FACULTY SENATE POLICY COMMITTEE

2015-16 FINAL REPORT

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Outline of primary committee discussion topics:

• Post-Tenure Review: to make consistent with CHE “Best Practices.” Editorial changes approved by Senate.
• FM Part VI revisions: for editorial and policy improvements. Changes approved by Senate.
• Institutional Base Salary and Maximum Summer Pay. Changes approved by Senate.
• Tenure clock extensions for childbirth and adoption. Policy changes approved for immediate inclusion in new version of Manual.
• Online teaching certification: for violations of Faculty Manual related to faculty control of teaching content and methods. To be revisited in 2016-17.
• Endowed Chairs and Titled Professorships policy research and proposed changes. To be revisited in 2016-17.

Attachments:

• Minutes from the year are attached. Not included are FM Part VI drafts and changes. See April 12, 2016 general meeting agenda or contact Mary Beth Kurz.

Recommended carry-over topics for 2016-17:

• Revisit online teaching certification policies and practices.
• Continue discussion of attached Endowed Chairs and Titled Professorships policy changes.

PL 04/21/16
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Tuesday, May 19, 2015, 2:30-4:30, Freeman Hall 123

Attendees:
Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Sallie Hambright-Belue (AAH); Hong Luo (AFLS); Danny Weathers (BBS); Mary Beth Kurz (VP); Fran McGuire (FM Editorial Consultant); Monica Patterson (FS Program Coordinator)

Itemized discussion topics:
• Post-Tenure Review (PTR)
• Annual Evaluation

Action Items:
• The committee members voted unanimously in support of removing Appendix G, “Best Practices for Post-Tenure Review” and recommends this action to the EAC and Senate. The committee also recommends deleting the following related sentence from p. 27 of the FM:
  “These guidelines must incorporate attention to “Best Practices for Post Tenure Review,” Appendix G, numbers 1 through 12 of the Faculty Manual.”

Discussion summary:
Post-Tenure Review (PTR)

Prior discussion:
The committee’s discussion on PTR continues a thread of discussion in the Policy Committee dating back to 2013. Some have expressed concerns that the PTR policy and its fixed review period allows poorly performing faculty members too much time before review, in review, and in remediation before more severe penalties or actions can be taken. Earlier in the year, former Policy Committee members recommended that a “rolling horizon” would replace the fixed timeline. With the “rolling horizon” concept, two “unsatisfactory” annual performance ratings within a five-year annual review period would trigger PTR Part 2 (PTR policy, section 6, pp. 27-28). However, before recommending any changes to the Senate, former Policy Committee chair Kurz recommended reviewing PTR policy history, CHE policies, and any state-level requirements that may have been the impetus for creating the PTR policy in the first place.

Discussion:
Laurence reviewed archival documents, searched for state-level requirements, reviewed SC Commission on Higher Education (CHE) policy, and reviewed the AAUP (American Association of University Professors (AAUP) report on PTR” prior to the meeting and presented summarizes to the committee.

Archival documents show that the PTR policy was originally approved for inclusion in the FM in June 1998. There have been relatively few changes to the policy since then.

Laurence discovered that, although the source is not indicated, FM Appendix G replicates the following CHE document, “Best Practices for Post-Tenure Review,” dated 1998, word-for-word:

http://www.che.sc.gov/DataPublications/PerformanceFunding/PerformanceFundingDataforFall1998/Post-tenureReview98.aspx

As indicated on the CHE website, this document was related to a “performance funding” policy for SC universities.

The committee recommends the removal of Appendix G because it questions whether the CHE’s twelve-point “Best Practices for Post-Tenure Review” are indeed best practices. To give two examples, point 2 indicates that post-tenure review “should be as rigorous and comprehensive in scope as an initial tenure review” and point 4 indicates “whereas the focus of an initial tenure review tends to be on past performance, equal emphasis should be given to future development and potential contributions in the post-tenure review.” The committee agrees that PTR is not another tenure process or a practice in which tenured faculty must justify their tenure; such practices undermine the institution of tenure and undermine the policies, peer evaluations, and decisions that granted tenured faculty their tenured status. Point 4 is simply inaccurate (tenure decisions definitively consider future contributions, whereas PTR is not about future contributions but performance since tenure).

