

Faculty Senate Minutes

Thursday, November 2, 2017 at the Alumni House, 1:30 PM

I. Attendance

K. Corley, A. Geraghty-Rathert, G. Glasgow, T. Green, S. Jenson, J. Palmer, D. Psihountas, T. Reilly, G. Renz, E. Rhiney, E. Risik, B. Rodney, C. Sagovac, H. Singaravelu, J. Stulce, L. Teeter, P. Witkowski.

II. Approval of Minutes

Minutes of the September 12, 2017 Faculty Assembly meeting were unanimously approved upon motion by J. Stulce, seconded by K. Corley.

Minutes of the October 5, 2017 Faculty Senate meeting were unanimously approved upon motion by G. Renz, seconded by D. Psihountas, subject to making agreed upon revisions.

III. Old Business

A. Open Seats on Committees

1. Multicultural Studies At-Large seat: T. Reilly sent out an email to the Faculty Assembly requesting people to join. If no one responds, they will just proceed with the present members.
2. Graduate Council Open SOE seat: P. Witkowski will talk to a person in SOE and get back to the Senate.
3. Global Citizenship Committee Replacement SOE seat: B. Rodney resigned his elected seat. T. Green was an at-large representative, but he agreed to take B. Rodney's SOE seat and create an open at-large seat that will be easier to fill.
4. Committee to Review Faculty Replacement SOE seat: Joe Sensibaugh resigned his elected SOE seat. G. Renz asked the SOE Senators if they could identify someone who could replace him. If not, can the committee function without a SOE representative? He will send an email to the SOE department chairs requesting help filling the open seat.

B. G. Renz said there is little activity on the 120-hour credit hour proposal. G. Renz asked Nancy Hellerud for additional information on other universities' degree requirements.

C. C. Guehring talked about problems with the BallotBox program after recent changes, including excessive security requirements and increased cost (\$1,090 for an annual membership in 2018). She is looking into other programs, but she has found two that have the tools which the Senate requires in order to run elections – ezVOTEonline.com and simplyvoting.com. She will research these programs further and make a recommendation with G. Renz to the Senate. A decision needs to be made by mid-January in order to begin 2018 election ballots.

D. Faculty Assembly Meeting November 7, 2017

1. G. Renz said that Patricia Arnold, VP for Advancement, will present at the November 7, 2017 Faculty Assembly meeting. She will discuss Webster's

endowments, fundraising, and increasing faculty giving. She will also answer questions.

2. T. Reilly said she would like representatives from IT to discuss problems and issues relating to Office 365. T. Green would also like someone to discuss the timing for rolling out the new copy machines/printers. G. Renz said he would contact CIO Margie Muthukumar about having representatives at the meeting.
- E. A. Geraghty-Rathert presented new revisions to the Parental Leave Policy that the VP for Human Resources, Betsy Schmutz, and Provost Julian Schuster would like the Senate to approve. The Senate had approved prior changes, but they wanted these revisions approved as well. The new policy will take effect on December 1, 2017. The revised Parental Leave Policy was unanimously approved upon a motion by T. Green, seconded by H. Singaravelu.
- F. K. Corley said she recently attended a meeting regarding the upcoming Vienna Campus review. She said the review will be taking place this spring. G. Renz said he would like the faculty members on the review committee to talk with current and former Vienna employees.
- G. The Senate went into closed session from 2:35 p.m. to 3:10 p.m.

IV. New Business

- A. G. Renz said a faculty member had asked him if the Senate is planning to have recognition ceremonies for retiring faculty. K. Corley said that in the past such events were performed in individual schools or colleges. The Senate agreed that something should be done to recognize retiring faculty. G. Renz will ask the administration if it intends to have recognition events.
- B. G. Renz said he had been asked by faculty members whether adjunct faculty should be allowed to chair or co-chair Senate committees, such as Undergraduate Curriculum Committee and Graduate Council. After review the University Handbook sections relating to Senate committees, G. Renz found that the Handbook does not have a section that explicitly says contingent faculty cannot be chairs or co-chairs. Some specific committees do restrict who can be chair to only status or status-track faculty members (e.g., “full-time faculty” language is used in some Handbook sections). (See Appendix A. for Handbook excerpts.) G. Renz thinks the Higher Learning Commission requires that status or status-track faculty must control the university’s curriculum, although the guidelines and criteria are not very clear on this issue. If so, then these committees should be limited to status and status-track faculty members, including their chairs. The Senate did not vote on any proposal.
- C. G. Renz asked the Senate for ideas about why it is having problems filling committee seats and getting people to stay on committee once elected. He said he wondered if there are too many committees and/or too many committee members on some committees. He also asked if university service is still recognized as important when seeking continuing status and promotions and whether department and college/school service is taking too much time and thus faculty do not want to be on university committees. The Senate did not vote on any proposal.

