

December 5, 2012 Faculty Senate Minutes

Present: Brett Serviss, Catherine Leach, Beth Maxfield, Kathie Buckman, Ingo Schranz, Marck Beggs, Tommy Finley, Allison Harris, Allison Vetter, Stephanie Barron, Megan Hickerson, Nathan Campbell, Jana Jones, Patricia, Julia Correia, Kerri Hendrix-Jackson, Teresa Holsclaw, Connie Phelps, David Evans, Rafael Bejarano, Richard Miller, Steven Carter, Shannon Clardy, Beverly Buys, Richard Schmid, Paul Williamson

Absent: John Long, Carolyn McClure, R. C. Smith, Lynn Stanley

Others present: Maralyn Sommer, Daniel Fitzroy

1. Call to Order – President Brett Serviss 3:00

2. Discussion with Interim Provost/VPAA, Dr. Maralyn Sommer

a. Several questions were fielded (and the answers are provided below):

1. Many of the recommendations of CREDO were cost neutral and easy fixes. Dr. Sommer stated that she will distribute a copy of the recommendations to senators.
2. The football team and cheerleaders participated in the Arkadelphia Christmas parade. At the next Executive Council meeting, Dr. Sommer will bring up the issue of participation in the parade during restricted days.
3. Dr. Sommer said she does not anticipate perpetual changes in the Fall Break schedule. It will fluctuate from one weekend to the next during the month of October based on the football schedule but she doesn't see it being a problem to continue the break in the month of October. We should be able to set the break schedule a year in advance. It will not be an issue unless another team is added to the conference at the last minute.

3. Approval of November 2012 Minutes

A motion was put forth to amend the November minutes to change the spelling of “by-week” to “bye week”. The motion passed and the amended minutes were approved.

4. President's Report

President Dr. Glen Jones stated that he has been meeting with alumni and potential donors in an attempt to build relationships and open opportunities for them to be able to support the university. Dr. Jones also mentioned that building relationships with alumni and donors is very important and that private gifts will have the capacity to transform the university in the future.

Dr. Jones mentioned that the university is continuing to work closely with the consulting firm, Crafton and Tull, in order to improve and enhance campus lighting, and that a plan to comprehensively address campus lighting is currently under development and should be finalized and ready to implement by February/March 2013. He also mentioned that regular monitoring of campus lighting during nighttime hours must occur in order for problem areas with insufficient lighting to be detected and corrected rapidly. Additionally, Dr. Jones mentioned that the campus beautification process is continuing to progress effectively.

In response to a question about why Dr. Jones decided to chair the Provost/VPAA Search Committee, Dr. Jones stated that the chair must be able to spend the time necessary to actively recruit as many qualified people as possible to apply, and that it would also take someone with an extensive network to adequately reach out to these potential applicants. Dr. Jones also stated that he felt it was most appropriate for him to take on that responsibility, and that it would also provide applicants with adequate exposure to him as the new President. Additionally, Dr. Jones mentioned that he wanted to model how future search process should be conducted.

Dr. Jones stated that Ms. Carrie Roberson has been charged with the task of directing and coordinating the process of improvement of the university's website. Dr. Jones mentioned that early in 2013, Ms. Roberson, a committee of appointed university personnel, and an external consulting firm will begin this process. Additionally, the consulting firm will assist with some of the necessary changes and upgrades that must be implemented in order to improve the website. Dr. Jones stated that the website must become a better recruitment tool for students, be user friendly, uniform in its formatting, and have the right appearance, but must also function properly.

Report from the Vice President for Finance

Mr. Bobby Jones stated that the Budget Committee will meet in early December in order to begin discussion of the budget process for the next fiscal year. Mr. Jones also stated that 5% (ca. \$900,000) of the 2013/2014 of the university's general operating budget must be set aside and allocated for performance funding. Additionally, Mr. Jones mentioned that at present, the state of Arkansas has not decided specifically how the 5% will be used, and that there are still many unanswered questions pertaining to performance funding. Mr. Jones also mentioned that there is a possibility that the Governor may authorize a 2% COLA for state employees next year.

