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December 9, 2011 Minutes

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Southwestern Oklahoma State University
FACULTY SENATE MEETING
December 9, 2011
***APPROVED* Faculty Senate Minutes**

I. CALL TO ORDER: Faculty Senate President Kevin Collins called the December meeting of the Faculty Senate to order at 2:03 p.m. in Education 201.

II. ESTABLISHMENT OF A QUORUM: The following members were present: Warren Akers, Amy Barnett, Kathy Brooks, Erin Callen, Dayna Coker, Kevin Collins, David Esjornson, Fred Gates, Terry Goforth, Marci Grant, E.K. Jeong, Sophia Lee, Jim Long, Scott Long, Ralph May, Evette Meliza, Bo Pagliasotti, Edna Patatanian, Eric Paul, Les Ramos, Ann Russell, Lisa Schroeder, Muatasem Ubeidat, Tamra Weimer, Dennis Widen, Jonathan Woltz, John Saluke (SGA).

III. CERTIFICATION OF SUBSTITUTES: None

IV. PRESENTATION OF VISITORS: None

V. APPROVAL OF MINUTES: The minutes of November 18, 2011 were approved by voice vote.

VI. ANNOUNCEMENTS

A. President: Kevin Collins

1. H.R. Director David Misak addressed Senate concerns regarding the benefits option period meetings. He is certain that he can satisfy our demand for privacy in the initial screening. In addition, he attended a meeting this week with RUSO H.R. Directors and their Benefits Coordinator, and he raised our concern about the requirement of annual face-to-face meetings. Director Misak reports that it does appear that we can bring additional flexibility into the process. He proposes that the H.R. office study the matter in January and make recommendations to the Benefits Committee early in the spring semester. He requests Senate feedback on this approach.

2. Registrar Daniel Archer has requested a system to send automated emails to faculty members when their students are administratively dropped from courses. Several Senators voiced the concern that faculty would like to receive confirmation whenever a student drops a course, not just notification of administrative drops. President Collins will speak with the Registrar.

3. Report of ad hoc committee studying flaws in the Faculty Handbook has been submitted to the Provost; changes will be made before start of 2012-13 year.

4. Faculty members who were placed on the tenure track in 2008 (those with terminal degrees other than earned doctorates) have been informed of their obligation to apply for tenure by 2015. Those hired before 2008 have the option of returning to the non-tenure track but must inform the Provost of their decision to do so.

5. The Provost points out a flaw in the final exam schedule: a Weatherford student did a site search for the final exam schedule, and the Sayre schedule came up, causing the student to miss an exam. Provost requests that when it prepares future schedules, the Senate include a prominent announcement of which campus is governed by each schedule. Several Senators voiced concern that this is an administrative issue dealing with how the information was posted on the website and not a Senate issue. President Collins will address this concern with the Provost.

6. The Provost has announced that the Bernhardt Award will undergo some radical changes which he believes reflect the will of the Bernhardts. (See Appendix #1) Senators agreed that if the Bernhardts would like to see some changes it is their prerogative.

7. The Provost has been informed that the Senate is not interested in participating in the formulation of a policy defining the responsibilities of faculty members who witness illegal or otherwise inappropriate behaviors of colleagues. The Provost has also been informed that the Senate desires to review, before they are enacted, any such policies formulated by the administration. Senators were concerned that the wording of the statement to the Provost was not in keeping with the spirit of the Senate's stance on the matter. As a result, the Faculty Senate wishes to express its strong support for the spirit and intent of existing State and Federal laws concerning illegal and inappropriate behavior on campus. While the Faculty Senate does not wish to interpret these laws, the Senate would be very interested in reviewing and contributing to any specific policies the Administration might propose for implementation at Southwestern concerning this issue.

8. The Provost reports that he would oppose any effort to include in the job description for chairs hired from outside the university the statement that successful candidates will be evaluated for continuance by the members of their departments.

