

Faculty Senate Policy Committee 2017-2018 Final Report

Committee members: Paula Agudelo (CAFLS), Abel Bartley (Alternate, CAAH) , Ed De Iulio (Del, Business), Olt Geiculescu (Del, Sciences), Mike Godfrey (Del, Education), Peter Laurence (CAAH), Joe Mazer (BSHS), Russell Purvis (Alternate, Business), Todd Schweisinger (Del, CECAS), Peter Van Den Hurk (CAFLS), Danny Weathers (Business, Chair), Andrew Wesoleck (Libraries)

Ex officio committee members: Mary Beth Kurz (Faculty Manual consultant), Amy Lawton-Rauh (FS President)

Others in attendance: William Everroad (Faculty Senate office), Destinee Wilson (Faculty Senate office), Jeremy King (AP for Institutional Effectiveness), Katy Weisensee (Past Chair of University Assessment), Jan Holmevik (President-Elect Faculty Senate), Bridget Trogden (Assoc. Dean for Undergrad Studies)

Report prepared for transition to 2018-2019 Senate

The revisions to the Faculty Manual listed below were approved by the Senate during the 2017-2018 academic year:

- 1) The purpose, membership, and structure of the Athletic Council was modified (Chapter VII H.3 of current FM).
- 2) Membership of the Graduate Curriculum Committee was modified (Chapter VII F.3.e.ii(1)).
- 3) Numerous changes to the formal complaints process were made (Chapter V D).
- 4) The General Education Committee was created as part of the Academic Council
- 5) The sabbatical process was modified (Chapter IX H.3)
- 6) Changes to probationary period were made (Chapter IV C.3)

Unfinished business for possible carry-over to 2017-2018. Details about these items can be found in the meeting minutes.

- 1) Third lecturer rank
- 2) Search committee for college administrators (Chapter VI, E3f, p. 81).
- 3) Extending Senate delegates to all full-time special-rank faculty (requires Senate by-law change)
- 4) Can Alumni distinguished professors keep their title and stipend if they accept administrative appointments?
- 5) University Assessment Committee
- 6) Faculty input for merging and splitting departments

Attachments:

Minutes from each Policy Committee meeting are attached. Changes to the Faculty Manual approved by the Senate and listed above are not attached. These changes can be found in the Faculty Senate meeting agendas, meeting minutes, or the Faculty Senate office.

Faculty Senate Policy Committee Minutes

Date/Time/Location: Tuesday, May 9, 2017/12:00-1:00/306 Academic Success Center

Members and Attendance:

	Meeting date				
Members	May 9				
Paula Agudelo (CAFLS)	✓				
Abel Bartley (Alternate, CAAH)	✓				
Ed De Iulio (Del, Business)	✓				
Olt Geiculescu (Del, Sciences)					
Mike Godfrey (Del, Eduation)	✓				
Peter Laurence (CAAH)	✓				
Joe Mazer (BSHS)	✓				
Russell Purvis (Alternate, Business)					
Peter Van Den Hurk (CAFLS)					
Danny Weathers (Committee chair, Business)	✓				
Andrew Wesoleck (Libraries)	✓				
Ex-Officio Members					
Amy Lawton-Rauh (Faculty Senate President)					
Mary Beth Kurz (Faculty Manual Consultant)					
Others in Attendance					
William Everroad (Faculty Senate office)					
Destinee Wilson (Faculty Senate office)					

Items Discussed:

- 1) Introduction of committee members
- 2) Purpose and procedures of the committee
- 3) Athletic Council/Faculty Athletics Representative/Athletic Academic Oversight Committee

The committee discussed proposed changes to the Faculty Manual to reflect the role of faculty governance in the realm of athletics. Specifically, the changes reflect (1) recently approved changes to the purpose, structure, and membership of the Athletic Council, (2) the addition of the recently approved Athletic Academic Oversight Committee, and (3) the roles of these groups in conjunction with the Faculty Athletics Representative. The Policy Committee unanimously approved the proposed changes.

Faculty Senate Policy Committee (2017-2018) Minutes

Date/Time/Location: Tuesday, August 22, 2017/2:30-4:30/260 Serrine Hall

Members and Attendance:

Members	Meeting date			
	May 9	August 22		
Paula Agudelo (CAFLS)	✓			
Abel Bartley (Alternate, CAAH)	✓			
Ed De Iulio (Del, Business)	✓	✓		
Olt Geiculescu (Del, Sciences)		✓		
Mike Godfrey (Del, Education)	✓			
Peter Laurence (CAAH)	✓	✓		
Joe Mazer (BSHS)	✓	✓		
Russell Purvis (Alternate, Business)				
Todd Schweisinger (Del, CECAS)	✓	✓		
Peter Van Den Hurk (CAFLS)		✓		
Danny Weathers (Committee chair, Business)	✓	✓		
Andrew Wesoleck (Libraries)	✓	✓		
Ex-Officio Members				
Amy Lawton-Rauh (Faculty Senate President)				
Mary Beth Kurz (Faculty Manual Consultant)		✓		
Others in Attendance				
William Everroad (Faculty Senate office)		✓		
Destinee Wilson (Faculty Senate office)				

