

**Volume XVIII, Number 2**  
**Minutes of the Faculty Senate Meeting**  
**November 16, 2023**

**I. Call to Order and Roll Call**

The meeting was called to order by President Dr. KC Dolan at 2:00 PM. Roll was called by Secretary Paul Runnion. Those whose names are grayed out below were absent.

Lana Alagha, Venkat Allada, Eric Showalter (for Stuart Baur), Matthew Burmeister, Devin Burns, Jeff Cawlfeld, Amitava Choudhury, Steve Corns, Kathryn C. Dolan, William Fahrenholtz, Darin Finke, Daniel Fisher, Mark Fitch, Mary Gillis, Michael Gosnell, Mike Hilgers, Kelly Homan, Wenqing Hu, Ali Hurson, Kurt Kosbar, Umit Koylu, K. Krishnamurthy, Alanna Krolikowski, Bih-Ru Lea, Kelly Liu, Ashok Midha, Eun Soo Park, Jorge Porcel, Melissa Ringhausen, Paul Runnion, Chaman Sabharwal, Rachel Schneider, William Schonberg, Sahra Sedigh Sarvestani, Jeff Smith, Lia Sotiriou-Leventis, Shoaib Usman, Jee Ching Wang, David Westenberg, Derek Williamson, Alexandr Chernatynskiy (for Alexey Yamilov), Maciej Zawodniok

**II. Approval of Minutes**

The minutes of the October 19, 2023 meeting were distributed prior to the meeting. A motion was made and seconded to approve the minutes.

*Motion passes.*

**III. President's Report**

Faculty Senate President Dr. KC Dolan reported on the Intercampus Faculty Cabinet (IFC) meeting held in Columbia on November 8, 2023. She highlighted discussions on library resources and funding issues and a white paper in development on shared governance. At the meeting, President Choi highlighted that applications are up 10% from last year at S&T.

The next IFC meeting will be December 4 on Zoom.

President Dolan reminded the Senate of the pending proposal to transition librarians to NTT faculty, which was first introduced at the October Senate meeting.

President Dolan also provided a brief update on the ADVANCE grant and encouraged faculty to view the 2024-2025 Faculty Fellows Program Call for Proposals on the ADVANCE website (<https://advance.mst.edu/programs/facultyfellowsprogram/>) and consider submitting a proposal.

President Dolan finished her report with an announcement about the upcoming Simple Syllabus software demonstrations and the December General Faculty meeting on December 5.

#### **IV. Campus Reports**

##### **A. Staff Council**

Staff Council President Jackie Sansone presented a brief report, reminding us about the Staff Council food and toy drive and the Minor Mentions program for staff (and faculty) recognition.

##### **B. Student Council**

No report

##### **C. Council of Graduate Students**

CGS Director of Administration Hasan Al-Abedi presented a brief report introducing this year's CGS Executive Board, listing departments who have filled their representative slots (and those that have not), and asked faculty from departments who have not yet filled their representative slots (biology, math, physics, English GGPE, and Nuclear Engineering) to encourage their students to select a representative for CGS.

#### **V. Special Topic – Library Update**

Dr. Bella Gerlich, Dean of Libraries, presented a report on the current status of the library and opportunities for the future. She discussed the procedure for library portfolio review (and the role of the Library and Learning Resources standing committee in this process). She also discussed library budget constraints at both the campus and system level and indicated a desire to engage with the campus community on ways to maximize the usefulness of library resources (including space) for the campus. She discussed a variety of trends among academic libraries nationwide and presented the vision for the S&T library. A very brief survey will be emailed in Spring 2024 – participation is encouraged!

Finally, Dr. Gerlich briefly discussed the proposal for librarians to receive NTT status.

A question was asked about the new program of having librarians in each college with office space outside the library. Further information should be forthcoming via the departmental liaisons. Another question was asked about the NTT status issue as it relates to promotion processes, and it was noted that librarians already have a promotion process and hold different ranks.

## VI. Reports of Standing Committees

### A. Personnel

Dr. Dave Westenberg presented on behalf of personnel. He provided background (including CRR policy) on the procedure for recognizing librarians as NTT faculty prior to presenting the first motion on behalf of personnel:

Whereas librarian faculty at the other three UMSystem campuses hold NTT status and the librarian faculty at Missouri S&T have opted for NTT status as a body, the Faculty Senate Personnel Committee moves that librarian faculty at Missouri S&T be recognized as having NTT status.

A question was asked the exact designation for librarians. They will become NTT librarians, which is a new category that is not NTT teaching or NTT research. A question was asked regarding whether a promotion process will exist if the changes to NTT promotion (coming later in the meeting) are not adopted. Librarians already have a promotion process in place, and this issue is not directly addressed in the existing NTT promotion proposal. A question was asked about whether librarians will have Faculty Senate representation as a separate department. This occurs on other UM System campuses.

