

Faculty Senate Minutes – with Corrections  
April 28<sup>th</sup>, 2010

The meeting was called to order at 3:15 pm by Senate President Catherine Leach.

Ms. Leach then turned the floor over to Dr. Miles. Miles informed the Senate that the annual Relay for Life event was very successful. He also stated that he believes the university administration is very consistent in the student appeals process and that the proposal from the Academics Committee removes some of the power of the administration. Miles said that Chad Fielding and Sharon Gardner are going through the calendar to determine different scenarios for a fall convocation and/or fall break. He said he would bring this to the Senate in the fall.

The minutes of the April 7<sup>th</sup> Faculty Senate minutes were corrected to state that past Senate minutes be given to the HSU Archives, not the Library. The minutes were approved as corrected.

The President's Report is attached at the end of the minutes.

**Committee Reports:**

**Executive Committee:**

No report.

**Academics Committee:**

Fall Convocation:

As to the Fall Convocation proposed by Chad Fielding, the committee decided to ask Fielding to produce a more specific proposal. For example,

- What does he mean by convocation?
- What purpose would it serve?
- Whom will it serve?

Fall Break:

The committee recommended a two-day Fall Break in October consisting of the Thursday and Friday preceding the weekend before Halloween. The committee also recommended a Monday start for fall semester classes. The recommendations were passed by a vote of 11-1.

Office Hours policy, proposal for Faculty Handbook:

The following committee recommendation was passed: Faculty members are expected to keep regularly scheduled office (or laboratory) hours each week during which time students may confer with them. The number of hours scheduled should reflect the teaching load, medium of instruction, and class enrollment of the individual faculty member, and shall be determined by each faculty member with the approval of his/her chair/immediate supervisor. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts.

Academic Grievance Process:

After discussion the Academic Grievance proposal was sent back to committee.

**Buildings and Grounds Committee:**

No report.

**Finance Committee:**

The Finance Committee reported that at this time the FY2011 budget will contain a 3.5% increase in tuition and fees. It is actually a 4.7% increase in tuition and no increase in fees.

**Procedures Committee:**

Since the 2009-2010 University committees were the same as the 2008-2009 committees, the results of the Faculty Hearing Committee election held last fall will be forwarded to the Committee on Committees to serve beginning in the fall of 2010.

**Operations Committee:**

The following proposed changes to the Faculty Handbook were approved by the Senate.

Items in **bold** are proposed additions. Items ~~crossed-out~~ are proposed deletions.

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

D. Types of Academic Appointments

2. Definitions of Regular Academic Appointment

- a. Instructor. This rank should be given to persons with advanced training who have demonstrated scholarly or creative ability. An instructor must have knowledge of the particular course materials and a requisite degree of intellectual vision. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends on maintaining competence in the course(s) or field(s) taught, together with a demonstrated interest in increasing competence through professional opportunities. An instructor must hold the master's degree **in his/her discipline or in a closely related field.**
- b. Assistant Professor. An assistant professor should show evidence of demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would permit a comparable academic contribution. He or she should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts. An assistant professor is expected to have a thorough command of the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole. An assistant professor must hold an earned doctorate, or be ABD, or hold a sixty semester hour MFA degree with a creative thesis or have a master's degree with twenty-four hours credit above

the master's level with four years experience at the instructor level. **Degrees held must be in his/her discipline or in a closely related field.**

- c. Associate Professor. An associate professor must hold an earned doctorate, a sixty semester hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility, or the MLS degree plus an additional discipline-specific master's degree, and have five years experience as assistant professor. **Degrees held must be in his/her discipline or in a closely related field.** Upon the recommendation of the Vice President for Academic Affairs, persons with forty-five hours above the master's degree and five years experience may be considered for promotion to associate professor. A second master's degree might be an appropriate qualification for a faculty member if approved or requested by the University. In such cases, the hours earned in attaining that second degree may be applied toward the forty-five hour requirement.
  
- d. Professor. A professor, through teaching, creative activity, and service, should have demonstrated substantial command of the whole field, sound scholarship, and a mature view of the discipline. A professor must hold an earned doctorate or a sixty-semester-hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility and have five years experience as an associate professor. **Degrees held must be in his/her discipline or in a closely related field.**

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

G. Award of Tenure

Tenure is granted by the Board of Trustees upon the recommendation of the President. No other person shall have any authority to make any representation concerning tenure appointment.

During the third year of a tenure track appointment, the faculty member shall undergo a ~~rigorous~~ pretenure review process initiated by the Department Chair **or his/her immediate supervisor**. The Department Chair shall address the criteria in section K, which shall include reports of class visitations by the Department Chair. The Department Chair shall give a written copy of her/his report to the faculty member and to the

appropriate Dean. The Department Chair shall have a conference with the faculty member regarding the three year report.

Recommendations for tenure of eligible faculty should originate from the department in which the faculty member is assigned, and should always include appropriate participation in the recommendation by tenured faculty in the department. As tenure is reserved for those faculty members who have attained a high level of achievement in their academic disciplines, recommendations for tenure will not normally be made for faculty who have not earned the doctorate or other appropriate terminal degree. ~~In the event that tenure is awarded by the Board, the President will notify all applicants for tenure of the Board's decision within one week.~~ **Applicants for tenure will be notified of approval or disapproval within one week of the Board's decision.**

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

L. Procedures for Tenure and Promotion

2. The Department Level

The tenured members of the department shall review each application for tenure/promotion. The tenured members, **who may submit individual recommendations or a group recommendation**, shall forward their recommendation(s) to the school/college tenure/promotion committee. The school/college tenure/promotion committee shall consider the tenured faculty recommendation(s). Only tenured faculty shall make a recommendation.

