

Faculty Senate Policy Committee 2016-2017 Final Report

Committee members: Caitlin Baker (Del, AAH), Heather Brooker (Del, Education), Neil Calkin (Sciences), Olt Geiculescu (Del, Sciences), Sallie Hambright-Belue (AAH), Cassie Quigley (Education, Chair Fall 2016, Sabbatical Spring 2017), Danny Weathers (Business, Chair Spring 2017), Andrew Wesoleck (Libraries)

Ex officio committee members: Mary Beth Kurz (FS President), Fran McGuire (Faculty Manual consultant)

Others in attendance: William Everroad (Faculty Senate office), Destinee Wilson (Faculty Senate office)

Report prepared for transition to 2017-2018 Senate

The primary committee discussion topics for 2016-2017 are listed below. All of these revisions to the Faculty Manual were approved by the Senate:

- 1) Part VII, including the creation of the “Committee on Committees” and the Shared Governance website and changes to the structure and membership of many of the committees.
- 2) Part V, bringing the grievance process in line with state and CHE rules and regulations and separating the grievance process (previously Grievance I) from the complaint process (previously Grievance II). The complaint process is now described in the new Part VI of the Faculty Manual.
- 3) Current Part VI, clarifying the appointment of Academic Administrators. The Senate also approved changes to the structure of the search committee for academic administrators, allowing the immediate supervisor to appoint any Clemson employee in an advisory role.
- 4) Part IV, clarifying extensions to the probationary period.
- 5) Part VII, Section 2E regarding the Graduate Academic Grievance Committee.
- 6) Part IX, Section H regarding timing for Fall sabbatical requests. The date was moved up by 30 days.
- 7) Part VII, Section F regarding changing committee names and removing obsolete committees.

Attachments:

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

Unfinished business for possible carry-over to 2017-2018:

- 1) Revising the Faculty Manual to reflect recently approved changes to the Athletic Council, as well as integrating the Faculty Athletics Rep and Athletic Academic Oversight Committee

- 2) Examining department by-law and TPR document requirements as specified in the Faculty Manual
- 3) Cleaning up inadvertent changes to various committee structures and memberships that occurred with the revisions to Part VII of the Faculty Manual
- 4) Inserting language in the Faculty Manual regarding collegial behavior as part of tenure/promotion expectations
- 5) Including “entrepreneurship and innovation” as a recognized form of scholarship

MEETING MINUTES

FACULTY SENATE POLICY COMMITTEE

Committee members: Caitlin Barker (AAH), Neil Calkin (Sciences); Olt Geiculescu (del, Sciences); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Eric Lapin (AAH)
Cassie Quigley (Committee Chair, SoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries);

Ex officio committee members: Mary Beth Kurz (FS P); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:

Thursday, May 5, 2016, 2:30pm, Old Main

Attendees: Cassie Quigley, Leigh Haltiwanger; Olt Geiculescu, Monica Patterson, Neil Calkin, Danny Weathers, Eric Lapin

Itemized discussion topics:

- FM Part VII Section 2 (a-f) Council on Graduate Studies
- Possible topics for policy committee for 2016-2017

Faculty Manual Part VI. The University's Administrative Structure

Actions/Recommendations:

Recommended carry-over topics for 2016-17:

- Revisit online teaching certification policies and practices (invite Ginny Hall from CU Online to discuss IP report findings)
- Continue discussion of attached Endowed Chairs and Titled Professorships policy changes
- Discuss issues with Office of Access and Equity reporting and oversight.

Next Meeting:

The next meeting (June) will be scheduled via poll.

Discussion Summary:

Prior Discussion:

Quigley and Kurtz received a request from Jason Osborne, Associate Provost and Dean of Graduate Studies regard Part VII Section 2 (a-f), who requested a change be made to the FM for the following reason:

“One big thing is that I want to re-vision what our Grad Council composition is as it has become impossibly large and dysfunctional (and not representative any more). I also edited each committee description to have some better parallel structure of describing the mission of the committee, how it is composed, and how the chair is chosen (if applicable). I am hoping we can get this into the new faculty handbook for Fall so I can reconstitute my Council and get work done. FYI- I modeled the council composition after the Research Council, rather than the undergrad council, which is more sensible for us, so this is not without precedent. It just, in my opinion, had the wrong model. My intent was to keep it a relatively large body that is representative of the academic structure of the university, and also has representation from each of the grad school committees, but also is small enough to achieve quorum (an issue we have faced) and hopefully is composed of folks who are interested in, and experienced with, graduate education. Right now a large portion of the Council have never been graduate coordinators, and

a sizable minority have no relation to graduate education at all. This is obviously not an ideal situation. I have also passed my ideas through the academic deans and provost's council, so it should not be a surprise to anyone.”

