



12-31-2008

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RESOLUTIONS and RECOMMENDATIONS

Fall 2007 - Spring 2008

Faculty Resolution concerning “Change in NCAA Division Standing”

Whereas, the Jacksonville State University Board of Trustees is openly discussing moving the University Athletic Program up to a higher NCAA division, and,

Whereas, many academic programs at the University are under-staffed and under-funded, and,

Whereas, tuition fees have already risen to such an extent that they impose a major financial burden on students, therefore,

The Jacksonville State University Faculty Senate hereby submits the following resolutions.

That the JSU Faculty oppose any move up in NCAA Division standing at this time without more information.

That careful, third party, estimates be made as to the cost/benefits of moving up to the next division.

Passed on 10/08/2007

Faculty Senate Recommendation concerning Attraction and Retention of Faculty: Promotion to Distinguished Professor

In response to a general request for recommendations of ways to improve both retention of current JSU faculty and attraction of new faculty to the university, the Faculty Senate recommends that the University put in place another faculty rank, that of **Distinguished Professor**.

The Senate recommends the addition of this rank for two primary purposes. First, having a rank beyond Professor will motivate faculty members to continue with their work for the university, both in the classroom and on committees, and outside of the university with their scholarship. Second, the rank and its concomitant raise constitute a concrete way for JSU to show how valuable its faculty are, especially those who have served for decades. Since Merit Pay is available only rarely, instituting the rank of Distinguished Professor would indicate JSU's commitment to fostering and rewarding ongoing academic excellence.

Promotion to this rank would not be automatic or pro forma. Those applying for this permanent rank would be required to have maintained excellence in teaching, scholarship, and service (the specific requirements for each area to be determined) and to have served a minimum of years (10 or 15 would be appropriate) at the rank of Professor.

The application process would be in line with the application processes for Associate Professor and Professor. Those who apply for and achieve the rank should receive a raise suitable to a rise in rank and large enough to warrant the effort of application.

Someone achieving the rank of Distinguished Professor would then upon retirement be eligible for recognition by the Senate for Distinguished Professor Emeritus/Emerita.

Approved by Senate 4-9-2007 -And- Approved by Senate 2-11-2007

Faculty Senate Recommendation concerning JSU's Out-of-State Travel Policies and Procedures

Faculty members of Jacksonville State University are expected to keep themselves proficient in their respective fields of expertise, be excellent teachers, conduct research and present that research either through publications or presentations at conferences, and provide service not only to the University, but also to our respective fields and to the community. In order to encourage these activities, faculty members are enticed by the mechanisms of tenure and promotion. Therefore, faculty members engage in these activities. One activity that enhances each of the aforementioned areas is attendance at regional and national conferences which necessitates out-of-state travel.

These regional and national conferences usually take place in rather expensive locations and faculty members typically spend more for their travel costs than what they are compensated for upon completion of those travels. Recently, certain policies and procedures have been adopted that impede the turn-around time for reimbursement and certain polices have been instituted that call into question the integrity of the faculty, which, in turn, affects faculty morale. Therefore, we respectfully submit the following recommendations as a way of adding our voice in support of *Jacksonville State University's Strategic Plan 2006-2011*, S6.2 Periodic Review of the Administrative Processes, especially S6.2.1, Identify Administrative Processes for Review.

Part I: Signature Requirements for BA Form 24

The Faculty Senate recommends changing the signature requirements on the BA 24 Form for Out-of-State Travel. Under the current policy, the faculty member submits a request for out-of-state travel which includes a budget or estimated cost for travel. This request is then submitted by the faculty member and the form proceeds through channels: Department Head, Dean of the faculty member's college, and to the VP for Academic and Student Affairs. Once approved the faculty member engages in the travel and once the travel is completed, the faculty member resubmits the form back through the same channels. The Faculty Senate recommends that the policy be changed to allow the faculty member to submit the travel form upon completion of travel to the Department Head and then have the form submitted directly for reimbursement without proceeding through all the channels again provided that the faculty member did not exceed his or her proposed budget for the trip. Granted, if a faculty member exceeds his or her proposed and approved budget, then we agree that the travel form should be resubmitted through the same channels for approval. However, requiring a faculty member to resubmit through the same channel twice for something that was approved is rather redundant and slows down the reimbursement process. In addition, it is not very cost effective to tie up Deans and a VP in additional accounting duties because by doing this, their attention is taken away from other pressing matters.

