

Secretary of the Faculty

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June 17, 2002

Richard L. McCormick, President
Office of the President
Box 351230

Subject: Class A Legislation

Dear President McCormick:

In accordance with the rules, the faculty has approved the *Faculty Code* amendments in Class A Bulletin No. 107 regarding Volume Two, Part II, Chapter 24, Section 24-57.C & D, Regular Faculty Conferences.

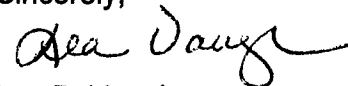
The results of the election submitted to the faculty for vote on 21 May 2002 are:

Total ballots mailed out:	3450
Total ballots returned:	641
Percent of faculty who voted:	18.58%
Percentage of "yes" votes:	70.83% (454)
Percentage of "no" votes:	24.80% (159)
Abstentions:	4.37% (28)

(The above percentage figures are based on ballots returned.)

Attached is Professor Bradley Holt's certification that the faculty has voted to approve the changes as proposed in Class "A" Bulletin No. 107. Before the University Handbook can be revised, we need your approval. According to the Faculty Code, you have 14 days to respond. We look forward to hearing from you by 1 July 2002.

Sincerely,



Lea B. Vaughn
Secretary of the Faculty

Enc.

Cc: Bradley Holt, Chair, Faculty Senate

The strength of a university is greatest when its faculty and administration join for the advancement of common objectives. Faculty code, Sec. 13-20

CERTIFIED AS APPROVED:

Bradley R Holt
Bradley Holt, Chair
Faculty Senate

Date: 6/17/02

APPROVED:

Richard L. McCormick
Richard L. McCormick
President

Date: June 21, 2002

Proposed Class "A" Legislation
 Volume Two, Part II, Chapter 24, Section 24-57.C & D
 Regular Faculty Conferences

<u>Current Language</u>	<u>Senate Proposed Changes</u> [Additions are underlined; deletions are struckthrough]
<p>Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations</p> <p>All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the relevant sections of the <i>Faculty Code</i> must be followed. Open communication among faculty, and between faculty and administration, must be maintained in order to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.</p> <p>Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly interest; at the same time, however, each faculty member must be informed of the expectations a department holds for him or her and of the manner in which his or her activities contribute to the current and future goals of the department, school, college, and University. In order to enable the faculty member to establish priorities in the overall effort of professional career development and to fulfill the University's obligations of fair appraisal and continual monitoring of faculty development, the following procedural safeguards shall be adopted in each department, school, or college.</p> <p>A. Assessment of Teaching Effectiveness</p> <p>B. Yearly Activity Report</p>	<p>Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations</p> <p style="text-align: center;">No Change</p> <p style="text-align: center;">No Change</p>

<u>Current Language</u>	<u>SEC Proposed Changes</u>
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	No Change No Change
<p>C. Regular Conference with Faculty</p> <p>Each year the chair, or where appropriate the dean, shall confer individually with all lecturers and assistant professors. The chair (or dean) shall confer individually with the Associate Professors at least every two years, and with the Professors at least every three years.</p>	<p>C. Regular Conference with Faculty</p> <p>Each year the chair, or where appropriate the dean <u>or his/her designee</u>, shall confer individually with all lecturers and assistant professors. The chair (or dean <u>or his/her designee</u>) shall confer individually with the Associate Professors at least every two years, and with the Professors at least every three years. <u>The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member's record for subsequent determinations of merit, the regular conference should be distinct from the merit review pursuant to Section 24-55</u></p>
New Section	<p><u>At each such conference, the chair, dean, or his/her designee, and the faculty member shall discuss 1) the department's present needs and goals with respect to the department's mission statement and the faculty member's present teaching, scholarly and service responsibilities and accomplishments; 2) shared goals for the faculty member's teaching, scholarship and service in the forthcoming year (or years, as appropriate) in keeping with the department's needs and goals for the same period; and 3) a shared strategy for achieving those goals.</u></p>
<p>At each such conference, the strengths and weaknesses of the faculty member's record shall be discussed; the emphases the department or the school or college places on the various elements of academic function described in Section <u>24-32</u> shall be explained; specific duties and responsibilities for the faculty member during the coming year(s) shall be discussed; and suggestions shall be made, if necessary, as a means to improve or aid the faculty member. In most cases, the faculty member will contribute to teaching, research, and service but the emphases on individual components may vary to maximize the individual's contribution but not to minimize the effects of poor performance.</p>	<p>At each such conference, the strengths and weaknesses of the faculty member's record shall be discussed; the emphases the department or the school or college places on the various elements of academic function described in Section 24-32 shall be explained; specific duties and responsibilities for the faculty member during the coming year(s) shall be discussed; and suggestions shall be made, if necessary, as a means to improve or aid the faculty member. In most cases, the faculty member will contribute to teaching, research, and service but the emphases on individual components may vary to maximize the individual's contribution but not to minimize the effects of poor performance. The chair, dean, or his/her designee and the faculty member shall discuss and identify any specific duties and responsibilities expected of, and resources available to, the faculty member during the coming year(s), taking into account the</p>

