

## **April Faculty Senate Meeting Agenda**

**Faculty Senate Executive Committee Meeting:** April 10<sup>th</sup>, 2017. 12:30 - 1:45 pm. KH 4427.

**Full Senate Meeting:** April 24<sup>th</sup>, 2017. 12:30 - 1:45 pm. Kennesaw Campus – University Rooms C-E (Carmichael Student Center).

### **Old Business**

1. None

### **New Business**

1. Approval of March meeting minutes.
2. Comments from President Olens
3. Reduction in online tuition – Elke Leeds
4. External Letters. The Final Decision – Ron Matson
5. Grade Appeal Policy Revision – Val Whittlesey
6. IRB Proposal – Andrew Pieper
7. Strategic Thinking and Planning Update – Jorge Perez
8. Presentation by the CIO – Lectra Lawhorne
9. FSEC elections: Current list of nominees –
  - a. President-Elect: Jennifer Purcell
  - b. Kennesaw Campus representative: Jeanne Bohannon
  - c. Marietta Campus representative:
  - d. Secretary: Doug Moodie
10. Shared Governance Year End Gathering at the Jolley Lodge – Humayun Zafar
  - a. April 28<sup>th</sup> 1:30 – 3:00 PM
  - b. Open to all current members (not future) of the following: Faculty Senate, Staff Senate, SGA, Deans Council, Chairs and Directors Assembly, and Administrators Council.
11. Any other business?
12. Motion to adjourn.

### **Information**

1. University Council meeting: April 25<sup>th</sup> – 2 – 3:15 PM in KH 4427. [Agenda and minutes can be found here.](#)
2. New USG Chief Academic Officer:[http://www.usg.edu/news/release/tristan denley named new chief academic of ficer of the university system of](http://www.usg.edu/news/release/tristan_denley_named_new_chief_academic_of_ficer_of_the_university_system_of)
3. Board Keep Tuition Increase to 2 Percent:[http://www.usg.edu/news/release/2017 2018 academic year tuition increase li mited to two percent](http://www.usg.edu/news/release/2017_2018_academic_year_tuition_increase_li_mited_to_two_percent)
4. Chancellor Launches Comprehensive Administrative Review:[http://www.usg.edu/news/release/university system launches comprehensive a dministrative review](http://www.usg.edu/news/release/university_system_launches_comprehensive_a_dministrative_review)

## External Letters – Final Decisions for 2017-2018 Faculty Handbook

(RHM; 10 April 17)

<b>Change in T&amp;P Procedure</b>	<b>Fall 2017</b>	<b>Fall 2018</b>	<b>Actions</b>
Switch to P and T (i.e. must be promoted to Associate before being tenured)	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required	Approved by Senate & CDA
External Letters	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required	Approved by President Olens 29 March 2017
Only Professors voting on promotion from Associate to Professor	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required	Approved by Senate & CDA
Tally of votes recommending/not recommending an action	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required	Approved by Senate & CDA

The actual process for obtaining external letters will be:

### I) Department Committees

- a. There is a single department committee with a minimum of 3 voting members at appropriate rank for each portfolio (committees can borrow faculty from other departments if needed).
- b. Only Professors can vote on a candidate’s promotion to Professor. Both Associate Professors and Professors can vote on a candidate’s promotion to Associate Professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate’s promotion to Professor.
- c. Faculty with the rank of Professor are expected to serve on P&T committees as required.
- d. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes).

### II) Letters

- a. The person submitting a portfolio (herein after referred to as the “candidate”) and the department chair/school director (herein after referred to as “chair”) develop a list of potential letter writers, twice the minimum number of the total required, with the candidate supplying at least half the names on the list.

