

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2009-2010

June 3, 2010

Volume 34, No. 7

GOVERNANCE ADVISORY COUNCIL

May 11, 2010

Attendees: Dr. Jeanne Daffron, Dr. Brenda Blessing, Dr. Brian Cronk, Dr. Steve Estes, Kathy Kelly, Mel Klinkner, Dr. Gordon Mapley, Dr. Murray Nabors, Dr. Esther Perález, Sally Sanders

Others: Marilyn Baker, Susan Bracciano, Dan Eckhoff, Dr. Judy Grimes, Darcy Groce, Dr. Cindy Heider, Dr. Greg Lindsteadt, Mary Piatt, Tom Williamson

GAC #09-21 – Tuition Reduction Program

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide

Proposed Policy or Procedure: (changes in bold and strikethrough)

NOTE: This policy will go into effect starting with the Fall 2010 semester.

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today's society and is proud to offer this benefit to its employees.

MWSU's Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled "Tax Benefits for Education." This benefit is non-taxable in accordance with IRS Publication 15-B entitled "Employer's Tax Guide to Fringe Benefits."

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the "Courses Not Eligible for the Tuition Reduction Program" section

below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office.

Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

Eligibility Requirements

For purposes of MWSU's Tuition Reduction Program Policy and based on the guidelines from the above referenced IRS publications, the University has determined that the following individuals are eligible for participation in the Tuition Reduction Program:

1. Current, full time benefit eligible employees.
2. Benefit eligible employees who have formally retired from the University with at least fifteen (15) years of service.
3. Benefit eligible employees that have become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service.
4. A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
5. A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
6. A widow or widower of a former benefit eligible employee who died having accrued fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
7. A dependent child 24 years of age or younger or a legally qualified spouse of any of the above categories.

Anyone claimed as a dependent on the employee's most recent tax return, as appropriate for the given semester/session, and who is 24 years of age or younger is eligible for this Tuition Reduction Program. If in question, the appropriate tax year should be confirmed with Human Resources.

The dependent child must be 24 years of age or younger on the first day of classes for that semester/session in order to qualify for this benefit.

The spouse must be a legally qualified spouse of the employee on the first day of classes for that semester/session in order to qualify for this benefit.

For information purposes, the rules for claiming an individual as a dependent can be found in IRS Publication 501 at www.irs.gov.

For purposes of the Tuition Reduction Program, in accordance with IRS Publication 970, a dependent child of divorced parents, if one or both is an employee of the institution, is treated as the dependent of both parents and is eligible if he or she meets the guidelines above.

Statute of Limitations

In the event of a retirement, disability or death, the spouse and/or dependent child of the former employee has ten (10) years from the last date of employment to utilize the Tuition Reduction Program.

Part-Time Employees

The Tuition Reduction Program is also available to part-time, benefit eligible employees. Part-time, benefit eligible employees are eligible to take up to three (3) credit hours per semester/session under the Tuition Reduction Program, which will be covered at 100% of the cost of undergraduate tuition at the main campus cost per credit hour and university fees. All other semester/session credit hours will be charged at the normal tuition rates. The class must be taken outside of their regular scheduled work hours.

Children and spouses of part-time, benefit eligible employees are not eligible for participation in the Tuition Reduction Program.

Application Requirements/Verification

Spouses and/or dependents applying for the Tuition Reduction Program are **required** to complete the Free Application for Federal Student Aid (FAFSA) for the current school year which may provide them with the funds to cover additional education related costs. Any exception to this rule is subject to approval from the Department of Human Resources. Before Tuition Reduction funds will be paid to a student's account, the FAFSA must be submitted and verification completed by the Financial Aid office.

Eligibility for receipt of the Tuition Reduction Program is subject to approval from the Department of Human Resources.

A state issued identification (i.e. driver's license) will be required to verify participant's eligibility. All applications for the Tuition Reduction Program are subject to verification. If your application is selected for verification, you may be asked to provide further information (i.e. tax returns).

Falsification of the information provided on the application or verification documents, or failure to provide verification documentation, may subject the employee to disciplinary action up to and including termination.

Participation Guidelines

Deadline for Application

Participants wanting to utilize the Tuition Reduction Program must submit completed applications to Human Resources by the last day of the add/drop period for the applicable semester/session. Any applications received after this date will not be accepted.

