



James E. Shepard, Founder

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Office of the Faculty Senate

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**Faculty Senate Meeting  
September 6, 2013**

**Whiting Criminal Justice Bldg., Auditorium  
2:00 p.m.-4:30 p.m.**

**Agenda**

- I. Administration of Oath - - Executive Committee
- II. Special Presentation-William Robinson
- III. Senate Resolution
  - i. SR13.001 Chair Sandra Rogers (2011 – 2013)
- IV. Senatorial Membership Pledge
- V. Chancellor Debra Saunders-White
- VI. Items to be approved
  - a. Minutes: April 5, 2013
  - b. Memorial Resolution
- VII. Updates
  - a. Change of time 2-4:30pm
  - b. Status of Faculty Handbook
  - c. Master calendar for senate committees
- VIII. Priorities 2013-2014
- IX. Committee Assignments
- X. Ad Hoc committees
  - a. GRE Requirement Review
  - b. Student Advisement Review
- XI. Expectations (The below items must be received by the Secretary two weeks prior to Faculty Senate meeting for consideration)
  - a. Agenda items
  - b. Committee reports

**XII. Action items**

- a. E-Portfolio
- b. Annual Faculty Evaluation Period (Calendar Year or Academic Year)
- c. Review of Faculty Evaluations Campus Wide
- d. Discovery Tool (Shepard Library)

**North Carolina Central University  
Faculty Senate Meeting**

Date: Friday, September 6, 2013

Location: Whiting Criminal Justice Bldg., Room 201

**Senators & Alternates:** **Criminal Justice:** Harvey McMurray, Lorna Grant, Deborah Weisel; **Public Health Education:** Belinda Jones; **Human Sciences:** Wadeeah Beyah, **Phy Ed & Recreation:** Andrea Woodson-Smith, Hsin-Yi Liu, Amy Linder, Jessie Mann; **Psychology:** Winston Goldman, Sherry Eaton; **Sociology:** Janice Dargan, Vicki Lamb; **Social Work:** Gertrude Jackson, Larry Williams; **Biology:** Delores Grant; **Dept. of Lang & Literature:** John Prince, Kimberly Hernandez, Marco Polo Hernandez; **History:** Terry Mosley, Jarvis Hargrove; **Math & Physics:** Alade Tokuta, Uma Ravanamudram; **Environment, Earth & Geospatial Science:** Timothy Mulrooney; **Mass Communication:** Brett Chambers, William Robinson; **Music:** Tim Holley; **Pharmaceutical Science:** Jiahua Xie, Thomas Ding; **Theatre:** Arthur Reese; **School of Business:** Amoateng Amoateng, Abm Nasir; **Education:** Grace Hao, Clarence Davis, Peggy Whiting; **School of Nursing:** Ernestine Lassiter; **School of Law:** Kia Vernon, Kevin Foy; **Library/Information Science:** Gabriel Peterson; **J.E. Shepard Library:** Karen Grimwood

**Administrators:** Interim Provost Bernice Johnson; Vice Chancellor of Financial Affairs Wendell Davis; Associate Vice Chancellor Frances Graham; Dr. Jerome Goodwin, University Registrar; Dean Carlton Wilson, Dean CAS; Dr. Theodosia Shields, Director James E. Shepard Library; Ex-Officio: Sandra Rogers

**Guests:** Nancy Reese-Durham, Yolanda Anderson, George Wilson, Rosa Anderson, Kwesi Aggrey, Claudia Becker, Michele Ware

**I. Call to Order** – Dr. McMurray called the meeting to order to at 2:00pm.

Chair McMurray stated that all Senators should sit in rows 1 to 5, Center Section. Guests will be seated in any other section along with the Alternates. Change of time of the Faculty Senate meetings is now 2-4:30pm.

**II. Administration of Oath - Executive Committee**

Senator Kia Vernon gave the Oath to the Executive Committee

**III. Senate Resolution**

Chair McMurray announced Senate Resolution (SR13.001): Recognition of Outstanding Service for Faculty Senate Chair Sandra Rogers (2011 – 2013). A copy of Resolution will be archived in the permanent records of the Faculty Senate.

**IV. Items to be approved**

A quorum (26 Senators) was determined in order by Dr. Ernestine Lassiter, Parliamentarian.