Items Discussed:

- 1) Aligning the Faculty Manual with the Graduate Curriculum Committee by-laws

The committee discussed proposed changes to Chapter VII Section F.3.e.ii(1). The by-laws of the graduate curriculum committee, as provided in the Graduate School Policy and Procedures Handbook, indicate that this committee includes, as non-voting members, one graduate student appointed by the graduate student body president, the registrar, and other members of the graduate school as needed. Though these members have been participating in the graduate curriculum committee, they are not specified in the Faculty Manual. The proposed change serves to make the Faculty Manual consistent with the graduate curriculum committee by-laws and practice.

The committee unanimously approved the proposed changes (attached).

- 2) Membership on the Graduate Curriculum Committee to include “or chair’s designee” from each college

This issue arose in a college that has a single curriculum committee and did not want the chair of this committee serving on both the undergrad and grad university curriculum committees. Language in the Faculty Manual already addresses this issue. No action was taken.

3) Changes to Appendix A (Faculty Representative to BoT)

The committee discussed changes to the role and selection process of the Faculty Representative to the Board of Trustees. The committee unanimously approved the proposed changes (attached).

4) The committee discussed a number of other possible agenda items for 2017-2018. The committee chair, Danny Weathers, will prioritize these items prior to the next Policy Committee meeting.

Chapter VII Section F.3.e.ii(1)

Rationale for change

The by-laws of the graduate curriculum committee, as provided in the Graduate School Policy and Procedures Handbook, indicate that this committee includes, as non-voting members, one graduate student appointed by the graduate student body president, the registrar, and other members of the graduate school as needed. Though these members have been participating in the graduate curriculum committee, they are not specified in the Faculty Manual. The proposed change serves to make the Faculty Manual consistent with the graduate curriculum committee by-laws and practice.

Current

e. Graduate Curriculum Committee

i. Responsibilities

- (1) Provide oversight of the curriculum for all graduate programs, certificates, and courses within the University.
- (2) Make recommendations to the Provost concerning any changes to the graduate curriculum.
- (3) This committee is also described in the Constitution of the Faculty.

ii. Membership

- (1) Two regular faculty of the graduate curriculum committees from each of the academic colleges. One of the faculty shall be the chair of the college graduate committee and the other faculty elected by the college graduate committee.

NOTE: Should a college have a single curriculum committee, the college committee shall elect two regular faculty to this committee.

- (2) Non-voting members:
 - a) One Library faculty member elected by the Library faculty accorded voting rights in the Library.

iii. Associate Provost and Dean of the Graduate School (or dean's designee) serves as nonvoting chair

Proposed

ii. Membership

- (1) Two regular faculty of the graduate curriculum committees from each of the academic colleges. One of the faculty shall be the chair of the college graduate committee and the other faculty elected by the college graduate committee.

NOTE: Should a college have a single curriculum committee, the college committee shall elect two regular faculty to this committee.

- (2) Non-voting members:

- a) One Library faculty member elected by the Library faculty accorded voting rights in the Library.
- b) One graduate student nominated by the graduate student body president and appointed by the Associate Provost and Dean of the Graduate School. This student serves a one year term, with possible reappointment.
- c) The registrar (or designee)
- d) Other members of the graduate school as needed

iii. Associate Provost and Dean of the Graduate School (or dean's designee) serves as nonvoting chair

APPENDIX A FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES

Rationale for change

The proposed changes serve to (a) clarify the role of the Faculty Representative to the Board of Trustees, (b) revise the selection process, (c) clarify serving consecutive terms, and (d) clean the grammar.

Current

A. Overview

1. The Clemson University Board of Trustees has approved the concept of a Faculty Representative to the Board of Trustees using the process outlined below. This individual is recognized as the official representative of the Faculty and is granted privileges beyond those accorded to visitors to Board meetings. This includes receipt of Minutes, Agendas, and attachments of all Board and Committee meetings and an opportunity to be included on the Agenda upon approval of request.

B. Selection Procedures

1. Selection Committee

a. The selection committee will solicit nominations for the Faculty Representative to the Board of Trustees three months prior to the expiration of the term of the incumbent Faculty Representative.