There are six “must” or imperative clauses in the CHE “Best Practices” document/Appendix G (points 5, 7, 8, 9, 10, and 11). In a nutshell, point 5 seems to be the origin of the current PTR policy:

5. Statewide, each tenured faculty member will have a post-tenure review conducted at pre-established, published intervals of no more than six years, unless the faculty member is participating in a development/improvement process in which case the review may be conducted more frequently.

Other findings and items for future discussion:

• It is unclear whether the CHE “Best Practices for Post-Tenure Review” (“Best Practices”) or the document’s “must” clauses, are mandates and whether its related enforcement mechanism (performance funding) is still valid.
• If the “Best Practices” do not constitute a mandate, could the entire PTR policy be discarded?
• Even if the “Best Practices” do not constitute a mandate, the faculty may wish to have a PTR policy.
• A “rolling horizon” (two unsatisfactory reviews within a 5-year period) does not seem incompatible with point 5 or other “must” clauses of the “Best Practices.”
• Within the current system of evaluation, tenured faculty are annually evaluated only by a department head and do not have direct peer review unless a faculty member receives two “unsatisfactory” ratings within the fixed five-year PTR review time. Insofar as departmentally-based, faculty-determined policies and peer evaluation are foundations for faculty policies, it is important that departmentally-based, faculty-determined guidelines for performance and annual review are created and followed by the department head; this provides indirect peer input into the annual review of faculty.

PL 5/23/15
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Thursday, August 20, 2015, 2:30-4:30, Freeman Hall 123

Attendees: Neil Calkin (E&S); Olt Geiculescu (del, E&S); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Danny Weathers (BBS); Mary Beth Kurz (FS VP)

Itemized discussion topics:
• Special faculty as endowed chair
• Faculty Manual Part VI
• Questions of raises for promotion to Senior Lecturer

Discussion summary:
Special faculty as endowed chair:
The question of whether the policies related to Endowed Chairs and Titled Professorships (Part III, F, pp. 16-18) would permit a special faculty member to be an endowed chair consumed much of the meeting. The question “could a lecturer be an endowed chair?” came from a department TPR committee via Rob Baldwin.

This question revolves around the fact that the policy does not specifically exclude the possibility of a special faculty member being awarded an endowed chair or titled professorship. However, because these represent the highest academic honors for the highest levels of academic achievement, the policy states that endowed chairs and titled professors will have “exceptional levels of achievement” in various areas of academic work. This level of achievement is commensurate with the work of a relatively small cadre of tenured associate and full professors in academe. Insofar as the core of the policy for endowed chairs and titled professorships was established in 1981, when there were fewer part-time faculty ranks and fewer part-time faculty in number, is it not likely that the authors of the policy assumed that these honors would not be bestowed on part-time and non-tenured faculty holding a rank often awarded to novice faculty at the start of their academic careers with little or no prior teaching experience or scholarship? Shouldn’t someone so accomplished as to be honored with an endowed position already hold a title other than lecturer? In other words, since a chair is, by definition, a professorship, isn’t there a mismatch between the titles of lecturer and endowed professor?

Speculating on the circumstances that would prompt the question of whether a lecturer could be honored with an endowed chair or titled professorship, the committee members pondered the following other questions. Is another title for exceptional individuals among special faculty needed? The Professor of Practice title was created for special faculty who are “eminently qualified” in an area of knowledge; accordingly, the title does not have assistant professor or associate professor of practice degrees. (By
contrast, a clinical professor may be an assistant, associate, or full Clinical Professor.) Considering that there are non-tenured “full professors” among special faculty, might the word “endowed” be used as a modifier of an existing title—such as The Jane Doe Endowed Clinical Professor in [a Discipline] or The John Doe Professor of the Practice of [a Discipline]? What other ways are available to recognize an exceptional individual who is not a regular faculty member—such as a gift to the university, the creation or naming of a center, an honorary degree, etc.?

