

***Minutes of the September Session
of the Faculty Senate
Missouri State University***

The Faculty Senate held its first meeting of the September session on Thursday, September 14, 2006, in Plaster Student Union, Room 313 (Traywick Parliamentary Room). Chair Mark Richter called the session to order at 3:30 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Carol Maples for Carmen Boyd, Instructor rank representative; Leslie Baynes for Martha Finch, REL; Lisa Wood for Clay Franklin, CSD; Jan Hendrix for Peggy Pearl, ECFD; and Hugh Gibson for Scott Zimmerman, Assistant Professor rank representative.

Absences: Sean Cain, SGA; Joanne Gordon, CGEIP chair; Norm Griffith, Staff Senate representative; Frank Kauffman, SWK; Dale Moore Staff, Senate representative; Rich Moore, MIL; Wenping Qiu, AGR; and Cindy Wilson, Academic Relations Committee chair.

Guests: Rhonda Ridinger, HPE; Lois Shufeldt, MKT; Kishor Shah, MTH; Bill Cheek, Provost's Office; Lynn Cline, LIS; John Satzinger, CIS; Tony Toste, CHM; Jack Knight, PHI; W. D. Blackmon, ENG; David Murphy, OIR; Sarah McCallister, HPE; Holly Baggett, HST; and Elizabeth Thurmond, student.

APPROVAL OF MINUTES

The minutes of the May Senate session were approved as distributed.

ANNOUNCEMENTS

1. Chair Richter welcomed all of the guests to the Faculty Senate. Dr. Adele Newson-Horst, the new Dean of the College of Arts and Letters, asked Chair Richter to extend her apologies for not being able to be present today but she was presenting at an off-campus meeting. He also welcomed the Faculty Handbook Revision Committee (Rhonda Ridinger, the chair of the committee, W.D. Blackmon, Lynne Cline, Jack Knight, Helen Reid, Lois Shufeldt, and Tony Toste) and thanked them for their work on revising the *Faculty Handbook*.
2. An invitation to Dr. McCarthy has been extended for her to present to the Faculty Senate and answer questions at the October meeting. President Nietzel has been invited to the November Faculty Senate meeting.
3. The University is in the process of moving to a new computer system on campus. This was outlined in last year's budget presentation by the President and is a multi-million dollar endeavor that has been planned for several years. In the near future vendors will be coming to campus to demonstrate their products. Anyone interested in the new system, nicknamed "ERP," should contact Dr. Eric Shade who serves as the Faculty Senate representative to the committee.
4. In the past year, thanks primarily to the efforts of President Nietzel, the University has increased the number of endowed chair and professor positions on campus from 4 to 11. Also, the President

has placed a priority goal of having 20 by June of 2007 with an ultimate goal of at least 80. Since these endowments directly impact faculty and academics, Chair Richter and Chair-elect Kane will be approaching Senators to bring resolutions to the floor of the Senate thanking the donors for their generous contributions. We feel it is important to send a strong message of thanks to the donors and support for the Administration's efforts in this area. If any Senators in areas that have received endowed positions would like to bring a resolution forward, please contact the Chair Richter or Chair-Elect Kane.

5. Please pay careful attention to the carry-over meetings that will occur this month.

DISCUSSION ON REVISION OF FACULTY HANDBOOK

Dr. Rhonda Ridinger, chair of the Faculty Handbook Revision Committee (FHRC), provided an overview of the committee's activities and thanked members of the FHRC and chairs of its subcommittees (Drs. Satzinger, Galanes, Drale, Reid, and Miller). She especially thanked Dr. Carol Miller, who has spent a large amount of time on the grievance section of the *Handbook*. Dr. Ridinger said every word that was added or changed or maintained was for the benefit of faculty. She invited faculty members who have questions during deliberation on the *Handbook* to contact her either by phone or e-mail. The revised *Handbook* will use small enumerated paragraphs and will be divided into sections. At present, the grievance section is being revisited, but it should be in final form shortly.

Guidelines for discussion of the *Faculty Handbook* were previously distributed to Senate members by e-mail. Chair Richter asked for a *pro forma* motion for approval of the *Handbook*. Senator Bosch moved for its approval and Teddy Heaton seconded the motion. Chair Richter advised the *Handbook* would be discussed in sections and once a section is closed, no more discussion will be allowed until all sections have been covered. In accordance with the previously distributed schedule containing the order in which the sections of the *Handbook* will be discussed, Chair Richter opened discussion with Section 5 of the revised Faculty Handbook.

The following motions were passed recommending changes to **Section 5 (Salary Policies)** of the *Handbook*:

2.10.1 Salary Policy and Goals

Motion by Senator Miller; second by Senator Nugent. Second paragraph, last sentence, changed to read: "The University's salary goals for faculty include raising salaries such that average salaries by rank **and discipline** will equal or exceed averages published in the CUPA "C" National Faculty Salary Survey of public, masters-level universities **or other appropriate discipline-specific national criteria.**"

2.10.2 Salary Procedures (new)

Motion by Senator Shoptaugh; second by Senator Reed. Second paragraph, third sentence, changed to read: "A composite rating will then be established for each faculty member by the department head utilizing ~~agreed-upon weights for teaching, research, and service applied to respective performance ratings.~~ **performance ratings and weights that have been determined by department procedures consistent with parameters established by colleges and universities for teaching, research, and service.**"

2.10.5 Salary Report

Motion by Senator Shoptaugh; second by Senator Woodall. Second sentence changed to read: “In particular, the progress of each college toward attaining University salary goals ~~including CUPA averages for masters-level universities~~ will be addressed.”

