

TO: Faculty Senate

FROM: Harold W. Baillie, Ph.D.  
Provost and Vice President for Academic Affairs

DATE: December 6, 2011

RE: Provost's Report for December 2011

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**BOARD RESOLUTIONS:**

The Board of Trustees at their December meeting approved the following changes to *Faculty Handbook* regarding Overload Teaching (5.7), Family and Medical Leave (13.3), Role of the Deans (23.10), Application for Sabbatical (12.1), and Criteria for Rank and Tenure for Professional Librarians. (cf. **Appendix I**)

**RANK AND TENURE:**

The rank and tenure process, as stipulated by the *Faculty Handbook*, is underway. Departments and deans presented their evaluations of the candidates during the month of November, and the Board of Rank and Tenure will begin their review of candidate's files on December 8<sup>th</sup>. The formal meetings of the Board are scheduled for January 13, 14, 20, 21, 2012.

**CURRICULUM APPROVALS:**

**New Course:**

CNS 311-312: Advanced Chinese  
HAD 526: Grants Writing and Management

**Posted:**

9/6/11  
11/2/11

**Course Change:**

Media Information Technology	9/22/11
BUAD 362: Business Foundations for Entrepreneurs	10/14/11
BUAD 363: Applied Business Foundations for Entrepreneurs	10/14/11
MGT 477: The Entrepreneurs Business Plan	10/14/11
MKT 478: Sustainable Entrepreneurial Marketing	10/14/11
HR 520: Professional Contribution	9/21/11
T/RS 215: The History of Christian Theology	9/26/11
T/RS 223: Introduction to the Theology of the Byzantine Churches	9/26/11
T/RS 225 Theology of Marriage	9/26/11
T/RS 240: Scrolls and Scriptures	9/26/11
T/RS 311: Job and the Psalter	9/26/11
T/RS 315: John's Gospel and Letters	9/26/11
T/RS 316: Passions and Resurrection Narratives	9/26/11
T/RS 318: The Apocalypse of St. John	9/26/11
T/RS 323: Protestant Traditions	9/26/11
T/RS 324: Jesuit Spirit	9/26/11
T/RS 326: Belief and Unbelief	9/26/11
T/RS 328: The Christian Church	9/26/11
T/RS 330: Christ in Tradition and Culture	9/26/11

T/RS 331: God and the Earth  
T/RS 440: Introduction to Old Testament

9/26/11  
9/26/11

**ACADEMIC AFFAIRS UPDATES:**

**College Updates:**

**Panuska College of Professional Studies:**

We have been notified that CAPTE has continued the Physical Therapy Department's accreditation until 2017.

**COMMITTEE UPDATES:**

- **Faculty Handbook Committee:**

The Faculty Handbook Committee has formed a sub-committee on Interdisciplinary Departments and Programs and a sub-committee to review Handbook language on Copyrights and Patents Appendix VIII & IX.

The committee is working to clarify the language in 5.5, C., Normal Teaching Load as it relates to the number of preparations in a semester and number of new courses faculty can be required to teach.

### Addition to 5.7: Overload Teaching

**For programmatic reasons, faculty teaching in certain online programs with regular semesters (Online MBA and Online HR) may be permitted to carry no more than nine credits over the normal load in any academic year. However, the total overload credits being taught at any point in time during a regular semester is limited to three.**

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### 13.3 Family and Medical Leave

#### **Current Language:**

A faculty member who chooses to take unpaid leave under the Family and Medical Leave Act (FMLA) must notify the department chair. After consultation with the faculty member, the chair will recommend to the Dean a plan for covering vacated responsibilities. Ordinarily, under FMLA leave, during the equivalent of two weeks of regular semester class meetings, department members are called upon to cover the classes with no additional compensation. Beginning with the third week of coverage within a semester by a particular faculty member, he or she will be compensated on the basis of a pro-rated overload. In exigent circumstances (for example, when no department member is able or available to cover a particular course), the Dean, in consultation with the Provost/VPAA, may elect to hire an adjunct faculty member to cover any or all of the vacated responsibilities, until such time as the faculty member returns from FMLA leave.

