

MINUTES
of the November 18, 2016
University Faculty Handbook Committee Meeting
Kimberley Davis, presiding

Approved as Presented, moved by Sam, seconded Ann Blackwell

The University Faculty Handbook Committee met November 18th, 2016 in room 514 or the International Center Building. The meeting was called to order at 10:37 a.m. by Chairperson, Dr. Kimberley Davis.

Members Present: Max Grivno, Ann Blankenship (via phone); Rebecca Powell (by proxy David Holt); Leisa Flynn; William Powell; Tisha Zelner; and Kimberley Davis.

Approval of October 28th, 2016 Minutes. Motion to approve the Minutes was made by Dr. William Powell; seconded by Max Grivno.

The Minutes of the October 28th meeting were approved with one correction raised by Tisha Zelner regarding the following statement:

The members agreed that as votes occur (second votes) and edits are made, these edits should immediately be included in the Faculty Handbook. (No vote was taken on this consensus agreement.)

The following is the corrected version and reflects the true intent of the discussion:

- The members agreed that as **corrections or edits as appropriate to Handbook procedure occur**, these edits should immediately be included in the Faculty Handbook. [Davis adds: Major vote issues must still follow procedure in accordance with the Bylaws and flow through the Provost and President for approval at the end of the year.]

Approval of November 18th, Meeting Agenda. Motion to approve made by William Powell; seconded by Tisha Zelner. The Agenda was approved.

- After the Agenda was approved, an error was discovered in the documentation of the votes taken for and tabling of the first and second proposals from the Council of Chairs during the discussion. It is correctly registered in the Minutes. The Agenda was amended and sent to the members. Proposal Item 1 was tabled on October 28th and came up for further discussion and a **first vote** today; Proposal Item 2 passed with a first vote on October 28th and came up for a **second vote** today. Reflected below.

Discussion Item 1 – Council of Chairs/Tisha Zelner – continuation of last meeting. *Vote 2 on Eligibility to Serve on Departmental Tenure and Promotion Committees, Change/addition to 9.5.2. Proposal Item 1. Vote 1. TABLED* 10/28/2016.

Discussion Item 2 – Council of Chairs/Tisha Zelner – continuation of last meeting discussion of Proposal Item 2: modification of qualifications to serve on departmental tenure committees – 9.7.1. **Proposal Item 2. Vote 1** taken on October 28th. **Vote 2 taken 11/18/16. Passed.**

- Discussion continued on Proposal Item 1 – to “Add the term **‘tenure’** as a necessary qualification to serve on departmental promotion committees” – from the Council of Chairs via Tisha Zelner. Because the committee rejected and tabled this item in October, Zelner returned it to the CoC for further discussion. They modified the original version of their proposed change to the following:

9.5.2 Departmental Promotion Committees. Upon receipt of promotion dossiers, department chairs must first confirm the eligibility of applicants for promotion in academic rank and then convene the Departmental Promotion Committees to consider the qualifications of candidates for promotion. Departmental Promotion Committees *would* consist of departmental faculty members *who are not currently under review for tenure and who hold* academic rank equal to, or higher than, that being sought by candidates for promotion

At the November 18th meeting the committee **voted to accept the wording of this amended version** of their proposed change to 9.5.2., reflected above in red italics. Members of the UFH committee will take this back to their constituents for discussion and/or approval. At the next meeting it will be reconsidered for a *first vote*.

- With *the second vote*, the committee approved Proposal Item 2 from T. Zelner and the Council of Chairs, which is to “*Modify qualifications to serve on departmental tenure committees*” in **Section 9.7.1** of the Faculty Handbook.

Passed. The following reflects the approved change:

- **Original Language:**

9.7.1 Types of Tenure Proceedings. Departmental Tenure Committees conduct two (2) proceedings relating to academic tenure: pre-tenure review and tenure award deliberations. **The membership of the Departmental Tenure Committee shall include all tenured faculty members within the department, with the exception of departmental faculty who are** also serving as University administrative officers in the positions of President, Provost, or Vice-President, or Dean of the college, or director of the school or division in which multiple departments are organized. These University administrative officers may not sit as members of Departmental Pre-Tenure Review or Tenure Committees.