B. Secretary/Treasurer: Fred Gates

1. Roll Sheet – please sign.

2. Treasurer's Report:

a. BancFirst Checking Account: November Meeting Balance: \$2101.99

CURRENT BALANCE: \$2101.99

b. University Account: November Meeting balance: \$106.00

CURRENT BALANCE: \$106.00

C. President-Elect: David Esjornson: Nothing to Report.

D. Past President: Muatasem Ubeidat: Nothing to Report.

E. Student Government Representative: John Saluke: Mr. Saluke informed the Senate that there are open seats in the SGA, with the exception of Pharmacy and urges faculty to encourage students to fill these seats in the Spring. He also informed the Senate that SGA is considering a reorganization to include representatives from the Sayre campus as well as the Tribal College.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES

A. Personnel Policies Committee reported on the Faculty Handbook:
**REPORT OF THE PERSONNEL POLICIES COMMITTEE REGARDING THE
REVIEW PROCESS AND SCHEDULE FOR PROMOTION AND TENURE AS STATED
ON PAGE 103 OF THE FACULTY HANDBOOK**

The Personnel Policies Committee makes the following recommendation to the Faculty Senate regarding the wording on page 103 of the Faculty Handbook. The paragraph in question is written as follows:

2. Review Process and Schedule for Promotion and Tenure:

When a faculty member is to be considered for tenure and/or promotion, the department chair/associate dean shall call a meeting of the tenured members of the academic unit for a discussion of the case. The academic unit's tenured members then elect their own chair and together form the Academic Unit Committee. The faculty member's contributions to the mission of SWOSU shall be reviewed and evaluated by Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni and administrative information from the department head. In the event that the number of tenured faculty members in the academic unit is fewer than five (5), the actual tenured members in the academic unit, plus additional tenured faculty members appointed by the chief academic officers or the designee to form a group of at least five (5) tenured faculty members shall act as an *ad hoc* committee for tenure recommendation. For promotion purposes, the Academic Unit Committee shall consist of all tenured faculty above the rank of the candidate for promotion excluding the chair/associate dean of the academic unit and any other candidates for promotion to the same rank. In the event that a department is not able to form a committee of at least three members, additional members are selected by the following methods, in order, until a committee of at least three is obtained

The Committee recommends the paragraph be split into one paragraph dealing with tenure and another with promotion as follows:

2. Review Process and Schedule for Tenure and Promotion

When a faculty member is to be considered for tenure, the department chair/associate dean shall call a meeting of the tenured members of the academic unit for a discussion of the case. The academic unit's tenured members then elect their own chair and together

form the Academic Unit Committee. The faculty member's contributions to the mission of SWOSU shall be reviewed and evaluated by Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for administrative information from within the department and for input from non-tenured colleagues, students, and alumni. In the event that the number of tenured faculty members in the academic unit is fewer than five (5), the actual tenured members in the academic unit, plus additional tenured faculty members appointed by the chief academic officer or the designee to form a group of at least five (5) tenured faculty members shall act as an *ad hoc* committee for tenure recommendation.

When a faculty member is to be considered for promotion, the department chair/associate dean shall call a meeting of the tenured members of the academic unit above the rank of the candidate for promotion for a discussion of the case. The academic unit's tenured and ranked members then elect their own chair and together form the Academic Unit Committee. The Academic Unit Committee shall consist of all tenured faculty above the rank of the candidate for promotion excluding the chair/associate dean of the academic unit and any other candidates for promotion to the same rank. The faculty member's contributions to the mission of SWOSU shall be reviewed and evaluated by Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of promotion will be made. In the event that a department is not able to form a committee of at least three members, additional members are selected by the following methods, in order, until a committee of at least three is obtained.

In addition, the Committee recommends changing the language of sentence four in the original paragraph from "This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni and administrative information from the department head" to the following: "This review may be conducted in a manner that allows for administrative information from within the department and for input from non-tenured colleagues, students, and alumni." The rationale for the change is to simply clarify the language already outlined by RUSO guidelines concerning tenure.

The committee also recommends deleting the language of this sentence from the second paragraph as related to promotion. The rationale for deletion concerns the fact that RUSO policy on promotion is much less defined and is a much more academic exercise that is largely confined to the University's tenured community.

