

## **Items Brought to Senate unrelated to charges:**

**Request from the committee:** All proposed actions should be presented in written form prior to Senate meeting in which voting on action is to take place.

### **Faculty Senate Archivist**

Moving the election of the Archivist to the spring has created an unintended consequence. Senators whose terms will end July 31 would not be technically eligible for elections to the position as they would not be sitting senators at the time they would take office (they would have to stand for re-election). While the Personnel Policy Committee intends to permanently address the issue in the fall, we would like to propose the following temporary solution for the current election.

### **Motion**

All currently sitting senators, with the exception of the Chair and Chair-elect, are eligible to be nominated for the position of Archivist. Should the Senator elected to the position of Archivist fail to be re-elected to the senate in the fall elections, the position will be filled according the Faculty Senate Constitution for vacant positions.

## **1. Charge: Tenure and Promotion Policy**

### **Email to for Promotion and Tenure Review**

To: Vice President of Academic Affairs and Dean of Instruction

As you may be aware the Personnel Policies Committee is charged with monitoring the new promotion and tenure process. With the completion of the first cycle of the new tenure and promotion policy the committee feels that it is appropriate to review the functionality and practice of the process. The committee would like to meet with both Dean Scoufos and VPAA McMillan to review the process and identify any needed changes to the policy. If possible we would like to meet toward the end of February (Week of February 17th or 24th) so that any changes can be made prior to the start of the next cycle. The committee has received some feedback from the process as noted below.

1) From the feedback to the Senate so far, it looks like the Dean of Instruction is using more or less the same form letter as in the past for the “decision letter” that goes back to the applicant/committee/chair. In particular it’s still using the phrasing “Should your request for promotion ultimately be denied, the president or his designee will provide you with the reasons for your denial once the process is complete.” There was some concern that this statement didn’t reflect the full range of information the applicant will get back with the new policy (the narrative

evaluations from the different levels, which hopefully will go into both strengths and weaknesses).

2) The Senate did get later feedback that an applicant actually received a narrative evaluation from the Dean of Instruction already (the initial feedback was from a committee member who only saw the “decision letter”), so it looks like the first issue really is just one of the phrasing in the “decision letter”. When we were writing the new policy we didn’t intend the applicant to get the evaluations until later (so they wouldn’t be able to appeal elements of the evaluations at later stages), but there’s nothing in the way we wrote it that prevents them being sent out earlier if an evaluator wants to. It’s something we might want to check for consistency on in the future.

3) There was positive feedback on how one of the “decision letters” from a department chair was phrased. It included the statement “I have generated a narrative evaluation of your portfolio which will be placed in your portfolio and forwarded to the next step in the promotion process. You will be able to review this narrative evaluation at a later step in the process if you reach the point where you are considering an appeal or withdrawal of your request for promotion or tenure.” Even though ideally everyone knows the details of the new process, the faculty member (and the Senate) thought communicating the process and details was helpful and increased confidence that the policy was being followed.

These issues appear to be relatively minor and may warrant a clarification of intent rather than an actual change in policy. We look forward to working on this issue with you.

Halet Poovey

Chair Personnel Policies Committee

### **Revisions to Promotion and Tenure Policy**

#### 4.6.3 Procedure for Granting Promotion and Tenure (Rev. 7/13)

The normal procedure for granting tenure is initiated by the faculty member during the fifth, sixth, or seventh year of service to the University in a tenure-track position. The normal procedure for granting promotion is initiated by the eligible faculty member. Failure to complete any of steps 3-7 by the specified due date will constitute de facto approval at that step in the tenure and/or promotion process. The following steps outline the normal process:

Step 1– All of the following must be completed no later than September 15: The faculty member files a written request for promotion and/or tenure with the department chair. The request must be accompanied by a portfolio exhibiting documentation of effective teaching, research/scholarship, contributions to the institution and profession, and performance of non-teaching or administrative duties, if appropriate. Once the portfolio is submitted, the applicant cannot add to it but he/she can change the status of items (e.g. If a paper was submitted for

publication in September and in November he/she is notified it was accepted for publication, the portfolio can be amended to indicate the paper was accepted.)