Meeting Adjourned: 3:30 p.m.

Appendix A

Accessibility Committee:

“At the September meeting, the committee shall elect a **Chairperson** from among its membership for a term of one year.” (p. 24)

Committee to Review Faculty: (*Underlined sections relate to the issue of who can be committee members.*)

“The Committee shall consist of seven full time faculty who are members of the Faculty Assembly. To be eligible to serve on the Committee, members must have continuing status. . . . Committee to Review Faculty members must be full time members of the faculty who hold the rank of Associate Professor or Professor, and who must have continuing status (FDL or tenure).” (p. 24)

“The Committee shall annually select a **chairperson** from among its members, who have at least one year of prior service on the Committee.” (p. 25)

Global Citizenship Committee: (*Underlined sections relate to the issue of who can be committee members.*)

“The elected members of the Committee shall elect a Committee **Chairperson** from among the voting full-time faculty. The chair shall serve until the start of the following academic year.” (p. 25)

Graduate Council: (*Underlined sections relate to the issue of who can be committee members.*)

“1. Nine faculty members elected by the Faculty Assembly for three-year terms. Terms of service are arranged so that no more than two terms end per year.

- a. Three members shall be from the faculty of the School of Business and Technology;
- b. Two members shall be from the School of Education faculty;
- c. One member from the faculty of the College of Fine Arts;
- d. One member from the faculty of the College of Arts and Sciences;
- e. One member from the faculty of the School of Communications
- f. One member elected at large from Faculty Assembly membership;

2. The Council **Chair** is to be chosen from among these faculty members: The Academic **Dean** from each of the five Colleges and Schools; School of Business and Technology, School of Education, School of Communications, College of Arts and Sciences, College of Fine Arts.” (p. 26)

International Studies Committee: (*Underlined sections relate to the issue of who can be committee members.*)

“Voting members (9) - Nine (9) faculty members as follows:

1. Five faculty members shall represent the schools/colleges. One member will be elected from each school/college by the members of that school/college. Terms shall be for three years, staggered to provide normally no more than two openings per year.
2. Three at-large members will be appointed by the Faculty Senate from self-nominations. Terms shall be for three years, staggered to provide for one appointment each year.
3. A **Chairperson** of the ISC shall be selected from the fulltime faculty of the University (including but not limited to faculty members of the ISC) by the ISC, and will serve a three year term with full voting rights.” (p. 27)

Multicultural Studies Committee: *Explicitly allows for multiple chairs*

“C. The **chair(s)** of the committee must be a voting member(s) and elected by the voting members on an annual basis.” (p. 29)

Publications Board:

“The committee will elect a **chair** from among the four at-large faculty members elected by the Faculty Assembly, and will serve a renewable one-year term.” (p. 30)

Salary and Fringe Benefits Committee:

There is no Handbook provision for a chair of this committee.

Speakers Committee:

There is no Handbook provision for a chair of this committee.

Undergraduate Curriculum Committee:

“The elected members of the Committee shall elect a Committee **Chairperson(s)** from among the voting full-time faculty at the start of the fall semester. If the committee decides it necessary, they **may also elect an Associate [sic] Committee Chairperson(s).**” (p. 31)

Women, Gender and Sexuality Studies Committee:

“**One of the nine faculty members will act as Chairperson**, who assumes responsibilities for Women, Gender and Sexuality Studies while retaining teaching responsibilities within his/her particular department. This person is selected by the committee. The position is held for a three-year term. The person holding this position should be a member of the fulltime faculty. **For the first and last years of the chairperson’s term, the incoming and outgoing chairs will co-chair the committee together.**” (p. 33)

Finance Advisory Committee:

“The Faculty Senate President is a permanent committee member and **chair** of the committee unless she/he appoints, with the approval of the other committee members, another committee member to be the **chair.**” (p. 33)

