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Faculty Senate Agenda, October 3, 2022

Utah State University

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October 3, 2022
3:00 – 4:30 pm
Merrill Cazier Library – 154
[Zoom](#) (Statewide)

AGENDA

- 3:00 Call to Order**John Ferguson
Approval of Minutes – [September 6, 2022](#)
- 3:05 University Business**Noelle Cockett, President | Larry Smith, Provost
- 3:20 Information**
Educational Policies Committee – [September 1, 2022](#) Paul Barr
- 3:25 Reports**
[Educational Policies Committee Annual Report](#) Paul Barr
[Empower Teaching Excellence Annual Report](#)..... Travis Thurston | Neal Legler
- 3:35 Old Business**
Code 401 [Track Changes](#) | [Clean Version](#) (second reading) Scott Hunsaker
- 3:40 New Business**
Brief Overview of Senate Responsibilities | OrientationJohn Ferguson

Adjourn: 4:30



September 6, 2022
3:00 – 4:30 pm
Merrill Cazier Library – 154

MINUTES

Call to Order - John Ferguson

Approval of Minutes – [April 25, 2022](#) & [May 2, 2022](#)

Minutes approved as distributed.

General Remarks for 2022-2023 AY – Senators Responsibilities - John Ferguson

This year is going to be a little bit different regarding priorities and strategy. The umbrella priority is a renewed interest in shared governance. It is incredibly important to who we are as a university. All three core missions of the university are done by the faculty. One problem that has been encountered is the structuring of how decision making gets done. Information should be transmitted accurately and appropriately. Senators should listen to and work with the colleagues in their colleges. Talked with deans, vice presidents, provost and president about the goals and agendas from the faculty senate and everyone in the administration was on board. Some have said that it is hard to take shared governance more seriously, when the issues are only those that affect faculty. Some deans have a perception that the only time senators are concerned is if it affects them especially monetarily. Senators need to be willing to step and accept the responsibility of shared governance. There is the possibility of an ombudsperson who could be an advocate for the faculty at large. There is also some discussion on moving from department heads to department chairs. The chair would be elected by the faculty in the department. This idea has received some push back from department heads. Working closely on equity and compression of salaries, as well as transparency. The senate and senate presidency will work closely and align with the president's office and executive staff. Should be finding ways to make sure that we are provide service to the university. The question was asked how is your service recognized and built into the model regarding promotion and tenure? The senate will continue to work on faculty code updates. There will be meetings scheduled with each college, their senators and President Cockett as a hearing/listening session. There is an issue of term faculty, and this item will continue to be worked on. Senators, as a body, needs to come together to discuss these needs, both the immediate and long-term. How do senators get the information back to their faculty members? Senators need to be open and accepting and share the information with their colleagues and colleges. The senate will be having a slightly different approach to its meetings. The summary of annual reports should be kept to five minutes or less. The rest of the time will be seeking information and asking and answering questions. What is the mechanism for bringing forth issues from the senators? Send emails to the senate president and cc: the executive secretary.

University Business - Larry Smith, Provost

President Cockett was unable to attend but sends her best wishes for a great start to the new academic year. The university has concluded the search for a new Vice President of Government and External Affairs. Devin Wisner has accepted that position. USU has been selected by Washington Monthly 2022 as the 8th best public university. This ranking speaks to the success of the university's faculty. The main way for USU to have thriving academics is to have a thriving faculty. USU enrollment is up and it is really exciting to see the direction where we are headed.

Information

HR Policy Changes - Doug Bullock

325 [Summary of Changes](#) | [Redline](#) | [Final](#)

Retitled and reformatted policy. Clarified scope and referral of more serious issues. Updated SEA language, committee makeup, General Counsel Advising and SEA. Also updated timelines.

329 [Summary of Changes](#) | [Redline](#) | [Final](#)

Retitled and reformatted policy. Updated language and expectations. Clarified/strengthened supervisory responsibilities.

345 [Summary of Changes](#) | [Redline](#) | [Final](#)

Reformatted and retitled policy. Coaches eligibility. Clarified accrual during unpaid leave of absence. Confirmed accrual rates/carryover. Deleted use it or lose it language and clarified carryover process. Clarified transfer of leave between departments. Clarify reporting increments and strengthened supervisory language.

353 [Summary of Changes](#) | [Redline](#) | [Final](#)

Retitled and reformatted policy. Clarified posting timeframe. Updated language regarding holiday break days. Updated Juneteenth and 13 holidays.

367 [Summary for Removal](#)

Recommend removal of policy.

