Morehead State University
Board of Regents Meeting

Thursday, September 20, 2012
9 a.m.

Morehead State University
Board of Regents Members

John C. Merchant, Chair
Paul C. Goodpaster, Vice Chair
James H. Booth
Julie A. Butcher
Margo A. Hunt
Cheryl U. Lewis
Debbie H. Long
Wayne M. Martin
Ronald D. Morrison
Patrick E. Price
Todd Q. Thacker

Wayne D. Andrews, President
Board of Regents Meeting  
Morehead State University  
Riggle Room, Adron Doran University Center  
9 a.m., Thursday, September 20, 2012

Agenda

I. CALL TO ORDER

II. ROLL CALL

III. RESOLUTION HONORING MSU CHAMBER SINGERS

IV. SPOTLIGHT PRESENTATION - Report on Enrollment Management

V. PRESIDENT'S GOALS FOR 2012-13

VI. PRESIDENT'S RECOMMENDATIONS AND REPORTS

A. Consent Agenda
   2. Ratify Personnel Actions .....................................................................................14-19

B. Recommendations
   1. Approve PAC 27 on Tenure and Reappointment Review, PAC 29 on
      Faculty Workload, and PAC 35 on Faculty Evaluation Plans ......20-53
   2. Approve Bachelor of Arts in Convergent Media ..............................................54
   3. Approve Bachelor of Arts in Strategic Communication ..........................55
   4. Approve Disposal of Real Property .................................................................56-58
   5. Approve Naming of Dr. Earl J. Bentley Student-Athlete Learning Lab .59

C. Reports
   1. Preliminary Fall Enrollment Report .................................................................60
   2. Report on Real Property Leases ..................................................................61-63
   3. Report on Personal Service Contracts ..........................................................64-65
   4. Report on Comprehensive Campaign ..........................................................66-68

D. President's Report

VII. OTHER BUSINESS

A. President's Contract

B. Executive Session

C. Future Meetings
   1. Work Session at 9 a.m. on Thursday, November 15, 2012;
      Audit Committee Meeting at 8 a.m.
   2. Quarterly Meeting at 9 a.m. on Thursday, December 6, 2012
   3. Fall Commencement at 10:30 a.m. on Saturday, December 15, 2012

VIII. ADJOURNMENT

Agenda materials are available online at www.moreheadstate.edu/bor
RESOLUTION HONORING  
MSU CHAMBER SINGERS  
BOR (III)  
September 20, 2012

WHEREAS, the University’s Chamber Singers performed for the first time in international competition at the 7th World Choir Games on July 12, 2012, in Cincinnati, Ohio, USA; and

WHEREAS, the Chamber Singers won the Mixed Chamber Choirs Open Competition category and the gold medal diploma; and

WHEREAS, the Chamber Singers members include, Sopranos: Hannah Doyle (Flemingsburg, Ky., senior, music education-vocal), Emma Irick (Troy, Ohio, senior, vocal performance), Holly Nibert (Burlington, Ky., junior, music education-vocal), Paula Jo Roberts (Pikeville, Ky., freshman, music); Altos: Heather Arrington (Louisville, Ky., senior, music education-vocal), Diana Knoll (Morehead, Ky., graduate, music education, counseling), Laura Wenz (Maysville, Ky., junior, music education-vocal), Catherine Wherthey (Louisville, Ky., sophomore, music education-vocal); Tenors: Jeremy Gaines (Butler, Ky., freshman, music education-vocal), Joshua Arrington (Louisa, Ky., senior, music education-vocal), Heather Arrington (Louisa, Ky., senior, music education-vocal), Diana Knoll (Morehead, Ky., graduate, music education, counseling), Laura Wenz (Maysville, Ky., junior, music education-vocal), Catherine Wherthey (Louisville, Ky., sophomore, music education-vocal); Tenors: Jeremy Gaines (Butler, Ky., freshman, music education-vocal), Joshua Rivers (Cincinnati, Ohio, freshman, music education-vocal), Joseph Roberts (Georgetown, Ky., sophomore, music education-vocal); Basses: Kyle Bentley (Pikeville, Ky., senior, music), Luke Haynes (Jackson, Ohio, junior, music education-vocal), John Lawwill (Winchester, Ky., sophomore, music education-vocal), Alex Lindamood (Sciotoville, Ohio, freshman, music), Matthew Willian (Winchester, Ky., senior, music education-vocal); and

WHEREAS, the impetus behind the Chamber Choir’s participation in the World Choir Games was provided by Holly Nibert, a Junior pursuing the Bachelor of Music Education degree (voice); and

WHEREAS, Dr. Greg Detweiler, associate professor of music, has served with distinction as the Director of MSU Choral Activities since August 1998;

THEREFORE, be it resolved by the Board of Regents of Morehead State University that
Dr. Greg Detweiler and the members of the 2011-2012 Chamber Singers be and hereby are commended for their exemplary achievement in winning the Mixed Chamber Choirs Open Competition category and the gold medal diploma at the 2012 World Choir Games in Cincinnati, USA. Be it further resolved that the University expresses its sincere appreciation for their academic, artistic and personal standards.

Done this twentieth day of September 2012.

ATTEST:

John C. Merchant, Chair

Carol Johnson, Secretary  
Wayne D. Andrews, President
The Board of Regents of Morehead State University met at 9 a.m. on Thursday, June 7, 2012, in the Riggle Room of the Adron Doran University Center in Morehead, Kentucky. Chair John C. Merchant presided.

Chair Merchant called the meeting to order.

The following Board members were present: James H. Booth, Julie A. Butcher, Paul C. Goodpaster, David V. Hawpe, Cheryl U. Lewis, Debbie H. Long, Glenn A. Means, John C. Merchant, Ronald D. Morrison, Patrick E. Price, and Terry E. White.

Brian Hutchinson, Director of Athletics, introduced Sean Woods, Morehead State University's new Head Basketball Coach. Prior to accepting the coaching position at MSU, Woods was the head coach at Mississippi Valley State.

Chair Merchant opened the floor for a motion to approve the following Resolution Honoring Terry E. White:

WHEREAS, Mr. Terry E. White has served with distinction as the staff representative on the Board of Regents of Morehead State University for a period of three years; and

WHEREAS, Mr. White has been an effective voice for employees of the University; and

WHEREAS, Mr. White's dedicated service on the Board of Regents has consistently demonstrated his high ethical standards and strong personal commitment to institutional integrity; and

WHEREAS, Mr. White's three-year term as a board member has reflected his professional collegiality and dedication to academic excellence, his abiding concern for the welfare of the entire University community, and his pride as an alumnus of the institution;

THEREFORE, be it resolved by the Board of Regents of Morehead State University that Mr. Terry E. White be and hereby is commended for his three years of honorable and outstanding service on the Board of Regents and that the University expresses its profound and sincere gratitude for his efforts.

Done this seventh day of June 2012.
RESOLUTION HONORING GLENN L. MEANS

John C. Merchant, Chair

ATTEST:

Carol Johnson, Secretary

Wayne D. Andrews, President

Mr. Goodpaster moved that the Resolution be adopted. Ms. Butcher seconded the motion. The motion carried.

Chair Merchant opened the floor for a motion to approve the following Resolution Honoring Glenn L. Means:

WHEREAS, Mr. Glenn L. Means, of Mt. Sterling, Kentucky, has served with distinction as the student member of the Board of Regents of Morehead State University since July 1, 2011; and

WHEREAS, Mr. Means also served in superior fashion during this period as president of the University’s Student Government Association; and

WHEREAS, Mr. Means’ efforts resulted in improved student relationships with the Morehead community; and

WHEREAS, Mr. Means’ personal example inspired his fellow students to become more involved in the legislative budget process; and

WHEREAS, Mr. Means’ active engagement with the Board of Regents and his stewardship of the Student Government Association consistently have reflected his high ethical standards and his abiding commitment to student and institutional success;

THEREFORE, be it resolved by the Board of Regents of Morehead State University that Mr. Glenn L. Means be and hereby is commended for his year of honorable and outstanding service on the Board of Regents and for his leadership of the Student Government Association.

Done this seventh day of June 2012.
Minutes of Board of Regents

June 7, 2012

John C. Merchant, Chair

ATTEST:

Carol Johnson, Secretary
Wayne D. Andrews, President

Ms. Lewis moved that the Board approve the Resolution. Mr. Booth seconded the motion. The motion carried.

Mr. Means reported on Student Government Association (SGA) activities and initiatives during the 2011-12 school year. Following his report, he introduced Margo Hunt, newly elected president of SGA and student member on the Board of Regents for the 2012-13 school year beginning July 1, 2012.

The President recommended:

RECOMMENDATION: That the Board of Regents approve the selection of Rocky Adkins as the recipient of the 2012 Founders Award for University Service.

(Additional background information attached to these minutes and marked BOR V)

MOTION: Mr. Booth moved that the Board approve the President’s recommendation. Mr. Hawpe seconded the motion.

Dr. Andrews said that Rocky is a very, very proud alumnus of the University and attends many events and speaks regularly about his affection for the institution. Dr. Andrews said that Rocky describes himself as an Eagle from the “top of his head to the soles of his feet.”

VOTE: The motion carried.

Mr. White introduced Todd Thacker, the newly elected staff member on the Board of Regents. Mr. Thacker is Building Maintenance Superintendent in the Office of Facilities Management and will begin his three-year term on July 1, 2012.

Chair Merchant asked the Board if there were any items on the consent agenda that they would like to discuss before taking action.
MOTION: Ms. Lewis moved that the Board approve the nine items in the consent agenda as follows:

1. Minutes of March 15, 2012
2. 2012 Spring Graduates
3. Promotions, 2012
4. Emeritus Status
5. Educational Leave
6. Tenure, Academic Administrator
7. Personnel Actions
8. Appointment of Auditing Firm
9. Minimum Scope of Annual Audit

Dr. Morrison thanked the administration for providing resources for faculty to receive promotions in these very difficult fiscal times.

Mr. Price seconded the motion.

VOTE: The motion carried.

The President recommended:

RECOMMENDATION: That the Board accept the financial statements and amend the operating budget for the third quarter of the fiscal year that will end June 30, 2012.

(Third Quarter Financial Report and additional background information attached to these minutes and marked VI-B-1)

Kelly Owen, Director of Accounting and Financial Services, discussed the Statements of Revenue, Expenditures and Changes in Fund Balance. Ms. Owen noted that during the period July 1, 2011, through March 31, 2011, the University operated with a surplus of revenues over expenditures and transfers in the amount of $15,718,726. This level of operating surplus is expected at this time since most of the billings for the Spring 2012 semester are reflected in the tuition and fees revenue and only expenditures through March 31, 2012, are reflected. As the fiscal year proceeds, the variance between revenues and expenditures will continue to decrease and should reflect a more appropriate operating surplus or deficit.

Teresa Lindgren, Executive Director of Budgets and Financial Planning, discussed the Statement of Net Assets. Ms. Lindgren noted that capital assets increased approximately $3.8 million from the previous year. This increase is primarily related to expenses incurred for residence hall renovations and for the Student Recreation Center during this period. Accumulated depreciation on buildings and equipment was $141,343,976 at March 31, 2012, and $132,143,093 at March 31, 2011. Ms. Lindgren
also discussed unrestricted current funds budget amendments and budget amendments greater than $200,000 for the period January 1, 2012, to March 31, 2012.

MOTION: Ms. Long moved that the Board approve the President’s recommendation. Mr. Means seconded the motion.

VOTE: The motion carried.

The President recommended:

RECOMMENDATION: That the Board approve the Order to Dispose of Property relating to the razing of the buildings known as the Gilley Apartments.

(Order to Dispose of Property and additional background information attached to these minutes and marked VI-B-2)

Mr. Walters said that authorization is requested from the Board to raze two buildings originally constructed as apartment style residences and subsequently used for other purposes by the University. In 2006, the University developed the Athletic Facilities Master Plan (Plan), which provides for the removal of Gilley Apartments and reuse of the land for athletic and/or recreational facilities. During the past few months, Carman, Inc., a landscape architectural firm has developed plans for a practice facility for the intercollegiate soccer program and a site for intramural and other recreational activities. The project will be funded from recreational fees approved and paid for by the students prior to the opening of the Recreation and Wellness Center last year.

MOTION: Dr. Morrison moved that the Board approve the President’s recommendation. Ms. Lewis seconded the motion.

VOTE: The motion carried.

The President recommended:

RECOMMENDATION: That the Board adopt the following resolution relating to the sale of the University’s General Receipt Obligations:

In accordance with the provisions of House Bill 1 of the 2010 Extraordinary Session of the Kentucky General Assembly, the Board of Regents of Morehead State University hereby certifies that the issuance of the University’s General Receipts Bonds, 2012 Series A, will not result in an increase in tuition.

(Additional background information attached to these minutes and marked VI-B-3)
MOTION: Ms. Butcher moved that the Board approve the President’s recommendation. Mr. Booth seconded the motion.

VOTE: The motion carried with Mr. Merchant recusing himself from voting.

The President recommended:

RECOMMENDATION: That the Board approve the recommended 2012-2013 Operating Budget, which totals $135,700,000, the 2012-2013 Personnel Roster, and the 2012-2013 Fee Schedule.

(Proposed revisions to the 2012-2013 Eagle Student Handbook and Student Conduct Code attached to these minutes and marked VI-B-5)

Mr. Walters said that the budget reflects the continued commitment to advancement of the University’s mission by focusing on the goals and objectives as defined in the ASPIRE 2010-2014 Strategic Plan. The budget preparation process was inclusive of campus input and representation and resulted in the proposed $135.7 million budget. Mr. Walters presented a PowerPoint presentation on the budget, roster and fee schedule. Following, the Board discussed the documents.

