

Minutes of
THE FACULTY SENATE
OF
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, October 11, 2016, at 3:00 p.m. in Rothwell 456.
The following members were present:

Dr. Molly Brant	Dr. Johnette Moody
Dr. Jon Clements	Dr. Jason Patton
Dr. Melissa Darnell	Dr. Michael Rogers
Dr. Marcel Finan	Dr. Jeremy Schwehm
Mr. Ken Futterer	Dr. Monty Smith
Dr. Debra Hunter	Dr. James Stobaugh
Dr. Sean Huss	Dr. Bruce Tedford
Dr. Shelia Jackson	Dr. Jack Tucci
Dr. Chris Kellner	Dr. Susan Underwood

Dr. V. Carole Smith, Dr. James Walton, and Dr. Dana Ward were absent. Dr. Chris Giroir, Ms. Aubrey Holt, Dr. Jason Warnick, Dr. David Blanks, Dr. Jeff Robertson, Dr. Sandy Smith, Dr. Linda Bean, Dr. Tim Carter, Dr. David Ward, Mr. David Mudrinich, Mr. Dustin Simpson, Dr. Cynthia Hukill, Dr. Julie Mikles-Schluterman, Dr. Thomas Nupp, Dr. Joseph Stoeckel, Dr. Malcolm Rainey, Dr. Bruce Chehroudi, Dr. Erica Wondolowski, Dr. Mohamed Abdelrahman, Mr. Wesley Duke, and Ms. Pat Chronister were visitors.

CALL TO ORDER

President Huss called the meeting to order, and asked for a motion in regard to the minutes of September 13, 2016.

APPROVAL OF
MINUTES

Motion by Dr. Rogers, seconded by Mr. Futterer, to approve the minutes as distributed.

Dr. Finan asked that the minutes be amended to include Dr. David Hoelzeman in the listing of guests.

Motion carried to approve the minutes as amended.

President Huss then called for a motion to amend the agenda to shift items C, D, and E of New Business to follow item A of New Business to allow Dr. Abdelrahman to participate in those discussions.

Motion by Mr. Futterer, seconded by Dr. Finan, to amend the agenda as requested. Motion carried.

VPAA UPDATE

President Huss invited Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, to address the Senate. Dr. Abdelrahman distributed a draft policy for supplemental compensation (Attachment A). He explained that while many other institutions do not permit faculty to receive overloads from grants, he would support a limited overload amount, if the granting agency allowed it. He expressed his desire to identify policies to incentivize research, and invited feedback. Dr. Kellner indicated the proposed supplemental compensation policy could be viewed as a penalty, as faculty have often used compensation from grants to offset the lower salary structure of the institution. Dr. Abdelrahman stated this is what other institutions use, and noted the 20% maximum was for during the academic year, with summer overloads permitted up to 33% of the base salary.

Dr. Patton asked if this included consulting services, and Dr. Abdelrahman stated that was a separate policy which Legal Counsel would be drafting.

**NEW BUSINESS:
CURRICULAR
ITEMS**

President Huss called for a motion in regard to the curricular proposals.

Motion by Mr. Futterer, seconded by Dr. Brant, to consider the curricular proposals as a unit by college. Motion carried.

Motion by Dr. Jackson, seconded by Dr. Clements, to approve the curricular proposals from the College of Arts and Humanities as presented:

College of Arts and Humanities

Department of Art

1. Delete the following courses from the course descriptions:
 - a. ART 3123: Art History, Renaissance;
 - b. ART 4103: Art History, Modern 1789-1945; and
 - c. ART 4123: Art History, Medieval;
2. Add GAME 2003: Digital 3-D Foundations, to the course descriptions;
3. Modify the Curriculum in Fine Arts, Graphic Design, and Art for Teacher Licensure, as follows: delete ART 3123: Art History, Renaissance, and ART 4103: Art History, Modern 1789-1945, from the Art history electives in footnote 2; and
4. Modify the Curriculum in Game and Interactive Media Design, as follows: delete 3 hours of electives; add GAME 2003: Digital 3-D Foundations; and allow the option of ART 2303: Figure Drawing, ART 3303: Drawing Studio I, or ART 4233: Illustration Studio.