2.10.1.6 Summer Session

Editorial note made by Chair Richter: need to look at use of “per course” (last sentence, p. 5) and whether it should be changed to “time-limited.” Also need to check on whether a definition for teaching load equivalent should be added. A definition of “TLE” was later supplied by FHRC Chair Ridinger with the suggestion it be added page 9 under **3.2 Definitions** at the end of the definitions, “Teaching load equivalent (TLE) refers to hours of teaching load credited to a faculty member for teaching a class.” Dr. Ridinger said a change from “per course” pay (in Section 5, under **2.10.1.6 Summer Session**) to “time-limited” would not be appropriate because it is used as the cost of per course instruction and that is defined by the University.

2.10.1.7 Intersessions

Motion by Senator Nugent; second Senator Woodall. Second sentence changed to read: “Following approval of the Department Head and the Dean, the course proposals are reviewed by an administrative committee (**typically the Continuing Education Committee**) who selects the courses that will be taught for each intersession.”

Motion by Senator Martin; second by Senator Nugent. Third sentence changed to read: “Instructional salary for intersessions is based on a scale of **at least** two and one-half percent of base salary per teaching load equivalent.”

ADJOURNMENT

Senator Piston moved to adjourn the meeting at 4:55 p.m. The September Senate session will continue next Tuesday, September 19, in Glass 101.

Edward J. DeLong
Secretary of the Faculty

***Minutes of the September Session
of the Faculty Senate
Missouri State University***

The Faculty Senate held its second meeting of the September session on Tuesday, September 19, 2006, in Glass Hall 101. Chair Mark Richter called the session to order at 3:30 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Michael Hendrix for Colette Witkowski, Assoc. Professor representative.

Absences: David Ashley, PEC chair; Char Berquist, Graduate Council chair; Paul Blisard, COU; Sean Cain, SGA; Roberto Canales, PAS; Jeremy Chesman, MUS; Norm Griffith, Staff Senate representative; Teddy Heaton, GSC representative; Julie Masterson, Rules Committee chair; Dale Moore, Staff Senate representative; Rich Moore, MIL; Wenping Qiu, AGR; Mike Reed, P&A; Austra Reinis, Faculty Concerns Committee chair; and Cindy Wilson, Academic Relations Committee chair.

Guests: Rhonda Ridinger, HPE; Lois Shufeldt, MKT; Lynn Cline, LIS; Jack Knight, PHI; Tony Toste, CHM; Chris Craig, Provost's Office; Belinda McCarthy, Provost's Office, and Mark Biggs, MJF.

ANNOUNCEMENTS

1. During the September 15, 2006 Board of Governors meeting, the words "political affiliation and sexual orientation" were added to the Missouri State University non-discrimination statement by a vote of 5 to 3. Adding sexual orientation to the statement has been an issue that the Faculty Senate has supported for a number of years. Therefore, when it was time for the Senate report, Chair Richter thanked the Board and the President in the following manner "I would also like to thank Governor Washington, the Board and President Nietzel for the clarifying language added to the non-discrimination statement. This is an issue that has been of importance to many constituencies on campus for a very long time. On behalf of the Faculty, please accept our thanks." The full contents of Chair Richter's report to the Board can be found on the Senate web site.
2. At least two senators suggested that using a projection system, with the ability to make changes on the screen as amendments and changes are recommended, might help the Senate deliberations on the *Faculty Handbook*. Such a system might speed Senate deliberations, but it requires a skilled operator to make changes quickly and efficiently. If anyone has such expertise please let the Chair or Executive Committee know so that we can explore this option.

CONTINUATION OF DISCUSSION ON REVISION OF FACULTY HANDBOOK

The following motions were passed recommending changes to **Section 3 (Academic Personnel Policies)** of the *Handbook*:

3.2 Definitions

Motion by Senator Cline; second by Senator Boyd. Moved to restore the definition of master's degree to the *Faculty Handbook*.

2.2.4.1 Instructor

Motion by Senator Cline; second by Senator Pearl. Moved to restore everything that has been struck out from “Instructor” to “Assistant Professor.”

2.2.4.2.1 Assistant Professor

Motion by Senator Cline; second by Senator Kaufman. Under “Basis of Appointment,” change the first sentence to read, “A terminal degree or equivalent **as determined by appropriate department faculty (e.g., a master’s degree and significant industry and/or clinical experience)**).

Motion by Senator Piston; second by Senator Woodard. Moved to change the second sentence on page 15 to read, “In exceptional circumstances, individuals may apply for tenure and promotion in their fourth **or fifth** year.

2.2.4.3.2 Associate Professor

Motion by Senator Rovey; second by Senator Pearl. Change first sentence to read, “Associate Professors ~~normally will~~ **are eligible to** apply for promotion after five years of academic service to Missouri State University in the rank of Associate Professor.