MOTION: Mr. Goodpaster moved that the Board approve the President’s recommendation. Mr. Price seconded the motion.

VOTE: The motion carried.

Mr. Walters commended staff in the Office of Budgets for their good work in developing the documents.

Following a ten-minute break, Chair Merchant declared the meeting back in session at 10:50 a.m.

The President recommended:

RECOMMENDATION: That the Board of Regents approve revisions to the 2012-13 Eagle Student Handbook and Student Conduct Code.

(V2012-13 Eagle Student Handbook, Personnel Roster and Fee Schedule

and additional background information attached to these minutes and marked VI-B-4)

MOTION: Mr. Booth moved that the Board approve the President’s recommendation. Ms. Butcher seconded the motion.

VOTE: The motion carried.
Jeffrey Liles, Assistant Vice President for Enrollment Services, presented the 2012 Spring Enrollment Report, including a report on the Student Orientation, Advising and Registration (SOAR) program. *(Report attached to these minutes and marked VI-C)*

The Board reviewed and discussed the report.

President Andrews reported that:

- MSU has been selected as one of three campuses to host the Governor's Scholars Program for a three-year period beginning in summer 2013.
- MSU’s College of Education received reaffirmation of accreditation from the National Council for Accreditation of Teacher Education (NCATE).
- MSU’s Department of Sociology, Social Work and Criminology received reaffirmation of accreditation of the Social Work Program. The Bachelor of Social Work (BSW) degree is available for students on four campuses: Morehead, Ashland, Mt. Sterling and Prestonsburg.
- MSU recently hosted accreditation visitors from the National Association of Schools of Music and the National Association of Schools of Theatre. Both exit reports were overwhelmingly positive. The respective commissions on accreditation will issue final reports in January.
- MSU’s Master of Public Administration program is in the final stages of seeking accreditation from the National Association of Schools of Public Affairs and Administration (NASPAA). During a site visit in the spring, the program received several commendations from NASPAA related to program quality, its outstanding faculty and students, and impressive network of external stakeholders. A final accreditation decision is expected in the fall.
- MSU’s Imaging Science program is undergoing accreditation review of its magnetic resonance program by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and had a site visit in the spring. The evaluation report from the site visitors was very positive with an accreditation decision scheduled at the next JRCERT committee meeting.
- MSU alumnus Steve Kazee recently received a Tony nomination for “Best Performance by an Actor in a Leading Role in a Musical” for the Broadway production, *Once*.
- MSU’s Small Business Development Center, through offices in Ashland, Morehead, Pikeville, and Paintsville, has counseled 250 clients over the past year in its 25-county service region, assisted with 21 new business start-ups, and helped its clients receive more than $7 million in business loans.
- MSU’s Innovation Center (IC) has been selected by the Kentucky Cabinet for Economic Development to expand its outreach and become one of the Innovation and Commercialization Centers (ICC) in the state. With this expansion, the ICC will provide services to all but one of the counties.
in MSU’s service region, and its annual funding from the state will nearly double.
- Dr. John Ernst has recently joined the President’s staff as Executive Assistant to the President.

EXECUTIVE SESSION

Chair Merchant moved to Other Business and the President’s Contract. He opened the floor for a motion to retire into Executive Session pursuant to KRS 61.810(1)(f) to discuss matters relating to the appointment of a specific employee. He said that the Board will take no action while in Executive Session.

Mr. Goodpaster moved that the Board go into Executive Session at 11:43 a.m. Ms. Butcher seconded the motion. The motion carried.

Chair Merchant announced that the motion carried, and the Board will now retire to Executive Session.

At 12:07 a.m., Mr. Hawpe moved that the Board return to Open Session. Mr. White seconded the motion. The motion carried.

Chair Merchant announced that the Board has now returned from Executive Session and is again in Open Session.

MS. Butcher moved to extend the President’s contract one year (through June 30, 2016). Ms. Lewis seconded the motion. The motion carried.

Chair Merchant read the following statement:

"As a result of the MSU Board of Regents’ annual review of institutional performance and presidential leadership for fiscal year 2011-12, the Board finds that Dr. Wayne D. Andrews continues to provide exceptional leadership at Morehead State University. The Board notes the following:

- An increase in headcount enrollment to 10,971 (24 percent increase)
- An ACT composite of 21.7 for first-time freshmen (0.5 percent increase)
- Fall to fall persistence rate of first-time freshmen 73 percent (9.0 percent increase)
- Total degrees awarded 1,691 (15 percent increase)
- Student-faculty ratio 17:1 (stable)
- Addition of new degree programs as a result of meeting significant goals of the Kentucky Plan for Equal Opportunities for institutional diversity
- Full implementation of the new General Education program and successful implementation of the Pilot, phase 1, of the Quality Enhancement Plan to enhance critical thinking"
Minutes of Board of Regents  
June 7, 2012

- Enhanced advising tools, tutoring and other assistance to aid individual student success
- Continued improvement to campus facilities and infrastructure in accordance with the Strategic Plan, Campus Master Plan, and the Housing Master Plan

The aforementioned examples of MSU's progress and many others are evidence of the accomplishment of expectations, priorities and direction this governing body has set forth. Further, they demonstrate the effectiveness of Dr. Andrews' leadership.

Looking to the future and this upcoming year, we hope to continue this progress with emphasis on faculty and staff salary improvement as the budget allows, continuing increased enrollment, retention with emphasis on student advising, and graduation rates and even greater diversity within the student body.”

President Andrews thanked the Board for its support and for the extension of his contract.

Chair Merchant announced the following meetings:

- Work Session, Thursday, August 23, at 9 a.m.
- Governor's Trusteeship Conference, Thursday and Friday, September 13-14, in Louisville
- Quarterly Meeting, Thursday, September 20, 9 a.m.

There being no further business to conduct, Mr. Goodpaster moved that the meeting adjourn. Mr. Means seconded the motion. The motion carried.

Respectfully submitted,

[Signature]
Carol Johnson, Secretary
Board of Regents
SPECIAL MEETING
BOARD OF REGENTS
MOREHEAD STATE UNIVERSITY
August 23, 2012

The Board of Regents of Morehead State University met in special session at 9 a.m. on Thursday, August 23, 2012, for the purpose of administering the oath to newly appointed and returning members. Also, an orientation session will be conducted as required by state law. Chair John C. Merchant presided.

ROLL CALL

On roll call, the following members were present: James H. Booth, Julie A. Butcher, Paul C. Goodpaster, Margo A. Hunt, Debbie H. Long, Wayne M. Martin, John C. Merchant, Dr. Ronald D. Morrison, Patrick E. Price, and Todd Q. Thacker.

Cheryl U. Lewis was unable to attend.

OATH OF OFFICE

The Honorable Beth Mays, Circuit Judge, administered the oath of office to the following new and returning Regents:

Paul C. Goodpaster, who was reappointed by Governor Steven L. Beshear for a six-year term ending June 30, 2018; and

Margo A. Hunt, who was elected by the student body to serve a one-year term ending June 30, 2013; and

Wayne M. Martin, who was appointed by Governor Steven L. Beshear to the unexpired term of David V. Hawpe ending June 30, 2016; and

Todd Q. Thacker, who was elected by the staff to serve a three-year term ending June 30, 2015.

ELECTION OF VICE CHAIR & SECRETARY; APPOINTMENT OF TREASURER

Pursuant to KRS 164.330, Mr. Booth moved that the following officers be reelected/reappointed:

Mr. Goodpaster, Vice Chair
Ms. Johnson, Secretary
Mr. Walters, Treasurer

Ms. Butcher seconded the motion. The motion carried.

ORIENTATION SESSION

President Andrews introduced the Orientation Session and discussed Board members responsibilities. He noted that two sources of the best practices he would be discussing are from the Association of Governing Board of Universities and Colleges New Trustee Orientation: A Guide for Public Colleges and Universities by Richard T. Ingram; and the
American Association of State Colleges and Universities Board/President: Facilitating the Relationship by Edward M. Penson.

Dr. Andrews also discussed Ten Basic Rules for the Board by Dr. John W. Moore, President of Penson Associates, Inc. Dr. Moore has conducted several workshops for the Board on Enhancing the Board-President Partnership, as well as a 360-degree review of the president in the fall of 2009.

Michael Walters, Chief Financial Officer and Vice President for Administration, discussed the general powers and duties of the Board, the functions of the Audit Committee and the Audit Committee Charter, as stated in the Bylaws of the Board of Regents.

Mr. Walters also discussed the University's operating budget and its alignment with the University’s Strategic Plan and House Bill 1.

Following a ten-minute break, the Board reconvened at 10:15 a.m.

Jane Fitzpatrick, General Counsel, discussed legal issues and policies, including the Open Meetings Act, FERPA, Conflict of Interest, Contract Bidding, NCAA Rules, and her role as in-house Legal Counsel.

Karla Hughes, Provost and Vice President for Academic Affairs, discussed Academic Affairs initiatives and accomplishments. These include:

- Increased enrollment and retention
- Expanded Tutoring Center in Library
- Implemented use of peer mentors
- Successful Summer Success Academy
- Approved BA program in Traditional Music
- Increased participation in Undergraduate Research Fellowships (163 students)
- Completion of Campus-Wide Retention and Advising Plan
- Increased participation in professional development for teachers through 21st Century Education Enterprise
- Full implementation of new General Education curriculum

Dr. Andrews concluded the orientation with a discussion on the challenges ahead for the University.

Following discussion, Mr. Goodpaster asked that a future Board meeting the spotlight be on the University’s campus-wide retention and advising program.

Chair Merchant appointed Pat Price to serve on the Executive Committee replacing David Hawpe who resigned from membership on the Board of Regents.
Chair Merchant announced the following upcoming events:

- Quarterly Meeting, Thursday, September 20, 9 a.m.; Dedication of KCTM, 1 p.m.
- Work Session, Thursday, November 15, 9 a.m.
- Quarterly meeting, Thursday, December 6, 9 a.m.
- Fall Commencement, Saturday, December 15, 10:30 a.m.

There being no further business to conduct, Mr. Goodpaster moved that the meeting adjourn at 11:50 a.m. Ms. Long seconded the motion. The motion carried.

Respectfully submitted,

Carol Johnson, Secretary
Board of Regents
RATIFY PERSONNEL ACTIONS

Recommendation:

That the Board ratify the Personnel Actions for the period May 16, 2012, through August 24, 2012.

Background:

The Personnel Action Request Report includes actions related to:

1) full-time and continuing part-time faculty, librarians and Executive, Administrative and Managerial employees, excluding supplemental actions not listed under Item 3, below;

2) full-time and continuing part-time non-classified Executive, Administrative and Managerial and Professional Staff positions (including supplemental actions);

3) supplemental actions for faculty acquiring managerial duties, excluding normal grant activities;

4) discipline;

5) leave of absences;

6) sabbaticals; and

7) retirements.
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Note: Positions are expressed in terms of full-time equivalency.
DEFINITIONS OF THE DIFFERENT KINDS OF APPOINTMENTS

Full-Time Standing: A Full-Time Standing Appointment designates an appointment that is full-time and for which no ending date is specified. Such appointments are terminable in accordance with the appropriate University policy. Full-time Standing Appointments must be backed with budgeted funds. Full-Time Standing Appointments may be used for all four payroll classification categories namely 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). Full-Time Standing Appointments may be specified for nine, ten, eleven, or twelve months per fiscal year. This type of appointment is provided all regular University benefits.

Full-Time Fixed: A Full-Time Fixed Appointment designates an appointment that is full-time for a fixed period of time and for which an ending date is specified. Such appointments may be specified for nine, ten, eleven, or twelve months. The appointments do not have to be backed by permanent funds. Full-Time Fixed Appointments may be used for all four payroll classification categories namely 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). This includes instructors and any other individuals in a classification covered by the tenure regulations. Such appointments are discontinued automatically at the specified ending date. Appointments may be terminated before the ending date for cause or business necessity. Full-Time Fixed Appointments may be renewed. Persons appointed to Full-Time Fixed Appointments are not converted to Full-Time Standing Appointments without an appropriate search or search waiver. This type of appointment is provided all regular University benefits.

Supplemental: A Supplemental Appointment designates an appointment which is supplementary to a Full-Time Standing or Full-Time Fixed Appointment and has the effect of providing an additional contractual provision beyond the term of the Full-Time Standing or Full-Time Fixed Appointments. For example, a Supplemental Appointment may be used if an individual whose regular appointment is for nine months but whose appointment is extended for one to three additional months. Supplemental Appointments will also be used to designate those appointments which are supplementary to Full-Time Standing or Full-Time Fixed Appointments to compensate for approved additional services normally outside the scope of regular duties. For example, A Supplemental Appointment can be used when an eligible employee is employed to teach a course for additional compensation. Regular University benefits, except sick leave and vacation accrual, continue with a Supplemental Appointment.
## APPOINTMENT STATUS ACTIONS

### 5/16/12 - 8/24/11

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<td>Communication, Media &amp; Lead, Studies</td>
<td>08/20/12-09/10/13</td>
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TOTAL NUMBER OF SUPPLEMENTALS = 18.
BOR (VI-B-1)

APPROVE PAc-27, PAc-29 and PAc-35

September 20, 2012

Recommendation:

That the Board approve PAc-27 (Tenure and Reappointment Review), PAc-29 (Faculty Workload), and PAc-35 (Faculty Evaluation Plans).

