**Faculty Senate meeting at 3:30 pm in CL 2008 on Monday 22nd February 2016**

**MINUTES**

1. **Acceptance of Minutes – Joya Hicks**

**Minutes approved**

16th November, 2015

25th January, 2016

1. **OIE Presentation – Jorge Perez**

Informational:

The Office of Institutional Effectiveness (OIE) promotes excellence through stewardship of Kennesaw State University’s quality enhancement and continuous improvement initiatives.

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1. **Third Year review and PTR** – Ron Matson

MOTION:Proposed Changes in Third Year & 6th Year Reviews to Pre-Tenure Review and Post-tenure Review only (RHM 06Nov15)

Discussion:

 Consider eliminating this policy at the university level and only evoke it at the local level. There should be alignment with the Board of Regents Policy.

Vote: 40 yes, 1 opposed

**4. (4.4.3. KSU) Faculty Conflict Resolution Procedures (from 2015-2016 Faculty Handbook) –Ron Matson**

MOTION concerning the Faculty Grievance procedure was tabled.

Discussion:

Faculty concerned about the Grievance Hearing Committee and the inclusion of a representative from the Division of Legal Affairs as well as the EEO office:

* Faculty would like to have an advisor/counsel present during meeting(s)
* Students are allowed to have an advisor during grievance hearing, therefore faculty would like to have equal due process.
* Consider if faculty can merely inform legal affairs when they have an advisor
* Suggestion to consider creating a subcommittee to review grievance policy specific to the Hearing committee

**5 . *Revision to Students Complaints against Faculty policy – Val Whittlesey***

**Motion** to revise KSU Faculty Handbook 4.4.2. Procedures for Handling Student Complaints Against Faculty Members

Val presented new agreed policy.

6***.* Motion on evaluation process - Pam Frinzi**

MOTION. Faculty Senate recommends that Associate Deans, Assistant Deans, and others that are carrying out administrative functions within the colleges to be included in the annual evaluation process*.*

Discussion:

Rationale. Some of them have been delegated responsibilities that put them over faculty and staff, but they do not have any accountability under the existing system.

Comments. The FSEAC process allows changes every five years.  There is a committee that recommends changes and votes on them.  That committee last met in Spring 2014, so there are still three years left before they would meet again to suggest changes.  Reviewing assistant/associate dean/chairs was suggested at that time, and rejected, though a question in the survey was added to provide feedback on these individuals.

Motion tabled: 30 yes, 0 no.

Subcommittee to investigate is suggested.

7. **New IRB committees – Chris Ziegler**

Informational report:

**Institutional Animal Care and Use Committee (IACUC) for research using** animals Kennesaw State University complies with all applicable provisions of

the Federal [Animal Welfare Act](http://www.aphis.usda.gov/animal_welfare/awa_info.shtml) managed by the US Department of Agriculture, and other state and federal statutes and regulations related to animals. In meeting these obligations Kennesaw State University is guided by the [“U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training.”](http://grants.nih.gov/grants/olaw/references/phspol.htm#USGovPrinciples) These guidelines apply to everyone who participates in research, instruction, or work with animals at KSU.

Purpose**:** Kennesaw State University (KSU) is committed to the highest standards of safe and ethical research and complies with all federal, state, local laws and regulations and University System of Georgia policies related to biosafety. For this purpose and to comply with the National Institutes of Health (NIH) *Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines),* KSU has established an Institutional Biosafety Committee (IBC). The NIH Guidelines apply to all recombinant DNA research that is conducted at or sponsored by any institution that receives support from the NIH. These guidelines apply to everyone who participates in research, instruction, or work at KSU.

**8. Minors Policy – Lance Crimm**

Discussion: Updated the catalog to indicate that individual programs may vary the number of duplicative hours allowed between a major and minor. Individual programs can “relax” the requirement at their discretion. These individual programs will need to complete the necessary application through Curriculog and obtain UPCC approval.

Note: Recommendation from this body and CDA, send it directly to  President and Provost

**8. Attendance policy – Sandra Pierquet**

Motion: Students who are absent because of their participation in university-approved activities, such as field trips and extracurricular events, will be permitted to make up the work missed during their absences.

Motion tabled. More clarification needed.

**9. Pay system change from ADP to PeopleSoft– Ron Matson**

Informational

**10. New Facility pricing – Maureen Patton**

March 1

Adjourned at 4:50

**Proposed Changes in Third Year & 6th Year Reviews to Pre-Tenure Review and Post-tenure Review only (RHM 06Nov15)**

1. **Proposal:**
2. Change “Third-year Review” to “Pre-tenure Review”
3. Eliminate ‘Third-year Review” and “6th year review” for non-tenure track faculty and only have Post-Tenure Review for tenured faculty.
4. **Rationale**
5. This change will make KSU’s review process exactly match the BoR requirements found in [Section 8.3.5.1](http://www.usg.edu/policymanual/section8/C245/#p8.3.5_evaluation_of_personnel) and [Section 8.3.5.4](http://www.usg.edu/policymanual/section8/C245/#p8.3.5_evaluation_of_personnel) of the BoR Policy Manual and [Section 4.7](http://www.usg.edu/academic_affairs_handbook/section4/C691) of the BoR Academic and Student Affairs Handbook (i.e., BoR does not require any 3rd or 6th year review for non-tenure track faculty).
6. It will reduce the number of portfolios that need to be evaluated by various committees and administrators.
7. Eliminates the need for new faculty brought in as tenured associate professors to undergo a 3rd year review given that they have already gone through some sort of tenure review.
8. **Proposed Changes in the KSU Faculty Handbook (from pdf version of the** [**2015-2016 KSU Faculty Handbook**](http://www.kennesaw.edu/handbooks/faculty/)**):**
9. Page 67:

Performance evaluation of a faculty member is required at KSU. Reviews and evaluations occur regularly in the following ways in accordance with the governing policies of the Board of Regents of the University System of Georgia and the policies and procedures established by Kennesaw State University and its colleges and departments:

* Detailed annual review of faculty performance;
* ~~Third-year~~ Pre-tenure review for tenure-track and tenured faculty;
  + Progress for tenure and the optional promotion (for tenure-track assistant and associate professors), and for tenure (for tenure-track professors);
  + Progress for the optional promotion (for tenured assistant and associate professors);
* Review for tenure by the sixth year for tenure-track faculty with professorial rank;
* Post-tenure reviews for tenured faculty with professorial rank after every five years in the sixth year;
* Reviews for elective promotion for tenured faculty in the professorial rank (optional);
* ~~Third-year review of progress for lecturers and senior lecturers;~~
  + ~~Progress for promotion to senior lecturer for lecturers;~~
  + ~~Progress for sixth year review for senior lecturers;~~
* ~~Review for promotion to senior lecturer for lecturers in the sixth year.~~
* ~~Sixth-year reviews of senior lecturers;~~
* ~~Third-year review of progress for non-tenure track faculty with professorial rank, including clinical and research faculty;~~
  + ~~Progress for the optional promotion (for non-tenure track assistant and associate professors) and sixth year review (for non-tenure track professors);~~
* ~~Review for elective promotion for non-tenure track faculty with professorial rank, including clinical and research faculty (optional);~~
* ~~Sixth year reviews of non-tenure track faculty with professorial rank, including clinical and research faculty.~~

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Due to its long-term implications, the granting of tenure constitutes a significant decision and, therefore, requires a thorough review process that includes the judgments and recommendations of the faculty member’s teaching and administrative faculty colleagues. The entire process has two major parts: the pre-tenure review and the tenure review. The timing of these two parts depends upon several factors that are determined at the initial employment in the professorial ranks, which will be explained below. It is important to note that the number used to designate the year of review for tenure (and used similarly for promotion) indicates the year that the review process takes place. Because this review process starts at the beginning of the academic year, only the documentation of the fully completed years of service up until that point will be reviewed. Thus, a ~~third year~~ pre-tenure review in the third year considers only two years of service, and a tenure review in the sixth year considers only five years of service.