2. Membership

- a. Two previous Board Representatives, selected by all previous Representatives
- b. Two Distinguished Alumni Professors, selected by the Alumni Professors
- c. The President-Elect of the Faculty Senate
- d. The President of the Faculty Senate
- e. The lead Faculty Senators from all colleges not otherwise represented

3. Nominations

- a. Any regular faculty (as defined by the Faculty Manual) member holding tenure at Clemson University will be eligible for nomination.
- b. Self-nominations will be accepted.
- c. The nomination period will run for fourteen days from the date of the Call for Nominations.
- d. Each nomination must include:
 - i. Curriculum vitae
 - ii. A statement of interest from the nominee
 - iii. A statement from the nominee detailing experience in faculty governance (including areas such curriculum, promotion and tenure policies, faculty/administration relations, faculty senate or academic policies)

- e. The Faculty Manual Editorial Consultant will examine all nominations to verify the faculty status of each nominee.
 - f. The names of all eligible nominees will be distributed to the members of the Selection Committee.
 - g. The Committee will consider the eligible nominations and make the final selection.
4. The Faculty Representative will serve a three-year term commencing with the first Board meeting following selection.
- a. If during the term of office the Faculty Representative assumes administrative duties a replacement will be selected using the above procedures.
 - b. The newly selected Faculty Representative will serve a full three-year term.
5. The Faculty Representative may not serve successive terms in the office.

Proposed

A. Overview

The Clemson University Board of Trustees has approved the concept of a Faculty Representative to the Board of Trustees using the process outlined below. This person is recognized as the official representative of the Faculty and is granted privileges beyond those accorded to Board meeting visitors. This includes receipt of minutes, agendas, and attachments of all Board and Committee meetings and the opportunity to be included on the agenda upon the request being approved.

The Representative is charged with (a) communicating the faculty experience to the Board and (b) facilitating formal and informal interactions between Board members and the faculty through activities such as visits to faculty offices, labs, classrooms, and other research and teaching facilities.

The Representative also serves as a non-voting *ex officio* member to the Faculty Senate and the Faculty Senate Executive Advisory Committee, as well as a member of other committees as appointed. In addition, the representative will submit written and oral reports to the Faculty Senate at the next Senate meeting following a BoT meeting.

B. Selection Procedures

1. Selection Committee

- a. The selection committee will solicit nominations for the Faculty Representative to the Board of Trustees at least three months prior to the expiration of the term of the incumbent Representative.

2. Selection Committee Membership

- a. Two previous Board Representatives, selected by all previous Representatives
- b. Two Distinguished Alumni Professors, selected by the Alumni Professors

- c. President-Elect of the Faculty Senate
- d. President of the Faculty Senate (chair)
- e. Lead Faculty Senators from all colleges not otherwise represented

3. Nominations

- a. Any regular faculty member (as defined by the Faculty Manual) holding tenure at Clemson University will be eligible for nomination.
- b. Self-nominations will be accepted.
- c. The nomination period will run for 30 days from the date of the Call for Nominations.
- d. Each nomination must include:
 - i. Curriculum vitae
 - ii. A statement of interest from the nominee
 - iii. A statement from the nominee detailing experience in faculty governance (including areas such curriculum, promotion and tenure policies, faculty/administration relations, Faculty Senate or academic policies) (and a personal interview at the discretion of the selection committee)
- e. The Faculty Manual Editorial Consultant will examine all nominations to verify the faculty status of each nominee.
- f. The names of all eligible nominees will be distributed to the members of the Selection Committee. The Committee will consider the eligible nominations and make the final selection.

4. The Faculty Representative will serve a three-year term commencing with the first Board meeting following selection.

- a. If the Faculty Representative cannot serve a full term, a replacement will be selected using the above procedures.
- b. The newly selected Faculty Representative will serve a full three-year term.

5. The Faculty Representative may not serve successive terms in the office.

Faculty Senate Policy Committee (2017-2018) Minutes

Date/Time/Location: Tuesday, September 19, 2017/2:30-4:30/260 Serrine Hall

Members and Attendance:

Members	Meeting date			
	May 9	August 22	September 19	
Paula Agudelo (CAFLS)	✓		✓	
Abel Bartley (Alternate, CAAH)	✓			
Ed De Iulio (Del, Business)	✓	✓	✓	
Olt Geiculescu (Del, Sciences)		✓		
Mike Godfrey (Del, Education)	✓		✓	
Peter Laurence (CAAH)	✓	✓		
Joe Mazer (BSHS)	✓	✓	✓	
Russell Purvis (Alternate, Business)				
Todd Schweisinger (Del, CECAS)	✓	✓	✓	
Peter Van Den Hurk (CAFLS)		✓	✓	
Danny Weathers (Committee chair, Business)	✓	✓	✓	
Andrew Wesoleck (Libraries)	✓	✓	✓	
Ex-Officio Members				
Amy Lawton-Rauh (Faculty Senate President)				
Mary Beth Kurz (Faculty Manual Consultant)		✓	✓	
Others in Attendance				
William Everroad (Faculty Senate office)		✓		
Destinee Wilson (Faculty Senate office)				