Mr. Jones stated that a sidewalk will be constructed along the south side of Huddleston Street adjacent to East and West Halls, and that construction of the new dining facility is still scheduled for completion in May 2013.

Report from the Faculty Senate President Regarding the Effectiveness of the Henderson State University Faculty Senate

Effectiveness and Accomplishments

The 2012 Faculty Senate of Henderson State University has demonstrated a high level of competence, professionalism, and poise in its activity over the past year. As a result, this Senate has been able to investigate, consider, and when necessary, take appropriate action regarding a multiplicity of concerns, tasks, and endeavors.

Some of those accomplishments and successes include:

- Reacquired editing access and privileges for the official Faculty Senate web pages

- Assisted with preparation and facilitation of the Higher Learning Commission accreditation visit
- Actively contributed to the presidential search process for the university, including cooperative organization of candidate forums and construction and editing of the candidate evaluation instrument
- Served in an advisory capacity to the President of the university
- Provided active representation on the Provost Search Committee and the selection process for a new Provost
- Produced multiple recommendations regarding Faculty salaries to the university Administration and Board of Trustees
- Constructed and approved a set of by-laws for use in guidance pertaining to Senate governance, function, and responsibilities of senate officers and committees
- Secured the preservation of a faculty and staff workout room in the Garrison Center
- Functioned to provide regular and candid communication of several important matters and concerns pertaining to faculty to the university administration
- Established a centralized location for access of working documents pertaining to the Faculty Senate: dept ([\fs06](#)) (M:) (Faculty Senate)
- Investigated and acted upon numerous important issues, including
 - ❖ Email storage and attachment capability limitations
 - ❖ Timing of tenure and promotion
 - ❖ Pre-tenure review process
 - ❖ Proofing the Faculty Handbook for accuracy regarding numerous recent changes, updates, and revisions
 - ❖ Compensation and promotion concerns pertaining to instructors
 - ❖ Concerns over anonymity of the electronic evaluation process for faculty and administrators
 - ❖ Numerous issues and concerns regarding campus facilities and grounds, including campus lighting, parking availability, landscaping and aesthetics, general safety, along with providing recommendations for correction of these concerns to the university administration
 - ❖ Cell phone use policy in classrooms

❖ Password synchronization and security for faculty and staff

Recommendations for the Next Senate

- Continue to work for increased faculty salaries
- Continue discussion regarding the appropriate use of social media
- Recommend a set, invariable timing of fall break
- Investigate the possibility of electronic balloting for Senate elections
- Investigate the possibility of changing the Senate year from a calendar year to an academic year
- Post criteria and guidelines for the excellence awards on the Faculty Senate webpage

Appreciation and Thanks

I would like to wholly acknowledge the Faculty Senate Executive Committee for their tireless effort and assistance regarding the governance, functionality, and leadership of the Faculty Senate. Without their patience, quality advice, and multiplicity of contributions in various venues, the accomplishments enjoyed by this Senate would not have been at all possible.

I also want to very sincerely thank each and every Senator for his/her contribution to the Senate; for without the contributory efforts of each individual member of the Senate, this Senate body would be rendered nonfunctional and incapable of its charge to provide the strong leadership that is a necessary component of the shared governance process and to achieve its (the Senate's) function as a critical and contributing factor to the university and its constituents.

I want to acknowledge Dr. Allison Vetter (committee chair) and the other members of the Faculty Senate Academics Committee: Ms. Kathie Buckman, Ms. Julia Correia, Dr. Jana Jones, Dr. John Long, and Dr. Beth Maxfield for their diligence in investigating and providing recommendations regarding several critical matters considered by the Senate.

Additionally, I wish to express my full appreciation of Ms. Lecia Franklin, Mr. Bobby Jones, Dr. Glen Jones, Dr. Vernon Miles, and Dr. Maralyn Sommer for their collaboration with the Faculty Senate in order to provide relevant, accurate, and transparent communication between the administration and the faculty.

