

December 15, 2011

TO: Provost's Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost's Council Agenda for Tuesday, December 20, 2011

The Provost's Council will meet on Tuesday, December 20 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the November 8, 2011 minutes (see attachment, p. 1-2)
2. Results of the SACS Off-Site Report: Faculty Credentials Follow Up
Marty Sharpe and Sara Morris
3. Streamlining Reporting from the Colleges (see attachment, p. 3-4)
Chandra de Silva
4. Tenure-Track Positions Funded by Research Centers (see attachments, p. 5-9)
Chandra de Silva
5. Report on University Professors (see attachment, p.10-11)
6. Faculty Senate Issue 2011/12-5, Policy Changes to Tenure and Rank (see attachment, p. 12-13)
7. Faculty Senate Issue 2010/11-2 Reinstatement Policy for Graduate Students (see attachment, p. 14-19)
8. Proposed Changes to Tenure Schedules and Schedule on Reappointment of Lecturers and Senior Lecturers (see attachment, p. 20-25)
9. Academic Affairs Updates Presented to the Board of Visitors on December 8 (see attachment, p. 26-30)
10. Announcements
 - A. Directory Information and Faculty Activity System (FAS) – The University will be getting a new website planned for rollout in 2012. One of the new features is an enhanced Directory, which will use information from Digital Measure's Faculty Activity System. Faculty can preview their Directory information and make edits.

PROVOST'S COUNCIL
December 20, 2011
Minutes

The Provost's Council met on Tuesday, December 20 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Chandra de Silva, Jim Duffy, Heather Huling, Linda Irwin-DeVitis, Brenda Lewis, Shelley Mishoe, Sara Morris, Renee Olander, Ann Pettingill, Chris Platsoucas, Marty Sharpe, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The November 8, 2011 minutes were approved.
2. Results of the SACS Off-Site Report: Faculty Credentials Follow Up

Marty Sharpe and Sara Morris reported that the SACS Off-Site Reaffirmation Committee cited the University on only four of 96 criteria. One of the areas cited was faculty credentials, and the Committee's report on this area was distributed. The report noted that the Committee was unable to determine from documentation and analysis in the Compliance Certification that the University in all cases employs competent faculty qualified to accomplish the mission and goals of the institution. The report also stated that the reliance on so many non-terminal degree holding faculty to teach graduate courses is a concern. The On-Site team will look at faculty credentials when they are on campus. The Deans were asked to review specific cases in their college and to be prepared to respond to the SACS team if needed. Specific concerns should be forwarded to Dr. Sharpe or Dr. Morris.

Dr. Sharpe informed Council members that she and her staff will be monitoring compliance efforts on an ongoing basis.

3. Streamlining Reporting from the Colleges

Chandra de Silva discussed a proposal to reduce the number of requests for information from colleges and departments and to more strongly link college/department/program reports to budget requests and accountability. The proposal complements the changed format for budget requests for 2012 sent by Jim Duffy. The main elements of the report are as follows:

- having the reporting timeline changed so that it would connect to the budgetary process;
- simplifying the reporting requirements so that the reports use data from Institutional Research (IR) but provide information and analysis that is not available in IR and Academic Affairs; and
- combining in a single set of reports all that is needed to monitor progress both on the overall Strategic Plan and on individual colleges and departments.

The proposal also includes guidelines for department and college annual reports.

Carol Simpson asked the Deans to review the proposal and to begin following it. She noted that it can be modified as needed as we go forward. She also stressed the

importance of the section of the reports on directions for the future and noted this information is often missing.

4. Tenure-Track Positions Funded by Research Centers

Chandra de Silva discussed the policy on Tenure-Track Positions Funded by Research Centers and reminded the College Deans that the policy requires input from the respective Center Directors to the appropriate department chair as part of the annual review for faculty in these positions. Related to this issue is that the policy and template on Joint Appointments also needs careful attention. The Deans were asked to review those of their faculty who are actively involved in research Centers to be sure that the input from the Centers is being received in a timely manner.

5. Report on University Professors

The report on the distribution of University Professors by College and Department was shared with the Deans for their information.

6. Faculty Senate Issue 2011/12-5, Policy Changes to Tenure and Rank

Council members discussed the recommendation from the Faculty Senate for a revision to the policy on Tenure and the policy on Academic Rank and Promotion in Rank. The revision clarifies the existing process for submitting the list of external reviewers in the tenure and promotion processes. Judy Bowman presented the following editorial revision to the proposed language from the Faculty Senate, as suggested by a department chair.

“The chair will select three reviewers from the candidate’s list and three reviewers from the department tenure and promotion committee’s list; ~~The~~ chair will provide this ~~the~~ list of reviewers to the dean. ~~The~~ dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process.

Council members approved the Senate’s recommendation with the additional editorial revision. Judy Bowman will consult with Paul Champagne to be sure the Faculty Senate concurs with the additional revision. If so, the proposed revised version of the policy for the Faculty Handbook will then be forwarded to President Broderick.

7. Faculty Senate Issue 2010/11-2 Reinstatement Policy for Graduate Students

Council members discussed and approved the recommendation from the Faculty Senate regarding an additional step in the Reinstatement Policy for Graduate Students. A revised reinstatement policy for graduate students was approved previously by the Provost’s Council and Faculty Senate. After approval, an additional step to require that the graduate program director and chair must agree for a student to be reinstated at the department level was recommended by the Graduate Appeals Committee and the Graduate Administrators Council and subsequently approved by the Faculty Senate. The Council’s recommendation for approval of the additional step in the reinstatement process will be forwarded to President Broderick.

8. Proposed Changes to Tenure Schedules and Schedule on Reappointment of Lecturers and Senior Lecturers

Council members approved the recommendation from the Faculty Senate for changes to the Schedules on Tenure and the Schedule on Reappointment of Lecturers and Senior Lecturers. The change to the Tenure Schedules would add that faculty members should submit their tenure file to the Office of Academic Affairs when they submit it to the department/school chair. This has been the practice but needs to be included in the schedules. The change to the Schedule on Reappointment of Lecturers and Senior Lecturers corrects language on pre-tenure review that was included in the schedule in error. The Council's recommendation will be forwarded to President Broderick.

9. Academic Affairs Updates Presented to the Board of Visitors on December 8

A copy of Carol Simpson's report to the Board of Visitors in December was included with the agenda for informational purposes. The report includes an update on progress toward the University's Strategic Plan goals.

10. Announcements

- A. Directory Information and Faculty Activity System (FAS) – The University's new website is planned for rollout in 2012. One of the new features is an enhanced Directory, which will use information from Digital Measure's Faculty Activity System. Faculty can preview their Directory information and make edits. Carol Simpson asked the Deans to remind faculty to make regular updates to their information as needed.
- B. Brenda Lewis announced that the SPEAK Test will be given January 2, new graduate student orientation will take place on January 3, and the GTA Institute will be held on January 5.