Employee Course Work Limit

Employees desiring to take courses during scheduled work hours are required to have their immediate supervisor's approval. Supervisors are to use discretion in approving course work above three (3) credit hours.

Hours of work missed in a week are to be made up during the same workweek or covered through accrued time, excluding sick leave.

Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Auditing a Course

The Tuition Reduction Program covers participants electing to audit a course providing this designation is made in the Registrar's Office by the last day of the add/drop period for the particular course. Courses that are changed from credit to audit after this date will not be covered and the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Withdrawal from a Course

If the student withdraws from a course(s) after the last day of the add/drop period, the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Tuition Reduction Amount Limit

The Tuition Reduction Program when combined with Western and Foundation scholarships cannot exceed the recipient's actual charges for tuition and fees, excluding room and board. Scholarships specifically allocated for the payment of book costs or with an on-campus living requirement will be exempt from this policy. The eligibility and receipt of the Tuition Reduction Program benefit does not affect the student's eligibility for external financial assistance or scholarships.

Employee Separation

If the employee separates from the University by the last day of the add/drop period of the semester/session, the University will cancel the student's participation in the Tuition Reduction Program.

If the employee separates during the term, the student will be responsible for the pro-rated tuition reduction.

Courses Not Eligible for the Tuition Reduction Program

The Tuition Reduction Program covers undergraduate tuition at the main campus cost per credit hour only. Employees will also receive the benefit of the reduction of the University fees. Some courses offered by MWSU may not be eligible for the Tuition Reduction Program. For example, Study Away courses, Southern Institute of Forensic Science courses and Applied Music courses as defined in the Undergraduate Catalog as well as non-credit courses through the Western Institute are not eligible for tuition reduction. Human Resources Department will verify the eligibility of all courses submitted for the Tuition Reduction Program.

GAC Summary: There were a few clerical changes recommended by GAC regarding fees and the dependent age. There was also a recommendation made in regard to consequences if falsification of information in the Tuition Reduction application is found during verification. A statement was added. With these revisions, this proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on May 20, 2010.

GAC #09-22 – Faculty Workload and Chairperson Stipends

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: Teaching Load, Academic Policies

The teaching load for a full-time faculty member is a range of 23 to 25 credit hours or the equivalent, as determined by the department Chairperson and Dean of the College, during the academic year. Teaching assignments are made according to the requirements of the University curriculum. They are executed between the hours 7 a.m. and 10 p.m. Monday through Friday, and between the hours of 7 a.m. and noon on Saturday. Faculty members may be asked to teach more than 25 equated hours during an academic year, and will be paid at the current institutional rate for each equated hour in excess of 25.

Normally a department Chairperson will receive a reduced teaching load of 6-12 hours for the academic year in order to carry out administrative responsibilities. The teaching load reduction will be determined by the Provost and Vice President for Academic and Student Affairs in consultation with the appropriate Dean of the College. In addition to teaching load reduction, Chairpersons receive \$2,000 additional salary during the academic year plus \$800 additional salary and an equated 2-hour load for the summer session. For the Faculty Senate President, the released time will be equal to an equated teaching load of 12 hours per academic year; for the Senate Vice President, the released time will be equal to an equated teaching load of 6 hours per academic year; for the Senate secretary, the released time will be equal to an equated teaching load of 6 hours per academic year. The chair of the Faculty Senate Undergraduate Curriculum Committee (UGCC) will receive three hours released time during the fall semester.

Laboratory and studio contact hours are multiplied by two-thirds in calculating equated hours for teaching loads. Independent Study is equated as one-half load hour per student up to six students with a maximum of three load hours for six or more students.

Faculty workloads for coordination of internship/practicum students will be set at a 0.5 load hours per student up to five. From 6 to 20 students, the maximum load assigned will be 3.0; beyond 20, the coordinator will receive 0.25 load hours per student.

Efficient use of faculty teaching time is the responsibility of the department Chairperson and Dean of the College, and the teaching load policy is not intended to penalize any academic department for its efficiency in management.

