

TO: Faculty Senate

FROM: Harold W. Baillie, Ph.D.
Provost and Vice President for Academic Affairs

DATE: December 6, 2011

RE: Provost's Report for December 2011

BOARD RESOLUTIONS:

The Board of Trustees at their December meeting approved the following changes to *Faculty Handbook* regarding Overload Teaching (5.7), Family and Medical Leave (13.3), Role of the Deans (23.10), Application for Sabbatical (12.1), and Criteria for Rank and Tenure for Professional Librarians. (cf. Appendix I)

RANK AND TENURE:

The proposed amendments are attached to the Faculty Handbook for December 2011.

T/RS 331: God and the Earth
T/RS 440: Introduction to Old Testament

9/26/11
9/26/11

ACADEMIC AFFAIRS UPDATES:

College Updates:

Panuska College of Professional Studies:

We have been notified that CAPTE has continued the Physical Therapy Department's accreditation until 2017.

COMMITTEE UPDATES:

- **Faculty Handbook Committee:**

The Faculty Handbook Committee has formed a sub-committee on Interdisciplinary Departments and Programs and a sub-committee to review Handbook language on Copyright and Plagiarism.

The committee is working to clarify the language in 5.5, C., Normal Teaching Load as it relates to the number of preparations in a semester and number of new courses faculty can be required to

Addition to 5.7: Overload Teaching

For programmatic reasons, faculty teaching in certain online programs with regular semesters (Online MBA and Online HR) may be permitted to carry no more than nine credits over the normal load in any academic year. However, the total overload credits being taught at any point in time during a regular semester is limited to three.

13.3 Family and Medical Leave

Current Language:

A faculty member who chooses to take unpaid leave under the Family and Medical Leave Act (FMLA) must notify the department chair. After consultation with the faculty member, the chair will

recommend to the Dean a plan for covering vacated responsibilities. Ordinarily, under FMLA leave, during the equivalent of two weeks of regular semester class meetings, department members are called upon to cover the classes with no additional compensation. Beginning with the third week of coverage within a semester by a particular faculty member, he or she will be compensated on the basis of a pro-rated overload. In exigent circumstances (for example, when no department member is able or available to cover a particular course), the Dean, in consultation with the Provost/VPAA, may elect to hire an adjunct faculty member to cover any or all of the vacated responsibilities, until such time as the faculty member returns from FMLA leave.

Proposed revision (addition in bold):

A faculty member who cannot fulfill teaching responsibilities on a short-term basis (the

with any accompanying rationale, will be made available to the members of the Board on Rank and Tenure

to assist them in their deliberations.

Proposed revision (addition in bold):

In all questions which come before the Board on Rank and Tenure, the faculty member's home Dean shall

shall follow procedures analogous to those that have been established for all faculty, i.e., there shall be a committee which includes representatives of the tenured Library faculty which shall review all candidates for appointment as librarians and make advisory recommendations to the Dean of the Library and Information Fluency for consideration and review by the Provost/VPAA.

(2) Mastery of the content, both theoretical and applied, of one's field of librarianship:

- b. Possession of an **American Library Association-accredited** Master's Degree and one of the following: a second Master's degree in a subject field; or the completion of thirty **graduate credits in a discipline that improves professional competence.**
- c. Competence in the methodology and content of one's field of **librarianship;**
- d. **Attainment of competence in one's field of librarianship and progress towards mastery;**
- e. Significant scholarly or other appropriate professional activity as presented by the candidate and as evaluated by the candidate's department;

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6. Procedures. A member of the library faculty who is a candidate for rank or tenure shall be reviewed according to procedures set forth in established University policies as applied to all faculty. (see: section 23.0 - 23.11 of this handbook)