

Rules, Procedures and Agenda (RP&A) Committee

Meeting Minutes

Monday, June 3, 2019

2:00 pm

137 Emerson Hall

1. Call to order

The meeting was called to order at 2:01 pm.

Mike Bruening, Jerry Cohen, Steve Corns, Richard Dawes, Mark Fitch, Steve Raper, and Sahra Sedigh Sarvestani were present.

2. Approval of minutes of April 15, 2019 meeting

3. Reports from special/ad hoc committees

a. Bylaws Revision Committee

No report.

b. Committee for Periodic Evaluation of Missouri S&T's Tuition Remission Program

Dr. Dawes, chair, reported that the new version of Policy II-26 has been announced to campus. The committee had no recent interaction with the administration prior to announcement of the policy.

4. Reports on pending referrals to standing committees

a. Academic Freedom and Standards:

i. Removing transfer credit from the calculation of cumulative GPA

ii. Changes to add/drop rules and procedures

Dr. Kosbar, chair, sent by email the slides for the committee's report at the June meeting of Faculty Senate. The report will address the second referral. No progress has been reported by the committee on the first referral.

b. Administrative Review: Progress of this year's surveys

No report from the committee. Dr. Sedigh Sarvestani reported that Dr. Ferguson, chair, met with the Faculty Senate officers in May and informed them that the committee will report on the survey results at the June meeting.

c. Budgetary Affairs:

- i. Budget for the current and next fiscal years, respectively.
- ii. Report on the "big picture balance sheet," with tracking of changes in each item.
- iii. Source of the \$260 M in strategic initiative funding allocated by UM System
- iv. Amount and allocation of revenue from distance education
- v. Department scholarship offsets

Dr. Fitch, chair, reported that referrals iii, iv, and v have been completed. Faculty Senate received the report on all three referrals at the April meeting.

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

No report.

e. Information Technology and Computing:

- i. Investigate policy and practices associated with IT access of information on and potentially "bricking" employee-owned mobile devices
- ii. Examine the campus monitoring policy

No report.

f. Personnel:

- i. Review of workload policy of academic departments
- ii. Revisiting policy on confidentiality of annual reviews of faculty

Dr. Westenberg, chair, reported that the committee has requested and received the workload policy from every department and will be comparing the policies. No progress was reported on the second referral.

- g. Student Affairs: Disability support policies and practices

No report.

- 5. Preparation of agenda for June13 Faculty Senate meeting

The agenda for the meeting was prepared and approved.

- 6. Unfinished business

No unfinished business.

- 7. New business

- a. Proposed Department Chair Selection Process in light of new CRR: The draft process (attached) was reviewed and discussed. RP&A will move to adopt this process at the June meeting.

- b. Discussion of faculty representation on the Conflict of Interest committee: RP&A recommended that the committee consider additional faculty representation.

- 8. Adjourn

The meeting adjourned at 2:56 pm.

Proposed Department Chair Selection Process in light of new CRR

1. The Department chair shall be appointed by the Dean, with the approval of the Provost and Chancellor (per CRR 20.110) after consultation with a duly appointed search committee and the department.
2. When the Dean becomes aware of an impending department chair vacancy, s/he shall meet with the department faculty to discuss the search process, including the question of whether the search should be internal or external.
3. With the department's input, the Dean will make the final decision on whether the search will be internal or external. Internal searches require the approval of the Provost and Chancellor (per CRR 20.110).
4. The Dean will then appoint a search committee. A majority of the members of the search committee will be department faculty members (per CRR 20.110), who are to be selected by the voting faculty members of the department (per AAUP guidelines). The department faculty shall endeavor to assemble a diverse and inclusive set of representatives for the search committee.
5. The Dean may add faculty, staff, and other relevant constituents to ensure shared governance and diverse input on candidates (per CRR 20.110).
6. The Chief Diversity Officer will be asked to review the composition of the search committee and if the composition does not meet an appropriate representation, may ask for alternative or additional nominations for the Dean's consideration, while ensuring that the department faculty continue to constitute a majority of the committee.
7. The search committee shall meet and receive its charge from the Dean, which shall include providing the initial draft of the position announcement.
8. The Dean shall appoint a search committee chair selected from the department faculty representatives at the time the charge is delivered to the search committee. The committee may forward up to three committee member nominations for consideration by the Dean in the selection of a chair.
9. The search committee and the committee charge shall follow the university's established and approved faculty/academic search process.
10. At the conclusion of the search process, the search committee will submit its recommendations to the voting faculty members of the department, who will discuss and vote on the acceptability of all candidates recommended by the search committee. Candidates who receive support from a majority of voting faculty members will be considered acceptable.
11. The department faculty will then submit an unranked list of all acceptable candidates, noting their strengths and weaknesses, to the Dean.
12. The Dean will either select the new department chair from the department's list of approved candidates, or will extend the search. In cases of an extended search, the Dean shall explain to the search committee and department the rationale for not appointing any of the recommended candidates.
13. In cases when an Interim Chair needs to be appointed for any reason, the Dean will consult with the full department faculty, who may recommend one or more candidates for the position. In exigent circumstances, the Dean may appoint an Acting Chair, who may serve in that position for no more than six months.