- b. The chair and the candidate will discuss potential letter writers and in collaboration will develop a mutually acceptable, hierarchized list. The majority of letters must come from individuals who are neither co-authors nor dissertation committee members. If the candidate and the chair cannot reach agreement on the list of potential letter writers, the dean will make the final determination of the list..
- c. Individuals who pose a conflict of interest (such as friends, relatives, KSU co-workers) will be removed from the list.
- d. For promotion to Professor, the candidate chooses 2 names out of the final 3 letter writers; the chair chooses 1.
- e. For promotion to Associate Professor, the candidate chooses 2 out of the final 3 letter writers; the chair chooses 1.
- f. The candidate may veto two names on the chair's initial list with no reasons or explanations required.
- g. Neither the chair nor the candidate may solicit a letter concerning Scholarship / Creative Activity from outside of the mutually agreed upon list.
- h. The candidate may choose to solicit a maximum of 5 additional letters of support in any area of Teaching, and/or Service from outside the mutually composed list. When soliciting such letters, the candidate will include that the writer is asked not to make a tenure/promotion recommendation as such. . No individual may write more than one (1) letter of support for a single candidate's portfolio.
- i. The department chair contacts the potential letter writers by email or phone requesting their assistance.
- j. If the letter writer accepts, the chair will send the letter writer the standard KSU "Letter to External Reviewers," the KSU faculty member's CV, department guidelines for promotion and tenure, and reprints and/or professional portfolios or other documentation as appropriate by discipline. It is unnecessary to have all materials evaluated. The candidate should select the work to be shared with the letter writer. Materials should be shared electronically with the letter writer to the degree possible.
- k. If the letter writer declines, the chair will choose another letter writer in the order of the list.
- l. Once packets are sent to external letter writers, no additional information regarding the candidate's research/creative activity will be sent to the external letter writer
- m. The letter writers will send their letter to the department chair who will upload the letter into electronic portfolio workflows.
- n. If requests are sent to more potential letter writers than are required, and if more than the required numbers are received, all letters will be included in the portfolio.
- o. If fewer than the number of letters requested by the chair are received, the chair will so note in the portfolio and the review will proceed.

- p. The candidate will not see the letters unless the candidate expressly requests a copy of the letters pursuant the Georgia Open Record Act (O.C.G.A §50-18-0 through 50-18-76). At the end of the process, the department chair will remove the letters and keep them on file for seven (7) years following separation of the employee from the institution (USG Record Retention Guidelines for Employee Personnel Records #0472-04-01).

### **III) Department Chairs**

- a. Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank.

### **IV) College P&T Committees**

- a. Only Professors can vote on a candidate's promotion to professor. Both Associate Professors and Professors can vote on a candidate's promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Professor.
- b. College committees require a minimum of 3 voting members at the appropriate rank for each portfolio.
- c. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes)
- d. If there are fewer than three departments in a College, then the College P&T committee will include as many representatives from another College as needed.

### **V) Administrators**

All department chairs, deans, associate deans, VPs, AVPS etc. must follow the same procedure for soliciting incorporating external letters into their portfolio following the guidelines for teaching faculty.

### 3.8. Multi-Year Review Schedules (10Apr17)

<https://web.kennesaw.edu/academicaffairs/guidelines>

<b>Tenure and Promotion Reviews, Tenure Reviews (for Tenure Track Faculty), and Promotion Reviews (for Lecturers, Non-Tenure Track Faculty with Professorial Rank (including Clinical Faculty), and Tenured Faculty with Professorial Rank)</b>	
<b>Mid-January to Early February</b>	Chair & Faculty decide on external letter writers as required
<b>Mid-February to Early March</b>	Chair sends request for external letters
<b>Late April – Early May</b>	Chair sends a reminder email to letter writers
<b>01 July</b>	Due date for external letters (if a letter is not received by this date, go to next letter writer on the list)
<b>Mid-August</b>	Submit Portfolio to Department Office
<b>Mid-August to Mid-September</b>	Department Review Committee review (see NOTE)
<b>Mid-September to Early October</b>	Department Chair review (see NOTE) (Department Chair review can begin earlier, but no Chair decision should be made before the end of the optional faculty response deadline)
<b>Early October</b>	Portfolio is Transferred to the Dean's Office by the Department Chair
<b>Early October to Early November</b>	College Dean's review (see NOTE)
<b>Early November</b>	Portfolio is transferred to Provost/VPAA's Office (except portfolios with any negative decisions or requests for additional review go directly to College committee)
<b>November to December</b>	College Committee review (portfolios with any negative decisions or requests for additional review)
<b>November-December-January</b>	Provost/VPAA Review and Referral to College Committee as needed
<b>January to Early February</b>	College reviews as needed Based on Provost/VPAA's request (see NOTE)
<b>February and March</b>	Provost/VPAA and President recommendations (see NOTE)

<b>April</b>	Submission to Board of Regents for their records
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**For Third-Year, Pre-Tenure, or Pre-Promotion Reviews (For Lecturers and Senior Lecturers, and All Faculty with Professorial Rank) and Sixth Year Reviews (for Senior Lecturers and Non-Tenure Track Faculty with Professorial Rank, including Clinical Faculty)**

<b>Mid-September</b>	Submit Portfolio to Department Office
<b>Mid-September to Mid-October</b>	Department Review Committee review (see note)
<b>Mid-October to Early November</b>	Department Chair Review (see note) (Department Chair review can begin earlier, but no Chair decision should be made before the end of the optional faculty response deadline to the Department review)
<b>Early November</b>	Portfolio is Transferred to Dean's Office by Department Chair
<b>Early November to Early December</b>	College Dean Review (see note)

**For Post-Tenure Review (for Tenured Faculty)**

<b>Early October</b>	Teaching Faculty Submit Portfolio to Dean's Office
<b>Early-October to Early November</b>	College PTR Committee Reviews Teaching Faculty (see note)
<b>Mid-November to Early January</b>	College Dean Reviews Teaching Faculty (see note)

The exact dates for the tenure and promotion, third year, and post-tenure review schedules can be found on the Academic Affairs webpage at <https://web.kennesaw.edu/academicaffairs/>.