April 5, 2013 minutes prepared by Dr. Nancy Reese-Durham, Senate Secretary (2011-2013), were distributed electronically by Dr. Andrea Woodson-Smith, Senate Secretary (2013) prior to the meeting.

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Edits of the minutes were addressed. Dr. Goldman recommended that the statement he made on page 7, 3<sup>rd</sup> paragraph in regards to the increase of the BOT Teaching Awards from \$7500-\$12,000 of the April 5, 2013 minutes was a recommendation by the Faculty Assembly, however this is not the case. Ms. Beyah states to make a change to her attendance to present at this meeting.

It was moved by Senator Lamb, seconded by Senator Grant. All were in favor with corrections to accept minutes. Minutes were approved.

**V. Memorial Resolution**

The Senate approved the establishment of Memorial Resolutions for the purpose of recognizing deceased current or retired faculty. Motion: Senator Vernon and seconded by Senator Reese, Unanimously approved.

Memorial Resolution 13.001 was read in honor of Mr. Wendell Andrews (Criminal Justice).

**VI. Status of Faculty Handbook**

Chair McMurray stated that there is a significant amount of work that needs to be done to the handbook. The Senate applauded those who worked on the 1997 to 2011 versions. This will be priority for 2013-2014.

Faculty Handbook – There was considerable discussion about the Faculty Handbook and changes made during the 2012 – 2013 year. Specifically, questions centered around the status of the Handbook (2013). What should go to the Board of Trustees as far as handbook version 13?

Chair McMurray stated that there remained significant issues with the Handbook. Senator Chambers asked why would we send something flawed to the BOT? Chair McMurray stated this was the decision of the previous senate.

Senator Chambers motion the high priority items or the fatal errors items be highlighted by the Executive Committee and sent to the Senate to review them so we can make a vote at the next meeting as to whether the 2013 Handbook should be forwarded to the Board of Trustees for approval. Motion seconded by Senator Tokuta. Open for discussion.

Senator Amoateng suggested let the document move forward. When it comes back then we can revise it. Senator Davis thought that any changes that were to be made to the handbook needed to be to the faculty handbook committee by October. Senator Goldman asked if the Senate has the authority to stop it from going forward. He suggested that if we have the authority then we deal with the errors first prior to sending it forward.

Senator Davis stated that we voted to send it forward and if we're going to make changes to the faculty handbook then we need to follow the policy and send it to the committee by October then the faculty senate can vote on it in February so that we can send it back to the faculty for our spring general faculty meeting. That is the process. What is going to the BOT now was voted on earlier in the year. This October is for fixing these issues.

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Senator Goldman asked that the answer to his question is that the senate does not have the authority to stop it from going forward. Professor Rogers stated general faculty has already voted on the handbook. It was given to Chancellor Becton to move forward to the BOT.

Interim Provost Johnson noted that if there are no policy changes in the revisions of the handbook then it does not need to go to the BOT. The only part that the Board has to vote on is if there are policy changes. Senator Hargrove stated one chapter, chapter 3 is the primary focus. No policies were changed. Dr. Aggrey referred to Provost Johnson statement that there are no policy changes.

Senator Woodson-Smith read the motion. Vote: Yea– 2, Ney – 8 ; abstain – 9; motion did not pass.

**VII. Master calendar for senate committees**

The Faculty Senate should have a master calendar of all committee meetings by the end of 2-3 weeks. The master calendar will be viewable online as soon as we have dates.

**VIII. Ad Hoc committees**

A. **GRE Ad Hoc Task Force** - The Executive Committee created the GRE Ad Hoc Task Force. Its charge will be to look at the practice and necessity of the GRE Exam requirement at NCCU. It is required by some; however, its value is of question and believed to be a financial burden for students. Chair McMurray asked for any comment or question, there were none.

B. **Student Advisement Task Force** – Chair McMurray posed questions to the Senate – Are there duplications in advisement? What can we as faculty do to better advise students? Is there a more efficient way to effectively advise students?

Senator Hernandez-Cueva suggested that we have advocates on the task force who know structure and know how to navigate each of the offices so there is communication between all resources.

Senator Lamb would like for there to be a mechanism for advisors to be notified when changes occur such as having a website where all documents are located.

Chair McMurray stated that one of our priorities for 2013-2014 is to update the website so that it will be a source of information. He encouraged interested persons to attend Task Force meetings.

