

Faculty Senate Minutes (Corrected)
October 2, 2013

Senators Present: Lea Ann Alexander, Stephanie Barron, Marck Beggs, Brandie Benton, Beverly Buys, Steven Carter, Carolyn Eoff, David Evans, Daniel Fitzroy, John Greene, Megan Hickerson, Jana Jones, Patricia Loy, Beth Maxfield, Carolyn McClure, Lonnie McDonald, Richard Miller, Janice O'Donnell, Malcolm Rigsby, Ingo Schranz, Richard Schmid, Patrick Wempe, Penny Whelchel, Paul Williamson, Fred Worth.

Senators Absent: Kristen Benjamin, Rick McDaniel, R. C. Smith.

1. Call to Order: President David Evans 3:15.
2. Approval of September 2013 Meeting Minutes by Acclamation.
3. Discussion with Interim Provost/VPAA, Dr. Maralyn Sommer
 - A. Salary equity committee met October 1 at 7 a.m.. President Jones outlined plan for them and they will “get information out to the faculty.”
 - B. Provost interviews are almost ready for the interview stage. The plan is to bring finalists to campus between Thanksgiving and Final Exams. There are 42 applications so far.
 - C. NPCC/Hot Springs Director position—interviews will start Friday, October 4. Recommendations will be made Wednesday, October 9.
 - D. Ellis College Dean position: Search is ongoing.
 - E. Graduate Dean position closes October 5. **New dean assume position in January.**
 - F. As more faculty retire, more searches will take place; search committee training will continue.
 - G. Advisor training: The present system does not seem to be working, so other options are being considered. Efforts continue to help all faculty, new faculty in particular.
 - H. Get involved in Strategic Plan: This is the best way to ensure your area gets a “piece of the pie.”
4. President's Report
 - A. Much discussion of problems with multimedia, computers, and classroom technology resulted in President Jones's commitment to solving this problem. President Evans reported that President Jones is invested in faculty engagement and support.
 - B. Efforts are underway to resolve problems attendant to student housing and other matters associated with enrollment and retention.
 - C. Renovations of Proctor Hall and the Barkman House are being financed through grants.
 - D. Garrison Center renovations are on track and fully funded.
 - E. The Fringe Benefits Committee is working to recommend actions pertaining to the new health insurance rates, expected to increase 3.94% in January. That percentage is less than anticipated but still unlikely to be fully absorbed by the University.
 - F. President Evans made the following university committee appointments: IRB Catherine Leach (Math and Science), Suzanne Tartamella (Liberal Arts), David Stoddard (Fine

Arts), Mike Watters (Business), Franc Hudspeth (Teachers College); Committee on Committees Megan Hickerson.

5. Reports of Committees
 - A. Executive Committee: Nothing new.
 - B. Academics Committee: The committee recommends the following:
 - i. Online course proctoring: No recommendation; ETS controls the testing room.
 - ii. Allow 12 credit hours forgiveness; anything over 12 hours will be calculated into the total GPA. Much discussion ensued; the matter will be discussed further.
 - iii. Remove the designation of WP/WF; issue only W through the 12th week of the semester. Much discussion; matter will be discussed further.
 - C. Buildings and Grounds Committee: Resolution on Sustainability was presented and passed; see Appendix A.
 - D. Finance Committee: Nothing new. It was observed that the small pool of \$45k should have been disbursed by chairs; not enough money to warrant the time and effort expended by forming and executing an entire committee.
 - E. Operations Committee: Several changes to the Faculty Handbook were recommended; all passed with a minor change (adding a verb). Appendix B contains these changes.
 - F. Procedures Committee: Nothing that requires a vote. Online balloting will be conducted for the upcoming Senate elections. Questions were raised as to the anonymity of these ballots, and assurances were offered. Some questions remain and answers are forthcoming.
6. Old Business: None.
7. New Business: Two matters.
 - i. Concerns regarding adjuncts and lecturers (representation) were raised and the matter was decided in that this constituency will be invited to attend all meetings of the faculty senate.
 - ii. Senate website has appeared on the HSU site in two places; the agenda was suspended after the Academics Committee report to pass a motion that Senate matters appear in only one place on the HSU site.
8. Adjourn 4:51

Respectfully submitted,

Beth Maxfield

Appendix A

Buildings and Grounds Committee
Henderson State University Faculty Senate
2 October 2013

Resolution on Sustainability

Whereas, Henderson State University is a public liberal arts university dedicated to values consistent with good citizenship.

Whereas, as a public university HSU has a responsibility to serve its present and future communities.

