**Faculty Senate Meeting is on Monday 28th at 3:45 pm in A201, Marietta.**

**Agenda**

1. Approval of minutes – Joya Carter-Hicks
2. CARE center – Yvonne Wichman
3. Administrator reviews – Andrew Pieper
4. Missing liaisons, and other FS committee positions – Humayun Zafir.

Vote on interim appointments on Senate appointments. – Doug Moodie.

Liaison to USGFC – Doug Moodie

Liaison to Deans Council – Roxanne Donovan

Liaison to Chairs and Directors Assembly –

Liaison to Staff Senate –

Liaison to Student Government Association –

Liaison to Administrators Council –

Liaison to Part Time Faculty Council –

Policy committee – Doug Moodie

Grievance Task Force – Terry Carter and Darina Lepadatu

Handbook Committee – Randy Stuart and Chris Ziegler

Adult Learning Task Force – Sandra Pierquet

Centers and Institutes Task Force – May Gao

1. Handbook update progress – Ron Matson.
2. Grievance task force progress – Ron Matson.
3. UAV policy situation progress – Ron Matson
4. Loss of staff/faculty lounge in student center – Richard Mossholder.

“Greetings Faculty Chair:

The University Store (KSU Bookstore) needs more space because of online order program growth. Additional space will be needed from December 7, 2015 through January 27, 2016. We subscribe to the idea that the distribution, assignment and utilization of space must support the mission of Kennesaw State University. Our mission is to provide adequate space for customers, student traffic, and adequate workspace for staff. We respectfully request authorization to use the Faculty/Staff Lounge (ST214) as a short-term solution from December 7 to January 27.
The space will be used to process online orders. The short-term solution will allow the University Store to accommodate "Rush" or start of school operations for spring semester 2016. Upon completion of the operations the University Store will provide an all day luncheon for faculty and staff. Additionally, the University Store will ensure that the space is cleaned.

Thanks in advance for your consideration.
Kind Regards,
Percy Ivey”

1. Faculty parking – Vanessa Robinson-Dooly

There are no new plans for increased faculty parking.

1. Also, I had an inquiry on exercise fees from a constituent: "I saw that the faculty membership fee for the rec center is $35/month. Seems very, very steep...esp. since use of rec center facilities at many universities is available for free or at a nominal cost (for faculty, at least).  I am fascinated to know how they - whoever 'they' are - arrived at that figure." – Ken White

Comparable Institution costs; Univ. of Tenn.: $22 per month, Univ. of Tenn., Chattanooga: $21 per month, UGA: $15 per month, Ga State: $21 per month, Emory: $18 per month, GA Southern: $24, Univ. of N. Ga.: $15.

1. Formation of Social Committee - Scott Larisch.

A KSU social committee be set up on the lines of the old SPSU social committee.

1. Changing Senate bylaws to allow 1st/2nd readings - Ken White.

Motion 1: “The Faculty Senate president may allow and preside over informal discussions on the floor pertinent to the imminent offering of formal motions. Speakers must first be recognized by the Faculty Senate president.  Upon recognition, the speaker should identify him or herself by name and the constituency he or she represents.”

Motion 2: “Non-informational or substantive agenda items, such as a motion to amend or modify handbook language, require a first and second reading.”

1. Dr. Papp's final P&T decisions and new (2016) P&T policy - Ron Matson.

“To Deans and Chairs,

It seems that I have created some confusion by my use of the word “recommendation” in that email. All of the items below were “recommended’ by one group or another (OWG 22,*ad hoc* committee, Kennesaw Faculty Senate, Marietta Faculty Senate).  As indicated, where there were conflicting recommendations, Dr. Papp was the final authority on which recommendation would become policy.  So, what is below (and what is in the OWG “Recommendations” attached) are now policy.  They are not optional.  Departments and Colleges do not pick and choose which one or ones they want to follow.

Furthermore, I've had several questions about who can review different portfolios in the new system.  For someone going up for tenure and/or promotion from Assistant to Associate, Associate and Full Profs review the portfolio.  For someone going up for tenure and/or promotion from Associate to Full, only Full profs review the portfolio. These changes will appear in the 2016-2017 KSU Faculty Handbook.  A committee to work on the handbook was convened on 17 September. They are working on Section 3 first and hope to have it completed by January 2016.