Department of Behavioral Sciences

1. Delete the following courses from the course descriptions:
 - a. RS 3023: Principles and Techniques of Rehabilitation Services;
 - b. RS 4024: Field Placement in Rehabilitation Science;
 - c. RS 4034: Field Placement Related to Vocational Rehabilitation;
 - d. RS 4044: Field Placement Related to Aging;
 - e. RS 4054: Field Placement Related to Corrections;
 - f. RS 4064: Field Placement Related to Social Services;
 - g. RS 4074: Field Placement for Psychology and Sociology Majors; and
 - h. RS 4094: Rehabilitation Science Field Placement in Addictions;
2. Add the following courses to the course descriptions:
 - a. IPBL 4893: Collaborative Solutions;
 - b. RS 3183: Mental Health Issues in Rehabilitation Settings;
 - c. RS 3203: Interviewing Skills;
 - d. RS 4023: Case Management Strategies;
 - e. RS 4104: Service Learning in Rehabilitation Science;
 - f. RS 4194: Field Placement I; and
 - g. RS 4294: Field Placement II;
3. Add the note: A grade of C or better required for Rehabilitation Science majors, to RS 2003: Introduction to Rehabilitation Services, and change the title to Introduction to Rehabilitation Science;
4. Add the note: A grade of C or better required for Rehabilitation Science majors, to RS 3123: Ethics in Human Services, and change the title to Ethics and Professional Development;
5. Add the note: A grade of C or better required for Rehabilitation Science majors, to RS 4012: Internship in Rehabilitation Services;
6. Add minors in Addictions, Aging, Child Welfare, Corrections, Social Services, Disability Studies, and Recreation Services;
7. Modify the Curriculum in Rehabilitation Science, as follows:

- a. Delete the following:
 1. RS 3013: The World of Work;
 2. RS 3023: Principles and Techniques of Rehabilitation Services;
 3. RS 3073: Organization and Structure in the Rehabilitation-Human Services Setting;
 4. RS 4024: Field Placement in Rehabilitation Science;
 5. RS 4034: Field Placement Related to Vocational Rehabilitation;
 6. RS 4044: Field Placement Related to Aging;
 7. RS 4054: Field Placement Related to Corrections;
 8. RS 4064: Field Placement Related to Social Services;
 9. RS 4074: Field Placement for Psychology and Sociology Majors;
 10. RS 4084: Field Placement Related to Child Welfare Services; and
 11. RS 4094: Rehabilitation Science Field Placement in Addictions;
 - b. Add the following:
 1. RS 3203: Interviewing Skills;
 2. RS 4023: Case Management Strategies;
 3. RS 4123: Survey of Counseling Theories;
 4. RS 4104: Service Learning in Rehabilitation Science;
 5. RS 4194: Field Placement I; and
 6. RS 4294: Field Placement II;
 - c. Allow PSY 3003: Abnormal Psychology, or RS 3183: Mental Health Issues in Rehabilitation Settings;
 - d. Allow PSY 3063: Developmental Psychology I, or PSY 3813: Lifespan Development;
 - e. Delete the 12 hours of primary emphasis area and 6 hours of secondary emphasis area;
 - f. Add a minor in one of the following areas: Addictions, Aging, Child Welfare, Corrections, Social Services, Disability Studies, and Recreation Services;
 - g. Change Footnote 2 to read select a minor in Addictions, Aging, Child Welfare, Corrections, Social Services, Disability Services, or Recreation Services;
 - h. Change Footnote 3 to read Students who choose to complete a 12 hour internship (RS 4012) will do so either their last or next to last semester and will not take RS 4104 (Service Learning) and RS 4194 (Field Placement 1) and RS 4294 (Field Placement 2); and
 - i. Add Footnote 4 to read a grade of C or better required for Rehabilitation Science majors;
8. Modify the Curriculum in Sociology, as follows: change the requirement in the introduction section and matrix FROM: RS 2003: Introduction to Rehabilitation Services; and ANTH 1213: Introduction to Anthropology or ANTH 2003: Cultural Anthropology; TO: RS 2003: Introduction to Rehabilitation Services, or CJ/SOC 2003: Introduction to Criminal Justice; and ANTH 1213: Introduction to Anthropology, or ANTH 2003: Cultural Anthropology; and
 9. Modify the Curriculum in Ozark-Ouachita Studies, as follows: delete SOC 2023: Sociology of the Ozark-Ouachita Region; and add GEOG 3203: Arkansas Geography.

Department of History and Political Sciences

1. Delete POLS 2013: Introduction to Political Science, from the course descriptions;
2. Delete POLS 4163: Public Choice Theory, from the course descriptions;
3. Add the following courses to the course descriptions:
 - a. GEOG 3203: Arkansas Geography;
 - b. GEOG 4703: Urban Geography Seminar;

- c. HIST 3273: Digital History;
- d. PHIL 2023: Buddhist Philosophy;
- e. PHIL 3043: Clinical Bioethics; and
- f. PHIL 3073: Philosophy of Law; and
- 4. Modify the Curriculum in Political Science as follows:
 - a. POLS2403: Comparative Government;
 - b. change POLS2403: Comparative Government, or POLS2413: International Relations, to POLS 2153, or POLS2413: International Relations;
 - c. Delete the Research Methods, Political Theory, International Relations, and America Politics blocks;
 - d. Change Political Science Electives to 21 hours with 18 hours upper-level courses required to include one of the following tracks: Law School, Public Policy/Administration, International Relations/Studies, Strategic Studies American Politics, Campaigns, and Elections, and Political Science Graduate School; and
 - e. Update footnotes to reflect changes.