Quigly and Kurz met with Dr. Osborne to discuss the changes. During this meeting, we looked at the changes Osborne suggested and made some modifications (e.g., changing some of the terms to 3-year terms and adding in notes to reference items that are in the constitution). There was some discussion about changing all terms to 3-year terms but as the FS president (a one-year term) appoints several of the positions (the two faculty on the council), it was decided that these positions would remain 1-year while the others would move to a 3-year so that there would be congruency of University level committees were 3-year terms.

Kurz raised the concern about the number of APs and Deans on the committee.

Discussion during meeting:

Quigley introduced the new members to the policy committee and discussed objectives and goals.

The committee discussed the draft of Part VII Section 2 (a-f) line by line and made the recommended changes (see attached). There were two questions for Osborne concerning the number of committee members in e) (Grievance) and f) Integrity. The committee decided to ask Osborne to weigh in on these changes. Osborne approved the changes via email.

The committee discussed future topics. Neil raised the issue with Office of Access and Equity not following through with reporting and recommendations. While this might not be a policy issue, the committee decided we would discuss this with Kurz and see if it would be a possibility to have OAE come to a FS meeting or if policy should take up this topic and draft policies similar to the CU Online recommendations that committee drafted in the fall.

Quigley reported that Ginny Hall from CU Online has been investigating intellectual property concerns on campus. It was decided that she would be invited to the policy committee to give an update on this investigation.

The committee discussed briefly the need to continue the conversation about Endowed and named chairs/positions. This will be a topic the policy committee addresses shortly.

A question remains regarding the amount of pay increase for promotion to senior lecturer.

MEETING MINUTES

FACULTY SENATE POLICY COMMITTEE

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Cassie Quigley (Committee Chair, SoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries);

Ex officio committee members: Mary Beth Kurz (FS P); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:

Thursday, June 9th, 2016, 3pm, 402 Old Main

Attendees: Cassie Quigley, Leigh Haltiwanger, Danny Weathers, Caitlin Barker, Monica Patterson, Fran McGuire, Eric Lapin, Andrew Wesoleck.

Itemized discussion topics:

- FM Part VII Section 2 (a-f) Council on Graduate Studies (cont'd from May meeting)
- Part e was not discussed as Frankie Felder would like to review this section individually

Faculty Manual Part VI. The University's Administrative Structure

Next Meeting:

The next meeting (August) will be scheduled via poll.

Discussion Summary:

Prior Discussion:

Quigley and Kurtz received a request from Jason Osborne, Associate Provost and Dean of Graduate Studies regard Part VII Section 2 (a-f), who requested a change be made to the FM for the following reason:

“One big thing is that I want to re-vision what our Grad Council composition is as it has become impossibly large and dysfunctional (and not representative any more). I also edited each committee description to have some better parallel structure of describing the mission of the committee, how it is composed, and how the chair is chosen (if applicable). I am hoping we can get this into the new faculty handbook for Fall so I can reconstitute my Council and get work done. FYI- I modeled the council composition after the Research Council, rather than the undergrad council, which is more sensible for us, so this is not without precedent. It just, in my opinion, had the wrong model. My intent was to keep it a relatively large body that is representative of the academic structure of the university, and also has representation from each of the grad school committees, but also is small enough to achieve quorum (an issue we have faced) and hopefully is composed of folks who are interested in, and experienced with, graduate education. Right now a large portion of the Council have never been graduate coordinators, and a sizable minority have no relation to graduate education at all. This is obviously not an ideal situation. I have also passed my ideas through the academic deans and provost's council, so it should not be a surprise to anyone.”

Quigley and Kurz met with Dr. Osborne to discuss the changes. During this meeting, we looked at the changes Osborne suggested and made some modifications (e.g., changing some of the terms to 3-year

terms and adding in notes to reference items that are in the constitution). There was some discussion about changing all terms to 3-year terms but as the FS president (a one-year term) appoints several of the positions (the two faculty on the council), it was decided that these positions would remain 1-year while the others would move to a 3-year so that there would be congruency of University level committees were 3-year terms.