Proposed Policy or Procedure: changes in bold and strikethrough

~~The teaching load for a full-time faculty member is a range of 23 to 25 credit hours or the equivalent, as determined by the department Chairperson and Dean of the College, during the academic year. Teaching assignments are made according to the requirements of the University curriculum. They are executed between the hours 7 a.m. and 10 p.m. Monday through Friday, and between the hours of 7 a.m. and noon on Saturday. Faculty members may be asked to teach more than 25 equated hours during an academic year, and will be paid at the current institutional rate for each equated hour in excess of 25.~~

The teaching load for a full-time faculty member is 22-24 load hours during the academic year. If a faculty member receives more than 24 load hours in an academic year, the additional hours will go into the faculty members "load hour bank" which shall be tracked by the department chair and reported on the faculty member's annual evaluation and Faculty Load Report each year.

Faculty will be allowed to have credit balances in their "load hour bank" of up to 6 hours. If a faculty member will have more than 6 hours credit in his/her bank, he/she will be required to either reduce his/her teaching load, or receive overload compensation to remove hours from his/her bank. Faculty can not be forced to take overload compensation. Faculty with more than 6 hours of banked overload credit must be given the option of having a reduced teaching load.

Requests and approval for the use of banked hours must be done in collaboration with the department chair and relevant academic dean. The timing of the requests should respect the department chair's practical needs for such information when building the official class schedule. As a general guideline, faculty members should make the request 7-8 months prior to the semester in question, absolutely no later than 30 days prior to the department chair's first deadline for submitting the official class schedule. No hours can be applied to a faculty member's semester teaching load until the request is approved by the department chair and the college dean.

Normally a department Chairperson will receive a ~~reduced teaching load of 6-12 hours~~ **teaching load reduction of at least 12 hours** for the academic year in order to carry out administrative responsibilities. The teaching load reduction will be determined by the Provost and Vice President for Academic and Student Affairs in consultation with the appropriate Dean of the College. In addition to teaching load reduction, Chairpersons receive ~~\$2,000~~ **\$5000** additional salary during the academic year plus \$800 additional salary and an equated 2-hour load for the summer session. For the Faculty Senate President, the released time will be equal to an equated teaching load of 12 hours per academic year; for the Senate Vice President, the released time will be equal to an equated teaching load of 6 hours per academic year; for the Senate secretary, the released time will be equal to an equated teaching load of 6 hours per academic year. The chair of the Faculty Senate Undergraduate Curriculum Committee (UGCC) will receive three hours released time during the fall semester.

Laboratory and studio contact hours are multiplied by two-thirds ~~in when~~ **calculating equated load hours for teaching loads**. Independent Study is equated as one-half load hour per student up to six students with a maximum of three load hours for six or more students.

Faculty workloads for coordination of internship/practicum students will be set at a 0.5 load hours per student up to five. From 6 to 20 students, the maximum load assigned will be 3.0; beyond 20, the coordinator will receive 0.25 load hours per student.

Undergraduate lecture classes will provide one load hour for each credit hour of the class.

Graduate Courses (500 and 600 level) with enrolled graduate students will provide 1.33 load hours for each load hour that would be received in the undergraduate situation.

For high enrollment courses, or courses with extensive applied learning components, the faculty member, department chair, or relevant academic dean can request that additional load hours be assigned to the class. Approval of additional load hours must be agreed upon by the relevant academic dean and the Provost.

Faculty can receive load hours for administrative or other duties upon the written agreement of their department chair, relevant academic dean, and Provost. Such agreements must be documented in the annual evaluation.

Efficient use of faculty teaching time is the responsibility of the department Chairperson and Dean of the College, and the teaching load policy is not intended to penalize any academic department for its efficiency in management.

GAC Summary: There are six different proposals within this section, so following discussion at GAC the recommendations of the Provost are indicated individually as noted:

1. Change in faculty workload from 23-25 to 22-24 hours. This proposal is not supported by the Provost.
2. Banking overload hours. This proposal is not supported by the Provost.
3. Department chairperson load reduction of at least 12 hours for the academic year. This proposal is not supported by the Provost.
4. Department Chairperson stipend increase from \$2,000 to \$5,000. This proposal is not supported by the Provost.
5. Additional load hours for large class enrollments. This proposal is supported by the Provost.
6. Reassigned time for administrative or other duties upon written agreement of the chair, dean and Provost. This proposal is supported by the Provost.

This proposal along with the recommendations made by the Provost will be forwarded to the President for his approval.