Background:

At Morehead State University, faculty evaluation is guided by academic policies, specifically PAc-35 on Faculty Evaluation Plans, PAc-2 on Promotion Review, PAc-27 on Tenure and Reappointment Review, and PAc-29 on Faculty Workload. A number of issues have been identified in the discussion of faculty compensation at Morehead State University including the policies which guide the work of faculty and contribute to the evaluation of performance for tenure and promotion to Associate Professor as well as merit compensation. Comprehensive reviews of those policies have occurred within the last two years resulting in the revision of PAc-27 (Tenure and Reappointment Review) and PAc-29 (Faculty Workload).

In addition, PAc-35 (Faculty Evaluation Plans) was created to guide each Department, School, or College in the establishment of standards for evaluating its faculty and describes the structure and framework of the Faculty Evaluation Plans that are produced by Departments to evaluate faculty according to discipline specific criteria. PAc-29 allows faculty and administrators to adjust the weight placed in the evaluation assessment on teaching, scholarship, and service, based on flexible workload agreements (FWAs) that have been established for that faculty member for the year. While there are two additional PAs to review and revise as well as development of a standard process for appealing these personnel decisions, these PAs provide the basis to move forward with the remaining work.
Policy: PAc-27

Subject: Tenure and Reappointment Review

Approval Date: 08/06/88
Revision Date: 06/13/97; 06/08/01, 06/15/02
Technical Change: 03/02/98

PURPOSE: To define the criteria, procedures, and conditions applicable to the review of University probationary faculty for reappointment and the awarding of tenure.

I. GENERAL PRINCIPLES

ACADEMIC PRINCIPLES:

Faculty members have an important responsibility in providing evaluations of peers in the tenure process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculty and academic administrators. Faculty, academic administrators, the President and the Board of Regents recognize the central authority of the Morehead State University Mission Statement. Tenure evaluations must be consistent with the responsibilities and general principles outlined in the Mission Statement.

Morehead State University is committed to quality teaching, learning and the improvement of teaching through assessment. The use of various means of formative assessment provides a comprehensive picture of an individual's development as a teacher. Therefore, the position of Morehead State University is that assessment of teaching be, first and foremost, formative and used for the purpose of improving teaching. Morehead State University is committed to supporting faculty of all ranks in order to develop a cohesive community of teachers and learners.

All Standing I faculty in each department will set up acceptable standards for evaluating its tenurable faculty in the department Faculty Evaluation Plan. The appropriate college dean and University Tenure Committee must approve these tenure standards and subsequent revisions to ensure quality, equity, and fairness. Standing I faculty in IRAPP will follow a consistent model with standards being approved by the Dean of IRAPP and the University Tenure Committee. The Dean of IRAPP shall consult with each faculty member and shall determine a "home" department (other than IRAPP) for each faculty member.

The tenure procedures consist of peer and/or administrative judgment and review at the department, college and the University levels. These judgments and reviews regarding tenure must evaluate, certify and document that the performance level of a tenure-track faculty member is at or above the performance level commensurate with that of a tenurable faculty member in the
candidate's department, college, and the university. At each level, the review process will reflect the perspective of the reviewing body as well as the principles of the Mission Statement.

Reviews by the Department Tenure Committee, the Department Chair, and the College Dean, will focus on the professional and scholarly judgments regarding the quality and quantity of the individual's academic work. The standards and criteria for evaluating the individual's academic work shall be consistent with and derived from the academic department's Faculty Evaluation Plan, and the documentation of the individual's academic work shall be a compilation of the annual department Performance Based Salary Increase (PBSI) portfolios which have been submitted and evaluated for the years being considered for tenure. However, PBSI and tenure evaluations are separate processes; and, consequently, meeting or exceeding PBSI criteria does not automatically ensure a favorable tenure decision. PBSI evaluations are based on annual performance whereas tenure evaluations are based on the cumulative performance of six years. As the University strives to recruit and maintain an outstanding faculty, meeting the minimal expectations of PBSI will not be sufficient for tenure.

Reviews by the University Tenure Committee, the Executive Vice President for Academic Affairs and Dean of Faculty (EVPAA), and the President will be guided by criteria established in the departmental Faculty Evaluation Plan. University level reviews will also monitor general standards of quality, equity, and adequacy of the procedures used. University level reviews by the Executive Vice President for Academic Affairs and the President will bring broader administrative judgments to bear.

The assistant professor who successfully gains tenure will be automatically promoted to the rank of Associate Professor without further review. Associate Professors who obtain tenure will have to petition separately for promotion to Professor. Therefore, tenure decisions must reflect satisfactory performance for promotion.

**APPOINTMENT WITH TENURE FOR FACULTY:**

It may be necessary and in the best interest of the University to award tenure to a candidate with exceptional credentials, experience, and previously acquired tenure as a condition of employment. The following procedures shall be used in determining the awarding of such tenure. In no way is this procedure meant to replace the normal and customary policies and procedures for the awarding of tenure outlined below. This procedure ensures that candidates are subject to rigorous peer review, beginning at the departmental level, prior to being awarded tenure.

When a potential new faculty member who has never been employed as a faculty member of Morehead State University requests the awarding of tenure as a condition of employment, the candidate shall prepare a tenure portfolio that documents professional activities and accomplishments for the previous six (or more) years.

This tenure portfolio will be presented to the Department Tenure Committee for their review and evaluation. A simple majority affirmative vote by the Department Tenure Committee is necessary for the recommendation for tenure.
Upon receiving the tenure portfolio, the department chair will review the portfolio, along with
the report from the Department Tenure Committee, and add a written statement supporting or
rejecting the request for the immediate awarding of tenure.

Upon receiving the tenure portfolio, the College Dean will review the portfolio, along with the
previous evaluation reports and shall add a written letter supporting or rejecting the request for
the immediate awarding of tenure.

Upon receiving the portfolio, the University Tenure Committee will review the portfolio, along
with the previous evaluation reports and shall evaluate and vote on the request. Written rationale
shall be included with the portfolio expressing both majority and minority viewpoints and the
numerical-score of the vote. The portfolio is then sent to the Executive Vice President for
Academic Affairs, who will process the request for the immediate awarding of tenure following
normal tenure procedures.

It will be the responsibility of the Executive Vice President for Academic Affairs to return the
portfolio to the candidate after it has been reviewed by the University Tenure Committee and the
EVPAA.

APPOINTMENT WITH TENURE FOR ACADEMIC ADMINISTRATORS:

The appointment of certain academic administrators, namely the Executive Vice President for
Academic Affairs and Dean of Faculty, College and Academic Deans, and Department Chairs
may be made with a recommendation to the Board of Regents for tenure if the following
procedures are followed:

1. The position's search committee must recommend the potential appointee for tenure and
forward its recommendation with the potential appointee's credentials through the Executive
Vice President for Academic Affairs' office to the University Tenure Committee for its review
and recommendation.

2. The University Tenure Committee, in a timely manner, will forward its recommendation and
the potential appointee's credentials to the Executive Vice President for Academic Affairs and
Dean of Faculty.

3. When considering an appointment with tenure for a College Dean, the Executive Vice
President for Academic Affairs and Dean of Faculty will solicit a recommendation from the
appropriate department.

4. When considering an appointment with tenure for a Department Chair, the Executive Vice
President for Academic Affairs and Dean of Faculty will solicit a recommendation from the
appropriate College Dean and department.

5. The Executive Vice President for Academic Affairs and Dean of Faculty will forward
recommendations for these appointments with tenure to the President.
6. The President will present them to the Board of Regents for approval.

These types of appointments are not applicable for the chairperson of the Department of Military Science. Furthermore, successful attainment of tenure in these appointments will not result in automatic promotion to the next higher rank.

CHANGING NEEDS AND PRIORITIES:

Although the tenure process is geared, narrowly and properly, to evaluating individual performance, the changing needs and priorities of the institution may also affect the decision to grant tenure. Both equity and the long-range interests of the institution, however, require directing primary attention to University needs and priorities at the time of initial appointment to a tenure-track position.

I. TENURE DEFINED:

Tenure is a system by which competent, productive faculty members who meet specified criteria are informed that they have successfully completed their probationary period and are recognized as continuing members of the faculty free to pursue their academic interests and responsibilities with the confident knowledge that termination of their appointment can be only for cause as outlined in the appropriate Personnel Policies.

The review process for tenure is concerned with the academic and professional merits of tenure candidates as documented over their tenure-track service to the University and their long-term potential to sustain a high level of quality experiences in support of the institution's educational mission.

An important part of the whole tenure process for faculty members is that all parties to the process share common expectations and understandings. The review process for tenure is concerned with the academic and professional merits of candidates, judged in reference to all alternative candidates, including prospective faculty members. Tenure standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty.

II. GENERAL CRITERIA FOR TENURE

Tenure shall be based on the potential for future advancement in each of the three areas listed below. Tenure candidates who have attained ranks at or above the Associate Professor rank will be expected to have performed at levels commensurate with their rank.

Accomplishments in each of the three areas listed below must be recognized and evaluated by the Department Tenure Committee, the Department Chair, the College Dean, the University Tenure Committee, the Executive Vice President for Academic Affairs and Dean of Faculty, and the President. Evaluations will be guided by the departmental FEP.
1. Teaching: Teaching excellence as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to, the following: student contact activities ( advisement, supervision of internships and theses); development of new courses, programs, or innovative instructional techniques; teaching awards and honors.

2. Professional achievement: Documentation of professional achievement may include, but not be limited to, the following: research, scholarly or creative achievements; leadership roles in professional organizations; participation in professional meetings, seminars and workshops; additional graduate study in the teaching field beyond the minimum required for meeting tenure standards or contract stipulations; work experience; and/or consulting.

3. Professional Service: Service is recognized, evaluated and expected of the faculty member when such service is rendered in a professional capacity as a faculty member of the University. Service may include, but not be limited to, the following: active participation on University, college, department, and/or Faculty Senate ad-hoc and standing committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, inservice presentations, and special events; development of proposals; development of functioning relationships with professional groups in business, industry, trade, education, government, and public schools; performance of public service within the faculty's field of expertise.

III. GENERAL STATEMENTS REGARDING TENURE

PROVISIONS FOR BEING GRANTED ACADEMIC TENURE

Provisions for holding academic tenure apply to all faculty members of Morehead State University holding full-time, regular Standing Appointments to the rank of Professor, Associate Professor, and Assistant Professor. Academic tenure is granted only in an academic program area:

2. ACADEMIC PRINCIPLES

Each department, school, or college will establish standards for evaluating its tenure-track faculty consistent with the guidelines established in PAc-35. These standards will appear in the tenure and reappointment sections within the applicable Faculty Evaluation Plan.

The tenure process will consist of review and judgment by the Department Tenure Committee; the Department Chair/Associate Dean; the College Tenure Committee; the College Dean; the University Tenure Committee and the Provost. At each level, the review process will be guided by the standards outlined in the candidate's Faculty Evaluation Plan.

The assistant professor who obtains tenure will be automatically promoted to the rank of Associate Professor without further review. Therefore, tenure decisions must reflect satisfactory performance for promotion to Associate Professor. Associate professors who obtain tenure and desire promotion to Professor have to petition separately for promotion to Professor.
Only full-time standing faculty members of Morehead State University holding the rank of Professor, Associate Professor, or Assistant Professor in an academic program area can be granted tenure.

3. PROBATIONARY PERIOD FOR TENURE-TRACK FACULTY

The probationary period for tenure review tenure-track faculty at the University is six years. Time while on leave without pay shall be determined according to PG-9. However, under exceptional circumstances, up to three years of equivalent service may be applied toward this six-year probationary period within the first year following appointment to Morehead State University. Credit for equivalent professional service will be recommended to the Executive Vice President for Academic Affairs by the Departmental Search Committee, Department Chair, and College Dean in accordance with the criteria established for tenure. A faculty member must apply for equivalent service no later than the end of the first semester following appointment to Morehead State University. The documents supporting this application may be provided as a paper copy. The number of years of equivalent service will be recommended to the Provost by the Department Tenure Committee, the Department Chair/Associate Dean, and the College Dean. A statement documenting the number of years granted for of equivalent academic-service shall will be included in the Tenure Portfolio which is submitted to the University Tenure Committee, reappointment/tenure portfolio.

A faculty member granted a reduced probationary period upon appointment may, request that part or all of the years of equivalent service be rescinded if he/she needs more time to develop credentials for tenure. However, such a request may not be made after the tenure review process has begun.

A tenure-track faculty member must be reviewed for the awarding of tenure no later than the sixth year of the probationary period. A candidate who is denied tenure will receive a fixed-term terminal contract for the year following tenure review.

A faculty member who holds tenure-eligible rank must be reviewed for the awarding of tenure no later than the sixth year of probationary status. To be tenured, a faculty member must make application for tenure through the appropriate tenure review structure, be recommended for tenure by the President of the University, and be approved by the Board of Regents for tenure.

Unsuccessful tenure candidates will receive a fixed-term terminal contract for their seventh year.

NOTIFICATION ABOUT PROBATIONARY PERIOD FOR NEW FACULTY:

Each newly hired faculty member shall be given a Contract for Services on which the amount of probationary credit is stipulated. Candidates for tenure with reduced probationary periods for tenure shall include a copy of this contract documenting the of years of previous service credit in their Tenure Portfolio.
A faculty member hired from another institution and granted a reduced probationary period upon appointment may request part or all of that time to be rescinded if he/she needs more time to develop credentials for tenure. However, such requests may not be made after the tenure review process has started in the sixth probationary year.

