

## FACULTY SENATE COMMUNICATIONS REPORT | 17 September 2015 meeting

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### OVERVIEW

The 2015-16 Faculty Senate held its third regular meeting on 17 September 2015, from 3:45 to 5:35 pm in the Riggle Room. The agenda included several announcements, a presentation from the director of the Craft Academy, reports from Senate subcommittees with associated business, a lengthy report from the Provost, and a brief report from the Faculty Regent.

### ANNOUNCEMENTS

Chair Adams began by announcing the appointment of a new Communications Officer (see heading above), and then moved into a report from the most recent President's Leadership Council (PLC) meeting. The salient points were the provisional enrollment numbers for the fall 2015 semester, the current status of the university website redesign, and information on parking issues.

Total enrollment stands at 9,123, with 7,192 undergraduates and 1,503 first-time freshmen. Of note, underrepresented minorities make up 8% of present enrollment.

With respect to the website, external vendors are currently being evaluated to redesign and maintain the external, public site; the internal site (a.k.a. the "portal," or MyMoreheadState) will not be part of the redesign.

Finally, on parking, and in response to concerns raised at the previous Senate meeting, it was stated that faculty parking fees are not differentiated from student fees, with all funds going into a dedicated "lock box." This "lock box" is currently unlocked to support construction of the new student parking garage/dining facility.

Chair Adams also provided an update from the recent Registration Advisory Committee meeting. The most noteworthy information addressed a concern previously raised by Faculty Senators, namely the shift of this semester's Fall Break to one week earlier than usual. The justification provided is that Fall Break was moved to avoid a conflict with the home football game on October 10<sup>th</sup>.

The final announcement was an update on the revision process for PAc-22 and PAc-26. The revised PAc-22 has been largely reconciled with the administration thanks to the work of the Reconciliation Committee, and will be brought to the full Senate as soon as some unfortunate paperwork issues have been resolved on the administration's end.

With PAc-26, the reset button has essentially been pressed. After much back-and-forth between Chair Adams and the administration, a new "process" for the PAc-26 revision has been agreed to by the Reconciliation Committee, and a new draft will be prepared. The basic approach will be to simply delete the language on "Faculty Termination for Cause" that has been moved to the new PAc-22.

### CRAFT ACADEMY PRESENTATION

Dr. Carol Christian, Director of the Craft Academy, provided a brief presentation to the Faculty Senate at our invitation. Dr. Christian expressed her gratitude to the faculty for their involvement in developing the program and in the student selection process, and shared demographic data on the initial class of students for the 2015-16 academic year. The most useful bits of information for faculty were that Craft students should be clearly marked on all class rosters, and that any inquiries to faculty by parents of Craft students should simply be directed to Dr. Garrick Ratliff in the Craft Academy office.

### SUBCOMMITTEE REPORTS & ASSOCIATED BUSINESS

**Governance:** In addition to submitting two nominations for university standing committees (which were approved), Senator Simpson informed the Senate of his plan to conduct a thorough audit of membership on all university standing committees. The goal is to determine the accuracy of membership rosters. **Faculty members should expect some contact (e.g. emails, phone calls, etc.) from Governance as a result.**

**Academic Issues:** Senator Tallichet mentioned that, along with the ongoing review of teaching assessment in FEPs, the committee will be taking up the issue of how the new scheduling regime is affecting certain academic disciplines. Laboratory classes in the sciences and certain music courses were mentioned as having lost instructional time under the new system. Senator Tallichet also asked for **anyone else who has been adversely affected by this change to contact her directly.**

**Faculty Welfare & Concerns:** Senator Carlson walked Senators through a first reading of the **revised PAC-34**. The current revised draft of PAC-34 is appended to this report. By way of clarification, the impetus for revising PAC-34 is the need to remove language about instructor teaching load (“...no more than 27 hours recommended.”) in light of Self-Study implementation, which calls for an increase in instructor workload to 30 hours per year. The subcommittee has also taken the opportunity to clean up and remove language redundant with other PACs. The only other significant change is in the section on annual renewal or non-renewal, which now calls for instructors to be notified by May 1 with either a definite yes or a definite no.