Respectfully submitted,

Personnel Policies Committee

SENATE MOTION 12-9-11-1: Senate moves to accept the report.

The following friendly amendment was offered and accepted: strike the following language from the revised language: “The faculty member’s contributions to the mission of SWOSU shall be reviewed and evaluated by the Academic Unit Committee,” and replaced with “The faculty member shall be reviewed and evaluated by the Academic Unit Committee” in both paragraphs dealing with tenure and promotion.

As amended, the motion passed. The revised language of the Personnel Policies Committee’s report is as follows:

2. Review Process and Schedule for Tenure and Promotion

When a faculty member is to be considered for tenure, the department chair/associate dean shall call a meeting of the tenured members of the academic unit for a discussion of the case. The academic unit’s tenured members then elect their own chair and together form the Academic Unit Committee. The faculty member shall be reviewed and evaluated by the Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for administrative information from within the department and for input from non-tenured colleagues, students, and alumni. In the event that the number of tenured faculty members in the academic unit is fewer than five (5), the actual tenured members in the academic unit, plus additional tenured faculty members appointed by the chief academic officer or the designee to form a group of at least five (5) tenured faculty members shall act as an *ad hoc* committee for tenure recommendation.

When a faculty member is to be considered for promotion, the department chair/associate dean shall call a meeting of the tenured members of the academic unit above the rank of the candidate for promotion for a discussion of the case. The academic unit’s tenured and ranked members then elect their own chair and together form the Academic Unit Committee. The Academic Unit Committee shall consist of all tenured faculty above the rank of the candidate for promotion excluding the chair/associate dean of the academic unit and any other candidates for promotion to the same rank. The faculty member shall be reviewed and evaluated by the Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of promotion will be made. In the event that a department is not able to form a committee of at least three members, additional members are selected by the following methods, in order, until a committee of at least three is obtained.

VIII. UNFINISHED BUSINESS

A. Should athletes' grade checks be completed electronically? The Senate will address this matter during the January 2012 meeting.

B. Should service on FUPTRC* be limited to full time faculty members?

SENATE MOTION 12-9-11-2: It is moved that service on Faculty University Promotion and Tenure Committees be limited to otherwise qualified faculty members who are carrying full time faculty loads during the academic years in which they serve on the committee. "Full time faculty loads" are loads of 18 hours of faculty duties as defined in section 3.1.7.a of the Faculty Handbook (page 33). Faculty members whose teaching loads are reduced in order to accommodate greater faculty research loads remain eligible for service on FUPTRC. Faculty members whose teaching loads are reduced in order to accommodate administrative loads are not eligible for service on FUPTRC. Faculty members who have had temporary faculty load reductions to accommodate administrative loads will be eligible for service on FUPTRC when they resume full time faculty loads.

The motion was seconded and discussion followed.

RATIONALE: This proposal is guided by the principle of *peer evaluation*: just as department heads cannot be considered peers of candidates for tenure and/or promotion—and are thus ineligible for service on FUPTRC—faculty members with faculty load reduction to accommodate administrative loads cannot be considered peers to faculty members with full-time faculty loads.

The Senate moved to refer this matter to the University Policies Committee.

C. Should SWOSU consider adding an outsider reviewer—from a peer university, in the scholarly field of the candidate under consideration—to its Promotion and Tenure process?

This matter was referred to the Personnel Policies Committee.

IX. NEW BUSINESS:

SENATE MOTION 12-9-11-3: It is moved that the university consider providing a monitored study area open 24 hours during dead days and finals

The motion was seconded and discussion followed.

RATIONALE: University police were letting students into buildings but problems have arisen and SWOSU Police will not let students into locked buildings without specific permission from department heads. As such, students now need a place that is monitored.

The motion passed.

X. ADJOURNMENT: The Senate adjourned at 3:37 p.m.

Next Faculty Senate meeting: Friday, January 27 at 2:00 pm in EDU 201

Respectfully Submitted,

Kevin Collins, FS President

Fred Gates FS Secretary