**~~Third Year Review~~ Pre-tenure Review**

The first of the two parts of the tenure review process is a pre-tenure review that takes place in the third year of a tenure-track faculty member’s appointment. All tenure-track and tenured faculty eligible for promotion and/or tenure must receive a ~~third year~~ pre-tenure review during their third year of appointment to that tenure-track or tenured position. For tenure-track faculty, the purpose of this ~~third year~~ pre-tenure review is to assist faculty members in determining whether they are making appropriate progress toward tenure and to assess the individual’s current readiness toward tenure (for tenure-track professors), tenure and the option of promotion (for tenure-track assistant and associate professors). The ~~third year~~ pre-tenure review does not constitute a tenure, post-tenure, and/or promotion decision, but rather, provides feedback to the faculty member as to his or her strengths and weaknesses. At each level of the review, a summary letter will be produced that describes in detail how the faculty member is progressing toward meeting or not meeting the expectations for tenure, post-tenure, and/or promotion (as appropriate). The letter will also include specific suggestions for maintaining and enhancing further preparations for a successful tenure decision in the future. These ~~third-year~~ pre-tenure review letters and the descriptive assessments they contain become part of the individual’s portfolio for the later review.

**Tenure Review**

The second major part of the process is the review at the end of the probationary period that leads to a tenure decision. All tenure-track faculty must be reviewed for tenure. The length of the probationary period over which this review is to occur depends upon several factors. For faculty who enter KSU at the assistant professor rank or above, the probationary period is five to six years, with a mandatory review for tenure being conducted in the sixth year, if tenure has not already been given. However, faculty may be granted years of credit toward tenure for work experience prior to coming to KSU ([BoR Policy Manual 8.3.7.4](http://www.usg.edu/policymanual/section8/policy/); [Academic and Student Affairs Handbook, 4.4.1](http://www.usg.edu/academic_affairs_handbook/section4/handbook/C687/#p4.4.1_probationary_credit_toward_tenure)). This credit will be noted in writing before the faculty member is employed and can range from one to three years, with the latter figure being reserved for rare cases of exceptional service elsewhere, such as administrative work. Any, all, or none of the granted credit can be applied toward tenure, at the discretion of the individual faculty member. If applied toward tenure, this credit plus the number of years of service at KSU must match the minimum probationary period of five years, and the tenure portfolio will include evidence from this credited time and must include evidence of relevant work experience prior to employment at KSU. The amount of the probationary period spent at KSU must be continuous unless the interruption is for a leave of absence or for part-time service, which must not, in either case, exceed two years. A faculty member who is granted two or three years of credit toward tenure may replace the ~~third year of review~~ pre-tenure review with a tenure review in the second year in the position (if taking three years of credit toward tenure) or in the third year of the position (if taking two years of credit toward tenure).

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~~Senior lecturers will submit portfolios for performance review beyond the department chair every six years. Lecturers will submit portfolios for performance reviews beyond the department chair every six years after the promotion review. In addition, senior lecturers and lecturers will have an initial portfolio submission during the third year of employment in that position. For lecturers, this third year performance review will provide feedback for progress towards the promotion to senior lecturer in the sixth year. For senior lecturers, this third year performance review will provide feedback for the sixth year review. During the third year review, strengths and weaknesses in performance will be identified. A successful review for promotion to senior lecturer in the sixth year restarts the six-year performance review cycle. The same committee structure that is used for third year review of tenured and tenure-track faculty will be used for the third and six year performance reviews of lecturers and senior lecturers; third and sixth year reviews stop at the level of the dean~~.

Lecturers and senior lecturers must prepare a portfolio for promotion consideration, ~~for third year and sixth year performance reviews~~. A lecturer’s and senior lecturer’s portfolio contents will follow the same guidelines as that of tenured and tenure-track faculty who are reviewed for tenure and promotion; however, a lecturer or senior lecturer’s portfolio will consist of only Binder 1 as stipulated in Section 3.7 (Portfolio Guidelines and Contents) with the addition of samples of teaching evaluations that demonstrate highly effective teaching and student learning. (Department guidelines should give specifics regarding student evaluations to be submitted and may allow for an additional binder, if deemed necessary.)

1. Page 93 - 98

Departments and colleges with non-tenure track faculty with professorial rank must incorporate into their guidelines the criteria for ~~the third year review,~~ promotion, and ~~sixth year~~ review for these faculty. As indicated in Section 5, I (Introduction), establishment and revision to guidelines must be approved by the full-time permanent faculty in the department or college, as appropriate, the department chair (for department guidelines), the College Review Committee, the dean, and Provost/VPAA.

~~Non-tenure track faculty with professorial rank will submit portfolios for performance review beyond the department chair every six years. In addition, there is an initial portfolio submission during the third year of employment in that position. This third year performance review will provide feedback for an optional promotion review and for the required sixth year review (for assistant and associate professors) and for the required sixth year review (for professors). During the third year review, strengths and weaknesses in performance will be identified. During the sixth year review, there is an assessment of the candidate’s strengths and weaknesses in the quality and significance of the faculty member’s performance in the context of his or her individual roles and responsibilities. The overall outcome of the assessment will be categorized as either: 1) achieving expectations in sixth year review, or 2) not achieving expectations in sixth year review.~~ The criteria for the optional promotion review are based on criteria established for non-tenure track faculty with professorial rank for the beginning level of the next higher rank as articulated in department, college, and university guidelines. A successful review for the optional promotion restarts the six-year performance review cycle. The same committee structure that is used for third-year review and promotion review of tenured and tenure-track faculty will be used for the third year, promotion, and six-year review of non-tenure track faculty with professorial rank; third and sixth-year reviews stop at the level of the dean.

Non-tenure track faculty with professorial rank must prepare a portfolio for the optional promotion consideration ~~and the required third year and sixth year performance reviews~~. The portfolio contents will follow the same guidelines as that of tenured and tenure track faculty who are reviewed for tenure and promotion, see Section 3.7 (Portfolio Guidelines and Contents). There is no limit on the number and size of the binders for third year and for promotion reviews. ~~There is only one binder for sixth year reviews.~~

A department must receive approval from the dean and Provost/VPAA to become a clinical faculty appointment and promotion department. Departments and colleges with approval for clinical faculty must incorporate into their guidelines the criteria for the ~~third year review,~~ promotion~~, and sixth year~~ review of clinical faculty. As indicated in Section 5, I (Introduction), establishment and revision to guidelines must be approved by the full-time permanent faculty in the department or college, as appropriate, the department chair (for department guidelines), the College Review Committee, the dean, and Provost/VPAA.

~~Clinical faculty will submit portfolios for performance review beyond the department chair every six years. In addition, there is an initial portfolio submission during the third year of employment in that position. This third year performance review will provide feedback for an optional promotion review and for the required sixth year review (for assistant and associate professors) and for the required sixth year review (for professors). During the third year review, strengths and weaknesses in performance will be identified. During the sixth year review, there is an assessment of the candidate’s strengths and weaknesses in the quality and significance of the faculty member’s performance in the context of his or her individual roles and responsibilities. The overall outcome of the assessment will be categorized as either: 1) achieving expectations in sixth year review, or 2) not achieving expectations in sixth year review.~~ The criteria for the optional promotion review are based on criteria established for clinical faculty for the beginning level of the next higher rank as articulated in department, college, and university guidelines~~. A successful review for the optional promotion restarts the six-year performance review cycle.~~ The same committee structure that is used ~~for third-year review and~~ promotion review of tenured and tenure track faculty will be used for the third year, promotion, and six-year review of clinical faculty; third and sixth-year reviews stop at the level of the dean.

Clinical faculty must prepare a portfolio for the optional promotion consideration ~~and the required third year and sixth year performance~~ review~~s~~. The clinical faculty’s portfolio contents will follow the same guidelines as that of tenured and tenure track faculty who are reviewed for tenure and promotion, see Section 3.7 (Portfolio Guidelines and Contents). There is no limit on the number and size of the binders for third year and for promotion reviews. There is only one binder for sixth year reviews.