Step 2– All of the following must be completed no later than October 1: A Promotion and Tenure Review Committee shall be formed. The Committee shall include all faculty in the department with the appropriate tenure/rank. For Tenure applications, all tenured faculty members within the department shall serve as the Promotion and Tenure Review Committee. In Promotion cases, only tenured faculty at or above the rank sought shall serve on the committee. As they review applications in a later stage of the process, department chairs, the Dean of Instruction, and the VPAA do not serve on either Tenure or Promotion committees in their academic department even if they are otherwise qualified. In the event that the number of faculty at the appropriate rank or tenured faculty members in the department is fewer than five (5), the tenured and appropriately ranked faculty within the department will serve on the committee and additional tenured and appropriately ranked faculty members will be appointed by the following process. The applicant will submit a list of qualified prospective faculty to the department chair and dean. The list may include up to twice the number of needed faculty for the vacancies. The Dean of Instruction and the department chair will then choose from the list to fill the vacancies. If no agreement can be reached to fill the vacancies, then the vacancies will be filled by a random selection process--with an equal probability of selection--from the qualified faculty within the applicant's school. Faculty chosen by either of these methods would be asked if they are willing to serve. If there is a committee member(s) that is tenured but not of sufficient rank, that member shall only vote on the tenure recommendation. If this creates a shortage of committee members for the promotion recommendation (i.e., fewer than five), then a qualified member of sufficient rank will be chosen to fill that vacancy by the selection process described in this policy, and that committee member shall only vote on the promotion recommendation.

Step 3-All of the following must be completed no later than October 15: The department chair or dean shall call a meeting of the Promotion and Tenure Review Committee to initiate discussion of the request. After each member of the Promotion and Tenure Review Committee critiques the portfolio and each performance criterion, the faculty member's performance shall be reviewed, discussed, and evaluated by the Promotion and Tenure Review Committee. This review shall be conducted in a manner that allows for input from non-tenured colleagues, students, alumni, and administrative information from the department chair. After completion of the review, a poll by secret ballot of the Promotion and Tenure Review Committee will be taken to determine whether a recommendation for the granting of tenure will be made. Committee members shall not be permitted to abstain. A simple majority vote shall prevail. The committee will continue deliberations until a majority decision has been reached. The chair of the Promotion and Tenure Committee will write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter must be approved by a majority vote of the whole Promotion and Tenure Review Committee. The Promotion and Tenure Review Committee shall then send the portfolio, with the committee's vote (numerical count), the

narrative evaluation letter, and their recommendation to grant or to deny to the department chair. The committee chair also writes a letter to the applicant informing him/her of the committee's recommendation to grant or deny tenure/promotion. The recommendation letter is separate from the narrative evaluation letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation. All ballots are to be retained by the chair of the Promotion and Tenure Review Committee until a final decision is reached concerning the request. The ballots shall then be destroyed.

Step 4– All of the following must be completed no longer than November 1: The department chair shall review the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure. The department chair will then, write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation. The Chair will then forward a recommendation concerning the request and all documentation to the Dean of Instruction. The chair will provide the applicant with a written statement of his/her recommendation and a written statement of his/her recommendation shall also be forwarded to the members of the Promotion and Tenure Review Committee.

Step 5– All of the following must be completed no later than December 1: The Dean of Instruction shall review the department chair's recommendation, the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure. The dean will then, write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation. The dean will then forward a recommendation concerning the request and all documentation to the Vice President for Academic Affairs. The dean will provide the applicant with a written statement of his/her recommendation and a written statement of his/her recommendation shall also be forwarded to the department chair and to the members of the Promotion and Tenure Review Committee.

Step 6–All of the following must be completed no later than January 15: The Vice President for Academic Affairs (VPAA) shall review the recommendations and evaluation letters, the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure. The VPAA will then , write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio. Upon completion of the VPAA's review the candidate will have the option to withdraw. Should the candidate elect not to withdraw the VPAA will then forward a recommendation concerning the

request and all documentation to the President. The VPAA will provide the applicant with a written statement of his/her recommendation and. A written statement of his/her recommendation shall also be forwarded to the dean, the department chair and to the members of the Promotion and Tenure Review Committee.

**Withdrawal of Application:** If the VPAA recommends that promotion or tenure be denied, then s/he will provide the applicant with a summative list of the recommendation decisions and narrative evaluations from the Promotion and Tenure Review committee, department chair, dean, and VPAA. The applicant will then have the opportunity to withdraw the tenure/promotion application without prejudice toward future applications. The applicant must file the withdrawal with the VPAA by January 30. If the applicant chooses to file a procedural due process appeal, then s/he will have the opportunity of withdrawing the tenure/promotion application at the conclusion of the appeal process or following the VPAA's decision, should the procedure be renewed as a result of the appeal.