Kurz raised the concern about the number of APs and Deans on the committee.

Discussion during meeting:

The committee worked through all sections except part e (as noted in bullet). The substantive changes included removing the Associate Deans from each college (was previously (a) in overall committee structure), changing all the graduate student terms to 1-year terms and changing all the faculty terms to 3-year terms. The rationale for removing the Associate Deans was this committee reports to the Deans of each college and so there is already a mechanism in place to have input from AD/Deans. Second, as each college will elect a faculty member, the AD are eligible to run for this committee. Third, this balances the amount of faculty vs. administrative faculty. Fourth, it reduces the overall size of the committee which was one of the stated goals of the restructuring.

The rationale for change the graduate student terms to one-year terms was to keep consistent with all other committees that graduate students are eligible to serve on, ensure that there are a wide variety of students eligible to serve, and to not increase the workload on students. The rationale for changing all terms to three-year terms for faculty was to keep consistent with all other university committees (there might be some other committees that need to be changed; the policy committee will look at this at a later date).

Frankie Felder asked to independently review part e and will make suggested changes to this section via email by Monday, June 12. The policy committee will make edits on this if time permits.

Other changes included removing staggered as this will be maintained by the Faculty Senate President, including designee where appropriate, including information on elected or appointed. Last, the committee decided to use the term “faculty” (for plural form) or “faculty member” (for singular form).

After the meeting, Danny Weathers suggested a structural change to the committees to make the overall structure clearer. This includes section headings such as purpose, membership, and notes.

CQ 6/9/2016

MEETING MINUTES FACULTY SENATE POLICY COMMITTEE

Committee members: Caitlin Barker (del, AAH), Neil Calkin (Sciences); Olt Geiculescu (del, Sciences); Sallie Hambright-Belue (AAH); Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries);

Ex officio committee members: Mary Beth Kurz (FS P); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:

Tuesday, August 23rd @ 2:30pm, 402 Tillman Hall

Attendees: Neil Calkin (Sciences); Olt Geiculescu (del, Sciences); Cassie Quigley (Committee Chair, SoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Jason Osborne (Dean of GS)

Itemized discussion topics:

- FM Part VII Section 2 (e)
- Template for Committee in Part VII
- Proposed Part VII
- Joint Appointments
- Leigh Haltiwanger (now in administrative position; CoE is voting on a replacement on August 26

Faculty Manual Part VI. The University's Administrative Structure

Next Meeting:

September 20 @ 2:30pm, 402 Old Main (Tillman Hall)

Discussion Summary:

Prior Discussion:

Frankie Felder review part e and made suggested changes to this section via email by Monday, June 12. The FS decided not to vote on this section until the policy committee had time to gather more information about the # of grievances that were being vetted prior to being forwarded to the committee.

Danny Weathers suggested a structural change to the committees to make the overall structure clearer. This includes section headings such as purpose, membership, and notes.

Discussion during meeting:

The committee discussed Park VII Section 2 (e). The committee worked through the issue to determine the role of the committee which they decided that the role is to hear and accept/reject recommendations. It was also decided that there should be a route for appeals and an option for students to by-pass the committee and file directly with the Dean of Graduate School. This mimics the faculty grievance procedures. With this option, the students forgo their right to appeal. Additionally, the committee viewed the graduate school handbook and will provide a link to the procedures outlined in this document. The policy committee will also recommend that the graduate school handbook point back to the faculty manual. Jason Osborne, Dean of GS, provided insight into the current committee structure and operations.

The policy committee reviewed the template to be used by the committee to help streamline committees. Current recommendations include the following information: Title, Role, voting members and terms, Nonvoting members and terms, meeting frequency, and notes.

Mary Beth presented the revised Part VII which includes a new Committee on Committees and Shared Governance website. The committee made suggestions for adding the VP of Faculty Senate as well as terms. There was a comment to include one more faculty manual for continuity.

The committee discussed Joint Appointments and potential issues with tenure home, approval, salary, and review processes. It was decided that this will require much re-working of the faculty manual and that Mary Beth would begin to investigate this issue.

Last, the committee discussed the sabbatical procedures and discussed ways to streamline the process (Note: Sabbatical applicants did not receive notification until Aug. 23 or later. They were due to be informed by August 1, 2016).

