

MSU Faculty Senate

February Minutes

The MSU Faculty Senate met at 3:00 p.m. on February 16, 2006 in the Cheyenne Meeting Room in the Clark Student Center. Senators present included Bultena, Charles (Treasurer); Comello, Robert; Guthrie, Paul; Johnson, Tina; Johnston, Chuck; Kaciuba, Gail; Kilgore, Lon; McClintock, Stuart (Secretary); McNeely, Tom; Redmon, Bob (Vice Chair); Rhoads, Jon; Scales, Jon; Tucker, David (Chair). Cory Pack represented Melissa Marty. Michael Vandehey filled in for Senator Arnoult as a representative from the College of Liberal Arts.

Agenda was unanimously approved. December minutes had previously been approved by e-mail.

Current Business:

1. SACS Reaffirmation. Dr. Sam Watson, Dean of Prothro-Yeager COLA, addressed the Senate about the university's next SACS accreditation. Dr. Watson has been appointed the Accreditation Liaison (AL) between SACS and MSU. His job is to inform the university community of changes in the SACS reaffirmation process and to give SACS information about MSU. He outlined important differences between the "old" SACS and the "new" SACS. SACS accreditation occurs every ten years. MSU was one of the last schools to be judged under the old criteria in 2002.

The criteria to meet are now called "principles". The idea is to allow schools to be more flexible in addressing the ways they meet the principles. We are in the fourth year of the new criteria. There are two products the university must prepare to indicate that it meets the principles. The first is a Compliance Report that is due fifteen months before the reaffirmation date. It is similar to a self-study and addresses SACS principles. An off-site committee reviews this report. It is a shorter narrative than the previous SACS narrative, but it has a lot of linked supporting material added by those in every unit of the university. The second product is a Quality Enhancement Plan (QEP) that is due six months before affirmation. An on-site committee will review this product. It should be theme based and have cross-campus participation. Both the Compliance Report and the QEP have to be focused on student learning outcomes and continuous quality improvement (CQI). One way to get an idea how to develop the products is to look at the work of other schools that have undergone reaffirmation recently.

Dr. Watson emphasized that all aspects of the university are to be included in the development of and participation in these two products. He also emphasized that the university should be developing and implementing these principles now because SACS insists that the university have a track record of meeting its principles over the entire period under consideration. He has been meeting with groups across campus to underscore the importance of getting started in this process.

Dr. Watson discussed the reasons for SACS' new system. In his opinion, SACS is concerned that if higher education is not proactive and preemptive, control of higher education will increasingly be taken from academic governing bodies and put in the hands of legislatures and lobby groups. For further information, the SACS' website is www.sacscoc.org.

2. Policy 3.130 Titled Professorships. Policy guidelines for titled professors have been rewritten, and Chairman Tucker would like the Senate to consider these new guidelines at its March meeting.

3. Raises. Dr. Rogers has indicated that there should be a three percent pool for raises for the 2006-2007 year, in spite of the many areas in which the university has lost revenue.

4. Senator Kilgore brought to the Senate's attention that mandatory attendance is required at a meeting in the College of Health Sciences and Human Services at which the American Democracy Project is being presented. A similar presentation is being made in at least one department in the College of Science and Mathematics.

Committee Reports:

1. Administrative Council (Redmon for Tucker): (see attached addendum)
2. Board of Regents (Tucker): no meeting
3. Academic Council (Redmon): (see attached addendum)
4. Enrollment Management (Johnson for Stiles): (see attached addendum)
5. Intercollegiate Athletics Council: (no report)
6. Alumni Association Council: (no report)
7. Student Affairs(Lewandowski): (no report)
8. Other active committees: none
9. Financial report (Bultena): The Faculty Senate has \$1,131.

Announcements:

1. Chairman Tucker brought to the attention of the Faculty Senate that requests for committee assignments and election for next year's Faculty Senate should be happening presently.

Respectfully submitted,

Stuart McClintock
Secretary of the Faculty Senate

David Tucker
Chairman of the Faculty Senate

The next Executive Committee meeting will be at 3 PM on Thursday March 2 in the Apache Boardroom in CSC.

The next Faculty Senate meeting will be at 3 PM on Thursday March 9 in Cheyenne Meeting Room in CSC.

Addenda:

Administrative Council Meeting No. 06-02
January 11, 2006

The Administrative Council met on Wednesday January 11, 2006 in the President's Board Room. The following topics and actions were considered at the meeting:

- Mr. Lamb explained that two new student organizations were seeking approval from the Administrative Council. There were no objections from members of the Council.
- Dr. Rogers announced that the NCAA had been very complimentary regarding MSU's process related to the recent mascot change. Dr. Rogers also seemed very pleased.
- Dr. Wiedemann presented changes to the Policy Manual involving Faculty Performance Review and the Tenure and Promotion Policy. These were issues previously discussed and acted upon by the Senate. The changes were briefly discussed, and there were no objections.
- Ms. Weakly presented changes to be made to the Staff Performance Rating defining the submission of goals and objectives in place of the Staff Performance Review form for senior staff. There was no objection.
- Ms. Weakly raised the issue of faculty eligibility for tuition waivers. The recent discovery by Dr. Gore that faculty had no such eligibility was discussed, and the reason explained. The Council agreed that some form of local tuition and fee assistance should be made available to faculty, and Dr. Rogers directed that policy be drafted to that effect as soon as possible.
- The council discussed needed changes in MSU criteria regarding "Security Sensitive Positions." This involves changes in certain job descriptions and hiring policies. Discussion was lively, but there were few questions, fewer concerns, and no objections. As faculty positions meet many of the traditional criteria of "Security Sensitive Positions," Ms. Weakley suggested that NEW faculty might also be subject to standard security policies, including a criminal background check. The Council was informed that a number of other universities in Texas already have such policies. This time, the discussion was punctuated by a number of concerns and no consensus was reached. I suggested that the Senate would have serious objections and would likely vigorously resist such a change in hiring policy.
- Dr. Rogers raised the issue of Catalog printing and a previous momentum toward eliminating the printed catalog in favor on the online catalog. The consensus of the Council was that, for the present, for a number of reasons, the status quo should be maintained.
- The Council acted on a number of key requests.