Committee members questioned the precedent of allowing a lecturer to hold an endowed chair or titled professorship. Although there may be exceptional cases where this may at first seem reasonable, doesn’t allowing someone with the rank granted to faculty with zero to four years of teaching and research experience to be honored with the highest ranks in academia not circumvent a substantial amount of peer review and devalue such honors?

Committee members also agreed that the intent of policies related to the selection of an endowed and titled professorship preclude a sponsor from pre-selecting the recipient; this protects academic integrity by preventing a wealthy individual or business interest from “buying a professor” to validate their beliefs or interests. Condoning the establishment of an endowed chair or titled professorship with the recipient in mind may be to subvert the spirit of the policy; it may even be unethical. This is true regardless of the rank of a “pre-selected” recipient for a new endowment or titled professorship. However, part-time faculty may well have had less peer review over the course of their academic careers than, for example, a full professor. Moreover, lecturers may be and are often hired without search and screening committees. We should avoid creating an avenue where special interests can circumvent the peer review process in order to install ideologues at the highest levels of academia. Although there may be an exceptional circumstance where making a lecturer an endowed or titled professor seems like a good idea, such issues as these must be considered.

**Faculty Manual Part VI:**

In a short and preliminary discussion of Part VI, the committee considered three aspects of this section: 1) minor editorial changes; 2) references to the university Affirmative Action policy; and 3) maintaining accuracy of the lists of administrative personnel in this section.

To skip over the minor edits to be revisited later, references to the Affirmative Action policy should be reviewed by the appropriate HR departments. For example, the description of the department chair’s duties includes “implementation of Affirmative Action policies.” Is this still the correct language? Do current practices suggest that the references to Affirmative Action in this section should specifically indicate that those involved with hiring must consider diversity of race, gender, etc.? These questions are linked to Part IV, A.2, Affirmative Action Policies, pp. 21-22.

With regard to the lists of administrative personnel in this section, these lists should be checked against lists of administrators on the university website. However, it was recognized that websites are not always up to date. Administrative personnel may be added or eliminated more quickly than the FM can be updated, but such changes to the FM should be considered editorial.

**Question of raises for senior lecturers:**

A few questions about the policies related to raises for promotion to senior lecturer were brought up. MBK or Jim McCubbin will look into these.

**Actions Taken:**

No votes were taken to recommend specific editorial or policy changes.

PL 8/21/15
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Thursday, Sept. 15, 2015, 2:30-4:30, Freeman Hall 123

Attendees: Rob Baldwin (AFLS) – recused; Neil Calkin (E&S); Jackie Gillespie (del, HHD); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Danny Weathers (BBS)

Itemized discussion topics:
• Endowed Chairs and Titled Professors policy

Issues and new discussion regarding endowed chairs and titled professorships:
This discussion followed a previous discussion at the previous meeting. Critical issues discussed included academic integrity (including the questions of donor influence in the selection process and or donor benefits in terms of association of their name/brand with the status and imprimatur of academia); peer review in the selection process; rank prior to appointment; and, if applicable, the promotion process (considering the chair-holder’s status in the home department when the appointment expires). When externally funded endowed chairs and titled professorships are considered, the corporatization of the faculty must also be weighed against fundraising opportunities and positive academic-industry partnerships.