CQ 8/23/2016

MINUTES

FACULTY SENATE POLICY COMMITTEE

Committee members: Caitlin Barker (del, AAH), Neil Calkin (Sciences); Olt Geiculescu (del, Sciences); Sallie Hambright-Belue (AAH); Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Heather Brooker (del, CoE)

Ex officio committee members: Mary Beth Kurz (FS P); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:

Tuesday, September 20th, 2016 @ 2:30pm 402 Tillman Hall

Attendees Neil Calkin (Sciences) Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Heather Brooker (del, CoE)

Itemized discussion topics:

- FM Part VII Section 2 (e)
- Sabbatical Review Process- Update from meeting with VP Ellen Granberg
- Joint Letter from FS and Provost Office about TPR Guidelines
- Template for Committees/Revisions of other sections

Next Meeting:

Tuesday, October 20th, 2016 @ 2:30pm 402 Tillman Hall

Discussion Summary:

Prior Discussion:

The committee discussed Park VII Section 2 (e). The committee worked through the issue to determine the role of the committee which they decided that the role is to hear and accept/reject recommendations. It was also decided that there should be a route for appeals and an option for students to by-pass the committee and file directly with the Dean of Graduate School. This mimics the faculty grievance procedures. With this option, the students forgo their right to appeal. Additionally, the committee viewed the graduate school handbook and will provide a link to the procedures outlined in this document. The policy committee will also recommend that the graduate school handbook point back to the faculty manual. Jason Osborne, Dean of GS, provided insight into the current committee structure and operations.

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Last, the committee discussed the sabbatical procedures and discussed ways to streamline the process (Note: Sabbatical applicants did not receive notification until Aug. 23 or later. They were due to be informed by August 1, 2016).

Discussion During Meeting:

The committee revised Section F Committees Reporting to VPR. The committee utilized the prior approved template to format this section (name, reporting to, purpose, membership, voting members, non-voting members, meeting frequency, and notes). After this format, the committee noticed several pieces still missing from this section and therefore contacted the Research Chair to assist in filling in the missing information. The committee discussed the sabbatical process procedures edits for the spring sabbaticals. Changes were made to the timeline to provide adequate timing for sabbatical approvals to occur. The committee discussed the joint FS and Provost Office mem in regards to TPR guidelines. It was decided that perhaps a better strategy would be to communicate solely from the FS about the newly revised TPR guidelines in the FM.

AGENDA

FACULTY SENATE POLICY COMMITTEE

Committee members: Caitlin Barker (del, AAH), Neil Calkin (Sciences); Olt Geiculescu (del, Sciences); Sallie Hambright-Belue (AAH); Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Heather Booker (CoE).

Ex officio committee members: Mary Beth Kurz (FS P); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:

Tuesday, October 25th @ 1pm in Lehotsky Room 285

Attendees: Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Heather Booker (CoE); Mary Beth Kurz (President); Neil Calkin (Sciences)

Itemized discussion topics:

- Sabbatical Review Process- cont'd
- Part IV B.2.b. Extensions of the probationary period- Tenure Clock Discussion
- Part VI D 2. General Policies for Selection of Academic Administrators
- Committee on Committees Update/Discussion

Next Meeting:

Tuesday, November 29th 2:30pm-4:30pm Tillman Hall 402

Discussion Summary:

Prior Discussion:

The committee revised Section F Committees Reporting to VPR. The committee utilized the prior approved template to format this section (name, reporting to, purpose, membership, voting members, non-voting members, meeting frequency, and notes). After this format, the committee noticed several pieces still missing from this section and therefore contacted the Research Chair to assist in filling in the missing information. The committee discussed the sabbatical process procedures edits for the spring sabbaticals. Changes were made to the timeline to provide adequate timing for sabbatical approvals to occur. The committee discussed the joint FS and Provost Office mem in regards to TPR guidelines. It was decided that perhaps a better strategy would be to communicate solely from the FS about the newly revised TPR guidelines in the FM.

Discussion During Meeting:

The committee reviewed Part IX Section H regarding the timeline of the sabbatical review process. The committee felt this statement, "*Normally, a faculty member shall have completed six full years of full time service with the University to be eligible for sabbatical leave; however, exceptions may be granted upon approval of the department chair (or equivalent supervisor), dean, and Provost. The purpose of sabbatical leave is to relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the*

mission of the University. There is no period of service to the University or any other conditions that shall ensure that such leaves are granted,” was inclusive to cover all faculty members (lectures, tenured, untenured) and provides flexibility so that faculty who are untenured can apply earlier than the typical six-year mark.