During discussion of the present draft, several points were raised, all of which Senator Carlson agreed to take into consideration before a second reading. These points included an issue of terminology for non-tenure-track faculty titles [CO note: lines 33-35 of PAC-34 seem to resolve this issue, allowing for the use of alternative titles], concerns over preference for summer course assignment between non-tenure-track and standing faculty, and the stated policy regarding how many years of service can be credited for a non-tenure-track faculty member transitioning into a tenure-track line.

On that last point, removing the limit of 3 years for internal applicants in PAC-34 was done for consistency with PAC-27, which allows external applicants to essentially request credit for the full probationary period. Senator Morrison also raised the question of whether PAC-34 is in fact necessary at all, given the ever-increasing usage of adjunct and fixed-term faculty in higher education. These and other issues will be subject to further debate as the revision process continues.

**Evaluation:** Senator White (filling in for Senator Henderson) reported that his subcommittee is continuing to process the results of the faculty survey distributed during the spring 2015 academic term.

**Senate Issues:** Chair-elect Dobranski reported that his subcommittee is continuing their efforts to examine and understand the university budget.

**Executive Council:** Chair Adams provided a report to the Senate regarding the Executive Council’s review of the revised PG-6 (Sexual Misconduct Policy) and a proposed new UAR on posthumous degrees. To be clear, the Senate is not in a position to approve or reject either of these documents; we were merely asked to review and provide feedback on them.

PG-6 has been revised to comply with updated federal and state regulations, and in the estimation of the Executive Council, is a reasonable document. In general, the revised policy is consistent with the information delivered in the recent mandatory training on this subject. One concern, raised by Senator McLaren, is the lack of any requirement for gender balance on the Sexual Misconduct Hearing Board/Panel. After some debate, it was decided by Senate consensus to return PG-6 to the administration with the recommendation of adjusting the language to call for equal gender representation on such a board/panel.

With respect to the new UAR on posthumous degrees, the Executive Council found no fault with it. One concern raised by the full Senate was the statement on how much progress toward a degree is required to award the posthumous degree. Currently stated flatly as “85%,” the Senate (at Senator Remillard’s suggestion) decided to recommend a change in the language to “at least 85%,” but otherwise approved of the document. Due to their length (and our ultimate powerlessness over them), the drafts of PG-6 and the new UAR are not appended to this report. However, any faculty members wishing to review the documents are welcome to request copies from the communications officer ([c.cottingham@moreheadstate.edu](mailto:c.cottingham@moreheadstate.edu)) or from their Faculty Senator(s).

## PROVOST REPORT

The Provost began his report with an update on the planned **Winter Session**. He stated that approximately 30 courses have been approved for offering, and that more information, including a “campaign,” would be forthcoming in the next few weeks. On a related note, Chair Adams mentioned that the Winter Session schedule is now available on the Registrar’s web page.

Moving on, the Provost discussed the current state of **new or revised program proposals as called for in the Self-Study**. The university has contracted with a firm called Eduventures [<http://www.eduventures.com/>] at a cost of \$27,500 per annum to conduct market research on any new or significantly revised programs. Proposed Family Nurse Practitioner and Geospatial Science and Technology (GST) programs are already in the queue to be evaluated by Eduventures. Also of note, the Provost repeatedly stressed the need for a “business model” or “business plan” to be in place before any new or significantly revised program would be considered. In short, both favorable market research and a business model/plan will be necessary before a new product (i.e. degree program) can be launched.

The Provost also outlined the process for faculty to utilize an upcoming **internal Request for Proposals (RFP)** as a means to develop new or significantly revised programs. The RFP is planned for October, and will allow faculty to apply for funds to support work during the summer months on “generating ideas.” Any “ideas” generated may then be selected for further evaluation by Eduventures. To be clear, faculty are not required to use the RFP; new or revised programs can be proposed at any time independently of that mechanism.

During discussion of this new program proposal process, some important questions were asked of the Provost. Senator Gibbs inquired about the possibility of conflict between the local or regional needs found in APNA reports and the market research conducted by Eduventures. The Provost responded that the firm has some flexibility in how they target their research. Senator Sharp inquired about using this process to resurrect dead programs, specifically mentioning the former Hospitality degree program. The Provost responded that he would welcome such proposals, provided of course that they have market viability.

