

Faculty Senate Minutes

February 14, 2023

The regular business meeting of the Faculty Senate was held on Tuesday, February 14, 2023. The Senate President was in the chair and the Secretary was present. The minutes of the last meeting were approved.

SU President Lyn Lepre made announcements.

Assistant Provost Jessica Clark made announcements.

The Senate President made announcements.

After debate and amendment, the motion by Senator Ellen Schaefer-Salins passed for “Joint UCC and GCC proposal regarding curriculum terminology”

MOTION: All program level curricular descriptions shall use the following terminology:

A Concentration is 24 or more credit hours over the core above the courses required for all programs in the major (24 or more credits above the major “core”).

A Track is 12-23 credit hours over the core above the courses required for all programs in the major (12-23 credits above the major “core”).

A Focus is less than 12 credit hours over the core above the courses required for all programs in the major (less than 12 credits above the major “core”).

Departments do not need to submit Curriculog proposals for SU internal terminology changes.

After debate, the motion made by Memo Diriker to accept the report as amended of the Faculty Welfare Committee on FTNTT (Full-time non tenure-track) Faculty was approved.

REPORT: The Faculty Welfare Committee (FWC) was given a charge to review information regarding Full Time Non-Tenure Track (FTNTT) faculty needed to be included or improved in the Salisbury University faculty handbook. Specifically, we were asked to see if information regarding the following was in the faculty handbook.

When and how PIN lines are provided to FTNTT faculty.

When and how health and retirement benefits are provided to FTNTT faculty.

Specific information that would be consistent across Units regarding the expectations of FTNTT Faculty.

Specific information that would be consistent across Units regarding the evaluation of FTNTT –including whether FTNTT faculty are required to submit self-evaluations.

Specific information identifying the requirements and process for promotion to new titles, such as Senior Lecturer.

We were asked to solicit input from FTNTT Faculty prior to finalizing any recommendations and were encouraged to solicit input at multiple points in the process. We were asked to submit a report to the Faculty Senate before their last meeting in December of 2022 with any information that we recommend to be incorporated or changed in the Faculty Handbook, with a justification for each item. We were asked to submit language to include in the faculty handbook, while

indicating where the language should be located within the Faculty Handbook. This report is a response to that charge. It should be stated here that a majority of this work does not address issues of FTNTT faculty from CHHS, as we have found that policies in place for many of these issues for these faculty are already included in the Faculty Handbook.

Methodology and Findings

Recommendations:

Committees.

The Faculty Senate representative shall Chair the Coordinating Committee in even fiscal years and the Staff Senate representative shall Chair the committee in odd fiscal years. The term of the Chair will be the fiscal year, July 1 to June 30. The Chair shall preside over all Consortium Coordinating Committee and University Assembly meetings.

If the Chair is unable to fulfill their duties and responsibilities, or is recalled by a majority vote of the Coordinating Committee, a Chair *pro tem* will be elected from among the other faculty and staff members of the Coordinating Committee for the remainder of the term.

The Coordinating Committee will meet at least twice each semester. A quorum of the Committee shall be four members.

The responsibilities of the Coordinating Committee shall include the following:

- A. Facilitating discussions and/or convening meetings to help resolve differences between the recommendations of its constituent organizations;
- B. Forming ad hoc committees to serve as advisory bodies on matters which would benefit from more frequent or more extensive feedback than the Advisory Committee can provide;
- C. Reviewing policy-making reports and recommendations of Consortium Committees and, if so disposed, forwarding them to the appropriate governance bodies for further input;
- D. Resolving questions of purview of Consortium Committees;
- E. Recommending policies and procedures involving relationships among its constituent organizations, committees, and the Administration;
- F. Assuring that records of Consortium business, including minutes of Coordinating Committee meetings, Consortium Committee membership and annual reports, and an up-to-date copy of the Consortium Bylaws are maintained and made accessible to the University Community; and
- G. Amending the Consortium Bylaws, when desirable.

The University Assembly shall be convened whenever it is desirable to address or engage in discussion with the entire University community, particularly when issues or proposals that would affect students, faculty, and staff are under consideration.