#### **Proposed revision (addition in bold):**

A faculty member **who cannot fulfill teaching responsibilities on a short-term basis (the equivalent of two weeks of regular semester class meetings or less) due to the serious illness or incapacitation of a family member must notify the department chair, who will consult with the faculty member to develop a plan to cover the vacated responsibilities. This plan may include class cancellations and/or the enlistment of department members to cover classes with no additional compensation. If, however, the faculty member cannot fulfill such responsibilities for more than the equivalent of two weeks of regular semester class meetings, the faculty member must apply for unpaid leave under the Family and Medical Leave Act (FMLA), which will begin at the end of the original two-week period. In such a case, the chair will consult with the faculty member and recommend to the Dean a plan for covering vacated responsibilities. Beginning with the third week of coverage within a semester by a particular faculty member, he or she will be compensated on the basis of a pro-rated overload.** In exigent circumstances (for example, when no department member is able or available to cover a particular course), the Dean, in consultation with the Provost/VPAA, may elect to hire an adjunct faculty member to cover any or all of the vacated responsibilities, until such time as the faculty member returns from FMLA leave.

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### 23.10 Role of the Deans

#### **Current Language:**

In all questions which come before the Board on Rank and Tenure, the faculty member's home Dean shall make an independent judgment and forward a recommendation through the Provost/VPAA to the President. The other academic Deans may, at their own discretion, submit a recommendation through the same channels. Faculty members may also request that a recommendation from an academic Dean other than their home Dean be forwarded by the Provost/VPAA to the President. These recommendations, along

with any accompanying rationale, will be made available to the members of the Board on Rank and Tenure to assist them in their deliberations.

**Proposed revision (addition in bold):**

In all questions which come before the Board on Rank and Tenure, the faculty member's home Dean shall make an independent judgment and forward a recommendation through the Provost/VPAA to the President. The other academic Deans may, at their own discretion, submit a recommendation through the same channels. Faculty members may also request that a recommendation from an academic Dean other than their home Dean be forwarded by the Provost/VPAA to the President. These recommendations, along with any accompanying rationale, **will be copied to the candidate and** will be made available to the members of the Board on Rank and Tenure to assist them in their deliberations.

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## 12.1 Application for Sabbatical

**Current Language:**

By September 15 of the year prior to the contract year in which the faculty member wishes to be on sabbatical leave, he/she must submit to the department chair and Dean an application for sabbatical leave. The application will outline the sabbatical project. (Application forms are available from the Office of Research Services.)

The Faculty Research Committee will begin review of applications for sabbaticals at their September meeting. The faculty member will be informed of the decision by the end of that fall semester.

**Proposed revision (addition in bold):**

By September 15 of the year prior to the contract year in which the faculty member wishes to be on sabbatical leave, he/she must submit to the department chair and Dean an application for sabbatical leave. The application will outline the sabbatical project. (Application forms are available from the Office of Research Services.)

The Faculty Research Committee will begin review of applications for sabbaticals at their September meeting. The faculty member, **along with the faculty member's dean(s) and chairperson,** will be informed of the decision by the end of that fall semester.

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## Appendix II Norms for Evaluating Faculty for Rank and Tenure

**Proposed Language in Bold**

B. Criteria for Rank and Tenure for Professional Librarians

1. Definition. As the primary means through which students and faculty gain access to the storehouse of organized knowledge, the library performs a unique and indispensable function in the educational process. The role of librarians in this educational process is one of teaching and research inasmuch as they instruct students formally and informally and advise and assist faculty in their scholarly pursuits. Librarians are also themselves involved in the research function when they conduct research in their own professional interests and in the discharge of their duties.

2. Norms for Appointment and Advancement. Selection and appointment of librarians shall follow procedures analogous to those that have been established for all faculty, i.e., there shall be a committee which includes representatives of the tenured Library faculty which shall review all candidates for appointment as librarians and make advisory recommendations to the Dean of the Library and Information Fluency for consideration and review by the Provost/VPAA.

Any librarian appointed to the Library staff must have the appropriate terminal professional degree, i.e., a Master's degree from a library school - preferably one accredited by the American Library Association. Exception: possession of a graduate degree in a subject field, when such subject competence is of greater importance for the position concerned than formal training in librarianship, may substitute for the professional degree so long as there is acceptable competence in library techniques. For example, an archivist, a bibliographer, a media specialist.

3. Promotion in Academic Rank. The librarian's academic preparation for an appointment to the Library staff is established on the basis of the terminal professional degree. Hence, the basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational and research mission of the institution, such as: reference service, collection development, bibliographic organization and control.

Evidence of this level of performance may be adduced from the judgment of colleagues on the Library staff, from members of the academic community outside the Library, and/or from professional colleagues outside the academic institution.

