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Faculty Senate

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Minutes of the
Faculty Senate Meeting
Salon A
April 11, 2002

Dr. Howe called the Longwood Faculty Senate meeting to order at 3:30 p.m. The following members were present:

Dr John Arehart
Dr. Pat Barber
Dr. Sarah Bingham
Dr. Chuck Blauvelt
Dr. Norman Bregman
Dr. Bill Burger
Dr. Theresa Clark
Dr. David Coles
Dr. David Cordle

Dr. Earl Gibbons
Dr. Lily Goetz
Dr. Jackie Hall
Dr. Frank Howe
Dr. Judy Johnson
Dr. Charles Kinzer
Ms. Claire LaRoche
Dr. Sharon McCaslin
Dr. Dean Palmer

Dr. Tony Palombella
Dr. Tim Pierson
Dr. James Scepansky
Dr. Betty Jo Simmons
Mr. Michael Smith
Dr. Gordon Van Ness
Ms. Kathy Worster

Absent were Dr. Tony Hardin, Dr. Claire McCoy, and Dr. David Smith. Also attending were Ms. Alecia Knox, Dr. Nancy Krippel, Dr. Ed Smith, Dr. Geoff Orth, Ms. Susie Rood, Dr. Bill Stuart, and Dr. Patty Whitfield.

The minutes of the March 21, 2002, Senate meeting were approved as distributed.

With the consent of the body, the motions from the Graduate Committee were taken up first. The motion from the Executive committee was that the following sections be inserted in the FPPM Section II, A, 3 Graduate Teaching after the existing sentences:

Graduate Faculty Eligibility. Based on excellence in teaching and scholarship, a faculty member holding the terminal degree in his/her discipline is eligible to teach graduate courses in his/her discipline, or a related discipline. Our graduate faculty demonstrate excellence both in teaching and scholarly productivity. Scholarly productivity may be demonstrated through publication of research and/or through applied scholarship. Chairs of departments offering graduate programs are responsible for determining an individual's eligibility to teach graduate courses. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis, consistent with the *Criteria for Accreditation* of the Southern Association of Colleges and Schools.

Qualifications for Reduced Teaching Load. Graduate faculty are eligible for graduate teaching reassignment time if they teach two or more courses, the total of which is at least six credits in value, per academic year (fall/spring semesters) or per calendar year (spring/fall), which meet the minimum enrollment standard of at least five students enrolled for graduate credit per course.

The motion carried.

The second motion by the Executive Committee on behalf of the Graduate Committee was that the description of the committee in the FPPM Section VI—Governance P Graduate committee be changed to read as follows:

P. GRADUATE COMMITTEE

1. **Purpose and Duties:** The Graduate Committee has responsibility:

- * for advising the Director of Graduate Studies
- * for formulating all policies and procedures affecting graduate courses and programs leading to graduate degrees;

- * for reviewing, approving, and forwarding to the college Education Policy Committee all new graduate programs and curricular changes, as proposed by departmental graduate curriculum committees;
 - * for serving as the official admissions body for candidates desiring study in Longwood's graduate program;
 - * for annually evaluating admissions policies and criteria, graduate advising, and student satisfaction;
 - *for determining the criteria for faculty to have a graduate teaching reassignment.
2. **Membership:** Varies with number of departments offering graduate programs.
 3. **Ex-officio Members:** Provost and Vice President for Academic Affairs (or designee non-voting), Registrar (non-voting), Director of Graduate Studies, Deans of Schools having graduate programs (non-voting).
 4. **Tenure Restrictions:** None.
 5. **Departmental Restrictions:** Department chairs and graduate program coordinators (or designees). Departments developing graduate programs may each have one non-voting representative to the committee.
 6. **School Restrictions:** None.
 7. **Other Restrictions:** None
 8. **Term of Office:** 1 year renewable.
 9. **Method of Selection:** By virtue of position.
 10. **Chair:** Director of Graduate Studies.
 11. **Reporting Route:** To the Provost.
- Reference : By-laws of the Faculty Senate.

The motion carried.

For the Promotion and Tenure Procedures Committee Dr. Kinzer moved the removal from the table of the committee's motion on the Linking of Tenure and Promotion in the FPPM. The motion was seconded and passed. He moved the addition of the italicized text in the following paragraphs to Section III, Part P, paragraph 5 (p. 70) and to Section II, Part P, paragraph 3b (p. 73):

Tenure review is based on a significant period of full-time teaching, scholarship, and service. Tenure review is a one-time process. A candidate may withdraw but may not reenter the process. The probationary period for tenure shall be six years. Procedures for tenure consideration specified in Appendix D occur during the probationary faculty member's sixth year of employment, with tenure normally awarded to successful candidates at the beginning of their seventh year of full time employment. Only years under a full time contract shall satisfy this requirement; periods of academic leave or part time employment shall not count. At the time a faculty member is hired, he/she may seek up to three years credit toward tenure based upon prior tenure track teaching, scholarship, and service. Such credit may be granted by the Provost and Vice President for Academic Affairs upon the recommendation of the department chair and the department tenure committee, and with the approval of the dean. Credit towards tenure shall be written into the faculty member's initial contract and will be irrevocable. A faculty member who requests and receives credit towards tenure may not rescind this request at a later date. *For faculty members without prior tenure track teaching experience, tenure review is to be concurrent with application for promotion to the rank of Associate*

Professor. Exceptions to this policy must be specified in a faculty member's initial contract.