**IX. Expectations**

The following expectations according to the Faculty Handbook states that the items listed below must be received by the Secretary two weeks prior to Faculty Senate meeting for consideration.

- A. Agenda items
- B. Committee reports

Senators will not vote on items in which they do not have time to review prior to the Senate meetings.

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**X. Action items**

**A. E-Portfolio** – The Executive Committee questioned the efficiency of the E-Portfolio process without usage of the electronic software.

**B. Senate Review of Curriculum and Programs** - Chair McMurray meets with the Chancellor and Provost each month. He stated that Administration believes in shared governance. There are still some issues in regard to the curriculum and programs. It's still a little fuzzy about that.

Senator Goldman asked, what do you mean by the term fuzzy? Does this mean that you have not clarified what the issues were?

Chair McMurray explained the framework for shared governance comes from the established standards of the UNC Faculty Assembly, April 2005. Among several points of interest it states that the curriculum is the primary responsibility of the faculty. The question at hand was - - what role does or should the Senate exercise in the establishment and termination of programs and the like.

Interim Provost Johnson stated that any changes made to the curriculum under her administration came from the faculty. Even with program reviews that started with the faculty. New changes and documents all start with the faculty not from the Provost.

Chair McMurray asked at what point is the Senate involved in the decision-making process?

Senator Chambers asked do we have a statutory responsibility. Is our responsibility inferred? Is it clearly laid out within a process? Is there a flow chart that states if there is a new curriculum where the item goes? If it does where are we as the faculty senate in that process?

Senator Tokuta stated the process of the movement. Items should move from the department to the college, faculty senate and then to other areas of the university, rather than the top-down process.

Interim Provost Johnson stated the faculty starts the new program development. It may be the proper step for it to come to the faculty senate after it has gone through the Curriculum Committee. That way it will get to the faculty senate before there is any approval by the Academic Planning Council. The curriculum committee is mostly faculty. Once the curriculum committee has seen the curriculum materials from the departments, schools and colleges, then it should go to the Faculty Senate.

Chair McMurray states faculty need to get engaged in the process early on and increase their involvement in the meetings. He suggests to Provost Johnson that it would be very helpful to have a clear process. The Interim Provost will identify a process and confer with the Senate in order to determine what items might come before the Senate and how.

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**C. Adjunct Faculty** - - Senator Robinson states need to look at the needs of adjunct faculty on campus. We have to create an environment that we are able to feel as though we are part of the campus. We have to be cognizant of the needs of the adjunct faculty. Some of the issues would be receiving their contracts on time, quality of life they have in order to do their job effectively. Need to improve what we already have. To make sure adjunct faculty are treated as whole faculty.

Chair McMurray assures adjuncts will be provided ample equality within the university environment. At the senate level and from the office of the Provost it has been proposed that for example that a Teaching Award recipient be an adjunct.

Senator Robinson asked if there can be a standing committee for adjunct faculty. Senator McMurray states that the adjunct issues will be included within an already existing standing committee. Senator Robinson differs on this stance. He believes there should be a committee for adjuncts to address the concerns so they are treated fairly and have some protections. Chair McMurray assures these concerns can be addressed within an already standing committee. This concern is a priority of the Faculty Senate and will be addressed at next meeting.

Senator Chambers raised a matter as a point of order. If a Senator makes a suggestion at the Senate meeting, a motion should be made to vote by the senate. The committee on committees should review the item and then bring recommendations to the Senate to vote on. Chair McMurray stated that substantive matters should go on a future agenda to afford Senators time to become better informed. Creating an adjunct committee will be an action item for the next meeting.

**D. Annual Faculty Evaluation Period (Calendar Year or Academic Year)**

Chair McMurray stated there seems to be an issue with the faculty annual evaluation period. It appears that some faculty are being evaluated on the academic year and others on the calendar year. He polled the sitting Senators and there were clear differences.

Chair McMurray stated this issue will be given to the Academic Policies Committee.

**E. Review of Faculty Evaluations Campus Wide**

SRI's have been given the Faculty Research and Development Committee. How good is the evaluation instrument? If we want to use this instrument for faculty evaluation then we should feel competent that the instrument has some merit.

Senator Lamb suggested we should have input. Mr. Stewart talked about the questions on the SRI and that research was done on this. However she questions the faculty input on that end.