Presidential Action: The President supports the Provost's recommendations. This proposal was signed by the President on May 20, 2010.

GAC #09-23 – Compensation of Faculty for Part-Time and Overload Teaching

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide

Faculty Salary Employment Policies

Overload Compensation

Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made: BA, \$600; MA, \$700; DR, \$800 equitable hour.

and

Employee Definitions
Employment Policies

Part-time faculty are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made: BA, \$600; MA, \$700; DR, \$800 per equated hour.

Proposed Policy or Procedure: (changes in bold and strikethrough)

Faculty Salary
Employment Policies

Overload Compensation

Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. ~~BA, \$600; MA, \$700; DR, \$800 equitable hour~~
For those possessing a terminal degree in the field of instruction, \$800 per load hour; for those not possessing a terminal degree in the field of instruction, \$700 per load hour.

and

Employee Definitions
Employment Policies

Part-time faculty are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made. ~~BA, \$600; MA, \$700; DR, \$800 per equated hour.~~ **For those possessing a terminal degree in the field of instruction, \$800 per load hour; for those not possessing a terminal degree in the field of instruction, \$700 per load hour.**

GAC Summary: There are two different proposals within #09-23, so following discussion at GAC the recommendations of the Provost are indicated individually as noted:

1. Change in Overload Compensation of Faculty for those with terminal degrees and those not possessing a terminal degree. This proposal is supported by the Provost.
2. Change in compensation of part-time faculty. Due to the financial impact to the institution, this proposal is not supported by the Provost at this time.

This proposal along with the recommendations made by the Provost will be forwarded to the President for his approval.

Presidential Action: The President supports the Provost's recommendations. This proposal was signed by the President on May 20, 2010.

GAC #09-24 – Changes to the Promotion and Tenure Timeline

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: Faculty Evaluation Procedures, Academic Policies

2. Preparation and Routing of Materials: Candidate and Chairperson

By October 15, the candidate for promotion/tenure presents his/her evaluation package to the department chairperson.

The departmental committee will provide a copy of the committee evaluation/recommendation and the supporting rationale to the faculty candidate by December 1, the final date by which to give the recommendation to the chairperson. The candidate may respond to the recommendation by the committee by submitting a written response to the department chairperson by 4:30 p.m. no later than the third working day after December 1. At the candidate's request, this written response will become a permanent part of the evaluation package.

By December 1, departmental committee must return the candidate's evaluation package to the department chairperson. The chairperson has the responsibility of evaluating the evidence presented by the faculty member as well as any other material available, placing these materials into a department perspective, and making evaluative judgments in the three areas. By January 7, the chairperson will submit his or her recommendations and the rationale for these recommendations to the dean. The chairperson will provide a copy of the recommendation and the supporting rationale to the faculty candidate at the time the recommendation is submitted to the dean. A copy of the recommendation must be delivered to the faculty candidate's office or mailbox by January 7. The candidate may respond to the chairperson's recommendation. Such response will be submitted in written form to the dean by 4:30 p.m. of the third working day after January 7. At the candidate's request, this written response will become a permanent part of the evaluation package.

3. Review and Recommendation: Dean

By February 1, the dean will review the materials submitted by the chairperson along with any response by the candidate and will make a recommendation on promotion/tenure, with rationale, to the Provost/Vice President for Academic and Student Affairs along with the candidate's evaluation package. A copy of the recommendation and rationale will be sent to the Promotion/Tenure Committee. The dean will provide a copy of the recommendation and supporting rationale to the candidate at the same time the recommendation is submitted to the Provost/Vice President for Academic and Student Affairs. This recommendation must be delivered to the faculty candidate's office or mailbox by February 1. If the candidate wishes to respond to the dean's recommendation, he or she must do so in

writing to the Provost/Vice President for Academic and Student Affairs by 4:30 p.m. of the third working day after February 1. At the candidate's request, this written response will become a permanent part of the evaluation package.