**Due Process Appeal:** If the Vice President for Academic Affairs recommends that promotion or tenure be denied and the faculty member believes that the request has not been accorded "procedural due process," s/he may request of the Faculty Appellate Committee a hearing pertaining solely to due process. The definition of procedural due process is that all aspects of tenure and/or promotion will be conducted in a manner that adheres to the protocols, principles, and policies set forth in the Academic Policies and Procedures Manual at Southeastern and the Policy Manual of the Regional University System of Oklahoma. Areas considered as procedural due process may include but are not limited to:

(1) process used to convene the tenure and/or promotion committee; (2) ineligible members appointed to the committee; (3) manner by which the committee conducts business; (4) adherence to the deadlines; (5) attempts to exert inappropriate influence/pressure by any party; or (6) failure to provide required evaluation/narrative at any level of the review. Such an appeal must be filed by January 30. The appeal hearing will be conducted by the full membership of the Faculty Appellate Committee, with at least seven members of the committee participating in the hearing (see APPM 3.6.1 for the committee's composition and functions). All decisions by the committee shall be made by a simple majority vote. Pertinent testimony from all parties involved may be heard. If the Faculty Appellate Committee rules that due process was violated, the committee may then recommend that the procedure be renewed at the point where violation occurred. The VPAA shall be responsible for monitoring the subsequent procedures to assure that due process is accorded. The Faculty Appellate Committee must complete action on an appeal by February 15.

**Step 7–** All of the following must be completed no later than March 1: Upon receiving a recommendation from the Vice President for Academic Affairs, the President decides either to approve or disapprove the request for tenure and/or promotion. The President then reports his decision to the VPAA, Dean of Instruction, the department chair, the Promotion and Tenure

Review Committee, and the faculty member. If the President approves the request for tenure, s/he submits it to the Regional University System of Oklahoma Board of Regents, normally at the April meeting. The President then reports the Regents' action to the VPAA, the Dean of Instruction, the department chair, the Promotion and Tenure Review Committee and the faculty member.

If the applicant withdraws the application by the January 30 deadline, the application does not proceed to the President. If, as a result of an appeal decision, the tenure/promotion procedure is renewed, the VPAA's recommendation will be made by March 15. If the VPAA's decision is to recommend denial of tenure/promotion, the applicant will have the opportunity to withdraw the application. The withdrawal must be filed by March 30. If the application is withdrawn, it will not proceed to the President.

### **3. Charge: Review of APPM with Dr. Clark**

#### **Email for Dean Revisions to APPM manual**

Dean Scoufos,

The Faculty Senate Personnel Policies Committee is working with AVPAA Clark to review and update the policy manual. A majority of the changes made to the manual are editorial in nature, i.e. all references to academic deans need to be updated to Dean of Instruction. However, when an outdated policy is identified the appropriate party or parties are notified so the policy may be revised to reflect current practices. In the course of the review of Section 6 we found the following:

#### *6.1.1 Syllabi and Instructional Objectives*

*Policy 6.1.1 in the Southeastern Oklahoma State University Policy and Procedure Manual requires that students be provided with a syllabus in each course taught at the university. It also requires that a copy of each syllabus be on file in the offices of the Department Chair and Dean of the department and school in which the course is offered.*

*It is important to have course syllabi available to students at the very beginning of each semester. Traditionally each student is provided a copy of the syllabus at the first meeting of each class. Many professors now post syllabi electronically on Blackboard, which is an excellent practice.*

*Please note that a change in policy has occurred for the John Massey School of Business and the School of Education and Behavioral Sciences, The Deans in these two Schools have requested that copies of each courses syllabus be delivered to the Department Chairs and to the Dean at least two weeks prior to the beginning of the semester beginning with the Fall 2006 semester. The accreditation processing both schools makes it highly preferable to review syllabi before they are distributed to students to ensure that accreditation criteria are met. Therefore, the*

*policy for these two Schools is as follows: copies of the syllabus for each course taught will be sent to the Department Chair and Dean (electronic delivery is fine) at least two weeks before the beginning of classes. Faculty in the School of Arts and Sciences should send their syllabi to the Department Chair and Dean no later than the first day of class.*

*Syllabi for distance education courses where at least 75% of the instruction is over the Internet will follow the online syllabus template located on the Distance Education website. Additional items may be added to satisfy accrediting agencies or local requirements.*

*Distance Education classes will be made available to students no later than 8:00 a.m. the first day the class is scheduled to begin. An electronic copy of the syllabus should be posted at the same time the course is made available.*

As the policy is outdated (refers to School Deans) we felt it needed to be updated. In addition to the basic editorial changes, we would like simplify, and clarify the policy and felt that your input was required as the Dean of Instruction has purview over this policy. Below is a suggested revised policy. Please provide the appropriate time frame and any additional changes you feel are necessary to properly reflect the current practice. Please note changes appear in bold. Italics are old policy that is not being changed.