The committee looked at endowed chairs and titled professorship policies at random (Google-searched) sampling of other institutions. The policies are diverse and unique to institutions. In a number of institutions, endowed Chairs are recognized as one of the most prestigious honors in academia, to be awarded to highly distinguished, eminently- and nationally- qualified professors. Others indicate that such titles are a rank above full professor; others that holders would be, or normally be, tenured faculty. See the highlighted sections:

University of Virginia:
The holder of an endowed chair is receiving one of the most prestigious honors that can be bestowed on a University of Virginia faculty member. The highest levels of performance, and national and international recognition of that performance, are inherent guidelines for appointment of a chair holder. The institutional expectation of unquestionable excellence means that the person is deemed to have achieved the highest stature and exemplary accomplishment in a discipline or area of research as judged by an independent assessment of his or her peers. In certain instances, accomplishment may be judged on the basis of distinguished work for which there is peer consensus of superior achievement whether in teaching, service or in accomplishments which lie beyond strictly academic endeavors. The appointment to an endowed chair may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member; but, in all appointments, excellence should be evidenced by several years of outstanding performance based on national and international standards.

University of Richmond (VA):
Endowed faculty chairs represent the highest academic honors that an institution can bestow upon faculty members. Typically, an appointment to an endowed faculty chair is made in recognition of the individual’s attainment of the highest levels of teaching, scholarship, research and service in his or her discipline or field. http://controller.richmond.edu/accounting/endowed-chairs.html

University of South Carolina:

Appointment to an endowed chair or a named professorship (hereafter referred to as "chairs") is intended to be the university's most prestigious recognition for continuing scholarly achievement and distinction. http://www.sc.edu/about/offices_and_divisions/provost/faculty/chairs_professorships/

University of Texas Dallas:

It is the highest academic award that the University can bestow on a faculty member, and it lasts as long as the University exists. Thus, it is both an honor to the named holder of the appointment and also an enduring tribute to the donor who establishes it. https://www.utdallas.edu/chairs/about/

UC Davis:

Endowed chairs may be held by distinguished scholars at the level of associate professor, full professor, or Specialist in Cooperative Extension. A Specialist in Cooperative Extension may not hold an endowed professorship, but may hold an endowed chair if appropriate. The holder of an endowed chair shall contribute to the scholarly activity and effective functioning of the academic unit in which he/she resides and, through teaching, seminars, or other intellectual contact with students, shall add to the enrichment of the academic life of the campus as a whole. http://manuals.ucdavis.edu/apm/191.htm

UT Austin:

Endowed professorships and chairs shall be considered the equivalent of a promotion to the next rank above full professor. Endowed positions are conferred on faculty members who have demonstrated a sustained high level of scholarly (research, professional, creative) accomplishments. A faculty member must have served in the rank of full professor for five years to qualify for this honor. Some endowments are associated with administrative positions, are awarded accordingly, and are to be used for the general advancement of the program or unit. In general, chair positions are the highest endowment honor, awarded to those faculty recognized nationally and internationally as among the very top figures in their area. They are expected to be leaders both in their field and in their program within the Moody College, using their support to advance both accordingly. Professorships are the next most significant endowment and are used to support exceptional senior faculty. Endowment fellowships may also be used to reward other faculty for shorter, fixed appointments, and for special initiatives. These fellowships are awarded by the Dean, who may consult with other faculty as appropriate.

Iowa State University has a policy more similar to Clemson’s but directly indicates that:

The holder of a professorship or chair must normally be a tenured, full-time member of the university faculty at the rank of professor but may also be held by a non-tenured professor, a distinguished visiting faculty member, or an especially promising junior faculty member, if stipulated by the endowment agreement. http://new.policy.iastate.edu/policy/endowedchairs

Possible recommendations:

• Draft editorial changes to split endowed chairs and titled professorships into two sections to allow independent policy changes that recognize the differences between such titles.

• Have the home department’s TPR committee become part of the review for the title, not just any related rank adjustment/promotion.

Actions Taken:

No action was taken or recommendations made. Committee quorum dissolved before the end of the meeting.