1. Pages 101-102

~~Librarian faculty will submit portfolios for performance review beyond the department chair every six years. In addition, there is an initial portfolio submission during the third year of employment in that position. This third year performance review will provide feedback for an optional promotion review and for the required sixth year review (for assistant and associate professors) and for the required sixth year review (for professors). During the third year review, strengths and weaknesses in performance will be identified. During the sixth year review, there is an assessment of the candidate’s strengths and weaknesses in the quality and significance of the faculty member’s performance in the context of his or her individual roles and responsibilities. The overall outcome of the assessment will be categorized as either: 1) achieving expectations in sixth year review, or 2) not achieving expectations in sixth year review.~~ The criteria for the optional promotion review are based on criteria established for librarian faculty for the beginning level of the next higher rank as articulated in department, college, and university guidelines. A successful review for the optional promotion restarts the six-year performance review cycle. The same committee structure that is used ~~for third-year review and~~ promotion review of tenured and tenure track faculty will be used for the ~~third year,~~ promotion, and six-year review of librarian faculty; third and sixth-year reviews stop at the level of the dean.

Librarian faculty must prepare a portfolio for the optional promotion consideration ~~and the required third year and sixth year performance reviews~~. The librarian faculty’s portfolio contents will follow the same guidelines as that of tenured and tenure track faculty who are reviewed for tenure and promotion, see Section 3.7 (Portfolio Guidelines and Contents). There is no limit on the number and size of the binders for third year and for promotion reviews. There is only one binder for sixth year reviews.

1. Page 103-105

A department must receive approval from the dean and Provost/VPAA to become a Research faculty appointment and promotion department. Departments and colleges with approval for Research faculty must incorporate into their guidelines the criteria for the ~~third year review,~~ promotion~~, and sixth year~~ review of Research faculty. As indicated in Section 5, I (Introduction), establishment and revision to guidelines must be approved by the full-time permanent faculty in the department or college, as appropriate, the department chair (for department guidelines), the College Review Committee, the dean, and Provost/VPAA.

~~Research faculty will submit portfolios for performance review beyond the department chair every six years. In addition, there is an initial portfolio submission during the third year of employment in that position. This third year performance review will provide feedback for an optional promotion review and for the required sixth year review (for assistant and associate professors) and for the required sixth year review (for professors). During the third year review, strengths and weaknesses in performance will be identified. During the sixth year review, there is an assessment of the candidate’s strengths and weaknesses in the quality and significance of the faculty member’s performance in the context of his or her individual roles and responsibilities. The overall outcome of the assessment will be categorized as either: 1) achieving expectations in sixth year review, or 2) not achieving expectations in sixth year review.~~ The criteria for the optional promotion review are based on criteria established for Research faculty for the beginning level of the next higher rank as articulated in department, college, and university guidelines. ~~A successful review for the optional promotion restarts the six-year performance review cycle.~~ The same committee structure that is used for ~~third-year review and~~ promotion review of tenured and tenure track faculty will be used for the ~~third year,~~ promotion~~, and six-year~~ review of Research faculty; third and sixth-year reviews stop at the level of the dean.

Research faculty must prepare a portfolio for the optional promotion consideration ~~and the required third year and sixth year performance reviews~~. The Research faculty’s portfolio contents will follow the same guidelines as that of tenured and tenure track faculty who are reviewed for tenure and promotion, see Section 3.7 (Portfolio Guidelines and Contents). There is no limit on the number and size of the binders for third year and for promotion reviews. There is only one binder for sixth year reviews.

1. Page 108-109

~~Academic professionals of all ranks will submit portfolios for performance review beyond the department chair every six years. In addition, there is an initial portfolio submission during the third year of employment in that position. This third year performance review will provide feedback for an optional promotion review and for the required sixth year review (for academic professionals and academic professional associates) and for the required sixth year review (for senior academic professionals). During the third year review, strengths and weaknesses in performance will be identified. During the sixth year review, there is an assessment of the candidate’s strengths and weaknesses in the quality and significance of the academic associate’s performance in the context of his or her individual roles and responsibilities. The overall outcome of the assessment will be categorized as either: 1) achieving expectations in sixth year review, or 2) not achieving expectations in sixth year review.~~ The criteria for the optional promotion review are based on criteria established for academic professionals for the beginning level of the next higher rank as articulated in department, college, and university guidelines. A successful review for the optional promotion restarts the six-year performance review cycle. The same committee structure that is used for ~~third-year review and~~ promotion review of tenured and tenure track faculty will be used for the ~~third year,~~ promotion~~, and six-year~~ review of academic professionals; third and sixth-year reviews stop at the level of the dean.

Academic professionals must prepare a portfolio for the optional promotion consideration ~~and the required third year and sixth year performance reviews~~. The Academic Professional’s portfolio contents will follow the same guidelines as that of tenured and tenure track faculty who are reviewed for tenure and promotion, see Section 3.7 (Portfolio Guidelines and Contents). There is no limit on the number and size of the binders for third year and for promotion reviews. There is only one binder for sixth year reviews.

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ARDs, FPAs, and any additional comments, such as response letters, must be submitted with document material for all T&P reviews, including ~~third-year~~ pre-tenure reviews.

1. Pages 114-115

**Third-Year Review**

For non-administrative faculty, the review of ~~third-year~~ pre-tenure portfolios begins with the Department Review Committee, proceeding in turn to the department chair and the dean. The ~~third-year~~ pre-tenure review portfolio of a department chair is reviewed by the Department Review Committee, followed by the College Review Committee, and then the dean. The ~~third-year~~ pre-tenure review for other academic administrators (deans, other college-level administrators, and administrators above the level of dean) will mirror the first three levels of review for the tenure and promotion process.

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**Portfolio Guidelines and Contents**

All faculty members who are considered for tenure, promotion, ~~third-year progress~~ pre-tenure, or post-tenure review must prepare a portfolio for consideration by all involved in the formal review process. On an annual basis (usually at the time of contract renewal), the Office of Academic Affairs will notify all faculty of the dates of their next eligible and their next required reviews.

Failure by a faculty member to submit the documentation required for tenure, promotion, ~~third-year progress~~ pre-tenure, or post-tenure review shall be considered by the review committee as not achieving expectations. In this case, a faculty development plan will be developed by the candidate and the department chair. The plan must include a requirement to submit materials for post-tenure review the following year. If, after one year, the tenured faculty member has not

1. Page 119

Vitae should be formatted to clearly demonstrate the quality and significance of the faculty members’ accomplishments, especially to those beyond the department. An example of a vitae template can be found on the Academic Affairs webpage.

* Annual Review Materials (including ARDs and FPAs).
* Faculty up for tenure and/or promotion should include all annual review documents and supporting materials since their ~~last third-year~~ pre-tenure, tenure and/or promotion review.
* Faculty up for ~~third-year~~ pre-tenure review should include all annual review materials since their start date at KSU.
* Departmental guidelines (Administrative Faculty should include the guidelines from the department of their faculty appointment).
* ~~Third-year review~~ Pre-tenure review letters ~~(for tenure (at all faculty ranks) and for promotion (from lecturer to senior lecturer))~~.
* Response letters from previous levels of review.

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| **For ~~Third-Year~~ Pre-Tenure, ~~or Pre-Promotion~~ Reviews~~, Third-Year 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)~~** | |
| **Mid-September** | Submit Portfolio to Department Office |
| **Mid-September to Mid-October** | Department Review Committee review (see note) |
| **Mid-October to Early November** | 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) |
| **Early November** | Portfolio is Transferred to Dean’s Office by  Department Chair |
| **Early November to Early December** | College Dean Review (see note) |

|  |  |
| --- | --- |
| **For Post-Tenure Review (for Tenured Faculty)** | |
| **Early October** | Teaching Faculty Submit Portfolio to Dean’s Office |
| **Early-October to Early November** | College PTR Committee Reviews Teaching Faculty (see note) |
| **Mid-November to Early January** | College Dean Reviews Teaching Faculty (see note) |

The exact dates for the tenure and promotion, ~~third year~~ pre-tenure, 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.

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In all cases in which an approved leave of absence is based on FMLA (the Family Medical Leave Act) or for educational/professional purposes, the faculty member’s ~~third-year~~ ~~pre-tenure~~/tenure/post-tenure review ~~(or third-year/promotion/sixth-year review for Lecturers/Senior Lecturers)~~ clock will automatically be stopped for one academic year if the leave of absence is for one semester or more. The faculty member must make a request to the Provost within 14 days of the beginning of the leave that the ~~third-year~~ ~~pre-tenure~~/tenure/post-tenure review ~~(or third-year/promotion/sixth-year review for Lecturers/Senior Lecturers)~~ clock be delayed for one academic year for an approved leave of absence due to FMLA or for educational/professional purposes lasting less than one semester.