Evidence of professional contributions may be interpreted as:

- a. Contributions to the educational function of the University: for example, teaching, not necessarily in a classroom situation; organization of workshops, institutes or similar meetings; public appearances in the interest of librarianship or information transfer. Evaluation of such activities may be on the basis of the judgment of those who are instructed and by the considered opinion of colleagues.
  - b. Contributions to the advancement of the profession: for example, active participation in professional and learned societies as a member, as an officer, as a committee member, or as a committee chairman.
  - c. Activities related to inquiry and research: for example, publications, such as in professional and scholarly journals; presentations of papers; review of books and other literature; consulting; service as a member of a team of experts, task force, review committee or similar body. Such activities should be judged by professional colleagues on and/or off the campus on the basis of their contribution to scholarship, the profession of librarianship, and library service.
4. Promotion to Specific Ranks. Promotion to the specific ranks for librarians requires a record of successful fulfillment of criteria at each immediately lower level:
    - a. Instructor - In this rank a librarian customarily begins a career in academic librarianship. A period of probation, the rank usually presupposes the following qualifications:
      - (1) Possession of **an American Library Association- accredited Master's degree;**
      - (2) Initiation of advanced professional preparation or training, and promise of ultimate success.
      - (3) **Proved or potential ability in one's field of librarianship.**An instructor who is not promoted within five years may not continue as a member of the faculty.
    - b. Assistant Professor - Promotion to or appointment to this rank presumes positive evidence of these qualifications:
      - (1) Possession of **an American Library Association-accredited Master's degree;**

- (2) Mastery of **the content**, both **theoretical and applied**, of one's field of librarianship;
- (3) The capacity for or the attainment of **professional competence in one's field of librarianship**.
- (4) Competence in professional work, manifested by progress toward an additional degree and/or publication or other professional product;
- (5) Active service which contributes to the welfare of the University and community.

The minimum time in the Assistant Professor rank is five years; those not qualifying for promotion may be retained in this rank indefinitely provided they meet the requirements for tenure.

- c. Associate Professor - Promotion to or appointment to this rank ordinarily presumes positive evidence of these qualifications:
  - (1) Possession of a Master's Degree in Library Science and one of the following: a second Master's degree in a subject field; or the completion of thirty **graduate credits in a discipline that improves professional competence**;
  - (2) Mastery of the methodology and content of one's field of **librarianship**;
  - (3) **Attainment of professional competence in one's field of librarianship and progress towards mastery**.
  - (4) **Substantial scholarly or other appropriate professional activity since the assignment of rank of Assistant Professor, ordinarily demonstrated by refereed publication or other juried professional product excluding work previously considered for advancement or assignment to Assistant Professor whose publication status has not changed**.
  - (5) Substantial service which contributes to the welfare of the University and the community.

The minimum time in the Associate Professor rank is six years; those not qualifying for promotion may be retained in this rank indefinitely provided they meet the requirements for tenure.

- d. Professor (formerly Librarian) - Promotion to or appointment to this rank presumes positive evidence of these qualifications:
  - (1) Possession of a Master's Degree in Library Science and one of the following: a second Master's degree in a subject field; or the completion of thirty **graduate credits in a discipline that improves professional competence**.
  - (2) Continued growth in the mastery of the methodology and content of one's field of **librarianship**;
  - (3) Outstanding professional performance;
  - (4) **Substantial scholarly or other appropriate professional activity since the advancement to the rank of Associate Professor ordinarily demonstrated by refereed publication or juried professional product but excluding work previously considered for advancement to Associate Professor whose publication status has not changed**.
  - (5) Outstanding service which contributes to the welfare of the University and the community.

- 5. Tenure. Qualifications for tenure for a library staff member presumes evidence of fulfillment of the following requirements:
  - a. A minimum period of service in the academic profession of six years and in the University for four years. This means that those without prior experience will apply for tenure in their sixth year at the University, while those with prior experience will apply no sooner than their third year;

- b. Possession of **an American Library Association-accredited** Master's Degree and one of the following: a second Master's degree in a subject field; or the completion of thirty **graduate credits in a discipline that improves professional competence.**
  - c. Competence in the methodology and content of one's field of **librarianship;**
  - d. **Attainment of competence in one's field of librarianship and progress towards mastery;**
  - e. Significant scholarly or other appropriate professional activity as presented by the candidate and as evaluated by the candidate's department;
  - f. Substantial service which contributes to the welfare of the University and the community.
6. Procedures. A member of the library faculty who is a candidate for rank or tenure shall be reviewed according to procedures set forth in established University policies as applied to all faculty. (see: section 23.0 - 23.11 of this handbook)