Items Discussed:

- 1) Department/College/University Assessment Committees (Chapter VII I, p. 117 of FM)

The committee discussed the need for formalizing department and college assessment committees in the Faculty Manual. Discussion focused on whether the proposed functions of such committees are already being carried out at the university. The committee asked the Anne Grant (current chair of the university assessment committee), Katy Weisensee (past chair of the university assessment committee), and/or Jeremy King (associate provost for institutional effectiveness) be invited to an upcoming Policy Committee meeting to provide additional insight into the need for department and college assessment committees.

- 2) Clarifying rules about early tenure and promotion (Chapter IV C, p. 37 of FM)

The committee discussed the early tenure process and whether additional guidelines should be provided in the FM regarding early tenure. Discussion focused on whether someone who is denied early tenure can reapply, what defines a tenure attempt, whether tenure and promotion

should be tied together, and how peer institutions handle early tenure cases. This issue will continue to be discussed at next month's Policy Committee meeting.

The committee also discussed whether additional rules or guidelines are needed in the FM regarding promotion from associate professor to professor. Specifically, should guidelines regarding "time in rank" be provided? The committee felt that language such as "There are no time-in-rank requirements for promotion from associate professor to professor" may be appropriate. The committee also considered rules that would restrict applying for promotion to professor to every other year (to prevent people from applying every year).

3) Annual and TPR evaluations of Extension Faculty (Chapter III D, pp. 19-20 of FM)

The committee discussed the evaluation process for extension faculty. No action was deemed necessary at this time.

4) Inconsistencies in the Faculty Manual regarding non-reappointment of lecturers (Chapter IV E, pp. 41-42 of FM)

The committee discussed whether non-reappointment of lecturers/senior lecturers ends at the department, college, or provost. The committee felt that language such as "The dean's decision is final" may be sufficient for clarifying that non-reappointment ends at the college level and cannot be appealed to the provost. The committee also considered adding language to Chapter III 2C IV (p. 18) to require that a contract end date be included in the employment letter.

5) Chapter VI E3f (p. 81)

For consistency with Chapter VI E3e, the committee felt it was appropriate to add the following to Chapter VI E3f: "The immediate supervisor has the discretion to choose one additional Clemson University employee, who may or may not be a member of the constituent group, who shall serve on the committee in an advisory role." No vote was taken.

6) Update on lecturer/senior lecturer issues

No new information was available on policy issues pertaining to lecturers/senior lecturers. Action for this item currently resides in the Welfare Committee. The Policy Committee will continue to monitor this item for future, potential FM changes.

Faculty Senate Policy Committee (2017-2018) Minutes

Date/Time/Location: Thursday, October 19, 2017/2:30-4:30/260 Serrine Hall

Members and Attendance:

Members	Meeting date			
	May 9	August 22	September 19	October 19
Paula Agudelo (CAFLS)	✓		✓	
Abel Bartley (Alternate, CAAH)	✓			
Ed De Iulio (Del, Business)	✓	✓	✓	✓
Olt Geiculescu (Del, Sciences)		✓		✓
Mike Godfrey (Del, Education)	✓		✓	✓
Peter Laurence (CAAH)	✓	✓		✓
Joe Mazer (BSHS)	✓	✓	✓	✓
Russell Purvis (Alternate, Business)				
Todd Schweisinger (Del, CECAS)	✓	✓	✓	✓
Peter Van Den Hurk (CAFLS)		✓	✓	
Danny Weathers (Committee chair, Business)	✓	✓	✓	✓
Andrew Wesoleck (Libraries)	✓	✓	✓	✓
Ex-Officio Members				
Amy Lawton-Rauh (Faculty Senate President)				
Mary Beth Kurz (Faculty Manual Consultant)		✓	✓	✓
Others in Attendance				
William Everroad (Faculty Senate office)		✓		✓
Destinee Wilson (Faculty Senate office)				
Jeremy King (AP for Institutional Effectiveness)				✓
Katy Weisensee (Past Chair of University Assessment)				✓

Items Discussed:

1) Department/College/University Assessment Committees (Chapter VII I, p. 117 of FM)

Katy Weisensee (past chair of the university assessment committee) and Jeremy King (associate provost for institutional effectiveness) provided the committee with insight into the current process of university assessment and problems with the University Assessment Committee.

