

June 18, 2009

TO: Provost's Council

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SUBJ: Provost's Council Agenda for Tuesday, June 23

The Provost's Council will meet on Tuesday, June 23, 2009 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 June 9 minutes (see attachment, p. 1-2)
2. Faculty Senate Issue 2008/9-8, Proposed Changes to the Policy on Academic Rank and Promotion in Rank (see attachments, p. 3-25)
3. Summer School Payroll Issues
Bill McMahon
4. Academic Closure Policy (see attachment, p. 26-28)
Charles Wilson
5. Academic Common Market
Charles Wilson
6. Update on Strategic Planning
7. Update on Threat Assessment (see attachment, p. 29-31)
8. Announcements/Reminders

PROVOST'S COUNCIL
June 23, 2009
Minutes

The Provost's Council met on Tuesday, June 23, 2009 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Andy Casiello, Bill Graves, Janet Katz, Phil Langlais, Bill McMahon, Ginny O'Herron, Worth Pickering, Chris Platsoucas, and Charles Wilson. The following agenda items were discussed.

1. The June 9 minutes were approved.
2. Faculty Senate Issue 2008/9-8, Proposed Changes to the Policy on Academic Rank and Promotion in Rank

Members of the Provost's Council discussed the Faculty Senate's recommendations regarding proposed changes to the Policy on Academic Rank and Promotion in Rank and the Policy on Tenure. The principal purpose of the changes is to reorganize the two policies so the criteria are separated from the process. Discussion centered on the following changes that were not recommended by the Senate.

- The Senate did not recommend the addition of language to address cases where no departmental faculty hold the rank of professor (section II.B.4.b. of the policy on promotion) or no departmental faculty are tenured (section V.C.2. of the policy on tenure). Council members agreed with the Senate's recommendation to remove the proposed language.
- The Senate did not recommend the requirement that the college promotion and tenure committee include at least three professors (section II.B.4.e. of the policy on promotion and section V.C.4. of the policy on tenure). Council members felt it is important to have at least three professors on college promotion and tenure committees. Otherwise, there could be cases when recommendations on candidates for full professor are made by a committee of associate professors. They recommended that the language be revised to state that there should be at least three professors on the college committee rather than there must be three professors on the committee.
- The Senate did not recommend the proposed language that, in cases where the same individual serves on the college promotion and tenure committee and the University promotion and tenure committee and a candidate being considered for promotion or tenure is from the same department, the representative should recuse him/herself from the University committee. Council members agreed to remove this language from the two policies at this time and will revisit this issue in the future.
- The Senate did not recommend the inclusion of a description of clinical ranks in the policy on promotion. Council members agreed to remove the clinical ranks at this time but will revisit the inclusion of clinical ranks in the future.

The original recommendation for changes to the promotion and tenure policies from the Provost's Council contained a revision of the timetable for tenure so that the process begins with the submission of a faculty member's file on September 1 rather than December 1. The proposed timetable matches the timetable that existed several years ago and provides more time for the various individuals and committees involved in the tenure process. The Senate approved the recommendation to change the timetable. Council members recommended that the new timetable be implemented effective with the group of faculty who will go through the tenure process in the 2010-11 academic year.

Council members discussed an earlier revision to the promotion and tenure policies recommended by the Senate in issue 2007/8-2. The Senate's recommendation was to add the following statement to both policies.

Copies of recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for promotion and/or tenure within two weeks of the decision.

Council members agreed with the recommendation to provide copies to the faculty member, but they did not want to include the two-week deadline in the policy.

The Council's recommendation regarding the proposed changes to the promotion and tenure policies and the accompanying timetables will be forwarded to President Broderick. If approved, they will be forwarded to the Board of Visitors in September. In addition, the timetables will be revised to include the provision to provide copies of recommendations to the faculty member.