Whereas, HSU asserts in its mission statement a commitment to “promote the preservation and improvement of the quality of life in Arkansas.”¹

Whereas, HSU embraces its responsibility to educate present and future generations about the necessity of sustainable policies and practices.

Whereas, by embracing an ethic of sustainability HSU will empower itself and its students to “excel in a complex and changing world.”²

Whereas, HSU is in a period of transition, including in the development of a new Strategic Plan for the university.

Therefore, be it resolved by the Faculty Senate of Henderson State University that sustainable policies and practices will be adopted by the university and funded when possible, and that both specific sustainability measures and an ethic of sustainability will inform the university’s strategic planning process.

¹ Henderson State University website, “Mission and History.” <http://www.hsu.edu/interior2.aspx?id=88>. Accessed 2 October 2013.

² “Like the heart and spirit of Henderson, the mission of the university has also sometimes been difficult to describe or capture succinctly and concretely. Yet faculty, staff, students, and the community alike instinctively know the meaning of that heart: diverse learners coming together as one university to imbibe that spirit which will prepare each of them for a lifetime of learning. Or, in summary, the lived mission of the institution: Henderson State University, ‘The School with a Heart,’ offers quality undergraduate and graduate education to a diverse student body. As Arkansas’s public liberal arts university, we empower each student to excel in a complex and changing world” (Henderson State University Self-Study Report to The Higher Learning Commission, 2012 [December 2011], 23).

Appendix B

- c. 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 with four years experience at the instructor level. Degrees held must be in his/her discipline or in a closely related field and from a regionally accredited college or university.
- d. 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 masters degree, and have five years experience as assistant professor. Degrees held must be in his/her discipline or in a closely related field and from a regionally accredited college or university. Upon the recommendation of the Provost/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 in the appropriate field of study or a closely related field 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.
- e. 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 and from a regionally accredited college or university.
- f. Distinguished Professor

Nomination to the title of Distinguished Professor is a rare honor which is accorded only to that small fraction of the faculty who, by virtue of their outstanding contributions to the university and the academic community, have shown themselves worthy of this, the university's highest honor. Such appointment must not be made merely as a reward for long service, however devoted.

3. Definitions of Librarian Academic Appointments

- a. Assistant Librarian. An assistant librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. An assistant librarian holding this rank shall have an academic record and/or experience that indicate(s) a potential for successful performance as an academic librarian. An assistant librarian is eligible for tenure.
- b. Associate Librarian. An associate librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library

Comment [p1]: The administration abandoned this policy in hiring Assistant Professors years ago, so it should be deleted. The administration no longer hires candidates with a non-terminal master's degree at the rank of Assistant professor, except in special cases. In those special cases, it is negotiated by contract between the individual and administration ... ACCEPTED.

science. Years of experience shall be only one of the criteria for classification as an associate librarian. A librarian holding this rank shall have made substantial contributions to library
(10) Energy and willingness to work far beyond the minimum required for the mere holding of position

c. The following practices in promotion will be observed under usual conditions:

- (1) _____
- (1) To be promoted from instructor to assistant professor, a person must hold an earned doctorate or terminal degree appropriate to the field of teaching and professional responsibility or be ABD. In addition, the applicant should have four years of teaching experience at the instructor rank.

Comment [p2]: This needs deletion as there is no promotion procedure for the rank of Instructor. Lecturers are moved to the rank of Instructor after three years on the basis of departmental needs, which are determined by the department and the administration. There is no application procedure for promotion to Instructor ... APPROVED.

Additionally, instructors on nine-month contracts may apply for promotion to assistant professor, non-tenure track, after ten years at Henderson in the instructor rank. To be eligible for promotion consideration, the instructor must teach academic courses full time, serve on committees both within the department/college and across the University, maintain a regular advising load, be active in professional organizations, and keep current in his/her respective field. The applicant may apply for promotion through the regular promotion process during (or after) the tenth year. This would be a one-time opportunity for instructors on nine-month contracts to apply for promotion. Because applicants applying for promotion under this provision lack a terminal degree, they are not eligible for tenure-track or promotion beyond assistant professor. The course load would remain a 15-hour load. As with any faculty promotion, the applicant would need the endorsement of his/her department, college promotion and tenure committee, dean, the Provost/Vice-President for Academic Affairs, the President, and the Board of Trustees. If a faculty member is promoted under this provision and subsequently obtains a terminal degree in his/her discipline or in a closely related field, then, at the discretion of the university, he/she may be designated a tenure track assistant professor with up to three years credit toward the probationary period prior to applying for tenure. (Faculty already in a non-tenure track, assistant professor positions would not be affected by any of the above.)