Among issues discussed were:

- A lack of clarity in the Faculty Manual regarding the purpose and responsibilities of the UAC
- The size of the UAC (~30 members), and difficulties of making such a large group functional
- Lack of faculty engagement/interest in assessment
- Lack of engagement by the UAC with administrators in developing and overseeing assessment programs

The Policy Committee will discuss this issue further at our November meeting.

2) The committee discussed changes to the Formal Complaint Process (Chapter V, D, p. 65) proposed by Megan Che (Chair of the university Grievance Board). While many of the changes are editorial and designed to make the formal complaint process consistent with the grievance process, some of the changes are more substantive. The Policy Committee will consider these changes in more detail at our November meeting, however several changes will be presented to the EAC as new business for immediate inclusion in the Faculty Manual. *These changes were unanimously approved by the Policy Committee.* (See document Chapter V D – change 2017-2)

3) The committee continued our discussion regarding about early tenure and promotion policies (Chapter IV C, p. 37 of FM). Andy Wesoleck and Danny Weathers gathered information about tenure and promotion policies at peer institutions. The tenure/promotion process varies substantially across universities. There appears to be no “best practice.”

Discussion continued to focus on whether someone who is denied early tenure can reapply, what defines a tenure attempt, and what defines “early” tenure. The Policy Committee will continue to discuss this issue at our November meeting.

4) The committee began discussions about clarifying sabbatical rules (Chapter IX, H, p. 141). There are currently no guidelines in the Faculty Manual regarding length of service between sabbaticals. The committee discussed the possibility of inserting language that specifies “6 years of service is normally required between sabbaticals” as this would be consistent with the time required before first sabbatical. The Policy Committee will continue to discuss this issue at our November meeting.

The following agenda items were not discussed due to time constraints, but will be considered at our November meeting.

5) Non-reappointment of lecturers (Chapter IV, D 5 b iii, p. 42)

iii. In cases in which there is non-reappointment or in which there is a discrepancy in the recommendation for reappointment between the TPR committee and that of the department chair, the department chair shall make the dean aware of the situation. The dean, after meeting with the chair and with the committee to discuss the situation, will render a decision. **The dean’s decision is final.**

- Should similar language be added for senior lecturers? (Section c)
- Chapter III, D 2 c (p. 18)

c. Conditions of appointment shall be fully detailed in the letter of appointment, including at a minimum:

- i. The appointment rank;
- ii. The department, school, center, or institute to which the academic appointment applies;
- iii. Any remuneration to be paid to the special faculty member;
- iv. The start and end appointment dates.**

6) Search committee for college administrators (Chapter VI, E3f, p. 81)

- For consistency with Chapter VI E3e:

vii. "The immediate supervisor has the discretion to choose one additional Clemson University employee, who may or may not be a member of the constituent group, who shall serve on the committee in an advisory role."

7) Update on lecturer/senior lecturer issues

- Third rank; senate voting rights

Faculty Senate Policy Committee (2017-2018) Minutes

Date/Time/Location: Tuesday, November 21, 2017/2:30-4:30/260 Sistine Hall

Members and Attendance:

Members	Meeting date				
	May 9	Aug 22	Sept 19	Oct 19	Nov 21
Paula Agudelo (CAFLS)	✓		✓		
Abel Bartley (Alternate, CAAH)	✓				
Ed De Iulio (Del, Business)	✓	✓	✓	✓	✓
Olt Geiculescu (Del, Sciences)		✓		✓	
Mike Godfrey (Del, Education)	✓		✓	✓	
Peter Laurence (CAAH)	✓	✓		✓	✓
Joe Mazer (BSHS)	✓	✓	✓	✓	✓
Russell Purvis (Alternate, Business)					
Todd Schweisinger (Del, CECAS)	✓	✓	✓	✓	✓
Peter Van Den Hurk (CAFLS)		✓	✓		
Danny Weathers (Committee chair, Business)	✓	✓	✓	✓	✓
Andrew Wesoleck (Libraries)	✓	✓	✓	✓	✓
Ex-Officio Members					
Amy Lawton-Rauh (Faculty Senate President)					✓
Mary Beth Kurz (Faculty Manual Consultant)		✓	✓	✓	✓
Others in Attendance					
William Everroad (Faculty Senate office)		✓		✓	
Destinee Wilson (Faculty Senate office)					
Jeremy King (AP for Institutional Effectiveness)				✓	
Katy Weisensee (Past Chair of University Assessment)				✓	
Jan Holmevik (President-Elect Faculty Senate)					✓

Items Discussed:

1) Department/College/University Assessment Committees (Chapter VII I, p. 117 of FM)

The committee continued to discuss assessment and considered feedback provided by Anne Grant (current chair of UAC) and Katy Weisensee (past chair of UAC). Discussion focused on The University Assessment Handbook and perhaps aligning the UAC's responsibilities with Comprehensive Standard 3.3.1. The Policy Committee will discuss this issue further at our January meeting.