- **Proposed and Approved Change:**

9.7.1 Types of Tenure Proceedings. Departmental Tenure Committees conduct two (2) proceedings relating to academic tenure: pre-tenure review and tenure award deliberations. The membership of the Departmental Tenure Committee shall include all tenured faculty members within the department, with the exception of departmental faculty of lower rank than the applicant for tenure and under review for promotion or who are also serving as University administrative officers in the positions of President, Provost, or Vice President, or Dean of the college, or director of the school or division in which multiple departments are organized. These University administrative officers may not sit as members of Departmental Pre-Tenure Review or Tenure Committees.

- With the presentation of **Discussion Item 3** by Dr. William Powell / Dr. Sam Bruton– Academic Dishonesty, 4.5.5 – Student Dishonesty, the committee voted to support the necessary correction to the Handbook being proposed. A *first vote* was made on **Proposal Item 3**.

Current wording:

4.5.5 Student Dishonesty. In the event of student dishonesty, instructors may award failing grades either on the pertinent assignment or for the course and, at their discretion, report the student to the Office of the Dean of Students for possible judicial proceedings under the University's Code of Student Conduct. Academic dishonesty might involve cheating on examinations, plagiarism, or any violation of reasonable terms and conditions duly established on written course syllabi.

Proposed description:

4.5.5. Student Dishonesty. In the event of student dishonesty, instructors may impose various sanctions, depending on the circumstances of the case, as described in the University's Academic Integrity Policy (<https://www.usm.edu/institutional-policies/policy-acaf-pro-012>). Instructors must make every effort to meet with the student to explain the nature of the alleged violation, the basis for believing the student has violated the policy, the penalty to be imposed, and the process for appeal.

Respectfully submitted,
Kimberley Davis, Chair
University Faculty Handbook Committee

Included for Review:

DISCUSSION & PROPOSAL ITEM 1 – **TABLED/VOTE 1**

Professor Tisha Zelner

Departmental Promotion Committees (Section 9.5.2)

Types of Tenure Proceedings (Section 9.7.1)

Rationale:

Tenure is not included in the language of 9.5.2 as criterion for service on the Departmental Promotion Committee.

Proposal:

Add the term “**tenure**” as a qualification to serve on departmental promotion committees.

Original statement:

9.5.2 Departmental Promotion Committees. Upon receipt of promotion dossiers, department chairs must first confirm the eligibility of applicants for promotion in academic rank and then convene the Departmental Promotion Committees to consider the qualifications of candidates for promotion.

Departmental Promotion Committees consist of departmental faculty members holding academic rank equal to, or higher than, that being sought by candidates for promotion.

Promotion committees are chaired by a member elected by a simple majority vote of the committee members. Department chairs cannot serve as chairs of Promotion Committees. Faculty holding appointments within an academic department and serving as University administrative officers in the positions of President, Provost, Vice-President, or Dean of the college or director of the school or division in which a department is organized may not sit as members of Departmental Promotion Committee. Generally Assistant/Associate Deans and Assistant/Associate Provosts and Deans holding appointment outside the college (i.e. the Deans of the Graduate School, Honors College, and Libraries) are also excluded from sitting as members of departmental 3rd year review, tenure, and promotion committees. Exceptions are allowed for individuals who are of appropriate academic rank and qualify under each of the following circumstances:

Original Proposed Change:

9.5.2 Departmental Promotion Committees. Upon receipt of promotion dossiers, department chairs must first confirm the eligibility of applicants for promotion in academic rank and then convene the Departmental Promotion Committees to consider the qualifications of candidates for promotion. Departmental Promotion Committees consist of tenured departmental faculty members holding academic rank equal to, or higher than, that being sought by candidates for promotion