

## **Preliminary Faculty Senate Minutes 11 October 2013**

**Senators Present:** Ambrose, Anwar, Clark, Crandall, De'Armond, Diego-Medrano, Fiaud, Jacobsen, Jafar, Johnson, Kelly, Landram, Loftin, Pendleton, Rausch, and Takacs

**Senator Absent:** Alex, Atchison, Blanton, Drumheller, Kuennen, and Ward

**Guest:** Freddie Davis (substitute for Alex)

**Call to Order:** President Ambrose called the meeting to order at 12:18 p.m. in the Eternal Flame Room of the JBK.

**Approval of Minutes:** Rausch made a motion seconded by Fiaud to approve as amended by Anwar the minutes of the 27 September 2013 meeting of Faculty Senate. The motion passed unanimously by the Faculty Senators present.

Ambrose said Bryan Glenn was ill but will be asked if he can attend and give an update on Lean Six Sigma at the next meeting of Faculty Senate. Dr. Eddleman cannot attend next time. She asked Ambrose to meet with her before she comes to Senate. Eddleman told Ambrose that when faculty receive letters about absences of students, Student Affairs has accepted the student's word and not investigated why the student was absent.

### **Report by the Faculty Senate Faculty Handbook Subcommittee:**

Jafar, Crandall, and Pendleton reviewed the Faculty Handbook, especially the promotion and tenure sections. Jafar handed out an eight-page summary of suggested changes. The subcommittee received comments and suggestions from WT faculty and department heads. The faculty members requested dropping collegiality and professionalism from consideration by Promotion and Tenure Committees and changing the ranges for percentages of faculty loads. Trudy Hanson recommended dropping the expanded summary by the Department Head and defining the process for what to do if a Department has too few tenured faculty for a Departmental Promotion and Tenure Committee. Steve Severn asked what Department Heads are supposed to do with letters of evaluation written by other faculty and said this needs to be clarified. Jean Stuntz suggested including The Texas A&M University System statement about consensual relationships.

Jafar said general issues include who enforces when the bylaws are not followed. He said the Faculty Handbook Committee was supposed to have six members but now has seven. Jafar suggested the WT Faculty Handbook Committee should define whether it is a facilitator, and if not, what is its role. He suggested the Provost should be involved in the Faculty Handbook recommendation process and appoint a member to serve as one of the seven members of the Committee.

Jafar said all forms should be included in the Faculty Handbook. Faculty being considered for full professor should not serve on Promotion and Tenure Committees that year. Should Associate Deans or tenured faculty with administrative appointments

serve on Promotion and Tenure Committees? Collegiality and professionalism are listed in many sections of the Faculty Handbook. In Section 2.1, how are attitude and collegiality measured, and should collegiality and professionalism be removed, weighted, or should something else replace them for Promotion and Tenure? Section 3.1 does not mention attitude or collegiality. Specifics with regard to years pertaining to promotion and/or tenure are confusing in Sections 4.2 and 4.3. In what form (letter, form, etc.) is the evaluation by all faculty in the Department (Section 5.1.2), where is the evaluation kept, and what is done with it? Rausch said some faculty ask colleagues to write letters of evaluation. Faculty versus committee members need to be distinguished in Section 5.5.6. Jafar suggested adopting Section 5.6.9 "The College Promotion and Tenure Committee shall tabulate the votes for each candidate and shall use the results of the vote to make a recommendation to the College Dean. The Committee Chair shall present in written form the Committee recommendation to the College Dean. The written recommendation should summarize the rationale for the Committee's recommendation and become part of the candidate's portfolio and remain in the portfolio throughout the evaluation process. The College Dean may call the Committee together to obtain more information about the perceptions of the Committee regarding one or more of the candidates." Jafar suggested members of all Promotion and Tenure committees in addition to the University Committee should sign letters not to discuss results of the Committee meetings. Jafar suggested all appeals and responses to appeal letters should be placed in the candidate's portfolio. Jafar suggested listing what documents should go into a candidate's portfolio by date in the Evaluation Timetables in the Faculty Handbook.

Crandall said the issue of collegiality and professionalism should be discussed. Rausch asked how collegiality is measured and said collegiality and professionalism cannot be measured together because not everyone is both. Landram said he thought collegiality was removed from the APS long ago and said it is a lawsuit waiting to happen. Jacobsen recalled that former Provost Chapman added collegiality.

Ambrose said the Instructional part of the Annual Professional evaluation was originally revised by an ad hoc committee, then Faculty Senate, Deans Council, and Department Heads. Shaffer compiled the four versions into a composite. Ambrose said Faculty Senate wanted to remove the Teaching Overload category and instead give a bonus for teaching an overload. Clark suggested that when course loads are adjusted, whether or not the faculty member has a teaching assistant should be considered. Faculty Senate wanted each faculty member to select 2-4 items in Section B. Rausch said the Department Head hears only negative comments from students and asked how faculty receive credit for treating all students with courtesy and respect. Faculty Senate recommended each faculty member provide evidence of at least one item, not all the items, in the Academic Innovation section.

For the next meeting of Faculty Senate, Senators should bring suggestions of faculty to be considered for Minnie Stevens Piper Professor, Chancellor's Academy of Teacher Educators, and WT Faculty Development Leave.

The Faculty Senate meeting adjourned at 1:23 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Bonnie B. Pendleton". The signature is written in a cursive style with a small circle above the letter 'i' in "Bonnie".

Bonnie B. Pendleton, Secretary

*These minutes as written were approved at Faculty Senate on 25 October 2013.*