

Volume I, Number 4
Minutes of the Faculty Senate Meeting
June 19, 2008

I. Call to Order, Roll, and Approval of Minutes

The meeting was called to order at 13:30 by President Frank Blum and roll was taken. The following absentees were noted: Stanley Woronick, Yue-Wen Huang, Morris Kalliny, Neil Book, Klaus Woelk, Mark Fitch, Louis Ge, Thomas Weigert, Ralph Wilkerson, Kurt Kosbar, Levent Acar, Don Wunsch, Ray Luchtefeld, Shannon Fogg, K.M. Isaac, Bill DeMalade, Paul Worsey, Gary Mueller, Barbara Hale, and Robert DuBois. Francisca Oboh-Ikuenobe represented Mohamed Abdelsalam at the meeting.

II. Adopt Amended Agenda

The April 17, 2008 Faculty Senate meeting was very long, and near the end of the meeting it was decided to postpone the report from the Ad-Hoc Committee on Intellectual Property to the June 19, 2008 meeting. President Blum proposed that the report be added to the agenda for the meeting and there were no objections, so the agenda item was added. The committee report is at the following links:

[Intellectual Property Ad-Hoc Committee](#)

http://facultysenate.mst.edu/documents/Intellectual_Property.04.17.08.pdf

III. Approval of April 17, 2008 Meeting Minutes

The meeting minutes of April 17, 2008 were approved as submitted with the addition of the Proposed Global Studies Minor as an attachment. The Faculty Senate approved the proposed structure for administering the Global Studies minor at the April meeting. The approved structure was added to the minutes of the April 17, 2008 meeting so that the approved structure would be archived.

IV. Campus Reports and Responses

a. President Report – Frank Blum

RP&A approved the Faculty Senate Meeting dates which will be held in 204 McNutt Hall at 1:30 p.m. RP&A Meetings will be in 141 Schrenk Hall at 1:00 p.m. Faculty Senate and RP&A meeting dates are available on the Faculty Senate webpage at:

<http://facultysenate.mst.edu/index.html>

Details of the President's report can be found at the following link:

<http://facultysenate.mst.edu/documents/President.Report.06.19.08.pdf>

b. Administrative Report – Provost Wray for Chancellor John F. Carney III

Raise letters were distributed to all departments and everyone should have notification by June 30, 2008. The incoming freshman class is estimated to be 1050, which will be the same as last year. The tennis courts are in the process of being renovated and should be completed by the start of the fall semester. The rifle range is to be converted to a fitness complex. The Holsom Bakery building on the corner of 10th and 63 is to be renovated and will house the design center.

c. Administrative Report – Provost Wray

Provost Wray gave reports on the offices of Academic Affairs, Graduate Studies, Sponsored Programs, Undergraduate Studies and School of Extended Learning.

Academic Affairs: June 25th is the scheduled goal for all Self Study reports to be sent to ABET. The Promotion/Tenure dossier format and instructions have been revised based on input from the Chairs of the Faculty Standing Tenure committee, the 2007-2008 Tenure committee and the Committee of Department Chairs. Blank Promotion/Tenure dossiers have been delivered to those faculty members with a mandatory decision date of 08/01/09, those who are seeking an early tenure decision, and those who are seeking promotion with an effective date of 09/01/09. Third year review summary letters for tenure track (TT) have been completed and distributed.

Graduate Studies: On April 29, Vicki Hudgins, Graduate Specialist, received a 2007-2008 Outstanding Academic Advisor – Staff Award. On June 18, the Office of Graduate Studies successfully completed on year of operations under the new no-dean structure.

Sponsored Programs: The number of proposals awarded, total dollar amount, research expenditures, and F&A recovery are all up for this year. Of the 22 proposals that were submitted at the Spring 2008 Research Board competition, 6 proposals were funded.

Undergraduate Studies: Hit the Ground Running (HGR) enrollment is expected to be 140 students. The office established a Manager of First Year Experience Programs position and a Director of Second Year Experience Programs position. Carol Smith will serve the role of Manager of First Year Experience Programs. The office of Undergraduate Studies is currently interviewing for the Director of Second Year Experience Programs position.

Extended Learning: The 6th International Conference on Case Histories in Geotechnical Engineering will be held August 11-16, 2008 in Washington, DC. Missouri S&T Summer Camps are in full swing on campus.

