

The University of Southern Mississippi
The Aquila Digital Community

Faculty Senate Minutes

Faculty Senate Archive

6-7-2019

Faculty Senate Minutes - June 7, 2019

USM Faculty Senate

Follow this and additional works at: https://aquila.usm.edu/faculty_senate_minutes

The University of Southern Mississippi
Faculty Senate Meeting Agenda

Friday, June 7, 2019, 2:00 p.m.

Cook Library 123 (Hattiesburg)

IVN to North Academic Building 125 (Gulf Park)

Present: Mac Alford, , Leffi Cewe-Malloy, Charles Scheer, , Brian LaPierre (proxy), Kevin Greene, Sharon Rouse, Susan Howell (proxy), Jeremy Scott, Jennifer Courts, Ann Marie Kinnell, Kate Greene, David Holt, Tom Rishel, Lee Follett (proxy), Don Redalje, Amber Cole, John Lambert, Melinda McLelland, Susan Hrostowski, Tamara Hurst, Kim Ward, Jennifer Brannock, Anne Sylvest, Bonnie Harbaugh, Ashley Krebs (proxy), Michael Davis, Shahid Karim

Absent: Cindy Handley, Cheryl Jenkins, Nicolle Jordan, Jonathan Yarrington, Scott Milroy, Miles Doleac, Eric Saillant, Melinda Bowens, Lilian Hill, David Lee, Catharine Bomhold, Bradley Green, Winston Choi, Mike Morgan

1.0 Organizational Items

1.1 Call to Order: The meeting was called to order by Mac Alford

1.2 Roll Call

1.3 Recognition of Quorum (20): Met With Proxy

1.4 Recognition of $\frac{2}{3}$ membership for voting on Bylaws and Resolutions (26): Did Not Meet

2.0 Adoption of Agenda: **Approved** unanimously by voice vote

3.0 Program

3.1 None

4.0 Approval of Minutes: **Approved** unanimously by voice vote

4.1 May 2019

5.0 Officer Reports

5.1 President (Mac Alford):

1. The Council of Directors proposed that the evaluation period be changed from calendar year to academic year, thus better coinciding with academic year planning (i.e., faculty would have their annual evaluation and simultaneously plan teaching/research/service for the upcoming academic year). The Provost and President agree with this plan, and this change will probably be written into the new *Faculty Handbook* before final approval by the President.

2. There are a number of serious construction items planned for the next two years, which will necessitate some closed roads, paths, and parking lots on campus and interruptions to the library. Bennett Auditorium will likely be out of service for 1–2 months for roof and HVAC improvements and may offer limited use beyond that. Please be patient as these improvements are made.

3. Made some changes to the Senate Bylaws in consultation with the Bylaws Committee—all minor or clerical, for example, correcting cross-references to other sections that we had changed. The Provost asked us to change the name of the Cabinet to its official name and to add a disclaimer that any amendments cannot supersede the authority of the President given by the IHL and State.

4. Winston Choi resigning, becoming Interim Director of his School.

5.2 Secretary (Melinda McLelland): No report

6.0 Installation of New Officers

7.0 Seating and Introduction of New Senators

7.1 Recognition of Outgoing Senators

8.0 (New) Officer Reports

8.1 President (Susan Hrostowski) – No Report

8.2 President-Elect (Lillian Hill) – No Report

8.3 Secretary (Amber Cole) – No Report

8.4 Secretary-Elect (Kim Ward) – No Report

9.0 Standing Committee Reports

9.1 Academics – No Report

9.2 Administrative Evaluations (Melinda McLelland) – All reports were delivered in May.

9.3 Awards (Bradley Green) – No Report

9.4 Bylaws (Kim Ward) - No Report

9.5 Elections (Tom Rishel) -

- Elections were completed as detailed on the timeline provided in the May 2019 Faculty Senate Elections Committee Report. The following people were elected or re-elected to represent the accompanying academic unit or geographic location:

Davis, Micheal	BEES
Karim, Shahid	BEES
Shin, Jae-Hwa	Communication
Franke, Damon	Humanities
Perry, Richard	Music
Tesh, Timothy	Music
Subramanian, Gopinath	PSE
Rackoff, Louis	PVA