#### *6.1.1 Syllabi and Instructional Objectives*

**Syllabi are required to be provided students in each course taught at the university on the first day the class is scheduled to meet. It is also required that copies of each syllabus be on file in the offices of the Department Chair and Dean of Instruction. The policy is as follows: copies of the syllabus for each course taught will be sent to the Department Chair and the Dean of Instruction at least **XXX weeks (or days)** before the beginning of class.**

*Syllabi for distance education courses where at least 75% of the instruction is over the Internet will follow the online syllabus template located on the Distance Education website. Additional items may be added to satisfy accrediting agencies or local requirements.*

*Distance Education classes will be made available to students no later than 8:00 a.m. the first day the class is scheduled to begin. An electronic copy of the syllabus should be posted at the same time the course is made available.*

Thank you,

Halet G. Poovey,

Chair Personnel Policies Committee

#### **4. Charge: Family Leave**

**Motion:** The senate solicits information from the faculty via Faculty Senate Email concerning their experiences or comments with regards to the current Family Leave Policy in both implementation and practice, and any questions they might have or additional feedback they would like to provide about the Family Leave Policy.

#### **Family Leave Policy Need and Principles**

Need for Policy Revision:

- 1) As practiced, current approach requires negotiation between Department Chair and Faculty member on a case by case basis. This has resulted in an uneven application of benefits and is inefficient.
- 2) As practiced, current approach do not allow for advanced planning of leave. Course offerings cannot be planned based on anticipated availability of faculty member. This impacts not just the faculty member using leave but other faculty members in department and students and is not in the best interest of the university.
- 3) Cost of modifying the policy should be relatively small (est. ~\$64,000)
- 4) A properly written and executed Family Leave Plan could be used to recruit and retain faculty
- 5) As a general principle policy and benefits should be evenly applied across campus and person neutral (unaffected by the person applying the policy or the person receiving the benefits).
- 6) Current Practice may not be in keeping with all provisions of the Federal Family and Medical Leave act. Specifically FLMA requires:
  - a. The policy must be gender neutral and applied evenly to all employees
  - b. Leave can be used during the adoption of a child
  - c. Leave can be used intermittently or leave can be combined with part time employment

Principles:

- 1) All leave required by to be provided to all employees in accordance with the Federal Family and Medical Leave act should be paid leave.
- 2) Due to nature of the work cycle of the Faculty the policy needs to allow for advanced planning of leave time.

#### **6. Charge: Electronic Voting**

Faculty Senate business that would be required to presented to the senate for voting should be subjected to electronic voting only over semester breaks and in situations in which a deadline would not be met by

conducting the vote at the next scheduled Faculty Senate meeting or by convening an emergency meeting. Any voting must adhere to the following:

- 1) All Faculty Senators must be informed of the issue and provided any related support documents at least 48 hrs prior to conducting the vote.
- 2) The voting period must be stated in advance and last at least 24 hours.
- 3) A successful vote will require a majority of the currently sitting senators (either in the affirmative or the negative).
- 4) All votes must be confirmed by the chair and at least one additional member of the executive committee.
- 5) The results of any voting and the details of the voting methodology should be presented at first faculty senate meeting following the vote.

**The following are recommended best practice.**

- 1) In recognition of the value of debate, when possible documents should be available at a common site and a discussion board or similar mechanism made available for senators to debate the issue.
- 2) The discussion should be collected and archived in the same manners as other Faculty Senate business.