Part II: Requirement to Provide a Conference Brochure in Order to Receive Out-of-State Travel Pay

The Faculty Senate recommends rescinding the requirement that faculty members provide a copy of the conference brochure as part of their requests for travel reimbursement. We, the Faculty Senate, have been

informed that there are two reasons for the requirement to provide a copy of a conference brochure along with our travel reimbursement requests. First, the copy of the conference brochure provides proof of attendance and, second, it provides a fail safe mechanism for ensuring that faculty members do not receive reimbursement for meals that may have been provided as part of the conference proceedings or paid for through conference registration fees. This brings up three valid concerns we have regarding this policy.

First, if the current policy notes a faculty member is not required to show proof (receipts) for claimed meals, then why institute this policy. Just because a meal may be paid for as part of the conference proceeding does not mean that the faculty member was able to partake of that meal. There could be several reasons why a faculty member could not attend a meal provided by the conference: dietary reasons, religious reasons, or the faculty member was engaged in a conference activity that precluded the person from attending the meal; therefore, necessitating the member partake of a meal elsewhere. If the University wants to ensure that the member did not “double-dip,” then requiring the faculty member to provide receipts to prove that everything is “above board” would be more logical than requiring a copy of the conference brochure. If a faculty member is able to provide receipts for all meals he or she paid for during the conference, then we question the legality of refusing to pay a faculty member for those expenses due to what is written in some conference brochure.

Second, requiring faculty members to provide a copy of the conference brochure to show proof of attendance is rather, well, insulting to the faculty and this, in turn, has become a morale issue. We feel that providing a copy of a conference brochure does not prove attendance. Most conferences provide a copy of their conference brochures online or a person could easily have a friend or colleague mail the faculty member a copy of the brochure. In addition, many conferences are starting to use CDs to record conference proceedings and some of these can be very expensive. If a faculty member can produce receipts that show he or she paid for the conference registration, paid for the hotel, travel, and meals, then this should be proof enough for reimbursement.

Finally, faculty members would like to maintain a copy of these brochures when it comes time for tenure and promotion consideration. If they are required to give up these documents in order for them to be maintained on file to justify reimbursement procedures that is not fair to the faculty member, especially if the faculty member had to pay for the brochure. Granted, you could require the faculty member to copy the brochure and prove the copy instead of the original. However, this would become expensive for the Departments since most of these brochures are rather lengthy. In the following section we discuss the issue of timely payment of travel expenses.

Part III Processing Time for Travel Reimbursements

Attending conferences is an expensive ordeal for all faculty members, especially junior faculty. Most of us who attend conferences pay more out of our pockets than what the University will reimburse us for upon completion of our travels. In addition, most of us who travel will pay for that travel, in part or whole, with a credit card. If you use a credit card, then you are subjected to finance charges for your travel expenses. To compound this problem, it has come to our attention that some faculty members are waiting three, four, or more weeks to receive reimbursement for their travel expenses, which, in turn places a financial burden on our faculty, especially junior faculty.

We recommend that this process be evaluated in order to ascertain if the process can be adjusted in order to provide faculty with a more timely reimbursement of travel expenses, thereby reducing the amount of finance charges one pays for using a credit card to pay for his or her university-related travel expenses. Granted, we know that a faculty member can request JSU pay for certain expenses (purchase order for conference registration fees) related to conference attendance, which would relieve some of the finance charges. However, JSU cannot pay for all conference expenses in advance and the faculty member still faces

the possibility of paying for some of his or her travel expenses via credit card. One change that would facilitate a quicker turn around time for processing is contained in the recommendation we made in Part I of this document, whereby the University rescind the requirement that the travel forms go through channels twice. We hope that the Administrative Council may find additional means to streamline the process.

