

**Texas A&M-Commerce
Faculty Senate Meeting**

May 5, 2009

Binnion 126

Members present: Wilson, Harp, Ballotti, Jang (Starnes), Creider, Hendricks, Espinoza, Dang, Mahan, White (Seminet), Dorsett, Druhan, Herndon, Singh (President), Hammack (Secretary).

Senate President RN Singh called the meeting to order at 2:01 p.m.

Guest Speakers: Dr. Dan Jones, University President and Dr. Gary Peer, Interim Provost

President Jones addressed the following questions from Faculty Senate.

1. Early Tenure

There is nothing in the policy that allows or prohibits early tenure. It is a change in practice. Early tenure weakens the tenure system. Only an extraordinary experience would translate into early tenure, (e.g., someone being awarded a Nobel Prize).

2. University Standards for 'Service'

Service is directly related to policy which needs to be developed and implemented by each department. We should focus our attention on the quality of service. President Jones is open to suggestions as this is a work in progress.

3. Trustee Scholarship Procedures

Our new scholarship procedures are the result of an audit of scholarships finding and allocation. It is our intent to honor donor scholarship criteria requests as they are legally binding. If any are being violated, make Dr. Hendrix or my office aware of it.

4. Summer Salary Formula

There are no significant changes in the class size or the salary determination for summer pay this year. We are tightening down class sizes: minimum enrollment required for doctoral level is 7 students, master's level is 10 students, and for undergraduate level is 15 students. We will look carefully at what happens this summer and possibly make changes next summer.

5. Annual Evaluation Criteria

All college deans are supposed to use the standards set by each department. If approved and published departmental criteria for faculty evaluation are not being used let the President know.

Communication: Senate President RN Singh

Dr. Singh presented the actions taken on Promotion, Tenure, & Post Tenure Review procedures at various Specially Called Meetings of Faculty Senate. Editorial changes are included in the April 28, 2009 minutes. Only substantive changes which require action by the Senate are included below.

Page 8 1.5.3

1.5.3. Administrative Leave

Faculty members may be placed on administrative leave with pay by the faculty member's Dean, with the concurrence of the Provost pending an investigation into matters pertaining to the faculty member's job performance. Notification shall be given in writing and shall include the reasons for placing the faculty member on administrative leave with pay and the terms of the leave. A faculty member placed on administrative leave with pay may appeal the decision in writing to the Provost. ~~by submitting an appeal in writing.~~ The Provost will conduct the appeal, and may appoint a person or persons to assist the Provost in the appeal. The investigation process is not stayed by an appeal. The appeal should be completed within five (5) business days of the receipt of the appeal. This provision is distinct from suspension during the pendency of termination proceedings. Placing a faculty member on administrative leave with pay is justified to aid in an investigation. ~~or if the welfare of the faculty member or that of students, colleagues or other institutional employees is threatened by continuance, or if the continued presence of the faculty member would be disruptive of the regular operations of A&M Commerce. Any such leave should be with appropriate provisions for useful duties, including appropriate access to classrooms, laboratories, libraries and other facilities. A tenured or tenure track faculty member who has been placed on administrative leave with pay shall be entitled to his or her regular annual salary.~~

Add may appeal the decision "in writing". Strike out "by submitting an appeal in writing".

Delete everything after investigation. Moved by John Smith. Seconded. Motion passed.

Page 13 1.6.3

1.6.3 To ensure consistency over time, each department shall publish its annual review procedure. ~~on paper or by —electronic means.~~ Annual review procedures for the department shall be approved by the respective College Dean before publication and shall be reviewed by the Provost for consistency with this section. The creation and modification of this document should be a product of joint deliberation by faculty members and the Department Head. ~~If there is no need for department specific guidelines, a college wide document, developed jointly by faculty and Dean and reviewed by the Provost, is sufficient.~~ The annual review procedure document must include the following elements:

Delete the sentence beginning with "If there is not need for..."

Delete after the word procedure.

Moved by Jeffrey Herndon. Seconded. Motion passed.

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1.6.3.4 Basis for evaluation. All sources of information to be used for the evaluation must be specified. The following are examples of possible sources of information: (a) Annual activity report (required as a source); (b) personal observation by evaluator; (c) discussions with colleagues, students, and/or others; (d) student evaluations of teaching; (e) peer evaluations of teaching. Note that the standard end-of-semester student evaluations of teaching must not be the only instrument used in determining teaching quality and effectiveness, (f) published departmental criteria for tenure and promotion, (h) published departmental annual evaluation procedures.

Add (f) published departmental criteria for tenure and promotion.

Add (g) published departmental annual evaluation procedures (Here the minutes should suggest that the deans are violating procedures if they do not follow each department's published guidelines).

Moved by John Ballotti. Seconded. Motion passed.

Page 18 3.3.4.2

3.3.4.2 For faculty subject to a probationary period of seven (7) years at A&M -Commerce, third-year, fourth year, and fifth year reviews are mandatory as parts of the "pre-tenure process." This evaluation will familiarize the faculty member with the tenure process and ensure that the faculty member understands the expectations of those entities that will ultimately be responsible for the tenure decision. This review should mimic the tenure review process as closely as possible; the pre-tenure reviews would include dossier items contributed by the candidate and internal letters of recommendation, and would be reviewed at the department and college levels by appropriate faculty committees as well as the Department Head and College Dean. Faculty should be notified of the results of the review within 60 days from submission by the College Dean.

Add sentence at end of paragraph. Moved by Jeffrey Herndon. Seconded. Motion passed.

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3.4.1.2 Scholarly Activity: Creation and dissemination of new knowledge or other creative activities as prescribed by the approved departmental criteria. ~~For most disciplines, this category consists of research and publication, grants and contracts. For some disciplines, however, it may include other forms of creative activity. Technology, fiction, poetry, painting, music, and sculpture are examples.~~

Add phrase after activities and delete the remainder of the paragraph.
Moved by Mary Druhan. Seconded. Motion passed.

New Business:

The senate approved all May graduates that meet the requirements for their respective degrees. Moved by LaVelle Hendricks. Seconded. Motion passed.

Next called meeting: Tuesday May 12, 2009 at 2:00 p.m.

Adjournment: 3:52 p.m.

Respectfully submitted,

Barbara G. Hammack, Secretary