2.2.4.4.1 Distinguished Professor

Motion by Senator Smith; second by Senator Miller. Change first two sentences under “Definition” to read, “Distinguished Professor is a **status rank** beyond professor which recognizes extraordinary accomplishment. The year of appointment to the **status rank** of Distinguished Professor will include an addition to base salary greater than the amount given for promotion to professor.” Change first sentence under “Eligibility” to read, “To be eligible for Distinguished Professor **status rank** an individual must have professor rank and a record of extraordinary performance in at least two areas of accomplishment and a sustained record of accomplishments in the remaining category.”

2.2.4.1 Instructor

Motion to reconsider **2.2.4.1 Instructor** (p. 13) by Senator Kaufman; second by Senator Piston.

Senator Boyd moved to adjourn at 4:58 p.m. The September Senate session will continue on Thursday, September 21, in PSU 313.

Edward J. DeLong
Secretary of the Faculty

***Minutes of the September Session
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The Faculty Senate held its third meeting of the September session on Thursday, September 21, 2006, in Plaster Student Union, Room 313 (Traywick Parliamentary Room). Chair Mark Richter called the session to order at 3:31 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Nancy Dion for Carmen Boyd, Instructor rank representative; Jan Hendrix for Peggy Pearl, ECFD; Anne Summers for Frank Kauffman, SWK; Jack Knight for Dan Kaufman, PHI

Absences: David Ashley, PEC chair; Paul Blisard, COU; Sean Cain, SGA; Joanne Gordon, CGEIP chair; Norm Griffith, Staff Senate representative; Diana Haytko, MKT; Julie Masterson, Rules Committee chair; Dale Moore, Staff Senate representative; Rich Moore, MIL; Wenping Qiu, AGR; Mike Reed, P&A; Austrera Reinis, Faculty Concerns Committee chair; Gary Ward, SMAT; and Cindy Wilson, Academic Relations Committee chair.

Guests: Rhonda Ridinger, HPE; Office; Lynn Cline, LIS; Patricia Pike, CSD; and Deborah Cron, CSD.

ANNOUNCEMENTS

1. The Faculty Senate will meet on Tuesday, September 26, in Glass Hall 101 to continue deliberations of the *Handbook*. Unfortunately, this coincides with a seminar being presented by Provost McCarthy on “The Role of the Provost in the 21st century” starting at 4 p.m. Due to the importance of the *Handbook* and the necessity to finish it in as timely a manner as possible, the Senate meeting on Tuesday will continue as planned. Senator Richter asked all Senators to plan and prioritize accordingly, and if not able to attend the Senate meeting, please find a substitute so that the Senate may continue discussions.
2. It may become necessary to schedule additional meeting times to finish our discussion of the *Handbook*. In order to plan ahead we are asking Senators to consider one of two options, (1) continue as we have been on Tuesdays and Thursdays during the October session or (2) schedule an evening meeting. We would look into providing pizza and drinks for the second option. By Tuesday of next week the Executive Committee will decide whether it is necessary to bring these options to the floor for discussion and a vote. Whatever decision is made by the body we ask everyone to commit to the final outcome.

CONTINUATION OF DISCUSSION ON REVISION OF FACULTY HANDBOOK

The following motions were passed recommending changes to **Section 3 (Academic Personnel Policies)** of the *Handbook*:

2.2.4.1 Instructor

Motion to reconsider **2.2.4.1 Instructor** (p. 13) section by Senator Kaufman; second by Senator Piston. Chair Richter advised the motion to reconsider that was passed at the end of

the last meeting took away the Senate's first vote to unstrike this section. By voice vote, the motion passed (put section back in).

3.2 Definitions

Motion by Senator Wallentine; second by Senator Zimmerman. Unstrike "rank" under terminal degree. Third line down under "terminal degree" unstrike sentence.

2.2.4.2.1 Assistant Professor

Various motions. The Assistant Professor section as amended by the Faculty Senate is shown below:

2.2.4.2.1 Assistant Professor

Definition:

An academic rank of one who has demonstrated achievement or potential in the areas of teaching, research, and service appropriate to the discipline.

Basis of Appointment:

A terminal degree or equivalent, **as determined by appropriate department faculty (e.g., a Master's degree and significant industry and/or clinical experience)**. In exceptional cases, individuals with doctoral course work complete and dissertation in progress (ABD) may be appointed with the stipulation that the degree must be completed within a specified time period as specified in the contract letter.

Tenure and Promotion:

An Assistant Professor is minimally eligible to hold tenure after completing three years of academic service to Missouri State University. The tenure decision will occur at the latest during the **sixth** year of probationary status. Tenure will continue to be held by an Assistant Professor who has tenure at Missouri State University when promoted from the Instructor rank.

Assistant Professors normally apply for tenure and promotion in their sixth year of probationary status. In exceptional circumstances, individuals may apply for tenure in their fourth **or fifth** year. The tenure decision shall occur at the latest during the sixth year of probationary status excepting those circumstances where the Provost has granted a temporary stopping of the tenure clock. Refer to Sections 2.3 and 2.4 for criteria for tenure and promotion.

Eligibility for Promotion

Eligibility for promotion can be achieved by meeting the following: An Assistant Professor is minimally qualified for promotion to the Associate Professor rank at the end of **three** years of experience equivalent to academic service to Missouri State University including at least three years in the rank of Assistant Professor at Missouri State University.

In addition to meeting years of service requirements, those seeking promotion must have demonstrated sustained effectiveness in teaching, scholarship, research, creative activity, and service as defined in the Assistant Professor rank.