***Conflict Resolution Procedure*** – Ron Matson

Attached please find an updated version of the Faculty Grievance procedure (dated 10 Feb 16).  Based on feedback from the Senate, the *ad hoc* Senate committee made the following changes:

1) Moved the list of items not covered by this procedure to the overview on the first page.

2) Added verbiage about the Ombuds to the sections about "Informal" and "Formal" resolution.

3) Modifed the verbiage about "Advisors" so as not to exclude any faculty serving as advisors.

4) We created a "Grievance Hearing Committee" that will actually hear a grievance if it gets that far.  This is different from the "Grievance Oversight Committee" as mentioned in the 2015-2016 KSU University Handbook.  We are suggesting a modification to the description and composition of the "Grievance Oversight Committee" to include a representative from the Division of Legal Affairs as well as from the EEO office.

**4.4.3. KSU Faculty Conflict Resolution Procedures (from 2015-2016 Faculty Handbook) – (10 February 16)**

1. **Overview**

Kennesaw State University is committed to the prompt and fair resolution of the concerns of

faculty. The Faculty Conflict Resolution Procedures described below have been formulated to help members of the Faculty resolve interpersonal workplace disagreements. No person’s status with Kennesaw State University will be adversely affected in any way as a result of using these conflict resolution procedures. Any attempt to retaliate against a person for participating in conflict resolution under these procedures will be subject to disciplinary action, up to and including termination. These procedures do not in any way restrict the right of aggrieved Parties to seek resolution of their grievances, either through the courts, or through agencies of the State or Federal government.

Except when conduct is alleged to violate established policies and procedures, a grievance review will not be available to dispute claims about:

* investigations or decisions reached under Kennesaw State University’s Title IX/Sexual Misconduct or Non-Discrimination Policy (See [KSU Office of Diversity and Inclusion](http://diversity.kennesaw.edu/eeo-titleix/policy-procedures.php)),
* promotion and tenure decisions (See Kennesaw State University Faculty Handbook [Section 3.5](http://www.kennesaw.edu/handbooks/faculty/section3_5.php) – General Expectations for Tenure, Promotion, and Post-Tenure Review),
* performance evaluations (See Kennesaw State University Faculty Handbook [Section 3.7](http://www.kennesaw.edu/handbooks/faculty/section3_7.php) – Faculty Review Process),
* hiring decisions (See Kennesaw State University Faculty Handbook [Section 4.1.5](http://www.kennesaw.edu/handbooks/faculty/section4_1.php#5) – Filling Vacant Faculty Positions and Faculty Search and Screening Process),
* changes to administrative appointments (See KSU Faculty Handbook [Section 1.1](http://www.kennesaw.edu/handbooks/faculty/section1_1.php))
* administrative changes to student grades,
* salary decisions (See Kennesaw State University Faculty Handbook [Section 4.2](http://www.kennesaw.edu/handbooks/faculty/section4_2.php) – Compensation & Benefits),
* transfers or reassignments (See Kennesaw State University Faculty Handbook [Section 4.1.7](http://www.kennesaw.edu/handbooks/faculty/section4_1.php#7) – Redirection and Reassignment of Filled Faculty Positions),
* removal of a faculty member or non-renewal of a contract of a non-tenured faculty (see KSU Faculty Handbook [Section 4.1.9](http://www.kennesaw.edu/handbooks/faculty/section4_1.php#9); BoR Policy Manual [8.3.9.1, 8.3.9.2](http://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members), [8.3.9.3](http://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members))
* termination or layoff because of financial exigency or program modification (Board of Regents Policy Manual [8.5.2](http://www.usg.edu/policymanual/section8/C290/#p8.5.2_layoffs_or_terminations) – Layoffs or Terminations; [8.3.7.10](http://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure) – Termination/Layoff of Tenured Personnel due to Program Modification),
* normal supervisory counseling (for example, chair discussing classroom management issues with a faculty; dean discussing handling of personnel issues), and
* Scholarly misconduct (KSU University Handbook [Section 5.2.3](http://www.kennesaw.edu/handbooks/university/section5_2.php#3)).

**II. Informal Procedures for Resolving Conflict**

While informal resolutions are not required, all faculty are strongly encouraged to work through conflicts informally beginning with the person with whom they have differences. As necessary, a faculty member may also informally resolve conflicts by contacting their immediate supervisor. The supervisor should then arrange a meeting with the faculty member, and all concerned should make a good faith effort to resolve the problem. Good faith efforts to informally resolve the conflict may include conferring with University administrators to evaluate and assist with the informal resolution of the conflict.

If the faculty member’s conflict is with his/her first line supervisor or some other person that the faculty member does not wish to approach directly, the faculty member may talk with their next line supervisor or the Office of the Ombudsman.

[The Office of the Ombudsman](http://ombuds.kennesaw.edu/) provides confidential and informal assistance in the resolution of university-related concerns. An Ombuds cannot impose solutions, but can help identify options and strategies for resolution.

Faculty members interested in consulting with the Ombuds are encouraged to contact the office as soon as possible, but may seek informal assistance at any point in their attempts to resolve a conflict or grievance.

If the conflict cannot be resolved through the efforts outlined above, then a faculty member may pursue a formal grievance review and resolution as described below.

**III. Formal Procedures for Resolving Grievances**

A grievance is a written complaint. A grievance review will be available to handle claims that a person has been harmed by any action that violates the policies of either Kennesaw State University or the Board of Regents of the University System of Georgia. These procedures assure that any faculty member within the University community who has a complaint will have access to an internal process that provides fairness to all Parties involved and that has as its objective the resolution of the conflict.

These procedures are not intended to discourage faculty from attempting to resolve a conflict themselves through discussion with the involved parties. These procedures should not be interpreted as a means to eliminate or weaken first-level supervisory or administrative roles of individuals or to prevent them from attempting immediate and impartial resolution of conflicts that develop within their areas of responsibility. While the Ombuds is available to consult with anyone at anytime during the formal process, the Ombuds is never a part of the formal process.

**Formal Grievance Resolution**

In general, all formal grievances should be reviewed at a minimum of two levels if possible, within the complainant’s college/unit including the head of the academic or administrative unit or his/her designee. If the respondent (individual against whom complaint is brought) is the faculty member’s immediate supervisor, then the review process will start at the next administrative level below the level of the Provost. If two levels of review are not possible, then the grievance is reviewed by the Associate Vice President for Faculty prior to submission to the Grievance Oversight Committee (see “Routing of Formal Grievance Complaint Form” and flowchart below). A complainant (aggrieved faculty member) must file a formal written grievance using the Grievance Form, by the last day of the next semester (fall and spring semesters only) of the event that has given rise to the grievance. Within 21 calendar days of receipt of the grievance, the complainant’s immediate supervisor must investigate and provide a written response to the complainant’s grievance including sources of information used to make a decision. The investigation may include:

1. meeting with complainant, respondent (and any other necessary parties to develop an understanding of the grievance,
2. reviewing appropriate written policies and procedures, and
3. consulting with the appropriate University administrators, as needed, for advice and clarification of any policies or procedures.

The complainant will have 10 calendar days from the date of the decision letter to appeal to the next level within the complainant’s employment unit. The next level supervisor will review the grievance, investigate and provide a written response within 21 calendar days. The investigation may include:

1. meeting with complainant, respondent and any other necessary parties to develop an understanding of the grievance,
2. reviewing appropriate written policies and procedures, and
3. consulting with the appropriate University administrators, as needed, for advice and clarification of any policies or procedures.

If a complainant wishes to appeal after completion of the employment unit’s review of the matter, a petition for review (the completed Grievance Form) must be submitted to the Grievance Oversight Committee through the Associate Vice President for Faculty within 10 calendar days of the date of the final decision letter of the head of the academic or administrative unit or his/her designee. A copy of the petition for review will be provided to the respondent(s).