A vote on the motion was held by show of hands.

*Motion passes.*

After sharing the goals of revising the NTT promotion policy, Dr. Westenberg presented the second motion on behalf of personnel:

The Faculty Senate Personnel Committee moves that the revised NTT policy be adopted as submitted effective immediately.

A motion was made by Rachel Schneider and seconded to amend the proposal to be effective with the next review cycle (rather than immediately).

*Motion to amend passes.*

Questions and comments focused on the lack of inclusion of librarians in the proposed process, the composition of the campus NTT promotion committee, who selects the members of the campus NTT promotion committee, and the extended length of the promotion process for NTT faculty on year-to-year contracts.

A motion was made by Michael Gosnell and seconded to refer the proposal back to the Personnel Committee.

*Motion to refer back to committee passes.*

**B. Campus Curricula (CC)**

Dr. Petra DeWitt presented for the CC. The CC met on October 24, 2023 and reviewed 8 Course Change forms (CC forms), 1 Program Change form (PC form), and 2 Experimental Course forms (EC forms).

The CC moves that Faculty Senate approve the 8 CC forms and 1 PC form.

*Motion passes.*

Dr. DeWitt then presented a motion on behalf of the CC proposing to include the following statement in the course catalog:

A minor is a defined academic program outside of a student's major field of study. Minors are intended to broaden the student's education, providing a coherent and officially recognized course of study outside of their chosen major. A minor typically consists of at least 12 credit hours of coursework and must include 6 credit hours or more at courses numbered 3000 level or above. Special topics, independent study and undergraduate research credit may be included in the minor program but not exceed 6 credit hours.

A maximum of 6 credit hours of transfer credit may be used to satisfy the course requirements for a minor, at the department's discretion.

Interdisciplinary or multidisciplinary minors are considered as Special Programs and must meet requirements as specified in CRR 300.030 Faculty Bylaws of the Missouri University of Science and Technology.

All courses used to satisfy the course requirements for a minor must be completed with a grade of C (2.000) or better.

The minor is awarded simultaneously with the major degree award.

Proposals for a minor start at the department (or Special Program level) and follow normal Campus Curriculum Committee (CCC) processes and procedures.

A motion to amend was made by Rachel Schneider and seconded to replace the first two sentences with the following:

Academic minors demonstrate that students have completed a coherent and officially recognized course of study beyond their chosen majors.

*Motion to amend passes.*

A motion to amend was made by Mark Fitch and seconded to add the following sentence prior to the sentence regarding transfer credit:

A minor requires at least six hours of classes not used to meet the requirements of the bachelor's degree.

*Motion to amend fails.*

A motion to amend was made by Mark Fitch and seconded to insert the following sentence after the new first sentence:

A student may not earn a minor sharing the title of the student's major degree program.

*Motion to amend passes.*

The final motion as amended reads as follows:

Academic minors demonstrate that students have completed a coherent and officially recognized course of study beyond their chosen majors.

A student may not earn a minor sharing the title of the student's major degree program.

A minor typically consists of at least 12 credit hours of coursework and must include 6 credit hours or more at courses numbered 3000 level or above. Special topics, independent study and undergraduate research credit may be included in the minor program but not exceed 6 credit hours.

A maximum of 6 credit hours of transfer credit may be used to satisfy the course requirements for a minor, at the department's discretion.

Interdisciplinary or multidisciplinary minors are considered as Special Programs and must meet requirements as specified in CRR 300.030 Faculty Bylaws of the Missouri University of Science and Technology.

All courses used to satisfy the course requirements for a minor must be completed with a grade of C (2.000) or better.

The minor is awarded simultaneously with the major degree award.

Proposals for a minor start at the department (or Special Program) level and follow normal Campus Curriculum Committee (CCC) processes and procedures.

*Motion passes as amended.*

#### **C. Public Occasions**

Dr. Steven Corns presented on behalf of Public Occasions with a motion to approve the Summer 2027 academic calendar.

*Motion passes.*

#### **D. Budgetary Affairs**

Dr. Mark Fitch presented a brief report on behalf of Budgetary Affairs. He indicated that there had been no changes to the FY24 budget and that it was too early to report on the FY25 budget. At the next meeting, Budgetary Affairs plans to present information about teaching lab funds and information about personnel and budget in division level offices (and higher) over the years. The committee also would like to refer (possibly to Institutional Research) a question about the impacts of plateau tuition on drop/WD rates and grades.

**E. Honorary Degrees**

Dr. Jeffrey Winiarz presented on behalf of Honorary Degrees. Three nominations were received by the committee and the committee voted unanimously to advance all three nominations. These nominations were presented to the UM Honors Committee on November 9, 2023.