PL 9/30/15
MEETING MINUTES

FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Lance Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Tuesday, Oct. 20, 2015, 2:30-4:30, Freeman Hall 123

Attendees: Neil Calkin (E&S); Olt Geiculescu (del, E&S); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Itemized discussion topics:
• Clemson Online teaching certification policies
• Tenure clock extension policy related to childbirth/adoption
• FM Part VI

Clemson Online Teaching Certification Policies: Observations, Questions, and Recommendations

Observations:
Teaching effectiveness classes, whether for typical or online courses, are valuable. However, Clemson Online teaching certification classes (“Concert” and “Encore”) may result in Faculty Manual violations by infringing on faculty autonomy in the structure, content, and delivery of their courses. Teaching guidelines are provided in the Faculty Manual (Part IX: Professional Practices, section D, Teaching Practices). “Concert” and “Encore” may also subvert Curriculum Committee and peer-review policies and practices. Online teaching oversight must follow typical curriculum committee and peer-review processes at the departmental level. Moreover, denying faculty contractual rights to teach online courses (as indicated in “Concert” syllabus) may result in a grievance.

Questions:
• What are the specific SACS requirements with regard to online education?
• What are the specific CHE requirements with regard to online education?
• What are the specific federal requirements with regard to online education?
• What has the Provost charged and authorized Clemson Online to do and supervise? What university policies guiding online courses other than the policy indicated in the Fall/Spring Class Regulation letter have been approved and are in effect?

Recommendations:
• Faculty require accuracy and transparency with regard to federal, state, and university regulations relating to online courses, and, when these regulations do not rise to the level of state or federal law, faculty intelligence must be respected in interpreting how these regulations apply to their teaching.
• Clemson faculty with expertise in distance/online education should be invited to participate as distance education best practices experts.
• Geographic location, qualifications/CV, and employment status (whether they are Clemson employees or not) of all Clemson Online staff who have any role in reviewing faculty-developed coursework need to be made clear and public. Such staff may not be appropriate as peer reviewers in terms of academic background, disciplinary knowledge, teaching experience, or other qualifications.

• Clemson Online’s Faculty Advisory body webpage needs to be updated. The role of the group, its election/appointment process, representation/collegiate distribution, term limits, etc., need to be made public, as do meeting times and meeting minutes.

• Teaching workshops and best practice resources for online courses are valuable. The relationship between Clemson Online (e.g., online teaching best practices) and the Office of Teaching Effectiveness and Innovation should be investigated.

• Supervisors of faculty may recommend faculty to take online education course development courses just as they may recommend faculty to take OTEI courses and teaching workshops.

• Oversight and policies related to faculty intellectual property is by the Intellectual Property Committee (FM, Part VII, section F.3, pp. 61-62). If necessary, the Intellectual Property Committee should review policies and norms related to intellectual property in online/digitized coursework.

These observations and recommendations will be referred to the EAC.

Part IV, Section B2b Extensions of the Probationary Period for Childbirth/Adoption

Changes to the policy for extensions of the probationary period were approved by the Faculty Senate in 2014-15. However, these changes were not incorporated in the 2015-16 Faculty Manual, pending HR and General Counsel review. After this review, some updates for clarity are proposed. See attachment. Some changes are made to indicate that the window for automatic probationary period extension is much longer than in previous Faculty Manuals. Other changes are made to indicate to whom and in what timeframe written requests shall be made. This subsection is also rearranged to indicate more routine causes for extension to more extreme causes for extension.

The policy, with these changes, is recommended for immediate inclusion in the Manual. The policy changes are referred to the EAC and Senate for review.

PL 10/22/15
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Thursday, Nov. 12, 2015, 2:30-4:30, Freeman Hall 123

Attendees: Olt Geiculescu (del, E&S); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Cassie Quigley (SoE); Danny Weathers (BBS); Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant); Jim McCubbin (FS Pres)

Itemized discussion topics:
• FM Part VI

Faculty Manual Part VI. The University’s Administrative Structure

Those in attendance discussed Part VI of the Manual. This section of the Manual was reviewed in past years by the ad hoc Faculty Manual Re-Write Committee. This section of the Manual has gaps and inconsistencies. Mary Beth developed and discussed a new structure for this section. The first level of changes would be editorial; reorganizing the existing content into a new structure. The second level of changes would be more substantive and fill in the blanks revealed by the new structure, among other changes deemed necessary.