Department of Music

- 1. Add MUS 1751: Orientation to Music, to the course descriptions; and
- 2. Modify the Curriculum in Music and Music Education for Teacher Licensure with options in Instrumental Music, Keyboard Instrumental, Keyboard Vocal, and Vocal, as follows: delete TECH 1001: Orientation to the University, and add MUS 1751: Orientation to Music.

Following the motion, Dr. Underwood stated the added course, MUS 1751, appeared to use TECH 1001 content, and asked if the department would have access to those materials. Dr. Cynthia Hukill, Department Head of Music, indicated her understanding was that had been coordinated. Dr. Chris Giroir, Department Head of College Student Personnel, stated he was not aware of prior coordination, but he would be willing to work with the Music Department.

Motion carried, with the stipulation the Music Department will contact the College Student Personnel Department to coordinate common course materials and content.

Motion by Mr. Futterer, seconded by Dr. Jackson, to approve the curricular proposals from the College of Education as presented:

College of Education

- 1. Add the following to the course descriptions:
 - a. LEAD 1003: Introduction to Leadership;
 - b. LEAD 2003: Ethics in Leadership;
 - c. LEAD 3003: Leadership Skills Development and Group Dynamics;
 - d. LEAD 4003: Leadership Internship and Capstone Seminar; and
 - e. LEAD 4103: Special Problems in Leadership;
- 2. Add the minor in Leadership Studies (Interdisciplinary Studies).

Department of Curriculum and Instruction

- 1. Remove the Prerequisite: Admission to Stage II of the Teacher Education Program from ELED 3113: Human Development and Learning Theories;
- 2. Remove the Prerequisite: Admission to Stage II of the Teacher Education Program from SPED 3023: Development & Characteristics of Diverse Learners;
- 3. Modify the Curriculum in Elementary Education as follows: delete MATH 2163: Introduction to Statistical Methods; and add MATH 3033: Methods of Teaching

Elementary Mathematics.

Motion carried.

Motion by Dr. Jackson, seconded by Dr. Schwehm, to approve the curricular proposals from the College of Engineering and Applied Sciences as presented:

College of Engineering and Applied Sciences

Department of Agriculture

1. Modify the Curriculum in Agriculture Business-Business Option as follows: delete AGBU 4043: Appraisal of Farm Real Estate, and add 3 hours of Agriculture Electives.

Department of Emergency Management

1. Add a concentration in Emergency Medical Services to the Curriculum in Emergency Management.

Department of Parks, Recreation, and Hospitality Administration

1. Change the course number for HA 4116: Internship, to HA 4114;
2. Change the course number for RP 4042: Field Seminar in Interpretive Methods, to RP 4043;
3. Modify the Curriculum in Hospitality Administration Event Management, Foodservices, and Lodging Management Emphasis as follows: change the course number for HA 4116: Internship, to HA 4114, and add two hours of HA electives;
4. Modify the Curriculum in Recreation and Park Administration Interpretation Emphasis as follows: change RP 4116: Internship, to RP 4114: Internship; and add 2 hours approved RP electives;
5. Modify the Curriculum in Recreation and Park Administration Natural Resource Emphasis as follows: change RP 4116: Internship, to RP 4114: Internship; add 2 hours approved RP electives; and add RP 4043: Field Seminar in Interpretive Methods, RP 4991: Special Problems and Topics, RP 4992: Special Problems and Topics, and RP 4993: Special Problems and Topics, to the list of approved RP electives listed in footnote 3;
6. Modify the Curriculum in Recreation and Park Administration Recreation Sport Emphasis as follows: change RP 4116: Internship, to RP 4114: Internship; delete HA 1923: Introduction to Food and Beverage Management, and HA 4253: Club Management, from the list of approved electives; add 2 hours approved electives; and RP 4993: Special Problems and Topics, to the list of approved electives listed in footnote 2; and
7. Modify the Curriculum in Recreation and Park Administration Therapeutic Recreation Emphasis as follows: change RP 4116: Internship, to RP 4114: Internship, and RP 4112: Internship, or RP 4116: Internship.

Motion carried.

FACULTY PLAN OF WORK

President Huss invited Dr. Abdelrahman to address the Senate. Dr. Abdelrahman referenced the evaluation procedures outlined in the *Faculty Handbook*, which call for the faculty member and department head to develop a plan for professional improvement for the upcoming year. He stated this should not delve into the number of hours spent in each area, but should instead set a baseline for expectations for both the faculty member and department head. President Huss added the intent was for setting professional goals, not to penalize a faculty member during the evaluation process.