Lambert, John	Management
Bowens, Melinda	CFS
Krebs, Gary	KN
Madson, Micheal	Psychology
Hurst, Tamara	Social Work
Ward, Kimberly	SHS
Leaf, Robert	GCRL (OSOE)
Brannock, Jennifer	Libraries
Lamey, Kalyn	Gulf Park
Agler, Lin	Gulf Park
Milroy, Scott	Gulf Park
Rouse, Sharon	Gulf Park
LaPierre, Brian	Humanities
Hill, Lilian	Education
Harbaugh, Bonnie	LANP
TBD	Marketing
TBD	Psychology
TBD	PNP

- A second-round election may be required to break the tie between two candidates in the School of Marketing. The winning candidate for the School of Psychology declined to serve so I have asked the director to consult with his faculty to recommend a candidate to represent the school.

9.6 Finance (Amber Cole) – No Report

9.7 Governance (Don Redalje) - No Report

9.8 Gulf Coast (Lee Follett) - No Report

9.9 Handbook (David Holt and Jeremy Scott) –

- Faculty Handbook Committee met on May 7, 2019 to discuss Initiative #3 and Bylaws. They passed a new set of bylaws and submitted them to the president for final review. The committee also sent 3 recommendations to the president. The committee approved Initiative #3 with conditions that the new committee could act immediately upon needed changes, new committee would review the retired handbook, and new committee would address all concerns generated over the summer. Following the approval of the new handbook, the committee authorized elections and the shortening of terms to align with the new format. They also recommending voiding the May 28, 2013 document that addresses amending the handbook since the new bylaws incorporated the process into its new bylaws.

- On June 7 the committee was informed that the president has accepted Initiative #3 and all 3 recommendations from the handbook committee with the request to add the language "governance and standing committee bylaws shall not supersede the authority of the University President as designated by the State Institutions of Higher Learning Board of Trustees or the State of Mississippi." to the bylaws and new faculty handbook. The committee agreed to do so.
- Elections are to be held in August to fill the new committee starting September 1.
- Attachments included at the end

9.10 University Relations and Communication - No Report

9.11 Welfare and Environment (Bryan Lapierre) – No Report

10.0 Outside Committee Reports - None

11.0 Reports from Other University Advisory Bodies - None

12.0 Consent Items

12.1 None

13.0 Unfinished Business

13.1 None

14.0 New Business

14.1 None

15.0 Good of the Order

- Senators should read initiative 3 and share with their faculty (Sharon Rouse)
- University Libraries is not represented on faculty handbook. They have had no consultation in the past and would like to have input. (Jennifer Brannock)

16.0 Announcements

16.1 Faculty Senate retreat: August TBD

16.2 Next Faculty Senate meeting: probably September 6, 2:00 p.m., Location TBD

16.3 Next Staff Council meeting: July 11, 9:30–11:00 a.m., Trent Lott 207

17.0 Adjourn

Attachments:

A.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

FACULTY HANDBOOK COMMITTEE

BYLAWS

Approved by Committee on May 7, 2019

Approved by Rodney Bennett, President on June XX, 2019

Notice: governance and standing committee bylaws shall not supersede the authority of the University President as designated by the State Institutions of Higher Learning Board of Trustees or the State of Mississippi.

ARTICLE I

PURPOSE STATEMENT

The Faculty Handbook Committee considers proposals, modifications, and amendments to the Faculty Handbook brought to it from an official university governing body or administrative office. The committee ensures that proposed changes are clear, well-written, and consistent with other parts of the Faculty and Employee Handbooks as well as other University documents and policies.

ARTICLE II

MEMBERSHIP

Section 1. Members

Voting Elected Members:

- Member of the faculty from College of Arts and Sciences selected by the college*
- Member of the faculty from College of Business and Economic Development selected by the college*
- Member of the faculty from College of Education and Human Sciences selected by the college*
- Member of the faculty from College of Nursing and Health Professions selected by the college*
- At-Large Member of the faculty appointed to the Gulf Coast selected by the coast locations*

Voting Appointed Members:

- Member of Faculty Senate selected by the Faculty Senate Executive Committee
- Dean selected by the College Deans
- Director selected by the Council of Directors

Non-voting Ex-officio Member:

- Member of general counsel appointed by the Office of General Counsel

* Must be regular faculty with at least 3 years' experience in a tenure or teaching track line at the university below the level of school director and cannot be serving on any other university governing body.

