

MINUTES
Kansas State University Faculty Senate Meeting
April 27, 1999 3:30 p.m. Little Theater, K-State Union

Present: D. Anderson, P. Anderson, Aramouni, Baker, Behnke, Clegg, Conrow, Delker, Deluccie, Devlin, Dodd, Exdell, Fenton, Flores, Foster, Geiser, Glasgow, Gray, Hagmann, Hamilton, Hightower, Holden, Jardine, Kassebaum, Keiser, Kirkham, Koelliker, Legg, Lutz, Lynch, Maatta, Heinrich, Mathews, McCulloh, Miller, D. Mosier, Ossar, Ottenheimer, Oukrop, Pence, Rahman, Ransom, Rush, Salsberry, Schapaugh, Shultis, Stewart, Swanson, Takemoto, Verschelden, Webb, Weiss, Worcester, White, Williams, Youngman, Zabel

Proxies: Finnegan, Hosni, Krstic, Schmidt

Absent: Atkinson, Barkley, Briggs, Cushman, Devault, Fenwick, Fjell, Grunewald, Higgins, Hoag, Johnson, C. Jones, J. Jones, Lehman, Liang, Martin, McClaskey, Michie, N. Mosier, Raub, Schroeder, Selfridge, Taylor-Archer, Wissman

Visitors: Peter Chenoweth, Rita Newell, Tom Swenson

I. President Rahman called the meeting to order.

II. Minutes of the April 13, 1999 meeting were approved.

III. Standing Committee Reports

A. *Academic Affairs Committee* - Margaret Conrow

1. Course and Curriculum Changes

It was moved and seconded that the Undergraduate Course and Curriculum Changes approved by the college of Business Administration March 18, 1999 be approved.

The motion passed.

2. Graduation Lists

It was moved and seconded to approve the additions to the December 1994 and December 1998 Graduation Lists.

The motion passed.

3. Senator Conrow pointed out that changes to the Approval, Routing, and Notification Policy are posted on the web (www.ksu.edu/facsen/policies/APPROVAL.HTM). Senator

Fenton suggested that Senators should pay particular attention to the changes in the formal procedures of the Drop/Add pool.

B. Faculty Affairs Committee - Alexander Mathews

1. It was moved and seconded to amend Sections C150 - 156.2 (Procedures for Promotion Evaluation) of the Faculty Handbook as presented in Attachment 1 of the Agenda.

A friendly amendment was proposed by Senator Behnke to delete the word "tenured" in C152.3, C152.4 and C152.5

The friendly amendment was accepted.

Senator Shultis proposed a friendly amendment to insert the word 'college' between 'The' and 'faculty' in the second complete sentence of C153.1. He also proposed the insertion of the word 'written' before the last word of the first sentence in C154.2, making 'recommendation' plural in the first complete sentence in 153.4 and the deletion of the word within plus the replacement of 'of' with 'after' in the first sentence of C153.3. These proposed changes in C153.3 make the sentence read, "...criteria documents, seven days after notification to the candidate (See 153.4)."

The friendly amendments were accepted.

A friendly amendment was proposed by Senator Takemoto to delete the phrase, "of the University's action" from the last sentence of C155. The sentence would then read, "Candidates are to be notified when the provost's recommendation to grant promotions are forwarded to the president."

The friendly amendment was accepted.
There was no further discussion.

The main motion as amended passed. (ATTACHMENT 1)

2. It was moved and seconded to amend Section E5 (Sabbatical leave policy draft on payback period) of the Faculty Handbook as presented in Attachment 2 of the Agenda.

The motion passed (ATTACHMENT 2).

3. It was moved and seconded to adopt the resolution for Assessment of Instructional Skills of Graduate Teaching Assistants as presented in Attachment 3 of the Agenda.

After discussion concerning the appropriate place for this resolution to be published, it was suggested that the President of Faculty Senate find its proper home. The motion passed (ATTACHMENT 3).

4. It was moved and seconded to amend Sections C40 - 41.4 (Annual Merit Salary Evaluations), Sections B124 (Evaluation of Central Administrators Reporting to the Provost) and B125 (Annual Evaluation of Departmental Administrators) of the Faculty Handbook as presented in Attachment 4 of the Agenda.

After several minutes of discussion in which Senator D. Anderson proposed several friendly amendments and Senator Clegg pointed out that the original purpose of these sections was to include all units of the University, it was moved and seconded to refer the motion to the Faculty Affairs Committee. The motion to refer was passed.

IV. Announcements

A. Report on BOR meeting

President Rahman suggested that Senators review the Executive Committee Minutes and pointed out that the Executive Committee unanimously agreed that the University continue to do its best to achieve Carnegie I status in research. She also mentioned the University Distinguished Professors have written a letter recommending that Faculty Senate pass a resolution giving GRAs tuition waivers.

B. Forum on Food Safety/Security Facility

There will be a public forum to consider the Food Safety/Security Facility on May 4.