Page 19 of Section 3 and other pages

Motion by Senator Miller; second by Senator Piston. Insert the same lines about academic freedom as accorded tenure track faculty in artist-in-residence, summer lecturer and all those that don't have the same line— 2.2.5.3, 2.2.5.4, 2.2.5.x(2), 2.2.5.6. Friendly amendment by Zimmerman 2.2.5 Non-Tenure Track Academic Positions - declaration for non-tenure track. Friendly amendment by Shoptaugh that it be removed where it will not be redundant.

2.2.5.1 Instructor

Motion by Senator Shoptaugh; second Senator Hughes. All sections need to have some statement about salaries and benefits. Rhonda Ridinger said some are not clear cut. Make sure statement is there for the 12-month employees. Exact language will have to be done with Administration.

Motion by Senator Shoptaugh. Motion: that the statement that you find at the end of the lecturer and summer lecturer position on nine month appointment will receive salary compensation and benefits for 12 months. Include limited-term lecturer, visiting faculty appointments, artist-in-residence, practitioner-in-residence, and executive-in-residence.

2.2.4.1 Instructor

Motion by Senator Finch; second by Senator Shoptaugh. Change title to read “Tenure-track Instructor.” On page 19 (2.2.5.1 Instructor), change title to “Non-tenure-track Instructor.”

2.2.5.6 ~~Per Course Faculty~~ Part-Time Lecturer

Motion by Senator Bourhis; second by Senator Nugent. A ~~per course faculty member~~ is a part-time ~~lecturer teacher~~ is appointed on a semester basis to teach no more than six **credit** hours ~~per~~ semester. ~~Per course faculty members~~ **Part-time lecturers** always receive a one semester contract ~~only~~, and employment terminates automatically at the end of the semester.

ADJOURNMENT

Senator Cline moved to adjourn at 4:56 p.m. The September Senate session will continue on Tuesday, September 26, in Glass 101.

Edward J. DeLong
Secretary of the Faculty

***Minutes of the September Session
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The Faculty Senate held its fourth meeting of the September session on Tuesday, September 26, 2006, in Glass Hall, Room 101. Chair Mark Richter called the session to order at 3:33 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Jack Dimond for Andrew Cline, MJF; Elizabeth Fahey for Rose Utley, NUR; Michael Hendrix for Colette Witkowski, Associate Professor rank representative; Rhonda Ridinger for Rebecca Woodard, HPE.

Absences: David Ashley, PEC chair; Char Berquist, Graduate Council chair; Paul Blisard, COU; Sean Cain, SGA; Jeremy Chesman, MUS; Martha Finch, REL; Joanne Gordon, CGEIP chair; Norm Griffith, Staff Senate representative; Teddy Heaton, Graduate Student Council representative; Frank Kauffman, SWK; Julie Masterson, Rules Committee chair; Dale Moore, Staff Senate representative; Rich Moore, MIL; Gerald Moseman, EAD; Peggy Pearl, ECFD; Wenping Qiu, AGR; Mike Reed, P&A; Austra Reinis, Faculty Concerns Committee chair; and Cindy Wilson, Academic Relations Committee chair.

Guests: Rhonda Ridinger, HPE; Office; Lynn Cline, LIS; Debbie Cron, CSD; Lois Shufeldt, MKT; Tony Toste; Chemistry; and Bill Cheek, Provost's Office.

ANNOUNCEMENTS

1. The Faculty Senate will meet on Thursday, the 28th of September, in PSU 313 to continue deliberations of the *Handbook*.
2. Chair Richter asked Senate members to complete the "ballot" giving options for scheduling additional meetings of the Senate if they should become necessary. Whatever decision is made by the body, it is asked that everyone commit to the final outcome. Results of ballot count: Senate members preferred to continue meeting from 3:30 - 5:00 p.m. on Tuesdays-Thursdays if additional meeting dates are needed.
3. The *unapproved* minutes for each meeting are posted at the Faculty Senate web site (<http://www.ws.missouristate.edu/facultysenate/minutes.asp>). Chair Richter asked all Senators to carefully read the minutes, and if any discrepancies between the minutes and notes are found, please contact the Senate office as soon as possible (Facultysenate@missouristate.edu).
4. Following the procedure outlined in the *Handbook*, the revised document submitted by the Faculty Handbook Revision Committee (FHRC) and Faculty Senate comments on the revised *Handbook* will be forwarded to the Provost's office. The Provost's office, in consultation with the President's office, will then prepare comments and will forward these comments, the revised *Handbook* as submitted by FHRC, and the Faculty Senate's comments to the Board. It is then the Board's responsibility to approve the content of the new *Handbook*. Several Senators have expressed concerns about how to make certain that as the documents move forward that faculty and Faculty Senate concerns are expressed as strongly as possible. Therefore, the Senate Executive committee is proposing that when the Senate is done reviewing the revised *Handbook* section by section, but

before the entire revised *Handbook* is open to the Senate for debate, that the Provost be invited to the Faculty Senate for a discussion period. This would allow Senators to inform Dr. McCarthy of their specific concerns and amendments prior to the generation of her comments on the *Handbook*. This would also allow Dr. McCarthy to express her views, vision, and philosophy on the *Handbook* and how it impacts Missouri State as the University moves into the future.

