Inter-Office Correspondence

TO: Rodney Bennett  
President

FROM: Steven Moser  
Provost and Senior Vice President for Academic Affairs

RE: Faculty Handbook Recommendations

DATE: August 3rd, 2020

Below you will find recommendations from the Office of the Provost regarding changes to the Faculty Handbook as submitted by the Faculty Handbook Committee. Upon receipt of these documents, I engaged General Counsel in a review to assess for conflicts or potential risk factors. Ms. Cooper’s advice is reflected in my recommendations.

Item #1 (1.10.2): APPROVE. Vision 2020 language adjustments.

Item #2 (2.4.2): APPROVE. Modifications and clarification of adjunct instruction.
David Holt proposes changes to Faculty Handbook Committee Changes Concerning 1.10.2 potential membership on FECs on October 25, 2019.

First Vote Date: **1/13/20**

First Vote Results: **Passed**

**Majority Opinion:** **Full Support**

**Minority Opinion:** ___________________________

Length of Review and Potential Second Vote Date: **2 months – March 9**

**University Counsel Opinion:** __________________

**Employee Handbook Opinion:** __________________

**Faculty Senate Opinion:** ___________________________

**Council of Directors Opinion:** __________________

**Deans Opinion:** ___________________________

**Vice President of Research Opinion:** __________________

**Provost Opinion:** ___________________________

Second Vote Results **Passes**

**Majority Opinion:** ___________________________

**Minority Opinion:** ___________________________

Presidential Approval or Rejection with date: ___________________________

The original language from the handbook **(approved changes in yellow)** NOTE: Yellow and Green language has been approved as of 11/19/19 by the President

I move that the following section:

1.10.2 Faculty Evaluation Committee

Each academic year, the school will choose one of three governance options for faculty evaluations. Governance options are chosen and Faculty Evaluation Committees (FEC) are elected by secret ballot. Those eligible to vote include all the school’s full-time members of the corps of instruction with a minimum 50% appointment within the school (when the school director is untenured, only option 3 is available). Depending on the governance option chosen, an FEC may be formed. The main function of the FEC is to conduct annual evaluations of faculty in the school. FECs may also advise school directors on other personnel matters, aside from promotion and tenure.

Those tenure-track faculty members eligible to serve on an FEC include only tenured faculty with at least three years’ service at the University, a **minimum 50% appointment in the school**, and rank of professor
or associate professor. School directors, however, are eligible to participate in the evaluation process upon initiation of their appointment. Generally, eligible members should include only those who have workload responsibilities in all three ratings categories and received a rating of at least “meets expectation” in all three categories in the prior year’s annual evaluation.

Eligibility criteria differ slightly for teaching-track faculty members. All teaching-track faculty within the school with a minimum of three years of service with the University, a minimum 50% appointment within the school, and who hold the rank of associate teaching professor or higher are eligible for committee membership. Teaching-track faculty with the rank of instructor, lecturer, senior lecturer, or assistant teaching professor are ineligible for committee membership. Teaching-track faculty members serving on FECs may evaluate only other teaching-track members.

Faculty holding appointments within a school and serving as University administrative officers in the positions of President, Provost, vice president, or college dean may not be members of FECs. Faculty holding an appointment within the school and serving as associate dean or associate or vice provost are typically excluded from FEC eligibility, but they may be eligible if desired representation of an academic program would be unfilled because no other faculty members in the program meet eligibility requirements.

Faculty members who are clinical faculty, artist in residence, professor of practice, visiting professor, research faculty, as well as those holding honorary rank, employed on a terminal contract, undergoing post-tenure review, or otherwise excluded for reasons specified in the rules governing school evaluation proceedings, are ineligible to serve on an FEC.

Faculty members who are related (as per Board and University Nepotism Policy) to parties being reviewed or evaluated in any personnel matter must recuse themselves from all evaluation proceedings involving those parties. They must not vote or offer advice, either directly or indirectly, to other committee members.

In consultation with the college dean, schools may create FEC subcommittees to evaluate subsets of the school’s faculty members if doing so best assures competent and fair evaluations of those each subcommittee represents.

1.10.2.1 Option 1 (director only)
The director has all authority for faculty members’ annual evaluations and recommendations.

1.10.2.2 Option 2 (director plus 2)
A personnel committee consisting of the school director and at least two tenured members of the corps of instruction employed by the school has all authority for faculty members’ annual evaluations and recommendations. The minimum three-member committee elects its chair. The FEC should include no fewer than three members but can include additional members as deemed appropriate. In schools employing more than one teaching-track faculty member, the FEC may be expanded to include one member of the teaching-track faculty.

1.10.2.3 Option 3 (three without director)
All authority for faculty members’ annual evaluations and recommendations is vested in an FEC consisting of at least three tenured members of the corps of instruction, exclusive of the school director, with independent input from the school director. The minimum three-member committee elects its
chair. The FEC should include no fewer than three members but can include additional members as deemed appropriate. In schools employing more than one teaching-track faculty member, the FEC may be expanded to include one member of the teaching track faculty.

1.10.2.4 Replacement of Committee Members

If an FEC member resigns, is no longer able to serve on that committee, or otherwise relinquishes the committee position, another eligible faculty member within the school must be elected in the same manner that the original members were chosen. If a school is operating under Option 1 (school director) or Option 2 (the school director and two or more other faculty members) and the school director resigns from the FEC or is no longer able to serve on that committee, the members of the school’s corps of instruction must reconvene and choose all members for Option 3 as their operational FEC for the remainder of the academic year and until the next annual election of the FEC option.