Respectfully submitted,

Robert Redmon
for David Tucker

Faculty Senate Chair

Board of Regents meeting 2/10/06

The following are some of the items that received approval from the board.

- Approved the naming of the College of Liberal Arts the Prothro-Yeager College of Liberal Arts and the College of Liberal Arts Hall the Prothro-Yeager Hall.
- Approved a list of seven projects for submission as MSU's Tuition Revenue Bond request. The \$19 million requested would fund projects for D. L. Ligon, Instrumental Music Building, Fowler/Engineering Building, Bolin Science, various roofs, parking and roads, and McGaha Building Renovation.
- Authorized entering into a contract with SunGard SCT, Inc. for the Banner implementation project and approved financing of the migration to Sungard/SCT Banner Information System.
- Approved a faculty development leave during the fall 2006 semester for Dr. Emily LaBeff.
- Approved the addition of the following academic programs; Bachelor of Arts with a Major in Music; Master of Education with a Major in Educational Technology; graduate minor in Training and Development; and Dental Early Acceptance Program.
- Approved moving General Business from the Department of Economics, Finance and General Business to the Department of Management and Marketing.
- Authorized changing the Bachelor of Arts and Bachelor of Science degrees with majors in Geology to B.A. and B.S. degrees with majors in Geosciences.
- Approved changing the name of the "Wichita Falls Museum and Art Center of Midwestern State University" to "Wichita Falls Museum of Art at Midwestern State University"
- Approved housing rates for fall 2006, spring 2007, and summer 2007 and approved food service rates for summer 2006, fall 2006, and spring 2007.

Approved a three-year contract for President Jesse Rogers beginning with the 2006-2007 academic year.

The BOR also approved changes to policy 3.114

3.114 Provost

FACULTY PERFORMANCE REVIEW

Date Adopted/Most Recent Revision: 02/10/06

Department Chairs will be responsible for conducting an Annual Performance Review of all tenured and non-tenured, full-time faculty in their academic department. Deans will be responsible for conducting an Annual Performance Review of all chairs in their colleges and assume the role assigned to the Department Chair in this policy, while the provost will assume that of the dean. The provost will be responsible for conducting an Annual Performance Review of all deans and assume the role assigned to the Department Chair in this policy. If the faculty member is tenured, the Annual Performance Review constitutes a post-tenure review. If the faculty member is leaving during or at the end of the academic year, the annual review need not be conducted.

I. Performance Review Areas

The performance review will include written documentation of:

1. Teaching effectiveness
2. Research and scholarly activity
3. Service to the university, the profession/~~community~~, and the community
4. Compliance with MSU Policies and Procedures

II. Personal Reports

By September 20 of each year, each faculty member will complete an Annual Faculty Personal Report which will include written documentation of the faculty member's performance in each of the first three performance review areas. An official summary of evaluations and a record of the grade distribution for each of the courses taught during fall and spring semesters of the evaluation period must be attached to the Annual Faculty Personal Report.

III. Performance Indicators

Department Chairs will evaluate each performance review area, as to whether it

1. Is satisfactory and, therefore, meets the evaluator's expectations,
2. Needs self-improvement, or
3. Needs improvement with supervision

and, if the judgment is not satisfactory, add explanatory comments.

IV Meeting Certification

By October 20, Department Chairs will meet with all faculty members in their departments to review their evaluation and comments. At the conclusion of the meeting, the faculty member will certify that the information supplied in the report is accurate and a meeting with the department chair has occurred by signing the document. If the faculty member declines to sign, the department chair will indicate as much on the signature line and enter the date of the evaluation on the dateline.

The department chair will sign to indicate that his/her written comments and evaluative judgments have been reviewed with the faculty member and provide a copy to the faculty member and the dean of the relevant college.

By November 5, the dean will sign to indicate that the review has been conducted and that the report has been filed, and will distribute copies to the faculty member and relevant department chair.

V. Faculty Member Rights

The faculty member has the right to:

1. Possess a copy of the Annual Performance Review subsequent to the ~~dean's~~ department chair's review,
2. Have a conference with the department chair concerning the evaluation, and
3. Appeal the process through the following Appeal Procedure:
 - a. Process
The faculty member who wishes to appeal the statements in the evaluation must discuss the evaluation with the department chair. If the appeal cannot be resolved at that level, the faculty member may then appeal to the dean and provost. The final resolution of all appeals rests with the president.
 - b. Timetable
The appeal process must be initiated within fifteen (15) working days of the date of the meeting between the chair and the faculty member.