Given everyone knows the outline of the changes that are being made (see below), I recommend that departments and colleges convene their P&T committees to start rewriting P&T guidelines now.  While you will not know exact processes or procedures, you do know that we are switching to promotion being required for tenure, that external letters are being required etc.  Furthermore, you can work on the criteria you think are appropriate for tenure and/or promotion at each rank (don’t forget lecturers, senior lecturers, clinical and research faculty).
Ron”

“During the consolidation process, OWG 22 made recommendations regarding the Promotion and Tenure (P&T) process at Kennesaw State University [(http://www.ksuspsuconsolidation.com/wp-content/uploads/2014/03/OWG-22-Final-Report-updated.pdf](http://www.ksuspsuconsolidation.com/wp-content/uploads/2014/03/OWG-22-Final-Report-updated.pdf)).  As these recommendations were vetted by the Faculty Senates on the Kennesaw and Marietta campuses, some of OWG 22’s recommendations were called into question.  As a result, the Faculty Senate’s established an *ad hoc* committee to look at the recommendations in questions.   Upon further review by the Senates, each Senate made their own recommendations regarding the P&T recommendations made by OWG 22.  As there was no unified agreement among the four groups (OWG 22, *ad hoc* committee, Kennesaw Faculty Senate, Marietta Faculty Senate), the final decision as to which recommendation became policy was left to President Papp.

After careful consideration of all the perspectives, the final recommendation selected from among the alternatives proposed by the four groups are as follows:

1) Teaching includes activities such as mentoring, advising, and supervision.

2) Scholarship and Creative Activity will include a broad array of scholarship with the expectation that in order for something to be considered scholarship it must meet the expectations of scholarship as established       by the department, school, or college.

3)  Service includes service to the department, school, college, university, profession and community (but the service activity must be related to a person’s status as a faculty member).

4)  The majority of the external letters dealing with scholarship must come from individuals who are not co-authors nor dissertation committee members (a minority of external letters may come from co-authors or dissertation committee members).  For those letters from collaborators, the nature of the collaboration must be described.

5)  We recommend that only faculty at the same rank or above be allowed to vote on P&T decisions.  Members of Department & College P&T committees must be tenured.

6)  The vote tally for and against recommending promotion and/or tenure be recorded on the coversheet (but not names of individuals casting those votes).

7)     For PTR (Post-Tenure Review), two binders must be submitted. As is the case at both SPSU and KSU, there will be a binder 1 with coversheet(s), narrative, previous annual reviews.  Supporting evidence will be submitted in a second binder.

8)     External letters are not required for Post-Tenure Review (PTR).

9)   To receive a positive PTR recommendation, the faculty member must be “noteworthy” in teaching and be satisfactory in both scholarship and service. These ratings will be relative to the workload described in the faculty members FPA (Faculty Performance Agreement).

10)    Once a portfolio is submitted, no new material can be added. However, “updating” information (e.g., a paper going from “submitted” to “accepted “or a grant going from “submitted” to “funded”) may be included in a response letter and considered by subsequent levels of review. This is a simple “status” change of something already submitted; it is not considered a submission of new information. Previous levels of review will not reconsider their decision based on this status change.

11)   For promotion and tenure packets, two binders must be submitted. As is the case at both SPSU and KSU, there will be a binder 1 with coversheet(s), narrative, previous annual reviews. Supporting evidence will be submitted in additional binder(s).  There is no limit to the quantity of material that may be included in the second binder, but the faculty member and the department chair are expected to collaborate in order to ensure that that material is a representative sample of the work completed during the review period.

12)   The requirement for including external letters in portfolios will begin in Fall 2016 for all faculty.

13)   For faculty going up for promotion from Assistant Professor to Associate Professor and tenure (including early action cases), 3 external letters will be required.

14)   For faculty going up for promotion from Associate Professor to Professor, 5 external letters will be required.

15)   The current KSU model whereby the College committee is only a review committee when it comes to P&T decisions will be retained.

16)   The College review committee be allowed to examine all portfolios being put forth in that college if needed. Furthermore, any party can request a review by the College review committee.

17)   All P&T committees must have at least three voting members on them.

The above changes, along with the other OWG 22 recommendations regarding Promotion and Tenure (see attached), have been accepted and will be incorporated into the 2016-2017 KSU Faculty Handbook.  Please share with you faculty (although this notice will be placed on KSU Inform).Thanks.

Ron”

**Queries**

1. Details of external letters - is this a departmental responsibility? - Tanja Link
2. The first is about P&T, particularly external letters and the question of grandparenting or lack thereof. I suspect it stems from the unknowns about Ron's email, e.g., what is reviewed, just research (how selected?) or is the whole portfolio sent out? What does "external" mean (external to the department? the college? or the university)? Why might there be more letters (5) required than possible members (3) of a P&T committee when consensus by the faculty at both campuses was for fewer letters, at least initially. I assume these are all things that other faculty want to discuss; I'm just passing on the news that my department (PSIA) wants the Senate to discuss a response/inquiry into the issues as well. – Ken White
3. Can we extend date of implementation to 2017? – Roxanne Donovan
4. Can only Full professors vote on PTR of Full professors? – Doug Moodie

Vote to approve of new P&T policy? – Doug Moodie

1. A.O.B