The faculty reviewed Part B2. b Extensions to the Probationary Period to discuss how if language should be added/modified to this section to give guidance about how the annual review (for untenured faculty for re-appointment) could be added to give direction to TPR chairs and department chairs. The current addition is to Part IV B. The intention of periodic reappointment review of untenured regular faculty is to provide feedback to the individual regarding progress towards tenure and / or promotion with consideration to the number of years remaining on the probationary period. The highlighted portion is the suggested addition. However, the committee was also wondering about adding a note after this to give clear guidance about whether or not notebooks should be turned in, etc. The committee is going to talk with the Welfare committee to discuss this further. Additionally, the committee discussed Part IV Section D. Annual Performance Evaluation and Salary Determination Procedures and suggested adding a section titled “On Leave” to give guidance for annual review processes (FAS/Form 3). The current addition is, *“If a faculty member is on official university leave, their goals are null and void until goals are modified to reflect their new goals. The review should only reflect the portion of the year that they are not on leave. If the faculty member is on leave an entire year, there are no goals and there is no review.”* However, the committee is going to discuss this with the welfare committee and HR. Additionally, Scholastic Policies is going to discuss this with Dr. Granberg during their next meeting with her.

The committee reviewed Part VI D.2. *General Policies for Selection of Academic Administrators* with regard to adding an advisory person to search committees if desired. The committee added this line, “7. At its discretion, the immediate supervisor may choose one additional Clemson University employee, in an advisory role.” in both numbered sections. This allows for an advisory role as deemed helpful as well as still ensuring a majority of the committee being faculty.

The committee ended its meeting with a discussion about the Committee on Committees.

MINUTES FACULTY SENATE POLICY COMMITTEE

Committee members: Caitlin Barker (del, AAH), Neil Calkin (Sciences); Olt Geiculescu (del, Sciences); Sallie Hambright-Belue (AAH); Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Heather Brooker (del, CoE)

Ex officio committee members: Mary Beth Kurz (FS P); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:

Tuesday, November 29th 2:30pm 402 Tillman Hall

Attendees Neil Calkin (Sciences) Cassie Quigley (Committee Chair, CoE); Danny Weathers (BUS); Andrew Wesoleck (Libraries); Heather Brooker (del, CoE); Olt Geiculescu (del, Sciences); Mary Beth Kurz (FS P); Katy Katy Weisensee (FS Welfare Chair)

Itemized discussion topics:

- Part IV B.2.b. Extensions of the probationary period- Tenure Clock Discussion (Special Guest: Katy Weisensee)
- Part VI D 2. General Policies for Selection of Academic Administrators
- Assessment Committee Structure

Next Meeting:

Danny Weathers will send out a new meeting schedule for the Spring. Please disregard previously scheduled meetings.

Discussion Summary:

Prior Discussion:

The committee reviewed Part IX Section H regarding the timeline of the sabbatical review process. The committee felt this statement, “*Normally, a faculty member shall have completed six full years of full time service with the University to be eligible for sabbatical leave; however, exceptions may be granted upon approval of the department chair (or equivalent supervisor), dean, and Provost. The purpose of sabbatical leave is to relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the mission of the University. There is no period of service to the University or any other conditions that shall ensure that such leaves are granted,*” was inclusive to cover all faculty members (lectures, tenured, untenured) and provides flexibility so that faculty who are untenured can apply earlier than the typical six-year mark.

The faculty reviewed Part B2. b Extensions to the Probationary Period to discuss how if language should be added/modified to this section to give guidance about how the annual review (for untenured faculty for re-appointment) could be added to give direction to TPR chairs and department chairs. The current addition is to Part IV B. The intention of periodic reappointment review of untenured regular faculty is to provide feedback to the individual regarding progress towards tenure and / or promotion with consideration to the number of years remaining on the probationary period. The highlighted portion is the suggested addition. However, the committee was also wondering about adding a note after this to give clear guidance about whether or not notebooks should be turned in, etc. The committee is going to talk with the Welfare committee to discuss this further. Additionally, the committee discussed Part IV Section D. Annual Performance Evaluation and Salary Determination Procedures and suggested adding a section titled "On Leave" to give guidance for annual review processes (FAS/Form 3). The current addition is, *"If a faculty member is on official university leave, their goals are null and void until goals are modified to reflect their new goals. The review should only reflect the portion of the year that they are not on leave. If the faculty member is on leave an entire year, there are no goals and there is no review."* However, the committee is going to discuss this with the welfare committee and HR. Additionally, Scholastic Policies is going to discuss this with Dr. Granberg during their next meeting with her.