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

L. Procedures for Tenure and Promotion

3. The School/College Level

a. The School/College Tenure/Promotion Committee

Each school or college shall establish its own tenure/promotion committee, consisting of no fewer than four full-time, tenured faculty members. The school/college will institute individual committee selection and operating procedures approved by the school/college faculty. No department may have more than one member serving on the committee except in those schools/college(s) with fewer than five departments and then only after all departments **having tenured members** have a faculty member included in the committee membership. Vacancies shall be filled in the same method as initial appointments are made. Department chairpersons or any other administrator shall be ineligible for service on the committee. The purpose of the committee is to receive and review each application and previous recommendation and make an independent written recommendation to the appropriate Dean. Its chief responsibilities are to evaluate the applicant's qualifications for tenure/promotion, check the file for consistency with the departmental, school/college, or university policies and procedures, and review the completeness of the information presented. Each application shall be given a positive or negative recommendation with reasons stated. The decision shall be communicated directly to this faculty member. Any person who is to be considered for ~~tenure/~~promotion shall be ineligible for service on the committee for that year.

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

L. Procedures for Tenure and Promotion

3. The School/College Level

b. The School/College Dean

The school/college dean shall receive each application and the recommendations of the department chairperson, **departmental faculty** and the school/college tenure/promotion committee. Following an independent review of the record, the dean shall make a positive or negative recommendation in writing. The applicant should be informed of this Dean's recommendation.

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

L. Procedures for Tenure and Promotion

4. The University Level

a. The Vice President for Academic Affairs

The Vice President for Academic Affairs shall receive each application and prior recommendation. Following an independent review of the record, the Vice President shall make a positive or negative recommendation in writing. The applicant should be informed of the Vice President's recommendation. The Vice President will notify in writing any candidate who has received a negative recommendation with explicit reasons, and will include notification of the faculty member's rights to appeal. If a candidate wishes to appeal a negative recommendation, he or she may submit an appeal to the Faculty Hearing Committee as outlined in Section III M that follows.

**Old Business:**

None.

**New Business:**

None.

The meeting adjourned at 5:00 pm.

**Report of Meeting with Dr. Welch**  
**April 26, 2010**

Dr. Welch stated that the University Budget Committee is still working on the FY 2011 budget. Several budget scenarios will be presented to the Board of Trustees at the budget workshop in May. The scenarios range from a small increase in tuition and no raises for faculty and staff to a slightly larger tuition increase that would allow for the possibility of small cost of living salary adjustments. The advantages and disadvantages of each scenario will be presented to the Board. Welch is not anticipating any problems from the next state revenue report. Welch is optimistic of an economic turn around. However, the University's FY 2011 budget will be a conservative one.

At the April 19<sup>th</sup> Board meeting, the Board approved the purchase of 616 Miller St. This is behind the barber shop on Wilson St. that the University purchased previously. The Miller St. property will become part of a parking lot. The money to purchase the property was from higher education bond funds.

The Board approved SCM Architects as the University's on-call architect. They are the current on-call architect.

Barnes Book Associates (BBA), owner of Reddie or Not Bookstore, was awarded the on-campus bookstore contract. Henderson received proposals from four companies: BBA, Barnes & Noble, Follett, and Texas Book Co. The bookstore contract is a one year contract that may be renewed up to six years. BBA will take over the campus bookstore July 1.

The next page contains numbers from the Admissions Office.

Students admitted:

|                   | Freshmen | Transfers |
|-------------------|----------|-----------|
| April 26, 2010    | 1843     | 130       |
| By Comparison on: |          |           |
| April 22, 2009    | 1407     | 125       |
| April 22, 2008    | 1472*    | 134       |
| April 23, 2007    | 1219     | 122       |

(\*number includes 60 transitional students)

Freshman applications holding pending receipt of ACT scores, official high school transcript (with class rank) or other incomplete data.

|                |     |
|----------------|-----|
| April 26, 2010 | 995 |
| April 22, 2009 | 931 |
| April 22, 2008 | 781 |
| April 23, 2007 | 797 |

Transfer applications holding pending receipt of official transcripts or other incomplete data.

|                |     |
|----------------|-----|
| April 26, 2010 | 330 |
| April 22, 2009 | 235 |
| April 22, 2008 | 216 |
| April 23, 2007 | 221 |

Students denied admissions -114 Students denied admission (09)- 67 (08) -74 (07) - 85

International admitted - 0 FTF denied – 110 (09) – 60 (08) – 66 (07) - 75

International admitted (2009) -0 Transfers denied – 4 (09) – 7 (08)-8 (07) - 10

Transitional admitted - 0 FTF applications w/ 16/17 ACT- 197

Total freshman applications (as of April 26, 2010)

**Fall 2010** – 2948 (2049 internet apps) **Fall 2009** – 2398 **Fall 2008**-2319 **Fall 2007**-2091