3.3.1. Assistant Professor;

Concern: The third paragraph in this section describes January 1, 2007. This time-frame is no longer relevant and therefore the proposal is to delete.

Current language:

Criteria for Tenure and Promotion:

In addition to meeting years-of-service requirements, those seeking tenure and/ or promotion must have demonstrated sustained effectiveness in Teaching, Research, and Service as defined in the Assistant Professor rank. (Refer to Sections 3 and 4 for criteria for promotion.) It is assumed that a faculty member hired as an assistant professor will concurrently seek tenure and promotion. **Faculty hired before January 1, 2007, have the option of a six- or seven-year probationary period.**

Proposed language:

Criteria for Tenure and Promotion:

In addition to meeting years-of-service requirements, those seeking tenure and/ or promotion must have demonstrated sustained effectiveness in Teaching, Research, and Service as defined in the Assistant Professor rank. (Refer to Sections 3 and 4 for criteria for promotion.) It is assumed that a faculty member hired as an assistant professor will concurrently seek tenure and promotion.

C. 11.5 Administrative Leave.

Concern: A faculty member recently applied for administrative leave to work on a special project. The Faculty Handbook notes to contact the President's Office for the application form. The request was redirected to the Office of the Provost. Therefore, the FH language should be revised to inform faculty to direct such request to the Office of the Provost. The Office of the Provost would then work with the faculty member to apply for administrative leave, there are no forms.

11.5. Administrative Leave

Current Language, first paragraph. All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to **the President of the University** prior to November 1 of the year preceding the beginning of the period for which the leave is requested. **Application forms for administrative leave are available in the Office of the President.**

Proposed Language, first paragraph. All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made through **the Office of the Provost** prior to November 1 of the year preceding the beginning of the period for which the leave is requested.