Comment [p3]: This modification is necessary to be consistent with the deletion on p. 19 ... APPROVED

- (2) To be promoted from assistant professor to associate professor, a person must have an earned doctorate appropriate to the field of teaching and professional responsibility and 6 years experience as an assistant professor, or have the 60-hour MFA degree with a creative thesis plus 6 years experience as an assistant professor; or upon the recommendation of the Provost/Vice President for Academic Affairs, have 45 hours above the master's degree and 6 years experience as an assistant professor. The promotion from assistant to associate professor may occur simultaneously with the awarding of tenure (Shall be effective for all tenure-track faculty who begin their employment on July 1, 2013 or thereafter.)
- (3) To be promoted from associate professor to professor, a person 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 six years experience as an associate professor. (This section was amended by the Board of Trustees on April 23, 2003.) If the faculty member is hired as an associate professor, then promotion from associate to full professor may occur simultaneously with the awarding of tenure.
- (4) To be promoted from assistant librarian to associate librarian, a person must have an earned MLS and six years experience as an assistant librarian. (This paragraph was added by Board approval on April 25, 2008.) The promotion from assistant to associate librarian may occur simultaneously with the awarding of tenure.

3. Application of Criteria in Tenure Decisions

Normally, a doctorate or discipline appropriate terminal degree is required for tenure. "Tenuring in" a department will not be sufficient reason for denying tenure to deserving faculty.

4. Criteria for Distinguished Professor

To qualify for the title of Distinguished Professor, the professor must have:

- (a) held the rank of professor at Henderson State University for a minimum of 10 years,
- (b) demonstrated outstanding teaching,
- (c) and exhibited each of the following:
 - (i) Outstanding scholarship
 - (ii) Outstanding service to Henderson State University
 - (iii) Outstanding service to the academic community

5. Emeritus Status

A person who is retiring is eligible for emeritus status if he/she has been awarded tenure and has taught at Henderson State University for at least 20 years.

L. Procedures for Tenure and Promotion and Award of Emeritus Status

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 pre-tenure review will be conducted at least one year prior to the year the tenure decision will be made. In all situations, 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

Comment [p4]: This is an addition to the section title that anticipates the proposed new section on p. 28 ... APPROVED UPON PASSAGE OF EMERITUS PROCEDURE ON P. 28.

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.)

8. Award of Emeritus Status

The procedure for the award of emeritus will begin with a letter of recommendation from the retiring faculty's department chair (or immediate supervisor) and/or tenured colleagues to the Provost/Vice President for Academic Affairs, who will forward the recommendation with his/her endorsement to the President. The President will present the recommendation with his/her endorsement to the Board, who will make the final decision on the award of emeritus status. If there is a case in which the department cannot make a recommendation, the retiree him/herself may request the award of emeritus by letter. Upon the award of emeritus, the President shall notify the recipient by letter.

Comment [p5]: This is a new section that outlines the procedure for obtaining emeritus status upon retirement ... APPROVED

M. Tenure and Promotion Appeals to Faculty Hearing Committee

When a candidate receives notification from the Provost/Vice President for Academic Affairs of a negative recommendation to the President for tenure and/or promotion, a written appeal may be submitted to the Chairperson of the Faculty Hearing Committee within two weeks after receipt of the Vice President's notice. The faculty member shall be entitled to notice of the time of the hearing at least two weeks prior to the date of said hearing. The hearing should be completed within thirty(30) days from the date that the faculty member makes a written request to the chairperson of the Faculty Hearing Committee. Appeals may be made on the following bases:

1. Committee or administrative recommendations which are arbitrary, capricious; or unsupported: that is, in which explicit reasons were not given, or if evidence was not revealed.
2. Committee or administrative recommendations which are based on reasons which are constitutionally or statutorily prohibited, such as the candidate's age, race, sexual orientation, sex, religion, or disability.
3. Committee or administrative recommendations which are the result of the exercise by the faculty member of a constitutionally protected right, such as the right of free speech or peaceable assembly.
4. Committee or administrative recommendations which were rendered after failure to comply with the proper procedures as previously set forth.

The Faculty Hearing Committee will abide by the following procedures: the appellant must show that the proper procedures were not followed and that such error was or could have been a contributing factor to the negative recommendation.

Appeals from the tenure and promotion process will be heard by the Faculty Hearing Committee. The purpose of the committee is not to determine the merits of the candidate's qualifications for tenure and promotion, but to determine whether any of the four bases for appeal are proven by a preponderance of the evidence. The committee shall file written reports of findings with the President. The final written report of the committee shall be made available to all parties involved and shall be filed with the President.