Actions/Recommendations:
No actions were taken. The forthcoming changes to Part VI will be discussed at the next meeting.

Next Meeting:
Tues. Dec. 1

PL 11/19/15
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Tuesday, Dec. 1, 2015, 2:30-4:30, Freeman Hall 123

Attendees: Sallie Hambright-Belue (AAH); Peter Laurence (Secretary, Committee Chair, AAH); Cassie Quigley (SoE); Danny Weathers (BBS); Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Itemized discussion topics:

• FM Part VI

Faculty Manual Part VI. The University’s Administrative Structure

As at the previous meeting, those in attendance discussed Part VI of the Manual. A review of this section reveals that there are numerous gaps in the search and review processes for administrators, and processes for acting and interim positions.

Mary Beth developed and discussed a new structure for this section. The first level of changes would be editorial; reorganizing the existing content into a new structure. The second level of changes would be more substantive and fill in the blanks revealed by the new structure, among other changes deemed necessary.

The committee worked through at least half of the section. One extended topic of discussion was the consistent and typical composition of review committees, which were generally determined to include comprehensive representation from the ranks of deans, tenured faculty, tenure-track faculty, special faculty, and students.

Actions/Recommendations:
No actions were taken.

Next Meeting:
The next scheduled meeting is Tue. Jan. 19. I would like to move this up to Thurs. Jan. 7 or 14 and will create a Doodle poll for this.

PL 12/3/15
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)

Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Thursday, Jan. 14, 2016, 2:30-4:30, Freeman Hall

Attendees: Olt Geiculescu (del, E&S); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS); Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Itemized discussion topics:

• FM Part VI

Faculty Manual Part VI. The University’s Administrative Structure

The committee continued discussion of Part VI.

Actions/Recommendations:
No actions were taken.

Next Meeting:
The next meeting will be scheduled via poll.

PL 01/16/16
MEETING MINUTES
FACULTY SENATE POLICY COMMITTEE

Committee members: Rob Baldwin (AFLS); Neil Calkin (E&S); Olt Geiculescu (del, E&S); Jackie Gillespie (del, HHD); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Lance Howard (del, AAH); Peter Laurence (Secretary, Committee Chair, AAH); Hong Luo (AFLS); Cassie Quigley (SoE); Danny Weathers (BBS)
Ex officio committee members: Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Meeting date, time, place:
Tuesday, Mar. 22, 2016, 2:30-4:30, Freeman Hall 123

Attendees: Neil Calkin (E&S); Olt Geiculescu (del, E&S); Leigh Haltiwanger (del, SoE); Sallie Hambright-Belue (AAH); Peter Laurence (Secretary, Committee Chair, AAH); Cassie Quigley (SoE); Danny Weathers (BBS); Mary Beth Kurz (FS VP); Fran McGuire (FM Editorial Consultant)

Itemized discussion topics:
• Institutional Base Salary and Maximum Summer Pay
• FM Part VI
• Endowed Chairs and Titled Professorships policy

Actions/Recommendations:
The attached amendments to the Summer Pay and Endowed Chairs and Titled Professorships policies are recommended to the EAC for review.

Next Meeting:
The next meeting will be scheduled via poll.

PL 03/24/16
Senate Policy Committee

Proposed Changes to FM Part III F. Endowed Chairs and Titled Professorships

First draft Mar. 24, 2016


Second draft Mar. 30, 2016. Distinguishes the search-and-screening of a candidate and the creating and review of a professorship/chair proposal. Currently this is confused. Current section a) Search-and-Screening and Appointment should be split into two sections.

Key:

Current policy is show in normal fonts.

Proposed changes are highlighted and in bold

Editorial changes, i.e. moving sections, are highlighted and indicated with a note.