VI. Development Plans

A. First year

When overall performance (either performance review area 1, teaching effectiveness, or two or more performance review areas from among areas 2, 3, or 4 in section I above) is evaluated as needing improvement with supervision, the dean, department chair, and faculty member will jointly prepare a development plan listing goals and actions for the faculty member and the support and resources requested of the university.

1. Certification
The development plan will be signed by the faculty member, the department chair, and the dean.
2. Support
If university funds or other support are required beyond the resources of the college, the provost must indicate whether or not such university support will be provided.

3. Documentation

a. Faculty member

The faculty member will attach written documentation of any efforts to implement the faculty development plan to the following year's Annual Personal Report.

b. Chair

The chair will document the degree of success of the development plan as part of the annual review.

B. Second Year

In the event the results of the initial plan are not acceptable (performance expectations are not met for either review area 1, teaching effectiveness, or two or more performance review areas from among areas 2, 3, or 4 in section I above) the faculty member, department chair, and dean may jointly develop a second plan for improvement. The process is identical to that of the first improvement plan.

C. Third and Subsequent Years

If the chair documents and the dean agrees that the faculty member's performance does not meet the expectations identified in the current plan for improvement, the dean and chair will decide either to develop a subsequent improvement plan together with the faculty member or to invoke the procedures detailed in section 3.124 (Dismissal of Tenured Faculty for Cause).

The BOR also approved policy 3.120

Policy 3.120 – Provost

Tenure and Promotion Policy

Date Adopted/Most Recent Revision: 02/10/06

I. Introduction

The granting of tenure means that the faculty member is considered to be an asset to this academic community, especially to the discipline in which he or she teaches. Tenure is the assurance that an experienced faculty member may expect to continue in the present academic position unless financial exigency or adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process (Policy 3.125). A major tenet of the tenure system is the assurance of academic freedom within the context of academic responsibility. It signifies not only the entitlement to continuing appointment as a member of the faculty but also presumes a reciprocal commitment by the faculty member to the goals and mission of the university.

Promotion in rank is recognition of the achievements of the individual being considered for promotion. In addition, advancement in rank signifies expectation of continuing professional growth, greater achievement, and assumption of increasing responsibility on the part of the individuals thus distinguished.

Candidates for tenure and promotion must meet a set of objective requirements to be eligible to apply and a set of criteria to be successful in their application.

II. Periodic Review of Tenure and Promotion Policies

These Tenure and Promotion Policies will be comprehensively reviewed (1) at the end of the second year after the implementation of this tenure and promotion process, (2) again at the end of another three-year

period, and (3) once every five years after that. The review will be undertaken by a representative Tenure and Promotion Policies and Procedures Review Committee, which will be a regular, standing committee in the university whose members are appointed by the President of the university following nomination by the Provost in consultation with academic deans and the Chair of the Faculty Senate. The Tenure and Promotion Policies and Procedures Review Committee will elect its chair and review current guidelines to determine if changes are needed. During the review process it will solicit opinions concerning possible revisions from the University Tenure and Promotion Committee, the Faculty Senate, College Deans, Department Chairs, and College Tenure and Promotion Committees. Assessing information from these sources in the context of its own views, the Tenure and Promotion Policies and Procedures Review Committee will, if necessary, draft recommendations for change. The Tenure and Promotion Policies and Procedures Review Committee will report to the Provost. Committee recommendations will be discussed by the Senate and the Academic Council before being submitted to the President and Board of Regents.

III. Tenure and Promotion Eligibility Requirements and Criteria

A. Definition of Terminal Degree

Deans will initiate discussions in their college on which degrees will be considered terminal and forward their recommendations to the Provost. The Provost will forward these recommendations to the President who will rule on the recommendations. The list will be maintained in the Office of the Provost.

B. Tenure

Eligibility Requirements

1. The faculty member must have completed a minimum of four (4) years of full-time academic experience in higher education at the rank of Assistant Professor or above before being eligible for application for tenure. Two of the four years may be awarded for experience at another institution. The award will be decided at the time of employment and included in the contract. NOTE: If the contract for a faculty member hired prior to the implementation of this policy reads that he/she may choose to apply for tenure during his/her fourth year, that agreement will be honored under the new policies and procedures.
2. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily the doctoral degree but possibly a master's degree if it is acknowledged to be the terminal degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President. If a bachelor's degree is the highest degree available in the discipline, a faculty member must have completed a related master's degree approved in writing by the College Dean, Provost, and President.

Criteria To Be Met

1. **Teaching Effectiveness** -- The faculty member must meet criteria 1 and 7, and at least four of the five remaining criteria.
2. **Research and Scholarly Activity** -- The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criteria 6 and 7, and be exceptional in either criteria 1-3 or 4-5, or reasonable in both.
3. **Service**
 - a. **Service to the University** -- The candidate must meet the four criteria a-d.

- b. **Service to the Profession/Community** -- The faculty member must meet three of criteria a-d.

C. **Promotion to the Rank of Assistant Professor**

Eligibility Requirements

1. The faculty member must have completed a minimum of seven years of full-time academic experience in higher education (two of which may be awarded for experience at another institution) before being eligible for application for promotion to assistant professor.
2. The faculty member must have completed a master's degree (not the highest degree available in the discipline of his/her primary teaching responsibility).

