

**Faculty Senate Meeting Minutes**  
**12:00 pm, Tuesday, September 15, 2020**  
**Zoom**

- I. Called to Order at 12:04 pm by Debra Vaughn, Presiding Officer
- II. Roll Call
  - Present: Bergantz, Berzett, Vadney, Jack, Johnson, Keller, Hughes, Lundin, Sloan, Stevenson, Turner-White, Vaughn, J Williams, M Williams
- III. August Minutes (Sloan/Keller) accepted.
- IV. Committee Reports: N/A
- V. Dr. Way and Cabinet update.
- VI. Unfinished Business
  - A. University Tenure and Promotion Committee clarification of Scholarly and Creative Works. UTPC provided a clarifying statement related to Scholarly and Creative Works (see addendum memo to VPAA for full statement), effective immediately. (Stevenson/J. Williams) accepted unanimously.
  - B. Faculty Affairs will review remainder of Tenure and Promotion policies and guidelines for revision in 2021 and report in future meeting.
  - C. Faculty Affairs will provide review and recommendations about Faculty Course Evaluations, in conjunction with Academic Affairs reviewing the policy for final withdrawal dates, in future meeting.
  - D. Academic Affairs recommendation to approve policies on Grading System and Repetition of Courses (Jack/Keller) approved.
- VII. New Business
  - A. QEP Definition
    - Definition: At Athens State University, Experiential Learning is a process through which students develop knowledge, skills and values by applying theory and academic content to real-world experiences within the classroom, community, or workplace. Experiential Learning encompasses internships, undergraduate research, expeditions, community service, and other creative and professional work experiences.
    - Motion to accept definition (Jack/Stevenson) accepted unanimously.
  - B. Academic Calendar
    - University Calendar 2022-2023 approved as submitted (Johnson/Keller). Motion to assure that there is significant recognition of Veterans Day, since the university is not closed for the holiday (Berzett/Keller), approved.
- VII. Adjournment at 1:30 p.m. (Jack/Keller).

Addendum: Recommendation about Tenure and Promotion

***Memo-Revised***

***To:*** Dr. LaFevor, Interim VPAA

***From:*** Debra Vaughn, Faculty Senate Presiding Officer

***Date:*** September 28, 2020

***Re: Clarification of scholarly and creative works***

*Based on the report by the Policy Committee (included at the end of this memo), the Faculty Senate requested that the UTPC clarify the definition of “scholarly and creative works” when the work of faculty is assessed for tenure or promotion, effective this evaluation cycle (October 2020).*

*The Faculty Affairs committee will be asked to review the additional changes made in April to the tenure and promotion policies, to be decided for the Fall 2021 evaluation cycle (October 2021).*

*The UTPC presented the clarification below to the Faculty Senate. **The Faculty Senate unanimously approved the policy clarification during the September 15 regular meeting.***

***UTPC Clarification:***

***Scholarship may take the form of scholarship of discovery, integration, application, or teaching. Research and scholarly activities should include presentation of work and effort in the discipline and related to teaching effectiveness.***

**Examples of Scholarly and Creative Works:**

- Research, peer-reviewed journal articles, books, book chapters, white papers, etc.
- Presentations, conference proceedings and synthesis of established knowledge
- Original artwork, theater productions, creative writing
- Textbook authoring, program development, training design
- Teaching supplements, course design (peer-reviewed)
- Grants, national/state committee publications  
(e.g. framework, guides, newsletters, etc.)
- Professional licenses and certifications
- Digital scholarship such as blogs, commentaries, and OER

**Ad Hoc Policy Committee’s Report of Review of Policies**

April 10, 2020

1. ***University Tenure and Promotion Committee Practices, Expectations, and Procedures*** (Effective Fall 2021)

2. ***Promotion of Faculty*** (Effective Fall 2021)
3. ***Faculty Promotion Reviewer's Summary Evaluation Form***
4. ***Library Faculty Promotion Reviewer's Summary Evaluation Form***

**Whereas:** Upon review of the above policies and evaluation forms it was determined that there is inconsistency in the wording between the policies and the evaluation forms. It was also noted that what was verbally purported as policy, “no one will be promoted without publishing,” was not consistent with the original policy nor is it consistent with the revised policy. This could open the University to legal issues as well as lead to confusion among faculty and tenure and promotion committee members. Examples:

1. In the University Tenure and Promotion policy under Portfolio Format and Content page 10 the **revision** states, “The most recognized type of **scholarly activity** is publication of professional books, chapters in scholarly books, and presentation of research findings in articles in refereed journals, etc.” Yet in the faculty evaluation form under the **revision** for Research and Scholarly Activities, points have been lowered for I. Publications Creative Works from 10 to 8, points. In 2. Conferences, Lectures and Workshops points have been lowered from 10 points to 8 and a third section has been added for Professional Development and 4 points added to make a total of 20 points. This does not reflect the “strong” wording regarding **scholarly activity** in the Tenure and Promotion Committee policy.
2. Also in paragraph 3 page 10 under the revised working for scholarly activity it states, “This section **MIGHT** include **research such as publications, presentations, etc.**” Might legally does not mean “must” or “shall,” which seems to negate the revised “scholarly activity” description.
3. The strong description of “scholarly activity” in the revision of the tenure and promotion committee policy is **not** reflected in the faculty evaluation form as “newsletters” is listed as counting under Research and Scholarly Activities.

**Whereas:** The revised evaluation form gives librarians double points for professional development.

**Whereas:** There is confusion with the combination of the functions of tenure and promotion policies being combined and in the same committee. Questions arose about whether a person could be promoted without tenure.

**Whereas:** There were other inconsistencies between the policies and the evaluation forms leading to confusion and the potential for legal issues.

**Whereas:** There was question as to whom the policies would apply on the effective date of fall 2021. “Would present employees be grandfathered in and the revisions only apply to new hires?”

**Therefore:** It is the recommendation of the Ad Hoc Policies Committee that there is a need for a comprehensive review of these policies and the evaluation forms to make them consistent in wording and intent. It is also recommended that there is a need to create separate committees for tenure and promotions. It was noted that verbal direction from administration should be consistent with the policies as reflected in the evaluation forms.