Chair Richter emphasized that this proposal was not generated by the Provost's office, but by the Executive Committee as a way to enhance and strengthen the Senate's voice in the process. However, he felt there may be concerns that the Senate's independence in the process may be compromised if such a discussion takes place before a final vote on the revised *Handbook* is made by the Senate. This is also a departure from how administrative input has been generated in the past – where the Provost is recognized by the Chair and discusses the points as they arise.

Therefore, Chair Richter said the Executive Committee will entertain a motion, if one is brought forward by a voting Senator, to extend an invitation to Dr. McCarthy for a discussion period as outlined above. They felt this must be a decision of the entire Senate and not just unilaterally decided by the Executive Committee.

5. Copies of the revised “Assistant Professor” section (as amended in the last Senate meeting) were distributed to Senate members, and Chair Richter asked everyone to read it carefully and let Ed DeLong know if there were any corrections.
6. Chair Richter said the Senate is hoping to receive the grievance section (Section 13) from the Faculty Handbook Revision Committee shortly. After the Senate has had time to review the section, he plans to reinsert it into the schedule so that it can be reviewed by the Senate as soon as possible.

CONTINUATION OF DISCUSSION ON REVISION OF FACULTY HANDBOOK

Senator Kaufman moved and Senator Franklin seconded a motion to extend an invitation to Dr. McCarthy for a discussion period with the Faculty Senate when the Senate is done reviewing the revised *Handbook* section by section, but before the entire revised *Handbook* is open to the Senate for debate, and the motion passed by voice vote.

The following motions were passed recommending changes to **Section 3 (Academic Personnel Policies)** of the *Handbook*:

2.2.8. 9 Graduate Faculty

Motion by Senator Shoptaugh; second by Senator Haytko. Second sentence of first paragraph should be changed to read, “Potential members of the graduate faculty are ~~first nominated by department heads and approved by the~~ **to be supported by a majority of graduate faculty in their department and approved by their department head** and appropriate college dean before being presented to the Graduate Council for approval.”

An editorial change was suggested by Senator Nugent to take out the words “and above” in the first sentence of the fourth paragraph.

The following motions were passed recommending changes to **Section 4 (Faculty Evaluation)** of the *Handbook*:

2.3.1.2 Research

Motion by Senator Piston; second by Senator Rovey. Strike all but the first sentence of the first paragraph and strike parenthetical at the end of the second paragraph (see below).

~~The university recognizes the need to consider a broad spectrum of activities in the area of research due to the diversity and uniqueness of academic fields. Inspired by Ernest Boyer's *Scholarship Reconsidered* and subsequent works, Missouri State University and many other universities have expanded the definition of scholarly research and creative activity. Although the University endorses the general intention of the Boyer model, it has adopted a variation of it that addresses the confusion of modes and content of research. Boyer's fourth category of research, the scholarship of teaching, is here defined as a content area rather than a mode of research.~~

Herein, research will be defined as the production and formal communication of creative scholarly works.... Specific modes of research include ~~(the first three are defined by Boyer):~~

2.3.1.2.2 Goals and Criteria for Evaluating Research

Motion by Senator Miller; second by Senator Kaufman. Under 1., sentence should read, "Faculty members meet this goal if they have engaged in sufficient quantity and quality of peer-reviewed research **or other scholarly publications** in any of the five modes of scholarship appropriate to their field (as defined by department)."

2.3.1.3.2 Goals and Criteria for Evaluating Service

Motion by Senator Nugent; second by Senator Qiao. Insert under 3. Public Service after the first sentence: "**This may take the form of op eds or other articles in newspapers or other print media or on television or radio, etc.**"

2.3.4.1 Teaching

Senator Hendrix asked whether "contact hour" should be defined. Chair Richter said his question would be deferred to the FHRC and would be discussed later when the *Handbook* is opened up for debate.

2.3.4.1.2 Course Policy Statements

Motion by Senator Rovey; second by Senator Craig. Strike Item b. ~~"Course Objectives: A list of measurable and desirable outcomes to be achieved upon successful completion of the course."~~

2.3.4.1.3 Review of Graded Work

Motion by Senator Miller; second by Senator Franklin. Insert at the end of the section, "**But such examination or assignment can be retained by the faculty member as University property.**"

2.3.4.1.7 Access to and Release of Student Academic Records

An editorial change was suggested by Senator Brinker concerning the link cited (doesn't work).

ADJOURNMENT

Senator Miller moved to adjourn at 4:57 p.m. The September Senate session will continue on Thursday, September 28, in Plaster Student Union, Room 313.

Edward J. DeLong
Secretary of the Faculty

***Minutes of the September Session
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Missouri State University***

The Faculty Senate held its fifth meeting of the September session on Thursday, September 28, 2006, in Plaster Student Union, Room 313 (Traywick Parliamentary Room). Chair Mark Richter called the session to order at 3:31 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Jack Dimond for Andrew Cline, MJF; Robert Little for Christopher Herr, T&D; Anne Summers for Frank Kauffman, SWK; Jack Knight for Dan Kaufman, PHI; Stephanie Hein for Marvel Maunder, CFS; and Michael Hudson for Gary Ward, SMAT.