The committee reviewed Part VI D.2. *General Policies for Selection of Academic Administrators* with regard to adding an advisory person to search committees if desired. The committee added this line, "7. At its discretion, the immediate supervisor may choose one additional Clemson University employee, in an advisory role." in both numbered sections. This allows for an advisory role as deemed helpful as well as still ensuring a majority of the committee being faculty.

The committee ended its meeting with a discussion about the Committee on Committees.

Discussion During Meeting:

The Policy Committee began with a discussion on Part IV Sections B and D as related to issues of extensions of the probationary period and when faculty members are on official university leave. Katy Weinesee provided language from her work with the welfare committee and family friendly practices. Ultimately, the committee decided to add language from MIT's faculty manual clarifying the criteria for tenure do not change with regard to the amount of time on the probationary period. This language was added to Section B "granting Tenure." Additionally, the committee added a section **D1. On Official University Leave** in order to provide guidance for how a faculty should be annually reviewed (FAS) and provide an opportunity to revisit the goals as necessary.

Katy Weinesee presented the revised structure for the Assessment Committee. The committee had a robust discussion about the variances across the university with regard to apathy towards assessment and hyper-focus on accreditation. Overall, the committee feels the new structure will provide higher quality assessment practices with regard to accreditation. The committee made suggestions for edits, which the committee will review and provide further edits.

The committee discussed Part VI D 2. General Policies for Selection of Academic Administrators and made suggestions for including this sentences in the formation of committees, “at its discretion, the immediate supervisor may choose one additional Clemson University employee, in an advisory role.” The rationale for this addition was to provide the search committee with the ability to have people that might be able to offer insight into administrative roles that faculty members may not be privy to. Upon review of this section, the committee realized that this section is missing actions items for the committee, as in, the type of feedback that the committee gives the immediate supervisor. The policy chair will look into the section on the faculty hires for guidance.

Faculty Senate Policy Committee Minutes

Date/Time/Location: Tuesday, January 17, 2017/2:30-4:30/260 Sirrinc 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)	✓				

Items Discussed:

1) Extended leave (Faculty Manual Part IV, Section B)

In order to clarify issues related to extending the probationary period, the committee discussed and crafted changes to the language in Part IV, Sections B.1 and B.2.c provided on subsequent pages. These changes were unanimously approved by the committee and will be presented to the EAC.

2) Committee on Committees (Part VII)

The committee discussed a number issues pertaining to Part VII of the Faculty Manual, including the need for consistency across committees, how committee members are selected, how many committee members serve, and the roles of various committees. Mary Beth will continue to revise Part VII and send the revised document to the Policy Committee for further feedback.

Faculty Manual Part IV Section B

Rationale for Change:

Changes to procedures for extending the probationary period made it clear that some faculty members who had extended their probationary period were not being fairly reviewed (i.e., publications not counting during the extension year, held to a higher standard of review, and/or receiving reviews that denoted leave was seen as an unproductive year). The policy committee added language to clarify Section B in two places, including sentences emphasizing that reappointment/promotion criteria do not change based on the number of years of the probationary period.

Part IV

B. Policies for Reappointment, Tenure, and Promotion

Each appointment renewal and all grants of tenure (including appointment with immediate tenure) shall be subject to a peer review of the individual's qualifications by the affected department.

The department chair shall ensure that any faculty member eligible for reappointment, tenure, or promotion is given an opportunity to be reviewed.

Department TPR committees and department chairs shall conduct independent reviews of faculty members requesting reappointment, tenure and/or promotion.

In cases where there is no department chair, the department chair's role is filled by the school director. In cases where there is no department chair or school director, the administrative role is filled by the college or school dean. In Part IV of the Faculty Manual, references to department chair should be understood to refer to the school director if and only if there is no departmental chair.

Departmental faculty develop TPR guidelines, as described below. College-level and University-level guidelines are not appropriate.

B.1. Reappointment Policies

The intention of periodic reappointment review of untenured regular faculty is to provide feedback to the individual regarding progress towards tenure and / or promotion with consideration to the number of years remaining on the probationary period. The criteria for reappointment are independent of an extension of the probationary period.