<u>Current Language</u>	<u>SEC Proposed Changes</u>
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	<u>academic functions described in Section 24-32. The chair, dean or his/her designee should make specific suggestions, as necessary, to improve or aid the faculty member's work.</u>
D. Documentation The department chair, or where appropriate the dean, shall document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.	D. Documentation The department chair, or where appropriate the dean, <u>chair, dean or his/her designee shall, in a timely manner,</u> document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.
This document shall also articulate in sufficient detail the discussed commitments and responsibilities of the faculty member for the coming year(s).	This <u>conference</u> document shall also articulate in sufficient detail the discussed commitments and responsibilities of the faculty member for the coming year(s), <u>and how these commitments and responsibilities are consistent with institutional standards for promotion and tenure as defined in Chapter 24.</u>
Should the faculty member not agree with the summary or statements in this document, he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's (or dean's) document within ten days of receiving it (unless upon the faculty member's request and for good cause the period is extended by the chair or dean) shall constitute his or her official acceptance of its terms and conditions.	Should the faculty member not agree with the summary or statements in this <u>conference</u> document, he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's (or dean's) <u>conference</u> document within ten days of receiving it (unless upon the faculty member's request and for good cause the period is extended by the chair or dean) shall constitute his or her official acceptance of its terms and conditions.
If the faculty member disagrees with the document, the chair (or dean) shall either withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the original conference document.	If the faculty member disagrees with the <u>conference</u> document, the chair (or dean) shall either <u>withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the original conference document.</u>
New Paragraph	<u>In the event the faculty member disagrees with the resulting conference document, the chair of the faculty member's department (or dean of an un-departmentalized school or college) shall appoint an ad hoc committee comprised of three department (or school/college) faculty superior (or in the case of full professors, equal) in rank to the faculty member, or faculty members from the Conciliation Board, and selected in the following manner. The faculty member and the chair, or dean, shall each select one member of the ad-hoc committee and those two members shall select the third member. At its earliest convenience, the ad hoc committee shall review fully the records relating to the conference, meet with the faculty member, and meet with the chair, dean, or his/her designee.</u>
	<u>The chair, dean, or his/her designee, and the faculty member shall then meet with the ad hoc committee to discuss the issues, with the purpose of achieving a</u>

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<p style="text-align: center;">New Paragraph</p>	<p><u>resolution. In the event resolution is not achieved, the committee shall, in a timely manner, report in writing the results of its review to the faculty member, to his or her department chair or dean, and to the designee, if any. The committee's report and advice, if any, the faculty member's written response, if any, the response by the chair, dean, or his/her designee if any, and any agreement between faculty member and chair, dean, or his/her designee shall be incorporated into a written report that shall be placed in the faculty member's personnel file.</u></p>
<p>A faculty member's record upon the stated duties and responsibilities in the document will be assessed in accordance with Section <u>24-55</u>.</p> <p><i>S-A 64, May 29, 1981; S-A 79, May 31, 1989; S-A 99, July 9, 1999: all with Presidential approval</i></p>	<p>A faculty member's record upon the stated duties and responsibilities in the <u>conference</u> document will be assessed in accordance with Section <u>24-55</u>. <u>Nothing in Section 24-57 is intended to alter the institutional standards for promotion and tenure as defined in Chapter 24.</u></p> <p><i>S-A 64, May 29, 1981; S-A 79, May 31, 1989; S-A 99, July 9, 1999: all with Presidential approval</i></p>

*Approved by the Faculty Council on Faculty Affairs
March 21, 2002*

*Amended and Approved by the Senate Executive Committee
April 1, 2002*

*Amended and Approved by the Faculty Senate
April 18, 2002*

*Final approval by the Senate Executive Committee
May 6, 2002*

*Approved by the Faculty Senate
May 16, 2002*