Mr. Futterer expressed concern with the definition of a full teaching load as 80% of the faculty member's load, stating most faculty consider teaching the full load, with service and scholarship as additional work outside of the regular load. Dr. Abdelrahman stated the definition was more for each course equating to 20%. He noted the 20% for service and scholarship would be flexible and differ between individual faculty and disciplines. Mr. Futterer clarified, for evaluation purposes, a faculty member could elect to assign a different weight for teaching, such as 60% with 40% weight to service and scholarship. Dr. Abdelrahman agreed, stating the evaluations would be more flexible, but the weights should always add to 100%. Dr. Abdelrahman thanked the Senate, and excused himself from the meeting.

EMPHASIS ON EXTERNAL FUNDING

President Huss asked to hold the discussion on external funding until November when Dr. Abdelrahman would be able to return to address it.

EVALUATION CRITERIA DISCREPANCIES

President Huss asked to hold the discussion on evaluation criteria discrepancies until November when Dr. Abdelrahman would be able to return to address it.

PROFESSIONAL DEVELOPMENT ACTIVITIES

President Huss invited Dr. Jason Warnick, Director of the Center for Excellence in Teaching and Learning (CETL), to address the Senate. Dr. Warnick stated, to ensure broader faculty support for future professional development sessions, activities and presentations would first be approved by the CETL advisory group. He also indicated he would be polling faculty for topics and areas of interest, and noted the session with the most positive feedback from faculty had been the day with "conference style" sessions. The comments from the senators regarding professional development included the sessions were too lengthy, internal faculty could be used in lieu of inviting external speakers, and requiring mandatory attendance was discouraging. Dr. Warnick asked for continued feedback and ideas.

OLD BUSINESS: FACULTY GRIEVANCE

President Huss distributed the draft of the changes to the Faculty Grievance Committee, including suggested changes from Ms. Jennifer Fleming, Title IX Coordinator (Attachment B). President Huss and Dr. Kellner stated they would present a draft at the November meeting with changes incorporated that the senators could review and vote on.

PROMOTION AND TENURE

Dr. Schwehm reported the committee was addressing the changes to the promotion and tenure policy discussed in September, and would again seek feedback from the faculty at large. He stated the committee hoped to return a draft to the Senate in November.

EVALUATION OF ADMINISTRATORS

President Huss reported he would speak with Dr. Bowen before the November meeting.

FINAL EXAM AND GRADE SCHEDULE

Dr. Rogers reported a survey would be sent to the faculty, asking for input on a reasonable time frame for the submission of final grades after the last final exam period has concluded.

TRAVEL PROCESS FOR STUDENTS

President Huss reported improving the function and policies of the Travel Office was the top priority for Ms. Bernadette Hinkle, Vice President for Administration and Finance.

SECURITY CAMERAS

Dr. Kellner stated he would have a report for the November meeting.

LEVELS OF LIFE INSURANCE

President Huss indicated Ms. Hinkle was aware of the interest in differing levels of life insurance, and he hoped to have an update soon.

SHARED GOVERNANCE STATEMENT

President Huss reported the AAUP conference had been eye-opening for those who attended. He expressed a simple statement in the *Faculty Handbook* would not be sufficient to achieve the culture desired, and distributed a list of methods for increasing shared governance

(Attachment C). He explained, to be successful, the institution needed to clearly define the roles of the faculty, the administration, and the Board of Trustees. President Huss stated he would be setting up a presentation through Skype with Dr. Joerg Tiede of the AAUP, including a Q&A session to take place in November.

PHASED
RETIREMENT

President Huss stated he had spoken with Dr. Bowen about a possible phased retirement policy, and she expressed such policies are effective for campuses with an excess of faculty. Dr. Clements added it would also be more beneficial to institutions with greater salary differences between junior and senior faculty.

POST-TENURE
REVIEW

President Huss asked to reserve the discussion of post-tenure review until the promotion and tenure policy draft returned to the Senate.

OPEN FORUM

Dr. Patton requested Legal Counsel be invited to the upcoming meeting to address compensation from consulting services.

Dr. Rogers asked for further discussion on the minimum class enrollment policy and how that number was determined. President Huss responded he would look into it.

Dr. Underwood stated the application process for Professional Development Grants was overly tedious. The senators shared instances of grant applications being denied for technicalities. President Huss stated he would investigate this further.

ANNOUNCEMENTS
AND
INFORMATION
ITEMS

Ms. Chronister asked for volunteers for an informal group reviewing potential e-portfolio software programs. She stated two members of the Promotion and Tenure Committee, Dr. Larry Morell and Dr. Kim Troboy, were included as well as Mr. Ken Wester, Director of Information Systems. Mr. Ken Futterer volunteered to join.