4. Review and Recommendation: Promotion & Tenure Committee

The Faculty Promotion/Tenure Committee will, after February 3, have access to all evaluation materials submitted to the Provost/Vice President for Academic and Student Affairs. Using these materials, the Faculty Promotion/Tenure committee will review the recommendations of the department chairperson and the dean along with any responses submitted by the candidate. By April 4, the Promotion/Tenure Committee's recommendation with supporting rationale, attached to the evaluation materials, will be submitted to the Provost/Vice President for Academic and Student Affairs. The recommendation will consist of a yes or no vote by the committee, accompanied by a list of strengths and weaknesses of the candidate and the rationale. The Chairman of the Promotion/Tenure Committee will provide a copy of the recommendation and supporting rationale to the candidate at the same time the recommendation is submitted to the Provost/Vice President for Academic and Student Affairs. This recommendation must be delivered to the faculty candidate's office or mailbox by April 4. If the candidate wishes to respond to the committee's recommendation, he or she must do so in writing to the Provost/Vice President for Academic and Student Affairs by 4:30 p.m. of the third working day after April 4. At the candidate's request, this written response will become a permanent part of the evaluation package.

The candidate has the option of appearing before the subcommittee reviewing his or her evaluation package to briefly discuss materials documented in the evaluation package. Applicants will not have the option of appearing before the entire Promotion/Tenure Committee. No new materials may be introduced. To exercise this option, the candidate must notify the Promotion/Tenure Committee chairperson in writing by February 3. The Promotion/Tenure Committee chairperson will contact the subcommittee members who must arrange to meet with the candidate prior to any full committee discussion and/or voting on this candidate.

5. Review and Recommendation: Provost/Vice President for Academic and Student Affairs.

By May 5, the Provost/Vice President for Academic and Student Affairs will review all promotion/tenure recommendations and any candidate's responses and make recommendations with rationale to the President. Should the Provost/Vice President for Academic and Student Affairs and the Promotion/Tenure Committee fail to agree on a promotion/tenure recommendation, the Provost/Vice President for Academic and Student Affairs will attempt to resolve the disagreement before making a recommendation to the President. The Provost/Vice President for Academic and Student Affairs will provide a copy of the recommendation and supporting rationale to the candidate at the same time the recommendation is submitted to the President. This recommendation must be delivered to the faculty candidate's office or mailbox by May 5. If the candidate wishes to respond to the committee's recommendation, he or she must do so in writing to the President by 4:30 p.m.

of the third working day after May 5. At the candidate's request, this written response will become a permanent part of the evaluation package.

NOTE: During the promotion/tenure cycle, if the university is officially closed on the date materials or responses are due, those items may be submitted on the next official university business day.

6. President's Recommendation and Board's Approval

The President's recommendation will be placed before the Board of Governors for final disposition. Promotion granted by the Board will be effective with the next year's contract and will include the following salary adjustments, which shall be in effect through each academic year and are subject to review at the end of the academic year, for full-time faculty members:

Assistant Professor	\$2,000
Associate Professor	\$5,000
Professor	\$7,000

SUMMARY OF PROMOTION/TENURE TIMETABLE

FROM	TO	DATE
Candidate	Department Chairperson	October 15
Peer Reviewers – recommendation letters	Department Chairperson	October 17
Department Chairperson	Department Committee	October 17
Department Committee	Department Chairperson	December 1
Chairperson	Dean and Candidate	January 7
Candidate	Dean (response to Chairperson's recommendation - optional)	January 10
Dean	Provost/Vice President for Academic and Student Affairs and Candidate	February 1
Candidate	Request to P&T Chairperson to Appear Before Subcommittee (optional)	February 3
Provost/Vice President for Academic and Student Affairs	Senate Promotion & Tenure Committee	February 3
Candidate	Provost/Vice President for Academic and Student Affairs (response to Dean's recommendation - optional)	February 4
Senate Promotion & Tenure Committee	Provost/Vice President for Academic and Student Affairs and Candidate	April 4

Candidate	Provost/Vice President for Academic and Student Affairs (response to Committee's recommendation - optional)	April 7
Provost/Vice President for Academic and Student Affairs	President and Candidate	May 5
Candidate	President (response to Provost/VP's recommendation - optional)	May 8
President	Board of Governors	

(August 2007)

Proposed Policy or Procedure:

2. Preparation and Routing of Materials: Candidate and Chairperson

By October 15, the candidate for promotion/tenure presents his/her evaluation package to the department chairperson.

