

Grand Valley State University

Executive Committee of the Senate

Minutes of November 30, 2007

Present: Gordon Alderink (for John Stevenson), David Bair, John Bender, Yatin Bhagwat, Katie Cross (Student), Gayle Davis (ex officio), Rob Franciosi (Chair), Joe Godwin (ex officio), Robert Hendersen, Jon Jellema (ex officio), Paul Leidig, Nancy Levenburg, Jacques Mangala (for Kathleen Underwood), Jean Martin, Kristine Mullendore (Vice Chair), Ellen Schendel, Steven Schlicker, Jereon Wagendorp, Roy Winegar

Guests: Teresa Beck, Larry Burns, David Cannon, Steve Goldberg

The meeting was called to order at 3:06

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of November 30, 2007 was reviewed.	The agenda of November 30, 2007 was approved.
2. Approval of Minutes	The Minutes of November 16, 2007 were reviewed.	The Minutes of November 16, 2007 were approved.
3. Report of Chair	<p>a) The Chair reported that several Prospectuses and Final Plans will be coming before ECS next term, including the Doctor of Nursing Practice (DNP) Final Plan. The Chair further reported that he and the Vice Chair met with Provost Davis and the authors of the DNP proposal as a measure to ensure that the Final Plan is relevant to the approved Prospectus, which was approved prior to the arrival of Provost Davis, given the long amount of time since the authorization to complete the Final Plan. The Chair further reported that a Prospectus for an Online Masters Degree from the College of Education is also ready for initial review and will be brought to ECS next term.</p> <p>b) The Chair reported that the 2010 Strategic Positioning Committee will meet on December 13 and will have its proposals for refreshing GVSU's strategic plan ready for review in March.</p> <p>c) The Chair reported that the report on Retention and Student Success will also be addressed next term at ECS and FPPC.</p> <p>d) The Chair reported that he spoke with Vice Provost and Dean of Academic Services and IT Lynn Blue to get an update on the progress being made towards using Banner to enforce the course prerequisites that are already loaded into the online system. He further reported that she indicated that considerable progress has been made and it is likely the online enforcement could be implemented in Winter 2008 for the next registration cycle. As a result he decided that it was not necessary to invite her to attend another ECS meeting this term as was originally decided.</p>	

<p>4. Report of Provost</p>	<p>a) Provost Davis reported that she continues to work to increase the number of tenured/tenure track faculty at GVSU. She is doing this in part to allow all faculty to have the possibility of having workloads that do not include a 12/12 teaching load, to decrease the number of students caught in bottle necks of course offerings in their programs, and to work towards the university's goal of having 65-70% of our student credit hours taught by tenured/tenure track faculty. She noted that currently we are at about 54%. Provost Davis further reported that her office has developed a data set that departments can use to show them what needs to be done to establish a 9/9 workload for their tenured/tenure track faculty. Provost Davis promotes the case for additional faculty at every opportunity.</p> <p>b) Provost Davis reported that the semester is winding down smoothly.</p> <p>ECS members thanked Provost Davis for her continued support of increasing the number of tenured/tenure track faculty lines.</p>	
<p>5. Report of Student Senate President</p>	<p>a) Student Senate Vice President Katie Cross reported that the Last Lecture series was held and was a success.</p> <p>b) Ms. Cross announced that their Voter Registration Campaign is in full swing, and that it is expected to be as successful as in previous years.</p> <p>c) Ms. Cross further reported that the Student Senate was contacted by Union High School in Grand Rapids asking their help in setting up a Student Council at the high school. They will be doing a focus group with them to further address this initiative.</p> <p>d) The Student Senate is looking forward to next semester.</p>	
<p>6. Old Business</p>	<p>a) The Tenure Standards that were distributed earlier were discussed. The Chair reported that he attended the FPPC meeting earlier this week and asked the committee to address proposed revisions for Tenure and Promotion standards and criteria separate from the timing issues and, in particular, to focus their efforts on sections 2.8 and 2.9. The document distributed for this meeting is the result of their work at that meeting.</p> <p>During discussion several changes were requested from the floor, including revising the document to have the same language used throughout by changing the phrase "standards and expectations" to "standards and criteria" everywhere that language appears and re-ordering some of the language in the philosophy statement for greater clarity as noted in Appendix A, which is attached to these minutes.</p>	