Chair McMurray stated that faculty need to look at the SRI and give feedback and recommendations. Senator Darden asked if adjunct faculty are evaluated in the same areas as others. Chair McMurray stated yes as far he knows.

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Senator Nasir suggested there needs to be some direction towards what you need in order to get promoted for tenure and promotion. Faculty need direction in order to receive promotion and tenure feedback. There needs to be expectations established for the process and feedback provided if denied.

Senator Davis stated the Handbook states you should receive an explanation as to why you were denied. Dr. George Wilson stated you are also supposed to have copies of peer and annual evaluation. Everyone needs to add a paragraph on the progress toward tenure on the evaluation. There should be an average of your score from your department of your evaluation. This should be done annually.

Chair McMurray stated according to faculty handbook faculty are supposed to have midyear reviews. He asked the senate how many do a midyear evaluation. Very few responded in the affirmative.

Professor Rogers suggests we address the adjunct items, portfolios and annual evaluations at the next meeting until they are completed. She mentioned that the Executive Committee has been looking at the status of inclusion of adjunct faculty of the senate. UNC does include their adjuncts. Chair McMurray stated the status of adjunct faculty in the handbook will be changed.

**XI. Award presented to Alternate Senator William Russell Robinson for perfect attendance during 2012 – 2013 year.**

**XII. Priorities 2013-2014**

Draft Senate priorities were presented. (attached) Temple Wiseman asked where did the priorities come from? Chair McMurray stated the Executive Committee developed these in July.

Senator Goldman would like to address 4D of the priorities; To promote cultural and global awareness and experiential learning. How is liability covered for students for community service? This is an area that he would like to be discussed. Chair McMurray stated this is an issue that Office of Legal Affairs is looking at.

Professor Rogers would like to include an action item on Chair Evaluations. The Provost indicated that the Chairs will also be evaluated. We like some uniformity on Chair evaluations since some Deans are administering an evaluation and others are not.

**XIII. Discovery Tool (Shepard Library)**

For action item of #3) To promote faculty development and well-being. The APC discussed the resources that are available at the library and how underutilized they are used by faculty and students. Dr. Shields (Director, J. E. Shepard Library) was invited to the Senate meeting to discuss these resources. One of the items discussed was the software (Discovery Tool) that is used for searching research topics.

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Dr. Shields explains that they are limited in performing multiples searches all at once. However, the Discovery tool will allow you to do a one-time search where it searches all the different search engines and the information that we have. That is very limited now. When you search the catalog you are now searching the catalogs from UNC and NC State. The Discovery Tool will allow you to search multiple types of resources. The vendor will come and make a presentation on the use of the Discovery Tool. It's basically a one-time search where you can get all of the information that is out there on the internet at once. This is what the faculty is proposing to obtain this tool. The library is ready to implement the tool but does not have the funds to purchase it at this time.

Senator Nasir questioned how is the discovery tool different from EBSCO ABI? Dr. Shields stated that EBSCO ABI is one of the databases. If you use the Discovery Tool it will pull all information at one time rather than having to click on each individual resource. The vendors would be happy to come and show how to use the Discovery Tool. Currently, the Library does not have the capability to show a snapshot of how to use this resource.

Senator Tokuta asked if there a way to provide a link to access from home (remotely)? Dr. Shields stated that if you have internet access you go to Web VPN and login with your NCCU username and password.

Senator Jones stated that google chrome, firefox and explorer may cause problems.

Dr. Shields stated the problem with that is publishers and money. We do not go directly through the publisher. Another provider gains us access to the resources at a cheaper rate. We are not funded at the same level as UNC. What we pay for is based on our FTE. We have to report on application usage. The usage has to be essential in order to receive funding the purchase databases. Currently, we have over 200 electronic databases that you can use.

Chair McMurray stated we will vote on this item at the next Senate meeting.

#### **XIV. Senatorial Membership Pledge**

Pledge forms were handed out by Senator Hargrove and Ms. Coleman.

#### **XV. Administrative Updates**

Chancellor Debra Saunders-White was unable to attend.

Provost Johnson thanked all who worked on the various committees on the assignments that were given last year. The committees came up with some very good workable ideas that will be instituted this year so look for your work.

Mission statement review. Send revisions to the Provost today. She will compile them tomorrow and present to the Chancellor on Monday, September 9, 2013. The new draft statement has to be in by September 13. It must be approved by the Board of Trustees.