To ensure that the petition clearly identifies pertinent issues, the Grievance Form must be completed in its entirety which will include the following:

1. Name of complainant and complainant’s job title
2. Name(s) of the respondent(s)
3. The nature of the problem or complaint; all relevant documentation must be included at this time;
4. The communication that has taken place between the complainant and the respondent (informal resolution);
5. The communication that has taken place between the complainant and his or her academic department head, supervisor and/or second level supervisor concerning the matter;
6. Responses from supervisor(s);
7. The reason the complainant disagrees with that response;
8. The complainant's suggestion for proper resolution of the matter;
9. Identification of any witnesses who may have relevant information regarding the complaint; and
10. Signature of complainant and date.

The Associate Vice President for Faculty will refer the grievance to the Grievance Hearing Committee within 15 calendar days of receipt of the petition for review. The Chair of the Grievance Hearing Committee will schedule a meeting to review the petition for review within 10 calendar days, unless reasonable cause is documented to the parties as to why it should take longer than the prescribed time frame.

The respondent will have an opportunity to identify witnesses and provide documents to the Grievance Hearing Committee. A copy of the documents will be provided to the complainant.

A complainant who wishes to address the Grievance Hearing Committee orally must make the request in the written petition. If no oral presentation is requested, the review will be based upon the written record. The Grievance Oversight Committee has the right to call a hearing if they deem necessary. If a hearing is called, it must be conducted within 21 calendar days, unless reasonable cause is documented to the parties as to why it should take longer than the prescribed time frame.

When a hearing is called, the following procedures will apply:

1. The Grievance Hearing Committee chair will notify complainant and respondent of the date, time, and place of the hearing.

2. The hearing will be recorded via audio recording. Tapes and records of the hearings may be subject to disclosure under the Georgia Open Records Act. Archives will be kept in Faculty Affairs.

3. The petition will be heard by members of the Grievance Hearing Committee.

4. Members of the Grievance Hearing Committee will be excused from service on a particular case under the following circumstances:

1. If they have a personal or professional relationship with any party to the case which would prejudice them from rendering an objective judgment in the case.
2. If the case involves a student, faculty member or staff member in the same department or unit as a member of the Grievance Hearing Committee.
3. In the event a committee member is excused from service on a particular case, the Faculty Senate, Chairs’ and Directors Assembly, or Deans’ Council will select an alternate from the appropriate constituency to serve on the committee for that case.

5. If an oral hearing is to be held, the complainant making the appeal shall present first in the hearing; respondent(s) shall present after the complainant.

6. The respondent against which the appeal is directed will be afforded the opportunity to attend and participate orally in the hearing if one is granted.

7. The Grievance Hearing Committee has the discretion to limit the presentation time of all parties.

8. A faculty member may utilize an advisor of his/her own choosing to assist and advise the faculty member; however, attorneys are not authorized to participate in hearings before the Grievance Hearing Committee. Any Kennesaw State University faculty member may participate as an advisor in Grievance Hearing Committee hearings because of the faculty member’s designation as a Kennesaw State University faculty member. The advisor is for advice and moral support. The advisor is not a witness and will not make statements to the Grievance Hearing Committee or present evidence at the hearing.

9. The Grievance Hearing Committee may invite witnesses identified by either party or any other witnesses that they deem necessary to participate by meeting with the Grievance Hearing Committee; if they prefer they may respond in writing to the Grievance Committee's request for information.

10. The Grievance Hearing Committee has the discretion to accept any additional information from either party as they deem necessary, and to request additional information from other university sources.

11. If an oral hearing is to be held, the chair of the Grievance Hearing Committee will choose the option that the complainant and respondent appear (a) separately, or (b) together. Parties will not be permitted to cross-examine each other during the hearing. Formal legal rules of evidence do not apply in the hearing.

12. The complainant has the burden of proving by the preponderance of the evidence that he/she has been wronged. If, at the conclusion of a review, the Grievance Hearing Committee is unable to reach a decision, the complainant fails to carry this burden and the finding should be in the respondent’s favor.

**Grievance Hearing Committee Findings.** When the Grievance Hearing Committee has received the information it deems necessary to render a recommendation in a case, it will determine by majority vote what the Grievance Hearing Committee’s findings and recommendations will be. Absent good cause, the findings and recommendations must be transmitted to the Provost, complainant and respondent(s), complainant and respondent’s supervisor, within 14 calendar days of the conclusion of the hearing or committee meeting.

**Decision of the Provost.** Within 21 calendar days, the Provost, or his/her designee, will review the Grievance Hearing Committee’s findings and render a written decision to resolve the formal grievance. The provost has the discretion to conduct further investigation. The complainant or respondent may appeal the Provost’s (or designee’s) decision to the President within 10 calendar days. The findings must be transmitted to the complainant, respondent(s), complainant and respondent’s supervisor, Chair of Grievance Hearing Committee.

**Decision of the President.** If the complainant or respondent appeals, the President or his/her designee will review the Provost’s decision and Grievance Hearing Committee’s findings in rendering Kennesaw State University’s final decision. The president or her/his designee has the discretion to conduct further investigation into the complainant’s grievance. The President will normally furnish a decision to the complainant and respondent, complainant and respondent’s supervisor, Chair of Grievance Hearing Committee, and Provost within 30 calendar days after receiving the Provost’s decision and Grievance Hearing Committee’s findings. If the President’s review of a case requires longer than 30 days, the President will notify the parties of the delay.

**Discretionary Review by Board of Regents.** Pursuant to Board of Regents Policy 8.6, a faculty member aggrieved by the President’s final decision in the matter may apply to the Board’s Office of Legal Affairs (“Legal Affairs”) for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review shall be limited to the record from the institutional appeal process. Any petition to Legal Affairs must be submitted in writing to Legal Affairs within a period of 20 calendar days following the decision of the President. Legal Affairs will determine whether the application for review shall be granted.

**IV. Formation of a Grievance Hearing Committee**The Associate Vice President for Faculty will constitute a Grievance Hearing Committee of five committee members after consulting the shared governance body(ies) ( Faculty Senate, Council of Academic Deans, and Chairs and Directors Assembly) of the complainant and respondent, ensuring that members of the Grievance Hearing Committee do not have a conflict of interest with the involved parties. The appropriate shared governance bodies will recommend to the Associate Vice President for Faculty the names of up to eight potential Grievance Hearing Committee members. The complainant and respondent can strike one each of the recommended Grievance Hearing Committee members. If either or both decline to strike a potential Grievance Hearing Committee member, the Associate Vice President for Faculty will randomly choose the five members. The Associate Vice President for Faculty will also select one alternate Grievance Hearing Committee member from the recommended pool of potential Grievance Hearing Committee members.

**V. Amendment Process**

These Conflict Resolution Procedures can be altered and/or amended only if presented in writing to the Faculty Senate, Council of Academic Deans, and Chairs and Directors Assembly, and approved by an affirmative vote of the majority of the Senate. The Grievance Oversight Committee has the responsibility of reviewing these procedures and recommending appropriate changes. No amendment or alteration will be in effect until it has been approved by the President.

**VI. Grievance Oversight Committee (part of KSU University Handbook)**

Grievance Oversight Committee (ad hoc, called as needed) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/VPAA

***Purpose:***

The committee, in collaboration with the Provost/VPAA and the Ombuds, has the responsibility of evaluating the effectiveness of the Conflict Resolution Policy and recommending changes in the policy to the Faculty Senate and other shared governance bodies.

***Membership:***

1. TF 3: three faculty senate representatives, elected by the Faculty Senate.

2. AD -2: one chair elected by the Chairs and Directors Assembly; one dean or assistant/associate dean, elected by the Deans Council.