	<p>A motion was made and seconded to forward the proposed revisions to the Faculty Handbook on Tenure Standards and Criteria to UAS for their action, with a recommendation to adopt the document, as amended at this meeting.</p> <p>The Chair announced that the motion will be presented at the UAS meeting in a way to allow time for debate and discussion among the faculty as a whole. In order to provide UAS members with the opportunity to obtain feedback on this document from the faculty the motion regarding these proposed revisions will not be brought to a vote at the first meeting. After receiving feedback from senators, the Tenure and Standards document draft, a summary statement, and the rationale for the changes shall be distributed to all Faculty for their review.</p>	<p>MOTION: The Executive Committee of the Senate forwards the proposed revisions to the Faculty Handbook on Tenure Standards and Criteria to the University Academic Senate with recommendation to adopt the document as amended at this meeting. APPROVED Unanimously by voice vote.</p>
<p>7. New Business</p>	<p>a) The proposed revision to the Procedure for the Establishment of Additional Units or Programs that was distributed earlier was discussed. It proposes that the current language in the introduction to Section 2.04.B be removed and replaced with the following language: <i>"Proposals for the establishment of additional units or programs must be consistent with the University's Mission, Vision, and Values. Because the creation of any new unit or program can have significant administrative, academic, and financial implications, only those proposals which are compatible with the University's articulated Mission, Vision, and Values should be pursued.</i></p> <p><i>The creation of new academic units inevitably affects the structures and resources of existing colleges and units; therefore, the procedure for establishing such entities is more rigorous and detailed than for majors, minors, programs, or certificates that can be accommodated within current units."</i></p> <p>A motion was made and seconded to forward the proposed</p>	<p>MOTION: The Executive Committee</p>

	<p>revision to the Introduction to Section 2.04.B of the Procedure for the Establishment of Additional Units or Programs to UAS recommending it for their action. Discussion.</p> <p>During discussion a suggestion was made to create guidelines for Prospectuses similar to the guidelines for a Syllabus of Record.</p> <p>b) The School of Accounting Prospectus that was distributed earlier was discussed.</p> <p>After considerable discussion, a motion was made and seconded to forward the Prospectus to the FSBC and UCC with a recommendation of support and a request that the review be expedited. An executive summary, to be developed by the School of Accounting, will be included, as well as rationale statement as to why the proposal is being presented through UCC, given that all of the courses in the program have already been approved.</p> <p>c) The Chair announced that this will be his last year on ECS as he will be on sabbatical in Fall 2008 and, as stated in the CLAS bylaws, will not be eligible for re-election to UAS or ECS and thus will not be eligible to be elected Chair.</p> <p>d) Task Force on 399/499 Independent Studies – NO DISCUSSION</p>	<p>of the Senate forwards the Introduction to Section 2.04.B of the Procedure for the Establishment of Additional Units or Programs to the University Academic Senate recommending it for their action. APPROVED Unanimously by voice vote</p> <p>MOTION: The Executive Committee of the Senate forwards the School of Accounting Prospectus to the Faculty Salary and Budget Committee and the University Curriculum Committee and requests that the review is expedited. An executive summary, to be developed by the School of Accounting, will be included, as well as a rationale statements as to why the proposal is being presented through UCC, given that all of the course in the program have already been approved. APPROVED by voice vote with 1 abstention</p>
Adjournment	The meeting adjourned at 5:06PM	

STATEMENT OF TENURE CRITERIA

Current Faculty Handbook in Black

2.5 Regular Faculty Rank.

1. Except for librarians, regular faculty appointments within the university are made in one of the following ranks: Professor, Associate Professor, Assistant Professor, or Instructor. The nature of the accepted terminal degree for any given program is to be decided by the Dean in consultation with Unit offering that program.

Instructor. A person who does not possess a terminal degree and has limited teaching experience.

Assistant Professor. This is the usual entry-level appointment for a person with a terminal degree and little teaching experience or others without a terminal degree but with appropriate teaching or professional experience.

To be considered for promotion to Assistant Professor, an Instructor should have appropriate credentials and prove to be an effective teacher. ~~Ordinarily, at least three full-time equivalent years at the rank of Instructor are required before an Instructor is considered for promotion to Assistant Professor.~~

Associate Professor. Appointment to at the Associate level are ordinarily contingent upon a terminal degree, demonstrated competence and experience in teaching at the university level, and recognized scholarly achievements.

To be promoted to Associate, an Assistant Professor must display consistent teaching effectiveness, and should have earned the Doctorate or appropriate terminal degree, except in ~~unusual~~ extraordinary circumstances where the evidence demonstrates that the absence of the degree does not inhibit the faculty member's professional standing and performance. In addition, the person should have achieved professional recognition through scholarship or creative activity; show evidence of professional development; and have made contributions to the university and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full time equivalent years at the rank of Assistant Professor must be completed ~~are required~~ before an Assistant Professor is may be considered for promotion to Associate Professor.