V. Special Reports

Rita Newell, Chair, of the Kansas State University Steering Committee for the Manhattan Area Transportation Study introduced the Study's consultant, Tom Swenson. He described the guiding principles and the seven options that have been proposed to address parking on the KSU campus. A brief question and answer period followed. There will be a public workshop for the Transportation Study at Manhattan City Hall from 4 - 7 p.m. on May 13.

VI. Old Business

None

VI. New Business

None

VII. For the Good of the University

None

VIII. The meeting was adjourned at 5:50 p.m.

Promotion Evaluation Procedure

Revised Policy

Procedures for Promotion Evaluation

C150 Timing. Recommendations concerning promotion are considered annually. Department chairs/heads are expected to notify faculty members regarding their progress toward or readiness for promotion review.

C151 Candidate's responsibilities. A faculty member, after consultation with the department chair/head or appropriate departmental faculty, may request a review for promotion. The candidate compiles and submits a file that documents his or her professional accomplishments in accordance with the criteria, standards, and guidelines established by the department (see C31.1).

C152.1 Departmental procedures. Faculty members of the department who hold a rank equal to or higher than the rank being sought by the candidate are eligible to advise the department chair/head regarding the qualifications of the candidate for promotion. Department chairs/heads are responsible for making the candidate's promotion file and the departmental promotion criteria documents available to the eligible faculty members at least fourteen calendar days prior to the scheduled meeting date to discuss the candidate's petition. The promotion file shall in the main provide a compilation of the candidate's professional accomplishments during tenure in the current rank, and comments from other individuals relevant to the assessment of the candidate's performance (See C152.2).

C152.2 When appropriate, comments are solicited from appropriate students and alumni, and from other faculty members and department chairs/heads in the college or University. Outside reviewers (see C36.1) recognized as scholars or leaders in the candidate's discipline or profession may be asked to advise. When outside reviewers are used, an equal number are usually selected by the candidate and the department chair/head.

C152.3 Eligible faculty members individually review the candidate's file, considering the department's criteria, standards, and guidelines for promotion, and then meet to discuss the candidate's petition. All recommendations and written comments of eligible departmental faculty are forwarded to the department chair/head.

C152.4 Any member of the eligible faculty may, prior to the submission of any recommendations to the department chair/head, request that a the candidate meet with the eligible tenured faculty to discuss, for purposes of clarification, the record of accomplishment submitted by that candidate.

C152.5 The department chair/head will forward a written recommendation which includes an explanation of her or his judgment to the dean. All recommendations and unedited written comments of the department's eligible faculty members and the candidate's complete file are also forwarded to the dean. A copy of the department chair's/head's written recommendation alone is forwarded to the candidate.

C153.1 College Procedures. Each college will have an advisory committee to advise the dean on candidates proposed for promotion and/or tenure. The college faculty, dean, and provost must approve the composition, procedures for selection of college advisory committee members, and the procedures for the operation of the college advisory committee (See C153.2). The composition, procedures for selection of the college advisory committee, and the procedures for operation of the college advisory committee may be reviewed any year at the request of the faculty, dean or the provost, and must be reviewed at least once every five years.

C153.2 A copy of the candidate's file and the departmental promotion criteria documents will be forwarded to the college advisory committee. The committee's specific charge is to assure that all applicable procedures have been followed and that the department/unit in arriving at a recommendation did so by fairly applying established criteria, standards, and guidelines that are specific for promotion to the appropriate rank (See C30.1-31.4, C32.1- C38, C141). The committee, in advising the dean, will base its recommendation exclusively on a comparison of the candidate's credentials with the criteria, standards, and guidelines of the candidate's department. The committee will report its findings in writing to the Dean. The committee's report must specifically contain a statement as to whether or not all applicable procedures were followed. The report must also explain the rationale behind the committee's recommendation by providing a detailed evaluation of the candidate's credentials with regard to how they meet or fail to meet the specific criteria, standards, and/or guidelines for promotion to the petitioned rank in the candidate's department/unit. A minority committee report is required when the committee's recommendation is not unanimous.

C153.3 The dean, after consultation and discussion with the department chair/head and college advisory committee, will submit his or her recommendation to the Dean's Council (subject to C153.4) accompanied by the recommendations and unedited written comments of the department chair/head, the departmental faculty, and the college advisory committee, and the departmental promotion criteria documents, seven calendar days after notification to the candidate (See 153.4). The recommendation of the dean and the recommendation of the college advisory committee will be copied to the department head and the candidate.

C153.4 Notification to candidates. Candidates are informed of the college's recommendations prior to the time the file and recommendations are forwarded to the Dean's Council. Candidates may withdraw from further consideration for promotion by submitting to the dean a written request for withdrawal. This must be done within seven calendar days following notification of the college's recommendation, and in this case the candidate's petition for promotion is not forwarded to the Dean's Council.