Reports

[Empowering Teaching Excellence Annual Report](#) - Neal Legler | Travis Thurston

Motion to move the Empowering Teaching Excellence Annual Report to the October meeting made by Doug Ramsey. Seconded by Matt Bunnell. Report moved to October meeting.

Old Business

N/A

New Business

403:1-2 Academic Freedom | 403.3 Standards of Conduct

[Track Changes](#) | [Final](#) (first reading) - Scott Hunsaker

Motion to move the 403 Faculty Code changes to the Dean's Council for review and recommendation made by Scott Hunsaker. Moved to Dean's Council.

Yellow highlights are the big substantive changes in the policy.

New Subcommittee for Faculty Code 410 - John Ferguson

Spent 18 months working on the faculty code. Senators need to read the code changes before attending the meeting. What is currently 407 will now be 410 which is the grievance section of the code. Wanted to break it out as a separate code. A subcommittee will be working with PRPC to assist with this code change/update. Members from the legal department, human resources, and the provost office, will sit on the committee. This code will take a good portion of the year.

Motion to approve and move forward with the subcommittee made by Ben George. Seconded by Corey Christiansen. Subcommittee approved.

Adjourn: 3:54 pm

[Zoom Link](#) (*statewide campuses only*)

Report from the Educational Policies Committee Sept 1, 2022

The Educational Policies Committee (EPC) met on Sept 1, 2022. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc). During the Sept 1, 2022 meeting of the EPC, the following actions were taken:

1. **General Education Subcommittee**

- Matt Sanders was elected chair of the Gen Ed Subcommittee.
- Discussion to include Diversity, Equity, and Inclusion language within breadth courses.
- Discussion of institutional requirements. At USU this would affect six credits of CI, three credits of QI, and four credits of depth courses. USU requirements are not too far beyond other four-year institutions.

2. **Academic Standards Subcommittee**

- Minutes – No meeting.
Excused absence policy – the subcommittee is looking at the policy through the lens of remote learning. There is a phrase in the policy that faculty members are under no obligation to record or broadcast courses. Students may expect it but, faculty are not required to record or broadcast. Also, students logging into a class is not considered participation. Remote learning is the focus of these changes.

3. **Curriculum Subcommittee**

- Chad Simons was elected Chair of the Curriculum Subcommittee
Course Approvals – 83

Program Proposals

- Request from the Departments of Applied Sciences, Technology and Education and Aviation and Technical Education in College of Agriculture and Applied Sciences to [create a new Department of Technology, Design and Technical Education](#).
- Request from the Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences to [discontinue the Horticulture: MPSH Program](#).
- Request from the College of Humanities and Social Sciences to [create a new CHaSS Peace Institute](#).
- Request from the Center for Community Engagement in the Office of Student Affairs to [change the name from The Center for Civic Engagement and Service Learning to Center for Community Engagement](#).

4. Other Business

EPC was provided an update from the School of Graduate Studies. Graduate student stipends have been a problem. The tuition pool has not risen in 10 years. Graduate Studies did a lot of strategic planning last year. They are developing a grievance process for graduate students (non-Title IX). The students are looking for transparency. Department are requested to look at the graduate student handbooks. Need to make it clear to faculty and students what the expectations are to successful complete the graduate programs. School of Graduate Studies have restarted the graduate studies student activities. Had first face-to-face orientation in years. Mental health has been the single biggest issue.

Registrar's office has been moved under the Office of the Provost and Chief Academic Officer.

**2021-2022 ANNUAL REPORT
OF THE
UTAH STATE UNIVERSITY
EDUCATIONAL POLICIES COMMITTEE (EPC)**

Submitted by

Paul J. Barr, EPC Chair

Vice Provost

September 2022

2021-2022 Annual Report of the USU Educational Policies Committee

MEMBERSHIP:

EPC Membership for the 2021-2022 Academic Year

- **Paul Barr**, *Chair, Vice Provost*
- **Mateja Savoie Roskos**, *College of Agriculture and Applied Sciences*
- **Richard Walker**, *Caine College of the Arts*
- **Sterling Boone**, *Jon M. Huntsman School of Business*
- **David Feldon**, *Emma Eccles Jones College of Education and Human Services*
- **Scott Budge**, *College of Engineering*
- **Matt Sanders**, *College of Humanities and Social Sciences*
- **Dan Coster**, *College of Science*
- **Renee Galliher**, *Academic Standard Chair*
- **Lee Rickords**, *General Education Subcommittee Chair*
- **Robert Heaton**, *Universities Studies*
- **Richard Cutler**, *Graduate Council*
- **Porter Casdorff**, *USUSA Executive Vice President*
- **Ex Officio, Fran Hopkin**, *Registrar*
- **Ex Officio, Toni Gibbons**, *Registrar*
- **Karen Beard**, *S.J. & Jessie E. Quinney College of Natural Resources*
- **Ex Officio, Michele Hillard**, *Secretary*
- **Harrison Kleiner**, *GE Assessment*
- **Lucas Stevens**, **President USUSA**
- **Shana Geffeney**, *Statewide Campuses*
- **Jason Marshall**, *USU Eastern*
- **Niyanta Chowdhury-Magana**, *Graduate Studies Senator*

MEETINGS:

The Educational Policies Committee (EPC) is a standing committee of the Faculty Senate. During the 2021-2022 academic year, the regular meeting time of the EPC was the first Thursday of every month at 3:00 p.m. in the Champ Hall Conference Room in Old Main.

The EPC is supported by the following three subcommittees:

Curriculum Subcommittee	Matt Sanders (Chair)
General Education Subcommittee	Lee Rickords (Chair)
Academic Standards Subcommittee	Renee Galliher (Chair)

ACTIONS:

The Educational Policies Committee acts on items presented to it from three subcommittees: Curriculum, Academic Standards, and General Education; as well as other items submitted directly to EPC for consideration.

A. Actions originating from the Curriculum Subcommittee:

1. The Curriculum Subcommittee approved 838 requests for individual course actions.
2. The Curriculum Subcommittee and subsequently the EPC acted on a variety and number of R401 proposals (N=44) for programs during the 2021 – 2022 academic year. Table 1 is a summary of those proposals.

Table 1. Action taken by the EPC/Curriculum.

<u>Unit/College/Department</u>	<u>EPC Actions 2021-2022</u>
Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences	Offer a Certificate of Advanced Practice in Dietetics.
Department of Social Work in the College of Humanities and Social Science	Establish the Transforming Communities Institute
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer an Additive Manufacturing Certificate of Proficiency.
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Certificate specifically targeted toward Career and Technical Education (Career and Technical Education Teach Academy).
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Welding Technology Certificate of Proficiency.
Departments of Human Development and Family Studies, Kinesiology and Health Science, Psychology, Communication Studies and Philosophy, History, Political Science, Social Work, Sociology and Anthropology, and Management in the Emma Eccles	Offer an Institutional Certificate of Proficiency in Conflict Management and Facilitation.

Jones College of Education and Human Services, Jon M. Huntsman School of Business and the College of Humanities and Social Sciences	
Department of English in the College of Humanities and Social Sciences	Add a specialization to the existing MA/MS in English that will be titled "Literature, Culture, and Composition"
Departments of Communication Studies and Philosophy, Economics and Finance, Government Relations, History, Management, Political Science, and Social Work, Sociology and Anthropology in the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business	Offer a Certificate of Proficiency in Leadership and Diplomacy.
Department of Mechanical and Aerospace Engineering in the College of Engineering	Offer a Master of Science in Composite Materials and Structures
President's Office and the Office of Research at Utah State University	Establish the Institute for Land, Water, and Air
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Drafting Design Certificate of Proficiency
Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences	Offer a Bachelor of Science in Environmental Planning
Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences	Offer a Minor in Environmental Planning
Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences	Offer an Ornamental Horticulture Certificate of Completion
Department of Human Development and Family Studies in the Emma Eccles College of Education and Human Services	Discontinue the Bachelor of Science in Family Life Studies Degree
Department of Special Education and Rehabilitation Counseling in the Emma Eccles College of Education and Human Services and USU Eastern	Update the Certificate of Proficiency for the Aggies Elevated program and allow students at USU Eastern to receive the Integrated College and Community Studies Certificate

Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Create the new Analytics Solutions Center
Department of Management in the Jon M. Huntsman School of Business	Rename the emphasis in Operations Management to Operations and Supply Chain Management.
Department of Management in the Jon M. Huntsman School of Business	Rename the Minor in Operations Management to the Minor in Operations and Supply Chain Management
Extension office	Create a Bastian Agricultural Center
Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services	Move three online practical teacher training emphasis areas under the previously established program of Special Education
Department of Journalism and Communication in the College of Humanities and Social Sciences	Restructure the Journalism and Communication Bachelor of Arts and Bachelor of Science degrees
Department of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources	Remove the Fisheries Biology PhD degree
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Professional Bookkeeping Certificate of Proficiency
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Support and Web Development Certificate of Completion
Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services	Discontinue the Minor in American Sign Language Teaching
Department of Nursing in the Emma Eccles Jones College of Education and Human Services	Change the name of RN to BSN Completion Program (online program)
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Offer a Data Analytics Minor
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Offer a Web Development Minor
Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences	Create a College of Veterinary Medicine and offer a Doctor of Veterinary Medicine (DVM) degree
Departments of Communicative Disorders and Deaf Education and the School of Teacher Education	