NOTE: If a faculty member with the rank of instructor completes the highest degree in his/her discipline, promotion to assistant professor will be automatic at the beginning of the next semester following documented completion of all requirements.

Criteria To Be Met

1. **Teaching Effectiveness** - The faculty member must meet criterion 1, and at least four of criteria 2-6.
2. **Research and Scholarly Activity** -- The faculty member must demonstrate active research, including research beyond the institutional level, and meet either criteria 1-3 or 4-6.
3. **Service**
 - a. **Service to the University** -- The faculty member must meet criteria a-c.
 - b. **Service to the Profession/Community** -- The faculty member must meet two of criteria a-d.

D. **Promotion to the Rank of Associate Professor**

Eligibility Requirements

1. The faculty member must have completed a minimum of five (5) years of full-time academic experience in higher education at the rank of Assistant Professor or equivalent experience in the field before being eligible for application for promotion to associate professor. Three of the five years may be awarded for experience at another institution or equivalent experience in a non-academic setting. If credit for non-academic experience is awarded, the College Dean must provide documented evidence of equivalent experience in the field to the Provost and the President for final approval. The award will be decided at the time of employment and included in the contract.
2. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily the doctoral degree but possibly a master's degree if it is acknowledged to be the terminal degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President.

Faculty members on contract at MSU who earned tenure with a non-terminal master's degree under an earlier system of tenure and promotion may still invoke the following policy concerning promotion to associate professor:

NOTE: A faculty member holding a master's degree which is not the highest degree in the field of primary responsibility may be considered for promotion to associate professor if he/she...

- a. Has completed a minimum of thirty (30) hours of course work beyond the master's degree in the subject matter area that has been approved in writing by the College Dean, Provost, and President.

And

- b. Has a minimum of ten (10) years of full-time teaching experience in higher education.

And

- c. Has exhibited significant evidence of continued scholarly and professional development. This development should demonstrate a professional competence equivalent to that required to earn the highest degree in the field.

Criteria To Be Met

1. **Teaching Effectiveness** -- The faculty member must meet criterion 1, and at least four of criteria 2-6.
2. **Research and Scholarly Activity** - The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criterion 6, and be exceptional in either criteria 1-3 or 4-5, or reasonable in both.

It is expected that, continually and progressively, the faculty member seeking promotion from assistant to associate professor will compile convincing evidence that he/she is establishing him/herself as a productive and active scholar/creative artist. The fifth year in rank as an assistant professor should be a year wherein the faculty member demonstrates particular progress in this regard. That year is intended to provide additional time and incentive for scholarship, creative activity, and professional involvements. The departmental and college guidelines will reflect the increased expectation for this promotion.

3. **Service**
 - a. **Service to the University** -- The faculty member must meet criteria a-c.
 - b. **Service to the Profession** -- The faculty member must meet two of criteria a-c.

E. Promotion to the Rank of Professor

Eligibility Requirements

1. The faculty member must have completed a minimum of five (5) years of full-time academic experience in higher education at the rank of Associate Professor or equivalent experience in the field before being eligible for application for promotion to professor. Three of the five years may be awarded for experience at another institution or equivalent experience in a non-academic setting. If credit for non-academic experience is awarded, the College Dean must provide documented evidence of equivalent experience in the field to the Provost and the President for final approval. The award will be decided at the time of employment and included in the contract.
2. The faculty member must have completed the highest degree available in the discipline of his/her primary teaching responsibility (ordinarily a doctoral degree but possibly a master's degree if it is acknowledged to be the highest degree in the particular field). A related doctoral degree may be substituted if approved in writing by the College Dean, Provost, and President.

Criteria To Be Met

1. **Teaching Effectiveness** -- The faculty member must meet criteria 1-7.
2. **Research and Scholarly Activity** - The faculty member must demonstrate active research, including research beyond the institutional level. He/she must meet criteria 1-3 and 6-7, and either criterion 4 or 5.
3. **Service**
 - a. **Service to the University** -- The faculty member must meet criteria a-d in this category.
 - b. **Service to the Profession/Community** -- The faculty member must meet three of criteria a-d in this category.

IV. EVALUATION CATEGORIES AND CRITERIA

Teaching Effectiveness

Quality and effectiveness in teaching are the primary criteria for consideration in tenure and promotion decisions. Submitted materials must include a statement of the faculty member's teaching philosophy and copies of the Annual Faculty Personal Report and Evaluation for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years. Documentation that exemplifies the incorporation of the teaching philosophy in the candidate's teaching should be included in the portfolio. Additional materials representative of teaching effectiveness may also be included.

All supporting documentation should be inserted in Section 4 of the portfolio.

1. **Effectiveness in classroom instruction.** Elements of effective classroom teaching may include the analysis of the information and skills pertinent to the course objectives; the synthesis of this information and these skills into a coherent and appropriate series of class topics and exercises; the presentation of these topics in a clear, organized, and enthusiastic manner; the explanation and application of abstract ideas and theories; and the ability to motivate students to work and participate in course activities. As part of the evaluation, a summary of student evaluations of the faculty member for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years should be supplied.
2. **Mastery and continuing development of knowledge in teaching field subjects.** Evidence of this development may include the reading of professional and scholarly journals and books; reviewing and refereeing of professional books and papers; obtaining professional certification; receiving

credit for advanced course work, short courses, and continuing education courses in teaching field subjects; acquiring developmental leaves; etc.