I would also like to offer a heartfelt thanks to our many esteemed visitors and contributors who contributed in various forms and fashions to the success of this Senate: Dr. Clinton Atchley, Dr. Peggy Bailey, Ms. Mitzi Bass, Dr. Angela Boswell, Dr. Troy Bray, Ms. Sandy Denning, Mr. David Epperhart, Mr. Chad Fielding, Mr. Daniel Fitzroy, Ms. Sharon Gardner, Ms. Elaine Kneebone, Mr. Dan Mabery, Dr. Wayne McGinnis, Dr. Henry Perez, Ms. Flora Weeks, and Dr. Fred Worth.

To each of you, I truly thank you for your hard work, perseverance, insight, and support.

Finally, I would like to express my deep gratitude to all of my colleagues for generously allowing me to serve the Henderson State University Faculty as Faculty Senate President. Thank you for trusting me with this profound and humbling responsibility; it has been a tremendous honor and privilege to serve in this capacity.

Most Sincerely and Respectfully,
Brett E. Serviss, Faculty Senate President

5. Reports of Committees

a. Executive Committee

1. Senator Leach gave a report on the University Budget Committee meeting on December 4, 2012:

Dr. Glen Jones stated that Henderson would not receive any new money from the state for next year. Next year will also be the first year that Henderson will have to put five percent of its funding into a pool to be distributed to the state higher education institutions as performance funding. In addition, other issues that affect funding are the 120 hour undergraduate degree instead of 124 hours and the amount of money allotted for each lottery scholarship. Henderson has approximately 1,800 students with lottery scholarships.

The enrollment management firm CREDO made fifty-seven recommendations and Jones stated that we will follow all of them. Jones also stated that an additional one hundred students would generate approximately six hundred thousand dollars in new revenue. One goal that was proposed in order to increase enrollment by one hundred students would involve the retention of twenty-five more students, increase the number of transfer students by twenty-five, and enroll fifty new freshmen.

b. Academics Committee

1. Dr. Allison Vetter reminded senators that the Institutional Review Board (IRB) is in place to review proposals for research with human subjects. There are different types of reviews: full board, expedited, and exempt. She is available to talk to classes, departments, groups, etc. that may have questions about the IRB. Information about the IRB is on the HSU website.
2. Proposed changes to the Faculty Handbook regarding pre-tenure review were discussed. A motion was put forth to approve the proposed changes. The motion passed and the changes were approved. *See approved changes to Faculty Handbook regarding pre-tenure review below.

c. Buildings and Grounds-No report.

d. Finance Committee-See above under Executive Committee Report.

e. Operations Committee-No report.

f. Procedures Committee-Elections for at-large senate positions are completed.

See Senate at-large election results below. Elections for excellence awards committees are completed. *See Faculty Excellence Awards Committees below.

6. **Old Business**

- a. No old business was discussed.

7. **New Business**

- a. No new business was discussed.

8. **Adjourn-President Brett Serviss 3:36**

***Approved changes to Faculty Handbook regarding pre-tenure review (changes are red)**

2. Requirements specified in the definition of regular academic appointments
 - a. Teaching power
 - b. Additional criteria
 - c. Practices in promotion
 - (1) To hold the rank of instructor
 - (2) To be promoted from instructor to assistant professor
 - (3) To be promoted from assistant professor to associate professor
 - (4) To be promoted from associate professor to professor
 - (5) To be promoted from assistant librarian to associate librarian
3. Application of Criteria in Tenure Decisions
4. Criteria for Distinguished Professor

L. Procedures for Tenure and Promotion

1. **The Pre-Tenure Review**
2. The Applicant
3. The Department Level
4. The School/College Level
 - a. The School/College Tenure/Promotion Committee
 - b. The School/College Dean
5. The University Level
 - a. The Provost/Vice President for Academic Affairs
 - b. The President and the Board of Trustees
6. Process for Awarding the Title of Distinguished Professor
7. Salary Increases

