MISSOURI S&T | Faculty Senate

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Tuesday, October 9, 2018

1. Call to order

   The meeting was called to order at 5:00 pm.

   Mike Bruening , Steve Corns, Steve Raper, Kaeden Kessinger, Mark Fitch, Maciej Zawodniok, David Westenberg, Levent Acar, Jerry Cohen (for Nancy Stone), Jonathan Kimball, John Singler, and Sahra Sedigh Sarvestani were present.

2. Approval of minutes

   a. June 5, 2018 meeting – approved without revision.

   b. September 4, 2018 meeting – approved without revision.

3. Reports from special/ad hoc committees

   a. Department Creation/Realignment

      Dr. Raper, chair, reported that the committee plans to continue refining a simplified version of the UMKC procedures for department creation/realignment. The committee has yet to vote on the current draft. A draft approved by the committee will be presented to Faculty Senate at the November meeting.

   b. Bylaws Revision

      Dr. Sedigh Sarvestani reported that she called the first meeting of the committee on September 4. All members were present and elected Dr. Tom Schuman as chair. She was not aware of any further activity by the committee.

      Dr. Bruening was asked by RP&A to request that the committee report to Faculty Senate in November with a list of tasks and schedule to completion.

4. Reports on pending referrals to standing committees

   a. Student Affairs: Disability support policies and practices

      Dr. Acar, chair, reported that he has been in communication with Mr. Mark Davis, the newly appointed Director of Testing and Student Disability Services. He is awaiting receipt of information about new procedures from Mr. Davis.

RP&A asked that the committee present a draft report on this referral to Faculty Senate at the November meeting.

b. Academic Freedom and Standards (AF&S): Plus/minus grading

Dr. Kosbar, chair, was not present. Dr. Sedigh Sarvestani reported that a motion for adoption of plus/minus grading was made by AF&S to Faculty Senate in June 2018. After the motion was discussed at length, the Senate concluded that additional investigation was required before a vote could take place. The motion was referred by the Senate to the Student Affairs committee, with the charge of soliciting input from stakeholders, including the Student Council, the Graduate Student Council, and the Office of the Registrar.
Dr. Bruening reported that the Senate voted in September to refer the motion back to AF&S, with the charge of restarting their investigation of a possible change to plus/minus grading.

Dr. Acar reported that the Student Affairs committee has provided their input on the possible change to AF&S, pursuant to a request by Dr. Kosbar.

Mr. Kessinger, the Student Council representative to RP&A, reported that Dr. Kosbar has requested and is awaiting input from Student Council, which will be voting on the matter at their next meeting.

c. Public Occasions: Addition of a fall break

Dr. Sedigh Sarvestani, chair, reported that the matter had been discussed at the September Faculty Senate meeting. The Registrar's Office had subsequently provided information on the CRR regulating the start date and number of class sessions required for each semester. Adding a fall break may require extending the end of the semester later into December, which could leave inadequate time for administrative tasks, e.g., rollover of records, that need to happen between the two semesters. Input has been requested from stakeholders, but responses are yet to be received. The committee will report to Faculty Senate at the October meeting.

d. Personnel: Review of promotion policy for non-tenure track (NTT) faculty

Dr. Westenberg, chair, reported that the ad hoc committee for NTT Promotion Policy met on October 9. The promotion process for NTT faculty begins in the November/December timeframe, and the goal is to have a draft policy ready in time.

The ad hoc committee has reviewed a draft prepared by Dr. Daniel Forciniti, Associate Provost for Faculty Affairs, based on revisions to the current document on

promotion procedures for NTT faculty. This draft was shared with and discussed by RP&A. The committee was advised to avoid duplicating text from CRR.