3. Encouragement of students to learn and perform at or above the proper course level and to develop independent and critical thinking. Elements of this encouragement may include current and properly rigorous course topics and materials, receptiveness to appropriate classroom discussion and to student opinion, the development of a balanced treatment of controversial issues, and, in general, a demonstration of a favorable and supportive attitude toward students. The narrative should discuss how class activities or assignments promote critical thinking skills. Documentation may include examples of class assignments, field trips, debates, papers, bibliographies, case analyses, student performances, etc., which require a proper measure of rigor and independent and critical thinking.
4. Responsible demands for performance of students. Evidence of these demands may include copies of course syllabi, course examinations, and course assignments including graded responses where appropriate. A record of all grades for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years must be supplied. The faculty member should also include an explanation of the grade distribution.
5. Responsible and effective out-of-class work with students. This category may include availability during posted office hours, the offering of help sessions, involvement in academic and honor societies, etc.
6. Effectiveness in small-group or individual instruction. This category may include instruction of or participation in seminars and/or laboratory courses; direction of theses, file papers, or projects; organization and supervision of internships, practica, and clinicals; instruction of special problems; and administration of undergraduate or graduate research projects and/or directed reading projects.
7. Demonstration of Collegiality in Teaching. At Midwestern State University collegiality in teaching shall be defined as a willingness to work respectfully and courteously with the faculty, staff, and administration of the university, and with others in providing a high-quality educational experience to students. Collegiality in teaching may be demonstrated through team teaching; interdisciplinary teaching; willingness to teach at odd times and in a variety of formats (e.g. web and other distance courses, telecourses, concurrent courses, honors courses); volunteering to teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; cooperatively participating in accreditation efforts; presenting guest lectures when appropriate; participating in College Connections; substitute teaching for peers when the need arises; relating to others in a respectful and courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; and willingly following prescribed curriculum.

Research and Scholarly Activity

Research and scholarly activity include (1) ongoing traditional research through continuing publications in books and refereed journals or presentations of papers at professional meetings, (2) work demonstrating continuing professional commitment to the visual, performing, or literary arts through creative performances and/or presentations, and (3) scholarly achievement in the professional disciplines.

All supporting documentation should be inserted in Section 5 of the portfolio.

1. **Productivity.** The faculty member shows ongoing research involvement through continuing publications in books, refereed journals in the field (printed or electronic), or refereed conference proceedings; or he/she demonstrates continuing professional commitment to the visual, performing, or literary arts through creative performances and/or original and creative works. Copies or documentation of the best published or creative works and comments of experts if appropriate should be included.

2. **Professional and Scholarly Recognition.** The faculty member's work receives recognition both inside and outside Midwestern State University. This recognition may take the form of invited papers, performances, or exhibitions; reprint requests; session chairmanships at professional meetings; citations of the faculty member's work in the published literature; awards; etc.
3. **Quality of Research and Scholarly Activity.** The faculty member shows intellectual breadth or depth and originality and creativity as demonstrated by his/her research, artistic endeavor, or scholarship. Intellectual breadth may be documented either by cross-disciplinary involvement or by research activity, artistic endeavor, or scholarship that demonstrates professional diversity. Intellectual depth may be documented by research activity, artistic endeavor, or scholarship in specialized areas that demonstrates continuing development of skills and knowledge. The quality, originality, and creativity of the faculty member's research and scholarly activity must be assessed by the College Tenure and Promotion Committee or a recognized group of scholars in the applicant's field.
4. **Applied Research.** Consistent with its mission, Midwestern State University recognizes that scholarship may extend to forms other than traditional published research. Such scholarship may come in the form of basic research conducted for immediate practical application rather than for publication. It also may involve the integration of information across disciplines or research accomplished to assist organizations. In educational settings it can include special pedagogical applications of existing or original research in classrooms, laboratories, and studios; application of existing or original research to artistic pursuits and projects; special applications of technology to scholarly or artistic endeavors; development of educational materials and/or software; preparation of government documents; etc. Departmental and college guidelines will define applied research more specifically for the faculty member's particular discipline. Descriptions and evidence of the faculty member's applied research should be included.
5. **Professional Involvement and Consultation.** This category may include consulting involving one's professional expertise; obtaining outside grants for the purpose of conducting research; providing expertise to agencies, the community, or the university in an ongoing fashion; reviewing papers for conferences and publications; adjudicating artistic presentations; or serving on the editorial boards of professional or scientific journals.
6. **Presentations.** The faculty member presents papers, posters, performances, exhibitions, or workshops regularly at professional meetings.
7. **Demonstration of Collegiality in Research.** At Midwestern State University, collegiality in research shall be defined as a willingness to work with the faculty, staff, and administration of the university, and with others, respectfully and courteously. Collegiality in research may be demonstrated by participating in research with others as appropriate, assisting other faculty and students with research, etc.

Service

All supporting documentation should be inserted in Section 6 of the portfolio.

1. **Service to the University**
 - a. Effective participation in and administration of department/college activities. This category may include activities associated with undergraduate and graduate instructional programs; committees; student and faculty recruitment; curriculum development; etc.
 - b. Effective participation within the Midwestern State University academic community. This category may include university committee work; service on Faculty Senate; university-sponsored public service programs; participation in Faculty Forum; Artist-

Lecture activities, seminars, panel discussions and judging; sponsorship of professional or scholarly activities on campus; etc.