and Leadership in the Emma Eccles Jones College of Education and Human Services	Suspend the Deaf Education and Early Childhood Education Composite program
Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services	Suspend the Deaf Education and Elementary Education Composite program
Departments of Communicative Disorders and Dead Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services	Suspend the Early Childhood Education and Deaf Education Composite program
Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services	Suspend the Elementary Education and Deaf Education Composite program
Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services	Offer a Transition Education Services Graduate Certificate
Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences	Offer a new specialization (Bioinformatics and Computational Biology) to the MS and PhD degrees of Plant Science
Department of Theatre Arts in the Caine College of the Arts	Change the name of the Theatre Arts Theatre Education Certification Option BFA to Theatre Arts Education BFA
Department of Mechanical and Aerospace Engineering in the College of Engineering	Create a Center for the Design and Manufacturing of Advanced Materials (CDMAM)
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Create a new post-baccalaureate certificate in Cybersecurity
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Create a new post-baccalaureate certificate in Data Engineering
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Create a new post-baccalaureate certificate in Data Technologies
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Restructure the existing Master of Management Information Systems program to require completion of two stackable post-baccalaureate

	certificates (24 credits) along with six credits of information technology strategy or management courses
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Create a new post-baccalaureate certificate in Web Development

Other Actions:

- Fran Hopkin reported on the effectiveness and utilization of the impact reports. In the past, the Registrar’s Office had been reviewing at these requests in silos and not holistically. The group found that there can be problems that can be detrimental to student completion. Changes that the proposing unit will explain what the impacts are. This information will be reviewed at the college curriculum committees before it is moved on the university level committees.
- Elected Chad Simon as the new Curriculum Subcommittee Chair for the 2022-2023 AY.
- Elected Matt Sanders as the new General Education Subcommittee Chair for 2022-23 AY.
- At the Department Head Executive Committee, the issue of faculty leaving on sabbatical and their responsibilities to certain committees was discussed. The EPC Committee spent time talking about how the colleges/departments handle this issue. Should the policy be updated to include continued support on the committees even while on sabbatical? Most of the EPC committee members stated that in their colleges the faculty member on sabbatical leave continued working with graduate students and remained on promotion and tenure committees. It is felt that this should be the standard and the language should be changed to reflect this. The policy can be updated to cover those responsibilities. Questions can be added to the sabbatical form asking faculty what committees they serve on so that a decision can be made as to which committees they will continue to support during their sabbatical. Consensus is in support of language for faculty to remain on promotion and tenure and graduate student committees.

B. Actions originating from the General Education Subcommittee:

1. Courses approved (N = 27) by the EPC in 2021-2022 for General Education Designation use are listed in Table 2.

Table 2. Courses approved by the EPC for a General Education Designation

<u>Course Prefix and Number</u>	<u>Course Title</u>	<u>Course Designation</u>
HIST 4260	Witches, Workers and Wives	DHA

MUSIC 3040	History of African American Music: Books and Articles	DHA
HEP 1500	Global Health: Disparities, Determinants, Strategies, and Outcomes	BSS
ENGL 3640	Reading and Writing the Environment	DHA
ENGL 3700	Religion Folklore	DHA
ENGL 3720	Children's Folklore	DHA
ENGL 4700	Folk Material Culture	DHA
MUSIC 1195	World Music	BCA
ENGL 1600	American Cultures in Film	BHU
ENGL 2250	Creative Writing	BHU
ARTH 3220	Perspective on Races	DHA
ARTH 3295	Sex, Evolution, and Health	DHA
OPDD 3030	Design Thinking, Methods, and Materials	CI
ARTH 3220	Perspectives on Races	CI
ARTH 3295	Sex, Evolution, and Health	CI
DATA 3400	Data Visualization with Tableau	CI
IELI 2420	Writing from Academic Sources	CL1
LAEP 1040	Introduction to Environmental Planning and Sustainable Development	BLS
IS 5700	Internet Management and Electronic Commerce	DSS removal