The Assembly shall meet as a body to engage in discussions when convened by the Chair of the Coordinating Committee, who shall preside. Such meetings shall be announced in advance and publically convened:

- A. Whenever the Coordinating Committee so directs;
- B. Upon request of the President or Provost of the University; or
- C. Upon receipt by the Coordinating Committee Chair of a petition to convene a meeting of the Assembly, signed by no fewer than five percent of the members of the entire Assembly. The petition must include faculty, staff, and students among its signatories.

The work of the Consortium shall generally be performed by its committees. These shall be empowered to make studies, reports, recommendations, and decisions in those areas which fall within the purview of their delegated responsibilities. Neither the Coordinating Committee nor the Assembly may create committees which duplicate those already reporting to any of the Consortium's constituent organizations.

Members on committees shall be determined by the Consortium's constituent organizations, as appropriate, and their names forwarded to the Coordinating Committee. The President of the University and President's Executive Staff, including the academic deans, are not eligible for election or appointment to Consortium committees, but may serve as *ex-officio* members.² Selection of members shall be determined by the Coordinating Committee. The Assembly shall be convened whenever it is desirable to A.

No one, other than designated *ex-officio* members, shall serve as a voting member on more than two committees. All *ex-officio* members of committees may be represented by a designee if necessary.

If a constituent organization is unable to fill their seat on a committee, the Chair of the Coordinating Committee shall be notified as soon as possible. Where there is a parallel governance body (Faculty Senate and Adjunct Faculty Caucus; Student Government Association and Graduate Student Council), the seat will first be offered to the parallel body to fill. If the seat remains unfilled, other bodies may then volunteer to fill the position for one year, after which the original body shall have the opportunity to fill the position for the remainder of the term.

Standing Consortium Committees shall meet no less than twice a semester. The first meeting shall be held no later than October 15, so the committee may elect its chair and other officers from among its incoming members and establish a set meeting schedule for the rest of the academic year. The committee chair shall communicate the names of all officers and the committee's schedule to the Coordinating Committee Chair.

Ad Hoc Consortium Committees shall meet as the committee's responsibilities require. The first meeting shall be held no later than one month after the creation of the ad hoc committee, and the committee shall elect its chair and other officers from among its members during the first meeting. The committee chair shall communicate the names of all officers to the Coordinating Committee Chair.

Reports and recommendations of Consortium Committees shall be submitted to the Coordinating Committee and appropriate administrative offices. Members of the Coordinating Committee shall share these with the committees and membership of their governance bodies if and as appropriate, without altering the content of the recommendations or the intent of the committee's action.

Should any member of the Coordinating Committee dispute or take issue with a Consortium Committee recommendation or report, they may delay the Coordinating Committee's action on the matter in order to allow their constituent organization to conduct its own review and make its own recommendation to the Coordinating Committee. Unless extended by the Coordinating Committee Chair, this review shall be conducted and recommendations made within thirty days of the initiation of the delay.

No later than the end of each spring semester, each Consortium Committee shall submit a written report to the Coordinating Committee detailing the committee's actions, deliberations, and recommendations during the previous year.

When necessary, ad hoc committees may be formed by the Coordinating Committee,

which will notify its constituent organizations of the committee's formation in order that members may volunteer to serve on it.

The purpose of the committee shall be to provide feedback on proposed and current University-wide initiatives and on the budget, develop and recommend policies and guidelines which impact the University as a whole, advocate for diversity and equity throughout the University, promote the wellbeing of the University community, and otherwise advise the administration and the campus governance bodies on matters of interest or import to the University or University community.

The Committee shall send its policy recommendations to the Vice President for Administration and Finance, the President's Chief of Staff, and/or the Provost, as appropriate, and to the Chair of the Consortium Coordinating Committee.

The 15 voting members shall consist of three representatives from each of the five Constituent Organizations listed in Article 1, Section 1. Those from Faculty Senate and Staff Senate shall serve for three-year terms. Those from Adjunct Faculty Caucus, Graduate Student Representative Council, and Adjunct Faculty Caucus shall

signatures of no fewer than five percent of the Assembly, including students, faculty, and staff among the signatories.

The bylaws of the Consortium shall be amended by a vote of all five of its constituent organizations. The amendment will be made if four of the five organizations, following a simple majority vote within each group, votes in its favor. The Coordinating Committee shall certify the adoption or failure of all proposed amendments and communicate them to the Assembly. Unless otherwise specified by the proposal, amendments will take effect upon this communication.