**Agenda for Faculty Senate meeting in KSUC 300 at 3:30 pm on 18th April**

1. **Approve minutes – Joya Carter-Hicks**

Motion: Minutes will be emailed for review and approval.

for 22nd February

for 28th March

for 18th April

1. **Senate Elections – Doug Moodie**

Following FS nominees were voted in;

1. Vice President 2016/7 and President–Elect 2017/8 – Joya Carter-Hicks
2. Secretary 2016/7 – Kathryn Bedette
3. Marietta representative 2016/7 – Pete Rorabaugh
4. Kennesaw representative 2016/7 – Jennifer Purcell

President 2016/17 Humayun Zafar and Past-President 2016/17 Doug Moodie

Note: We would also like names for liaisons to Deans’ Council, Administrators’ Council, Chairs & Directors’ Council, Staff Senate, Student Government Association, and Part-time Faculty Council.

1. **Report back from USGFC – Doug Moodie**

***Chancellor report***

USG has 14 institutions losing students; 16 gaining students – basically there are two Georgias, As a result, growing institutions are losing money to shrinking ones.

Financial Aid people need more training.

Campus Carry – will probably become law. Utah, Colorado, Texas and Arkansas have noticed no changes with passage of similar laws. However, faculty actions in Georgia Dome has caused blowback that has hurt USG.

Politics in Georgia are the most volatile Chancellor has ever known.

He noted that 3% raise was based on retention issues with some faculty.

Lot of new federal rules coming on all sorts of issue that will affect USG.

USG needs a strategic Retirement Plan.

1. **Federal Work Study – Ron Day**

Consider Federal Work Study monies available for student assistants. Please contact Ron Day or Gregory Lawrence for additional information on “free money”:

Ron Day: [Rday9@kennesaw.edu](mailto:Rday9@kennesaw.edu)

Gregory Lawrence: [glawranc@kennesaw.edu](mailto:glawranc@kennesaw.edu)

<http://financialaid.kennesaw.edu/types-of-aid/fws-application.php>

**OLD BUSINESS**

1. **External letters policy – Ron Matson**

Motion to accept P&T Handbook Procedures (for 2017-2018), effective year 2018.

Discussion:

* Section P. Confidential external letters facilitate more honest opinions from letter writers.
* How do we make a distinction between writing procedures in a handbook and policy decisions?
* There is very little distinction between policy and procedure when procedures contain substantive issues.
* Faculty in specialized fields can easily determine author of letters whether it is confidential or not, based on the close knit community of scholars.
* Do we need to build a structure for external letters if virtually two of the letter writers will be known and only 1 letter writer will be unknown to the candidate?
* All documents are subject to Georgia Open Records.
* We need an opportunity to discuss the policy and procedure with the newly combined Faculty Senate body.
* Consider the external letter policy at other institutions.
* Consider if there is consensus to approve the document and recording of votes for particular sections.
* Consider Motion to accept everything with the exception of external letters.
* Thank you to Ron’s handbook committee for developing potential procedures that align with Policy.

**Motion:** Table discussion and hold a May FS meeting. The motion for May meeting was denied, therefore Handbook proposal will continue Fall 2016. Ron Matson indicated a January 2017 deadline for finalizing the Handbook.

1. **Gold Dome arrest – Nina Morgan**

Motion approved:

The Faculty Senate recommends that the University--as a courtesy--follow "Amy’s rule," i.e., consult closely with the individuals involved before issuing statements to the media and general public.  The Faculty Senate further recommends that in any future such cases, the University strive to preserve neutrality and avoid implying guilt.

1. **Campus Carry Bill – Anne Richards**

Motion approved:

The Faculty Senate calls on the Chancellor and KSU president to ask Georgia's governor to veto the Campus Carry Bill.

**P&T Procedures (for 2017-2018)**

**(Draft – 14 April 16)**

1. **Department Committees**
   1. 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).
   2. Only Full professors can vote on a candidate’s promotion to Full professor. Both Associates and Fulls 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 Full.
   3. Full professors are expected to serve on P&T committees as required.
   4. 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).
2. **Letters**
   1. 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.
   2. 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..
   3. Individuals who pose a conflict of interest (such as friends, relatives, KSU co-workers) will be removed from the list.
   4. For promotion to Full, the candidate chooses 2 names out of the final 3 letter writers; the chair chooses1.
   5. For promotion to Associate the candidate chooses 2 out of the final 3 letter writers; the chair chooses 1.
   6. The candidate may veto two names on the chair’s initial list with no reasons or explanations required.
   7. Neither the chair nor the candidate may solicit a letter concerning Scholarship / Creative Activity from outside of the mutually agreed upon list.
   8. The candidate may choose to solicit a maximum of 5 additional letters of support in any area of Teaching, and/or Service and/ or Scholarship 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.
   9. The department chair contacts the potential letter writers by email or phone requesting their assistance.
   10. 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.
   11. If the letter writer declines, the chair will choose another letter writer in the order of the list.
   12. 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
   13. The letter writers will send their letter to the department chair who will insert the letter into Binder 1 in a section clearly marked “External Letters.”
   14. 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.
   15. 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.
   16. The candidate will not see the letters (to the degree protected by Georgia Open Records)
   17. At the end of the process, the department chair will remove the letters and keep them on file for one year from the date of the President’s decision.
3. **Department Chairs**
   1. Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank.
4. **College P&T Committees**
   1. Only Full professors can vote on a candidate’s promotion to Full professor. Both Associates and Fulls 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 Full.

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* 1. College committees require a minimum of 3 voting members at the appropriate rank for each portfolio.
  2. 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)
  3. 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.

1. 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.

***Additional Comments:***

All faculty who are required to have “Research and Creative Activity” (e.g., all tenure-track faculty, tenured faculty, and clinical and research faculty as defined by their FPA/MOU) must submit external letters as described in this policy.

Recommendation: Change the composition of the College P&T from two faculty per department to one per department.