**F. Administrative Review**

Dr. Kelvin Erickson presented on behalf of the Administrative Review committee. The committee provided a lengthy list of positions that are not ripe for review at this time because the occupant is either interim or has been in the role for less than one year. The committee moves that the Vice Chancellor of Finance and Operations, the Provost, and the Special Assistant to the Provost for Faculty Development be reviewed in this cycle.

*Motion passes.*

A tentative timeline for the review process was presented.

**G. Information Technology and Computing (ITCC)**

Dr. Daniel Stutts presented on behalf of ITCC. He announced that IT is forming a new Campus Information Security Committee with representation from all areas of campus which will work with the System-wide Information Security Council. He also announced that information regarding the Matlab site license will be forthcoming (likely in January 2024), a new Administrator Delegate program will be rolling out, and changes to AppsAnywhere are also forthcoming. Issues surrounding software procurement were discussed, a cybersecurity update was presented, and an update on the transition from Windows 10 to 11 was provided.

**VII. Unfinished Business**

None

**VIII. New Business**

None

**IX. Adjourn**

The meeting adjourned at 4:15 PM.

Respectfully submitted,

Paul N. Runnion, Secretary

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## Missouri University of Science and Technology Promotion Procedures for Non-Tenure-Track Faculty

### I. General

- A. Guidelines for all policies and procedures affecting recommendations for promotion of non-tenure-track (NTT) faculty shall fall within the principles, policies, and procedures set forth in University of Missouri Collected Rule and Regulation 310.035, Non-Tenure Track Faculty, and Missouri S&T Campus Policy Memorandum II-13, Non-Tenure Track Faculty as it exists on ~~date~~1/1/2013.
- B. Any additional University of Missouri and/or campus-wide guidelines not covered in I.A., such as this procedures document, shall be made available to the faculty at the beginning of each academic year.
- C. The decision on a promotion application of a NTT academic appointment should not carry automatic rewards (apart from change in title) or penalties from the department.

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### II. Procedure

#### A. Department Level

1. Recommendations for promotion for NTT faculty members holding rank in an academic department shall be initiated in that department.
2. Each department ~~chairperson~~chair shall prepare a departmental review procedure that shall provide for faculty participation consistent with University of Missouri Collected Rule and Regulation 310.035 and Campus Policy Memorandum II-13. In the promotion review process, the department ~~chairperson~~chair shall include in each dossier a copy of the departmental faculty procedures with specific references to faculty participation. The department may establish specific criteria for recommending promotion, provided such specific criteria conform to the general guidelines noted in Section I. The department chairperson shall make the procedures and criteria available to the faculty members of ~~his/her~~their department.
3. All evidence relevant to a recommendation for promotion shall be directed to the department ~~chairperson~~chair for assembling the promotion packet.

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4. The files on candidates as assembled by the department chairperson shall at all times be available to the candidate (with the exception of confidential matter, such as external review letters) and to the appropriate review committee at the campus level. At a reasonable period of time in advance of his/her/their action initiating with the departmental committee review and recommendation, the department chairperson shall advise all candidates seeking promotion so that the candidates may ensure the currency of information made available to the department chairperson. The promotion files as assembled in the department shall be considered complete at the time of the chairperson's action. If, during the course of review of a promotion recommendation or decision beyond the departmental level (during an appeal, for example), any major documentation is added to the dossier, the dossier shall be returned to the department for reconsideration. The department promotion committee and chair shall reconsider their original recommendations at that time.
5. Evaluation of the candidate's application for promotion should focus on the specific area of appointment – teaching or research – as well as service and professional activities related to that primary responsibility. The total contribution of the faculty member to the mission of the department over a sustained period of time should be taken into consideration.
6. The department chairperson shall then review all data submitted or received, including the recommendation of the departmental promotion committee.
7. After reaching his/her/their recommendation, whether favorable or unfavorable, the department chairperson shall advise in writing each candidate of the recommendation of the departmental promotion committee and of the action taken with respect to their candidacy. Further, the department chairperson shall offer to discuss with the candidate involved any recommendation regarding promotion. In the event of a negative recommendation by the departmental promotion committee, by the chair or both, the candidate shall have the option of preparing a rebuttal as described in Section III of this document.
8. All recommendations by the department chairperson along with all documentation and attachments shall be forwarded to the Provost/Dean. Each dossier shall follow the general outline available from the office of the Provost. Appendices of supporting material may be submitted, but should be assembled in a separate package.

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B. Campus Level

1. The Dean shall then review all data received. After reaching their recommendation, whether favorable or unfavorable, the Dean shall advise in writing each candidate of their recommendation and of the action taken with respect to their candidacy. In the event of a negative recommendation by the Dean, the candidate shall have the option of preparing a rebuttal as described in Section III of this document.

2. All recommendations by the Dean along with all documentation and

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attachments shall be forwarded to the campus review committee.