Professor. Only distinguished scholars and professionals will qualify for initial appointment as Professor.

To be promoted to Professor, an Associate Professor must display consistent excellence in teaching and have earned the Doctorate or ~~equivalent~~ appropriate terminal degree except in ~~very unusual~~ extraordinary circumstances where the evidence demonstrates that the absence of the Doctorate does not inhibit the faculty member's professional standing and performance. In addition, the person should have achieved acknowledged professional recognition through

scholarship or creative activity; demonstrate professional development; and have made vital contributions to the unit, university, and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven (7) full time equivalent years at the rank of Associate Professor must be completed ~~are required~~ before an Associate Professor ~~is~~ may be considered for promotion to Professor.

Librarian. ~~Professional Reference and Catalog Librarians~~ possessing the appropriate terminal degree.

2. For librarians, regular faculty appointments within the university are made in one of the following ranks: Senior, Associate, Assistant, or Instructor

Please note that the librarian ranks are not listed here

2.6 **Initial Appointment.**

2.7 **Probationary Appointments.** A regular faculty member's total probationary period shall not exceed seven (7) full time equivalent years of continuing appointment (not including unpaid leaves) at Grand Valley State University. Allowance may be given for up to three (3) full time equivalent years of service of an academic nature in other institutions of higher learning at the rank of Assistant Professor, or higher, or Librarian; or, full time service as a visiting faculty member at the rank of Assistant Professor or higher at Grand Valley State University. The exact number of years equated toward the probationary period will be stipulated in writing as a part of the appointment process, but will not exceed three (3) years, or three (3) full time equivalent years for regular faculty with less than full time appointments. If allowance for previous service is stipulated, it shall not subsequently be changed, rescinded or revoked. Notwithstanding any other provision of Chapter 4 of the Administrative Manual, a regular faculty member's probationary period shall not be extended once it is established. Normally, a faculty member will be appointed for an initial three (3) year period, be eligible for a two (2) year renewal at the first review, then eligible for a two (2) year renewal at the second review. Normally, the third review will be the tenure decision.

1. **Renewal Of Probationary Appointments.** Appointment renewals for regular faculty on probationary appointments normally will be for a period of two (2) years. A one (1) year renewal may be recommended if:

- A. The two (2) year period extends beyond the regular faculty member's total probationary period;
- B. The College's Personnel Committee recommends a one (1) year renewal;
- C. The Dean recommends a one (1) year contract and gives the College's Personnel Committee the reasons for such action;
- D. The regular faculty member does not have the accepted terminal degree in the discipline.

2.8 **Academic Tenure.**

1. **Statement of Principle.** The granting of tenure marks the end of a faculty member's period of probation and the beginning of a presumptively continuous appointment. The primary purpose of tenure is the safeguard of academic freedom, although it is also recognized that tenure offers a degree of economic security which allows the university to attract and maintain a faculty of high ability and, hence, to strengthen the excellence of its programs and its overall academic quality. Since tenure involves the long-range commitments of the university to an individual faculty member and of faculty colleagues to each other, all decisions regarding the granting of tenure will necessarily entail judgments about both the present level of a faculty member's accomplishment and performance and the prospect of its continuation into the future.

~~Tenure symbolizes the long range commitment by the regular faculty member to the enhancement of programs and academic quality of the university. In awarding tenure, the university expresses its commitment to provide a climate which assures academic freedom and recognizes and rewards professional achievements. In recognition of these commitments and the consequences which tenure decisions have on the ultimate nature of the university, the quality and diversity of its programs, and its ability to maintain academic quality through periods of change, it is essential that regular faculty review be thorough, fair and in accord with clearly stated criteria (Section 2.9) and procedures (Section 2.10)~~

2. ~~Regular faculty with academic tenure may be removed from their receiving academic tenure are considered as having continuous appointments only through the terms and procedures described below for which may be ended due to resignation, retirement, Dismissal for Adequate Cause (see Section 2.13.1), university financial emergency, or Reduction in Force (Section 2.15). or changing enrollment patterns.~~

3. **Standards and Criteria for Tenure.** To be awarded tenure, the candidate must have a documented record of consistent teaching effectiveness, professional recognition through scholarship or creative activity; professional development, and contributions to the university and community which is expected to continue into the future. In addition, the candidate should have earned the Doctorate or appropriate terminal degree, except in extraordinary circumstances where the evidence demonstrates that the absence of the degree does not inhibit the faculty member's professional standing and performance.