## **7. Charge: Review Faculty Senate Constitution**

### **Current Policy**

#### **Section B.**

Senate officers shall be chair, chair-elect, recorder, treasurer, archivist, and parliamentarian. The chair and chair-elect shall be elected from the faculty at large. The recorder, treasurer, and parliamentarian shall be elected by the senators from their group. It is recommended that a person be on the Senate for a year before they are an officer. (Rev. 12/2004 by Faculty Senate)

### **Proposed Policy**

#### **Section B.**

Senate officers shall be chair, chair-elect, recorder, treasurer, archivist, and parliamentarian. The chair and chair-elect shall be elected from the faculty at large. The recorder, treasurer, **archivist** and parliamentarian shall be elected by the senators from their group. It is recommended that a person be on the Senate for a year before they are an officer. (Rev. 12/2004 by Faculty Senate)

## **Constitution Amendment (Executive Committee Powers)**

### Article V—Committees

#### Section B.

The functions and membership of the standing committees shall be as follows:

##### 1. Executive Committee:

This committee shall consist of all officers as stated in Article III, Section B, and the immediate past chair. Its function shall be (a) to initiate the selection of members to the other standing committees; (b) to direct Senate discussions of all matters duly brought before it; (c) to assist in

the implementation of legislation adopted by the Senate; (d) to report action taken in response to Senate decisions; and (e) to invite any extra-agenda respondent to address the Senate on an issue relating to the interests of the faculty; and (f) to remove a committee chair who is not performing adequately and ask the committee in question to elect a new chair, (g) to remove a committee member who is not performing adequately and direct the Committee on Committees to appoint a new member; and (h) to temporarily modify a committee's membership or function statement only when timeliness of action is of the essence and the process cannot be carried out through the normal process in an expeditious manner. (NOTE: A committee member or chair who has been removed from his/her position on a committee may appeal the removal to the Faculty Senate. This appeal must be made in writing within ten working days from the notification of dismissal. The appeal will be heard and voted on by the Senate with a simple majority determining the outcome. The person making the appeal may ask the Faculty Appellate Committee to represent them before the Senate.) ***The executive committee will act on behalf of the senate during semester breaks. Any substantive decisions made by the executive committee on behalf of the senate during breaks will be brought before the senate for vote at the first senate meeting following the break.***

### **Constitutional Amendment (Senate Size)**

#### **Proposal to reduce the size of the Faculty Senate:**

Background:

In 1993 (the earliest year I have data for) there were roughly 166 full time faculty.

In 2004 there were 149 and there were 25 on the Senate (12 in A&S, 6 in EBS, 3 in JMSB, 1 Library, 3 chairs)

In 2008 there were 143 full time faculty and the Senate size was dropped to 24 and seats redistributed (10 in A&S, 6 in EBS, 4 in JMSB, 1 from Library, 3 chairs) and that distribution is what we currently use.

In 2013 we were down to 133 full time faculty.

The current weights given to each area are:

A&S: 41.67%

EBS: 25%

JMSB: 16.67%

Library: 4.17%

Chairs: 12.5% !

I propose we amend the Senate Constitution to set the Senate size at 20 by reducing the number of senators to 8 from A&S, 5 from EBS, 3 from JMSB, 1 from the Library, and the 3 chairs. This would change the weights in the Senate to:

A&S: 40%

EBS: 25%

JMSB: 15%

Library: 5%

Chairs: 15%

Doing this would not substantially alter the relative weight of the different schools and reduce our quorum from 12 to 10 (as per Section D of the Constitution, quorum is 50%, not 50%+1). It

would hopefully also have beneficial effects on Senate elections. This would require a constitutional amendment to Section E (last revised 2008) from: The senators shall be elected as soon as possible after the election of the chair/chairelect. The School of Arts and Sciences shall have 10 senators, the School of Business shall have 4 senators, the School of Education and Behavioral Sciences shall have 6 senators, and the library shall have one. All senators shall serve three-year terms, with the terms staggered so that each school elects approximately 1/3 of its senators each fall. To:

The School of Arts and Sciences shall have 8 senators, the School of Business shall have 3 senators, the School of Education and Behavioral Sciences shall have 5 senators, and the library shall have one. All senators shall serve three-year terms, with the terms staggered so that each school elects approximately 1/3 of its senators at the beginning of the fall semester. The terms of both senators and chair positions end on July 31st of the appropriate year.

### **Proposed Amendment**

Section E.

(revised 10-2008)

The senators shall be elected as soon as possible after the election of the chair/chair-elect. The School of Arts and Sciences shall have ~~10~~8 senators, the School of Business shall have ~~4~~3 senators, the School of Education and Behavioral Sciences shall have ~~6~~5 senators, and the library shall have one. All senators shall serve three-year terms, with the terms staggered so that each school elects approximately 1/3 of its senators each fall.

Section F.

**If the amendment passes we will introduce the following motion:**

The Executive Committee of the Faculty Senate shall be authorized to examine the terms of currently serving Senators and perform one-time modifications to their end dates in order to comply with the provision in Section E of the Senate constitution that each school should elect approximately 1/3 of its senators each fall. This one-time modification will take place in the summer of 2014, no terms shall be lengthened, and senators whose terms are shortened will be notified before August 1st, 2014.