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/DrWray.FS.Report.06.19.08.ppt>

d. Staff Council Report – No Report

e. Student Council – S. Rostad for A. Ronchetto

New officers began on May 17, 2008. Andrew Ronchetto, Student Body President. Dianna Meyers, Vice President of External Affairs. Patrick Holloway, Vice President of Internal Affairs. Jared Harrison, Treasurer. Stephanie Rostad, Recorder. Beth Gronenke is Chair of the Summer Student Advisory Committee.

f. Council of Grad. Students – No Report

V. Reports of Standing and Special Committees

a. Curricula Committee – Keith Nisbett

There were 15 CC forms. **A motion to approve the submitted forms posted on the web was passed unanimously.**

At the April 17th Faculty Senate meeting, the motion to approve CC 7404 was postponed until the June 19th meeting. Caroline Fisher has requested that the CC 7404 be withdrawn. **A motion to withdrawal form CC 7404, Finance 330, Mathematical Finance was passed unanimously.**

Details can be found at the following link:

<http://facultysenate.mst.edu/documents/Curricula.05.06.08.pdf>

b. Tenure – D. Carroll

After the schools and colleges were eliminated last year, a new process had to be developed for tenure and promotion. This was the first year to use the new tenure process, and there were some issues with the appeals process, especially in appeals regarding promotions. Part of the solution was to change the wording from “tenure and promotion” to “tenure and/or promotion” so that the same appeals process would be used for both tenure and promotion. The other major change was to keep the dossier moving forward through the process rather than sending it back to the department committee with each appeal. Sending it back to the department and starting the process from the beginning resulted in an almost endless loop of review.

A motion to approve the revised Promotion and/or Tenure Procedures was passed unanimously.

The tenure committee collected the department procedures used for tenure and promotion in order to establish a “best practices” for department tenure and promotion. The committee made no recommendations to change the department procedures.

The Geological Sciences and Engineering (GSE) department is the only department on campus that offers degrees in both science and engineering. Currently the department is included as part of the Engineering Area committee for tenure and promotion. The department proposes that it would have representatives on both the Science and Engineering Area committees for tenure and promotion. The current tenure process

requires that departments be represented on only one Area Committee, so the proposal is in violation of the tenure process. The GSE department is asking for an amendment or exception to the T&P process. Concern was expressed that if representation is by program rather than by department, then the committees will become too large.

A motion to direct the Faculty Senate Tenure Committee to consider the request for Geology and Geo Physics to be included in the Science area for Tenure and Promotion was passed unanimously.

Details can be found at the following links:

<http://facultysenate.mst.edu/documents/TC.Report.06.19.08.pdf>

<http://facultysenate.mst.edu/documents/TC.Policy.06.19.08.pdf>

<http://facultysenate.mst.edu/documents/TC.CleanCopy.Policy.06.19.08.pdf>

**c. Budgetary Affairs – R. Brow
FY09 Salary Strategy & Timeline**

Original projected raise pool: 4%

This was to be distributed as '3+1', with 3% from department reviews, and 1% from Administrative Reviews.

Supplementary Pool: 3%

The Board of Curators added a supplementary 3% raise program as part of the 'Competitive compensation program'- \$7.1M. This is for tenured and tenure track faculty only. The raise is to be distributed as 2.25% from department reviews, and 0.75% from administrative reviews. Raises are to be awarded on merit rather than across the board.

The schedule for raises is:

April 22nd- Raise worksheets to department chairs (Met target timeline)

May 23rd- Raise worksheets from *Academic Depts.* to VPAA/Budget for spreadsheet accuracy review (Met target timeline)

June 3rd- Verified worksheets to Provost & Chancellor (Met target timeline)

June 15th- Final S&W decisions reported to Chairs & Directors (Has slid a few days)

June 30th- Complete the notification process (On track)

d. Conflict of Interest Ad Hoc – D. Myers

SECTION 330.015 of the *Collected Rules and Regulations* of the University of Missouri requires that a University employee shall make a full disclosure in writing of her or his present or proposed outside financial interest to the appropriate University official for filing in a registry located for public scrutiny in the following circumstances ...

Details can be found at the following links:

<http://facultysenate.mst.edu/documents/MST.COI.PolicyandForm04.09.08.pdf>

<http://facultysenate.mst.edu/documents/COI.04.17.08.ppt>

A motion to approve the Conflict of Interest report was passed unanimously.

VI. Intellectual Property – Ad-Hoc – D. Myers

The following description for the committee is recommended and that it be incorporated into the Faculty Senate Bylaws.

Intellectual Property Committee

(1) This committee is concerned with the formulation and implementation of intellectual property policies and procedures. It reviews and makes recommendations to the Faculty Senate, Chancellor, and Provost on patents and copyrights matters.

(2) The committee consists of seven (7) members of which six (6) are faculty elected by the Faculty Senate and one (1) is an administrative member appointed annually by the Provost. The faculty members shall serve for two years with three members elected each year. The committee shall be chaired by a faculty member. Priority for nominated members should be those with patent and/or copyright experience and appropriate representation from engineering, liberal arts, management, and science academic departments.