§ COMPUTING YEARS OF CREDIT TOWARD TENURE:

A. In order to facilitate the administration of tenure review procedures, there shall be a common tenure anniversary date of July 1. The University recognizes July 1 as the common tenure anniversary for all Standing-Faculty. This tenure anniversary date does not necessarily coincide with the faculty member's date of initial appointment. A year of credit toward tenure is earned in any year in which the tenure-eligible faculty member has full-time active employment status of no less than half of the July 1 through June 30 year (one semester if he/she normally is appointed for two semesters).

Since the purpose of the probationary period is to provide opportunity for observing the faculty member, time spent on a leave of absence will not be counted as active service employment, except as specified in PG-9 or PAc-28.

§ NOTICE OF REAPPOINTMENT OR NON-REAPPOINTMENT-AND TERMINATION:

Standards for notice of non-reappointment for tenure-eligible as follows:

1. Dates

a. Not later than March 1 of the first academic year of service
b. Not later than December 15 of the second academic year of service.

e. After two or more years of service in the University, twelve months.

2. The President notifies each faculty member who will not be re-appointed after consultation with the appropriate Academic Administrators.

Probationary faculty members whose appointments are not being renewed will receive a written statement regarding the notice of non-reappointment from the President. All faculty members have the right to appeal the non-renewal notice within 30 calendar days to the Faculty Rights and Responsibilities Committee as provided by PAc-18.

The President will notify, in writing, each faculty member who will not be re-appointed after consultation with the faculty member's Department Chair or Associate Dean, Dean, and Provost. All faculty members have the right to appeal the non-reappointment notice within 30 calendar days to the Faculty Rights and Responsibilities Committee as provided by PAc-18.

Notification of reappointment or non-reappointment for tenure-eligible faculty shall be:
a. Not later than March 1 for faculty in their first academic year of service
b. Not later than December 15 for faculty in their second academic year of service
c. Not later than March 1 for faculty with two or more academic years of service. Faculty with two or more academic years of service who are not reappointed will receive a fixed-term terminal contract for the following academic year.

6. THE REAPPOINTMENT/TENURE PORTFOLIO:

The reappointment/tenure portfolio will consist of the following items, in order:

1. a letter of intent, addressed to the Department Chair or Associate Dean, stating the desire to be considered for reappointment tenure and containing a summary of activities during the probationary period that justifies the case for reappointment or tenure,

2. the applicable department Faculty Evaluation Plan(s) and any Flexible Workload Agreements (see PAC-29) that apply to the candidate,

3. the annual evaluations by the Department Tenure Committee, the Department Chair/Associate Dean, and the College Dean, as well as any responses by the candidate to those evaluations,

4. if applicable, a statement documenting the number of years of equivalent service granted, and

5. a copy of the report of activities from the approved faculty activity reporting system as per PAC-35.

Candidates for tenure and reappointment are strongly encouraged to maintain in their possession copies of the portfolio contents (as described above) in an electronic or paper copy plus any supporting documents for reference until the tenure process has been completed and a decision for tenure or non-tenure has been made by the Board of Regents, as portfolios will not be returned by the university in the event of non-reappointment.

Faculty who are hired with five or more years of service may submit a paper portfolio for review, as an alternative to the approved faculty activity reporting system.

The Tenure Portfolio must contain a letter of intent, portfolio summary [extended curriculum vitae], and supporting documents. The format for the presentation of tenure material will be determined by the University Tenure Committee. The letter of intent, addressed to the Department Chair, will state the desire to be considered for tenure and shall contain a summary of major responsibilities and activities during the probationary appointment period. Documentation of the candidate's periodic Performance Review may also be included in the portfolio. If a faculty member applies previous service to the probationary period, the previous service must be documented with respect to teaching excellence, professional achievement and service to that institution and community. The candidate's portfolio must document all qualifications, and it must be complete at the time of submission.
PORTFOLIO SUMMARY:

The following are guidelines for organizing the portfolio. Candidates should respond to or supply evidence for all categories that apply. Whenever appropriate specific titles, dates, pages, and publishers should be included:

1. Personal Data
   a. Name
   b. Present rank, administrative title (if applicable), and department
   c. Dates of initial rank assignment and promotions at Morehead State University
   d. Field or fields of specialization
   e. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted
   f. Teaching prior to Morehead State University or related work experience prior to Morehead State University

(1) Institutions
(2) Dates
(3) Responsibilities
(4) Rank changes and dates

g. Memberships in academic honor organizations

2. Teaching—Note whenever reassigned time was given:
   a. Teaching load each semester
      (1) Numbers and titles of courses taught
      (2) Credit hours/workload
   b. Teaching evaluations summary
      (1) Student (e.g., nationally-normed or university-accepted, supplemental, etc.)
      (2) Peer and/or Chair
(3) Advising

e. Student contact activities

(1) Number of advisees: graduate, undergraduate

(2) Supervisor of internships

(3) Direction of theses and service on theses committees

(4) Direction of independent studies

(5) Service on oral examination committees

(6) Other

d. New courses and programs developed

e. Innovative instructional techniques developed

f. Teaching awards and honors

g. Other evidence of effective teaching

3. Professional Achievement

a. Scholarship

(1) List of published articles

(2) List of published books

(3) List of published reviews

(4) Work in progress

(5) List of conference papers/posters/presentations

(6) Editorship or service on editorial boards of professional journals

(7) List of scholarly grants

(8) Sabbaticals

(9) Pure research completed
(10) Applied research completed

(11) Fellowships awarded

(12) Awards for scholarship

b. Creative Productions—List of:

(1) Exhibits

(2) Musical compositions published

(3) Poems, plays, stories, novels published

(4) Work in progress

(5) Artistic performances

(6) Speaking engagements

(7) Inventions

(8) Awards for creative productions

c. Academic organizations

(1) Memberships

(2) Leadership roles

(3) Participation at conferences

(4) Awards for professional service

d. Continuing education

(1) Seminars attended and form of participation

(2) Workshops attended and form of participation

(3) Graduate study

(a) Institution

(b) Degree being pursued and anticipated date of completion
(e) Credit hours completed

e. Relevant work experience and consulting

(1) Institution/agency

(2) Responsibilities

(3) Dates

f. Other evidence of professional growth

4. Service

a. List of University, college, department, and Faculty Senate ad hoc and standing committees with level indicated in each case

b. Sponsorship or advisor of University-approved extracurricular activities
c. Service as official representative of the University

(1) Place

(2) Responsibility

(3) Date

d. Coordination of and participation in Morehead State University workshops, conferences, clinics, in-service, and special events

(1) Title

(2) Form of participation

(3) Date

e. Development of proposals to benefit the University

(1) Title of proposal

(2) Date submitted

(3) Accepted or rejected

f. Development of relations with professional groups (business, industry, trade, education, and government)
g. Honors and awards for service

h. Other service as a University representative

7. SUPPORTING DOCUMENTS:

The candidate will submit to the Department Chair/Associate Dean a set of documents, or appropriately presented digital materials, supporting the request for reappointment/tenure. These supporting documents will remain with the Department Chair/Associate Dean and must be made available, upon request, to any person involved in the review of the reappointment/tenure portfolio.

Supporting documentation may include but are not limited to:

(1) items indicating the extent and quality of teaching, including summaries of all evaluations required by the department Faculty Evaluation Plan and other evidence of teaching effectiveness such as innovative teaching techniques, new courses or programs developed, and teaching awards or honors.

(2) items indicating the extent and quality of scholarship, such as publications, artistic/creative works, and grant activities, and/or

(3) items indicating the extent and quality of service to the institution, the profession, and/or the broader community, such as proposals to improve the university/service on institutional committees, editorships or reviews for professional journals, development of relations with outside professional or public groups, consulting, and awards or honors for service.

The supporting documents should be arranged in the following categories:

1. Documents which support personal data (for example):
   a. Copies of official letters of promotion at other institutions

2. Documents which support effectiveness of teaching (for example)
   a. Course syllabi
   b. Course assessment materials (exams, assignments, evidence of feedback to students, etc.)
   c. Copies of results of teacher ratings (e.g., student, peer and/or chair, advising)
   d. Copies of descriptions of innovative instructional techniques
   e. Copies of teaching awards and honors
   f. Letters reflecting teaching competence
3. Documents which support evidence of professional growth (for example)
   a. Copies of published articles, books, reviews
   b. Copies or evidence of work in progress
   c. Copies of conference papers/posters/abstracts
   d. Copies of relevant pages in conferences programs
   e. Copies, slides, tapes of, or patents for creative productions
   f. Evidence of roles in academic organizations
   g. Evidence of continuing education including transcripts of graduate work
   h. Programs identifying speaking engagements

4. Documents which support service (for example)
   a. Copies of proposals to benefit the University
   b. Copies of honors or awards for service

5. The department’s Faculty Evaluation Plan(s) for the years being evaluated; and

6. In addition, the Tenure Portfolio must include:
   a. the annual written evaluations of the Department Tenure Committee;
   b. the annual written evaluations of the Department Chair;
   c. the annual written evaluations of the College Dean; and
   d. the annual responses, if any, from the candidate to these evaluations;

It is the responsibility of the candidates to keep and maintain their Tenure Portfolios.

IV. GENERAL PROCEDURES FOR TENURE REVIEW

1. No candidate for tenure, candidate’s spouse, immediate family (as defined by PG-22), Department Chairs, or Deans will serve on tenure committees.

2. A faculty member may serve on the Tenure committee at either the department level or the University level, but not both during the same academic year, except in the case of department-
level annual review. However, a tenured IRAPP faculty member may serve on tenure committees at the department level and for IRAPP faculty during the same year.

3. The chairperson of each tenure committee will be elected by the committee from the membership.

4. No member of the Faculty Rights and Responsibilities Committee shall serve concurrently on the University Promotion or University Tenure Committee.

5. All voting on candidates will be by secret ballot. Recommendation for tenure requires an affirmative vote by the majority of the committee membership voting. There shall be no abstentions in the voting process. In all committee recommendations the number of "yes" votes and the number of "no" votes must be recorded. At all levels, the written evaluation must include the strengths and evaluated weaknesses of the candidate’s portfolio. If the vote for tenure is split, minority opinions must be included in the written evaluation.

6. Tenure committees’ deliberations must be treated confidentially and must not be discussed outside of tenure committees’ meetings.

7. All prospective candidates for tenure review are required to attend an orientation workshop sponsored and presented by the Executive Vice President for Academic Affairs and Dean of Faculty and the previous year’s chair of the University Tenure Committee at a time and place set by the Office of the Executive Vice President for Academic Affairs.

V. THE DEPARTMENT TENURE COMMITTEE

1. The Department Tenure Committee shall consist of all eligible tenured faculty members in the department, and all tenured faculty are expected to participate in the tenure review process, except in extraordinary circumstances or in the case of conflict of interest. In the event that there are fewer than five eligible members in the department, the department shall collectively invite enough full-time tenured faculty members from the same college to form a five-member committee.

The Tenure Committee in IRAPP shall consist of all tenured IRAPP faculty. For all tenure-track candidates, tenured faculty members from the candidate’s home department will select two tenured faculty from the candidate’s home department to serve on the IRAPP Tenure Committee. Should this strategy fail to produce a committee of five, the tenured faculty members in IRAPP shall collectively invite enough full-time tenured faculty members from IRAPP faculty affiliates to form the committee.

VI. ANNUAL REVIEW OF PROBATIONARY FACULTY (PRIOR TO FINAL REVIEW FOR TENURE)

1. The Department Tenure Committee will meet annually to review and evaluate the tenure-track candidate’s Tenure Portfolio. This portfolio will normally consist of a compilation of the Performance-Based Salary Increase documents for each year of the candidate’s probationary
period, plus any additional information and/or documentation that the candidate might wish to include.

2. The Department Tenure Committee will annually review the portfolio and submit a written evaluation of the strengths and evaluated weaknesses of the portfolio using the Department’s Faculty Evaluation Plan as the criteria for evaluation. As part of this evaluation, the Department Tenure Committee shall also recommend, in the form of a vote by secret ballot, whether the candidate’s contract should be renewed. Abstentions are not allowed. A sealed ballot by an absent faculty member may be included in the tally if all ballots are opened and counted at the same time during the Department Tenure Committee meeting. The committee’s report shall show the vote tally and shall be signed by all committee members. This report shall also document the validity of the information contained in the candidate’s departmental tenure portfolio. A copy of this report shall be delivered to the candidate.

The primary purpose of this evaluation is to evaluate and certify the items and statements contained in the candidate’s annual Tenure Portfolio, and to ensure that the performance level of a tenure-track faculty member is at or above the performance level commensurate with that of a tenurable faculty member in that department, as based on the criteria established by the Department’s Faculty Evaluation Plan.

The Department Tenure Committee may also request additional documentation of items and statements made in the candidate’s Tenure Portfolio from the tenure-track candidate. Any additional documentation and/or supporting evidence will be forwarded with the candidate’s portfolio up the chain of review.

3. The Department Tenure Committee will then forward the annual Tenure Portfolio to the Department Chair, who will add his/her written evaluation of the Tenure Portfolio to the portfolio, with a copy of this evaluation delivered to the tenure-track candidate. In the case of IRAPP faculty, the department chair in the faculty member’s home department shall evaluate the portfolio.