ENGL 3700	Regional Folklore	CI removal
HIST 3700	Regional Folklore	CI removal
HDFS 2100	Family Resource Management	BSS
ANTH 3180	Peoples of the Middle East	DSS
PUBH 5500	Public Health Management	CI
SPED 5253	Special Education Student Teaching	CI
GEO 2340	Natural Resources and Society	BSS
LAEP 1040	Introduction to Landscape Architecture	BLS

2. Actions that were taken by General Education Subcommittee (2021-2022):

- A QI rubric was developed to make sure that milestones are being met. A training program was discussed for the faculty.
- General Education assessment is still ongoing and being evaluated in order to meet accreditation standards

C. Actions originating from the Academic Standards Subcommittee (2021-2022):

- A change of the wording of the Email Communication Policy in the General Catalog was approved. This included new language surrounding the preferred student email address. It now reads:

“USU provides an official A#@usu.edu email account to all students for use during their academic career. The university uses this address to send important communications to students.

“It is the responsibility of all students to check their email accounts on a regular basis. Students will be held accountable as being officially notified when any correspondence is sent by university representatives to their official email account.”

- A change to the wording of the graduate post-humous degree. A revision of this new language was needed for graduate degrees. It now reads:

“When a current USU student dies, the Office of the Provost will initiate a review of the academic work that has been completed. If it is determined, in consultation with the academic advisor, department head and dean, that the student could have reasonably completed all remaining requirements for a bachelor’s or a doctoral degree (a four-or more year degree) with an additional two semesters of enrollment, the degree will be granted. If it is determined that the student could have reasonably completed all remaining requirements for an associate’s degree or a master’s degree (a one-to-two-year degree) with an additional one semester of enrollment, the degree will be granted. If the student does not qualify for a posthumous degree, a certificate of achievement may be awarded to honor the work the student

completed. If it is determined that a degree can be awarded, the Office of the Provost will work with the Office of the Registrar to have the posthumous degree posted.”

- The new language for the Excused Absences Policy was discussed and approved. The new language removes redundancies and clarifies the process.

The Center for Innovative Design & Instruction (CIDI) collaborates closely with the Office of Empowering Teaching Excellence (ETE) to support and promote USU's culture of teaching excellence. The following data provides a snapshot of engagement in CIDI & ETE events, services, and programs participation from Fall 2021 through Summer 2022.

New Faculty Orientation & Foundations, ETE Conference

- **NFO & Foundations Attendees:** ~90
- **Conference Faculty/Staff/Graduate Student Presenters:** 77, Total Attendees: ~375

ETE Seminars, Learning Circles & eLearnX

- **Seminars:** 3 sessions **Learning Circles:** 28 groups **eLearnX:** 26 participants

Journal on Empowering Teaching Excellence (ISSN: 2644-2132)

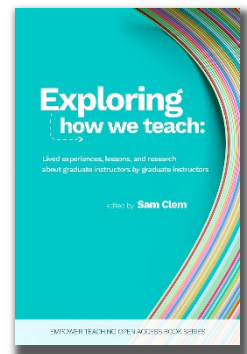
- Now in Pressbooks directory, in addition to DigitalCommons.
- **New issues:** 3 - **Total Issues:** 12 - **Articles:** 90
- **Past year downloads:** ~11,181 - **Total downloads:** ~47,316
- **Countries:** 182 - **Institutions:** 3,580

ETE 10

- **Badges Earned in Past Year:** 828 → 3,433, across 479 participants
 - **Plan Your Pathways:** 71
- **Total Certificates Earned**
 - **2021-2022** - Teaching Scholar: 17 Master Teacher: 11
 - **Since 2016** - Teaching Scholar: 84 Master Teacher: 38

Culture of Teaching Excellence

- **ACUE Nationally Certified in Online Teaching:** 29
- **ETE Scholar Awards** – Scholarship of Teaching & Learning: 7
- **Explore How we Teach** – Published ebook in collaboration with the Library



CIDI Services

- **On-Demand Support:** Phone, chat, email, & drop-in, M-F 8am-6pm with 24x7 Canvas option
- **Consultation and Course Development:** Faculty scheduled 400 consultations last year via CIDI's website. Many more consultations were scheduled via email or phone.
- **Training:** 62 workshops are available on the Fall workshop schedule. Department-specific workshops are available. 144 unique faculty registered for workshops last year.
- **Online resources:** Teach.usu.edu is a hub for information on all things teaching.
- **Quality Assurance:** 440 fully online classes reviewed for quality assurance.