Section 2. Terms

The Faculty Handbook Committee membership shall serve staggered three-year terms. A university counsel member will serve as ex-officio on the committee. Terms will begin on September 1, and end on August 31. No member shall serve more than two consecutive terms unless there are no available replacements.

The committee will be split into two groups. The chair of the Faculty Handbook Committee is responsible for notifying represented offices or bodies of term completions and the need for new members by February 1 of the year the replacement is needed.

The groups are assigned as follows:

Group 1 (3-year terms beginning September 1 of 2021, 2024, 2027, 2030, etc.)

- Member of the faculty from College of Arts and Sciences
- Member of the faculty from College of Nursing and Health Professions
- School director from the Council of Directors
- Member of Faculty Senate

Group 2 (3-year terms beginning September 1 of 2019, 2022, 2025, 2028, etc.)

- Member of the faculty from College of Business and Economic Development
- Member of the faculty from College of Education and Human Sciences
- At-Large Member of the faculty from Gulf Coast
- Dean selected by the College Deans
- Member of University Counsel

Group 3 (off year for appointments/elections 2020, 2023, 2029, etc.)

Section 3. Elections

The Faculty Handbook Committee will elect a chair and historian at the first meeting of the year from the faculty members. Counsel, School Director, and Dean are not eligible for election to chair or historian. Chairs and historians may serve up to three consecutive one-year terms. The chair and historian will be voting members of the committee and will assist in verify qualifications, developing the ballot, administering elections, and report the elections of new members.

Section 4. Responsibilities

Members are to attend all regularly scheduled meetings of the Faculty Handbook Committee and communicate the issues raised in the committee meetings to their represented constituencies. If a

member of the Faculty Handbook Committee is no longer a member of their constituency group, their seat will be declared vacant. If members of the Faculty Handbook Committee fail to attend two regularly scheduled meetings of the committee in a single academic year without supplying a proxy, they shall be notified in writing by the chair of the committee that their position will be declared vacant in the event of a third absence without a proxy. Upon a third absence in a single academic year without a proxy, their position shall be declared vacant by the chair of the committee and recorded in the minutes.

Section 5. Proxies and Vacancies

Proxies: In the case that a member of the committee must be absent from a meeting it is expected that a proxy will be named to represent the committee member at the meeting. It is preferred that the proxy be chosen from the members of the represented constituency. In the case of an extended absence from the university committee members are expected to name a long-term proxy for a set term as communicated to the chair. All proxies must be reported by the sitting member of the committee to the chair of the Faculty Handbook Committee at least one day prior to the meeting the proxy will attend. It is the committee member's responsibility to notify the chair via email of need for a proxy and the name of the proxy. Proxies retain voting privileges in representing regular committee members. If the chair of the Faculty Handbook Committee is not notified of a proxy attending at least one day prior to the meeting, the proxy may attend the meeting but will forfeit voting privileges. Proxies may not represent more than one voting member of the committee.

Vacancies: Should a position on the Faculty Handbook Committee be vacated for any reason the chair of the committee shall notify the body or office from which the position was vacated of the need for a replacement. It is expected that replacements be in place by the next scheduled meeting of the committee. Previous election results should be considered in appointing a new replacement, but if enough time has passed to warrant a new election, an interim appointment will be made from the constituency group until that election can take place. Elected replacements will be seated at the next scheduled meeting with full voting rights. Permanent replacements for members shall serve out the remainder of the original 3-year term and will be eligible for additional terms.

ARTICLE III

OPERATING PROCEDURES

Section 1. Meetings

Regular meetings of the Faculty Handbook Committee will be held on the second or third Monday of the month at 3 PM during the academic year. The chair may call special meetings as needed. A quorum, consisting of a majority of members or their proxies, is required. The chair will conduct meetings according to *Robert's Rules of Order*. Each meeting must have minutes, attendance, and proxies recorded. Each meeting agenda is expected to be posted at least one week before the meeting, and all meetings are open to all faculty members. Effort should be made to explicitly invite any constituency group that might be particularly affected by a proposed modification.