2) The committee continued discussion regarding early tenure and promotion policies (Chapter IV C, p. 37 of FM). Changes to the FM designed to clarify early tenure and promotion were proposed and discussed, and will continue to be discussed at the January policy meeting.

- 3) The committee continued discussing sabbatical rules (Chapter IX, H, p. 141). Changes to the FM designed to clarify sabbatical applications were proposed and discussed, and will continue to be discussed at the January policy meeting.
- 4) The committee considered further changes to the Formal Complaint Process (Chapter V, D, p. 65) proposed by Megan Che (Chair of the university Grievance Board). Additional changes were made. These changes will be voted on at the January policy meeting.
- 5) The committee discussed information that should be contained either in department by-laws or TPR/PTR guidelines. Mary Beth Kurz, faculty manual consultant, will use the feedback to better delineate the information that should be contained in each document.
- 6) The committee began discussions of the TPR process; specifically, whether annual evaluations of untenured faculty are needed. While annual evaluations provide valuable feedback to untenured faculty, they also create a heavy service load. The committee will continue the discussion at the January policy meeting.

Faculty Senate Policy Committee (2017-2018) Minutes

Date/Time/Location: Tuesday, January 16, 2017/2:30-4:30/260 Sirriner Hall

Members and Attendance:

Members	Meeting date					
	May 9	Aug 22	Sept 19	Oct 19	Nov 21	Jan 16
Paula Agudelo (CAFLS)	✓		✓			
Abel Bartley (Alternate, CAAH)	✓					
Ed De Iulio (Del, Business)	✓	✓	✓	✓	✓	✓
Olt Geiculescu (Del, Sciences)		✓		✓		✓
Mike Godfrey (Del, Education)	✓		✓	✓		
Peter Laurence (CAAH)	✓	✓		✓	✓	✓
Joe Mazer (BSHS)	✓	✓	✓	✓	✓	✓
Russell Purvis (Alternate, Business)						✓
Todd Schweisinger (Del, CECAS)	✓	✓	✓	✓	✓	✓
Peter Van Den Hurk (CAFLS)		✓	✓			
Danny Weathers (Committee chair, Business)	✓	✓	✓	✓	✓	✓
Andrew Wesoleck (Libraries)	✓	✓	✓	✓	✓	
Ex-Officio Members						
Amy Lawton-Rauh (Faculty Senate President)					✓	✓
Mary Beth Kurz (Faculty Manual Consultant)		✓	✓	✓	✓	✓
Others in Attendance						
William Everroad (Faculty Senate office)		✓		✓		✓
Destinee Wilson (Faculty Senate office)						
Jeremy King (AP for Institutional Effectiveness)				✓		
Katy Weisensee (Past Chair of University Assessment)				✓		
Jan Holmevik (President-Elect Faculty Senate)					✓	
Bridget Trogden (Assoc. Dean for Undergrad Studies)						✓

Items Discussed:

1) General Education Committee: Bridget Trogden, Associate Dean for Undergraduate Studies, presented a proposal for a new General Education Committee. Based on the discussion, Dr. Trogden will revise the committee's responsibilities to include ensuring that the course catalog is regularly updated to reflect current Gen Ed course offerings. Upon receiving these revisions, the Policy Committee will vote via email on the proposal.

Update 1/24/18: The proposal was unanimously approved by email vote.

2) Formal complaint process: The committee unanimously approved editorial changes to the Formal Complaint Process (Chapter V, D, p. 65) proposed by Megan Che (Chair of the university Grievance Board). These changes will be forwarded to the EAC for discussion at the January 30 meeting.

3) Early tenure/promotion: The committee continued discussion of the early tenure/promotion process. Discussion focused on whether a candidate desiring early tenure needed formal approval to apply and, if so, from whom and in what form. The committee also discussed whether early tenure policies should be included with policies on extending the probationary period. The committee will continue these discussions at our February meeting.

4) Sabbatical: The committee unanimously approved proposed changes to clarify that sabbaticals granted after a faculty member's first sabbatical normally require at least six years of full-time service since the completion of the previous sabbatical. These changes will be forwarded to the EAC for discussion at the January 30 meeting.

5) Non-reappointment of lecturers/senior lecturers: The committee discussed the procedure currently being used by the provost's office for cases in which lecturers are not reappointed, a process that is not entirely consistent with the Faculty Manual. The committee felt that the procedure being used by the provost was acceptable, and changes to the FM will be drafted and considered at the February Policy Committee meeting.

6) Study-abroad course approval: The committee considered a proposal for a revised study-abroad course approval process forwarded from the Scholastic Policies Committee. The committee felt that the proposal was more appropriate for the Council on Undergraduate Studies than for the Faculty Manual, and this recommendation will be sent to Cassie Quigley (chair of the Scholastic Policies Committee).