Faculty Senate Recommendation concerning Agreements with International Universities

MEMORANDUM

TO: Dr. Rebecca O. Turner, Vice President for Academic and Student Affairs

FROM: Faculty Senate

SUBJECT: Agreements with International Universities

DATE: 4/14/2008

In our support of JSU's Strategic Plan (2006-2011), S1.3 (Identify off-campus opportunities for student participation to support global leadership and citizenship) and S2.2 (Recruit and Retain Excellent Faculty), the attached recommended proposals are respectfully submitted for you examination and consideration. These recommendations are presented in two parts. Part I offers our recommendation for promoting increased enrollment of international students and an increase in faculty exchanges with these international universities. Part II sets forth our reasons for these recommendations.

Faculty Senate Recommendation concerning Recommended Changes to JSU's Tenure and Promotion Policies

Part I: Tenure

The Faculty Senate recommends changing the tenure policy to allow tenure-track assistant professors, associate, or full professors who are hired but not granted tenure at the time of hire, the option of being considered for tenure after the completion of four academic years of service or waiting until the completion of the fifth year without prejudice. Granted, the current policy allows for faculty members who are hired by the University to receive years toward promotion and/or tenure and we expect that to remain as part of the policy.

However, the changes we recommend would allow an assistant professor (associate or full professor depending upon the circumstances) to apply for tenure at the beginning his or her fifth year, and if tenured, the tenure would be effective at the beginning of his or her sixth year. If the faculty member wishes to wait until the completion of the fifth year, then the faculty member would be allowed to apply for tenure, without prejudice, during his or her sixth year. If the faculty member applies for tenure after the completion of the fourth year and is not granted tenure, then that faculty member would be allowed to reapply, without

prejudice, at the end of his or her fifth year. There exists the possibility, due to funding and other such matters, that an exceptionally qualified faculty member would not receive tenure because of the aforementioned reasons, yet the University may want to keep the faculty member, and incorporating this policy would allow us to retain quality faculty. In recommending these changes we realize that tenure is based on certain requirements/equivalents that have been established by each college at JSU and we turn our attention to these requirements/equivalents.

When it comes to the requirements for tenure, the system was designed based upon completing five years of service. We recommend the requirements/equivalents remain based on that five-year time frame and on the current requirements/equivalents. The teaching, research, and service requirements/equivalents established would remain in effect and any faculty member who has completed his or her fourth year and wanted to be considered for tenure would be considered based on the requirements/equivalents as they are currently written. That way an outstanding faculty member who has meet or exceeded the requirements in four years could be rewarded for his or her exceptional achievements. In other words, in order to be considered for tenure (or promotion) after completing four years, the faculty member would have to meet or exceed the requirements/equivalents established for a five-year time frame for tenure.

As previously stated, the purpose of tenure, as well as promotion, is to reward excellent teaching, research, and service. These aforementioned changes provide the University a mechanism in which it can reward outstanding faculty. These changes, if incorporated into University policy, would have several benefits. First, these changes would encourage faculty members to strive for excellence. Second, these changes would reward faculty members who excelled in their teaching, research, and service. Third, these changes would make JSU more competitive than most Alabama universities when it comes to recruiting and retaining quality faculty; thereby supporting JSU's Strategic Plan 2006-2011, S2.2 Recruit and Retain Excellent Faculty. In Part II, we address the issue of promotion.

Part II: Promotion and Date of Rank (DOR)

The Faculty Senate recommends changing the promotion policy to allow assistant professors the option to apply for promotion to associate professor after the completion of four academic years of full-time employment or wait until the completion of the fifth year and that these applications are considered without prejudice based upon the time frame in which they decide to apply. In addition, we recommend that associate professors, who have completed four academic years of full-time employment, be allowed the option to apply for promotion to full professor or the option to wait until a later date. In addition we recommend a new method for establishing a Date of Rank (DOR) once promoted to the next higher rank.

Currently, a person who is considered for promotion to associate professor (usually in connection with tenure consideration) applies for that promotion after the completion of his or fifth year. The person completes his or her application during the first semester of the sixth year and the application is submitted for consideration during the Spring semester of the sixth year. If granted the promotion, it becomes effective at the start of the seventh year. Under current rules, the time frame for consideration to the next rank begins upon promotion (seventh year). Advancement to full professor is then based upon requirements/equivalents that the faculty member is engaged in during the next five years. Yet, during the sixth year, the faculty member will have some accomplishments that have the possibility of not being considered because the "clock starts" at the beginning of the seventh year. In order to preclude this from happening, we recommend that a DOR be established for each promotion.