It is also the responsibility of the Department Chair to evaluate and certify that the supporting documentation is at or above the performance level commensurate with that of a tenurable faculty member in that academic department. This evaluation and certification must be part of the Chair’s letter of evaluation. It is also the responsibility of the Department Chair to certify that academic requirements, such as terminal degrees, years of teaching/previous service, etc. have been met for the department.

4. Annually the College Dean will review the Tenure Portfolios and offer a written evaluation of the portfolio, with a copy of this evaluation delivered to the candidate. In the case of IRAPP faculty, the Dean of IRAPP shall evaluate the portfolio. The College Dean will also forward a final recommendation after receiving the Tenure Portfolio from the Department Chair for submission to the Office of the Executive Vice President of Academic Affairs and Dean of Faculty.
5. The Executive Vice President for Academic Affairs and Dean of Faculty will review all materials, written evaluations, and recommendations and make a recommendation regarding annual renewal of a probationary-faculty's contract to the President. In the case of a negative evaluation, the EVPAA shall provide justification for the non-renewal. A copy of the EVPAA's recommendation to the President should also be sent to the faculty member.

6. At every level, the candidate will receive a copy of his/her evaluation at the same time as it is sent to the subsequent level, and the candidate will have the opportunity within five working days to write a clarification/rebuttal to the evaluation.

VII. TENURE-REVIEW (FINAL YEAR)

The Department Tenure Committee will meet to review and evaluate the tenure-track candidate's Tenure Portfolio using the Department's Faculty Evaluation Plan as the criteria for evaluation. In the case of IRAPP faculty, IRAPP faculty (as described above) shall evaluate the portfolio. This portfolio will normally consist of documentation as suggested by the Portfolio Summary guidelines and may also include the PBSI documents for each year of the candidate's probationary period.

In the sixth year of the candidate's probationary period, it is the responsibility of the Department Tenure Committee to furnish written evaluation of the strengths and evaluated weaknesses of the portfolio, along with a vote which affirms or denies their support of the Tenure Portfolio, with a copy of this evaluation and vote tally delivered to the candidate. The committee's evaluation and vote tally shall be signed by all committee members. Voting shall be by secret ballot, and a sealed ballot by an absent faculty member may be included in the tally if all of the ballots are opened and counted at the same time at the Department Tenure Committee meeting. Abstentions are not allowed at either the Department Tenure Committee or University Tenure Committee levels of review.

The Department Tenure Committee may also request additional documentation of items and statements made in the candidate's Tenure Portfolio from the tenure-track candidate. Any additional documentation and/or supporting evidence will be forwarded with the candidate's portfolio up the chain of review.

2. The Department Tenure Committee will then forward the Tenure Portfolio, written evaluation, and vote tally to the Department Chair, who will add his/her written evaluation and tenure decision to the Tenure Portfolio, with a copy of this evaluation and decision delivered to the tenure-track candidate. In the case of IRAPP faculty, the department chair in the faculty member's home department shall evaluate the portfolio.

It is also the responsibility of the Department Chair to certify that academic requirements, such as terminal degrees, years of teaching/previous service, etc. have been met for the department.

3. The Department Chair will then forward the Tenure Portfolio, written evaluations, and vote tallies to the College Dean, who will add his/her written evaluation and tenure decision to the Tenure Portfolio, with a copy of this evaluation and decision delivered to the tenure-track
candidate. In the case of IRAPP faculty, the Dean of IRAPP shall evaluate the portfolio. The College Dean will then forward Tenure Portfolio, all written evaluations, and vote tallies to the University Tenure Committee in the Office of the Executive Vice-President of Academic Affairs and Dean of Faculty.

4. The University Tenure Committee will review the Tenure Portfolio, all written evaluations, and vote tallies and provide a written evaluation and vote tally. The University Tenure Committee's written evaluation and vote tally will be delivered to the tenure-track candidate by a member of the University Tenure Committee. The University Tenure Committee will then forward the Tenure Portfolio, all written evaluations, and vote tallies to the Executive Vice-President of Academic Affairs and Dean of Faculty.

5. The Executive Vice-President for Academic Affairs and Dean of Faculty will review all materials, vote tallies, written evaluations, and recommendations and make a recommendation to the President. Should the recommendation of the Executive Vice-President for Academic Affairs differ from the recommendation of the University Tenure Committee, the Executive Vice-President for Academic Affairs will consult with the University Tenure Committee prior to making a recommendation to the President. The President will make the final recommendation to the Board of Regents.

6. At every level, the candidate will receive a copy of his/her evaluation at the same time as it is sent to the subsequent level, and the candidate will have the opportunity within five working days to write a clarification/rebuttal to the evaluation.

7. The President will inform each candidate of his or her recommendation at least two weeks prior to the Board of Regents meeting. Candidates not recommended for tenure may request a meeting with the Executive Vice-President for Academic Affairs and Dean of Faculty prior to the Board of Regents meeting.

VIII. ACADEMIC FREEDOM

Faculty and administration will observe the conditions on academic freedom and responsibility for teaching and research as outlined in PAc-14.

8. ANNUAL REVIEW OF TENURE-TRACK FACULTY (PRIOR TO TENURE REVIEW)

(1) The Department Tenure Committee will meet annually to evaluate the tenure-track candidate's reappointment portfolio and supporting documents.

(2) The Department Tenure Committee will produce a written evaluation of the portfolio using the department Faculty Evaluation Plan as the criteria for evaluation. As part of the evaluation, the Department Tenure Committee will recommend, in the form of a vote by secret ballot, reappointment or non-reappointment of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the tally with all ballots opened and counted at the same time during the Department Tenure Committee meeting. A
faculty member on leave of absence or sabbatical is not an active member of the tenure committee and shall not vote. The committee’s report will show the vote tally and will be signed by all committee members. The report will also document the validity of the information contained in the portfolio. A copy of the report will be placed in the portfolio and also delivered to the candidate.

The primary purpose of the evaluation is to certify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department Faculty Evaluation Plan.

The Department Tenure Committee may request from the candidate, revisions, additional information, and documentation not provided in the portfolio. If so directed, the candidate will have the opportunity to realign the organization of contents of his/her portfolio.

(3) The Department Tenure Committee will forward the portfolio and supporting documents to the Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the portfolio, with a copy of the evaluation delivered to the candidate. The written evaluation will recommend reappointment or non-reappointment of the candidate.

It is also the responsibility of the Department Chair/Associate Dean to certify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department Faculty Evaluation Plan.

(4) The Department Tenure Committee and the Department Chair/Associate Dean will conduct an annual reappointment review of all department tenure-track faculty during their first five years of probationary service at the University. If both department reappointment recommendations are positive for the 1st, 2nd, and 4th probationary reviews, the College Dean will forward the department recommendations to the Provost with his/her approval and recommendation for reappointment. In the event that clarification of the department recommendations is warranted prior to submitting the reappointment recommendation to the Provost, the College Dean may request that the portfolio and/or support documents be forwarded for his/her review. For the 3rd and 5th reappointment reviews, in addition to the department review, the College Dean will conduct a complete reappointment review for all tenure-track candidates.

In all cases where the department reappointment recommendation is negative or there is disagreement for reappointment between the Department Tenure Committee and the Department Chair/Associate Dean, the College Dean will review the reappointment portfolio and offer a written evaluation of the portfolio, with a recommendation for or against reappointment to the Provost, with a copy of this evaluation delivered to the candidate and the Department Chair/Associate Dean.

(5) The Provost will review all reappointment recommendations from the department and college levels; any responses provided by the candidate in rebuttal, the extended curriculum vita,
letter of intent, and make a recommendation to the President regarding reappointment of the candidate. The Provost's recommendation for reappointment or non-reappointment will be sent to the President with copies to the faculty member, College Dean, and Department Chair/Associate Dean. If the Provost recommends non-reappointment, the Provost will provide written justification for the recommendation.

(6) At every level of review, the candidate will receive a copy of his/her evaluation and will have five working days to respond in writing to the evaluation. The candidate's response, if any, will be submitted to the next level of review.

9. TENURE REVIEW

(1) The Department Tenure Committee will meet to evaluate the candidate's tenure portfolio and supporting documents. The committee will produce a written evaluation of the portfolio using the department Faculty Evaluation Plan as the criteria for evaluation. As part of the evaluation, the Department Tenure Committee will recommend, in the form of a vote by secret ballot, tenure or non-tenure of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the tally with all ballots opened and counted at the same time during the Department Tenure Committee meeting. A faculty member on a leave of absence or sabbatical is not an active member of the tenure committee and shall not vote. The committee's report will show the vote tally and will be signed by all committee members. The report will also document the validity of the information contained in the portfolio. A copy of the report will be placed in the portfolio and also delivered to the candidate.

The primary purpose of the evaluation is to certify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department Faculty Evaluation Plan.

The Department Tenure Committee may request from the candidate, revisions, additional information, and documentation not provided in the portfolio. If so directed, the candidate will have the opportunity to realign the organization of contents of his/her portfolio.

(2) The Department Tenure Committee will forward the portfolio to the Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the portfolio, with a copy of the evaluation delivered to the candidate. The written evaluation will recommend tenure or non-tenure of the candidate.

It is also the responsibility of the Department Chair/Associate Dean to certify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department Faculty Evaluation Plan.

(3) The Department Chair/Associate Dean will forward the portfolio to the College Tenure Committee. The College Tenure Committee will read the candidate's department Faculty
The Provost will review all tenure recommendations from the department, college, and university levels, including any responses provided by the candidate in rebuttal and will produce a written evaluation of the portfolio. The written evaluation will recommend tenure or non-tenure of the candidate. A copy of the evaluation will be placed in the portfolio and also delivered to the candidate. The Provost will then forward the portfolio to the University Tenure Committee.

(7) The President will make the final recommendation regarding tenure to the Board of Regents. The President will inform the candidate in writing of the recommendation at least two weeks prior to the Board of Regents meeting with copies to the Chair/Associate Dean, Dean, and Provost. A candidate not recommended for tenure may request a meeting with the Provost prior to the Board of Regents meeting.

(8) At every level of review, the candidate will receive a copy of his/her evaluation and will have five working days to respond, in writing, to the evaluation. The candidate's response, if any, will be submitted to the next level of review.
10. THE DEPARTMENT, COLLEGE, AND UNIVERSITY TENURE COMMITTEES

(1) The Department Tenure Committee will consist of all tenured full-time standing faculty members in the department. In the event that there are fewer than five eligible members in the department, the department will invite enough tenured full-time standing faculty members from the same college to form a five-member committee.

(2) The College Tenure Committee will consist of tenured full-time standing faculty members from the college and will have equal representation from each department in the college. Committee membership will include both males and females. The term of service will be three years with one-third of the committee members replaced each year. A member may not hold successive terms. In the event there are fewer than five departments within a college, the Dean will select representatives of the tenured full-time standing faculty members from the college to constitute a College Tenure Committee of at least five members.

(3) The University Tenure Committee will consist of two tenured full-time standing faculty members from each college and one at large tenured full-time standing faculty member selected by the Faculty Senate. Committee membership will include both males and females. Two representatives from the same academic department will not serve on the University Tenure Committee at the same time. The term of service will be three years with one-third of the committee members replaced each year. A member may not hold successive terms. The function of the University Tenure Committee is to provide the Provost an additional assessment of the tenure candidate's portfolio requested by the Provost.

(4) A candidate's relative (as defined by PG-22), Department Chair, Associate Dean, or College Dean will not serve on tenure committees.

(5) No faculty member may serve at the department level and either at the college or university level during an academic year. No faculty member may serve on both the college and university level during an academic year.

(6) A faculty member cannot serve on the University Tenure Committee and the University Faculty Promotion Committee or the Faculty Rights and Responsibilities Committee in the same year.

(7) The chairperson of each tenure committee will be elected by the committee membership.

(8) All voting on candidates will be by secret ballot. Recommendation for tenure, or for contract reappointment in the case of annual review, requires an affirmative vote by 50% or more of the committee membership. If the vote is split, minority opinions must be included in the written evaluation and the opinion(s) must address how the candidate's performance does not meet the requirements of the department Faculty Evaluation Plan. If the vote is unanimous there is, by definition, no minority opinion.

(9) Tenure committees' deliberations must be treated confidentially and must not be discussed outside of tenure committees' meetings.
11. APPOINTMENT WITH TENURE FOR FACULTY

It may be in the best interest of the university to award tenure to a candidate with exceptional credentials, experience, and previously acquired tenure as a condition of employment.

When a potential new faculty member who has never been employed as a faculty member of Morehead State University requests the awarding of tenure as a condition of employment, the candidate will prepare a tenure portfolio and supporting documents that clearly demonstrate professional activities and accomplishments for the previous six (or more) years. The process will then follow that outlined in Section 9 (Tenure Review).

12. APPOINTMENT WITH TENURE FOR ACADEMIC ADMINISTRATORS

The appointment with tenure of academic administrators such as Provost, College Deans, Associate Deans, and Department Chairs may be made if the following procedure is followed:

(1) The position's search committee must recommend the candidate for tenure and forward the recommendation and the candidate's credentials to the hiring supervisor, who will solicit a recommendation from the appropriate department tenure committee.

(2) When considering an appointment with tenure for a College Dean, the Provost will solicit a recommendation from the appropriate department tenure committee.

(3) When considering an appointment with tenure for a Department Chair or Associate Dean, the Provost will solicit a recommendation from the appropriate department tenure committee and College Dean.

(4) The Provost will forward the recommendations for appointment with tenure to the President.