M. Tenure and Promotion Appeals to Faculty Hearing Committee

- N. Excellence Awards
 - 1. [Eligibility](#)
 - 2. [College/Division Awards](#)
 - 3. [Outstanding New Faculty Member Award](#)
- O. Salaries
 - 1. Teaching Faculty
 - 2. Salaries for Administrative, Managerial, and Professional Positions
 - 3. Teaching Faculty Leaves
 - 4. Pay for Off-Campus Teaching
 - 5. Pre-session institutes, retreats, or faculty orientation
- P. Faculty Evaluation Program
 - 1. Purpose
 - 2. Policies
 - a. Areas of Evaluation
 - b. Data for Evaluation
 - (1) File Contents
 - (2) Security
 - (3) Faculty Rights
 - (4) Supervisor Responsibilities
 - c. Personnel Decisions
 - d. Academic Freedom and Responsibility
 - e. Professional Status of Faculty
 - f. Interpreting the Data
 - g. Evaluation Instruments
 - 3. Components of the Program
 - a. Current Vita
 - b. Faculty Member's Annual Goals and Objectives
 - c. Peer Review
 - d. [Student Rating of Faculty](#) (For text of evaluation form, see [Addendum 1](#))
 - 4. Review by Immediate Supervisor
 - 5. Department Chair and Associate Dean Evaluations
 - 6. Evaluation Services

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.

DELTE: During the third year of a tenure track appointment, the faculty member shall undergo a pre-tenure 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. Applicants for tenure will be notified of approval or disapproval within one week of the Board's decision.

L. Procedures for Tenure and Promotion

1. The Pre Tenure Review

During the third year of a tenure track appointment, a pre-tenure review will be conducted by the department chair/immediate supervisor and the tenured faculty of the department. The review and evaluation of the faculty member by the chair/immediate supervisor and the tenured faculty shall be conducted in each department according to university procedures. The department chair will provide a written summary evaluation to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the department chair's written evaluation within ten working days.

In cases where credit toward tenure has been granted with the initial contract, the mid-tenure review will be conducted at least one year prior to the year the tenure decision will be made. The faculty member will be provided an opportunity to ask questions regarding criteria and standards or application of criteria and standards pertaining to reappointment and tenure.

2. The Applicant

The procedure for tenure/promotion is initiated in every case by the applicant, except for awarding of the title of Distinguished Professor. It is the responsibility of every regular full-time faculty member to be aware of University policies and procedures, and of his/her own status regarding tenure/promotion. The applicant is responsible for preparing the application and ensuring that all relevant materials are included. The application should include documentation that the applicant has met all eligibility requirements for tenure/promotion, as outlined in Section K herein. The applicant shall also be responsible for submitting the tenure/promotion application to the departmental chair.

3. The Department Level

A share of the responsibility for appraising a candidate falls on the department chairperson, who must determine not only present qualifications for tenure/promotion, but also potential for future development. The appraisal must be more than a mere review of the candidate's activities in teaching, research, and university service. It must be a thorough evaluation of the quality of these activities, supported by substantial evidence provided by the applicant.

The department chairperson shall receive each application for tenure/promotion. Following an independent review of each application, the chairperson shall make a positive or negative recommendation in writing with explicit reasons stated especially for negative recommendation, and forward the tenure/promotion applications to the school/college tenure/promotion committee. The department chairperson shall meet with any candidate who has received a negative recommendation. The candidate may, at this point, withdraw the application; if not withdrawn, the application, and the recommendation of the department chairperson, shall be submitted to the school or college tenure/promotion committee before February 1. In any case in which the department chairperson is a candidate for tenure/promotion, that application shall be sent directly from the departmental chairperson to the school or college tenure/promotion committee.

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 recommendations to the school/college tenure/promotion committee. The school/college tenure/promotion committee shall consider the tenured faculty recommendations. Only tenured faculty shall make a recommendation. In the event there are no tenured faculty within the department of the candidate for tenure or promotion, the Tenure and Promotions Committee of that department's college or school shall appoint a tenured faculty member from another college or school within the university to interview the candidate's departmental faculty and, based upon those interviews, to write a letter of recommendation reflecting the view of the departmental faculty regarding the candidate's qualifications and worthiness for the award of tenure or promotion which shall be forwarded to the school/college tenure and promotion committee. (This paragraph was amended by the Board of Trustees on December 2, 2004.)