Absences: David Ashley, PEC chair; Paul Blisard, COU; Sean Cain, SGA; Robert Canales, PAS; Joanne Gordon, CGEIP chair; Norm Griffith, Staff Senate representative; Diana Haytko, MKT; Kevin Hughes, A&D; Julie Masterson, Rules Committee chair; Don Moll, BIO; Dale Moore, Staff Senate representative; Rich Moore, MIL; Gerald Moseman, EAD; Peggy Pearl, ECFD; Wenping Qiu, AGR; Mike Reed, P&A; and Cindy Wilson, Academic Relations Committee chair.

Guests: Rhonda Ridinger, HPE; John Satzinger, CIS; Lynn Cline, LIB; Chris Craig, Provost's Office; Lois Shufeldt, MKT; and Tony Toste, CHM.

ANNOUNCEMENTS

1. The Senate will meet on Tuesday, October 3, in Glass 101 and on Thursday, October 5, in Karls 101 to continue deliberations of the *Handbook*.
2. We do not anticipate finishing the *Handbook*, including the discussion period with the Provost, by the end of the October 5th meeting. Therefore, since the overwhelming sentiment of the Senate was to continue as we have been doing, with meetings between 3:30 and 5:00 p.m., we will continue meeting at that time. An extra meeting has been scheduled for Tuesday, October 10, in Glass 101. The rest of the discussions of the *Handbook* will continue during the October session. The dates for those meetings will be provided as soon as we have them scheduled.
3. The *unapproved* minutes for each meeting are posted at the Faculty Senate web site (<http://www.ws.missouristate.edu/facultysenate/minutes.asp>). Chair Richter asked that all Senators carefully read the minutes and report any discrepancies to the Faculty Senate office as soon as possible (Facultysenate@missouristate.edu).
4. If any Senator has proposed changes to the revised *Handbook* and can get those changes to the Senate office ahead of time, the Faculty Senate office will make copies to distribute to the Senate as a whole. Alternately, Senators can make copies to be distributed during the Senate meeting. This will help to speed things up considerably.

CONTINUATION OF DISCUSSION ON REVISION OF FACULTY HANDBOOK

The following motions were passed recommending changes to **Section 4 (Faculty Evaluation)** of the *Handbook*:

2.4 Faculty Performance Evaluation Process

Editorial change suggested by Senator Nugent. At the beginning of the fourth paragraph, change first word to “Throughout.”

2.4.2.2 Tenure/Promotion Review

Motion by Senator Nugent; second by Senator Woodall. Strike first sentence in first paragraph, “~~Faculty members must apply for promotion from assistant professor to associate professor at the same time that they apply for tenure.~~”

Motion by Senator Rovey; second by Senator Qiao. Strike the word “promotion” throughout this section (and in the title).

2.4.7.1 Applicant’s Rights and Responsibilities

Motion by Senator Brinker; second by Senator Woodall. Strike the last sentence of the third paragraph, “~~It is expected that external reviews will be solicited from comparable institutions to aid each tenure/promotion decision.~~”

2.4.7.2 Departmental Personnel Committees

Motion by Senator Woodard; second by Senator Coombs. Delete sentence near the end of the first paragraph, “~~If a personnel committee violates its own or the university guidelines, it will be held accountable through the grievance process (see Grievance section).~~”

2.4.7.4 Departmental Personnel and Governance Documents

Motion by Senator Woodard; second by Senator Chesman. Paragraph after enumerations, first sentence should be changed to read, “The tenure and promotion document of each department shall be reviewed ~~annually~~ by a departmental committee **at least every three years.**”

2.4.7.6 Faculty & Department Head Procedural Agreement

Motion by Senator Woodard; second by Senator Shoptaugh. Amend the last sentence in the first paragraph of 2.4.7.6 to read, “Promotion guidelines are determined by the document in use at the time of application for promotion **the pre-tenure review for faculty who are pursuing tenure and promotion concurrently, and at either the time of pre-promotion review, or, at the time of application for promotion for faculty pursuing promotion alone.**”

The following motions were passed recommending changes to **Section 1 (Purpose, Organization, and Government)** of the *Handbook*:

Nondiscrimination Policy Statement

Editorial changes will be needed to update Section 1 with the Board’s new ruling on the nondiscrimination policy.

1.2.4 Beliefs, Values, and Collegiality (new)

Editorial change suggested by Lynn Cline - link is not working in this section.

1.3 Accreditation and Approvals (new)

Editorial change by Senator Chesman - take out the “pending” notation for National Association of Schools of Music.

Editorial change by Senator Nugent - on page 14, delete “Southwest” before Missouri State University in first line under Affiliations and Memberships.

1.5.5.1 Associate Provosts

Motion by Senator Shoptaugh; second by Senator Chesman. Change sentence to read, “The Associate Provosts serve as deputies to the Provost in all functions, with special responsibility for ~~summer programs, assessment and instructional support, Writing Center, program review, academic support services, academic integrity, and the Graduate College~~ **faculty relations and diversity, undergraduate programs and studies, graduate programs and the graduate college, and public affairs, continuing education and the extended campus.**”

1.5.5.2 Assistant to the Provost for Public Affairs

Motion by Senator Shoptaugh; second by Senator Swearingen. Delete this section and renumber succeeding sections.

1.5.5.3 Dean of Graduate College

Motion by Senator Miller; second by Senator Nugent. Change title of section to read, “**Associate Provost and** Dean of Graduate College.”