The final major topic from the Provost was his idea to initiate **summer pre-college programs** at MSU, as part of what he termed “pipeline development.” These programs would be 2-week residential experiences, targeted at high school juniors, and organized around a specific discipline (e.g. creative writing, which was mentioned as an example numerous times). These programs will require faculty in these disciplines to develop and implement a course of some sort which will earn the students who attend 3 hours of credit. The Provost is aiming for a summer 2017 start-date.

Questions were also posed on this topic, mainly focused on potential redundancy and conflicts with other initiatives and activities such as Early College and the Governor’s Scholars Program. During this discussion, the Provost was candid about Early College, referring to dual credit courses as “a mess,” but also assured Senators that his new proposed initiative would not conflict or overlap at all with anything else. He further assured Senators that these pre-college programs will be “self-funding” through future increases in enrollment and tuition.

There seemed to be an appetite for further discussion with the Provost, but due to a rapidly-approaching adjournment time, Chair Adams was forced to shut it down.

#### REGENT REPORT

Faculty Regent Berglee simply alerted Senators to the next Board of Regents business meeting, which will take place on Thursday, September 24<sup>th</sup> at 9 am in the Riggle Room. He reiterated his standing request for faculty members to attend and make their presence felt at these (open) meetings.

## **APPENDIX**

PAC-34 draft given first reading on 17 September 2015

1 **Policy: PAc-34**

2 **Subject: ~~Alternative Career~~Non-Tenure-Track**  
3 **Faculty**

4 Approval Date: 3/16/02

5 Revision Date: 6/15/05

6 **PURPOSE:**

7 The purpose of this policy is to provide guidelines for the hiring of part-time Lecturers or full-  
8 time Instructors to address instructional needs of departments in which program requirements  
9 and teaching demands exceed staffing capacity of tenured and tenure-track faculty.

10 ~~The titles of part-time Lecturer and full-time Instructor are reserved for non-tenure-track~~  
11 ~~faculty employed to address instructional needs of departments in which program requirements~~  
12 ~~and teaching demands for developmental, associate-level, and specialty courses exceed staffing~~  
13 ~~capacity of ST-1 faculty. While primary responsibility for upper-division and graduate~~  
14 ~~instruction remains, across the University, with tenured and tenure-track faculty, such courses~~  
15 ~~may be assigned to "non-tenure-track faculty" who hold the proper academic credentials, as per~~  
16 ~~Paac-1, when they cannot be taught by ST-1 faculty~~

17 **GENERAL DESCRIPTION:**

18 **Lecturers** (formerly referred to as *part-time* or *Adjunct* faculty) are employed less than full time  
19 without University retirement or insurance benefits on a class-by-class or semester-by-semester  
20 basis. Although there is no assurance of continuing employment, neither is there a limit to the  
21 number of years one may serve as a Lecturer. Lecturers should have successful teaching  
22 experience.

23 **Instructors** (formerly referred to as *fixed-term* instructors) are full-time employees contracted  
24 with full benefits for a one-year term ~~with a teaching load of no more than 27 credit hours~~  
25 ~~recommended.~~ The teaching load for instructors is outlined in PAc-29 (Faculty Workload). With  
26 the approval of the department chair and college dean, Instructors may have appointments  
27 renewed on an annual basis provided there are continued/justified instructional needs, adequate  
28 funds, and satisfactory evaluations according to departmental faculty evaluation plans (FEPs).

29 While Instructors will be evaluated primarily on teaching, they may provide service on  
30 departmental committees. Qualified Instructors may apply for tenure-track positions as they  
31 occur ~~and may request to apply up to 3 years of service toward tenure.~~

32 At the time of employment a contract issued to a non-tenure-track faculty member shall  
33 explicitly state the rank, and that the position is not tenurable. The title "Artist-in-Residence" or

34 other appropriate title may be used synonymously with these types of appointments when  
35 appropriate.

### 36 **GENERAL GUIDELINES:**

37 In order to protect the tenure standing at the University, the percentage of faculty holding non-  
38 tenure-track appointments shall not exceed percentages of the total faculty set by appropriate  
39 discipline-specific accrediting agencies. It is the responsibility of the Office of the Provost to  
40 make every effort possible to ensure that these limits are not exceeded.