Section 2. Changes to Handbook

Proposals for changes to the Faculty Handbook should be made in writing by any official university governing body or administrative office at least 10 days before the next scheduled meeting. All proposals shall be brought before the committee for consideration.

The Amendment Process for change in the University Faculty Handbook:

Step 1. Proposal phase

- 1.1. Written proposals are brought to the Faculty Handbook Committee
 - 1.1.1. Proposal is given to the chair of the committee in writing at least 10 days before the scheduled meeting
 - 1.1.2. Chair responsibilities
 - 1.1.2.1. Chair confirms receipt of proposal
 - 1.1.2.2. Chair distributes the proposal to all members of the committee
 - 1.1.2.3. Chair notifies the relevant constituency groups of proposal
 - 1.1.2.4. Chair notifies University Counsel of proposal
 - 1.1.2.5. Proposal is added to the agenda of the next meeting
- 1.2. Proposal is read to the floor at next scheduled meeting and recorded in the minutes (Step 2)

Step 2. First vote process (to approve proposal to advance for review)

- 2.1. Proposal read to the floor
 - 2.1.1. Stakeholder comments (if present)
 - 2.1.1.1. Voices of dissent for policy
 - 2.1.1.2. Voices of support for policy
 - 2.1.2. Proposal is discussed as a committee of the whole
- 2.2. Vote held, proxy votes allowed, plurality of those present to pass
 - 2.2.1. Vote fails – policy rejected (Step 3)
 - 2.2.2. Vote passes – policy moves to review process (Step 4)

Step 3. Policy rejected

- 3.1. Process stops, is recorded in the minutes, and included in the annual report

Step 4. First vote review process

- 4.1. Review and comment period (can be contemporaneous)
 - 4.1.1. University Counsel review for conflict or legal concerns
 - 4.1.2. Employee Handbook review through human resources for conflict
 - 4.1.3. Senate and constituent review and comment period
 - 4.1.4. Council of Directors' review and comment period
 - 4.1.5. College Dean's review and comment period
 - 4.1.6. Vice President of Research review and comment period
 - 4.1.7. Provost review and comment period
- 4.2. After a reasonable amount of time for review (stipulated by the chair in the minutes) the policy is added to the agenda for the next meeting (Step 5)

Step 5. Second vote process

- 5.1. The policy is re-read to the floor.
- 5.2. The chair reports a summary of all reviews of the policy from counsel, human resources, senate, provost, and constituent reviews
- 5.3. Stakeholder comments (if present)
 - 5.3.1. Voices of dissent for policy
 - 5.3.2. Voices of support for policy

- 5.4. Committee discussion on reviews
- 5.5. If significant changes are needed (beyond editorial or clarification of language) or issue discovered with the policy after review, the policy does not have a 2nd vote but returns to first vote (Step 2), else it advances to second vote (Step 5.6).
- 5.6. Second vote held, proxy votes-allowed, plurality of membership to pass
 - 5.6.1. Vote fails
 - 5.6.1.1. Returns to first vote (Step 2)
 - 5.6.2. Vote passes
 - 5.6.2.1. Final counsel review
 - 5.6.2.2. Advances to step 6

Step 6. Faculty Handbook Committee and Provost bring proposal(s) to Office of the President

- 6.1. President rejects policy
 - 6.1.1. Policy change fails (Step 3)
- 6.2. President accepts policy as written (Step 7)
- 6.3. President accepts policy with modification
 - 6.3.1. Modifications are substantial and send back to second ~~first~~ vote (Step 2-5)
 - 6.3.2. Modifications are editorial or clarifying (Step 7)

Step 7. New language added to the Faculty Handbook

- 7.1. Provost reviews revisions
- 7.2. Revised text is sent to the chair of Faculty Handbook Committee to determine if changes are accurate.
 - 7.2.1. New text is determined accurate by chair (moves to Step 8)
 - 7.2.2. New text is not determined accurate by chair (moves to step 7.1)