Dr. Westenberg stated that a proposal based on this draft, reviewed by the ad hoc and Personnel committees, would be sent to Faculty Senate by the end of the week. The Personnel committee will report to Faculty Senate on the matter at the October meeting.

e. Committee for Effective Teaching: Review of IFC document on teaching evaluation

No report.

f. Intellectual Property: Review of new invention assignment agreement

Dr. Jonathan Kimball, chair, reported that the committee met on September 17 with Keith Strassner (ex officio member) and Lana Knedlik and Chase Bunger (guests from UM System) to discuss the referral. They concluded that the current invention assignment agreement is reasonable in content, but articulated very poorly. The three guests were asked by the committee to prepare an FAQ for the agreement, written in language that can be understood by faculty with no legal training. The FAQ, after review by the committee, is to be posted online by January.

RP&A advised that the fundamental question, which is yet to be addressed, is that the current text of the agreement requires that the signatory commit to compliance with all future versions of the agreement.

g. Administrative Review: Subjects of and schedule for this year's surveys

Dr. Ian Ferguson, chair, reported that the committee will be meeting on October 11 to decide on subjects of and the schedule for this year's survey and will report to Faculty Senate at the October meeting. They have been reviewing documentation from previous years.

h. Budgetary Affairs: Several open referrals

i. Determine costs associated with keeping the library open 24/7

ii. Determine the costs of the renovations to the Marketing and Communications Offices in the Campus Support Facility

iii. Investigate amounts and trends in recent raises given to administrators

Dr. Mark Fitch, chair, reported that the committee is investigating all three referrals, and will be reporting to Faculty Senate at the October meeting on the referrals and the "big-picture" balance sheet for this fiscal year and the next.

i. Curricula: Developing a process for approval of undergraduate certificates

Dr. Steve Raper, chair, reported that he will be meeting with Dr. Jeff Cawlfield, Vice Provost for Academic Support, and Ms. Kristy Giacomelli, Assistant Registrar, to discuss and develop a process.

5. Preparation of agenda for October 15, 2018 Faculty Senate meeting

The agenda for the meeting was prepared and approved.

6. Unfinished business

No unfinished business.

7. New business

Two committees received new referrals.

a. Budgetary Affairs: The committee was asked by RP&A to investigate costs - to-date, and projected - of graduate tuition remittance.

b. Information Technology and Computing: Two new referrals were made to the committee and discussed with Dr. John Singler, chair. The first was to investigate policy and practices associated with IT access of information on and potentially "bricking" employee-owned mobile devices. The second was to examine the campus monitoring policy, which is currently open for comment. Dr. Singler stated that the committee would meet on October 10 to discuss both referrals.

8. Adjourn

The meeting adjourned at 6:44 pm.

Approved by Faculty Senate 2/17/11

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.

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.

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 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 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 that 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 department.

3. All evidence relevant to a recommendation for promotion 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, like external review letters) and to the appropriate review committee at the campus level. At a reasonable period of time in advance of his/her action

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initiating 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 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. 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 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 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

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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.

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.

2. 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 or Curators' Distinguished Teaching Professors may be invited to serve.

3. 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.

4. At the start of the preceding fall semester, the Provost shall establish deadlines for the departmental recommendations, campus review committee meetings, and responses to Conformance to General Guidelines as defined in II.B.4.a of this document.

5. The campus review committee shall be co-chaired by the two tenured members, who shall represent their respective college and shall establish procedures for reviewing recommendations brought to it by the Provost.
    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.

6. 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 committee shall inform the department chair in writing and state what specific action the department must take. It shall

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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 committee shall review each recommendation and/or appeal request.

7. The campus review committee shall submit its promotion recommendations to the Dean of the respective college.
8. The Dean shall then review all data received, including the recommendation of the campus promotion committee. After reaching his/her recommendation, whether favorable or unfavorable, the Dean shall advise in writing each candidate of the recommendation of the campus promotion committee and of the action taken with respect to their candidacy. In the event of a negative recommendation by the campus promotion committee, by the Dean or both, the candidate shall have the option of preparing a rebuttal as described in Section III of this document.
9. All recommendations by the Dean along with all documentation and attachments shall be forwarded to the Provost.
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11. 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 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 Rule and Regulation 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 committee in the procedures of Section II of this document will be informed by letter through the appropriate administrative official 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 in Section II.B.4) to write a rebuttal to this letter for the next step in the review process.¶

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.4). 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 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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Department Chair and Provost Recommendations¶

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