

February 4, 2016

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 9, 2016

The Provost's Council will meet on Tuesday, February 9 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 January 12, 2016 minutes (see attachment, p. 1-3)
2. Faculty Senate Issue 2015/16-7, Confidentiality of Promotion and Tenure Committee Deliberations (see attachment, p. 4-10)
3. Faculty Senate Issue 2015/16-6, College Promotion and Tenure Committees Voting on Promotion to Professor (see attachments, p. 11-13 and 16-19)
4. Faculty Senate Issue 2015/16-10, Correcting Errors in P&T Letters (see attachments, p. 14-15 and 16-19)
5. Faculty Senate Issue 2015/16-5, Notification to Review Committee for Approval (see attachment, p. 20-32)
6. Mentoring and Inclusion
7. Update on Family Friendly Policies
8. Graduate Enrollment
9. Announcements

PROVOST'S COUNCIL  
February 9, 2016  
Minutes

The Provost's Council met on Tuesday, February 9 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Jane Bray, Shirshak Dhali, Jim Duffy, George Fowler, Heather Huling, Jeanie Kline, David Metzger, Shelley Mishoe, Brian Payne, Chris Platsoucas, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The January 12, 2016 minutes were approved.
2. Faculty Senate Issue 2015/16-7, Confidentiality of Promotion and Tenure Committee Deliberations

Council members discussed the recommendation from the Faculty Senate regarding the confidentiality of promotion and tenure deliberations. The Senate recommended that the promotion and tenure policies be revised to include a statement that promotion and tenure deliberations are confidential and no outside person should request (or receive) an account of these deliberations.

Council members felt that the suggested language was too restrictive and agreed that adding a statement that promotion and tenure deliberations are confidential should be sufficient. They felt that there must be justification for committee decisions. In addition, there are situations when an administrator needs to talk to a committee to be able to understand the group's recommendation.

The recommendation will be returned to the Senate with the Council's recommendations.

3. Faculty Senate Issue 2015/16-6, College Promotion and Tenure Committees Voting on Promotion to Professor

Council members discussed the recommendation from the Faculty Senate regarding voting on promotion to professor. The Senate's recommendation would clarify that only faculty holding the rank of professor are eligible to vote on candidates for promotion to professor. The current policy is clear that only full professors on the department and University promotion and tenure committees can vote on promotions to professor, but it is not clear that this is the case for the college committee. The Senate also recommended procedures to be used when a department does not have enough full professors to have one of them serving on the college committee.

Council members agreed that only professors should be eligible to vote on candidates for promotion to professor. However, they did not agree with the formation of ad hoc committees when a department does not have enough full professors to serve on the college committee and felt this was not necessary. As

called for in the policy, there would still be at least three professors to vote on promotions without the formation of ad hoc committees. In addition, there could be situations when there is no one for the chair to select.

The recommendation will be returned to the Senate with the Council's recommendations.

4. Faculty Senate Issue 2015/16-10, Correcting Errors in P&T Letters

Council members discussed the recommendation from the Faculty Senate to add language to the policy on Promotion in Rank that would allow faculty to correct any factual misinformation in promotion and tenure recommendations. Council members felt that the additional language was not needed because it is included in section II.N. of the policy, which states the following.

Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for promotion. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until April 1, to the provost.

The Council's recommendations will be forwarded to President Broderick.

5. Faculty Senate Issue 2015/16-5, Notification to Review Committee for Approval

Council members discussed the recommendation from the Faculty Senate to amend the Schedules for Faculty Personnel Actions as contained in the Faculty Handbook. Language was added to the relevant schedules to make the chair of the department/school of the faculty member under consideration the primary responsible party to post material on a secure server and to inform all relevant promotion and tenure committees. Council members agreed with the recommendation with one editorial revision, which is to change secure site to secure location because "server" may not be the term used in the future. The Senate also recommended the revision of several dates in the Schedule for Faculty Seeking Tenure Mid-Year so that no committee would be required to act before its chair has been elected. Council members agreed with the revised dates.

The Council's recommendation will be forwarded to President Broderick.

6. Mentoring and Inclusion

This issue will be discussed at a future meeting.

7. Update on Family Friendly Policies

Jeanie Kline distributed a flyer describing some of the family friendly policies at ODU, such as a temporary change in duties for full-time teaching faculty who

expect a new family member through birth or adoption, possible exclusion of a period of time from the probationary period for certain life events, and proposed resources to assist dual career couples when one member of the couple has an offer of employment at the University and both are considering relocating to the area. Chandra de Silva asked the Deans to make sure faculty are aware of these policies. Regarding dual career resources, he stated that Human Resources is in the process of hiring an individual who will be the contact for dual career assistance outside the University. Contacts within the University are Jeanie Kline, September Sanderlin, ReNee Dunman, and Denise Dwight Smith. Judy Bowman will send the flyer electronically.

#### 8. Graduate Enrollment

Robert Wojtowicz reported that he has been in contact with each college on short-term strategies to increase graduate enrollment in the fall. He added that graduate admissions has a new communication plan that can help graduate program directors (GPDs). Dr. Wojtowicz stressed the importance of increasing graduate enrollment and noted the possibility of reallocation or program closures if graduate enrollment is not turned around.

#### 9. Announcements

- A. Chandra de Silva announced that Morris Foster has proposed a professional school at ODU that could be located in Virginia Beach. Discussions are tentative at this point.
- B. Chandra de Silva will talk with the Deans about sending faculty to the Southern Compact for Diversity to recruit minority faculty.
- C. Brian Payne announced that the Graduate School was approved by the Faculty Senate and will be presented to the Board of Visitors in April.
- D. Chandra de Silva and Jim Duffy are working on the budget. The top priority for Academic Affairs is full-time faculty positions. Other priorities are funding for adjunct faculty, the Graduate School, and support positions. He will keep the group informed.
- E. David Metzger announced that the Undergraduate Research Symposium is Saturday, February 13.
- F. Heather Huling announced that the deadline for the Teaching with Technology Award has been extended.
- G. Chandra de Silva will send information to the Deans regarding the nomination of Entsminger Fellows.