1.6.2 The Faculty Senate

Editorial change suggested by Lois Shufeldt. Change first sentence of first paragraph to read, “The Faculty Senate, established by the Constitution of the Faculty, is an elected body of ~~ranked~~ faculty composed of the officers....”

The following editorial change was noted concerning **Section 2 (Recruitment and Employment)** of the *Handbook*:

2.7.1 Faculty Handbook Equal Opportunity Policy

Editorial change(s) will be needed to update Section 2 with the Board’s new ruling on the nondiscrimination policy.

No changes were made to **Section 6 Fringe Benefits**.

ADJOURNMENT

Senator Nugent moved to adjourn at 4:54 p.m. The September Senate session will continue on Tuesday, October 3, in Glass 101.

Edward J. DeLong
Secretary of the Faculty

***Minutes of the September Session
of the Faculty Senate
Missouri State University***

The Faculty Senate held its sixth meeting of the September session on Tuesday, October 3, 2006, in Glass 101. Chair Mark Richter called the session to order at 3:30 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Kishor Shah for Shouchuan Hu, MTH; and Michael Hendrix for Colette Witkowski, Associate Professor representative.

Absences: David Ashley, PEC chair; Char Berquist, Graduate Council chair; Paul Blisard, COU; Sean Cain, SGA; Robert Canales, PAS; Jeremy Chesman, MUS; Michael Craig, BMS; Terrel Gallaway, ECO; Joanne Gordon, CGEIP chair; Norm Griffith, Staff Senate representative; Frank Kauffman, SWK; Julie Masterson, Rules Committee chair; Don Moll, BIO; Dale Moore, Staff Senate representative; Rich Moore, MIL; Gerald Moseman, EAD; Peggy Pearl, ECFD; Wenping Qiu, AGR; Mike Reed, P&A; Scott Wallentine, PTE; Gary Ward, SMAT; and Cindy Wilson, Academic Relations Committee chair.

Guests: Rhonda Ridinger, HPE; Chris Craig, Provost's Office; and Lois Shufeldt, MKT.

ANNOUNCEMENTS

1. Dr. Belinda McCarthy will be presenting at the October 12th meeting of the Senate. This is a chance for her to introduce herself, and discuss the role of the Senate in University governance. There will also be time for a question and answer period. She will also be visiting the Senate on Thursday, October 24th, for the open discussion period on the *Handbook*.
2. The Faculty Senate will not finish the *Handbook*, including the discussion period with the Provost, by the end of the October 10th meeting. Therefore, the Senate will close the September session on October 10th (date later changed to October 3), and continue our discussions of the *Handbook* during the October session.
3. The *unapproved* minutes for each meeting are posted at the Faculty Senate web site (<http://www.ws.missouristate.edu/facultysenate/minutes.asp>). Chair Richter asked that all Senators carefully read the minutes, and if any discrepancy is found between the minutes and your notes, please contact the Senate office as soon as possible (Facultysenate@missouristate.edu).
4. If any Senator has proposed changes to the revised *Handbook* and can get those changes to the Senate office ahead of time, we will make copies to distribute to the Senate as a whole. Alternately, Senators are asked to make copies that can be passed out during the Senate meeting. This will help to speed things up considerably.

CONTINUATION OF DISCUSSION ON REVISION OF FACULTY HANDBOOK

The following motions were passed recommending changes to **Section 7 (Faculty Development)** of the *Handbook*:

2.6.7.1 Sabbatical Leave for Faculty

Motion by Senator Finch; second by Senator Nugent. Change the first paragraph to read as follows, and add wording be included after the first paragraph.

Only ranked faculty members (including ranked faculty members who are serving in administrative positions) are eligible for sabbatical leave. Eligibility is established by completed 12 semesters of service to Missouri State University (summer teaching excepted). ~~A faculty member granted a sabbatical leave will be entitled to University support amounting to full pay for a half-year's leave and no less than one-half pay for a full-year's leave.~~ **A faculty member granted a sabbatical leave will be entitled to University support amounting to full pay for a half-year's leave and three-quarters pay for a full-year's leave. Faculty are encouraged to apply for external grants to supplement their funding; their sabbatical pay will not be decreased if they secure such funding.**

The Provost and Deans are committed to a strong sabbaticals program. To this end they will implement a mechanism of application evaluation and sabbatical funding which will 1. assure that the best applications are identified and funded across all colleges; 2. see to it that eligible faculty across the university have equal access to sabbatical funding; 3. see to it that colleges with traditionally high numbers of applicants are not unduly burdened with the cost of funding their sabbaticals; 4. barring extraordinary financial restraints, maintain total sabbatical funding at at least the AY 2002 level; 5. work toward increasing funding such that it becomes available to one-seventh of the faculty of each college.

2.6.7.4 Special Leave for Faculty

Editorial change - unstrike the word "in" in second line of the section.

2.6.1 Faculty Exchange Program and International Teaching Opportunities

Editorial change by Senator Shoptaugh - strike "College" in second line.

2.5.1.2 International Travel Support

Motion by Senator Zimmerman; second by Senator Herr. Strike third sentence reading, "~~Grants up to \$1,000 are available.~~"

The following motions were passed recommending changes to **Section 8 (Leave Benefits)** of the *Handbook*:

2.12.1 Short-term Disability and Extended Sick Leave

Editorial change by Senator Shoptaugh - second sentence should read, "Requests for extended sick leave for full-time faculty members (leave extending for more than six consecutive weeks for one ~~disability illness~~) may be authorized by the Provost after receiving recommendations from the department head and college dean."