### **Constitutional Amendments (Terms of service Amendments)**

Each change will be presented separately for vote.

Article III—Composition

Section C.

The offices of chair and chair-elect are two-year terms. Upon completion of the two-year term, the office of chair will be filled by the chair-elect. Elections for the chair-elect will be held in the spring semester, beginning in the spring of 2015, in order for the chair-elect to assume office in

the fall of the following academic year. ***The new Chair-elect will assume the office of chair-elect, the outgoing chair-elect will assume the office of chair and the outgoing chair shall become the past chair on August 1 in year of the chair-elect election.*** Should the office of chair be vacated before the two-year term is completed (e.g. because of resignation or retirement), the office of chair will immediately be filled by the chair-elect (who will fulfill the remainder of the two-year term), and a new chair-elect shall be elected from the faculty at large to fill the remainder of the two-year term. Should the office of chair-elect be vacated before the two-year term is completed (e.g. because of resignation or retirement), a new-chair elect will be elected from the faculty at large to fill the remainder of the two-year term.

#### Section D.

The immediate past chair shall be a member of the Faculty Senate for two years. ***The term of the past chair will end on July 31 of the year of the Chair-elect election.***

#### Section E.

(revised 10-2008)

The senators shall be elected ***at the beginning of the fall semester*** ~~as soon as possible after the election of the chair/chair-elect.~~ The School of

Arts and Sciences shall have 10 senators, the School of Business shall have 4 senators, the School of

Education and Behavioral Sciences shall have 6 senators, and the library shall have one. All senators

shall serve three-year terms, with the terms staggered so that each school elects approximately 1/3 of its senators each fall. ***The term of the senator will end on July 31 of their 3<sup>rd</sup> year of service.***

#### Section F.

If the office of chair becomes vacant, the chair-elect shall take the office and the Faculty Senate shall call for the election of a new chair-elect. If a senator, through death or resignation, leaves a senatorial position vacant, the Faculty Senate shall call upon the appropriate school to elect a new senator to fill the unexpired term.

#### Section G.

### **8. Charge: Bylaw change moving chair-elect election to spring.**

#### **Constitution Amendment (Chair-Elect Election)**

Rationale for proposed change to the Constitution of the Faculty Senate: under current policy, the election for the chair-elect is held in the fall. This results in a “late start” for the faculty senate to conduct its business. By voting and electing a chair-elect in the spring, the senate will be positioned to begin work earlier in the fall semester.

#### **Current Policy in the APPM 3.3.1**

#### **Article III—Composition**

#### **Section C.**

At the beginning of the fall semester (starting Fall 1990), the Faculty Senate shall solicit nominations and conduct an election for the chair and the chair-elect. (After the first year, only the chair-elect will be elected.) The offices of chair and chair-elect are two-year terms.

### **Proposed Policy**

#### Section C.

The offices of chair and chair-elect are two-year terms. Upon completion of the two-year term, the office of chair will be filled by the chair-elect. Elections for the chair-elect will be held in the spring semester, beginning in the spring of 2015, in order for the chair-elect to assume office in the fall of the following academic year. Should the office of chair be vacated before the two-year term is completed (e.g. because of resignation or retirement), the office of chair will immediately be filled by the chair-elect (who will fulfill the remainder of the two-year term), and a new chair-elect shall be elected from the faculty at large to fill the remainder of the two-year term. Should the office of chair-elect be vacated before the two-year term is completed (e.g. because of resignation or retirement), a new-chair elect will be elected from the faculty at large to fill the remainder of the two-year term.

### **11. Charge: Review and request changes to annual review form.**

#### **Email to Dean with regards to Annual Review Forms**

Dean Scoufos,

The last time The Faculty Senate Personnel Policies Committee met with you, it was indicated that there was general dissatisfaction with the current annual review form. The Faculty Senate Personnel Policies Committee has been requested to review the current form and suggest changes. We feel that this would be best accomplished by gathering information from yourself, the chairs and the faculty at large. To this end, we would ask that you request comment (both good and bad) about the annual review form from the chairs and forward them along with your own comments to the committee.

Thank you,

Halet G. Poovey, Sc.D, CIH, CSP

Chair Personnel Policies Committee

Associate Professor

Department of Occupational Safety and Health

Southeastern Oklahoma State University

[hpoovey@se.edu](mailto:hpoovey@se.edu)

(580) 745-2384