Dr. Stobaugh announced open forums with the Financial Aid Director candidates would be later that week. He also mentioned there would be food trucks at the old Taco Villa building near Thone Stadium during the home football game.

President Huss reported Dr. Beth Giroir, Interim Assistant Vice President for Student Success, had asked the Faculty Senate to send a representative to view the Ellucian software demos for student recruitment and student success modules. Dr. Schwehm responded he would be attending on behalf of the General Education Committee, and would also represent the Senate.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sean Huss', with a long horizontal flourish extending to the right.

Sean Huss, Ph.D., President

Attachment A

Arkansas Tech University Sponsored Programs Employee Supplemental Compensation Policy - Draft

Arkansas Tech University maintains the following Supplemental Compensation Policy in relation to external grants, contracts, and sponsored programs. This policy applies to all employees of Arkansas Tech University who receive compensation from any external grant, contract, or sponsored program.

Per the Office of Management and Budget's (OMB) Uniform Guidance, section 200.430(a)(1), any compensation paid to employees from a federal award must be reasonable for the services rendered and apply to the established written policy of the University and consistently applied to both federal and non-federal awards and activities.

Compensation During the Academic Year

It is the policy of the University to allow supplemental compensation to faculty working on an external grant, contract, or sponsored program during the academic year, so long as the following items are met:

- The faculty member's Department Head and Dean approve the additional allowance.
- The award allows additional compensation to be paid to the faculty member. Many federal awards, such as various NSF grants, specifically forbid additional compensation to faculty members above their institutional base salary during the academic year.
- On federal awards, the faculty member must either have responsibilities across departmental lines or be involved in work at a separate or remote operation. In both cases, the faculty member must be performing work above and beyond his or her regular responsibilities to request additional compensation. See OMB Uniform Guidance, section 200.430(h)(3).
- On federal awards, the faculty member must receive written approval from the granting agency to earn additional compensation or the additional compensation must be specifically outlined in the approved award budget. See OMB Uniform Guidance, section 200.430(h)(ii).
- The employee is not paid in excess of the state approved line item maximum.
- The duties pertaining to the external award are above and beyond the expected duties and responsibilities of the faculty member.
- Per OMB Uniform Guidance, section 200.430(h)(2), the employee may not be paid above the University proportionate share of their institutional base salary rate. For example, a faculty member that is paid an institutional base salary of \$50,000 during the academic year from the University and is devoting the equivalent of one month's time during the academic year to an external project, may not be paid more than \$5,555 in additional compensation from the external awarding agency during the academic year. $((\$50,000 \text{ base salary} / 9 \text{ academic months}) \times 1 \text{ month devoted to project})$. The University maximum for additional compensation on any award (federal, state, or private), excluding summer terms, is the equivalent of 20% of the faculty member's academic year salary. Any amount above 20% must be approved in writing by the Vice President for Academic Affairs and the President.

Compensation During Summer Months

It is the policy of the University to allow supplemental compensation to faculty working on an external grant, contract, or sponsored program during the summer months, so long as:

- The work is actually being performed during the summer months and not the academic year.
- The employee is not paid in excess of the state approved line item maximum.
- Per OMB Uniform Guidance, section 200.430(h)(2), the employee may not be paid above the University proportionate share of their institutional base salary rate. For example, a faculty member that is paid \$50,000 during the academic year from the University and is devoting the equivalent of two months' summer time to an external project, may not be paid more than \$11,111 in additional compensation from the external awarding agency during the summer months. $((\$50,000 \text{ base salary} / 9 \text{ academic months}) \times 2 \text{ summer months devoted to project})$. The University maximum for additional compensation is the equivalent of 3 months during the summer.

Course Release Time

Any faculty member requesting a course release so that he or she may devote time to a sponsored project in lieu of instruction, must have permission from their Department Head, Dean, and Vice President for Academic Affairs. Permissible course release places additional burden on the sponsoring department to locate an acceptable replacement to perform instruction no longer being completed by the faculty member, so first priority for any departmental salary savings must be to pay the replacement's salary and benefits. Any additional savings not utilized by the replacement's salary or benefits may be transferred to other salary and wage accounts within the department. The savings may not be transferred into maintenance and operations. Examples of permissible salary and wage accounts include, but are not limited to, extra labor, non-work study, and/or professional salaries.

Below are examples of similar policies and practices at universities around the state:

UA – Fayetteville

Does not allow state or federal funds to be used to pay additional compensation, unless approved by the granting agency. Even if approved by the granting agency, UA-F requires faculty to complete an Extra Compensation Form that must be approved by their Post-Award Office. Any additional payment is subject to the state line-item maximum of that faculty member's position. UA-F caps their additional salary at 20% of a faculty member's annual salary, unless the appropriate vice chancellor and chancellor approve any excess of 20%. Anything exceeding 125% of line-item maximum, upon receiving multiple necessary approvals, must be paid through private funds, not state or federal funds.

