**Faculty Senate Minutes**

**Special Session**

November 30, 2021

Via Microsoft Teams, 3:00-5:00 pm

***Present***: Jon Anderson, Maureen Andrade, Wendy Athens (OTL), Lyn Bennett, Lauren Brooks, Kat Brown, Joy Cole, Suzy Cox, Doug Czajka, Shane Draper, Wioleta Fedeczko, David Frame, Gareth Fry, Chris Goslin, Lisa Hall, Young Wan Ham, Ryan Harte, Melissa Heath, Joshua Hilst, Michael Hollister, Hilary Hungerford, Armen Ilikchyan, Greg Jackson, John Jarvis, Kyle Kamaiopili, Scott Lewis, Dianne McAdams-Jones, Natalie Monson, Ethan Morse (UVUSA), Ashley Nadeau, Elijah Nielson, Matthew North, Tammy Parker, Jim Pettersson, Evelyn Porter, Jim Price, Laura Ricaldi, Brandon Ro, Eric Russell, Bryan Sansom, Leo Schlosnagle, David W. Scott, Waseem Sheikh, Justin Schellenberg, Dustin Shipp, Skyler Simmons, Mike Smidt, Kevin Smith, Karen Sturtevant (Library), Zachery Taylor, Wayne Vaught, Bob Walsh, Sandie Waters, Christopher Witt, Kathleen Young, Alex Yuan

***Excused or Absent***: Karen Cushing, Beka Grulich (PACE), Benjamin Johnson, Jeremy Knee (OGC), Chuck Knutson, Ben Moulton, Michaela Sawyer, Peter Sproul

***Guests:***  Nizhone Meza

Call to order – 3:00 p.m.

Approval of Minutes – Minutes approved for 11/9/21

**PROVOST**

* Emergency Weather (Snow) Discussion
	+ Two Snow Situations:
		- A) Snow locally on the Orem Campus and not safe to open campus.
		- B) No snow locally, but in regional areas and campus is open.
	+ In either situation, faculty need to have a plans prepared to communicate with students on how their class will be managed. Challenge will be that some students or the faculty member might not be able to get to campus and need to use technology to hold class or provide an alternate assignment for students.
	+ Concerns:
		- Faculty not having the specialization for online teaching. Vaught shared that all online training is currently available through OTL. Senate recommended a letter from Provost that faculty use to help guide a faculty member’s decision when communicating course changes due to a weather event.
		- Clinical experiences for students. Vaught recommended the school or college clinical directors make the final determination regarding weather events and student engagement.
* Recording of Classes
	+ Technology put in place to deal with COVID. Would like to see faculty continue recording classes through spring 2022 semester and allow time to see impact of new variant.
	+ Concern that some students are misusing the videos and not contributing to the quality of the class. Faculty reminded that they do have the ability to require attendance.
	+ Vaught will follow-up with IT to ensure that class recordings will be deleted at the end of the semester. Faculty also have the ability to limit recording access until deleted.

**SENATE PRESIDENT**

* Rank Advancement Template
	+ Policy 632 – Rank Assignment… is currently under revision. Reviewed proposed Statement of Practice. Historically been using Policy 637 – Faculty Tenure requirements for the rank advancement portfolio. Other two pieces on the portfolio evaluated for rank advancement are: 1) most recently approved criteria and 2) in absence of approved department criteria, a faculty member should provide evidence that they have exceeded the criteria for tenure for teaching, scholarship, and service.
	+ Reviewed Baseline Digital Portfolio Structure – Took the tabs from the tenure binder and created folders to capture all appropriate documents. These do not all line up with individual schools and colleges as they have set their own Digital Measures structure. Are sharing the information with AAC to streamline templates.
	+ Concern about creating portfolio under Criteria A and a year before submission to apply for Professor the criteria change to Criteria B and now their portfolio is uncoordinated. Cox shared that departments need to make sure when navigating their criteria revisions. If they make some significant revisions to their criteria from one year to the next to limit dramatic impact to faculty. National norm for full professor does not include grandfather clause.
	+ Evaluation period begins from the time awarded tenure and have taught a full five years after receiving tenure.
	+ Concern about the fluidity of the statement of practice. Cox shared that the policy revision can include more details about faculty notification when criteria revisions are to occur to ensure adequate time for a faculty member to adjust their portfolio.
	+ Send comments directly to Suzy Cox for discussion at the next senate meeting. Concern is providing faculty a checklist for their rank portfolios this year.
* Spring 2022 Meeting Vote
	+ **VOTE** – All in favor? Face-to-Face – 7; MS Teams – 23; Don’t Care – 6. Senate approved meeting via MS Teams in Spring 2022.
* Finals
	+ Morse requested that faculty only schedule their final during the approved final exam schedule. Hungerford will send out a faculty reminder about finals week.

**CONSENT AGENDA**

* Faculty Senate confirmed Jonathan Allred to serve as Interim Chair for RTP & Appeals replacing Suzy Cox for the remainder of 2021-2022 academic year. **VOTE** – All in favor? 37; Opposed – 0; Abstained – 0. Vote passed.