- c. Responsible and effective out-of-class career planning and academic advisement of students. This category may include personal counseling, sponsoring of non-academic organizations and activities, assisting in student job placement, assisting with graduate applications, etc.
- d. Demonstration of Collegiality in Service. At Midwestern State University, collegiality in service shall be defined as a willingness to work with others respectfully and courteously. Collegiality in service may be demonstrated through the mentoring of other faculty; volunteering to participate in university activities; following through on assigned tasks; being willing to take on administrative responsibilities if needed; sharing in the preparation for and participation in events such as Family Day, College Preview Days, Spirit Days, and conferences; and attending and supporting faculty events such as Faculty Forum.

2. **Service to the Profession/Community**

- a. Ongoing and active involvement in professional organizations such as holding offices, organizing and chairing sessions, serving as a regional representative, and serving on regional, state, or national committees.
- b. Conducting workshops, clinics, and performances, or hosting conferences or academic contests in areas of expertise.
- c. Obtaining **external** grants ~~and or~~ outside **contributions** funding for scholarships, student activities, software, equipment, and other resources for university use other than research.
- d. Participating in non-compensated public service activities, which may include public talks, exhibitions, or training activities; public interviews; presentation of workshops; judging artistic performances; tutoring; participation on boards or in public organizations; consulting; etc.

V. **Procedures for Tenure and Promotion Application**

Each faculty member is responsible for initiating the process of applying for tenure or promotion in rank. Upon notification of eligibility, the applicant will prepare the portfolio as described below.

Once the application has been submitted, it will continue through the tiered tenure and promotion system to the President of the University and the Board of Regents unless withdrawn by the applicant or unless there are recommendations against advancement at any two of the first five levels.

The Tenure and Promotion Application Portfolio

The narrative and all supporting documentation should be contained in one (1) three-ring binder with tabs for each section identified below. The final Tenure and Promotion Application Portfolio must include all of the following sections:

1. **Section 1:**

- a. Letter of notification showing eligibility for tenure or promotion from the Provost.
 - b. Letters of recommendation and checklists from the Chair of the Department, the College Tenure and Promotion Committee, the College Dean, and the University Tenure and Promotion Committee (to be added by the appropriate individual or committee).
 - c. Departmental and college guidelines (to be added by the Department Chair and College Dean, respectively).
2. **Section 2:**
Up-to-date, detailed curriculum vitae showing degrees earned along with dates, teaching experience at various universities along with dates, positions held along with dates, published and unpublished research along with dates, and creative works along with dates.
3. **Section 3:**
Applicant's narrative covering all areas (teaching effectiveness, research/scholarly activity, and service).
4. **Section 4:**
Relevant information regarding achievements in teaching effectiveness including:
 - a. The applicant's statement of teaching philosophy
 - b. Copies of the applicant's Annual Faculty Personal Reports and Evaluations for the past five years or every year on contract at Midwestern State University if fewer than five years.
 - c. Summaries of student evaluations for the past five years or every year on contract at Midwestern State University if fewer than five years and an explanation of the grade distribution.
 - d. Summaries of grade distributions for the past five years or every year on contract at Midwestern State University if fewer than five years
5. **Section 5:**
Relevant information regarding achievements in research/scholarly activity.
6. **Section 6:**
Relevant information regarding achievements in service.

Process of Tenure or Promotion Application Consideration

A tiered system is used to evaluate the faculty member for promotion and/or tenure. The faculty member's application for promotion and/or tenure will be reviewed within the context of departmental and college guidelines at the following levels in the order indicated: (1) the Department Chair, (2) the College Tenure and Promotion Committee, (3) the College Dean, (4) the University Tenure and Promotion Committee, (5) the Provost, (6) the President, and (7) the Board of Regents. A recommendation for or against advancement within the system will be made at each level. The accumulation of two recommendations against advancement as the application proceeds through the first five levels will terminate the process for that year.

The process will be established according to the following dates (or the first business day following these dates if they fall on a weekend or holiday):

| | |
|--------------------------|--|
| April May 15: | Notification of eligibility for promotion and/or tenure by the Provost |
| October 1: | Portfolio due to the Department Chair |
| October 15: | Portfolio due to the Office of the College Dean for transfer to the College Tenure and Promotion Committee |
| November 15: | Portfolio due to the College Dean |
| January 10: | Portfolio due in the Office of the Provost for transfer to the University Tenure and Promotion Committee |
| February 20: | Portfolio due to the Provost |
| March 25: | Recommendation due to the President |
| May Board Meeting: | Recommendation due to the Board of Regents |

Applicant

The applicant will verify that all essential materials are included in the portfolio by completing the portfolio check-off form and will submit the portfolio to the Department Chair.

Department Chair

The Department Chair will initiate the development and periodic review of department-wide guidelines for the evaluation of satisfactory performance and ensure that all departmental faculty members are aware of them. These guidelines shall be in accord with and further detail the relevant college guidelines.

After reviewing the candidate's portfolio, the Department Chair will prepare a written recommendation based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form and the portfolio check-off form, add these three documents and a copy of the departmental guidelines to the candidate's portfolio, and send a copy of the evaluation form and written recommendation to the applicant. The chair will forward the portfolio to the College Tenure and Promotion Committee.