Ed Tech fees will be distributed to the units on Tuesday, September 10, 2013. It will be distributed to the Deans. The Deans will determine where it will go from there.

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As stated at the Faculty Institute, we have requested \$150,000 to be used for faculty development opportunities and will be inclusive of all faculty.

Program Learning Outcomes and Student Learning Outcomes will be going online October 1, 2013. This is part of the transparency of the system. Also, this will allow potential students to better compare among competing institutions. The UNC Board of Governors have also made a request that all syllabi be posted on-line. Deans are in charge of making sure this is done correctly. University system and federal government have expressed interest in making sure that students know what they are getting into when they choose one institution over another. They compare our courses with courses from other institutions.

Provost wants to thank those who have surpassed the enrollment projection, one unit had 170%. Administration thanks faculty. As a university we did not meet the projections. We are 600 short and 300 short new transfer and new freshman. In terms of the continuing education and profession we are short by about 300. Compared to last year we were at 8606; Fall 2013 8209; 371 students were dropped due financial obligations. Most students have been reinstated.

Senator Chambers asked is there anything we can do to prevent students from being dropped. Once they are resubmitted they do not count. Provost Johnson stated that this year will be different since students were dropped after the enrollment was frozen. These students will actually count this year.

Senator Tokuta posed a question in terms of posting syllabi. Is it sufficient to post it on blackboard? Provost Johnson says the requirement is to put them online. The university will have them submit it through blackboard and then the university will take it from there, so yes.

Senator Tokuta asks about the Ed Tech fees distribution. Provost Johnson says the allocation of funds is divided between Academic Affairs (\$864,000), IT (\$1.2 million) and blackboard \$400,000, all of which are approximations.

Provost Johnson said we are trying to work with the registrar's office. We did much better this year with 371 students dropped as compared to last year's 900 students because we chose to wait later to drop students to give them opportunities to get monies paid.

Offices that were previously in student affairs in the unit of enrollment management have been moved to academic affairs division. This includes undergrad admissions, scholarships and financial aid, transfer services, new student services which include the orientation, and call center. We are in the process of trying to hire an Associate Vice Chancellor for Enrollment Management that will report to the Provost to work with those areas.

The Chancellor has given us a couple of targets for next year. We enrolled about 500 transfer students this year. Enrollment target is 1500 for next year. We have tried to decrease the new first time freshman enrollment and increase transfers, graduates, and professional students. This is due to a change in demographics. Increase in Latinos and Native Americans coming out of high school than we are African Americans and Caucasians. There are more nontraditional students.

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Senator Robinson questioned students dismissed academically for not meeting the academic progression policy, are we tracking them so we can get them to reenter the program? Provost Johnson indicated we are working strategically with the community colleges. In the catalog there is a clause that is part of the Forgiveness Policy. Students must receive an Associate Degree. Then they can transfer back. We are tracking them so they can go into the program

Senator Davis asked what is in place for tripling these number of transfer students? Provost Johnson said we have consultant to discuss strategic enrollment management plan. We are looking for an Associate Vice Chancellor for Enrollment Management that will put together a strategic plan. We have started early with working on recruitment. We are using an outside resource that will provide a list the secondary students and follow up with reminders. We are going to be more strategic in terms of where we are going to recruit this year. If you have any suggestions to help us to make those targets we welcome those.

Dr. Claudia Becker in regards to the syllabus posted online, will this be a read only copy of the syllabi so that the information cannot be transferred and used by others? Provost Johnson stated that we are very concerned about the security of the documents. The documents will be PDF form so they will not be able to be changed.

**XVI. Concluding remarks**

Chair McMurray stated that it is important for this senate to own shared governance. As senators you have the responsibility on the committees to really be active. If you have questions or concerns please feel free to contact him to discuss the issues.

Senator Mosley wants clarification of the eligibility of adjunct to serve as senators. Senator McMurray stated we are trying to specifically define adjunct within the handbook.

Chair McMurray stated that all minutes (Faculty Senate and Executive Committee) will be placed on the website.

The Executive Committee will propose to expand the committee from 4 to 6 members. Professor Rogers is a nonvoting Ex-Officio member.

Chair McMurray mentioned that we are urging the committee assignments to meet. We will be designating a convener for each of the committees to select a meeting date for the first meeting.

Senator Grant moved to adjourn the meeting; seconded by Senator Hernandez-Cuevas.