The departmental committee will provide a copy of the committee evaluation/recommendation and the supporting rationale to the faculty candidate by ~~December 1~~ **November 10**, the final date by which to give the recommendation to the chairperson. The candidate may respond to the recommendation by the committee by submitting a written response to the department chairperson by 4:30 p.m. no later than the third working day after ~~December 1~~ **November 10**. At the candidate's request, this written response will become a permanent part of the evaluation package.

By ~~December 1~~ **November 10**, departmental committee must return the candidate's evaluation package to the department chairperson. The chairperson has the responsibility of evaluating the evidence presented by the faculty member as well as any other material available, placing these materials into a department perspective, and making evaluative judgments in the three areas. By ~~January 7~~ **December 1**, the chairperson will submit his or her recommendations and the rationale for these recommendations to the dean. The chairperson will provide a copy of the recommendation and the supporting rationale to the faculty candidate at the time the recommendation is submitted to the dean. A copy of the recommendation must be delivered to the faculty candidate's office or mailbox by ~~January 7~~ **December 1**. The candidate may respond to the chairperson's recommendation. Such response will be submitted in written form to the dean by 4:30 p.m. of the third working day after ~~January 7~~ **December 1**. At the candidate's request, this written response will become a permanent part of the evaluation package.

3. Review and Recommendation: Dean

By ~~February 1~~ **the first day of Spring classes**, the dean will review the materials submitted by the chairperson along with any response by the candidate and will make a recommendation on promotion/tenure, with rationale, to the Provost/Vice President for

Academic and Student Affairs along with the candidate's evaluation package. A copy of the recommendation and rationale will be sent to the Promotion/Tenure Committee. The dean will provide a copy of the recommendation and supporting rationale to the candidate at the same time the recommendation is submitted to the Provost/Vice President for Academic and Student Affairs. This recommendation must be delivered to the faculty candidate's office or mailbox by ~~February 1~~ **the first day of Spring classes**. If the candidate wishes to respond to the dean's recommendation, he or she must do so in writing to the Provost/Vice President for Academic and Student Affairs by 4:30 p.m. of the third working day after ~~February 1~~ **the first day of Spring classes**. At the candidate's request, this written response will become a permanent part of the evaluation package.

4. Review and Recommendation: Promotion & Tenure Committee

The Faculty Promotion/Tenure Committee will, after ~~February 3~~ **the fourth day of Spring classes**, have access to all evaluation materials submitted to the Provost/Vice President for Academic and Student Affairs. Using these materials, the Faculty Promotion/Tenure committee will review the recommendations of the department chairperson and the dean along with any responses submitted by the candidate. By April 4, the Promotion/Tenure Committee's recommendation with supporting rationale, attached to the evaluation materials, will be submitted to the Provost/Vice President for Academic and Student Affairs.

The recommendation will consist of a yes or no vote by the committee, accompanied by a list of strengths and weaknesses of the candidate and the rationale. The Chairman of the Promotion/Tenure Committee will provide a copy of the recommendation and supporting rationale to the candidate at the same time the recommendation is submitted to the Provost/Vice President for Academic and Student Affairs. This recommendation must be delivered to the faculty candidate's office or mailbox by April 4. If the candidate wishes to respond to the committee's recommendation, he or she must do so in writing to the Provost/Vice President for Academic and Student Affairs by 4:30 p.m. of the third working day after April 4. At the candidate's request, this written response will become a permanent part of the evaluation package.

The candidate has the option of appearing before the subcommittee reviewing his or her evaluation package to briefly discuss materials documented in the evaluation package. Applicants will not have the option of appearing before the entire Promotion/Tenure Committee. No new materials may be introduced. To exercise this option, the candidate must notify the Promotion/Tenure Committee chairperson in writing by ~~February 3~~ **the fourth day of Spring classes**. The Promotion/Tenure Committee chairperson will contact the subcommittee members who must arrange to meet with the candidate prior to any full committee discussion and/or voting on this candidate.

5. Review and Recommendation: Provost/Vice President for Academic and Student Affairs.

By May 5, the Provost/Vice President for Academic and Student Affairs will review all promotion/tenure recommendations and any candidate's responses and make recommendations with rationale to the President. Should the Provost/Vice President for Academic and Student Affairs and the Promotion/Tenure Committee fail to agree on a

promotion/tenure recommendation, the Provost/Vice President for Academic and Student Affairs will attempt to resolve the disagreement before making a recommendation to the President. The Provost/Vice President for Academic and Student Affairs will provide a copy of the recommendation and supporting rationale to the candidate at the same time the recommendation is submitted to the President. This recommendation must be delivered to the faculty candidate's office or mailbox by May 5. If the candidate wishes to respond to the committee's recommendation, he or she must do so in writing to the President by 4:30 p.m. of the third working day after May 5. At the candidate's request, this written response will become a permanent part of the evaluation package.