41 Qualifications for appointment of non-tenure-track faculty should be flexible enough to meet the  
42 needs of each academic unit yet meet all applicable current criteria of the appropriate accrediting  
43 bodies consistent with accreditation standards. Minimum qualifications are listed in PAC-1. ~~shall~~  
44 ~~be a degree appropriate to the teaching assignment or equivalent experience in the field or related~~  
45 ~~field. An earned doctorate or equivalent experience in the field or related field is preferred for~~  
46 ~~teaching upper level courses. All appointments shall meet all applicable current criteria of the~~  
47 ~~appropriate accrediting bodies.~~

48 While non-tenure-track faculty may teach courses at all levels (developmental, lower-division,  
49 upper-division, and graduate), upper-division and graduate courses should be taught only when  
50 these courses cannot be taught by tenured or tenure-track faculty. Also, a terminal degree or  
51 equivalent experience in the field or related field is preferred when it is anticipated that non-  
52 tenure-track faculty will be teaching upper-division or graduate courses.

### 53 **PROCEDURE FOR RE-CLASSIFYING POSITIONS AND RE-ASSIGNING OR HIRING** 54 **OF INSTRUCTORS:**

55 Tenure-track positions may be filled by an instructor only under one of the following conditions:  
56 (1) when a search for a tenure-track position has not resulted in a qualified hire or when  
57 sufficient time is not available to pursue a successful search, in which case the instructor position  
58 will be used until a qualified candidate has been selected for the tenure-track position through a  
59 standard search; (2) when, in the judgment of the department chair, dean, and Provost,  
60 enrollment patterns within the department/program or other conditions warrant filling a tenure-  
61 track position with an instructor as needed; in which case the department faculty will be  
62 consulted.

63 Any faculty member who has previously served or is currently serving as an instructor is eligible  
64 for application and appointment, upon approval, to the positions. It is the responsibility of the  
65 department chair to select and interview candidates, but, whenever possible, candidates should  
66 meet with all members of the respective department relevant program.

### 67 **ANNUAL REVIEW OF NON-TENURE-TRACK STAFFING FACULTY NEEDS:**

68 Each department will annually review its staffing needs with regard to the -nature and number of  
69 non-tenure-track positions needed for the following year. Should a need for additional non-  
70 tenure-track faculty be identified, the department should prepare a request indicating the nature

71 and number of additional non-tenure-track faculty needed. ~~The request may be for one or more~~  
72 ~~additional tenure track lines, conversion of an instructor line to tenure track, or additional~~  
73 ~~instructor lines.~~

74 **TERMINATION OF NON-TENURE-TRACK FACULTY APPOINTMENTS:**

75 Appointments of non-tenure-track faculty may be terminated before contract expiration for the  
76 reasons described in the appropriate ~~section of the Faculty Handbook~~ policies and regulations  
77 and according to the procedures described therein.

78 **RENEWAL OR NON-RENEWAL EVALUATION OF NON-TENURE-TRACK**  
79 **FACULTY:**

80 No later than May 1 of each year, and earlier if possible, all individuals holding the title of  
81 "Instructor" shall be notified ~~if they will be retained for the following academic year that (1) they~~  
82 ~~will be renewed for the following academic year, or (2) they will not be renewed for the~~  
83 ~~following academic year. However, if a clear need emerges after May 1, Instructors receiving~~  
84 ~~positive evaluations who were not renewed are eligible to be rehired. Such~~ Any notification of  
85 renewal or non-renewal shall have been preceded by a performance ~~evaluation similar to tenured~~  
86 ~~and tenure-track faculty. The review will be based on the relative procedures and criteria for~~  
87 ~~performance expectations as defined outlined~~ in the departmental FEP and any salary  
88 ~~adjustments will fall within the PBSI Guidelines as established for all full-time faculty.~~

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

96 ~~Instructors not notified by May 1 will be eligible for rehire as an instructor at the time that a clear~~  
97 ~~need has been identified and upon completion of a performance evaluation as outlined in the~~  
98 ~~foregoing paragraph.~~ When possible, instructors with more than three years of consecutive  
99 service will be given at least a 12-month notification of non-renewal.

100 **FACULTY RIGHTS AND PRIVILEGES OF NON-TENURE-TRACK FACULTY:**

101 The university guarantees academic freedom and due process for All all non-tenure-track  
102 faculty. shall be afforded rights of academic freedom and due process.

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104