**Meeting adjourned 4:17 pm**

*Minutes submitted by,*  
*Andrea Woodson-Smith, Ph.D.*  
Secretary, Faculty Senate  
Assistant Professor of Physical Education and Recreation

## North Carolina Central University

### Faculty Senate: 2013 – 2014 Priorities (DRAFT)

1. Increase communication between the Faculty Senate and faculty at-large.
  - a. Enhance website to foster information dissemination
  - b. Submit Annual Report to the Faculty
  - c. Establish FAQ (common faculty questions, needs and concerns)
  
2. To increase substantive faculty participation in shared governance at North Carolina Central University.
  - a. Review and revise Faculty Handbook
  - b. Increase attendance and participation at Faculty Senate meetings
  - c. Ensure departmental consistency in retrieving and disseminating information
  - d. Enhance Senate committee functioning
  - e. Establish resource and reference materials to better understand governing standards and best practices in shared governance
  
3. To promote faculty development and well-being.
  - a. Establish mentoring network, i.e. collaborative relationships between senior and junior faculty across disciplines
  - b. Pursue sabbatical or systematic opportunities to support faculty development/scholarship
  - c. Support university fall and spring breaks as periods for faculty well-being and development at their discretion
  - d. Promote physical health and well-being, e.g. campus wellness programs
  - e. Increase faculty use of NCCU's library resources
  
4. To support the recruitment, retention and graduation of students, undergraduate and graduate as well as their success post-graduation.
  - a. Increase faculty participation in recruitment activities
  - b. To support faculty involvement in undergraduate and graduate research
  - c. To encourage and support the increase use of technology in student learning
  - d. To promote cultural and global awareness and experiential learning
  - e. To examine current methods of assessing and evaluating student learning as well as their assessment of faculty

# Standards of Shared Governance on the 16 UNC Campuses

Adopted by the Faculty Assembly of the University of North Carolina April 2005

## Preamble

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. This principle is embodied in Section 502D(2) of the *Code of the Board of Governors*, which makes it the responsibility of the chancellor of each constituent institution of The University of North Carolina to ensure that the institution's faculty has the means to give effective advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected faculty senate or council and an elected chair of the faculty. To the end that chancellors may more effectively carry out this responsibility, the Faculty Assembly commends the following statement of essential standards of governance.

## Definitions

As used in this document, the following terms have the meanings indicated:

1. “**Faculty**” includes all persons holding full-time tenure-track appointments in the institution and such other faculty members and librarians as may have been accorded voting privileges in faculty elections.
2. “**Faculty senate**” means the elective body, by whatever nomenclature, empowered by the faculty to exercise its legislative powers.
3. “**Chair of the faculty**” means the faculty member, by whatever nomenclature, elected by the faculty at large or by the faculty senate as the chief faculty officer and spokesperson.

## The Faculty Senate

1. The faculty senate must hold regularly scheduled meetings throughout the academic year.
2. With few exceptions, voting membership of the senate must be limited to elected faculty representatives.
3. Members of the senate must represent the academic units of the institution and must be elected directly by the faculty of those units.

4. While it is the chancellor's prerogative to preside over the senate, it is preferable and customary for the chancellor to delegate this privilege to the chair of the faculty, especially for those portions of meetings during which the senate is deliberating on questions of academic policy and institutional governance.
5. The officers of the senate must be elected by the membership of that body or by the faculty at large.
6. The structure, method of election, and powers of the senate must be specified in a document approved by and amendable by the faculty at large or its designated representatives.
7. Procedures for the operation of the senate must be established by reference to recognized authorities such as Roberts' Rules of Order or in published bylaws adopted by the senate.
8. The senate must be given adequate resources to ensure effective governance, including:
  - a. an adequate budget
  - b. reasonable authority over its budget
  - c. adequate office space
  - d. adequate secretarial support

### **The Chair of the Faculty**

1. There must be a chair of the faculty who is elected either by the faculty at large or by the faculty senate. The chair of the faculty shall be the chief spokesperson for the faculty.
2. The chair of the faculty must be allowed reassigned time commensurate with the duties of the office.