Associate Professor -- in addition to meeting the general criteria for promotion, the candidate shall provide evidence of professional achievement which is recognized within and beyond the state and region, and potential for further professional growth, and have completed at least five years of full-time college teaching prior to consideration for promotion. *For faculty members without tenure track teaching experience prior to tenure track employment at Longwood, application for promotion to the rank of Associate Professor is to be concurrent with tenure review. Exceptions to this policy must be specified in a faculty member's initial contract.*

After lengthy debate, the motion passed.

Dr. Kinzer then moved the addition to the policy on Leaves of Absence (FPPM, Section III, Part V, paragraph 1h, p. 83) of the following changes:

Discarded text in ~~strike through~~; new text in *italics*:

h. A Faculty member who has been granted a sabbatical leave will be required to ~~make~~ write a brief but detailed report on the work accomplished during the time on leave. This report should be submitted to the Provost and Vice President for Academic Affairs by January 30 following a fall semester's leave and by September 1 following a spring semester's or full year's leave. *Faculty members who fail to submit a written report will not be eligible to receive future sabbatical leaves or Faculty Connections leaves.*

Dr. Scepanisky made a motion to add to the wording "henceforth, from the spring of 2002 on," to this requirement in every case where it applies—sabbaticals, connections, and grants. The amendment passed. The main motion as amended passed. Dr. Kinzer then moved the following changes to Section III, Part V, paragraph 4 II d (p. 84):

Discarded text in ~~strike through~~; new text in *italics*:

h. A Faculty member who has been granted a sabbatical leave will be required to ~~make~~ write a brief but detailed report on the work accomplished during the time on leave. This report should be submitted to the Provost and Vice President for Academic Affairs by January 30 following a fall semester's leave and by September 1 following a spring semester's or full year's leave. *Faculty members who fail to submit a written report will not be eligible to receive future sabbatical leaves or Faculty Connections leaves.*

The motion carried. Dr. Kinzer moved a change in the time table for probationary review, FPPM Section VII, Appendix B, Time Table for Probationary Review (p. 136):

Discarded text in ~~strike through~~; new text in *italics*:

By December 15 *I* Probationary review letters from the **Department Chair** and **Department Tenure Committee** for probationary faculty members in their second, fourth, and fifth years of employment are sent by the **Department Chair to the Dean and Provost and Vice President for Academic Affairs.**

The motion passed.

Dr. Kinzer's last motion was an addition to the Policy on Faculty Leaves of Absence, Section III, Part V, paragraph 4 II c (p. 83):

Discarded text in ~~strike through~~; new text in *italics*:

c. Selection process—any eligible faculty member may submit a program application ~~with the following information~~ to the Committee on Faculty Development. *The program application must be signed by the faculty member, as well as the faculty member's department chair and school dean, and copies must be submitted to the department chair and school dean. The application shall include the following information.*

Dr. Barber moved to table the motion pending discussion of a similar motion in his report. The motion to table carried.

Dr. Burges reported for the General Education Committee on the establishment of a rotation system for committee membership. The rotation will begin as follows: 1-year term: Bob May (2001-2002); 2-year term: Barbara Chesler (2001-2003); 3-year term: Mikie Flanigan and Claire McCoy (2001-2004). That arrangement was acceptable to the Senate.

The Executive Committee, on behalf of the Academic Affairs Committee, moved the approval of the revised Program Review Policy dated January 2002 (a copy was circulated with the agenda and will be attached to the minutes). The motion passed.

Dr. Barber reported for the Faculty Development and Research Committee. (A complete copy of his report was circulated with the agenda and will be filed with the minutes.) As a result of this year's experience the committee forwarded four motions. Dr. Barber moved *"that the administration and Faculty Senate work together to creatively find ways to fund at least some of the recommended sabbatical and connection proposals for the academic year 2002-3 and beyond."* The motion carried.

Dr. Barber moved for the committee that *"If no sabbaticals and/or connections are funded for the academic year 2002-2003, those faculty who were recommended by this year's Faculty Development and Research Committee will have their recommended rankings retained for the next year. The Committee for the academic year 2002-2003 will entertain additional, new proposals only from faculty members whose proposals are time sensitive and cannot be delayed further. These new, time-sensitive leave proposals will then be ranked within the recommended rankings made during the 2001-2002 academic year. These rankings will be forwarded to the administration for funding."* The motion carried.

Dr. Barber moved that *"In future years, all proposals for sabbatical and connection leaves must also have been submitted to the offices of both the applicant's departmental chairman and dean. On page 162 of the Longwood College 2001-2002 Faculty Manual Policies and Procedures will be modified under item I. Cover Page to include 'Signature of Departmental Office and Signature of the Dean's Office.'" The motion carried.*

The Committee proposed a change of wording in the FPPM, sentence 2 under item 7 (p. 111). Dr. Barber moved the deletion of the sentence "Members must have been awarded a sabbatical leave or have been funded for a research proposal within the two years prior to serving on the committee" and its replacement by *"Members must be actively engaged in scholarly research in their disciplines."* The motion carried.

Dr. Clark reported for the College Lectures Committee and will bring to the Senate at its next meeting motions modifying the composition of that committee.

Again with the consent of the body, there was a change in the order of the agenda. Dr. Goetz moved "that graduates of the Longwood Honors Program henceforth have their diplomas and transcripts inscribed with the words CUM HONORE to designate their accomplishment." The motion was seconded and passed.

The meeting was adjourned at 5:10 p.m.

Susan H. May