NOTE: Within 10 calendar days from the review decision, the candidate has the right to respond to the committee's or administrator's decision and justifications by submitting a written letter to the reviewing committee or administrator and copied to the next level of review. The reviewer (committee or administrator) does not respond to this letter.

## Grade Appeal Procedure

Kennesaw State University is committed to treating students fairly in the grading process. Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable. Any such appeal must be based on an allegation that the faculty member has violated his/her stated grading policy or/and that the grade was a result of discrimination or retaliation. The student has the burden of proving these allegations. All formal appeals under these procedures will be based only on the written record.

- Informal: Students are encouraged to discuss concerns and disputes over final course grades with the faculty member, prior to filing a formal grade appeal, in an effort to understand the basis of his/her grade. Faculty are encouraged to be available to students for such discussion regarding grades so that if possible, grade disputes can be resolved informally. Formal: In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise basis for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 20 business days after the first day of classes of the next academic term (fall, spring, summer [or any other term]) after the academic term in which the final grade was awarded to the student. The Chair will invite the faculty member whose grade is appealed to provide a written response to the student's appeal statement. The Department Chair (or the Chair's designee) will review the allegations and conduct any additional fact finding as needed and will provide a decision in writing to the student, within 20 business days of the receipt of the complaint in the Department if there is no allegation of discrimination or retaliation that impacted the grade. The Chair's written decision will specifically address the relevant issues raised by the student.
- \* If the student alleges that the grade was a result of discrimination or retaliation, the following procedures will be followed. The Chair will consult with the Office of Institutional Equity (OIE) if there is an allegation that discrimination or retaliation based on status in a protected class has an impact on the grade. Please see <http://equity.kennesaw.edu/titleix/non-discrimination.php> for the University's Non-Discrimination Statement. The Executive Director of Institutional Equity or designee will review the information provided by the Chair to determine jurisdiction, routing, and whether an investigation is warranted, or if more information is needed. If the OIE determines that an investigation is warranted, the OIE will conduct an investigation. The general timeframe for the investigation is 60 business days, absent any special circumstances. The OIE will issue an investigation report to the Chair. The Chair will use the OIE investigation report to make the grade appeal decision and communicate the decision to the student within 20 business days after receipt of the OIE investigation report. The Chair's written decision will specifically address the relevant issues raised by the student. The student may appeal the Department Chair's decision within 20 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the Dean's discretion, the Dean can appoint an advisory panel, consisting of two (2) faculty members from outside the department where the grade was awarded and one (1) student to review the written documentation and make a recommendation to the Dean. The advisory panel may invite the student and the faculty member who awarded the grade to meet with the panel to share each party's position on the grade dispute. The panel will provide a written recommendation to the Dean within ten (10) business days of the receipt of the appeal. The Dean will issue a decision to the student, in writing, within ten (10) business days of the receipt of the report from the advisory panel or within twenty (20) business days of the receipt of the written complaint from the student if no panel was appointed.
- The student may appeal the Dean's decision to the Provost, in writing, within twenty (20) business days of being notified of the Dean's decision. [However, if it is a graduate course, the student will direct this written appeal to the Graduate Dean, and the Graduate Dean will issue a decision to the student, in writing, within twenty (20) business days of receiving the appeal.



Within twenty (20) days of that decision, the student may then appeal to the Provost as is described in this section]. The Provost, will issue a decision to the student, in writing within twenty (20) business days of receiving the appeal.

- The Provost's decision is final, and decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 4.7.1).

Nothing in this grade appeals process prohibits the parties from settling this matter at any stage. However, any attempt to settle the matter through mediation does not affect time deadlines for this grade appeals process.

## Faculty and Staff Evaluation of Administrators (FSEA) Proposal

Due to privacy concerns, Academic Affairs and the Kennesaw State Institutional Review Board (IRB) have determined that individuals with access to non-redacted FSEA data must complete an abbreviated CITI online training. This training will take approximately 30-45 minutes to complete. All members of any faculty and staff review committee must complete this training before being access to review data. The proposed change to the FSEA Governing Document would add the following sentence to the Governing Document under the "Review Committee Composition" heading:

"The FSEA Coordinator shall work with the Institutional Review Board (IRB) to ensure that all members of review committees have completed an abbreviated Collaborative Institutional Training Initiative (CITI) session, when required."