A candidate at the rank of associate professor must meet the standards and expectations for that rank to be awarded tenure (see Section 2.5.2). A candidate at the rank of full professor must meet the standards and expectations for that rank to be awarded tenure (see Section 2.5.2).

2.9 **Evaluation Criteria Areas of Evaluation for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews.**

1. **College Regular Faculty.** The individual College's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendation. All regular faculty, whether full- or part-time, shall be evaluated on the same criteria and shall be expected

to demonstrate that they meet the level of performance consistent with the expectations of their rank. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree, but teaching is regarded as the most important.

It is essential that regular faculty review be thorough, fair and in accord with clearly stated criteria and standards (Section 2.9) and procedures (Section 2.10).

- A. **Effective Teaching.** This includes, but is not limited to, knowledge of the field taught, classroom and tutorial performance, communication skills, human relations skills, evaluation skills, curricular development, and performance as an academic advisor. All academic units will use student evaluations as one method to determine teaching effectiveness of regular faculty members.
- B. **Scholarly/Creative Activity.** This includes, but is not limited to, professional research, creative activities, scholarly writing, editorial boards, scholarly presentations at conferences, participation in professional activities, degrees and continued education, and holding official positions in professional organizations when the position has scholarly outcomes.
- C. **Service to Unit, College, University, the Profession and Community.**
Service is an integral component of a faculty member's responsibilities although the nature and distribution of service will vary with both the opportunities available and the needs of the institution and its surrounding community. Unit, college and university service includes, but is not limited to, participation in university governance, unit, college and university committees, curriculum development, work as an advisor to student organizations, and carrying out special assignments. Community service and service to the profession involves the engagement of a faculty member's professional expertise. Community service includes, but is not limited to, engaging in community outreach, acting as a board member in a community based organization, participating in public service programs, and work as a pro bono consultant on community projects when representing the university. Service to the profession includes leadership or committee roles in professional organizations. Each unit will determine the types of community service most appropriate to its specific mission and program objectives.

Each college must establish its own standards and expectations for evaluation at each rank and tenure. College standards and expectations may be more specific than university standards and expectations, but may not contradict or conflict with them. After approval by the Dean, these documents must be submitted to the Provost for approval.

Each unit must establish its own standards and expectations for evaluation at each rank and tenure. These documents must be submitted to each unit's Dean for approval. Each candidate for a personnel action must include a copy of these unit guidelines in his/her portfolio. Unit standards and expectations may be more specific than college standards and expectations, but may not contradict or conflict with them or the university standards and expectations.

It is recognized that the relative importance of any of the professional achievement and service may vary depending upon a variety of factors including the stage of the regular faculty member's career, the purpose of the evaluation, and the program objectives of the unit, college, and university.

2. **Library Regular Faculty.** The Library's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular library faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they meet the level of performance consistent with the expectations of their rank. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Professional effectiveness is regarded as most important.
 - A. **Professional effectiveness.** This includes, but is not limited to, knowledge of library and information science; performance in reference service, collection development, and bibliographic organization and control; communication skills; human relation skills; evaluation skills; and teaching, not necessarily in a classroom situation. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are instructed or served.
 - B. **Scholarly/Creative achievement.** This includes, but is not limited to, participation in professional activities and organizations, activities related to inquiry and research, consulting, continued education, and scholarly writing and presentations.
 - C. **Service to Unit, University, Profession, and Community.** Service is an integral component of a faculty member's responsibilities although the nature and distribution of service will vary with both the opportunities available and the needs of the institution and its surrounding community. Unit and university service includes, but is not limited to, participation in university governance, unit and university committees, curriculum development, work as an advisor to student organizations, and carrying out special assignments. Community service and service to the profession involves the engagement of a faculty member's professional expertise in response to community needs. Community service includes, but is not limited to, engaging in community outreach, acting as a board member in a community based organization, participating in public service programs, and work as a pro bono consultant on community projects when representing the university. Service to the profession includes leadership or committee roles in professional organizations. Each unit will determine the types of community service most appropriate to its specific mission and program objectives

The Library must establish its own standards and expectations for evaluation. Library standards and expectations may be more specific than university standards and expectations, but may not contradict or conflict with them. After approval by the Dean, these documents must be submitted to the Provost for approval. Each candidate for a personnel action must include a copy of these unit guidelines in his/her portfolio.