~~B.~~  
3. There shall be a campus review committee consisting of faculty from the tenured and tenure-track campus promotion and/or tenure committee and elected NTT faculty representatives. The representatives from the tenured and tenure-track promotion and/or tenure committee that serve on the NTT campus promotion committee shall include the ~~two~~three chairs of the college tenure and promotion committees. Because CRR 310.035 calls for representation of non-tenure track faculty members on this committee, the Provost will provide a list of eligible NTT faculty to serve on the committee. Representatives will be elected from this list by NTT faculty members on campus so that the NTT promotion committee is constituted of three representatives from research professors and three representatives from teaching professors. This election will take place in the Spring semester for committee members to serve during the following academic year. Each candidate will be represented by the chair of the department promotion committee (or an alternate if the committee chair is not available). The role of the department representatives is to answer questions and they will not serve as advocates or voting members on the committee.

~~Each candidate will be represented by the chair (or chair designate) of the department promotion committee. These department representatives will not serve as voting members on the committee.~~

4. Elected faculty members shall serve for a two-year period with terms of service staggered so that approximately one-half of the committee is replaced annually. Eligible NTT faculty members are defined as those of rank equal to or higher than those of the rank of the candidates under consideration for promotion with principal responsibility in the same area (e.g., teaching or research). If there are insufficient NTT faculty members to fully populate the committee, ~~only those eligible NTT faculty members may serve and~~ it is understood that the balance between tenured and NTT faculty will be affected. In the case of insufficient numbers of qualified representatives, Curators' Distinguished Professors may be invited to serve for NTT Research Professors or Curators' Distinguished Teaching Professors may be invited to serve for NTT Teaching Professors.

~~4.~~  
5. Membership of the tenured and tenure track promotion and/or tenure committee is described in the document "Missouri S&T Promotion and/or Tenure Procedures for Tenured and Tenure-Track Faculty" posted at the Provost's website. The Provost's office will provide administrative support to the campus review committee.

~~At~~  
~~3.6.~~ By the startend of the ~~preceding fall~~Spring semester, the Provost shall establish deadlines for the departmental recommendations, campus review committee ~~meetings,~~ and responses for the following academic year in order to ~~Conformance~~conform to General Guidelines as defined in II.B.4.a of this document.

7. The campus review committee shall be ~~co~~-chaired by one of the two tenured members, who shall represent their respective three chairs of the college, and tenure and promotion committees and elected by the members of the review committee. The chair shall establish procedures for reviewing recommendations brought to it by the Provost.

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- a. Evaluation of the candidate’s application for promotion should focus on the specific area of appointment – teaching or research, as well as service and professional activities related to that primary responsibility.
- b. The committee shall review the relevant dossiers and shall vote on each dossier.
- c. The committee shall provide a narrative outlining the rationale for its vote.

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5.8. The campus review committee shall first ascertain that all procedures and criteria used within the respective department conform to the General Guidelines listed in Section I.

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a. If the procedures and criteria used within the respective department do not conform to the General Guidelines, the committee shall inform the department chair in writing and state what specific action the department must take. It shall return all recommendations from the department without prejudice to any individual’s recommendation or appeal. The campus review committee shall then allow a reasonable period of time for compliance with, or appeal to, its decision.

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a.b. When the procedures and criteria used within the respective department conform to the General Guidelines, the committee shall review each recommendation and/or appeal request.

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6.9. The campus review committee shall submit its promotion recommendations to the ~~Dean of the respective college~~ Provost.

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7.10. The Provost’s review shall be consistent with the requirements of the University of Missouri Collected Rules and Regulations 310.035 and Campus Policy Memorandum II-13. The Provost shall advise in writing each candidate of the action taken with respect to their candidacy. Further, the Provost shall offer to discuss with the candidate involved any recommendation regarding promotion. In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal as described in Section III. of this document. The Provost provides a written recommendation back to the campus committee who, in turn, has the discretion to submit a supplemental report to the Chancellor. The Provost shall transmit to the Chancellor ~~his/her~~ their promotion recommendations along with appropriate forms and supporting information.

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**III. Appeal Policy and Procedure**

Appeals of promotion recommendations and the Chancellor’s decision follow the procedures outlined in University of Missouri Collected Rules and Regulations 310.020. Appeals of recommendations from committees, department chairs, Dean and the Provost follow the following procedure:

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A candidate who receives a negative recommendation from any administrative officer and/or any committee, will be informed by letter from the appropriate administrator giving the recommendation. The candidate may request a hearing before said administrative officer making the recommendation (at a time indicated in the Provost's schedule as set in Section II.B.46). The candidate will have a ~~reasonable period of time~~ 14 days to write a rebuttal to this letter and include any additional documentation for the next step in the review process.

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Regardless of whether the recommendation is positive or negative at that step, the dossier and rebuttal, if any, will move forward to the next step unless the faculty member wishes to withdraw from the process.

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