C154.1 University promotion evaluation procedures. The Dean's Council meeting will be chaired by the senior dean (longest serving), and the provost will not be a party to the discussions. The dean of the candidate's college will abstain from voting when the Council votes on the candidate, and will notify the candidate and the candidate's department chair/head of the Council's vote. If the finding of the Dean's Council differs from those of the department and/or college dean, written justification must be provided to the candidate, dean of the candidate's college, and the department chair/head.

C154.2 If the finding of the Dean's Council is to not grant promotion, the candidate may appeal this decision to the provost within a period of fourteen calendar days of receiving written notification. If the provost concurs with the finding of the Dean's Council to not grant promotion, the candidate then has the option to file a grievance with the General Faculty Grievance Board.

C154.3 If the finding of the Dean's Council is to grant promotion, the case is then reviewed by the provost. If the provost does not concur with the finding of the Dean's Council, then the provost will offer to hold a meeting with the candidate, the senior dean (longest serving), and a tenured faculty moderator mutually acceptable to the provost and the candidate, within a period of fourteen calendar days of notification of provost's decision. If no agreement is reached, then the provost will provide the candidate, the department chair/head, ~~and~~ the dean of the candidate's college, and the Dean's Council, written reasons for the decision. At that point, the candidate has the option to file a grievance with the General Faculty Grievance Board.

C154.4 The provost will send his or her recommendation of the cases that are to be granted promotion to the president. Decisions to deny promotion are not forwarded to the president. When the provost's recommendation disagrees with that of the Dean's Council, the provost will provide a written explanation of her or his judgement to the Dean's Council, the dean, the department chair/head, and the candidate.

C155 The president has the final authority for granting promotion. Candidates are to be notified when the provost's recommendation to grant promotions is forwarded to the president.

C156.1 Interdisciplinary program faculty. A faculty member with appointment in an interdisciplinary program will be evaluated for promotion by the disciplinary department in which the candidate is tenured, or in the department in which the candidate holds majority appointment if not tenured. The department chair/head also must solicit input from the interdisciplinary program director as well as the eligible tenured faculty members in the interdisciplinary program. Departmental, college, and university procedures as outlined in C152, C153, and C154 shall be followed. A copy of the department chair's/head's recommendation shall be provided to the interdisciplinary program director.

C156.2 In the rare case when it is not possible to designate an appropriate disciplinary department at the time of appointment, recommendations for promotion may come from the formally designated eligible tenured faculty members within the interdisciplinary program, provided that prior to the appointment the eligible tenured faculty of the interdisciplinary program agree to provide this recommendation, and that the appointment was approved by the dean(s) of the appropriate college(s) and provost. The terms of the faculty appointment must be presented in writing and agreed to by the appointee. Copies of the conditions for the appointment shall be filed with the interdisciplinary program director, respective dean(s) and provost.

Sabbatical leave policy draft on payback period

E5 And provided further: That no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the University immediately following the expiration of the sabbatical leave, for a period equal to the length of the sabbatical leave. Persons failing to return to the institution granting sabbatical leave or to one of the other state institutions of higher education, shall refund all sabbatical pay. Individuals who terminate their connection with the University or state institutions of higher education shall refund a prorated portion of their sabbatical pay as represented by the portion of the period they fail to serve.

(Contingent on Regents' approval.)

Assessment of Instructional Skills of Graduate Teaching Assistants

Graduate teaching assistants (GTAs) provide very valuable contributions to the missions of the University by participating in the instruction of undergraduate courses and in research and scholarly activities. GTAs' tasks may range from grading assignments to the instruction of one or more sections of courses under departmental supervision. When GTAs are involved in classroom teaching, their skills in communicating and interacting with students are important in the effective transfer of information. In order to assure high quality instruction, it is necessary that GTAs teaching for the first time at Kansas State University be assessed as to their instructional skills. Feedback from students in class is a valuable source for this information, and can be used for both skills improvement, and for management purposes by the department.

Each academic department shall have or put into place procedures for obtaining student feedback on instructional skills of GTAs teaching for the first time at Kansas State University. Departments may use their own assessment and analysis procedures, or adopt the procedures available through the Office of Planning and Analysis (OPA). These assessments should be conducted during lecture, recitation or laboratory sessions about three weeks after the beginning of the semester. As a minimum, this process should include (1) assessment of basic communication skills such as enunciation, clarity, and loudness; (2) assessment of interactive skills in responding to student questions; (3) assessment as to whether the lecture presentations are organized; (4) provision for feedback to the GTA and implementation of corrective measures when needed; (5) collection of normative data; and (6) provision for a follow-up assessment if serious concerns arise. The results of the assessment should be provided to the GTA, the professor-in-charge, department/unit head, and provost. The results should also be transmitted to the dean of the appropriate college when serious concerns are raised about the GTA's communication skills. When GTAs are unable to meet a basic standard of communication performance as specified in the departmental/OPA procedures, corrective action should be taken to remedy the situation.