The intention of periodic reappointment review of lecturers is to provide feedback to the individual regarding progress towards promotion to senior lecturer. Lecturers shall be evaluated

annually by their department chair/school director and their unit Tenure, Promotion, and Reappointment committee following procedures and standards that shall be specified in the unit's Tenure, Promotion, and (Re) appointment document. Following a lecturer's fourth year of service, the department chair and the unit Tenure, Promotion, and Reappointment committee shall conduct a comprehensive review of the lecturer either in response to a request for promotion to senior lecturer or to advise the lecturer of the lecturer's progress towards promotion to senior lecturer. Equivalent experience at Clemson may be counted towards this four-year service requirement. If a lecturer a) fails to request promotion to senior lecturer by the Fall semester Tenure, Promotion, and Reappointment request deadline for regular faculty during the lecturer's eighth year of service, or b) requests promotion and is not promoted to senior lecturer during the lecturer's eighth year of service, then the lecturer shall not be reappointed following a final ninth year of service.

Senior lecturers shall be evaluated by their department/school Tenure, Promotion, and Reappointment committee, following procedures and standards that shall be specified in the unit's Tenure, Promotion, and Reappointment document, at least once every three years as documented in the departmental TPR guidelines. At a minimum, Senior Lecturers shall be evaluated during the penultimate year of their appointments.

Other special ranks may have reappointment policies, as described in Part III, section E.

B.2. Tenure Policies

After the expiration of a probationary period, untenured regular faculty (except Instructors and General Librarians) may be granted tenure, with their service terminated only for adequate cause and subject to due process in the consideration of their cases. Tenure is intended to enhance freedom in teaching, research, and other professional activities, and to provide the economic security required to sustain these freedoms.

Regular faculty and library faculty with the rank of Assistant Professor / Assistant Librarian or higher are eligible for tenure. However, faculty promoted from Instructor / General Librarian to higher rank may apply for credit towards the tenure probationary period for prior service as Instructor / General Librarian. Such applications shall be made to the department chair or director or equivalent administrator at the time of appointment and shall be subject to peer review. Any decision shall be communicated in writing to the applicant before the first day of the next fall or spring semester.

B.2.a. The probationary period

All regular faculty appointments are made on a year-to-year probationary basis until tenure is granted. The tenure probationary period for a full-time regular faculty member shall not normally exceed seven years. If advance written agreement is reached by a faculty member, the chair or director, the dean, and the Provost, periods of leave without pay may be excluded from this seven-year period. Included within the tenure probationary period may be the faculty member's full-time tenured or tenure-track service at other institutions of higher learning, subject to advance written agreement. Time spent as lecturer or postdoctoral research fellow, as visiting,

part-time, or adjunct faculty, or in other non-tenure-track positions (both academic and non-academic), whether at the University or elsewhere, shall not count as tenure probationary service unless approved by the department Tenure, Promotion, and Reappointment (TPR) committee, department chair (see Part IV, Section B2b of the *Faculty Manual*), dean, and Provost and subject to advance written agreement. Candidates must be notified of their options during the contract negotiation process. Leave time taken which benefit the institution as well as the individual faculty member may count as probationary period service.

The probationary period for all regular nine-month faculty begins August 15th and for regular twelve-month faculty, July 1st of the calendar year in which the individual is officially added to the faculty roster. However, nine-month faculty officially joining the University after October 1st of a calendar year shall have their probationary period begin on the August 15th and twelve-month faculty on the July 1st following their appointment.

B.2.b. Extensions of the probationary period

Request for extensions of the probationary period must be made in writing to the parties indicated in each paragraph below. Submission of the request must be made reasonably before the materials for tenure are due to be submitted to the department Tenure, Promotion, and Reappointment (TPR) committee. The Provost's office will convey to the faculty member the result of each request in writing in a timely fashion. In the case of non-automatic approvals, the Provost will make the final determination.

Probationary faculty may receive up to two automatic one-year extensions of the tenure decision for the birth or placement of a child during their probationary period. These requests must be submitted to the department chair. If the request for an extension is received between six months before and one year after the date of birth or placement of a child, it is automatically granted, with timely written notification to the Provost and the probationary faculty member by the department chair. Each untenured faculty member may receive only up to two automatic extensions for the probationary period; however, additional written requests may be submitted to the department chair and granted upon approval of the Tenure, Promotion, and Reappointment (TPR) committee, department chair, dean and Provost.