3. Legal Affairs: one representative

4. EEO: one representative

**VII. Flow Chart**

**Informal Grievance Procedure** **Formal Grievance Procedure**



Complainant submits

complaint form to Chair



Complainant

appeals to Dean



If not resolved

,

Complainant

submits request to AVP for Faculty

to convene Grievance

Hearing Committee



Grievance Hearing Committee

presents finding to Provost



Provost makes decision and

informs all parties



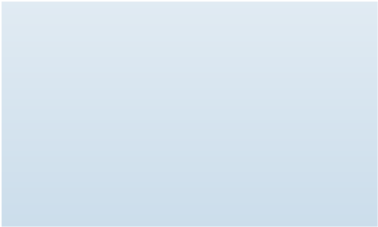
If not resolved

,

Complainant

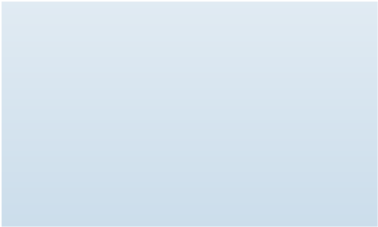
submits application for

Discretionary Review to BoR



Complainant and

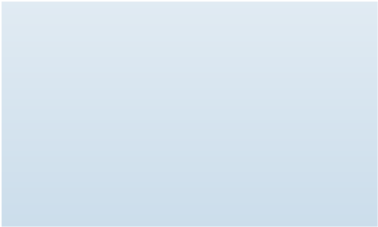
Respondent talk



Supervisor may

be brought in

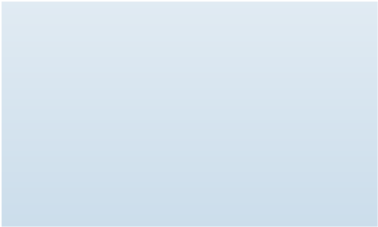
to facilitate



Ombuds Office

can be involved

to facilitate



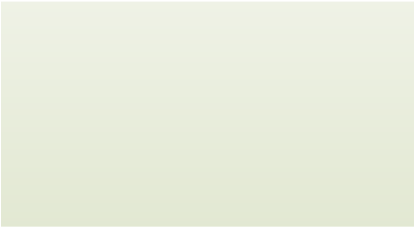
Resolution

reached



Complainant submits

complaint form to Dean



Complainant submits

complaint form to

AVP for Faculty

For Faculty

:

1

For Chairs

:

2



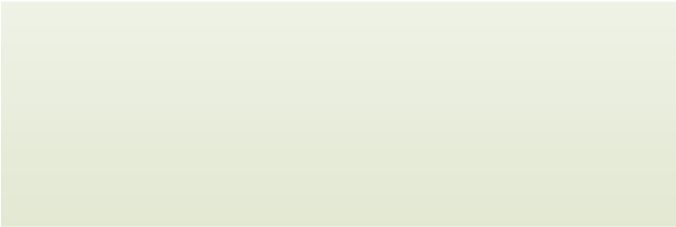
Complainant appeals

to AVP for Faculty

For Deans

:

3



If not resolved

,

Complainant

submits appeal to President

***Notes:***

1. This route is used when both the complainant and respondent are teaching faculty. The chair and dean to whom the form is submitted is/are the chair and dean of the complainant.
2. This route is used when: a) the complainant is a teaching faculty and respondent is an assistant/associate chair or department chair/school director or vice versa; b) the complainant is an assistant/associate chair and the respondent is a department chair/school director or vice versa; or c) when both the complainant and respondent are chairs/school directors. The dean to whom the form is submitted is the dean of the complainant.
3. This route is used when: a) the complainant is a teaching faculty and respondent is an assistant/associate dean or dean, or vice versa; b) the complainant is a chair and the respondent is a dean or vice versa; c) when the complainant is an assistant/associate dean and the respondent is a dean or vice versa; or d) when both the complainant and respondent are deans.

***Revision to Students Complaints against Faculty policy – Val Whittlesey***

1. **KSU Faculty Handbook**

**4.4.2. Procedures for Handling Student Complaints Against Faculty Members**

1. **Introduction**  
   From time to time, students may feel that they have legitimate complaints against a faculty member. It is important that they and the accused faculty member have a common understanding of how such complaints may be resolved. To alert students, faculty, and administration to channels available for complaints, the following procedure is presented. This procedure is not applicable to cases involving discrimination or sexual harassment (see catalog, Student Rights and Responsibilities section). This procedure is also not applicable to cases of violation of stated grading policy (see catalog, Academic Policies section). In those instances, the established KSU procedures should be followed. For general guidance in making a complaint, students may utilize the Office of Student Advocacy as an informal resource for assistance.
2. **Procedure**  
   It is the responsibility of the student to bring his/her concerns or complaints for resolution.
3. Complaints against a faculty member should be resolved at the lowest level possible. When a student has a complaint, s/he should follow the procedures below in the order stated. Attempts to circumvent the procedure will be redirected to the appropriate level of resolution. For example, the president, Provost and vice president, or dean will refer grievants to the faculty member or to the department chair/school director as the first level of resolution.
4. **Informal:** Students are encouraged to discuss and resolve a complaint at the lowest possible level. In general, students should talk to the faculty member.  In cases where the student is uncomfortable talking to the faculty member, they should talk to the faculty member’s immediate supervisor (the department chair/school director or, if the faculty member is a chair/school director, that faculty member's dean). Informal resolution of a complaint should be attempted prior to filing a formal complaint.  Faculty, department chair/school directors, and/or deans are encouraged to be available to students for such discussions so that if possible, the issue can be resolved informally.
5. **Formal**: In situations where such informal resolution does not occur because the student feels uncomfortable discussing the problem with the faculty member or because the discussion with the faculty member, faculty member’s department chair/school director, and/or faculty member’s dean is not successful, the student must follow the process outlined below to file a formal complaint against a faculty member. The appeal must be in writing and describe the precise basis of the appeal. Any pertinent information must be submitted in writing with the appeal in order to be considered in the appeal.
6. **Step 1**  
   The student makes a formal complaint to the faculty member’s department chair/school director.
7. If the student’s formal complaint against **faculty involves behavior that occurred during a course,** the complaint must be submitted within 5 business days after the first day of classes of the next academic term after the academic term in which the student has a complaint. Student complaints regarding final course grades are governed specifically by the Grade Appeal Procedure detailed in the University Catalog.
8. If a student’s formal complaint against faculty is unrelated to behavior that occurred during a course, then the student is encouraged to make the complaint as soon as reasonably possible to allow the department chair/school director to conduct a thorough and impartial review of the complaint. Timely reporting allows for better preservation of witness testimony and other evidence.
9. The department chair/school director will review the formal complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.
10. **Step 2**  
    The student may appeal the department chair/school director’s decision by directing his/her complaint, in writing, to the faculty member’s college dean within 15 business days from the date of the chair/school director’s decision. The dean will review the complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of the receipt of the formal complaint.
11. **Step 3**  
    The student may appeal the dean’s decision by directing his/her complaint, in writing, to the provost and vice president for academic affairs within 15 business days of receipt of the dean’s decision. The provost and vice president for academic affairs will review the complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.
12. **Step 4**  
    The student may appeal the provost and vice president for academic affairs’ decision by directing his/her complaint, in writing, to the president of the University within 15 business days of receipt of the provost’s decision. The president will provide a decision in writing to the student. The president’s decision is final.
13. Just as students may file a written appeal of a decision to the next level, faculty may also appeal a decision, in writing, to the next level of review. The faculty member will receive copies of any written documents produced during the complaint resolution (at any level) and will be given the opportunity to respond to each document within 10 business days of receipt of the document, and the response will be directed to the next level of review. The faculty member will be informed at any point at which written documents concerning the complaint are placed into his/her personnel file and will be allowed to respond, in writing.
14. Faculty are reminded that KSU policy and Federal law prohibits any form of retaliation against any individual who has been involved in this process (see KSU catalog, Student Rights and Responsibilities, Reaffirmation of Equal Employment Opportunity and Affirmative Action Rights section).
15. **Step 5**

Appeals must be submitted in writing to Legal Affairs within a period of 20 calendar days following the decision of the President. Legal Affairs will determine whether the application for review shall be granted.

A student or faculty member aggrieved by the President’s final decision in the matter may apply to the Board’s Office of Legal Affairs (“Legal Affairs”) for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review is limited to the record from Kennesaw State University’s appeal process. Any petition to Legal Affairs must b

***Motion on evaluation process*** - Pam Frinzi

*Motion*

Faculty Senate recommends that Associate Deans, Assistant Deans, and others that are carrying out administrative functions within the colleges to be included in the annual evaluation process*.*

*Rationale*

Some of them have been delegated responsibilities that put them over faculty and staff, but they do not have any accountability under the existing system.

***Comments***

The FSEAC process allows changes every five years.  There is a committee that recommends changes and votes on them.  That committee last met in Spring 2014, so there are still three years left before they would meet again to suggest changes.  Reviewing assistant/associate dean/chairs was suggested at that time, and rejected, though a question in the survey was added to provide feedback on these individuals.