<http://vcfa.uark.edu/policies/fayetteville/hmrs/4070.php>

<http://vcfa.uark.edu/policies/fayetteville/hmrs/4070-addendum.pdf>

UCA

Does not allow employees to have overloads on a sponsored program, unless it has been specifically documented in the grant or contract award or approved in writing by the sponsoring agency. The faculty member's work also needs to be across departmental lines or involve research at a separate or remote location; and/or the work being performed must be in addition to their regular departmental load. An additional compensation form must also be completed and approved by the Director of Sponsored Programs, the Director of Human Resources, and the VP of Budget and Finance.

http://uca.edu/sponsoredprograms/files/2012/06/overload_policy_for_external.pdf

ASU

Does not allow additional salary payments to faculty members on sponsored programs unless the faculty member has extra responsibilities across disciplinary boundaries; or the faculty member is consulting with a non-ASU entity; and the work performed is in addition to the faculty member's regular departmental load. In any of the three mentioned cases, the additional compensation must be specified in the agreement or approved in writing by the sponsoring agency.

<http://www.astate.edu/dotAsset/cfd5ff63-d23d-4165-8c91-797cb8b45d2b.pdf>

UALR

Does not allow additional compensation to be charged to federal awards except in unusual cases authorized by the awarding agency. The requests to the agency must clearly be labeled "additional compensation" and not salaries, overload, personnel services, stipend payments, etc. The additional compensation must also be clearly beyond a faculty member's written definition of work covered by the institutional base salary, be commensurate with the institutional base salary rate, and fall within the salary structure and pay range established by UALR.

<http://ualr.edu/policy/home/ed-programs/extra-compensation-from-sponsored-projects-603-11/>

UA – Monticello

Federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency. All requests must be approved by the Chancellor. The maximum amount which may be paid to an employee is 20% of his or her annual salary. Any exceptions require the approval of the President.

http://uam-web2.uamont.edu/pdfs/FinAdmin/OP/OperatingPro%20410_5.pdf

Attachment B

Sean Huss

From: Jennifer Fleming
Sent: Tuesday, October 04, 2016 4:48 PM
To: Sean Huss
Attachments: Faculty Grievance Committee Changes to Handbook.pdf

Dr. Huss,

I appreciate the opportunity to review the proposed changes to the Faculty Grievance Committee for the Faculty Handbook. I have included a couple of thoughts for consideration. Please let me know if I need to clarify anything or if there is anything else in which I could be of assistance.

Thanks,

Jennifer Fleming

Coordinator of Affirmative Action and Title IX
President's Office

Administration Building, Room 212

Arkansas Tech University

p. 479-498-6020 f. 479-880-4430

affirmative.action@atu.edu

<http://www.atu.edu/affaction/>

ARKANSAS TECH
UNIVERSITY



The following addition/alterations to the handbook are aimed to set forth procedures, timelines and reduction of time conflicts for meetings that will expedite the Faculty Grievance process, as requested by Faculty Senate and the President.

- A) **Request:** a set time be put aside for University-wide Committee meetings. This should be a set hour Monday, Wednesday AND Friday, e.g. 4 p.m., such that each of the committees be able to meet without conflict with teaching, departmental, or other committee work. This would need to be communicated to the Deans and Department heads, and flexibility given in teaching schedules such that faculty on these committees be able to attend, or faculty realize that they cannot be elected to a specific committee because they are unable to commit to that time. This may also limit the number/identity of committees to which a faculty member be elected. 4 p.m. is a time at which fewer classes/labs are scheduled (certainly based on Finals week) and once set, departments would be able to plan schedules in future semesters.

B) Replacement/Amendment to "Chapter II, B. Initial Appointments and Tenure," item #6 (page 13)

Insofar as the faculty member alleges that the decision against renewal was based on inadequate consideration, the Faculty Grievance Committee, which reviews such faculty allegation, will determine whether the decision was the result of adequate consideration in terms of the relevant standards of the institution. *It is easier to state what the standard "adequate consideration" does not mean than to specify in detail what it does. It does not mean that the Grievance committee should substitute its own judgment for that of members of the department on the merits of whether the candidate should be reappointed or given tenure. The conscientious judgment of the candidate's departmental colleagues must prevail if the invaluable tradition of departmental autonomy in professional judgments is to prevail. The term "adequate consideration" refers essentially to procedural rather than to substantive issues: Was the decision conscientiously arrived at? Was all available evidence bearing on the relevant performance of the candidate sought out and considered? Was there adequate deliberation by the department over the import of the evidence in the light of the relevant standards? Were irrelevant and improper standards excluded from consideration? Was the decision a bona fide exercise of professional academic judgment? These are the kinds of questions suggested by the standard "adequate consideration."*

If the Faculty Grievance Committee believes that adequate consideration was not given to the faculty member, it will request reconsideration by the recommending or deciding authority, indicating the respects in which it believes the consideration may have been inadequate. The Faculty Grievance Committee will provide copies of its findings to the faculty member, the recommending or deciding authority, and the President or other appropriate administrative officer. The Faculty Grievance Committee is a duly elected standing committee whose membership is determined by the faculty (Chapter III).