Step 8. New Faculty Handbook is amended and updated to the provost's webpage

- 8.1. New Faculty Handbook records the new date of implementation and includes a note of the changes in an executive summary as a cover letter written by the Faculty Handbook Committee and full details of the change added to the appendix.
- 8.2. Faculty Handbook Committee reviews new Faculty Handbook for accuracy of changes
- 8.3. Faculty Handbook Committee verifies all URL links in the Faculty Handbook
- 8.4. Faculty Handbook Committee chair informs the Provost of approval of handbook as posted or informs the Provost of necessary edits

Changes to the official handbook take effect July 1 of the next fiscal year. All changes made to the handbook in a given year will be included in an annual appendix.

ARTICLE IV

COMMUNICATIONS/REPORTING

Section 1. Administrator to whom the committee reports

The Faculty Handbook Committee reports and ~~makes~~ moves recommendations to the President of the University. If approved by the committee, changes are formally recommended to the University President for a final decision.

Section 2. Staff Support

The Faculty Handbook Committee will have staff support from the Office of the Provost as deemed appropriate by the Provost. The Office of the Provost will assign a point of contact for uploading minutes and documents to the Provost's website. The Office of Human Resources will assign a point of contact for review of new policies against the current Employee Handbook. The Office of General Counsel will use the non-voting ex-officio as the point of contact for counsel reviews.

Section 3. Minutes

Minutes of the Faculty Handbook Committee meetings are recorded by the historian and approved by the committee members. The approved minutes are distributed to the designated Office of the Provost staff support member to post to the Provost's website and for distribution to the committee members, directors, deans, the Provost, and the President.

Section 4. Website Location and Changes

The Faculty Handbook Committee will communicate to the university community utilizing an appropriate website. The Faculty Handbook Committee website will be the primary resource regarding amendments/revisions in the Faculty Handbook, committee minutes, membership list, and bylaws. The Provost Office staff member and Faculty Handbook Committee chair will be responsible for posting the approved committee minutes within 60 days of the committee's meeting, using an appropriate website. Past minutes are kept on the website for a minimum of five years. The Faculty Handbook Committee historian will review all active URL links in the current Faculty Handbook to verify accuracy. Any errant URLs will be reported to either the Office of the Provost or Office of Human Resources.

Section 5. System for Preserving Minutes, Changes, and Copies

The most current copy of the Faculty Handbook is retained by the Office of the Provost as a .pdf and is designated as the official Faculty Handbook. The Provost's Office will be responsible for keeping records of amendments and revisions to the Faculty Handbook and disseminating the amendments and revisions to the faculty.

Section 6. Annual Report

An annual report will be written by the chair of the Faculty Handbook Committee and submitted to the President of the University at the end of the academic year. By July 1 of each year, the Faculty Handbook Committee chair will submit a copy of the annual report to the Committee on Committees along with a letter from the president acknowledging receipt of the report. The annual report will include the major yearly activities of the committee, along with a list of amendments and revisions that have been approved by the President during the year.

B.

To: President Rodney Bennett and Provost Steven Moser

From: the University Faculty Handbook Committee

Authored by: David Holt, Chair

Date: October 31, 2018

Updated: April 24, 2019

Approval Date: May 7, 2019

Concerning: **Conditionally negating the document titled “Procedure for Implementing Amendments to the Faculty Handbook” dated May 28, 2013**

RECOMMENDATION 01-2018/19 FROM FACULTY HANDBOOK COMMITTEE:

WHEREAS, the document titled “Procedure for Implementing Amendments to the Faculty Handbook” dated May 28, 2013, is posted to the Provost’s webpage along with the current bylaws and has been recommended by the reorganization committee of Vision 2020 to “be followed”; and,

WHEREAS, the May 28, 2013, document contains language that is no longer applicable; and,

WHEREAS, the new Faculty Handbook Committee Bylaws will contain procedures for amending the Faculty Handbook that render the May 28, 2013, document inconsistent or redundant;

THEREFORE, BE IT RECOMMENDED THAT the **May 28, 2013, document be rendered void and removed from the website upon approval of new Bylaws** from the Faculty Handbook Committee and confirmation that the May 28, 2013, document is incorporated properly in the bylaws and therefore redundant.