Faculty Senate Policy Committee (2017-2018) Minutes

Date/Time/Location: Tuesday, February 20, 2017/2:30-4:30/260 Serrine Hall

Members and Attendance:

Members	Meeting date						
	May 9	Aug 22	Sept 19	Oct 19	Nov 21	Jan 16	Feb 20
Paula Agudelo (CAFLS)	✓		✓				
Abel Bartley (Alternate, CAAH)	✓						
Ed De Iulio (Del, Business)	✓	✓	✓	✓	✓	✓	✓
Olt Geiculescu (Del, Sciences)		✓		✓		✓	
Mike Godfrey (Del, Education)	✓		✓	✓			
Peter Laurence (CAAH)	✓	✓		✓	✓	✓	
Joe Mazer (BSHS)	✓	✓	✓	✓	✓	✓	✓
Russell Purvis (Alternate, Business)						✓	
Todd Schweisinger (Del, CECAS)	✓	✓	✓	✓	✓	✓	✓
Peter Van Den Hurk (CAFLS)		✓	✓				✓
Danny Weathers (Committee chair, Business)	✓	✓	✓	✓	✓	✓	✓
Andrew Wesoleck (Libraries)	✓	✓	✓	✓	✓		✓
Ex-Officio Members							
Amy Lawton-Rauh (Faculty Senate President)					✓	✓	
Mary Beth Kurz (Faculty Manual Consultant)		✓	✓	✓	✓	✓	✓
Others in Attendance							
William Everroad (Faculty Senate office)		✓		✓		✓	
Destinee Wilson (Faculty Senate office)							
Jeremy King (AP for Institutional Effectiveness)				✓			
Katy Weisensee (Past Chair of University Assessment)				✓			
Jan Holmevik (President-Elect Faculty Senate)					✓		
Bridget Trogden (Assoc. Dean for Undergrad Studies)						✓	

Items Discussed:

1) Early tenure policies (Chapter IV, C 3, p. 37)

The committee drafted language to clarify “early” tenure policies. Changes reflect an effort to (1) integrate reductions in the probationary period with extensions to the probationary period and (2) convey that reducing the probationary period should only be done in exceptional cases. To this second point, language was drafted to encourage those wanting to reduce the probationary period to consult with decision makers (TPR committee, department chair, dean). The committee also drafted language to indicate that faculty members get one shot at tenure, and a “tenure application” occurs when a faculty member officially submits tenure materials into the TPR system. The committee unanimously approved the draft language to be considered by the EAC.

2) Non-reappointment of lecturers (Chapter IV, D 5 b iii, p. 42)

The committee drafted language to clarify non-reappointment of lecturers and senior lecturers. The language now indicates that any negative recommendations for reappointment from the TPR committee, department chair, or dean results in the Provost rendering the ultimate decision. The committee unanimously approved the draft language to be considered by the EAC.

3) Search committee for college administrators (Chapter VI, E3f, p. 81)

The committee drafted language to allow immediate superiors to add a Clemson University employee to the search committee for college-level administrators. This is consistent with the

Faculty Manual's rules on university-level administrator searches. The committee unanimously approved the draft language to be considered by the EAC.

4) Policy changes for third lecturer rank.

Ed De Iulio provided the committee with an update on the third lecturer rank, including possible changes to the Faculty Manual if the third rank becomes a reality. Primary changes will include a paragraph describing the third rank and inserting "and third rank" in any place that currently refers to senior lecturers.

5) Extending Senate delegates to all full-time special-rank faculty

The committee saw no reasons that all full-time special-rank faculty should not be eligible to serve as Faculty Senate delegates. The committee will consider changes to the Faculty Senate by-laws at our March meeting.

6) Department chair selection process (Chapter VI, E3f, p. 81)

The committee discussed adding the following language regarding the selection of department chairs (and possibly other administrators). This language was in early editions of the Faculty Manual. Danny Weathers will gather more information on why the language was removed from the manual.

"Once the duly appointed search and screening committee has completed its work, the chair of that committee shall submit a list of acceptable candidates for the position, from which the appointment shall be made. If an appointment cannot be made from this list, the search-and-screening committee may take additional nominations. If no other candidates are acceptable to the committee, the matter shall be brought to the attention of the Provost, who shall consult with the appointing administrator and the search-and-screening committee with regard to appropriate actions."

7) Alumni Distinguished Professors as Administrators

The committee discussed whether Alumni Distinguished Professors should be able to retain their title and stipend if they become administrators. Danny Weathers will check to see whether there is an MOU between the university and Alumni Association that addresses this issue.