C) Establishment of Procedures and Timelines for Faculty Grievances and Appeals (for insertion into the Faculty handbook, Replacement (amendment) of Chapter II, Section M. Page 19)

Grievance Procedures

The Faculty Grievance Committee provides a forum to which faculty may submit grievances or appeals on a variety of matters adversely affecting faculty morale. Any faculty member who feels that there is cause for grievances in any matter not covered by the procedures described in this document may petition the elected Faculty Grievance Committee for a hearing.

The procedures set forth shall govern all types of faculty grievances or appeals, unless in direct contradiction to specific procedural requirements for a) non-renewal of a probationary appointment; b)

e) discrimination based on a protected class category.

termination of appointment by the Institution; c) sexual harassment/misconduct; d) appeals against promotion and tenure decisions. In the latter cases, faculty should refer to specific procedures and deadlines in the appropriate sections of the Handbook.

The general procedures and timelines for faculty grievance and appeals (hereinafter termed “complaint”) by the Faculty Grievance committee (hereinafter termed “FGC”) are outlined below. It should be noted that for the purposes of the workings of the FGC, “working days” will mean days during Fall and Spring semesters in which the university is open for instruction. The FGC will make every effort to complete its work during the academic year. Where this is not possible, or complaints are received outside the contracted academic year, a proposed timeline shall be agreed by parties involved and recommendations forwarded to the president for approval. A list of members of the FGC that may be available for consultation outside normal contract times may be requested by the Chair of the FGC prior to the Spring graduation ceremony.

1. Where possible the faculty member (grievant) should first pursue their dispute through their immediate supervisor as soon as possible after which the alleged violation or grievance occurred. If unresolved, the grievant should file with the Chair of the FGC a complaint, written or email, under this section no later than thirty days after a) the alleged violation/grievance occurred, b) the matter was discovered by the grievant, or c) after failure to resolve the matter through the administrative process through their immediate supervisor.

The grievant should preserve a documented timeline of events and any pertinent communications relating to the grievable matter, for submission to the FGC.

Failure to file a complaint in a timely manner shall result in the dismissal of the complaint, and the grievant informed by the Chair of the FGC of the dismissal.

2. ⁴The grievant will submit to the Chair of the FGC a written statement that shall include the factual basis for the complaint, the individual(s) against whom the complaint is filed, where appropriate reference to the provision of the Faculty Handbook, University policies or Faculty Committee function that indicates ability of the FGC to act, and any evidence that the grievant views pertinent to their complaint. ⁵The grievant and the FGC Chair may discuss the appropriateness of the complaint and the provision upon which it is based, and the next steps required for processing of the complaint.

3. Within five working days of receipt of the complaint, the FGC Chair shall present the petition to the FGC by email or in person through calling a face-face meeting. The FGC will have the right to decide whether or not the facts as presented in the original petition merit detailed investigation. Submission of a petition will not automatically end in investigation or detailed consideration thereof. If appropriate, the FGC, or Chair will appoint an ad hoc grievance subcommittee of no less than three members to investigate the grievance. No member of the subcommittee may investigate proceedings involving matters in which they may have an initial direct or indirect involvement. Persons selected to serve on the committee who deem themselves disqualified for bias or interest may request recusal from the matter.

The subcommittee will conduct such preliminary investigations as it deems necessary to hold hearings in an orderly and fair manner. The subcommittee may seek further information from and interviews with the grievant and other individuals as deemed necessary to expedite the resolution of the complaint. The subcommittee shall accept documentation from the grievant and person(s) alleged to infringe the rights of the grievant, if offered. All responsibility for questioning witnesses, securing evidence and determining the order of proof will be vested in the subcommittee.

