

**Faculty Senate  
Meeting Minutes  
November 2, 2017  
UC 221**

**Senators/Reps in attendance:**

James Ayers, Kelly Bevill, Anne Bledsoe, Joshua Butler, Kris Dietrich, Lisa Friel-Redifer, Kristen Hague, Pamela Holder, Darin Kamstra, Chad Middleton, Dan Schultz-Ela, Elizabeth Sharp, Sarah Swedberg, Karen Urban, Thomas Walla, Jared Workman, Ben Linzey, Renae Phillips

**Senators/Reps absent:**

Nathan Perry

**Guests in attendance:**

Brenda Wilhelm, Margot Beckett, Dr. Cynthia Pemberton, Aparna Palmer, Scott Vangemeren, Sandie Nadelson, Holly Teal, Chris DeLeon

**Minutes Recorder:** Renae Phillips

**I. CALL TO ORDER AND ROLL CALL BY SIGN-IN**

The meeting was called to order by President Josh Butler at 3:32pm. President Butler welcomed guests and reminded senators and guests to sign the circulating Roll Call sheet.

**II. CONSENT AGENDA**

**Motion: to accept the items on the Consent Agenda (Swedberg/seconded); motioned carried unanimously**

Discussion: none.

- A. Faculty Success Minutes from 10/25/17
- B. Emeritus Benefit Research from Faculty Salaries and Benefits Committee
- C. UCC minutes from 9/28/17
- D. UCC minutes from 10/26/17

**III. APPROVE FACULTY SENATE MINUTES OF 10/19/17 MEETING**

**Motion: to approve the Faculty Senate minutes of October 19, 2017 (Swedberg/seconded); motion carried unanimously.**

Discussion: No 'e' in Elizabeth Sharp's last name

**IV. COMMITTEE MINUTES AND REPORTS TO APPROVE**

- A. Academic Policy Committee Minutes from 10/11/17  
**Motion: to approve the Academic Policy Committee Minutes from 10/11/17 (Middleton/seconded); motion carried unanimously.**  
Discussion: none.

**B. Academic Policies: Recommended Military Credit Policy**

**Motion: to approve the Military Credit Policy (Sharp/seconded); motion carried unanimously.**

Discussion: overall policy is to stay with status-quo; make sure it is in writing to be in line with the law.

**C. Ad Hoc T&P subcommittee: Recommendations for T&P Handbook Revisions**

**a. #1: Tenure and Promotion Clocks**

**Motion: to approve the Tenure and Promotion Clocks (Swedberg/second); motion carried unanimously.**

Summary from Brenda Wilhelm: T&P committee may see the applicant's files two years in a row. Proposal is mostly about aligning the clocks to streamline the process. Six years is a common tenure and promotion period for universities similar to CMU.

Points of discussion:

- Past changes did not allow for people already hired to be "grandfathered in".
- Desire for clarity whether application is made *in* or *after* the sixth year.

**b. #2: Early Tenure and Promotion**

**Motion: to approve Early Tenure and Promotion proposal, as amended (Kamstra/seconded); motion carries with one nay**

Summary from Brenda Wilhelm: Make it clear that early promotion should be less common and indicate the criteria are truly exceptional. Change eligibility for early tenure and promotion to the beginning of the fourth year at CMU so that the clocks to continue to sync.

**Motion: to amend the proposed changes in VI.B.2.e.2 to add to the sentence ending on the fourth line "...according to departmental guidelines."**

**(Swedberg/no second): motion died**

**Motion: to table proposal #2 until after proposal #4 is discussed.**

**(Ayers/seconded): motion carried unanimously.**

**Motion (introduced after approval of proposal #4): take proposal #2 off the table**

**(Sharp/seconded): motion carried**

Discussion: none.

**Motion: to amend proposal #2 to add "according to department guidelines" in the second box after "sustained exceptional contributions to both the discipline and the institution" and in the fourth box after "sustained performance at CMU that exceeds expectations"**

**(Swedberg/seconded): motion carried unanimously.**

Discussion: none.

c. #3: Mentoring Process

**Motion: to approve proposal #3 Mentoring Process (Swedberg/second):**

Summary from Brenda Wilhelm: Minor changes to the handbook language on departmental pre-tenure committees to ensure consistency. Ensure that there is regular turnover on the committee, leading to more feedback for junior faculty and developing contacts with senior faculty.