Have its language changed to (recommended changes in blue)

1.10.2 Faculty Evaluation Committee

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Those tenure-track faculty members eligible to serve on an FEC include only tenured faculty with at least three years’ service at the University, a minimum 50% appointment in the school, and rank of professor or associate professor. School directors, however, are eligible to participate in the evaluation process upon initiation of their appointment. Generally, eligible Eligible members should include only those who have workload responsibilities in all three ratings categories and received a rating of at least “meets expectation” in all three relevant categories in the prior year’s annual evaluation.

Eligibility criteria differ slightly for teaching-track faculty members. All teaching-track faculty within the school with a minimum of three years of service with the University, a minimum 50% appointment within the school, and who hold the rank of lecturer, senior lecturer, associate teaching professor, or teaching professor or higher are eligible for committee membership. Teaching-track faculty with the rank of instructor, lecturer, senior lecturer, or assistant teaching professor are ineligible for committee membership. Teaching-track faculty members serving on FECs may evaluate only other teaching-track members.

Rationale:
Eliminating members from teaching track who are promoted does not make sense, if there are members of lower rank in the school. Associate professors evaluate professors. They are not allowed on CPTCs, but can surely contribute to the school.

By requiring or stating “generally” that FEC members must have workload responsibilities in the 3 categories (RTS), this is a paper veto of all teaching-track faculty, who are explicitly not evaluated on research.

Directors can use a lecturer to evaluate and instructor, if that school needs it.

Generally, the FEC will likely be high ranking tenure-track.

If a school director is appointed in the term, they are the school director. School directors should only be on an FEC if they are voted in through the 3 options.
David Holt proposes changes to Faculty Handbook Committee Changes Concerning 2.4.2 minimizing adjuncts on website language on February 10, 2020.

First Vote Date: Feb 10, 2020
First Vote Results: Passed Full Support

Majority Opinion: ____________________________
Minority Opinion: ____________________________

Length of Review and Potential Second Vote Date: 1 month, March 9, 2020

University Counsel Opinion: ____________________________
Employee Handbook Opinion: ____________________________
Faculty Senate Opinion: ____________________________
Council of Directors Opinion: ____________________________
Deans Opinion: ____________________________
Vice President of Research Opinion: ____________________________
Provost Opinion: ____________________________

Second Vote Results Passes

Majority Opinion: ____________________________
Minority Opinion: ____________________________

Presidential Approval or Rejection with date: ____________________________

The original language from the handbook

I move that the following section:

2.4.2 Adjunct Academic Personnel

Adjunct academic personnel are employed to fulfill specified instructional and other duties for a specified period but without any contractual guarantee of continuing employment. Individuals with adjunct status must have appropriate qualifications for each course taught. All adjuncts remain outside the corps of instruction, do not qualify for faculty status or privileges, and may not vote in institutional elections or personnel proceedings. Adjunct academic personnel include occasional and regular positions. Academic units will evaluate the teaching by adjunct personnel annually, in accord with the respective unit’s standards.

Adjunct status may qualify one to be listed in the University's Undergraduate Bulletin and/or Graduate Bulletin. Those so listed must have a regular teaching or research affiliation with the University and a professional reputation that enhances the standing of the employing academic unit. They must be
recommended by a two-thirds vote of the members of the corps of instruction of the employing academic unit and approved by the responsible dean, the Provost, and the University President. The listing of adjunct academic staff members in the University's Undergraduate Bulletin and/or Graduate Bulletin is strictly honorary, in no way equating with faculty status, permanent employment, or an expectation of continuing employment.

Be changed to: (Changes in Blue)

2.4.2 Adjunct Academic Personnel

Adjunct academic personnel are employed to fulfill specified instructional and other duties for a specified period but without any contractual guarantee of continuing employment. Individuals with adjunct status must have appropriate qualifications for each course taught. All adjuncts remain outside the corps of instruction, do not qualify for faculty status or privileges, and may not vote in institutional elections or personnel proceedings. The listing of adjunct academic staff members in the University's Undergraduate Bulletin and/or Graduate Bulletin, or website is strictly honorary, in no way implying equating with faculty status, permanent employment, or an expectation of continuing employment. Adjunct academic personnel include occasional and regular positions. Academic units will evaluate the teaching by adjunct personnel annually, in accord with the respective unit's standards.

Adjunct status may qualify one to be listed in the University's Undergraduate Bulletin and/or Graduate Bulletin. Those so listed must have a regular teaching or research affiliation with the University and a professional reputation that enhances the standing of the employing academic unit. They must be recommended by a two-thirds vote of the members of the corps of instruction of the employing academic unit and approved by the responsible dean, the Provost, and the University President. The listing of adjunct academic staff members in the University's Undergraduate Bulletin and/or Graduate Bulletin is strictly honorary, in no way equating with faculty status, permanent employment, or an expectation of continuing employment.

Rationale:

This language seems to invite more problems than needed. Listing or not listing on a website is almost half the language concerning adjuncts. Recommend we strike the website language and let schools deal with that as needed. The last sentence, incorporated into the first paragraph and including “website”, covers the message of the original language.