If the Department Chair is the candidate, evaluation of his/her portfolio will begin with his/her College Tenure and Promotion Committee. The Chair will submit his/her portfolio to the Dean by the October 1 deadline. The Dean will transfer the portfolio to the College Tenure and Promotion Committee by the October 15 deadline. The Chair should supply the materials called for under 'Applicant' on the Portfolio Check-Off Form as well as the Tenure and Promotion Guidelines for his/her department. The Chair may also mark NA in the space on the Check-Off Form designated for the Chair's evaluation form and written recommendation.

College Tenure and Promotion Committee

The College Tenure and Promotion Committee will consist of at least three senior, tenured members of the faculty. Whatever the total, there must be an odd number of members on the College Tenure and Promotion Committee. At the discretion of the College Dean, the committee may be either elected by the college faculty or appointed by the College Dean based on recommendations from the College Council. Representatives will serve two-year staggered terms. The members must hold at least the rank of associate professor, be tenured, and have a record of continuing professional activity. In the event that one of those serving is being considered for promotion, an alternate will be selected to serve one year of the term. The College Dean may not serve on the committee. The Department Chair may not serve on the committee if a faculty member from that department is being considered for promotion and/or tenure. No member of the College Tenure and Promotion Committee may serve concurrently on the University Tenure and Promotion Committee. The committee will elect a chair from among its members.

After reviewing the candidate's portfolio, the committee will prepare a written recommendation based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form and the portfolio check-off form, and add these three documents to the candidate's portfolio. The committee will record the result of its votes, but will not indicate the number of yes and no votes. The chair will send a copy of the evaluation form and written recommendation to the applicant and the Department Chair and forward the portfolio to the College Dean.

College Dean

The College Dean will initiate the development and periodic review of college-wide guidelines for the evaluation of satisfactory performance and ensure that all college faculty members in the respective college are aware of them. These guidelines shall be in accord with and further detail the criteria defined in this policy.

After reviewing the candidate's portfolio, the College Dean will prepare a written recommendation based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form and the portfolio check-off form, add these three documents and a copy of the college guidelines to the candidate's portfolio, and send a copy of the evaluation form and written recommendation to the applicant and the Department Chair. The Dean will forward the portfolio to the University Tenure and Promotion Committee unless there are two negative recommendations within the first three evaluations (Department Chair, College Tenure and Promotion Committee, and College Dean), in which case the College Dean will send the portfolio directly to the Provost.

If the Dean is the candidate, his/her portfolio will be transferred from the College Tenure and Promotion Committee to the Provost by the November 15 deadline. The Provost will transfer the Dean's portfolio to the University Tenure and Promotion Committee by the January 10 deadline. As part of his/her initial preparation of his/her portfolio, the Dean should supply the materials called for under 'Applicant' on the Portfolio Check-Off Form as well as the Tenure and Promotion guidelines for his/her college. The Dean may also mark NA in the space on the Check-Off Form designated for the Dean's evaluation form and written recommendation.

University Tenure and Promotion Committee

The University Tenure and Promotion Committee will consist of senior, tenured members of the faculty. Each college shall be represented by one tenured committee member for each twenty line-item, full-time positions, or major fraction thereof. All members of the committee are elected within their college for two-year staggered terms. In a college with two or more representatives, the terms of college representatives will be staggered. No academic department may have more than one elected representative. The members must hold at least the rank of associate professor, be tenured, and have a record of continuing professional activity. In the event that one of those elected is being considered for promotion, an alternate will be elected from that college to serve one year of the term. No faculty member can serve more than two consecutive terms. College Deans, the Provost, or the University President may not serve on the committee. A Department Chair may serve on the committee, provided that no faculty member from that chair's department is being considered for tenure and/or promotion. No member of the University Tenure and Promotion Committee may serve concurrently on the College Tenure and Promotion Committee. As it

concludes its work, the committee will annually elect a chair for the next year from those members who are not serving the final year of a two-year term and who are not likely to apply for promotion during the subsequent year.

A candidate's application may be considered only if a representative of the candidate's college is present. After reviewing the candidate's portfolio, the committee will prepare a written recommendation based on an assessment of the candidate within the context of the departmental and college guidelines, complete the appropriate evaluation form and the portfolio check-off form, and add these three documents to the candidate's portfolio. The committee will record the result of its votes, but will not indicate the number of yes and no votes. The chair will send a copy of the evaluation form and written recommendation to the applicant, the Department Chair, and the College Dean, and forward the portfolio to the Provost.

Provost, President, and Board of Regents

The Provost will inform those candidates whose portfolios contain two negative recommendations in writing that the application process has been terminated and send a copy to the Department Chair and the College Dean.

Unless the portfolio contains two negative recommendations, the Provost, after reviewing the candidate's portfolio, will evaluate the applicant's performance within the context of the departmental and college guidelines, and make a recommendation to the President. **The President has the right to review an application that has received two negative votes, reject that recommendation, and submit a positive recommendation to the Board of Regents.** Once the President has decided whether or not to forward the application to the Board of Regents, the Provost will so inform the candidate in writing, with copies to the Department Chair and College Dean.

After the Board of Regents has made the final decision, the President will inform the applicant of the Board's decision in writing, with copies to the Department Chair, the College Dean, and the Provost.