F. Endowed Chairs and Titled Professorships

These positions are established in recognition of exceptional levels of achievement. The priorities placed on excellence in teaching, research, and public service vary with the purposes of the particular professorship or chair. A University chair is normally funded by an endowment, which is the sole or primary source of the holder’s remuneration. Holders of titled professorships are remunerated with state funds, but receive salary supplements from endowments or from annual grants to the University. Procedures for appointments to these positions are set forth below. No other mechanisms beyond those cited above exists for the creation of an endowed chair or titled professorship.

According to a policy adopted on July 17, 1981, by the Board of Trustees, those appointed to endowed chairs and titled professorships must be selected by members of the academic community. Because of the university-wide importance of such a position, there must be representation on the search-and-screening committee from a college other than the one to which the chair or titled professorship is assigned. In all cases nominations of candidates for the position shall be openly and publicly solicited.

Inasmuch as endowed chairs and titled professorships are established in recognition of exceptional levels of achievement in teaching, research, and public service, individuals whose principal responsibilities are administrative are not normally eligible for these appointments. Under exceptional conditions a department chair or prospective department chair may receive an appointment to an endowed chair or titled professorship; please see Section F, Subsection c) below.

Before the end of the fiscal year a record of all expenditures from the account supporting each endowed chair and titled professorship shall be made available to its holder.

1. Specific Titled Professorships: Alumni Distinguished Professors
A limited number of Alumni Distinguished Professors are selected from those Clemson University faculty holding the rank of professor who have been employed by Clemson University for at least five years. Selection is based on dedication to and excellence in teaching and a continuing commitment to Clemson University and Clemson students. Alumni Distinguished Professors receive a salary supplement from the Clemson University Alumni Association, and one of their number serves on the Alumni National Council.

For selection of Alumni Distinguished Professors, the regular faculty of each college elects a college selection committee with representatives from each department offering undergraduate courses. Each college selection committee forwards not more than three nominees to the Provost. The Provost forwards all documentation, along with any comments, to the President for final approval. If the President so directs, the Provost asks the committee for additional nominations. If additional nominations are requested, the college selection committee will again submit nominees to the final selection committee and the entire selection process is repeated.

2. General Policies for Titled Professorships and Endowed Chairs

a) Titles

As indicated above, and in accordance with long-standing academic traditions and the University policy related to the Chaired and Titled Professors Group (http://www.clemson.edu/administration/endowed-chairs/index.html), titled professorships are held by professors with exceptional levels of achievement in teaching, research, and/or public service, as recognized by their peers. As such, effective August 1, 2016, new endowed chairs shall be held by tenured regular faculty, except as permitted by section e) below.

Titled professorships may be held by faculty of various ranks. To prevent confusion with other academic titles, the terms of the titled professorship and the title held by and used by a titled professor shall clearly indicate their rank. For example, “The J. Doe Titled Professorship in [a discipline]” would indicate permitted ranks, and the title held by and used by the holder would be the “J. Doe Lecturer/Visiting Assistant Professor/Assistant Professor/etc. in [a discipline].”

b) Proposals for Titled Professorships and Endowed Chairs

Effective August 1, 2016, new proposals for titled professorships and endowed chairs shall be reviewed by the department chair/director and the Advisory Committee of the academic unit in which the titled professor or endowed chair shall primarily serve and be reviewed. These departmental representatives shall provide an assessment of the fit between the sponsor’s intentions and the department’s academic mission to the dean of the department’s college and the Provost. The department may refuse an endowed chair or titled professorship proposal that is deemed by the department’s faculty to be at odds with its academic integrity, disciplinary standards, or strategic plan.

During development of an endowed chair proposal, a sponsoring party representative may act in an advisory capacity with the committee or members thereof of developing the proposal. During any competitive review process evaluating an endowed chair proposal, a sponsoring party representative may take part in presenting the proposal.
to the review team, acting in a support capacity.

As of August 1, 2015, all appointments for endowed chairs and titled professorships will be term-limited unless the award agreement provides otherwise. The terms of appointment, requirements for retention of the titled professorship or endowed chair, and review cycle of those appointed to titled professors and endowed chairs will be determined by the department TPR committee and must be included in the appointment letter.

