

## USI Faculty Senate

### Agenda

Friday, March 16, 2018

UCE 2207

2:30 p.m.

- Dependent audit of our medical plan enrollment – Nancy Lumley and Wendy Summers
- A Request for a Search Waiver – Andrew Lenhardt
- Report from Provost Dr. Rochon
- Report from Faculty Senate Chair Peter Whiting
- Approval of minutes –
  - March 2, 2018
- Old Business
- *New Business*
  - Proposal for the amendment of Article V Section 5 of the by-laws of the Faculty Constitution – Promotion Committee At Large members
  - *Spring elections for At Large members, term 2018 - 2020*
    - *At Large Senator*
    - *At Large Assessment Committee*
    - *At Large University Core Curriculum Committee*
    - *At Large Promotion Committee*
- *Adjournment*

This document describes the circumstances under which either a new permanent position or an existing position may be filled without first advertising the position and conducting a search. Given the University's strong commitment to affirmative action/equal opportunity, the Provost must first approve waiving the posting and search process. Such a waiver cannot be granted if doing so will lead to a violation of the University's nepotism policy.

A request for a search waiver will be considered if any one of the following circumstances apply:

- A. An opportunity arises to recruit an academic professional of great eminence who would ordinarily not be expected to be available, by way of example, a distinguished scholar or nationally renowned artist or professional.
- B. A hiring unit may have the opportunity to recruit highly qualified women or minority candidate for a position and such an appointment would assist in addressing current underutilization of available pools.
- C. When the receipt of a grant clearly requires, or the grant is contingent upon, assembling an appropriate research team in advance of the grant being awarded.
- D. When the proposed hire's current/previous position is eliminated by the University.
- E. A recent failed search for the position which demonstrates a lack of qualified candidates interested in the position (this waiver requires a description of the number of failed searches and brief narrative explaining the search process and why the search failed).
- F. *Recently conducted search.* If after a candidate is selected for a job opening – a second job opening is created for the same job title with similar duties, it may be filled by another candidate from the same pool of applicants if in the first pool there is another applicant deemed by the Search Committee, Department chair, Dean and Provost to be qualified. However, this option is not available if more than 60 days have lapsed since an offer of employment was made to the first candidate.

Requests for waiver should be initiated by a department chair or department head and must be recommended by the dean and/or division director. The Affirmative Action Officer and the Provost must review each request. The request should include the resume/vita of the individual; a discussion of the individual's qualifications for the position; and an explanation of the justification for the non-competitive process. The request should indicate how the individual was identified and should indicate efforts undertaken to identify underrepresented individuals.

The Affirmative Action Officer and Provost will review requests for waiver on a case-by case basis and may consider the following factors (as appropriate):

- A. Whether an internal search within the unit may be appropriate to allow other potentially interested and qualified individuals to apply, particularly if there are other employees within the department/unit with similar titles, qualifications, and/or job titles.
- B. Whether the proposed change is consistent with the principles of affirmative action, equal employment opportunity, and diversity.
- C. Whether there is an Affirmative Action goal for the position's job group.
- D. Whether the change will create the opportunity for a vacancy to be filled through a competitive search.

These exceptions to the position posting and search process may not be used to circumvent University affirmative action/equal employment policies, procedures, and goals. Rather, these exceptions allow the University to address situations where an exception to the recruitment procedures is appropriate. Human Resources will conduct a periodic review of cases in which a waiver is granted to determine its overall effectiveness and impact.

DRAFT

## Faculty Senate Meeting Minutes

2 March 2018

Senators present: Chuck Conaway, Brett Long, Peter Cashel-Cordo, Peter Whiting, Rich Bennett, Kenny Purcell, Brandon Field, Charlotte Connerton, Ken Shemroske, Nick LaRowe, Matt Hanka.