**POLICY**

* Policy 640 – *Faculty Sabbatical Leave*
	+ Reviewed Stage 1 Comments
		- General - Address who will have access to sabbatical-related documents/applications and where housed.
		- Section 2.0 – Faculty need to be involved in the development of the rubric, form and template. Faculty should not be penalized on the number of sabbaticals received.
		- Section 3.10 – Membership on this committee intended to be different from RTP&A.
		- Section 4.2.2 – Each department will need to have a faculty member participating on the school/college committee for ranking. Noted that a higher level could not switch the ranking order by the school/college committee. Need to ensure all disciplines are respected.
		- Section 4.2.2 – Would like to see departments have the ability to rank sabbatical proposals within their own department, especially small departments for coverage. Some feel RTP committees should be weighing in on these decisions.
		- Section 4.2.3 – See previous comment in 4.2.2
		- Section 4.2.3 – The university-wide committee will only come into play when insufficient funding. Ranking might need to happen prior as do not always know funding availability until after submissions.
		- Section 4.2.4 – See previous comment. Department criteria need to be clearly defined.
		- Section 4.2.4 – “Good standing” definition is the same for merit pay which is you are in line with university policy and trainings are complete. Need to obtain clear definition for all policies and Include in definitions.
		- Section 4.2.5 – Missing section number
		- Section 4.2.6 – Indicates that Provost, upon recommendation from the Dean and Chair, can waive basic eligibility criteria. Understand there are possible exceptions, but this can also lead to arbitrary decisions. Consider a larger faculty representation or decision-making body to address exceptions. Maybe add that exceptions be granted (not denied) if no other faculty member is bumped from their sabbatical.
		- Section 4.3 –Joint departments have different RTP criteria. Recommend adding that sabbaticals can also have differing criteria.
		- Section 4.3.1 – Development of sabbatical criteria needs to be done, but who is responsible for creating. What is the consequence of a department not having approved criteria or can’t be approved? Approval levels in policy, but not penalty.
		- Section 4.3.3 – Would like approval levels to mirror Policy 637. Would like the department to have a vote on RTP criteria before moves up the approval chain.
		- Section 4.4.2 – Concern that deans or others might have a different focus on the sabbatical outcome/impact than the faculty member. Consider establishing an appeal process. Define “impactful” such as “having major/effect or making a major contribution to…”
		- Section 4.7.2 – Need to consider what happens when a faculty member is unreachable and needs to address specific issues. Consider similar procedures to adjunct/visiting professors who have left UVU.
		- Section 4.8.4 – Add language such as “see 4.10.3” or add to definitions.
		- Section 4.10 – Committee will discuss
		- Section 5.1.1 – Policy drafting committee needs to consider who serves on the sabbatical criteria drafting committee.
		- Section 5.1.2 – University Sabbatical Review Committee has been created in the policy. Spell out in definitions. This should also include the joint departments. Committee to discuss.
		- Section 5.1.4 – Replace “tenure” with “sabbatical.”
		- Section 5.1.5 – Clarify the decision notification to faculty of “10 business days after November 15 or April 15” once final decision has been rendered.
		- Section 5.2.2.1 – Concern about multiple sabbatical requests submitted without full department notification.
		- Section 5.2.3.1 – Determine what a faculty member can do when individuals in the approval process fail to meet the deadline. Consider using a digital approval system. The supplemental teaching plan is addressed in the leave protocol that has the protocol form. Part of the leave proposal (with the chair) is a description of how the faculty teaching load is handled. Consider adding to definitions.
		- Section 5.2.4.1 – Readdress timeline
		- Section 5.2.4.3 – Refer to Section 5.2.3.1
		- Section 5.2.5.2 – Refer to Section 4.2.4
		- Section 5.2.5.3 – Readdress timeline
		- Section 5.3 – Refer to 4.2.6
		- Section 5.3.2 – Monitoring needs to be done and what does “fall out of good standing” mean? What are the implications if “fall out of good standing?” Define “false pretenses” clearly.
		- Section 5.4 – Wording is confusing. Clearly define possible outcomes. Consider adding language that the outcome/publication during the sabbatical was noteworthy, but not indicated in the original proposal.
		- Section 5.4.3 – Add language with annual review that you went on sabbatical.
		- Section 5.5 – Readdress timelines
	+ Protocol Draft
		- Adjust timeline from request to previous sabbatical such as five years since, six to eight, eight to ten, and ten plus years.

**ANNOUNCEMENTS**

* We are pleased to announce that on Monday, December 13, the latest option in faculty web pages will be released -- Hosted Faculty Web Sites! This option gives those faculty members who would like to create, organize, and maintain their own content a place to publish that content. After go-live, this option will be available, but will not be mandatory. The standard faculty web pages will still be the default for all faculty members. For more information on this option, please visit <https://www.uvu.edu/web/facultysites/> For information on requesting/logging into the system, please visit <https://www.uvu.edu/web/support/1200-faculty-sites/101-account-access.html>.

Motion to adjourn at 4:56 pm. Meeting adjourned.