- **Accessibility:** 7,900 inaccessible files converted to Canvas pages, impacting 479 courses.
~65,000 images made accessible across 900 courses. 8,232 videos captioned (2,892 hours).



University Policy 401: Composition and Authority of the Faculty

Category: Faculty Policies (Faculty Code)

Sub Category: None

Covered Individuals: University Faculty

Responsible Executive: Provost

Policy Custodian: Chair of Professional Responsibilities and Procedures Committee

Last Revised: 2021/09/01

Previous USU Policy Number: 401 (this will remain on new Policy page for one year)

POLICY MANUAL

FACULTY

Number 401

Subject: Composition and Authority of the Faculty

Effective Date: July 1, 1997

Revision: July 1, 1999; March 6, 2009; August 13, 2010; July 8, 2011; March 4, 2016; January 11, 2019; January 10, 2020.

Date of Last Revision: May 20, 2020

401.1 FACULTY MEMBERSHIP PURPOSE AND SCOPE

This policy explains the composition and authority of the University's faculty, including a description of all ranks, governing principles, and calling of faculty meetings.

Utah State University is an institution of higher education comprising multiple, geographically dispersed campuses, each of which employs faculty. The faculty consists of the president, the provost, the chancellor, academic deans, regional campus deans, and other members of the tenured and tenure-eligible faculty, faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein. All appointed faculty, without regard to which campus they are assigned, are members of the Utah State University faculty.

401.2 DEFINITIONS POLICY

2.1 Faculty Defined; Faculty Categories Faculty Membership

Utah State University is an institution of higher education comprising multiple, geographically dispersed campuses, each of which employs faculty. The faculty consists of the president, the provost, academic deans, . and other members of the tenured and tenure-eligible faculty.

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faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein. All appointed faculty, without regard to which campus they are assigned, are members of the Utah State University faculty.

2.2.2 Definitions

2.2.1 The terms "faculty" and "faculty members" designate university employees ~~appointed as - described under Policy 401~~ appointed for the purpose of carrying out one or more of the following primary functions of the university: (1) academic instruction and technical training, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge through extension, service, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) term appointments without eligibility for tenure; (3) special appointments without eligibility for tenure and; (4) emeritus appointments.

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~~2.2~~ 2.2.2 Academic Units and Academic Departments Defined

The term “school” has been used in two different ways at the university. In all cases but one, a “school” is the equivalent of a “department.” In one case, the Jon M. Huntsman School of Business, the term is used as the equivalent of a “college.” Throughout the remainder of Section 400, whenever the term “department” appears, it is assumed to encompass all “schools” except the Jon M. Huntsman School of Business. The latter is governed by policies that apply to colleges, not departments. Whenever the term “college” is used in this policy, it will encompass all academic colleges and the Jon M. Huntsman School of Business.

An academic unit is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current university catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

An academic department is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the university; (b) have an identifiable curriculum and formal description in current university catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

All academic departments are academic units. Two academic units are not academic departments. These are the Library and Extension.

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~~401.3~~ 2.3 THE TENURED AND TENURE-ELIGIBLE FACULTY

~~3.1~~ 2.3.1 Description and Eligibility

The tenured and tenure-eligible faculty consists of those individuals appointed to carry out the university's scholarly and educational functions and who have been or may be granted permanent status (~~P~~Policy 405.1.2, Permanence of Appointment Conferred by Tenure). They receive their appointments within academic units. All faculty in this category either hold tenure or enter the process that may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments ~~shall~~will not be made for less than 0.5 FTE.

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Commented [NM1]: ✓

Commented [NK2R1]: Policy 405.1.2, Permanence of Appointment Conferred by Tenure

Commented [NM3R1]: Resolved

Commented [NK4R1]: The ✓ symbol indicates the reference to another section of code has been checked and the correct code is referenced.

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Commented [NM5]: Tenured?

Commented [NK6R5]: resolved

Commented [NM7]: ✓

~~3.2~~ 2.3.2 Academic Ranks: Core Faculty

Tenured and tenure-eligible faculty members appointed to an academic department are the "core" faculty and hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. ~~A description of each follows.~~ (See ~~p~~Policy 405.2, Tenure and Promotion: Criteria for Core Faculty Ranks and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a ~~complete~~detailed discussion of the criteria for appointment or promotion for these ranks.)

Commented [NK8]: The 400 Code Rewrite Subcommittee determined that the description of each rank, appointment qualifications, and tenure and promotion requirements were duplicated in both 401 and 405. The descriptions were moved to 405 to make updating the code easier and avoid discrepancies when only one section of the code is updated. The text has been moved but not changed. The revised version of 405 is not ready for review yet.