Other attendees: Ron Rochon, Rex Strange

- Meeting called to order: 2:30 pm
- Animal Care and Use Committee formation presentation by Dr. Rex Strange
  - Overview distributed. Some of the
  - Membership currently made of up nominations from the deans. Will eventually need to be approved by the Provost. Will want this proposal run through the Provost's Council, and perhaps also bring it to the Council of Chairs.
  - Question of what to do about animals that are housed off campus.
  - Structure of the committee would be similar to the IRB, but different laws pertain so it would be a distinct entity.
  - Bylaws have been developed, and a formal application process is in the works.
  - Motion to endorse the efforts of the IACUC to compose the committee was passed with unanimously approval but for one abstention.
- Provost's report:
  - Draft policy was handed out for expediting a search, which was brought to the Senate last semester by Andrew Leinhardt and has been modified to address questions and comments made by Senate. Provost asks that we review it, and Andrew will come back to discuss it later.
  - Kevin V. has identified four students for fellowships from Fisk University, and some faculty will also be visiting.
  - Ed.D. degree is fully approved. We have several people from the community that want to be part of the first cohort.
  - BSEE: Met with Academic Affairs subcommittee with Zane Mitchell and Paul Kuban. Came out of that meeting as an expedited track, which means that approval should be no problem.
  - Statistics degree was approved by the Board of Trustees.
  - First Panamanian cohort will be arriving in June. Most in STEM areas, some in Rad Tech, some in Computer Science.
  - Jack Smothers was contacted by a firm in India looking for MBA online universities to provide their health care workers with MBA possibilities. Looking into this partnership.
  - There are a number of institutions throughout the state that are applying for online programs.

- Peter Whiting, Chair's Report:
  - Met with the Economic Benefits committee regarding the charge we sent them.
  - Emailed the standing committees for their updated reports by April 12<sup>th</sup> for the April 20<sup>th</sup> Senate meeting. The chairs of those committees were also invited to the April 20<sup>th</sup> meeting.
  - Board of Trustees approved the Campus Master Plan.
  - From the President's Council: there is a Financial Care Team that can help students that are behind on their financial aid.
  - Budget hearings: Faculty Senate, Staff Council, and Administrative Senate presented our priorities. Dr. Bennett said that the focus should be on a pay raise. If we were to go from the state rate to the federal rate for the travel per diem, that would mean that there would be less money for travel overall. Every presentation that was made was based on reallocation of existing funds.
- Minutes from February 16<sup>th</sup> meeting; Motion was made to amend minutes to remove reference to lerts on campus. Amended minutes were unanimously approved with one abstention, who disagreed with the amendment.
- Bylaws of Faculty Senate regarding committee membership.
  - Faculty and Academic Affairs committee require two faculty members from each college. Currently, there is only one faculty member from each college.
    - Motion was made to require each college to populate each committee as required in the bylaws. Unanimously approved.
  - A charge is being prepared to amend the bylaws regarding the constitution of the Promotions Committee. It will be circulated by next meeting.
- Ad hoc committee on Student Evaluations of Teaching update by Rich:
  - Some of the February meetings were cancelled. Over Spring Break, Rich wants to organize a ballot to have a report to us by the 30 March meeting with recommendations of new questions that will be submitted to Senate for approval.
  - Committee will be making recommendations for how to deal with nasty comments, how they are used, how to motivate students to complete the evaluations.
  - It was requested that recommendations be separated, so that Senate might be able to treat different recommendations individually.
- Meeting adjourned: 3:55 pm

# CHARGE TO THE USI FACULTY SENATE

## Formal Request for USI Faculty Senate Action

Name: Kent Scheller (Optional)

Date of Submission: 3/5/18

Name of Faculty Senate Representative:

1. Kenny Purcell
2. Rich Bennett
3. Brandon Field

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

**1. Charge Title:**

Proposal for the amendment of Article V Section 5 of the by-laws of the Faculty Constitution

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

Article V Section 5 outlines the composition and functions of the Promotions Committee. As written, there are no at-large members. The current membership of the committee includes 3 at-large members.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

The first line of Article V Section 5 should be changed to "The committee is composed of one elected faculty representative from each academic college and three elected at-large faculty members. Members of the committee must be of associate rank or higher."

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Article VI of the by-laws reads "These by-laws can be amended at any regularly scheduled Faculty Senate meeting by a two-thirds majority vote of the total Senate, provided that a written proposal for the amendment has been submitted to the members of the Senate at least one week in advance."

Items 5-7 are to be completed by Senate Chair or Secretary:

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**