The process argument against separately reviewing assistants is that they do not actually have ARD/FPA authority over faculty/staff. The Admin Review is meant for faculty/staff to provide feedback about those who have ultimate authority over their programs and performance reviews.  By definition, assistants/associates should not have FINAL authority on anything.  There is also a “slippery slope” issue.  Next it is assistants and associates, but then why not program directors or coordinators?  Graduate directors? Etc.?

There are logistical reasons against separately reviewing assistants/associates. Every college and department is different.  The role of associate dean in Coles is very different than that in HSS.  So a universal survey will not likely capture those nuances, and would likely cause mass confusion.  The contractor bid is to provide the same survey; not an individualized survey instrument for each unit.  However, colleges/departments can run their own feedback instruments on assistants, directors, and associates, if they want.

We currently have around 64 people reviewed on campus (50 chairs, 13 deans, and provost).  This might nearly triple if we included assistants.  Not only would this dramatically add to the cost but would mean creating an additional 80 or so committees.  It is extremely difficult to get faculty and staff to serve on these committees and help them understand and navigate the process.

Part of the job of a chair/dean/provost is to hire competent assistants, and that their ability to do so would be measured in the Chair/Dean/Provost’s review (as a new question), rather than creating an entirely separate process.

1. ***Revision of Syllabus and Academic Feedback Policy – Val Whittlesey***

|  |  |
| --- | --- |
| Policy Title | Syllabus and Academic Feedback |
| Issue Date | November 13, 2014 |
| Effective Date | Pending |
| Last Updated | New |
| Responsible Office | Office of the Provost |
| Contact Information | Dr. Valerie Whittlesey  Office of the Provost, Associate Vice President for Curriculum  Phone: 470-578-6603  Email: vwhittle@kennesaw.edu |

1. Policy Purpose Statement

Kennesaw State University (KSU) is committed to providing an outstanding education to its undergraduate and graduate students. Both the teaching and learning process is aided by a course syllabus --- a document delivered to students at the beginning of the course.

2. Background

The University System of Georgia (USG) *Academic and Student Affairs Handbook* policy 2.18, Academic Feedback, specifies that institutional chief academic officers will encourage faculty to clarify with students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses. This encouragement should include the following:

* A statement in the syllabus stating whether the professor/instructor intends to have a portion of the cumulative class grade reported to the student prior to the midpoint of the total grading period and reference to how that portion of the grade is determined.
* Prior to midpoint of the course grading period, all assigned and “turned in” graded class assignments and examinations should be graded and available to the student.
* The professor/instructor and student should make every effort to be available to meet during the instructor’s posted office hours for discussion about the student’s academic standing prior to the midpoint of the course grading period (particularly for classes that use subjective grading).

Each institution’s chief academic officer should clarify his/her position on these points; discuss them with the faculty of their respective institutions; establish policy or guidelines based upon faculty input; and, when appropriate, publish the institution’s response to these points in institutional literature.

There are several sections of KSU’s *Faculty Handbook* requiring a course syllabus for all for-credit courses.

* Section 2.4 (Faculty Performance and Assessment: Syllabus) section states:
  + “Basic Expectations and Responsibilities: Regardless of a faculty member’s specific instructional responsibilities, there are basic expectations of professional faculty performance: Provide a syllabus for each course at the beginning of the term.”
  + “Syllabus: The syllabus helps both faculty and students accomplish the primary mission of teaching and learning.“
* Section 2.7 (Course Instructional Materials) section states: “To model course syllabi that guide instructors, instructional materials will be selected by the individual faculty member or the department committee so that all students will have an instructional experience that reflects the general instructional goals defined by the department for that course.”
* Section 2.9 (Grading: Grading Appeals Policy [also outlined in the KSU Catalogs]): “A key element in the grade appeal procedure is the faculty member’s responsibility to publish a specific grading policy for each of his/her classes. Each faculty member must specify his/her grading policy, at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible. Note that failure to publish the grading policy would mean that a faculty member would have great difficulty in sustaining his/her assigned grade if a student appealed with anything but a frivolous or irresponsible basis for his/her charge. The grading policy should be quite specific and should be distributed to each class in written form.”
* Section 2.13 (Faculty Policies and Procedures with Legal Implications: Syllabus Requirements) section states: “The following University policies and statements are to be included in syllabi: Academic Integrity Statement (required).

3. Scope (Who is Affected)

This policy affects all KSU faculty or instructors teaching face-to-face, hybrid, and or online for-credit courses and all enrolled students.

4. Exclusions or Exceptions

There are no exceptions to this policy.

5. Definitions and Acronyms

None.

6. Policy

Section 2.4 (Faculty Performance and Assessment: Syllabus): All regularly scheduled undergraduate and graduate courses for which students receive credit, regardless of method of delivery, must have a syllabus or equivalent documentation, with the following elements: 1) course goals and objectives, 2) course requirements, 3) course content, 4) methods of evaluation, 5) meeting times, modalities, course schedule, 6) statement on feedback expectations and feedback turn-around time, 7) faculty contact information, 8) KSU Academic Integrity statement, and 9) any other required BOR or KSU course syllabus policies.

In order to be most useful to students, syllabi must be distributed at the beginning of the course. The faculty member should make a reasonable effort to follow the course syllabus, yet changes to the course syllabus can be made for extenuating circumstances with due notice of changes given to all students.

(Note: A course syllabus is required whenever a new KSU course is proposed and presented for review or vetting by curriculum committees at each levels.)

7. Associated Policy(ies)/Regulations

1. **USG Academic Feedback 2.18**
2. **KSU Faculty Handbook**
   1. **Faculty Performance and Assessment 2.4**
   2. **Course Instructional Materials 2.7**
   3. **Grade Appeals Policy 2.9**
   4. **Faculty Policies and Procedures with Legal Implications 2.13**

8. Procedures associated with this policy

None.

9. Forms associated with this policy

a. Course Syllabus Guide and Template.

10. Violations

Departmental chairs are responsible for ensuring faculty/instructors in their respective academic units follow this policy and will handle any administrative action in the event of non-compliance.

***New IRB committees – Chris Ziegler***

1. **Compliance: Human and Animal Research, Biosafety (permanent) — assigned to the Faculty Senate and the Vice President for Research.**

**Institutional Review Board (IRB) for Research with Human Participants**

1. Purpose: This committee is charged with the prior review and approval of all research involving human participants that is conducted under the auspices of Kennesaw State University. The committee will be responsible for ensuring that all research involving human participants complies with the Department of Health and Human Services for the protection of human participants (http://www.hhs.gov/ohrp/).

A complete description of the policies and procedures of the committee is found in the Kennesaw State University Assurance of Compliance document with the Department of Health and Human Services Regulations for Protection of Human Research Participants (on file in the Office of Research and the University library).

1. Membership:
2. AD 2: The Vice President for Research and the Director of Grants and Contracts in the Office of Research.
3. TF 10: appointed by the VPR in consultation with college deans, for staggered three-year terms. Faculty will have diverse backgrounds as required to promote complete and adequate review of research activities covered by this assurance. Faculty will have the professional competence necessary to review the specific research activities that will be assigned to it. At least one faculty member appointed will have scientific research experience.
4. Community 2: volunteer appointments to be recommended by the President, Provost/VPAA, Vice President for Research, Dean of The Graduate College, or college deans, for staggered three-year terms. Neither this person nor the members of his/her immediate family should be affiliated with Kennesaw State University.
5. Appointment of WellStar Medical Staff to the KSU IRB

To allow for added expertise in review of biomedical studies, four members of the WellStar medical staff will be appointed to the KSU IRB by the Vice President for Research through consultation with the WellStar SVP & COO WMG Officer or designee and the Sr. Vice President Chief Nurse Executive.  One physician will be appointed as a regular voting member and one will be appointed as an alternate, and one nurse will serve as a regular voting member while one will be appointed as an alternate.  Regular members have full membership responsibilities with the KSU IRB.  Alternate members are encouraged to attend board meetings, provide expertise on protocols being reviewed, and assist the IRB Chair in conducting expedited reviews of protocols, but alternates are not allowed to vote at meetings unless the regular member is absent.