8) University Assessment Committee

The committee briefly discussed possible changes to the University Assessment Committee. This item will continue to be discussed at upcoming meetings.

Faculty Senate Policy Committee Minutes

Date/Time/Location: Thursday, March 16, 2017/2:30-4:30/260 Serrine Hall

Members and Attendance:

Members	Meeting date				
	Jan 17	Feb 21	Mar 16	Apr 18	May 16
Caitlin Baker (Del, AAH)	✓				
Neil Calkin (Sciences)	✓	✓			
Olt Geiculescu (Del, Sciences)	✓	✓	✓		
Sallie Hambright-Belue (AAH)	✓	✓	✓		
Cassie Quigley (Education, sabbatical)					
Danny Weathers (Committee chair, Business)	✓	✓	✓		
Andrew Wesoleck (Libraries)		✓			
Heather Brooker (Del, Education)	✓		✓		
Ex-Officio Members					
Mary Beth Kurz (Faculty Senate President)	✓	✓	✓		
Fran McGuire (Faculty manual consultant)	✓	✓	✓		
Others in Attendance					
William Everroad (Faculty Senate office)	✓	✓			
Destinee Wilson (Faculty Senate office)			✓		

Items Discussed:

1) Council on Graduate Studies

Proposed changes to the Council on Graduate Studies (i.e., having the council be composed of associate deans from each college, with no regular faculty representation) were tabled at the March 14 Faculty Senate meeting. The Policy Committee discussed the following options for the council.

Option 1: Do nothing – leave the membership as it’s currently described in the faculty manual (probably not ideal)

Option 2: Change the membership to one regular faculty member from each of the constituent committees. This change would better tie the council to its stated purpose (i.e., “provides oversight of graduate education by reviewing, considering, and disseminating recommendations from its constituent committees”).

Option 3: Option 2 + an associate dean from each college and someone from the library (i.e., Option 2 + the proposal that was not approved by the senate).

The committee also discussed changing the name of the Graduate Advisory Committee to the Graduate Welfare Committee (or some name that better reflects the committee’s purpose).

Jason Osborne will be asked to provide feedback on these options and changes.

2) Grievance process (Parts V and VI)

The committee discussed changes to Parts V and VI of the faculty manual. These changes deal with the grievance and complaint processes. The changes were necessitated by a need to align the grievance process with state law. The changes were approved and will be presented at the March EAC meeting.

3) Changes to the AAOC

The committee briefly discussed the proposed Athletic Academic Oversight Committee provided by Bob Brookover. No action was taken, as the Policy Committee awaits additional information on possible changes to the Athletic Council.

4) Requirement for academic administrators to be regular faculty

The Faculty Manual is somewhat unclear about the requirement for academic administrators to be regular faculty members (see language on pp. 43, 47, and 49).

To clarify this issue, the Policy Committee recommends the following changes to the Faculty Manual:

P. 43 (current): Appointment as an academic administrator may result in the appointee being a member of the regular faculty or the administrative faculty in accordance with the definitions in Part II, Section F and further procedures in Part IV. Such a determination must be made before the position is searched for and clearly documented in the appointment letter; the designation shall be documented in the appointee's annual goal setting process, reflected in the annual performance review, and updated as duties change.

p. 43 (proposed): At the time of appointment, an academic administrator, with the exception of the President of the University, must be a member of the Faculty (see the Faculty Constitution) with an appointment in an academic unit.

p. 47 (current): A person appointed as the acting administrator must be a member of the Faculty (see the Faculty Constitution) with an appointment in the academic unit (first paragraph of section D.4) A person appointed as the interim administrator must be a member of the Faculty (see the Faculty Constitution) with an appointment in the academic unit. (last paragraph of section D.4)

p. 47 (proposed): A person appointed as the acting administrator must be a member of the Faculty (see the Faculty Constitution) with an appointment in an academic unit (first paragraph of section D.4) A person appointed as the interim administrator must be a member of the Faculty (see the Faculty Constitution) with an appointment in an academic unit. (last paragraph of section D.4)

p. 49 (current): An academic administrator reporting to an associate provost holds faculty rank; they are members of either the regular or the administrative faculty, each of which is a subset of the Faculty. Please refer to Part II Section F.

P. 49 (proposed): An academic administrator reporting to an associate provost holds Faculty rank at the time of appointment; they are members of either the regular or the administrative faculty, each of which is a subset of the Faculty. Please refer to Part II Section F.

5) Post-docs termination

The Faculty Manual indicates that all terminations require at least a 12-month notice. However, this is not always possible for post-doctoral research fellows, and there have been several instances recently across the university in which post-docs have been terminated with limited notice. The committee briefly discussed the termination process for post-docs. Additional information on this issue will be obtained from HR prior to April's Policy Committee meeting.