3. Summer School Payroll Issues

Bill McMahon discussed a concern expressed by members of the Faculty Senate about the summer school payroll. Problems occur when the edited faculty payroll documents are not returned to faculty in time to make corrections to pay documents prior to scheduled pay dates. As a possible solution, Mr. McMahon suggested that department Fiscal Technicians be required to give faculty a draft copy of their pay document prior to submitting the payroll to Academic Affairs. Academic Affairs would return the edited payroll documents at a later date for distribution to faculty. Council members agreed with the proposed solution. Mr. McMahon will include the requirement to give faculty a draft copy of their pay document in the instructions sent to department Fiscal Technicians. He also noted that a planning group is working on implementing a new Banner module for processing adjunct faculty pay. The module will be a paperless system and should enable the first pay check to be delivered earlier than is currently possible.

4. Academic Closure Policy

Charles Wilson discussed a draft document on Guidelines for Making Up Classes after a Pandemic, Natural Disaster, or Terrorist Attack. The guidelines will establish measures

to govern how the University will resume and complete an interrupted semester. They also take into account multiple scenarios: the length of closure, the period during the semester when the closure occurs, and the cause of the closure.

Council members made the following suggestions.

- Form an ad hoc committee to review the draft guidelines and provide input.
- Include some individuals who were involved in the risk assessment process on the ad hoc committee.
- Encourage faculty to be knowledgeable about the use of Blackboard so the University could move to this medium for the delivery of classes if needed.
- Address students' needs to withdraw from classes in these situations.

Carol Simpson asked the deans to discuss the guidelines on making up classes with individuals in their college. She also asked that they forward names of individuals to serve on the ad hoc committee to Charles Wilson.

5. Academic Common Market

Charles Wilson distributed a brochure about the Academic Common Market, a cooperative program of Southern Regional Educational Board member states that provides in-state tuition for select out-of-state programs. Participation in the Academic Common Market could help boost enrollment if we have a unique program. Dr. Wilson will develop an inventory of programs that could be included in the Academic Common Market. The deans were encouraged to recommend programs for the inventory.

6. Update on Strategic Planning

Carol Simpson reminded Council members that the minutes of all strategic planning meetings are on the website. She provided an update on the strategic plan to the Executive Committee of the Board of Visitors in June and will give a full presentation to that group on July 20. A small group is working on writing the document. Once the document is in draft form that the Board is comfortable with, it will be shared with the deans so they can review their college plans.

7. Update on Threat Assessment

Carol Simpson provided an update on the threat assessment process. A draft copy of the threat assessment policy was included with the agenda, and minutes from a recent retreat attended by the threat assessment committee members were distributed. A web site will be developed, and information and training will be provided for the University community.

Janet Katz expressed concern about how faculty should respond to students who may be suicidal. Carol Simpson will share this concern with the threat assessment committee and suggest a separate section of the policy to deal with students who may be suicidal. Bill

Graves noted that the College of Education has a grant with the Community Services Board for a Wounded Warrior Program. He also stressed the need to be sure we have mental health parity in our threat assessment policy. Phil Langlais suggested that the threat assessment team involve the Department of Psychiatry at EVMS.

8. Announcements

- A. Carol Simpson informed Council members that the budget guidance for the Colleges is delayed because we do not have final guidance from the Office of Finance on the use of stimulus funds. The deans have already been informed as to which faculty positions were approved. She asked the deans to focus on improving the diversity of our faculty as they conduct searches.
- B. Regarding the purchase of football tickets, Carol Simpson stressed that there must be documentation of who tickets are given to if the tickets were purchased using Ledger 4 or Ledger 6 funds. More information will be forwarded at a later date.
- C. The results of a public opinion survey on what Virginia voters think about the impact of public higher education on economic growth was distributed.
- D. Oktay Baysal announced that the College of Engineering and Technology is hosting Siemens on one of their technical tours. Also, there are three features about the College in Inside Business.
- E. Andy Casiello distributed boiler-plate narrative that faculty could include in their syllabi to describe the availability of archived course lectures to any student enrolled in the course. Council members asked that Distance Learning make the information available on their website and notify faculty of its availability for their use.