C.

To: President Rodney Bennett and Provost Steven Moser

From: the University Faculty Handbook Committee

Authored by: David Holt, Chair

Date: May 7, 2019

Approval Date: May 7, 2019

Concerning: **Authorizing Elections and Transitioning the Faculty Handbook Committee**

RECOMMENDATION 03-2018/2019 FROM FACULTY HANDBOOK COMMITTEE:

WHEREAS, the Initiative #3 of Vision 2020 recommends that 5 members be elected to the new Faculty Handbook Committee for September 2019; and,

WHEREAS, the current Faculty Handbook Committee consists of members who are both appointed and have terms extending into the next academic year; and,

WHEREAS, the Faculty Handbook Committee has changed its bylaws to authorize elections to replace its current membership; and,

WHEREAS, electing all new members to a new Faculty Handbook Committee will not allow a staggered rotation of terms as recommended by Initiative #3 in Vision 2020 and Faculty Handbook Committee Bylaws; and,

WHEREAS, normal election cycles are in Spring, but the Faculty Handbook Committee has voted to reconstitute the Faculty Handbook Committee;

THEREFORE, BE IT RECOMMENDED THAT **both elections of the 4 colleges and Gulf Coast faculty at-large and appointments for Dean, Director from the Council of Directors, and Faculty Senate Appointment occur in August 2019** to seat new members for a September 1, 2019 start; and,

THEREFORE, BE IT FURTHER RECOMMENDED that “**group 1**” of the newly elected Faculty Handbook Committee **be elected for an initial 2-year term and “group 2” be elected for a full 3-year term**; and,

THEREFORE, BE IT FINALLY RECOMMENDED that **Dean Trent Gould, Sam Bruton, Sharon Rouse, and David Holt have their terms shortened to terminate on August 31, 2019** with rights for re-appointment or election.

D.

To: President Rodney Bennett and Provost Steven Moser

From: the University Faculty Handbook Committee

Authored by: David Holt, Chair

Date: May 7, 2019

Approval Date: May 7, 2019

Concerning: **Adoption of the New Faculty Handbook as outlined in Initiative #3 of Vision 2020 and charge to the new Faculty Handbook Committee**

RECOMMENDATION 02-2018/2019 FROM FACULTY HANDBOOK COMMITTEE:

WHEREAS, the reorganization process of Vision 2020 has produced Initiative #3 that proposed a newly formatted Faculty Handbook; and,

WHEREAS, the Faculty Handbook Committee has voted to move the Initiative #3 forward for approval; and,

WHEREAS, the Faculty Handbook Committee does not have adequate time this academic year to address issues listed in Appendix D and other needed adjustments to the Vision 2020 Faculty Handbook; and,

WHEREAS, the Faculty Handbook Committee does not have adequate time this academic year to fully compare our current 2017-2018 Faculty Handbook to the new Vision 2020 Faculty Handbook;

THEREFORE, BE IT RECOMMENDED THAT the University **advance Initiative #3 of Vision 2020 and create a new Faculty Handbook while retiring the 2017-2018 Faculty Handbook**; and,

BE IT FURTHER RECOMMENDED THAT the newly elected Faculty Handbook Committee **be charged to address all questions outlined in Appendix D of Initiative #3** in Fall of 2019 with full authority to address and make recommendations to update the new Faculty Handbook following the procedures outlined in the Faculty Handbook Committee Bylaws; and,

BE IT FURTHER RECOMMENDED THAT the newly elected Faculty Handbook Committee **be charged to address any continuity issues in the new Faculty Handbook** (e.g., definition of purpose of Faculty Handbook Committee) in Fall of 2019 with full authority to address and make recommendations to update the new Faculty Handbook following the procedures outlined in the Faculty Handbook Committee Bylaws; and,

BE IT FINALLY RECOMMENDED THAT the new Faculty Handbook Committee **be charged with reviewing the 2017-2018 Faculty Handbook** to address any concerns raised by faculty and the committee about omissions or unintended policy changes in the next academic year with full authority to address and make recommendations to update the new Faculty Handbook following the procedures outlined in the Faculty Handbook Committee Bylaws.