Marketing Advisory Committee:

“The Faculty Senate President is a permanent committee member and **chair** of the committee unless she/he appoints, with the approval of the other committee members, another committee member to be the **chair.**” (p. 34)

Appendix B

V. Parental Leave

Parental leave for designated full-time faculty

A. Availability of Parental Leave

When a full-time faculty member who has the title of assistant professor, associate professor, full professor, lecturer, or instructor, becomes the parent of a child, either by childbirth, adoption, or foster-child placement, they are eligible, upon written request to their Department Chair and Dean, to be granted a paid parental leave of one semester as described in this Policy. The Dean will forward this request to Human Resources. Faculty with a “visiting” appointment are not eligible for leave under this policy.

The request for Parental Leave should be made as soon as reasonably possible after the need for a leave becomes known, in order to minimize the administrative burden of ensuring adequate course coverage. If a faculty member and his or her spouse or domestic partner would otherwise both be eligible for parental leave under this Policy, either one, but not both, may take the leave provided in this Policy.

B. Agreement

Any agreement for a parental leave under this Policy shall be in writing. The agreement shall include a certification by the faculty member that the purpose of the leave will be to serve as caregiver for that child during the period of leave or during any subsequent semester that begins no later than six months after the birth, adoption, or placement. The agreement should also describe the relationship between the parental leave provided under the Policy and the Family and Medical Leave Act (FMLA) as set for in section G.

C. Salary, Benefits and Responsibilities During Leave

A faculty member who takes parental leave under this Policy shall receive the same salary and benefits, including any salary increases, that he or she would have received that semester if not on leave, and shall be relieved of his or her normal duties and responsibilities during the period of leave as follows:

1. Teaching and Advising: The faculty member shall be relieved of the obligation to teach and advise during the semester in which the leave is taken.
2. Professional Activities: The faculty member shall be relieved of research and scholarship expectations for the semester in which the leave is taken.
3. Service to the University and Governance: The faculty member shall be relieved of all faculty governance and service responsibilities, including committee work, for the semester in which the leave is taken.

D. Timing of the Parental Leave

At the option of the faculty member, the parental leave provided by this Policy may be taken during the semester in which the child is born, placed for adoption, placed for foster care, or during any subsequent semester that begins no later than six months after the birth, adoption, or placement. Leave taken under this policy may be taken only once in a rolling 12-month period. In special circumstances, additional unpaid leave with continuing benefits may be taken, subject to the approval of Academic Affairs. If the leave occurs at approximately the same time as a previously arranged FDL or sabbatical leave, that sabbatical or FDL will be in addition to the parental leave, and not a substitute for it.

E. Effect on Probationary Period (Where Applicable)

1. If the faculty member is non-status but status-track, the time that he or she spends on parental leave under this Policy may not count toward the probationary period, at the faculty member's discretion.
2. The timing of any intermediate or major reviews during the probationary period may be adjusted in a manner consistent with the extension of the probationary period as provided in this section, at the faculty member's discretion. It is expected that a decision by the faculty member to stop the tenure clock during this leave will not be viewed negatively, and that there will be no retaliatory or punitive measures resulting from this choice.

F. Medical Incapacitation

Any parental leave taken under this Policy shall be in addition to any leave granted because of medical incapacitation. In particular, if a pregnancy results in medical incapacitation to complete one's job responsibilities, this short-term or long-term disability period shall be treated

separately from the intended leave granted via this policy for purposes of care giving. Also, special circumstances such as premature birth of a child, birth of a child with a medical disability or special needs, and other such unforeseen circumstances shall be handled with other medical and/or disability leave.

G. FMLA

The benefits afforded faculty under this Policy are intended to be consistent and not in conflict with rights afforded under the FMLA. Any leave taken under this Policy, to the extent that it also qualifies for FMLA leave, is intended to count as FMLA leave, and the written agreement should clearly state that intention.

H. Replacement of Faculty During Leave

While each university department has unique circumstances, it is expected that, where possible, coverage for faculty on leave will be handled through the use of adjunct faculty, rather than hiring full-time temporary replacement positions with benefits.

Revised and approved November 2, 2017 for leaves beginning December 1, 2017 and thereafter.
Originally approved June 1, 2007.