### **Faculty Governance Responsibilities**

1. The legislative and consultative powers of the faculty must be codified in a published governance document approved by and amendable by the faculty or their elected representatives.
2. The university's curriculum is the responsibility of the faculty. The faculty, acting as a committee of the whole or through representatives elected by the faculty or designated pursuant to procedures established by faculty legislation, must give approval to academic policies prior to their implementation, including but not limited to the following:

- a. graduation requirements
  - b. the undergraduate curriculum
  - c. the establishment, merger, or discontinuation of departments, schools, and colleges
  - d. the establishment of new degree programs (including online programs)
  - e. the establishment of or substantive changes to majors
  - f. the elimination or consolidation of degree programs
  - g. the establishment of individual new courses
  - h. admissions policies
  - i. attendance and grading policies
  - j. grade-appeal procedures
  - k. drop/add policies
  - l. course-repeat policies
  - m. policies for honors programs
  - n. honor-code policies
3. The curriculum leading to and policies with respect to the award of graduate and professional degrees must be established by the faculties of the schools or colleges that admit and certify candidates for those degrees.
  4. The faculty, through its designated representatives, must be consulted on any proposal to adopt or amend campus policies of reappointment, tenure, and promotion, and of post-tenure review. It is expected that any such proposals will be initiated by the faculty, and that full opportunity for faculty analysis and discussion will be allowed before any modifications in such proposals are adopted.
  5. The faculty, through its designated representatives, must be afforded full opportunity to review and approve faculty handbooks, academic policy manuals, and any institutional policy statements that affect the faculty's teaching, research, or conditions of employment.
  6. For joint committees on which the faculty is represented:

- a. Faculty representation must appropriately reflect the degree of the faculty's stake in the issue or area the committee is charged with addressing.
  - b. The faculty members of joint committees must be selected in consultation with the elected faculty leadership or by processes approved by the senate.
7. The granting of honorary degrees is a prerogative of the faculty. All nominees for honorary degrees must be approved by the faculty or its designated representatives before final approval by the board of trustees.

### **Administration-Faculty Collegiality**

1. A collegial, candid, and cooperative relationship should exist between the administration and the faculty. When requested, administrators should appear before the senate and respond to questions.
2. It is expected that senior administrators will uphold the decisions of the senate in areas in which the faculty has primary responsibility, such as curriculum and tenure/promotion policies.
3. The chancellor and other senior administrators should consult in a timely way and seek meaningful faculty input on issues in which the faculty has an appropriate interest but not primary responsibility, including but not limited to the following:
  - a. the university mission, emphases, and goals
  - b. budget
  - c. campus master plan or strategic plan
  - d. building construction
  - e. enrollment growth
  - f. tuition policy
  - g. student discipline
  - h. intercollegiate athletics
  - i. faculty and staff benefits
  - j. libraries and other research facilities

4. The chancellor should effectively advocate the principles of shared governance to the Board of Trustees.
5. The chancellor should typically sustain the recommendations of faculty tenure, hearings, and grievance committees. When the chancellor acts against the recommendations of such committees, the chancellor should meet with the committee or otherwise adequately communicate the reasons for not sustaining its recommendations.
6. The Board of Trustees should exercise due respect for the governance prerogatives of the faculty.
7. The faculty should participate meaningfully in the selection of academic administrators through membership on search/hiring committees and the opportunity to meet and comment on “short-listed” candidates before hiring decisions are made.
8. The faculty of each college, school, or department should be consulted in the appointment or reappointment of the dean or department chair either through majority membership on the search or evaluation committee or by direct consultation with the appointing administrator either in person or by other means approved by the faculty senate.
9. The term of appointment of academic deans and department chairs should not exceed five years. If appointed for an indefinite term, an academic dean or department chair should be formally evaluated for continuation in office not less frequently than every five years.
10. The chancellor or provost, in consultation with the faculty senate, should establish effective procedures that enable members of the faculty having voting privileges to regularly evaluate the performance of senior administrators. This evaluation should be in addition to and independent of the mandated periodic evaluation of administrators by the chancellor or the board of trustees.

## **Compliance**

It is the responsibility of the faculty of each campus to advocate, seek, and monitor the campus’s adherence to the Standards of Shared Governance. When a campus is not in compliance with one or more standards, faculty should seek resolution through processes at the campus level. However, when the faculty’s sustained efforts to secure compliance have not been successful, the faculty, through its senate or the chair of the faculty, is encouraged to consult with the officers of the Faculty Assembly, who will bring the matter to the attention of the President and work with all parties to achieve a resolution.