A motion to approve that an Intellectual Property Committee be formed and made one of the Faculty Senate Standing Committees was passed unanimously. The committee would be added when the Faculty Bylaws are amended.

A motion was made to accept the report from the Ad-Hoc Committee, and was passed unanimously.

VII. Old Business

a. Report on Current Referrals and Actionable Items

AC0607-x-ITCC Privacy Policy (ITCC)

Discipline Specific Curriculum Committees

Ad-hoc Intellectual Property

AC0708ref-5-Salary Distribution Reporting (BA) Feb 08 - refined charge-Close

Ad Hoc Committee on Intellectual Property

AC0708ref-1 Attendance Policy (AFS, SA) - Close

AC0708ref-2 Faculty Leave Policy (Pers.) - Ongoing

AC0708ref-3 Posting of Faculty Information as Required by SB389 (AF&S)–Close

AC0708ref-4-Monitoring of Tenure Procedures (Ten.) - Close

FS0708ref-1 Processing of Student Complaints (AF&S, SA) - Ongoing

FS0708ref-2 Improve Advising on Campus (SA) - Close

FS0708ref-3 Campus NTT Procedure (Pers.) - Ongoing

FS0708ref-4 Emergency Preparedness (Facil.) - Ongoing

FS0708ref-5 Graduate Student Stipend/Fees (Grad. Council) - Ongoing

FS0708ref-6 Faculty Annual Review Format (Pers.) – Ongoing

FS0708ref-7 Soft Money Raises (Budgetary Aff., Pers.) - Ongoing

b. New Referrals

FS0708ref-8 Spousal Actions (Pers.) - Ongoing

The meeting was adjourned at 14:30.

Respectfully submitted,
Doug Carroll, Secretary

Attachment 1: Promotion and/or Tenure Procedures
Adopted by Faculty Senate 06/19/2008



Missouri University of Science and Technology
Promotion and/or Tenure Procedures

I. General

- A. Guidelines for all policies and procedures affecting recommendations for promotion and/or tenure shall fall within the principles, policies, and procedures set forth in the University of Missouri Collected Rules and Regulations Sections 320.035 Policy and Procedures for Promotion and Tenure and 310.020 Regulations Governing Application of Tenure, policy Memorandum Number II-10 (dated Oct. 1, 1990), or its equivalent
- B. Any additional University and/or campus-wide guidelines not covered in I.A. shall be made available to the faculty at the beginning of each academic year.

II. Procedure

A. Department Level

- 1. Recommendations for promotion and/or tenure for persons holding rank in an academic department shall be initiated in that department.
- 2. Each department chairperson shall prepare a departmental review procedure which shall provide for faculty participation consistent with the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure. In the promotion and/or tenure review process, the department chairperson shall attach to each dossier a copy of the departmental faculty procedures with specific references to faculty participation. The department may establish special criteria for recommending promotion and/or tenure, providing that such special criteria conform to the general guidelines listed in Section I. The department chairperson shall make the procedures and criteria available to the faculty.
- 3. All evidence relevant to a recommendation for promotion and/or tenure shall be directed to the department chairperson.

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) and to the appropriate review committees at the campus level. A reasonable period of time in advance of his/her action on the recommendations, the department chairperson shall advise all candidates so that the candidate may ensure the currency of information made available to the department chairperson. The promotion and/or tenure files as assembled in the department shall normally be considered complete (and closed) at the time of the chairperson's action. If, during the course of review of a promotion and/or tenure decision beyond the departmental level (during an appeal procedure, for example), any major documentation is added to the dossier, the dossier shall be returned to the department for review and recommendation.
5. The department chairperson shall then review all data submitted or received in regard to the proposed recommendation, including the recommendations of participating faculty. The department chairperson shall communicate, in writing, the recommendations of participating faculty to the candidate. In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal as described in Section III.A of this document.
6. After reaching his/her recommendations, whether favorable or unfavorable, the department chairperson shall advise in writing each candidate of the action taken with respect to their candidacy. Further the department chairperson shall offer to discuss with the candidate involved any decision regarding promotion and/or tenure. In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal as described in Section III.B of this document.
7. All recommendations by the department chairperson along with all documentation and attachments shall be forwarded to the Provost. 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.

B. Campus Level

1. There shall be a campus review committee consisting of one faculty member from each academic department. Elected faculty members shall be elected by a vote of their department and serve for a two-year period.

Membership of the campus review committee shall consist of full-time tenured full professors. Any administrator with promotion and/or tenure decision-making authority over faculty members including, but not limited to, department chairs, provosts (as well as vice provosts), and the chancellor, shall not serve on the campus review committee.