(5) The President will review the recommendations and present his or her recommendation to the Board of Regents for approval.

Successful attainment of tenure in these appointments will not result in automatic promotion to the next higher rank.

Appointment with tenure is not applicable for the chairperson of the Department of Military Science.

VII. GENERAL DATES FOR TENURE REVIEW PROCESS

13. DATES FOR THE TENURE REVIEW PROCESS
Specific dates and deadlines for the tenure review process in each year shall be set and distributed to the faculty in a timely manner by the Office of the Executive Vice-President for Academic Affairs and Dean of Faculty—Provost.

EFFECTIVE DATE
This document becomes effective on July 1, 2013.
Policy: PAe-29

Subject: Faculty Workload

Approval Date: 02/23/90
Revision Date: 06/22/94

PURPOSE:

To define and identify the various components of the faculty workload. As a regional comprehensive university that offers both undergraduate and graduate degrees, Morehead State University requires its faculty to engage in teaching, scholarship, and service. Within these areas of professional activity, though, the University recognizes that faculty members vary with respect to their strengths and that University programs can benefit by engaging the specific strengths of its faculty. This policy defines the teaching workload and specifies the process under which faculty members may negotiate a "flexible workload agreement" (FWA) that will allow faculty to pursue their strengths to the greatest extent possible. Faculty may negotiate to increase or reduce their teaching load in order to devote a greater portion of their time to instruction or to accomplish more scholarship or service in accord with the following guidelines:

This policy applies only to faculty. College deans are not considered faculty, and therefore are not covered by this policy.

WORKLOAD DEFINITION:

A regular workload for full-time tenure-track and tenured faculty members shall consist of a standard teaching load replete with out-of-class preparation, study and grading, student conferences and advising, curriculum development and oversight, attendance at faculty meetings, and other related requirements. Faculty members with a standard teaching load are expected to demonstrate professional achievement and service appropriate to and integral with the teaching function as defined by PAe-2 and PAe-27.

TEACHING WORKLOAD:

Instructors: The standard teaching workload for instructors is 27 hours per academic year as calculated by the formulas for determining faculty teaching load based on instruction type.

Assistant Professor, Associate Professor, and Professor Ranks: The standard teaching workload is 24 hours per academic year as calculated by the formulas for determining faculty teaching load based on instruction type.
Assistant/Associate Professors—The standard teaching load is 24 semester hours per academic year. However, 500-level courses, having majority of graduate students, and 600-level courses shall be prorated so that each credit hour is equivalent to four-thirds (4/3) of a credit hour.

Instructors—Generally, the standard teaching load for instructors is 27 semester hours per academic year. However, depending on individual faculty member's workload responsibilities, instructor teaching loads may be reduced by the Department Chair, with approval of the College Dean, to between 24 and 27 semester hours per academic year.

Department Chairs—The teaching load for Department Chairs is 12 semester hours per fiscal year with no overload. Exceptions are to be recommended by the College Dean with final approval by the Executive Vice President for Academic Affairs and Dean of Faculty. Exceptions will be based primarily on number of faculty supervised and extraordinary achievement and service.

Deans—The teaching load for Deans is three semester hours per fiscal year. Exceptions are to be approved by the Executive Vice President for Academic Affairs and Dean of Faculty and will be based primarily on the number of faculty supervised and extraordinary professional achievement and service.

SCHOLARSHIP AND SERVICE WORKLOAD EXPECTATIONS:

Tenured and tenure-track faculty are expected to be engaged in scholarship (as defined in PAc-11) and service consistent with the normal workload expectations as defined in the Department/School/College Faculty Evaluation Plan (FEP: PAc-35). Typically, faculty holding the rank of instructor are not required to demonstrate a commitment to scholarship or service; the primary duties and responsibilities of an instructor are teaching.

While scholarship and service expectations may vary by academic unit, the Department/School/College FEP will clearly define the performance expectations of tenured and tenure-track faculty as related to reappointment, tenure, promotion, and merit salary increases (see PAc-35).
FLEXIBLE WORKLOAD AGREEMENTS:

Tenured and tenure-track faculty are eligible to participate in or request a Flexible Workload Agreement (FWA) to provide time to allow them to pursue their strengths to the greatest extent possible in support of the University. The FWA may be administrative-initiated or faculty-initiated. Under normal circumstances, instructors are not eligible to request a faculty-initiated FWA.

ADMINISTRATIVE-INITIATED FWA:

An administrative-initiated FWA may be proposed to any full-time faculty member by the immediate supervisor to address instructional or operational needs of the program, department, school, college, or the University. An administrative-initiated FWA shall include the methods for evaluating the faculty member’s planned activities during the period covered by the FWA. Administrative-initiated FWAs require written justification by the immediate supervisor and subsequent approval by the faculty member before implementation.

If the faculty member and supervisor(s) cannot reach an agreement for an administrative-initiated FWA, then the supervisor’s immediate supervisor will negotiate an acceptable FWA consistent with the faculty member’s request and program/department/school needs.

A faculty member has the right to refuse an administrative-initiated FWA.

FACULTY-INITIATED FWA:

Tenured and tenure-track faculty may submit to their immediate supervisor a request for a faculty-initiated FWA to support planned activities in the areas of teaching, scholarship, and service for the next calendar year. Such FWA requests shall include the methods for evaluating those activities and the weight that each area will carry in evaluating the faculty member’s performance during the period covered by the FWA.

Tenured faculty may submit to their immediate supervisor a request to increase or decrease their instructional responsibilities in exchange for a reduction or increase, respectively, in the FEP performance expectations in the area of scholarship. Tenured faculty may not request a FWA to reduce their FEP performance expectations in the area of service.

Tenure-track faculty may submit to their immediate supervisor a request to decrease their instructional or service responsibilities in exchange for an increase in the FEP performance expectations in the area of scholarship. Tenure-track faculty cannot request a FWA to reduce their FEP performance expectations in the area of scholarship or to reduce their teaching load below 12 hours per academic year.

If the faculty member and supervisor(s) cannot reach an agreement for a faculty-initiated FWA, then the supervisor’s immediate supervisor will negotiate an acceptable FWA consistent with the faculty member’s request and program/department/school needs.
Administrative and faculty-initiated FWAs shall cover a period not exceeding one calendar year. FWAs covering the spring semester or the spring and fall semesters of the next calendar year shall be approved by the faculty member, the Department Chair/Associate Dean, and the College Dean by October 1 of the current calendar year. FWAs covering the fall semester of the current calendar year shall be approved by the faculty member, the Department Chair/Associate Dean, and the College Dean by March 1 of the current calendar year.

If a task specified in an extramural or service description that a faculty member receive release time, required adjustments to the workload will be made.

By January 15, faculty having an FWA for the previous calendar year will submit to their immediate supervisor a report that highlights the accomplishments/progress made on the planned activities during the period covered by the FWA. The immediate supervisor will review this report and prepare a response outlining the extent to which the faculty member has met the objectives outlined in the FWA. A copy of the response will be sent to the faculty member by February 1. If a faculty member disagrees with the supervisor’s response, the faculty member shall have 10 calendar days (starting immediately upon the faculty member’s receipt of the response) to write a rebuttal to be included with the progress report in any portfolios or reports that require the progress report. The supervisor’s immediate supervisor will adjudicate any such disagreements between a faculty member and his or her supervisor. The extent to which a faculty member has met the objectives outlined in his or her FWAs will be an important consideration when evaluating the faculty member for tenure, promotion, or salary increase.

An adjustment may be requested to an existing FWA by the faculty member or by his or her supervisor. Any adjustment must have the approval of the faculty member, the Department Chair/Associate Dean, and the College Dean.

All records regarding FWAs will be forwarded to the Provost’s office.

RESTRICTIONS ON FLEXIBLE WORKLOAD AGREEMENTS:

University, College, Department, School and Program needs and student credit-hour production will be given priority in consideration of any request to negotiate a FWA. Department Chairs and Associate Deans are responsible to College Deans for meeting Program, Department and School needs.

Although the specific content of a FWA may vary from one faculty member to another, the workload in a FWA should be as equitable as possible from one faculty member to another.

Each activity listed in a FWA must include measurable outcomes that can be evaluated at the end of the calendar year.

Each department, school, may, subject to the approval process for faculty evaluation plans, place further restrictions on FWAs in their FEPs. Such restrictions must be shared with the respective Dean and the Office of the Provost.
ADJUSTMENTS:

Equivalencies: The University shall establish a means for determining fair equivalencies for those courses which do not fit the conventional classroom lecture or discussion pattern—e.g., laboratories, studies, clinics, independent studies. This set of equivalencies will be developed by the Executive Vice President for Academic Affairs and Dean of Faculty in consultation with the Deans' Council, Chairs' Forum, and Faculty Senate.

Administratively—While the normal workload of a faculty member is expected to be

Reassigned Time: made up of a full teaching load plus professional service and scholarly activities, it is recognized that there are times when the quantity of teaching, service and/or scholarly activities is such there may be exceptions to full teaching responsibilities. Adjustment to teaching responsibilities may be either for administrative or faculty-initiated purposes.

Faculty are occasionally requested by the administration to assume responsibilities other than classroom teaching. When requested, and accepted, reassigned time from teaching in units of semester-hours will be awarded or the faculty will receive appropriate supplemental pay.

Such reassigned time or supplemental pay will be granted by the administration, following guidelines established by the Deans' Council, with approval of the Department Chair, the College Dean and the Executive Vice President for Academic Affairs and Dean of Faculty.

Faculty Initiated Faculty members may apply, in writing, to the Department Chair

Requests for reduced teaching assignments. The application must describe

Reduced Teaching the professional activities which will be performed in return for the

Loads: reduction in teaching assignment, the semester hours of reduced teaching time being requested, and the specific outcomes expected from the proposed activities.

The application will be reviewed by a departmentally elected committee and the committee will make a recommendation to the Department Chair who will make a recommendation to the College Dean. The recommendation will be reviewed by the College Dean and then forwarded, with recommendation, to the Executive Vice President for Academic Affairs and Dean of Faculty.

The College Deans and the Executive Vice President for Academic Affairs and Dean of Faculty will be responsible for assuring that these requests are granted fairly within and among departments.

Reduced teaching assignments shall not produce an overload in the term for which reduced teaching assignments are awarded and may be granted at a rate of up to six semester hours per academic year.
OVERLOAD:

Regular full-time faculty may be requested to teach additional classes or perform additional duties which would create an overload (more than 24 hours/year for assistant professor, associate professor, or professor; and more than 27 hours/year for instructors), when necessary to fulfill program, department, or school needs, on an occasional and temporary basis.

No faculty member is required to teach an overload. The request, if acceptable to the faculty member, must be recommended by the Department Chair and approved by the Department Chair/Associate Dean and the College Dean.

When the overload occurs during the fall semester, then a correspondingly reduced workload should be planned for the subsequent spring semester. When the overload occurs during the spring semester, then a correspondingly reduced workload should be planned for the subsequent fall semester. If the reduction cannot be achieved, then the faculty member will receive overload pay. The amount of the overload shall not exceed six semester hours per academic year except under extraordinary circumstances and only when acceptable to the faculty member and approved by the College Dean Executive Vice-President for Academic Affairs and Dean of Faculty.

Fractions will be included in determining the overload in any given semester. Compensation for overload shall be paid after each semester. The amount shall be set such that progressively larger amounts are paid by academic rank. These amounts shall be reviewed annually by the Deans' Council and appropriate revisions recommended to the President by the Executive-Vice President for Academic Affairs and Dean of Faculty.

MEETING CLASS AND EXAM SCHEDULES:

Faculty members shall meet all of their classes, beginning and ending as scheduled. Adherence to the published final examination schedule is required. When a faculty member cannot meet scheduled classes, he or she should inform the Department Chair or the College Dean. Such notification shall be given as far in advance of the absence as is feasible. If the Department Chair is unavailable, the College Dean shall be notified. Arrangements for substitute instructors or the rescheduling of classes must have prior approval of the Department Chair or Dean.

OFFICE HOURS:

Each faculty member is expected to observe a regular schedule of office hours, which will vary from person to person depending on other activities and duties. Each faculty member shall post a schedule on his/her office door and a copy shall be filed with the department chair at the beginning of each term. It is generally expected that faculty members will follow their posted office hours unless they are otherwise engaged in other University duties.

COMMENCEMENTS:
All Faculty are expected to attend Fall and Spring Commencement exercises.

EXCEPTIONS:

The Provost, Executive Vice-President for Academic Affairs and Dean of Faculty, following consultation with the President, has the option of making exceptions to this policy for individual faculty when deemed in the best interest of the University.
Policy: PAc-35

Subject: Faculty Evaluation Plans

Approval Date:

PURPOSE:

This policy establishes the framework that a department and college will use to evaluate its faculty for the purposes of reappointment, tenure, promotion, and annual performance-based evaluations, including merit compensation when available. Evaluation results shall be considered in distribution of any merit compensation pool.

CREATION AND CONTENT:

Each department shall create a Faculty Evaluation Plan (FEP) that describes the expectations of the department in the areas of teaching, scholarship, and service and the criteria for evaluating its faculty for the purposes of reappointment, tenure, promotion, and annual performance-based evaluations. The department FEP must be consistent with university and college policies. Before implementation, the FEP must be approved by 51% or more of the tenured faculty of the department and by the Department Chair/Associate Dean, the Dean of the College, and the Provost. Although the FEP must be approved by the tenured faculty in a department, both tenured and tenure-track faculty shall contribute to the creation of the FEP.