We recommend that the DOR be established as the date of the beginning of the semester when the application for promotion was started. If a person applies at the beginning of his or her fifth year and is promoted at the beginning of the sixth year, then the DOR would be the beginning of the faculty member's fifth year—effective date for the increase in pay would remain the same and not be retroactive to the DOR.

The next promotion would be based on the DOR; thereby, ensuring that a faculty member continues to get full credit for time served and ensuring that a year is not lost in the process. Examples that demonstrate the aforementioned Tenure and Promotion policy changes are provided in Part III below.

Part III Example of Applying the Changes

In this part, we provide an example of how these policy changes would work using an example of two faculty members. We start with tenure and promotion to associate professor and we use Assistant Professors A and B. Both of these faculty members started during the same academic year and both of them have had above average records when it comes to teaching, research, and service. Both are considered for tenure and promotion after the completion of their fourth year, yet B decides to wait until the completion of the fifth year. Both are considered for tenure and promotion without prejudice due to the time they applied for tenure and promotion consideration, and both receive tenure and promotion. The chronological events involved in this process would be as follows:

Table 1. Example: Applying the Recommended Changes

	<u>Assistant Professor A</u>	<u>Assistant Professor B</u>
Academic Years/Action¹	2005-2006	2005-2006
	2006-2007	2006-2007
	2007-2008	2007-2008
	2008-2009	2008-2009
	2009-2010 Submits for T/P	2009-2010
	2010 (Fall) Tenured and Promoted	2010-2011 Submits for T/P
	DOR: Start of 2009-2010	2011 (Fall) Tenured and Promoted
	Academic Year	
	2009-2011 Time starts for next promotion (Full Professor)	DOR: Start of 2010-2011 Academic Year
		2010-2011 Time starts for next promotion (Full Professor)

Note: 1. The time frames denoted above can easily be applied to two professors moving from associate to full professor.

Part IV, below, presents an overview of the tenure and promotion time-in-service requirements for four select Alabama universities and supporting references.

Part IV Tenure and Promotion: Review of Select Alabama Universities

A review was conducted of select Alabama universities in order to ascertain their time-in service requirements for tenure and promotion. Table 2 below provides a brief overview of the tenure and promotion time-in service requirements established by these select Alabama universities. Following Table 2, you will find excerpts referencing tenure and promotion policies from the various faculty handbooks.

Table 2. Time-in-Service Requirements for Tenure and Promotion for Select Alabama Universities

University	Tenure	Associate Professor	Full Professor
JSU	Five academic years of full-time employment	Five academic years of full-time employment	Five full years as an associate professor
Auburn	Completion of four years.	Four years as an assistant professor	Four years as an associate professor
Troy	Five years	Five consecutive years of full-time teaching at the rank of assistant professor	Five consecutive years of full-time teaching at the rank of assistant professor
UAH	Not to exceed six years	Based on service research and teaching, yet no apparent time-in-service requirements.	Based more on reputation and achievements, yet no apparent time-in-service requirements.

1. Jacksonville State University (JSU Faculty Handbook):**Tenure:**

2.6.2 PROCEDURE

Faculty members who have completed five academic years of full-time employment in a tenure-track position at the University and have been reappointed for the sixth academic year will be considered for tenure during the sixth academic year. Faculty members who hold tenure-track positions and who have met minimum criteria and time requirements should make application for tenure through their department heads. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment. Leaves of absence shall not count as time eligible toward tenure. Exceptions to this policy may be made in unusual cases upon the approval of the Vice President for Academic and Student Affairs and the President.

Promotion:

2.5.2 PROCEDURE

Assistant Professors who have completed five academic years of full-time employment in a tenure-track position at the University, or who have a combination of University full-time employment and credit for prior service with a total of five academic years and have been reappointed for the sixth academic year, may be considered for promotion during the sixth academic year. For any other tenure-track rank, faculty members who have met minimum criteria and time-in-rank requirements for promotion, including any prior service, should make application for promotion through their department heads. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment.

Note: Per the faculty handbook, in order to be considered for the rank of Full Professor, the applicant must have served five full years as an associate professor.

