DEANS COUNCIL  
December 8, 2020  
Minutes  

The Deans Council met on Tuesday, December 8, 2020 from 8:30-10:00 a.m. via Zoom. Those present were Austin Agho (Chair), Tammi Dice, Gail Dodge, Stuart Frazer, Kate Hawkins, Brian Payne, Kent Sandstrom, Ben Stuart, Jeff Tanner, Bonnie Van Lunen, and Robert Wojtowicz. Jay Wright attended as a guest. The following agenda items were discussed.

1. The November 10 minutes were approved.

2. Proposed Revisions to the Faculty Sanctions Policy

Jay Wright met with the Council to discuss proposed changes to the Faculty Sanctions policy. He developed the proposed changes in response to a request from a Board of Visitors member to define a severe sanction and clarify those sanctions that could be appealed to the Board.

Council members felt that the entire policy should be reviewed along with other policies, such as the Faculty Grievance policy, that reference the Faculty Sanctions policy. Austin Agho will contact John Sokolowski for someone from the Faculty Senate to serve on a working group to review the policies and will provide names of the Senate representative and representatives from the Deans Council to Jay Wright.

3. Faculty Senate Issue AY19-23-G Review of Faculty Handbook Policies

Council members discussed the following policies recommended for review by the Faculty Senate.

A. Class Attendance by Guests – Council members recommended removal of language that instructors will include information on attendance by non-student guests in the course syllabus. This language is not in the Course Syllabi policy statement, and it is unclear whether faculty are including this language in their syllabi. Also recommended for removal is the last sentence specifying that the guidelines will apply to each site at which the course is offered. This information is not necessary.

B. Faculty Class Attendance – no changes recommended

C. Final Examinations – no changes recommended

D. Faculty Office Hours – Council members recommended the addition of language specifying that deans and department chairs are authorized to require faculty to designate the location of their office hours, whether at a physical location or virtual. This will enable deans and chairs to have information about a faculty member’s office hours and will be important post-pandemic.
Kate Hawkins suggested it would be useful for the Deans to establish customary practice regarding office hours.

E. Course Syllabi – no changes recommended

F. Grades and Grade Sheets – Council members recommended several editorial revisions. They also asked if the policy should refer to a designated secure site instead of specifying Leo Online as the location for faculty to report grades and for students to view their grades. Judy Bowman will consult with Humberto Portellez about whether this should be changed.

G. Class Rosters – Council members approved the revisions from Humberto Portellez and Judy Bowman that remove outdated language requiring a memo on letterhead to add a course and add language specifying the process when the instructor is the department chair. They also recommended removing the last sentence about reporting grades through Banner self-service processes because it is not relevant for the Class Rosters policy statement.

H. Disruptive Behavior Policy for Faculty and Faculty Administrators – Council members recommended the addition of references to the Faculty Code of Conduct and the Commonwealth’s policy on Civility in the Workplace.

I. Personal Use of University Materials or Funds – Council members had several questions and suggestions for revisions to this policy. After the meeting, it was learned that the policy was rescinded in fall 2018 because the subject is covered in the University’s Code of Ethics.

Feedback and recommended revisions from the Deans Council will be sent to the Faculty Senate.

4. Faculty Senate Issue AY19-13-F Feedback to Associate Professors Regarding Advancement to Full Professor as Part of the Annual Review Process

Council members discussed the recommendation from the Faculty Senate for an addition to the policy on Evaluation of Tenured Faculty regarding advancement of associate professors to full professor. The language is intended to clarify expectations and would require department chairs to offer feedback to associate professors who desire promotion on their progress to full professor and work with the faculty member to develop a plan for advancement. Council members recommended the department chair consult with the chair of the department/school promotion and tenure committee when providing feedback. The Council’s recommendation will be sent to the Faculty Senate.

5. Faculty Senate Issue AY20-10-F Time Allotted to Review Promotion Dossiers for Master/Senior Lecturers and Annual Review Materials for Lecturers
Council members discussed and approved the recommendation from the Faculty Senate to revise several of the schedules for faculty reappointment, annual review, and promotion to provide more time for department/school committees to evaluate materials and submit their recommendations to the department chair. The Council’s recommendation will be forwarded to President Broderick.

6. Information Items

The following recommendations from the Faculty Senate were included with the agenda for informational purposes.

A. Faculty Senate Issue AY20-2-F Assurance of Diversity in P & T Committees – Proposed Changes not Recommended

B. Faculty Senate Issue AY20-4-F Policies on Evaluation of Lecturers and Reappointment – Proposed Changes not Recommended

C. Faculty Senate Issue AY20-5-F Covid 19 Era Promotions and Tenure Policy: A Suggestion and Rationale for an Amended Policy – Proposed Changes not Recommended

D. Faculty Senate Issue AY20-3-D Who Owns the Course Content? – Issue Terminated

E. Faculty Senate Issue AY19-27-I, Tuition Assistance – Issue referred to Greg DuBois and September Sanderlin