Annual Report of the Faculty Senate Policy Committee
2010/2011 Academic Year

Committee Members: Senators Claudio Cantalupo (BBS), Scott Dutkiewicz (Libraries), Jeremy King (Chair; CoES), Dale Layfield (CAFLS), Jane Lindle (HEHD), Bill Pennington (CoES), Pradip Srimani (CoES)

The 2010/2011 academic year was an active one for the Policy Committee. Significant activities/products of the committee are summarized below. The Committee gratefully acknowledges that it was once again privileged to benefit from collegial working relationships and constructive feedback, suggestions, and guidance from a large number of concerned and helpful faculty, staff, and administrators across campus—especially, the Office of General Counsel, which provided willing assistance to the committee throughout the year. It is a sincere pleasure to single out Fran McGuire (Faculty Manual Editorial Consultant), Pat Smart (Interim Assistant Provost for Faculty Relations), and Cathy Sturkie (Faculty Senate Program coordinator) for their sage and regular counsel to the committee in the course of its work throughout the year.

- The committee recommended a Faculty Manual changing the name of the Alcohol and Other Drug Task Force, providing it with a definite charge, and revising its membership. The changes were ultimately approved by the Senate.

- The committee recommended a change to the Faculty Manual related to changing the Faculty Manual. The proposed revision would allow the Faculty Manual to be updated on short notice. Such immediate inclusions would be subject to stringent requirements for approval, as well as for subsequent notification. The proposed change was ultimately approved by the Senate.

- The committee proposed 3 separate changes to the Faculty Manual related to the Grievance Board, Grievance Hearings. The proposed change would require two Senior Lecturers elected by the Senate E/AC to be eligible to act (at the discretion of the Grievance Board) as non-voting consultants to the Board or its Hearing Panels in grievance cases involving lecturers. The proposed changes were ultimately approved by the Senate.

- The committee proposed a change to the Faculty Manual recognizing the University’s Intellectual property policy, which was approved by the Administrative Council in November 2009. The change was not an endorsement of this policy, but updated the existence and
location of this policy as an informational matter in Part X of the Manual. The change was ultimately approved by the Senate.

- The committee proposed a Faculty Manual change related to Sabbatical Leaves. The proposed change: relaxed the firm 6-year full time service eligibility requirement for sabbatical, advises faculty to be aware of dual employment restrictions while on sabbatical, require a signed agreement by the faculty member to maintain service with Clemson for a period at least equal to the sabbatical leave, and provides a procedure for administrators seeking sabbatical to apply. The proposed change was ultimately approved by the Senate.

- The committee continued to support a change to the Faculty Manual related to membership on the Graduate Advisory Committee—such a change was initially suggested by the committee last academic year. After a long and tortuous path of endorsement, the proposed change placing one faculty member representing all the interdisciplinary programs housed within the Graduate School on the GAC was approved by the Senate.

- The committee revised another holdover proposed Faculty Manual change from the previous academic year—this one related to the contentious issue of evaluation of teaching by students. The proposed change updates the Manual to reflect the current evaluation system, requires that student evaluation forms be consistent with current research-based practices in teaching evaluation, clarifies the difference in Chair access and instructor access to various parts of the evaluation, and reiterates that evaluation of teaching in general must be carried out using means other than student evaluations. The proposed change was ultimately approved by the Senate.

- The committee recommended a Faculty Manual change noting that there exists eligibility criteria for those individuals who receive remuneration provided by public funds that is associated with award programs. The change notes that the eligibility criteria are available in the HR Policy and Procedures Manual. This change was endorsed by the E/AC, but was postponed by the Senate in order to resolve a question concerning awards using Foundation funds. It is hoped that this issue can be resolved by the end of the Senate year.

- The committee proposed a Faculty Manual change related to criteria for the rank of Assistant Professor. The proposed change would supplement the “normal” requirement of a terminal degree or the “possible” alternative of progress towards the terminal degree with the additional alternative of relevant experience. The committee believed this would provide needed, but currently unavailable, flexibility in making Adjunct appointments at the Assistant Professor rank for some candidates. The change was approved by the committee, but rejected by the E/AC.
The committee reviewed and slightly revised the recommendations of Past President William Bowerman’s Select Committee on Work Load. The proposed draft of changes to the Faculty Manual Work Load policy was sent to Provost Helms for review and comment. As of this date, we understand that Provost Helms has reviewed the draft and made comments, which we await before proceeding further.

Future Work and Initiatives

During the course of the year, several items of business could not be completed by the Policy Committee given its full agenda.

- **Appointment of Administrators**: Part IV, Section I of the Faculty Manual on the Selection of Other Academic Administrators is out of date and deficient in several respects (e.g., apparently providing no defined mechanism to select the Vice President of Research or College Deans). In addition, the definition and meaning of Academic Administrators in the Faculty Manual is unclear. The Manual also lacks a parallel structure describing administrative positions and the procedure to fill them. Senator King worked on draft changes to this portion of the Faculty Manual during 2010/2011. The needed revisions are substantial, and strong coordination with the Provost, the President, and the BOT will be needed to complete this effort. Senator King is happy to continue working with the 2011/2012 Policy Committee on the needed changes if they so desire.

- **Termination Policy for Faculty**: Senator Pennington worked with Clay Steadman (Office of General Counsel) on the development of a faculty termination policy in the event of program discontinuance. This collaboration was productive, yielding many areas of agreement on principles and details. At present, Senator Pennington continues to deal with the thorny issue of program definition. While the University administrations’ response to recent fiscal pressures has not included termination of faculty, work on completing a draft policy should continue in the 2011/2012 year. Next year’s Policy Committee is urged to coordinate with Senators Pennington and King and Counselor Steadman and be aware of the work accomplished on this policy to date.

- **Work Load**: As of this date, the status of the proposed Faculty Manual change related to Work Load is unclear. If a revised policy is not presented to the Senate during this 2010/2011 academic year, then the 2011/2012 Policy Committee should resume work on this issue.
Adjoint Appointments and Titles: An approach to providing improved but currently lacking flexibility to make appointments to Adjunct Assistant Professor was approved by the Committee, but rejected by the E/AC (see above). Next year’s Policy Committee will need to re-examine the issue including, perhaps, whether a regular faculty rank title must accompany the Adjunct title.

Presidential Commission on Sustainability: The committee revised a draft of a Faculty Manual change formalizing the Presidential Commission on Sustainability (PCS) kindly provided by the Office of President Barker. This draft is being forwarded by Senator King to the Commission for review and approval. Next year’s Policy Committee will need to follow up the disposition of this review.

Faculty Manual Changes related to the VPR: Several suggested Faculty Manual changes were brought to the Policy Committee by the former Interim Vice President of Research J. Ballato. These need to be reviewed and discussed by the 2011/2012 Policy Committee. It should be stressed that the 2011/2012 Policy Committee should take care to involve the new VPR, Dr. Gerald Sonnenfeld, in these discussions.

Academic Computing Advisory Committee: The Policy Committee heard concerns that the ACAC was not an active committee on campus, but should be. A draft Faculty Manual change rejuvenating this committee in the form of an Academic Technology Council was provided to the Policy Committee by Mary Beth Kurz (CoES), working with Senate Vice-President Dan Warner, Matt Saltzman (the most recent chair of the ACAC), and CIO Jim Bottum. At the writing of this report, the disposition of this draft Faculty Manual change is unknown. If it is not considered by the Senate during the 2010/2011 year, then the 2011/2012 Policy Committee should coordinate with Prof. Kurz and Senate President Warner on this issue.