**c) Search-and-screening and Appointment**

For endowed chairs and titled professorships other than those specifically described in Part III, Section F, Subsection1 of this Manual, the composition of the search-and-screening committees shall receive the approval of the Provost. The majority of each such committee shall be composed of regular faculty members from the department to which the chair or titled professorship is assigned and shall be elected by the regular faculty of that department. At least one regular faculty member from a related discipline in another college shall be appointed to the committee by the Provost. Administrators in the line of appointment shall not serve on the committee. The committee nominates a slate of candidates and forwards its recommendations to the department chair. The department chair recommends a candidate for the position and forwards this recommendation, along with the slate of nominees, for review and approval by the nominees’ college dean(s), the Provost, and the President. If the President so directs, the Provost asks the committee for additional nominations.

After an endowed chair proposal has been approved, a sponsoring party representative may interview the final candidates and offer opinions about the candidates’ qualifications to the search-and-screening committee. A sponsoring party representative shall not be a member of the search-and-screening committee or be involved in making the final decision to hire.

**As with other promotions, the candidate’s departmental TPR committee shall review and evaluate the nominee’s qualifications for the titled professorship or endowed chair.** The rank and tenure status of those appointed to endowed chairs and titled professorships shall be determined by the applicable rules, regulations, policies, and practices governing all appointments to the faculty of Clemson University.

**d) Terms and Reviews**

The University community as a whole has a vested and vital interest in the academic contributions of holders of endowed chairs and titled professorships. Faculty holding endowed chairs and titled professorships prior to August 1, 2015 may continue to hold the specific professorship bestowed or may elect to change their professorships as set forth herein.

All faculty members appointed to titled professorships and endowed chairs shall be subject to the normal reviews of performance to which all faculty members are subject. Furthermore periodic review of the professional performance of these particular faculty members appointed to these positions after August 1, 2015 will be conducted as described in the appointment letter.

For those faculty members appointed to titled professorships and endowed chairs before August 1, 2015, a review may be initiated by the dean of the college if requested by both the departmental faculty advisory committee and the department chair. For any such review the Provost shall ensure that a committee (composed in the same manner as the search and screening committee that made the initial selection of the
holder) evaluates the performance of the holder of the endowed chair or titled professorship. Recommendations for removal by this committee shall follow the same route as those of the initial search-and-screening committee. Should these recommendations result in a decision by the President to remove the incumbent from the endowed chair or titled professorship, such a decision shall not affect the incumbent’s tenure status and professorial rank.

Special Considerations: Administrators as holders of Endowed Chairs or Titled Professorships

In the case that a sitting department chair is a candidate for an endowed chair or titled professorship, the search-and-screening process described in Part III, Section F, Subsection 2.a. of this Manual shall be used though the dean will fill the role of the department chair. If a prospective department chair is a candidate for an endowed chair or titled professorship, such an appointment must be ratified by a two-thirds vote of approval by the faculty of the affected department. This vote shall be by secret ballot and shall be administered by the department’s tenure and promotion or personnel committee.

If the holder of the chair or endowed professorship is a department chair or prospective department chair, the appointments shall be independent.

All department chairs appointed to titled professorships and endowed chairs shall be subject to the normal reviews of performance to which all department chairs are subject. Furthermore periodic review of the professional performance of these particular faculty members appointed to these positions after August 1, 2015 will be conducted as described in the appointment letter.

If the holder (appointed before August 1, 2015) of the endowed chair or titled professorship is the department chair, the dean of a college shall initiate the review at the request of the departmental tenure and promotion or personnel committee. For any such review the Provost shall ensure that a committee (composed in the same manner as the search and screening committee that made the initial selection of the holder) evaluates the performance of the holder of the endowed chair or titled professorship. Recommendations for removal by this committee shall follow the same route as those of the initial search-and-screening committee. Should these recommendations result in a decision by the President to remove the incumbent from the endowed chair or titled professorship, such a decision shall not affect the incumbent’s tenure status, professorial rank or status as department chair.