Each member of the IRB (except for the Vice President for Research, which is a permanent appointment to the IRB) will serve for a term of three-years, renewable, staggered terms, with terms running 1st August to 31st July. Should an IRB member resign prior to the end of his/her term, a replacement will be appointed for the balance of the term.

The chair of the IRB is appointed by the Vice President for Research and serves a three-year, renewable term as chair. The IRB Chairperson shall ordinarily serve as the communications channel between researchers and the IRB, requesting further information when necessary, notifying researchers of IRB decisions, and generally serving as support for all review activities. The Chairperson will arrange space and arrange for minutes to be kept for IRB meetings. The Chairperson will maintain files of IRB activities and arrange secretarial assistance for IRB correspondence. When IRB members visit research projects in progress, as part of their continuing oversight responsibilities, the IRB Chairperson will coordinate these visits. The IRB Chairperson will notify researchers officially and in writing of all actions involving their submitted proposals, including approvals, requirements of modifications, extension of time, suspensions and disapprovals, and will provide all necessary certifications of these actions. The IRB Chairperson will maintain communication with the KSU Office of Research regarding approval of projects that are to be submitted for external funding, any changes in the approval status of ongoing projects, and changes in the IRB membership. The IRB Chairperson shall maintain appropriate records for three years following the completion of a research project, and in accordance with 45 CFR 46.115(b), copies of statements of significant new findings provided to participants, as required by 45, a list of all IRB members and a written description of IRB procedures, as required by 45 CFR 46.103. The Vice President for Research, the IRB Chairperson, or the HPA shall be responsible for notifying OPRR (Office for Protection from Research Risks) or other relevant federal agencies of any injuries to participants in federally funded research, for complying with FDA investigational new drug or device certification requirements, and for informing OPRR of the membership, or of any changes in membership, of the IRB

2. **Institutional Animal Care and Use Committee (IACUC) for research using**

animals

a. Purpose: Kennesaw State University complies with all applicable provisions of

the Federal [Animal Welfare Act](http://www.aphis.usda.gov/animal_welfare/awa_info.shtml) managed by the US Department of Agriculture, and other state and federal statutes and regulations related to animals. In meeting these obligations Kennesaw State University is guided by the [“U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training.”](http://grants.nih.gov/grants/olaw/references/phspol.htm#USGovPrinciples) These guidelines apply to everyone who participates in research, instruction, or work with animals at KSU.

b. Membership:

The Vice President for Research will appoint IACUC members, qualified through their work experience with animals and professional research expertise, to oversee the institution's animal program, facilities, and standard operating procedures related to animal care and use. The Vice President of Research appoints the Chair from within the membership of the IACUC for a term of three years. The Chair has the responsibility for prescreening submitted animal use protocols as necessary; approving protocols or recommending review by the full committee; review and approve amendments to protocols, and protocol updates as necessary; ensure member training (this task may be designated to another qualified individual); set meeting agendas and establish meeting dates; and conducting/managing meetings and keeping formal records of all meeting decisions for future review by the APHIS inspector.

The Federal Animal Care and Use Assurance must include the names, position titles, and credentials of the IACUC chairperson and the members. The committee will consist of no fewer than five members, to include at least:

(1) One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution (see IV.A.1.c.);

(2) One practicing scientist experienced in research involving animals;

(3) One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, and member of the clergy); and

(4) One individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution.

An individual who meets the requirements of more than one of the categories detailed in IV.A.3.b.(1)-(4) of this policy may fulfill more than one requirement. However, no committee may consist of fewer than five members.

3. **Institutional Biosafety Committee (IBC)**

a. Purpose**:** Kennesaw State University (KSU) is committed to the highest standards of safe and ethical research and complies with all federal, state, local laws and regulations and University System of Georgia policies related to biosafety. For this purpose and to comply with the National Institutes of Health (NIH) *Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines),* KSU has established an Institutional Biosafety Committee (IBC). The NIH Guidelines apply to all recombinant DNA research that is conducted at or sponsored by any institution that receives support from the NIH. These guidelines apply to everyone who participates in research, instruction, or work at KSU.

b. Membership

The IBC size and composition shall be large enough to represent the range of personnel who perform activities listed in Section IIB across Kennesaw State University (KSU) and will include scientists and administrators from KSU and community representatives. Based on NIH Guidelines (section IV-B-2-a-(1)), the minimum number of IBC members is five. An effort is made to represent all major units served, to have a mix of technical expertise characteristic of the research protocols being reviewed, and to epitomize the diversity of the University community. Committee configuration will be kept in accordance with NIH Guidelines (section IV-B-2-a).

Full Members: The committee shall consist of no fewer than five full members, of whom;

1. At least one member with appropriate infectious disease and recombinant DNA expertise;
2. At least two faculty members with experience in rDNA technology and/or biological safety and containment;
3. At least two community members (not affiliated with the university) who represent the interests of the surrounding community with respect to health and protection of the environment;
4. Biological Safety Officer, Environmental Health & Safety Office;
5. A Research Compliance Officer (NIH/OBA contact person), University Office of Research; and
6. A Research administrator, University Office of Research
7. At least one scientist with expertise in plant containment principles when experiments utilizing [Appendix P](http://oba.od.nih.gov/oba/rac/Guidelines/APPENDIX_P.htm), Physical and Biological Containment for Recombinant DNA Research Involving Plants, require IBC approval.
8. At least one scientist with expertise in animal containment principles when experiments utilizing [Appendix Q](http://www4.od.nih.gov/oba/rac/guidelines_02/APPENDIX_Q.htm%23_blank), Physical and Biological Containment for Recombinant DNA Research Involving Animals, require IBC approval.

Ex Officio Voting Members

In addition, the following are designated as voting members:

Vice President of Research, institutional authorized signing official

Subject Matter Expertise

If a protocol registration is outside the area of expertise of IBC members, the IBC Chair is authorized to seek counsel from an individual knowledgeable in the subject matter to allow for appropriate review and approval or disapproval.

Appointment to the IBC

The Vice President of Research appoints members for a

renewable term of three years. Terms of appointment are

staggered in a manner such that one-third of the committee is

appointed or renewed each year.

The IBC Chair

The Vice President of Research appoints the Chair from within

the membership of the IBC for a term of three years. The

Chair has the responsibility for prescreening submitted

registrations as necessary; approving registrations or

recommending review by the full committee; review and

approve amendments and updates as necessary; ensure

member training (this task may be designated to another

qualified individual); set meeting agendas and

establish meeting dates; and conducting/managing meetings.

Minors Policy – Lance Crimm

On 1/20/16, the CDA unanimously voted to reject the proposed change to the minor policy from the Faculty Senate. Instead, we all agreed that individual programs could “relax” the requirement at their discretion. These individual programs will need to complete the necessary application through Curriculog and obtain UPCC approval. Val Whittlesey proposed updating the catalog to indicate that individual programs may vary the number of duplicative hours allowed between a  
major and minor.

Attendance policy – Sandra Pierquet

**Attendance Policy**

* + 1. Attendance in classes, laboratories and lectures is important. All students are expected to attend these activities in accordance with their schedule of courses. The instructor determines the attendance policy for each course. All instructors will provide the students, at the beginning of each semester, a clear statement regarding their policies in handling absences. Instructors will also be responsible for advising their students regarding the academic consequences of absences.

1. Students must not be absent from announced quizzes, laboratory periods or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences. Students who are absent because of their participation in university-approved activities, such as field trips and extracurricular events, will be permitted to make up the work missed during their absences.

(From *Attendance Policy* in *2015-2016 Undergraduate Catalog*, <http://catalog.kennesaw.edu/content.php?catoid=24&navoid=2171#attendancepolicy>)

SUGGESTED CHANGE:

If a student is performing satisfactorily in a course (i.e., C or better) and will not exceed the number of acceptable absences as stated in the course syllabus, the student will be given an opportunity during the same term to make up the work missed during absence(s) due to participation in a university-approved activity, such as field trip or extracurricular event.

New Facility Pricing – Maureen Patton

E-core update – Humayun Zafar

Pay system change from ADP to PeopleSoft– Ron Matson

OIE Presentation – Jorge Perez

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***A.O.B***

***Note: 28th March meeting is back in KSUC 300 Kennesaw campus.***