Points of discussion:

- Add language to allow a mentor from outside of small departments.
- Add a form that is standardized for documenting mentor/mentee communication.
- Would annual evaluations and department head comments be available to the committee; can they be provided without consent of the applicant?

**Motion: to table proposal #3 Mentoring Process to be voted at the next meeting upon clarification (Middleton/seconded): motion carried unanimously.**

d. #4: Departmental Guidelines for Tenure and Promotion

**Motion: to approve #4 Department Guidelines for Tenure and Promotion (Swedberg/seconded): motion carries with one nay and one abstention.**

Summary from Brenda Wilhelm: Suggest removing the second time that the four areas are listed. Nature of annual evaluations is that you can be in the top category of the evaluation every year, but not necessarily meet criteria over a cumulative period. Provide clarity for expectations from different departments for tenure and promotion. Guidelines should be equitable (not necessarily consistent or identical) across the departments.

Points of discussion:

- What does “consultation with the departmental faculty” mean?
- Guidelines should be broad, so as to avoid check boxes, but then they may be too low. Surely something is better than nothing.
- Guidelines and the different criteria should already exist for annual evaluations; just adding expectations for tenure and promotion.

e. #5: Three-Year Pre-Tenure Review Process

**Motion: to approve the Three-Year Pre-Tenure Review Process (Ayers/seconded):**

Summary from James Ayers: Mid-track faculty may not be aware of what other departments think of them and would benefit from a formal evaluation.

Junior faculty may need practice in portfolio preparation and keeping track of their accomplishments in the four primary areas. Almost all other institutions have some form of portfolio review.

Points of discussion:

- Requiring a formal three-year pre-tenure review process would add to committee duties but could make the fall process easier.
- Workload is doubled for the committee and VPAA likes department review, but synchronizing clocks may help.
- Paper trail of needed improvement could bias later committee T&P evaluation, as opposed to keeping pre-tenure evaluation at the department level.
- What consequences attach to the required submission?
- Proposed alternative processes: mentorship could replace committee evaluation, evaluation restricted to Senate groups.

**Motion: to postpone consideration of this proposal until the next meeting so senators can go back to their departments and gather more feedback (Schultz-Ela/seconded); motion carried unanimously.**

f. #6: Performance Ratings

**Motion: to approve item #6 (Urban/seconded):**

Summary from Brenda Wilhelm: The wording seemed incorrect, i.e. proficient is equated with adequate rather than advanced. Propose changing the terms of the evaluation to include level of “expectations.”

Points of discussion:

- Does “meets expectations” allow tenure?
- On four-point rubric scales, a three generally means “meets” and that should be enough for tenure.
- Definitions are not consistent with expectations.

**Motion: to table issue #6 (Ayers/seconded); motion carried unanimously.**

## V. CONTINUING BUSINESS

A. None.

## VI. NEW BUSINESS

A. None.

## VII. REPORTS

**A.** VP and CFAC report, James Ayers

Aparna Palmer will serve as proxy for the next Faculty Senate meeting

**B.** Student Government Report, Ben Linzey

Homecoming had a good turnout. Discussion on the dates: Fall Break (set per academic calendar), Parents Weekend, Homecoming—determining the dates are a bit fluid. Safety walk planned. Will add four temporary bike racks around campus. On Maverick Way (10<sup>th</sup> Street), there are MAVS painted in the bike lane. Discussed more lighting on campus and discussion of crosswalks. Josh will give Ben a report from the Faculty Senate on the smoking ban.

**Motion: to extend meeting to five minutes**

**(Schultz-Ela/seconded): motion passed with two nays**

**C.** Executive Committee Report, Dan Schultz-Ela

Nothing to report

**D.** Faculty Trustee Report, Chad Middleton

No meeting, no report

**E.** President's Report, Joshua Butler

HLC is on campus. There is time set aside to meet with faculty, please have someone attend (3-4 pm in Ballroom)

**F.** Update from Academic Affairs, Dr. Cynthia Pemberton

Defer.

## VIII. ADJOURN

**Motion: to adjourn the Faculty Senate meeting of November 2, 2017**

**(Swedberg/seconded)**

Meeting adjourned at 5:03pm.

Respectfully submitted,  
Renaë Phillips, Minutes Recorder