~~Appointment as instructor requires a master's degree or its equivalent, as determined by the appropriate administrator, and demonstrated ability in accordance with the role statement.~~

~~Assistant Professor:~~

~~Appointment as or advancement in rank to assistant professor requires a terminal degree or its equivalent; demonstrated ability in teaching, research or creative endeavors, extension, service, or other qualifying work in accordance with the role statement and evidence of progressive professional development as determined by the appropriate administrator.~~

~~Associate Professor:~~

~~Appointment as or advancement in rank to associate professor requires all the qualifications prescribed for an assistant professor; an established reputation in teaching, research or creative endeavors, extension, service, or other qualifying work in accordance with the role statement, and broad recognition for professional success in the field of appointment.~~

~~Professor:~~

~~Appointment as or advancement in rank to professor requires all the qualifications prescribed for an associate professor and an established outstanding reputation in the field of appointment.~~

3.3 2.3.3 Academic Ranks: Librarians

Faculty members appointed to the academic unit of the library hold one of the following ranks: affiliate librarian, assistant librarian, associate librarian, or librarian. ~~A description of each follows. (See pPolicy 405.3, Tenure and Promotion: Criteria for Librarians and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a complete detailed discussion of the criteria for appointment or promotion for these ranks.)~~

~~Affiliate Librarian:~~

~~Appointment as affiliate librarian would occur when a candidate has not yet completed a master's degree in library and information science from an institution accredited by the American Library Association or a relevant postgraduate degree but has demonstrated ability in accordance with the role statement.~~

~~Assistant Librarian:~~

~~Appointment as or advancement in rank to assistant librarian requires a master's degree in library and information science from an institution accredited by the American Library Association or a relevant postgraduate degree and demonstrated ability in accordance with the role statement.~~

Commented [NM9]: Perhaps change to "appropriate department head, college dean, and the provost"

Commented [NM10R9]: No change recommended. Resolved.

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Commented [NK11]: The 400 Code Rewrite Subcommittee determined that the description of each rank, appointment qualifications, and tenure and promotion requirements were duplicated in both 401 and 405. The descriptions were moved to 405 to make updating the code easier and avoid discrepancies when only one section of the code is updated. The text has been moved but not changed. The revised version of 405 is not ready for review yet.

Commented [NM12]: ✓

Commented [NM13R12]: Should we add "and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments" to cover the appointment procedures?

Commented [NK14R12]: yes add

Commented [NM15R12]: Added and resolved.

~~Associate Librarian:~~

~~Appointment as or advancement to associate librarian requires all the qualifications prescribed for an assistant librarian; an established reputation in librarianship based on scholarship, and service; and broad recognition for professional success in librarianship.~~

~~Librarian:~~

~~Appointment as or advancement to librarian requires all the qualifications prescribed for an associate librarian and an established outstanding reputation in the field of academic librarianship.~~

~~3-4~~ **2.3.4 Academic Ranks: Extension**

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. ~~A description of each follows.~~ (See ~~p~~ [Policy 405.4, Tenure and Promotion: Criteria for Faculty with Extension Ranks,](#) and [Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments,](#) for a ~~detailed~~ ~~complete~~ discussion of the criteria for appointment or promotion for these ranks.)

~~Extension Instructor:~~

~~Appointment as extension instructor requires a master's degree or its equivalent, as determined by the appropriate administrator, and demonstrated ability related to in accordance with the role statement.~~

~~Extension Assistant Professor:~~

~~Appointment as or advancement in rank to extension assistant professor requires a master's degree or its equivalent; demonstrated ability in teaching, research, extension, or other qualifying work; and evidence of progressive professional development as determined by appropriate administrator.~~

~~Extension Associate Professor:~~

~~Appointment as or advancement in rank to extension associate professor requires all the qualifications prescribed for an extension assistant professor; an established reputation based upon a balance of scholarship, teaching, and service; and broad recognition for professional success in the field of appointment.~~

~~Extension Professor:~~

~~Appointment as or advancement in rank to extension professor requires all the qualifications prescribed for an extension associate professor and an established outstanding reputation in the field of appointment.~~

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Commented [NK16]: The 400 Code Rewrite Subcommittee determined that the description of each rank, appointment qualifications, and tenure and promotion requirements were duplicated in both 401 and 405. The descriptions were moved to 405 to make updating the code easier and avoid discrepancies when only one section of the code is updated. The text has been moved but not changed. The revised version of 405 is not ready for review yet.