Disposition of the Tenure and Promotion Application Portfolio

The portfolio, exclusive of support materials, will be maintained in a permanent archive, in hard copy or on a magnetic medium, as part of the faculty member's permanent personnel file. Supporting materials will be returned to the faculty member when the process has been completed.

Academic Council Meeting December 14, 2005

The Academic Council met on Wednesday, December 14, 2005, in the CSC Kiowa Room. The following topics and actions were considered at the meeting:

- Academic Dishonesty Policy is now published on the MSU website, online Student Handbook.
- Termination of the Turnin.com plagiarism detection service was discussed, and the Council voted in support of reinstating MSU's account.
- Dr. Wiedemann presented changes to the Policy Manual involving Faculty Performance Review and the Tenure and Promotion Policy. These were issues previously discussed and acted upon by the Senate.

- Dr. Clark explained the status and options related to the Student Evaluation of Faculty Form to be used for Spring 06, including the Senate's recommendations and other feedback. It is my recollection (lost my notes) that the Senate's recommendation to use the form that preceded Idea, but to retain the administration procedures adopted for Idea was accepted and endorsed by the Council.

The Academic Council did not convene in January, 2006.

Academic Council Meeting February 15, 2006

The Academic Council met on Wednesday, December 15, 2006, in the CSC Kiowa Room. The following topics and actions were considered at the meeting:

1. Faculty tuition assistance for MSU faculty who wish to take courses at MSU will be made available. Faculty requesting such assistance are to apply in writing to their Chair, who then forwards a recommendation to the Dean, and finally to the Provost. The President has agreed to find the funds for such assistance. It wasn't clear whether the assistance would be for full tuition and fees or only the local tuition and fees as per the dependent tuition assistance program.
2. New hires will receive \$1000 (taxed income) as a one time stipend for new faculty hires to help defray the cost of health care until the newly hired faculty becomes eligible for state supported health care.
3. Dirk Welch, described a Career Management Center initiative to institute an MSU Graduate School Fair showcasing both our graduate programs and those of area universities offering degrees that MSU does not. The Council demonstrated support for this effort.
4. Dr. Wiedemann asked deans to provide a list of positions that are security sensitive. Criminal background checks will be required of new hires for such positions. Again, it was clear that faculty positions meet are considered security sensitive due to our access to student records, etc. and some inference was made that this policy could be applied to new faculty hires as well.
5. The makeup of the Student Success Committee was changed to include the position of Advising Coordinator.
6. The MSU Board of Regents approved changes made to the Faculty Annual Report and Promotion and Tenure Policy (previously addressed by the senate).
7. A number of routine Undergraduate Course and Catalog Changes were proposed by college deans and approved by the Council.

Respectfully submitted,

Robert Redmon
Faculty Senate Vice-Chair

Report from Enrollment Management Meeting February 14, 2006

After approval of the minutes, Kathy Pennartz, Financial Aid Director, gave a brief report over the changes in financial aid due to the Deficit Reduction Act. Those changes include:

- Student loan amounts for Freshman and Sophomores will be increased, effective July 1, 2007.
- Unsubsidized loan amounts for graduate students and teacher certification candidates will be increased.
- Origination fees will be phased out by the year 2010.
- PLUS loans, traditionally parent loans for undergraduate students, will be extended to graduate and professional students.
- The Stafford loan interest rate will become fixed at 6.8%, effective July 1, 2006, rather than a variable rate; and the PLUS loan will become fixed at 8.5%, effective July 1, 2006, rather than a variable rate.
- Loan forgiveness for teachers will be expanded. Qualified teachers can receive up to \$17,500 in loan forgiveness, up from \$5000.
- New need-based grants will be offered that focus on math and science.
- The EFC (Expected Family Contribution) may be affected by the particular tax form (1040, 1040A, 1040EZ, etc) that is used for FAFSA information.
- Loss of aid eligibility will only apply to students convicted of a drug offense while enrolled and receiving Title IV federal aid.
- For low default rate schools, allows for a single disbursement for two semester loans and waives the 30 day delay in the disbursement for first year students.

Kathy also noted that the eight page MSU financial aid application has now been placed online and when submitted becomes a two page condensed report.

Barbara Merkle, Director of Admissions, and Naoma Clark, Assistant Director of Academic Support, voiced concerns over the distinction between students enrolled in Skills For Success, MWSU 1003-A, who have been admitted under Advised Admission versus those enrolled in Skills For Success, MWSU 1003-xx, as a result of being placed on academic probation or returning from academic suspension. Currently, these two categories of students are listed under the same catalog number, but placed in separate courses which have different curriculum goals.

A motion was made to drop Skills For Success, MWSU 1003-A, add College Connections, MWSU 1233-A, and leave the Skills For Success, 1003-xx, in place only for students who are on academic probation or returning from academic suspension. The motion was approved and will be brought before Academic Council.

Dr. Robert Clark, Associate Provost, gave the following update from the Texas Higher Education Coordinating Board:

- A sub-committee is being formed to work with TACRO to evaluate the process of core and field-of-study transfer credit.

- A proposal has been issued for a feasibility study regarding automatic admission for students who currently hold an Associate Degree or certification from a Junior college.
- A proposal has been issued that concurrent credit must be accepted at all high schools.

Submitted by Tina Johnson for Beverly Stiles