4. 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 with fewer than five departments and then only after all departments having tenured members have a tenured 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. Any faculty member who is applying for tenure is ineligible to serve on the committee since the committee is composed only of tenured faculty members. If a tenured faculty member who is already on the committee is applying for promotion, he/she is not eligible to serve that year; nor may any faculty member who is applying for promotion be elected to 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.

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.

The dean will meet with any candidate who has received a negative recommendation from the tenure/promotion committee or the dean. At this point, the candidate may withdraw the application; if not withdrawn, the entire record is sent to the Provost/Vice President for Academic Affairs before February 15.

In any case in which the dean is being considered for tenure/promotion, that application shall be forwarded directly from the tenure/promotion committee to the Provost/Vice President for Academic Affairs. In the case of departments not administered by a dean, the director of the department will forward recommendations to the Provost/Vice President for Academic Affairs.

5. The University Level

a. The Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs shall receive each application and prior recommendation. Following an independent review of the record, the Provost shall make a positive or negative recommendation in writing. The applicant should be informed of the Provost's recommendation. The Provost 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

The Provost shall prepare and submit to the President a complete report on all candidates for tenure/promotion, showing the action and vote taken by each committee and administrator. All applications, prior recommendations, and the recommendations of the Provost/Vice President shall be forwarded to the President before March 1 of each year.

b. The President and the Board of Trustees

The final decision for the granting of tenure/promotion rests in all cases with the Board of Trustees. The President shall receive the report and recommendations of the Provost/Vice President for Academic Affairs and, when appropriate, the Faculty Hearing Committee. From those applicants who have been recommended to him, the President shall submit those to be recommended to the Board. Each applicant shall be given written notification by the President indicating the Board's decision within one week.

6. Process for Awarding the Title of Distinguished Professor

Nomination for the title of Distinguished Professor will normally be initiated at the department level by an individual or group in the appropriate discipline or by an interdisciplinary group. If the individual does not hold an appointment in a particular department, nomination may be made by an individual or group in the same or a related discipline.

The nomination, with all supporting materials, will then be forwarded to the departmental chairperson and then the dean of the appropriate school or college (directly to the dean if there is

no departmental affiliation). Recommendations from each level, along with supporting material will then be sent to the Tenure/Promotion Committees of the respective school/college, who will forward their recommendation to the Vice President of Academic Affairs. The Provost/Vice President for Academic Affairs will then forward his or her recommendation, along with all supporting materials, to the President. The president will make a recommendation and then forward all materials to the Board of Trustees which will make the final decision.

7. Salary Increases

All promotions, as well as the awarding of the title of distinguished professor, should come with an increase in salary of 5%, in addition to any across the board increase, or an increase to the base pay level for the new rank, whichever is greater. (Phrase concerning distinguished professor was added by Board of Trustees action on December 9, 2005.)

****Senate at-large election results**

Professor - Carolyn Eoff

Wayne McGinnis, alternate

Associate Professor - Lea Ann Alexander

Barbara Landrum, alternate

Assistant Professor - Janice O'Donnell

Brandie Benton, Alternate

Instructor - John Greene

Steven Knight, alternate

*****Faculty Excellence Awards Committees**

The first in each list will be acting chair, calling the committee to meeting in the spring semester.

Fine arts:

David Warren
Gary Simmons
Paul Glover
Claudia Beach
May Tsao-Lim

Teachers college:

Don Benton
Rochelle Moss
TaLisha Givan
Connie Phelps
Woody Jolley

School of Business:

Wanda Harris
Victor Claar
R.C. Smith
Kathie Buckman
Richard Miller

Math and Science:

Cindy Fuller
Fred Worth
Janice O'Donnell
Basil Miller
Lynette Smith

Liberal Arts:

Haroon Khan
Steven Todd
Paul Williamson
Megan Hickerson
Allison Vetter