NOTE: During the promotion/tenure cycle, if the university is officially closed on the date materials or responses are due, those items may be submitted on the next official university business day.

6. President's Recommendation and Board's Approval

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Department Committee	Department Chairperson	December 1 November 10
Chairperson	Dean and Candidate	January 7 December 1
Candidate	Dean (response to Chairperson's recommendation - optional)	January 10 December 4
Dean	Provost/Vice President for Academic and Student Affairs and Candidate	February 1 The first day of Spring classes
Candidate	Request to P&T Chairperson to Appear Before Subcommittee (optional)	February 3 The fourth day of Spring classes
Provost/Vice President for Academic and Student Affairs	Senate Promotion & Tenure Committee	February 3 The fourth day of

		Spring classes
Candidate	Provost/Vice President for Academic and Student Affairs (response to Dean's recommendation - optional)	February 4 The fourth day of Spring classes
Senate Promotion & Tenure Committee	Provost/Vice President for Academic and Student Affairs and Candidate	April 4
Candidate	Provost/Vice President for Academic and Student Affairs (response to Committee's recommendation - optional)	April 7
Provost/Vice President for Academic and Student Affairs	President and Candidate	May 5
Candidate	President (response to Provost/VP's recommendation - optional)	May 8
President	Board of Governors	

(August 2007)

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on May 20, 2010.

GAC #09-25 – Faculty Senate Bylaws

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information

Current Policy or Procedure: MWSU Policy Guide, Faculty Senate Bylaws, Appendices

III. STANDING COMMITTEES OF THE FACULTY SENATE

The Standing Committees are an extension of the Faculty Senate and are appointed to advise the Senate on pertinent aspects of University life. They also provide the means by which the faculty and other members of the academic community participate in making recommendations regarding various issues.

A. Membership

Each college or school will be represented on standing committees by a number of faculty members specifically stipulated for each standing committee. Ideally, each college or school will be represented by at least one faculty member on each standing committee. Ultimately, however, it is the responsibility of the faculty of each college or school to ensure that they are properly represented on each standing committee. Standing committees may conduct business without representatives from each college or school provided that they have a quorum (See Bylaw III, C, 4).

No more than two faculty members from any one department or school may serve on any individual committee. There are, however, some committees on which only one member from a department or school may serve: the Undergraduate Curriculum Committee (Bylaw III, F, 2, a); the General Studies Committee (Bylaw III, F, 4, a); the Grievance Committee (Bylaw III, F, 5 a).

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5. Grievance Committee

Purpose: This committee provides faculty members with a formal means of dispute resolution of those matters that directly and importantly impact a faculty member's professional or employment rights and interests, including employment status and rank. This formal means of dispute resolution is conducted by faculty peers, and it can lead to a hearing board decision that is an advisory opinion to the University president.

Membership:

a. This committee is composed of twelve faculty members, six from the College of Liberal Arts and Sciences, five from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. No more than one representative from any department or school may serve on this committee. If possible, all members should be full professors or senior faculty no longer seeking promotion. A chair, a vice-chair and a secretary shall be selected by the committee and act on the committee's behalf in all administrative and procedural matters involving the handling of grievances. Chairpersons of academic departments shall be excluded from serving on the Grievance Committee.

Proposed Policy or Procedure: (changes in bold and strikethrough)

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No more than two faculty members from any one department or school may serve on any individual committee. **The exception to this rule is the General Studies Committee on which only one member from any department or school may serve (Bylaw III, F, 4, a).** ~~There are, however, some committees on which only one member from a department or school may serve: the Undergraduate Curriculum Committee (Bylaw III, F, 2, a); the General Studies Committee (Bylaw III, F, 4, a); the Grievance Committee (Bylaw III, F, 5 a).~~

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GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: The proposal was signed by the President on May 20, 2010.

Respectfully submitted,

Jennie McDonald
Secretary