April 22, 2011

TO: Provost’s Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost’s Council Agenda for Tuesday, April 26

The Provost’s Council will meet on Tuesday, April 26 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the April 12 minutes (to be distributed)

2. Voluntary Separation Program for Tenured Faculty (formerly Voluntary Retirement Program) (see attachments, p. 1-11)

3. Student Complaint Procedure – Final Draft (see attachment, p. 12-14)

4. Proposed Revisions to the Policy on Accelerated Courses (see attachment, p. 15)

5. Proposed Revisions to the Policy on Approval of New Courses, Course Changes, and Curricular Changes (see attachment, p. 16)

6. Proposed Revisions to the Policy on Qualifications for Service as a Principal Investigator (see attachment, p. 17-18)

7. Proposed Revisions to the Policy on Academic and Professional Preparation Requirements for Faculty (see attachment, p. 19-20)

8. Announcements
The Provost’s Council met on Tuesday, April 26 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Andy Casiello, Paul Champagne, Chandra de Silva, Linda Irwin-DeVitis, Brenda Lewis, Bill McMahon, David Metzger, Ginny O’Herron, Renee Olander, Mike Overstreet, Deanne Shuman, Mary Swartz, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The April 12 minutes were approved.

2. Voluntary Separation Program for Tenured Faculty

   Chandra de Silva presented the latest draft of the Voluntary Separation Program for Tenured Faculty and noted several updates and changes related to the wording of the sections on workload and compensation. Carol Simpson asked Dr. de Silva to confirm the revised wording with University Counsel and Human Resources before the policy is forwarded to President Broderick for approval. The policy will be announced to faculty once it is final.

3. Student Complaint Procedure – Final Draft

   The final draft of the Student Complaint Procedure was reviewed and approved by Council members. The procedure was approved previously by the Provost’s Council and the Faculty Senate. The most recent revisions clarified previous suggestions and revisions and were made by Jay Wright, Judy Bowman and Mike DeBowes. The proposed Student Complaint Procedure will be forwarded to President Broderick for approval.

4. Proposed Revisions to the Policy on Accelerated Courses

   Council members discussed the revisions proposed by the Faculty Senate to the Policy on Accelerated Courses. Council members felt that several sections of the policy needed additional clarification. They also asked for the Senate’s rationale for removing some of the wording from the current policy. The proposed revisions were tabled. Judy Bowman will seek additional information and recommend revised wording for discussion at a future meeting.

5. Proposed Revisions to the Policy on Approval of New Courses, Course Changes, and Curricular Changes

   Council members discussed the revisions proposed by the Faculty Senate to the policy on Approval of New Courses, Course Changes, and Curricular Changes. Council members did not agree with the Senate’s recommendation that approval is required from all levels in the review process for requests for new courses, course changes, and major curricular
changes. They recommended instead that the language be revised to state that recommendations must be received from all levels in the review process, and these recommendations will precede the decision by the Provost. In addition, several editorial revisions were suggested by Council members. Judy Bowman will incorporate the suggestions, and the revised version of the policy will be discussed at a future meeting.

6. Proposed Revisions to the Policy on Criteria for Principal Investigators

Council members discussed the revisions proposed by the Faculty Senate to the Criteria for Principal Investigators. After discussion, Council members agreed that the recommendation from the Senate that the Research Foundation give the Provost’s Council monthly reports on Principal Investigators who receive grants and contracts did not need to be included in the policy because the information is available in ProFacts. Paul Champagne agreed that the language did not need to be part of the policy.

Carol Simpson asked if the policy should be revised to include new hires who have signed contracts but have not officially begun their duties. Judy Bowman noted that several additional recommended revisions to the policy were forwarded by the Provost’s Council in February and are under consideration by the Senate. Dr. Simpson suggested that the current recommendation from the Senate be tabled and included as part of the review currently underway in the Senate. She also asked that the Senate look at including language for new hires at the same time.

7. Proposed Revisions to the Policy on Academic and Professional Preparation Requirements for Faculty

Council members agreed with the revisions proposed by the Faculty Senate to the policy on Academic and Professional Preparation Requirements for Faculty. Judy Bowman will check with Marty Sharpe and Sara Morris on whether the revisions should be made at this time or postponed because of the SACS reaccreditation process.

8. Proposed Revisions to the Policy on Faculty Research and Development Assignments

Council members discussed and approved the proposed revisions from the Faculty Senate to the Policy on Faculty Research and Development Assignments. The Council’s recommendation will be forwarded to President Broderick for approval.

9. Proposed Revisions to the Policy on Reappointment or Nonreappointment of Faculty

Council members discussed and approved the proposed revisions from the Faculty Senate to the Policy on Reappointment or Nonreappointment of Faculty. The Council’s recommendation will be forwarded to President Broderick for approval.

10. Proposed Revisions to the Policy on Initial Appointment of Teaching and Research Faculty
Council members discussed the revisions proposed by the Faculty Senate to the Policy on Initial Appointment of Teaching and Research Faculty. They recommended that the policy be updated to include joint appointments and suggested several editorial revisions. Several Council members were unsure about the revision that the chair and the search committee, with approval of the dean, would choose the candidates to visit the campus. In the current policy, the chair is responsible for choosing the candidates. Carol Simpson asked the deans to be prepared to discuss this further at a future meeting.

11. Announcements
   A. Andy Casiello announced that three finalists will interview for Bill McMahon’s position.
   B. David Metzger announced that information on the upcoming SCHEV Outstanding Faculty Awards will be sent to the deans in May.