Request for an extension of the probationary period at the request of a faculty member for serious illness, family tragedy or other special circumstances may be submitted to the department chair and granted upon the approval of the Tenure, Promotion, and Reappointment (TPR) committee, department chair, dean and Provost.

Extensions of the probationary period for any reason can only come at the request of the faculty member as long as the faculty member is capable of making the request. However, truly exceptional circumstances can arise that make it impossible for the faculty member to request the extension of the probationary period prior to the faculty member's penultimate year. In only such extreme cases, the Provost may choose to extend the probationary period without consulting the incapacitated faculty member with the approval of the department chair, dean, and Tenure, Promotion, and Reappointment Committee (TPR). This extension shall be conveyed in writing to the faculty member.

B.2.c. The granting of tenure and recommendations for promotion to Associate Professor

Normally, the decision to grant tenure shall be made during the penultimate year of the probationary period and becomes effective at the beginning of the next academic year. However, the length of the probationary period can vary. In exceptional cases, tenure may be granted early. Factors considered in early tenure may include relevant experience in other tenure-track positions. Other cases may involve one or more extensions of the probationary period. Granting a faculty member an approved extension of the probationary period (due to, for example, health, parenting, or professional reasons) does not change the requirements for a positive tenure decision. It only serves to provide the faculty member with additional time for the probationary period that is equivalent to the length of the extension. For example, if a department's TPR guidelines require an average of two publications a year, with a five-year probationary period, then a faculty member granted two one-year extensions to the probationary period should be evaluated in relation to a 10-article expectation rather than a 14- article expectation.

A recommendation to confer tenure for an assistant professor must be accompanied by a favorable recommendation for promotion to associate professor. Should notice of the denial of tenure not be given in advance of the expiration of the final probationary appointment, tenure shall become automatic at the end of the probationary period.

B.3. Promotion Policies

Recommendations for promotion within the regular and special faculty ranks are based upon the evaluations of a faculty member's performance and credentials by peers and administrators. Such evaluations are based on written criteria established by each academic department. Nevertheless, some general attributes and experience requirements are associated with the various ranks. (See Part III, Sections C and D of the *Faculty Manual* for general qualifications.)

Lecturers must document and provide evidence of their teaching performance and additional final contributions/activities to the department chair/school director and department/school Tenure, Promotion, and Reappointment committee for evaluation and consideration for promotion to senior lecturer.

Faculty Senate Policy Committee Minutes

Date/Time/Location: Tuesday, February 17, 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)	✓	✓			

Items Discussed:

1) Committee on Committees (Part VII)

The committee discussed a number issues pertaining to Part VII of the Faculty Manual, including who elects members of the various committees. A number of minor changes were made throughout the document. The committee voted unanimously to approve the revised Part VII, which will now be presented to the EAC.

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.

Faculty Senate Policy Committee Minutes

Date/Time/Location: Tuesday, April 18, 2017/2:30-4:30/260 Sirriner 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 decided to leave the council as it's currently described in the faculty manual for now.

2) Athletic Council/Faculty Athletics Representative/Athletic Academic Oversight Committee

The committee discussed recently approved changes to the purpose, structure, and membership of the Athletic Council, as well as how the Council, FAR, and AAOC should be integrated into the faculty manual. Danny will work on editing Part VII, Section D3 so that it reflects the purpose, structure, membership, and relationships of each of these groups.

3) Graduate Fellowships and Awards Committee

The committee unanimously approved making the chair of this committee the Associate Provost and Dean of the Graduate School (or dean's designee) to be consistent with other graduate council committees.

4) Council on Global Engagement

The committee unanimously approved adding a “staff member appointed by the Dean of Students” to the Council on Global Engagement. This change was made to formalize the role that Student Affairs has had on this committee (as the IPCC and ISCC) since 2005.

5) The committee discussed the need to clarify the faculty manual in regards to information that departments are required to provide in either their by-laws or TPR documents. Currently, the manual requires departments to provide information in their by-laws that may be more appropriate for TPR documents. The committee will continue this discussion.

6) The committee discussed the role of collegiality as a component of tenure and promotion decisions, and how, or whether, collegiality should be reflected in the faculty manual as a requirement for tenure/promotion. The committee will continue this discussion.

7) The committee discussed adding “entrepreneurship and innovation” to the faculty manual as a recognized form of scholarship. Olt indicated that he would talk to people at CURF so that we might better understand the issue. The committee will continue this discussion.