Departments with an insufficient number of eligible full professors may substitute tenured associate professors who shall recuse themselves from voting on tenure for full professors and promotion to full professor. Departments with

an insufficient number of tenured professors must find a tenured faculty member to represent the candidate as suggested by the University of Missouri Collected Rules and Regulations 320.035 Policy and Procedures for Promotion and Tenure.

The campus review committee is further organized into area subcommittees whose membership is defined in Section II.B.8 of this document.

The Provost's office will provide administrative support to the campus review committee.

2. At the start of the preceding spring semester, the Provost shall establish deadlines for the departmental recommendations, area subcommittee and campus review committee meetings, and responses to Conformance to General Guidelines as defined in II.B.4.a of this document.
3. The campus review committee shall elect its own chair and shall establish procedures for reviewing recommendations brought to it by the Provost:
 - a. Area subcommittees shall review the relevant dossiers and provide a report including a vote to the full campus review committee for review of recommendations.
 - b. The full campus review committee shall vote on each dossier.
4. 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.
 - a. If the procedures and criteria used within the respective department do not conform to the General Guidelines, the campus review committee shall inform the department chair in writing and state what specific action the department must take and 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.
 - b. When the procedures and criteria used within the respective department conform to the General Guidelines, the campus review committee shall review each recommendation and/or appeal request.
5. The campus review committee shall submit its promotion and/or tenure recommendations to the Provost. The Provost shall communicate, in writing, the recommendations of the area subcommittee and of the campus review committee to the candidate. In the event of a negative recommendation from either the area subcommittee or the campus review committee, the candidate shall have the option of preparing a rebuttal as described in Section III.A of this document.
6. The Provost's review shall be consistent with the requirements of the University of Missouri Collected Rules and Regulations 320.035 Policy and

Procedures for Promotion and Tenure. 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 decision regarding promotion and/or tenure. In the event of a negative recommendation, the candidate shall have the option of preparing a rebuttal as described in Section III.B 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 promotion and/or tenure recommendations along with appropriate forms and supporting information.

7. Recommendations from the campus review committee and decisions from the Chancellor follow the procedures described in the University of Missouri Collected Rules and Regulations Sections 320.035 Policy and Procedures for Promotion and Tenure and 310.020 Regulations Governing Application of Tenure

8. Procedures for the Establishment and Maintenance of Areas
 - a. Area Subcommittees shall be proposed/reviewed by the Tenure Committee and submitted to the Faculty Senate (FS)
 - b. The FS makes a recommendation to the Provost based on the proposal.
 - c. The Provost refers the recommendation to the Committee of Department Chairs for review.
 - d. The Committee of Department Chairs (CDC), by their own procedures, finalizes area membership and reports to the Provost for inclusion in the P&T Procedures.
 - e. On a yearly basis, the Tenure committee reviews the area membership and files a report with FS. On a five year cycle, the Tenure committee proposes area changes (if any) – Refer to Step 8.a
 - i. During academic years, 2007-2008 and 2008-2009, area committee membership may change each year.
 - ii. New departments/programs or merger of departments/programs shall warrant immediate area committee reconsideration.
 - f. Proposed Initial Area Committees
The indicated departments shall comprise the following area committees:
 - **Social Sciences:** Business, Psychology, Economics & Finance
 - **Sciences:** Biology, Computer Science, Chemistry, Mathematics and Statistics, Physics
 - **Engineering:** Chemical and Biological, Civil, Architectural and Environmental, Geological Sciences and Engineering, Materials Science and Engineering, Mining and Nuclear and Engineering, Mechanical and Aerospace, Electrical and Computer, Interdisciplinary, Engineering Management/Systems Engineering
 - **Arts and Humanities:** Arts Languages and Philosophy, English & Technical Communications, History & Political Science

III. Appeal Policy and Procedure

Appeals of promotion and/or tenure decisions follow procedures outlined in University of Missouri Collected Rules and Regulations 310.020 Regulations Governing Application of Tenure. Appeals of recommendations from subcommittees, committees, department chairs and the Provost follow the following procedure:

A. Subcommittee and Committee recommendations

A candidate who receives a negative recommendation from any committee in the procedures of Section II of this document will be informed by letter through the appropriate administrator giving the vote and the reasons for the recommendation (redacted of any identifying or confidential information). The candidate will have a reasonable period of time (as indicated in the Provost's schedule as set by Section II.B.2) to write a rebuttal to this letter and include any additional documentation for the next step in the review process.

B. Department Chair and Provost recommendations

A candidate who receives a negative recommendation from any administrative officer in the procedures of Section II of this document, 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 by Section II.B.2). The candidate will have a reasonable period of time to write a rebuttal to this letter and include any additional documentation for the next step in the review process.

Regardless of the recommendation at that step, the dossier and rebuttal will move forward to the next step unless the faculty member wishes to withdraw from the process.