2. Troy State University (Troy Faculty Handbook):

Tenure:

3.6.3 Procedures Relative to Advancement to Tenure

Although a supervisor may recognize superior service by recommending an early granting of tenure and the University may concur by offering tenure, individual faculty members normally should not apply for tenure until the beginning of the sixth year of the probationary period or its equivalent, as defined in Section 3.5.3 Date of Tenure.

Promotion:

3.2.1.3 Associate Professor

5. At the time of employment by Troy University and of initial determination of academic rank at Troy University, a minimum of two consecutive years of full-time ranked teaching as an assistant professor in another regionally accredited college or university in conjunction with three years of full-time teaching at the rank of assistant professor of Troy University, or a minimum of five consecutive years of full-time teaching at the rank of assistant professor for Troy University prior to the filing of an application for promotion in rank and review by the Faculty Promotion and Tenure Review Committees.

3.2.1.4 Professor

5. At the time of employment by Troy University and of initial determination of academic rank at Troy University, a minimum of five consecutive years of full-time ranked teaching as an associate professor in another regionally accredited college or university.

3. Auburn University (Auburn Faculty Handbook):

Tenure and Promotion:

10. ELIGIBILITY FOR PROMOTION AND TENURE

There is no fixed requirement for years of service at a given rank before a faculty member can be promoted or tenured. However, the qualifications for tenure or for each professorial rank generally cannot be demonstrated fully in less than four complete years of service. Only in exceptional and well-documented cases, in which a faculty member has substantially exceeded requirements for promotion and/or tenure in a shorter time, should he or she be recommended for promotion and/or tenure before completing four years in rank.

4. University of Alabama at Huntsville (UAH Faculty Handbook):

Tenure:

7.3.2.3 The Probationary Period

The probationary period is defined as the maximum length of time between the initial appointment as a member of the tenure-earning faculty and the year in which tenure is awarded or denied. For appointees whose initial appointment to the tenure-earning faculty begins in the fall semester, the probationary period

will be no more than six years in length, unless extended subject to the provisions stated below. For appointees whose initial appointment to the tenure-earning faculty begins in the spring semester, the probationary period contract ends no more than six years from the beginning of the first fall semester following the date of initial appointment.

Promotion/Criteria by Rank:

7.6.2 Specific Criteria by Rank: Tenure-Earning and Tenured Faculty

7.6.2.3 Associate Professor

An associate professor must have the terminal degree in a pertinent discipline, except where the individual has achieved equivalent status through outstanding performance. An associate professor also must show superior achievement in either teaching or research/creative achievements and high levels of effectiveness in other areas of activity on which faculty are evaluated: (1) teaching, (2) research or creative achievements, and (3) service, with a balance consistent with the expectations of the discipline.

7.6.2.4 Professor

A professor must have the terminal degree in a pertinent discipline, except where the individual has achieved equivalent status through outstanding performance. A professor also must have attained authoritative knowledge and reputation in a recognized field of research or creative achievements and must have maintained high levels of effectiveness in teaching and in service.

Note: A search of the University of Alabama at Huntsville Faculty Handbook did not uncover a specified time-in- rank requirement for promotion from associate to full professor, yet it was noted that tenure consideration of assistant professors generally included promotion consideration to associate professor. It is apparent that after promotion from associate to full professor is based on reputation and achievement with no apparent consideration to a time-in-service requirement.

Faculty Senate Recommendation concerning Increasing the Amount of the Pay Raise an Academic Receives Upon Promotion to the Next Higher Rank

MEMORANDUM

TO: Dr. Rebecca O. Turner, Vice President for Academic and Student Affairs

FROM: Faculty Senate

SUBJECT: Increasing the Amount of the Pay Raise an Academic Receives Upon Promotion to the Next Higher Rank.

DATE: 4/14/2008

In support of JSU's Strategic Plan (2006-2011), S2.2 Recruit and Retain Excellent Faculty, the attached recommended changes to the University's pay increases for instructors promoted to the rank of assistant professor, assistants to associates, and associates to full professors is respectfully submitted for your review

and consideration. This recommendation is in two parts. Part I presents our recommendation for the amount of the pay raise, and Part II sets forth an effective date for the pay raise.