The FEP shall include:

(1) a description of the criteria to be used to determine whether a faculty member’s teaching is above, at, or below departmental expectations. Such criteria shall include the use of a university approved student evaluation instrument as well as other methods. Teaching evaluation shall include (a) student review and (b) peer and/or chair/associate dean review. Student evaluations of teaching shall account for no more than 50% of the evaluation of a faculty member’s teaching.

(2) a description of the criteria to be used to determine whether a tenure-track or tenured faculty member’s scholarship is above, at, or below departmental expectations. Such criteria shall not merely count activities but must also address the quality of the faculty member’s contributions as defined within each academic discipline. Activities considered to be scholarly in nature must be consistent with the definition of scholarship in PAc-11.

(3) a description of the criteria to be used to determine whether a tenure-track or tenured faculty member’s service is above, at, or below departmental expectations. Such criteria shall not merely count activities but must also address the quality of the faculty member’s contributions to the discipline as well as the affairs and mission of the University.

(4) a description of other requirements (if any) of the department not already stated in University, college, or school policy for faculty seeking reappointment, tenure, or promotion and for performance-based compensation increases.

(5) an indication of the relative weights that each of the areas and requirements carry in the overall assessment of the faculty member.
(6) additional restrictions (if any), not stated in PAc-29, on the creation of Flexible Workload Agreements (FWAs).

(7) a rubric or formula with specific criteria for determining whether faculty performances are above, at, or below expectations.

A university-wide appeal process that articulates the faculty member’s right to appeal annual faculty evaluations at the department/school level shall be provided.

If a faculty member is involved in regional engagement, evidence should be provided of how knowledge and resources of the University are being connected to the community, service region, and beyond. This is not a separate category of the FEP, but should be reflected in the faculty member’s teaching, scholarship and service as appropriate.

The FEP shall require an annual report of activity from each faculty member to assist the chair/associate dean in developing the member’s progress report. The annual report of activity must come from the approved faculty activity reporting system. The annual report may also include a report of activities that cannot be accommodated by the approved faculty activity reporting system.

**USE IN EVALUATIONS:**

Department FEPs shall be used by the appropriate department, college, and university committees to evaluate faculty for reappointment, tenure, and promotion, and for performance based compensation increases.

At the beginning of each calendar year, if a faculty member had a FWA for the prior year, that faculty member’s immediate supervisor will review the faculty member’s performance in accordance with the criteria specified in the FWA and the guidelines outlined in PAc-29. This review will be forwarded to the appropriate department committee to be considered as part of the standard review process. If a faculty member disagrees with his or her progress report, he or she may appeal, following the appeal procedure identified in PAc-29.

The procedures for using the FEP in decisions of reappointment, tenure, and promotion are described in PAs 2 and 27, and shall not be quoted or reworded by a departmental FEP.

**EVALUATION IN THE CIRCUMSTANCE OF FEP MODIFICATION:**

Once implemented, the FEP shall remain in effect until a replacement FEP is approved and implemented. If a department does not have an approved FEP in effect, the College Dean shall specify the criteria that will hold until the FEP is approved.

When the FEP is modified, a tenure-track faculty member shall have the option of (1) being evaluated under the new FEP, or (2) being evaluated under the FEP which he/she is currently being evaluated under. The faculty member must choose option (1) or (2) shortly after the new FEP is approved by the Provost. This option shall exist for reappointment and tenure decisions only and the faculty member’s choice must be documented in writing. When the FEP is modified, a tenured associate professor shall for a limited period have the option of (1) applying for promotion to professor under the new FEP, or (2) being evaluated under the previous FEP; once the new FEP has been in effect for three years, a tenured associate professor must apply for promotion under the new FEP. For annual performance reviews (for merit compensation increases) the most current FEP shall apply to all faculty within the department. The FEP may be modified if 51% or more of the tenured faculty in a department agree to modification.
Recommendation:

That the Board of Regents approve the proposal by the MSU Department of Communication, Media & Leadership Studies for the Bachelor of Arts in Convergent Media.

Background:

The new Bachelor of Arts in Convergent Media was developed based on recommendations by the Provost found in the Department Report of The Academic Program Productivity Review 2010-2011. That review stated "Discussion during the Curriculum Audit focused on the need for faculty to develop the curriculum that would separate Communications at MSU from other generic communications programs at other Universities, i.e. would provide a focus that would make this a 21st Century Curriculum." That report directed that we "enter into a comprehensive discussion of the programmatic options and organizational structures for the current Department of Communications, Media and Leadership Studies that will bring it into the 21st Century and turn around the trend of declining enrollment."

After an examination of literature and best practices and considering the discussions and feedback gathered from faculty, department chairs and deans, the program in Convergent Media was developed.

The curriculum in Convergent Media is designed from an interdisciplinary approach and incorporates content from Multimedia Journalism, Multimedia Production, and Art and Design. The new program was created to prepare students for the growing array of career opportunities in multimedia. Faculty and administrators from the Department of Communication, Media and Leadership Studies and the Department of Art and Design worked closely together on the development of the curriculum. All believe the Area in Convergent Media would expand students' potential for career success. Initiation of the program also benefits the university by eliminating duplication of instruction, technology, facilities and faculty resources.

The program in Convergent Media is one of two new programs that replace the current Bachelor of Arts in Communication. The Convergent Media program replaces the Multimedia Journalism and the Multimedia Production options in the current Bachelor of Arts in Communication and combines current, updated, and new courses from those options.

The Convergent Media degree was developed and approved by a curricular committee in the department of Communication, Media & Leadership Studies. It has also been approved by the Department Chair, Caudill College of Arts, Humanities and Social Sciences Curriculum Committee, Dean of the Caudill College of Arts, Humanities and Social Sciences, the University Undergraduate Curriculum Committee, the Provost, and the President.
Recommendation:

That the Board of Regents approve the proposal by the MSU Department of Communication, Media & Leadership Studies for the Bachelor of Arts in Strategic Communication.

Background:

The new Bachelor of Arts in Strategic Communication was developed based on recommendations by the Provost found in the Department Report of The Academic Program Productivity Review 2010-2011. That review stated “Discussion during the Curriculum Audit focused on the need for faculty to develop the curriculum that would separate Communications at MSU from other generic communications programs at other Universities, i.e. would provide a focus that would make this a 21st Century Curriculum.” That report directed that we “enter into a comprehensive discussion of the programmatic options and organizational structures for the current Department of Communications, Media and Leadership Studies that will bring it into the 21st Century and turn the trend of declining enrollment around.”

After an examination of literature and best practices and considering the discussions and feedback gathered from faculty, department chairs and deans, the program in Strategic Communication was developed. Academic programs throughout the country are recognizing the needs of public and private sector organizations, profit and nonprofit organizations, as well as civic and political organizations, for competent, ethical, and strategic communicators. In recognition of those needs they have blended traditional Communication, Organizational Communication, and Public Relations courses into a strategic communication program. Given the faculty resources and expertise in the department, it was reasonable to conclude that such a program could be designed at MSU to provide a focus that positions it uniquely among the communication programs at the other regional state universities.

The program in Strategic Communication is one of two new programs that replaces the current Bachelor of Arts in Communication. The Strategic Communication program replaces the Communication Studies, Leadership Studies and Public Relations options in the current Bachelor of Arts in Communication and combines current, updated, and new courses from those options.

The Strategic Communication degree was developed and approved by a curricular committee in the department of Communication, Media & Leadership Studies. It has also been approved by the Department Chair, Caudill College of Arts, Humanities and Social Sciences Curriculum Committee, Dean of the Caudill College of Arts, Humanities and Social Sciences, the University Undergraduate Curriculum Committee, the Provost, and the President.
APPROVE DISPOSAL OF REAL PROPERTY

Recommendation:

That the Board approve the Order to Dispose of Property relating to the razing of Waterfield Hall and Downing Hall.

Background:

Written Request to Dispose of Property

Authorization is being requested from the Board to raze two buildings originally constructed as residence halls and subsequently used for other purposes by the University. These two buildings are surplus to the University's needs, are unsuitable for occupancy and are not economically feasible to renovate.

Waterfield Hall was constructed in 1960 as a residence hall. The four story building contains approximately 66,774 gross square feet of space and originally had capacity for 286 students. Declining residential student demand and the lack of amenities in the building such as central air conditioning, led to the residence hall being taken offline a number of years ago. Subsequently, the lower floors of the building have been used as office space and storage for University operating units and some grant funded programs.

In 2006, the University commissioned a Comprehensive Housing Master Plan and engaged the assistance of Brailsford & Dunlavey, a nationally recognized consulting firm in the field of collegiate housing. Brailsford & Dunlavey included Waterfield Hall in its review of the University's existing housing stock, and the recommendation in the final Master Plan was to raze the building and reallocate the land that it occupies for other residential student needs.

Downing Hall was constructed in 1967 as a residence hall for student athletes. The two story building contains approximately 16,600 gross square feet of space. The building was taken offline for use as a residence hall many years ago. It has subsequently been used as office space and storage. The facility has numerous structural issues and is not feasible to renovate. Once the building is razed, the University can gain approximately four acres of usable land after some excavation work at the site.

All University related program occupants in Waterfield Hall and Downing Hall will be relocated to the former Rowan County Courthouse building acquired from the Rowan County Fiscal Court. That building is currently being renovated and will be ready for occupancy in January 2013.
Statutory Authority

KRS 164A.575 (7) provides that the governing board shall sell or otherwise dispose of all real or personal property of the institution that is not needed for the institution's use, or would be more suitable consistent with the public interest for some other use, as determined by the board. The determination of the board shall be set forth in an order, and shall be reached only after review of a written request by the institution desiring to dispose of the property. Such request shall describe the property and state the reasons why the institution believes disposal shall be effected.
ORDER TO DISPOSE OF PROPERTY

WHEREAS, upon the recommendation of the President on September 20, 2012, the Board of Regents has reviewed the Written Request to Dispose of Property in reference to the razing of Waterfield Hall and Downing Hall, and

WHEREAS, the President of Morehead State University declares that the referenced buildings have become surplus to the University's needs, and

WHEREAS, the removal of the buildings referenced above is consistent with the University's Campus Master Plan adopted by the Board, and is in the best interest of the University and the Commonwealth of Kentucky.

BE IT RESOLVED, that the President is authorized to proceed with the razing and removal of Waterfield Hall and Downing Hall.

RECOMMENDED: ___________________________ Date

Wayne D. Andrews, President

APPROVED: ___________________________ Date

John C. Merchant, Chair

MSU Board of Regents
Recommendation:

That the Board of Regents approve naming the Student-Athlete Learning Lab in the Eagle Center as the Dr. Earl J. Bentley Student-Athlete Learning Lab.

Background:

Dr. Earl J. Bentley, a professor emeritus whose professional background includes coaching as well as classroom teaching, was chair of MSU’s Department of Health, Physical Education and Recreation when he retired in 1989.

During his 30-year career at the University, Dr. Bentley coached football, track and women’s soccer and started the master’s degree program in HPER and the Emergency Medical Technician program. The former coach is described as a generous man who has been a substitute parent to students from all backgrounds and family situations, a role he continued after graduation. He remains a good friend to many in all walks of life from across the country.

After his retirement, a former student and football player under Coach Bentley started a campaign to raise $25,000 in gifts and pledges in order to name a room in the newly renovated EAGLE center in his honor out of respect for his dedication and devotion to MSU. The goal has been reached and proceeds from the naming project will be used to provide scholarships to a full-time graduate or fifth year student who participated in an intercollegiate sport as an undergraduate enrolled at Morehead State University.
Morehead State University

FALL 2012 PRELIMINARY ENROLLMENT September 18, 2012

HEADCOUNT ENROLLMENT

<table>
<thead>
<tr>
<th>Year</th>
<th>Headcount</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
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<td>8,981</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>9,046</td>
<td>0.7%</td>
</tr>
<tr>
<td>2010</td>
<td>8,842</td>
<td>-2.3%</td>
</tr>
<tr>
<td>2011</td>
<td>10,971</td>
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<tr>
<td>2012*</td>
<td>10,654</td>
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*Note: Unofficial data.