Summary of Comments on Faculty Grievance Committee Changes to Handbook.pdf

Page: 2

Number: 1	Author: jfleming	Subject: Callout	Date: 9/29/2016 8:45:43 AM
e) discrimination based on a protected class category.			
Number: 2	Author: jfleming	Subject: Sticky Note	Date: 9/29/2016 8:55:09 AM
In some cases where an immediate supervisor is either 1) responsible for the complaint or 2) unable or has no authority to remedy the complaint, you might like to include the intermediate supervisor (one directly below the VP). This would allow a second opportunity for resolution before the complaint would need to be heard from the grievance committee or hearing.			
Number: 3	Author: jfleming	Subject: Sticky Note	Date: 9/29/2016 9:18:18 AM
Based only on my own personal experience with discrimination/sexual harassment/misconduct complaints, we always want to be transparent to all parties involved. This appears at first glance that only the FGC Chair will have knowledge of the complaint and supporting documentation and a decision will be made during this stage as to whether or not the FGC will proceed. Something you may want to consider is whether or not you would like the person accused of the transgression to have notice the FGC is considering the complaint? This may not be an issue, as it stands, with only one person having knowledge at this stage, but it might be something to consider if there is any concern as to a colleague having knowledge of another colleague being accused of a transgression without their knowledge.			
T Number: 4	Author: jfleming	Subject: Highlight	Date: 9/29/2016 9:07:56 AM
T Number: 5	Author: jfleming	Subject: Highlight	Date: 9/29/2016 9:07:21 AM

4. The subcommittee shall present their accumulated evidence and recommendations to the full FGC, or a quorum thereof within 60 working days from the initial filing of the complaint with the Chair of the FGC, unless a longer period of time is needed due to unforeseen circumstances, or a need to gather more evidence, and approved by the FGC. Constitution of a quorum of the FGC shall be viewed as no less than a majority of the members of the committee. Strict judicial rules of evidence shall not apply, and adjudication be made by the majority of the present members of the committee. The number (only) of yes, no and abstention votes will be recorded in the minutes of the meeting.
5. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the FGC such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the grievant and to the appropriate administrative officer, or officers and appropriate faculty, and the grievant will, upon request, be provided an opportunity to present the case to them.

All email, written and oral communiqués and the deliberations of the subcommittee and subsequently the FGC will be kept confidential within the confines of the committees as necessary to conduct the matters under consideration.

6. Where appropriate, within five working days of the decisions by the FGC, the Chair will forward in writing a copy of the conclusions and recommendation of the FGC to the President of Arkansas Tech University, following procedures described in the "Regulations on Academic Freedom and Tenure."

Page: 3

Number: 1	Author: jfleming	Subject: Sticky Note	Date: 9/30/2016 2:35:09 PM
Just a consideration to review in this process is how the person accused is represented, notified, and allowed the opportunity to respond.			

Attachment C

ITEMS TO INCREASE SHARED GOVERNANCE ON CAMPUS:

1. Work needed on Faculty Handbook:
 - Add language to the handbook defining shared governance
 - Add a section to the handbook that clearly defines and specifies the roles of faculty, administration, and the governing board
 - Reexamine the term “faculty” in terms of non-tenure track and adjunct clarification
 - Add a section that clarifies academic freedom, with a specific statement on extramural and intramural speech
 - Add a section in Faculty Evaluation and Promotion/Tenure that recognizes the importance of and gives additional weight to participation in shared governance as a form of service
 - Add a section that clarifies whether or not the Faculty Handbook is, in fact, a contract
 - Identify any and all sections that may be affected by the previous changes and update the handbook accordingly
2. Work on existing committee structures and expand communication
 - Review existing committee structure to remove all administrative appointments from committees that are of primary faculty concern (this is mostly done...just a few left)
 - Review existing relationships with the Academic Advising Center (this would be an area of faculty primacy)
 - Work to make certain that all committees include either faculty members elected (at larger or by college) OR appointed by the Faculty Senate (no administrative appointments)
 - Work on establishing a Liaison Committee between faculty and members of the Board of Trustees
3. Faculty Senate Changes
 - Clarify ownership of the agenda and procedures for placing an item on the Faculty Senate agenda for discussion/vote
 - Establish a Faculty Senate Executive Committee
 - Establish clearer and more direct lines of communication from Faculty Senate to ALL faculty members (using Blackboard or some other platform)
 - Distribute minutes and agenda items more broadly to faculty prior to meetings
 - Clarify duties and responsibilities for members of the Faculty Senate (like reading materials before a vote, etc.)
 - Require a short report (a paragraph or short email) from the chairs all other committees on campus be submitted to the Faculty Senate prior to each meeting, so that there is communication across committees
 - Or appoint a member of the faculty senate to each committee with reporting out during the regular faculty senate meeting
 - Make certain a member of the faculty senate or a faculty senate appointed faculty member sits on all newly generated “ad hoc” committees
 - Consider adopting a formal Parliamentary position in the elected hierarchy of the faculty senate
 - Faculty Senate Chair should report out to the general faculty on all upcoming matters or issues at the beginning of the term meetings and representatives in each college should do the same at college meetings, with an opportunity for Q & A.
4. Any other ideas or complaints that we, as a faculty, identify as a need or issue to be addressed...but this will require faculty buy in and faculty engagement