2.12.2 Civil Duty Leave

Editorial change by Senator Shoptaugh - in the second line, change word "form" to "forum."

The following motions were passed recommending changes to **Section 9 (Professional Issues)** of the *Handbook*:

2.8.1 Prohibition of Discrimination and Harassment Policy

Editorial change suggested by Senator Miller - add language of new Board policy.

2.8 Sexual Harassment Policy

Motion by Senator Miller; second by Senator Nugent. Revised wording in the second paragraph under Item 2 should read “(2) submission to or rejection of such conduct by an individual is used as the basis for employment decision (**adverse employment action**) affecting such individual...”

Editorial change suggested by Senator Brinker - unstrike “will” in second sentence so it reads, “The Equal Opportunity Officer **will direct the complainant to the Missouri State University Office for Equity and Diversity Complaint Procedures document** and will explain the applicable sexual harassment complaint procedures.”

The following motion was passed recommending changes to **Section 10 (Research)** of the *Handbook*:

2.8.4 Research with Human Subjects

Editorial change suggested by Senator Brinker - first paragraph and the sixth paragraph have duplicate wording that may need to be changed.

The following motion was passed recommending changes to **Section 11 (Outside Activities and Conflict of Interest)** of the *Handbook*:

2.8.2.8 External Utterances and Political Activities

Motion by Senator Miller; second by Senator Woodard. Change the first sentence of the second paragraph to read, “Missouri State University faculty members may engage in political activities/**affiliations** as long as those activities do not interfere with fulfillment of their professional responsibilities to the University.”

The following motions were passed recommending changes to **Section 12 (Academic Administration Policies)** of the *Handbook*:

2.9.1 Evaluation of Academic Administrators

Editorial changes suggested by Senator DeLong and Dr. Shufeldt - second sentence of the first paragraph should read, “For this policy, academic administrators are the Provost, the Associate and Assistant Provosts, Associate Provost for Graduate Studies and Research, Associate Dean for Graduate Studies and Research, **the Associate Provost for Public Affairs and the Extended Campus**, the Dean of the West Plains Campus, the College Deans, the College Associate Deans, the Dean of Library Services, **the Associate Dean of Library Services**, ~~the Dean of Continuing Education~~; and the academic Department Heads.

Section 13 (Grievance Policy) has not yet come to the Senate for consideration.

The following motions were passed recommending changes to **Section 14 (Separation from Employment)** of the *Handbook*:

2.14.1 Notice of Non-Appointment of Ranked Faculty

Editorial change suggested by Senator Shoptaugh - change word “ranked” in both title and sentence to “**tenure-track.**”

2.14.5 Dismissal

Motion by Senator Miller; second by Senator Swearingen. Change first sentence of the last paragraph to read, “When, in the view of the President of the University, there are substantive grounds under the law for the dismissal of a faculty member previous to the expiration of a term appointment, the President or his delegate will frame with reasonable particularity a statement of charges **and such charges shall be filed in accord with the PPRP process and time frames described in Section 13 of the Faculty Handbook.**”

1.14.4.1 Dismissal Procedures

Motion by Senator Miller; second by Senator Nugent. Change first sentence of the first paragraph and delete the balance of the first paragraph and the first sentence of paragraph 2 since the description of those sentences are inconsistent with the language and comprehensive process described in Section 13:

~~The President of the University will initiate formal dismissal proceedings by addressing a written communication to the faculty member informing him or her of the statement of charges and that he or she will be dismissed as of a date specified in the written communication **in accord with the PPRP process and time frames described in Section 13 of the Faculty Handbook,** but in no case less than 30 working days from the date of delivery of the communication. The faculty member will also be notified by the President that he or she may file a formal grievance within 15 working days from the date of the delivery of the communication. If a grievance is filed, it will allow the APGP process. If no grievance is filed, the dismissal will take effect as indicated in the written communication specified above.~~

~~Pending final decision, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance.~~

The following motion was passed recommending changes to **Section 15 (Amendments)** of the *Handbook*:

3.2.2.2 Initiation of Amendments and 3.2.2.3.2 Seven-Year Review

Motion by Senator Miller; second by Senator Woodard. In Section 3.2.2.2, change b. to read, “an emendation initiated by the Faculty Handbook Revision Committee in the course of the **septennial ten-year** review.” In Section 3.2.2.3.2, change title to read, “**Seven Ten-Year Review**” and first sentence to read, “The Committee shall conduct a complete review and revision of the Faculty Handbook every **seven ten** years.”

ADJOURNMENT

Chair Richter said since the Senate has completed its review of the *Faculty Handbook* (with the exception of Section 13 which is still being revised by the FHRC), the September session of the Faculty Senate will conclude with today’s meeting. The Senate will not meet on October 5 or 10 as previously scheduled.

The Senate's recommended changes will be forwarded to Administration along with the revised Faculty Handbook.

The last meeting of the September session was adjourned at 4:50 p.m. The next regularly scheduled Faculty Senate meeting will be on Thursday, October 12, at 3:30 p.m. in PSU 313.

Edward J. DeLong
Secretary of the Faculty