FULL-TIME EQUIVALENCY

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<th>Year</th>
<th>FTE</th>
<th>% Change</th>
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<td>2008</td>
<td>6,818</td>
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</tr>
<tr>
<td>2009</td>
<td>6,803</td>
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<tr>
<td>2010</td>
<td>6,641</td>
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<tr>
<td>2011</td>
<td>7,241</td>
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<tr>
<td>2012*</td>
<td>7,459</td>
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CREDIT HOUR PRODUCTION

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<tr>
<th>Year</th>
<th>Total Credit Hours</th>
<th>% Change</th>
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<td></td>
</tr>
<tr>
<td>2009</td>
<td>99,917</td>
<td>-0.2%</td>
</tr>
<tr>
<td>2010</td>
<td>97,492</td>
<td>-2.4%</td>
</tr>
<tr>
<td>2011</td>
<td>106,315</td>
<td>9.0%</td>
</tr>
<tr>
<td>2012*</td>
<td>109,697</td>
<td>3.2%</td>
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</table>

FIRST-TIME FRESHMEN

<table>
<thead>
<tr>
<th>Year</th>
<th>Headcount</th>
<th>% Change</th>
<th>Average ACT</th>
<th>% Change</th>
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</thead>
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<tr>
<td>2008</td>
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<td>21.5</td>
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<tr>
<td>2009</td>
<td>1,260</td>
<td>-5.8%</td>
<td>21.4</td>
<td>-0.5%</td>
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<tr>
<td>2010</td>
<td>1,180</td>
<td>-6.3%</td>
<td>21.6</td>
<td>0.9%</td>
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<tr>
<td>2011</td>
<td>1,372</td>
<td>16.3%</td>
<td>21.8</td>
<td>0.9%</td>
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<tr>
<td>2012*</td>
<td>1,650</td>
<td>20.3%</td>
<td>21.9</td>
<td>0.5%</td>
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</table>

Morehead State University Office of Institutional Research and Analysis
Background:

Policies related to Real Property Management approved by the Board of Regents on April 30, 1993, require that all leases be reported annually to the Board. The Lease Report reflects those Lease Agreements in effect on July 1, 2012.
## ANNUAL REPORT ON REAL PROPERTY LEASES

<table>
<thead>
<tr>
<th>LESSOR</th>
<th>LEASE ID</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
<th>LEASE EXPIRES</th>
<th>ANNUAL RENTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGB Holdings</td>
<td>MSU-028</td>
<td>Adult Learning Center 2,047.13 sq. ft. Classroom/office space ($8.50/sq. ft.)</td>
<td>316 E. Main Street, Morehead</td>
<td>6/30/2013</td>
<td>$17,400.60</td>
</tr>
<tr>
<td>Vision Realty</td>
<td>MSU-9</td>
<td>Small Business Dev. Ctr. 1,000 sq. ft. Office Space ($7.20/sq. ft.)</td>
<td>3455 North Mayo Trail, Pikeville</td>
<td>9/31/2017</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>Ashland Community &amp; Technical College (ACTC) MOA</td>
<td>MSU-024</td>
<td>Small Business Development Center Office space 700 sq. ft.</td>
<td>150 East 1st Street Morehead</td>
<td>6/30/2013</td>
<td>$48,000.00</td>
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<tr>
<td>Economic Development Council</td>
<td>MSU-024</td>
<td>MSU at Mt. Sterling 8,777 sq. ft. Classroom/office space ($9.00/sq. ft.)</td>
<td>Indian Mound Drive, Mt Sterling</td>
<td>6/30/2031</td>
<td>$79,000.00</td>
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<tr>
<td>CommUNITY Development</td>
<td>MSU-18</td>
<td>MSU at Mt. Sterling 9,206 sq. ft. Classroom space ($9.00/sq. ft.)</td>
<td>Indian Mound Drive, Mt Sterling</td>
<td>6/30/2031</td>
<td>$82,854.00</td>
</tr>
<tr>
<td>CommUNITY Development</td>
<td>MSU-18</td>
<td>MSU at Mt. Sterling 9,206 sq. ft. Classroom space ($9.00/sq. ft.)</td>
<td>Indian Mound Drive, Mt Sterling</td>
<td>6/30/2031</td>
<td>$82,854.00</td>
</tr>
<tr>
<td>Jesse Stuart Foundation</td>
<td>MSU-31</td>
<td>Small Businesses Development Center 2 offices and 4 parking spaces</td>
<td>1645 Winchester Ave. 2nd floor Ashland</td>
<td>6/30/2013</td>
<td>$4,995.00</td>
</tr>
<tr>
<td>First Commonwealth Bank</td>
<td>MSU-35</td>
<td>Small Business Dev. Ctr. 1000 sq. ft. 2 offices and training room</td>
<td>224 Main Street Paintsville</td>
<td>06/30/2013</td>
<td>$6,000.00</td>
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<tr>
<td>LEASE ID</td>
<td>DESCRIPTION</td>
<td>LOCATION</td>
<td>LEASE EXPIRES</td>
<td>ANNUAL RENTAL COST</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>----------</td>
<td>---------------</td>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td>MSU-34</td>
<td>Adult Learning Center 1568 sq. ft. Office, classroom and instructional room</td>
<td>691 Breckinridge Street P.O. Box 430 Stanton</td>
<td>06/30/2016</td>
<td>$10,380.00</td>
<td></td>
</tr>
<tr>
<td>MSU A-006</td>
<td>WMKY Transmitter Site and Antenna</td>
<td>2066 Triangle Mt</td>
<td>08/31/2016</td>
<td>$2,903.00</td>
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<tr>
<td>MSU A-002</td>
<td>Antenna</td>
<td>Triangle Mt. Tower</td>
<td>06/30/2013</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>MSU-12</td>
<td>KCTM 5,218 sq. ft. w/8 parking spaces ($6.00/sq. ft.)</td>
<td>149 E. Main Street, Morehead</td>
<td>06/30/2018</td>
<td>$31,308.00</td>
<td></td>
</tr>
<tr>
<td>MSU-16</td>
<td>Enrollment Services Center 10,080 sq. ft. Office space ($5.16/sq. ft.)</td>
<td>120 Normal Avenue, Morehead</td>
<td>06/30/2018</td>
<td>$52,012.80</td>
<td></td>
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<tr>
<td>MSU-7</td>
<td>Adjacent to Sunnybrook Golf Course</td>
<td>Morehead</td>
<td>02/01/2019</td>
<td>$18,927.84</td>
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<tr>
<td>PR 3122</td>
<td>54 space gravel parking lot</td>
<td>5th Street, Morehead</td>
<td>6/30/2013</td>
<td>$4,225.00</td>
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<tr>
<td>PR 032</td>
<td>21 space parking lot</td>
<td>247 West Main Street, Morehead</td>
<td>6/30/2013</td>
<td>$3,054.00</td>
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</tr>
</tbody>
</table>
The attached list of personal service contracts represents all such contracts issued with amounts greater than $10,000 between May 16, 2012 and August 31, 2012.
<table>
<thead>
<tr>
<th>Individual/Firm</th>
<th>Contract Description</th>
<th>Contract Beginning Date</th>
<th>Contract Ending Date</th>
<th>Contract Amount</th>
<th>Method of Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sturgill, Turner, Barker &amp; Moloney</td>
<td>Legal representation</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$50,000.00</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>Wyatt, Tarrant &amp; Combs</td>
<td>Legal representation</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$20,000.00</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>McBryar, McGinnis, Leslie &amp; Kirkland</td>
<td>Legal representation</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$10,000.00</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>Dean, Dorton, Allen, Ford</td>
<td>Audit services</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$81,525.00</td>
<td>Request for Proposal</td>
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<tr>
<td>Derek Jones</td>
<td>Medical provider</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$55,000.00</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>MML&amp;K Government Solution</td>
<td>Governmental relations</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$59,640.00</td>
<td>Request for Proposal</td>
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<tr>
<td>Wellness Consultants, LLC</td>
<td>Biometric screenings</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$14,999.80</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>CG&amp;B Marketing, LLC</td>
<td>Athletic media guides</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$16,000.00</td>
<td>Request for Proposal</td>
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<tr>
<td>Evergreen Solutions, LLC</td>
<td>Performance management review consultant</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$38,000.00</td>
<td>Request for Proposal</td>
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<tr>
<td>University Accounting Service</td>
<td>Federal Perking loan billing and accounting</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$32,000.00</td>
<td>Request for Proposal</td>
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<tr>
<td>Audrey Ruiz Lambert</td>
<td>Sign language interpreter</td>
<td>7/1/12</td>
<td>6/30/13</td>
<td>$25,000.00</td>
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<tr>
<td>Central Kentucky Interpreter Referral, Inc.</td>
<td>Sign language interpreter</td>
<td>8/1/12</td>
<td>6/30/13</td>
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<tr>
<td>Scannell &amp; Kurz Inc.</td>
<td>Scholarship program implementation analysis</td>
<td>8/1/12</td>
<td>6/30/13</td>
<td>$30,000.00</td>
<td>Justification for Sole Source</td>
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Comprehensive Campaign Summary

*Gifts Received Since 7/1/2007*

<table>
<thead>
<tr>
<th>Initiative/Category</th>
<th>Goal</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advancing Academic Excellence</strong></td>
<td></td>
<td></td>
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<tr>
<td>Student &amp; Faculty Research</td>
<td>$1,000,000</td>
<td>$483,007</td>
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<tr>
<td>Scholarships</td>
<td>$5,000,000</td>
<td>$5,944,400</td>
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<tr>
<td><strong>Promoting Arts and Community Outreach</strong></td>
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<tr>
<td>Classroom to Community</td>
<td>$4,000,000</td>
<td>$2,164,864</td>
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<tr>
<td>Welcome Center</td>
<td>$3,000,000</td>
<td>$534,500</td>
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<tr>
<td><strong>Enhancing Athletic and Recreational Facilities</strong></td>
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<tr>
<td>Facilities</td>
<td>$3,400,000</td>
<td>$453,040</td>
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<tr>
<td>Eagle Trace</td>
<td>$1,600,000</td>
<td>$1,603,768</td>
</tr>
<tr>
<td><strong>Developing a Sustaining Annual Fund</strong></td>
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<tr>
<td>Unrestricted Annual Gifts</td>
<td>$2,000,000</td>
<td>$1,449,431</td>
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<tr>
<td>Restricted Annual Gifts</td>
<td>$5,000,000</td>
<td>$3,064,940</td>
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<tr>
<td><strong>Other Initiatives</strong></td>
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<tr>
<td>Unrestricted Campaign Gifts</td>
<td>$2,510,000</td>
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<tr>
<td>GIK, Property &amp; Other</td>
<td>$3,355,463</td>
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<tr>
<td><strong>Total Campaign</strong></td>
<td>$25,000,000</td>
<td>$21,563,413</td>
</tr>
</tbody>
</table>
2011-2012 Fiscal Year Summary

Gifts Received from 7/1/2011 – 6/30/2012

<table>
<thead>
<tr>
<th>Purpose of Gift</th>
<th>Total Gift Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>$191,483</td>
</tr>
<tr>
<td>Annual Scholarships</td>
<td>$183,272</td>
</tr>
<tr>
<td>Endowment</td>
<td>$281,277</td>
</tr>
<tr>
<td>Other Annual Restricted</td>
<td>$825,798</td>
</tr>
<tr>
<td>Property &amp; In-Kind Gifts</td>
<td>$357,299</td>
</tr>
<tr>
<td>Campaign Restricted</td>
<td>$539,342</td>
</tr>
</tbody>
</table>

**Fiscal Year Gift Income**  
$2,378,471

<table>
<thead>
<tr>
<th>Donor Category</th>
<th>Gift Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
<td>$898,890</td>
</tr>
<tr>
<td>Faculty, Staff &amp; Retirees</td>
<td>$146,727</td>
</tr>
<tr>
<td>Corporations &amp; Other Businesses</td>
<td>$757,207</td>
</tr>
<tr>
<td>Parents &amp; Current Students</td>
<td>$80,560</td>
</tr>
<tr>
<td>Foundations</td>
<td>$115,955</td>
</tr>
<tr>
<td>Friends of MSU</td>
<td>$379,133</td>
</tr>
</tbody>
</table>
# 2011-2012 Fiscal Year Summary

## Active Alumni and Participation

<table>
<thead>
<tr>
<th>Year</th>
<th>Contactable Alumni</th>
<th>No. of Donors</th>
<th>Percentage Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>48,726</td>
<td>2,721</td>
<td>5.58%</td>
</tr>
<tr>
<td>2008-2009</td>
<td>50,514</td>
<td>3,098</td>
<td>6.13%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>50,851</td>
<td>2,991</td>
<td>5.88%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>38,810</td>
<td>2,796</td>
<td>7.26%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>39,870</td>
<td>3,191</td>
<td>8.00%</td>
</tr>
</tbody>
</table>

*In 2010-2011, we began counting alumni participation using undergraduate alumni only, as per the US News & World Report Survey requirements. Previous years' numbers include all undergraduate, graduate and non-degree alumni.*
Board of Regents Meeting
Morehead State University
Riggle Room, Adron Doran University Center
9 a.m., Thursday, September 20, 2012

Agenda

I. CALL TO ORDER

II. ROLL CALL

III. RESOLUTION HONORING MSU CHAMBER SINGERS

IV. SPOTLIGHT PRESENTATION — Report on Enrollment Management

V. PRESIDENT’S GOALS FOR 2012-13

VI. PRESIDENT’S RECOMMENDATIONS AND REPORTS

A. Consent Agenda
   2. Ratify Personnel Actions ................................................................. 14-19

B. Recommendations
   1. Approve PAc 27 on Tenure and Reappointment Review, PAc 29 on Faculty Workload, and PAc 35 on Faculty Evaluation Plans ...... 20-53
   2. Approve Bachelor of Arts in Convergent Media .................................. 54
   3. Approve Bachelor of Arts in Strategic Communication ...................... 55
   4. Approve Disposal of Real Property .................................................... 56-58
   5. Approve Naming of Dr. Earl J. Bentley Student-Athlete Learning Lab .59

C. Reports
   1. Preliminary Fall Enrollment Report .................................................... 60
   2. Report on Real Property Leases.......................................................... 61-63
   3. Report on Personal Service Contracts ............................................... 64-65
   4. Report on Comprehensive Campaign ............................................... 66-68

D. President’s Report

VII. OTHER BUSINESS

A. President’s Contract

B. Executive Session

C. Future Meetings
   1. Work Session at 9 a.m. on Thursday, November 15, 2012;
      Audit Committee Meeting at 8 a.m.
   2. Quarterly Meeting at 9 a.m. on Thursday, December 6, 2012
   3. Fall Commencement at 10:30 a.m. on Saturday, December 15, 2012

VIII. ADJOURNMENT

Agenda materials are available online at www.moreheadstate.edu/bor