Commented [NM17]: ✓

Commented [NM18R17]: Should we add "and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments" to cover the appointment procedures?

Commented [NK19R17]: yes add

Commented [NM20R17]: Added and resolved.

Commented [NM21]: Should this be better defined?

Commented [NK22R21]: appropriate administrator is okay

Commented [NM23R21]: Resolved.

3.5 2.3.5 Academic Ranks: Professional Career and Technical Education

Faculty members appointed to the School of Applied Sciences, Technology, and Education with responsibilities for professional career and technical education will hold one of the following ranks: Professional Career and Technical Education Instructor, Professional Career and Technical Education Assistant Professor, Professional Career and Technical Education Associate Professor, or Professional Career and Technical Education Professor. ~~A description of each follows. (See Policy 405.5, Tenure and Promotion: Criteria for Professional Career and Technical Education Faculty Ranks, and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a complete detailed discussion of the criteria for appointment or promotion to these ranks.)~~

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Commented [NK24]: The 400 Code Rewrite Subcommittee determined that the description of each rank, appointment qualifications, and tenure and promotion requirements were duplicated in both 401 and 405. The descriptions were moved to 405 to make updating the code easier and avoid discrepancies when only one section of the code is updated. The text has been moved but not changed. The revised version of 405 is not ready for review yet.

Commented [NM25]: ✓

Commented [NM26R25]: Should we add "and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments" to cover appointment procedures? Replaced "complete" with "detailed" to be parallel with earlier changes.

Commented [NM27R25]: Added and resolved.

Professional Career and Technical Education Instructor:

~~Appointment as a professional career and technical education instructor requires six years of applicable work experience at the journeyman level. Up to three years of academic training from an accredited college may be substituted for three years of work experience.~~

Professional Career and Technical Education Assistant Professor:

~~Appointment as a professional career and technical education assistant professor requires an associate of applied science or associate of science degree from an accredited college plus basic industry qualifications; three years full-time teaching experience at an accredited college; demonstrated ability in accordance with the role statement and evidence of progressive professional development.~~

Professional Career and Technical Education Associate Professor

~~Appointment as or advancement in rank to a professional career and technical education associate professor requires all of the qualifications prescribed for assistant professor; a bachelor's degree from an accredited university; a minimum of seven years of full-time teaching at an accredited college; an established reputation in accordance with the role statement; and broad recognition for professional success in professional career and technical education.~~

Professional Career and Technical Education Professor

~~Appointment as or advancement in rank to a professional career and technical education professor requires all of the qualifications prescribed for an associate professor; a master's degree or higher from an accredited university; a minimum of 12 years of full-time teaching experience at an accredited college; an outstanding reputation in accordance with the role statement; and national recognition for professional success in professional and technical education.~~

3.6 2.3.6 Exceptions

Under extraordinary circumstances, exceptions to ~~Section Policy 401.3, The Tenured and Tenure-Eligible Faculty~~, may be made to the qualifications for appointment in the various ranks in order to fulfill the mission of the

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university. Exceptions require petition to and approval by the president, and must specify a time period for meeting the qualifications.

401.4.2.4 THE FACULTY WITH TERM APPOINTMENTS

4.2 2.4.1 Description and Appointment Requirements

The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty. ~~Term appointments shall not be less than 0.5 FTE.~~

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on: ~~1. funding and performance, unless the faculty members holding such appointments are given notice of nonrenewal (- satisfactory performance (Policies 405.12.1, Annual Review of Faculty, and 407.6, Non-Renewal), and 2. availability of funding (Policy 407.6, Non-Renewal), and performance. Notice of non-renewal must be provided in accordance with, unless the faculty members holding such appointments are given notice of nonrenewal (Policy 404.1.2.4(4), Professional Services).~~ The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. ~~For those faculty whose salaries depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit.~~

Appointments for less than one academic or calendar year's duration are made to the temporary, ~~not term appointment, ranks (Policy 401.5.2.3(3), Temporary Ranks).~~ ~~For those faculty whose appointments depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit.~~

4.3 2.4.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

2.4.2.1 Lecturer Ranks.

Faculty members whose function it is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: lecturer, senior lecturer, or principal lecturer. Lecturers who are uniquely qualified through education and/or experience may, under special circumstances, teach a course 5000 and above after full consultation between the department head and the faculty of the department that grants credit for the course.

2.4.2.2 Clinical Ranks.

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs may be appointed to one of the following ranks: clinical instructor, clinical assistant professor, clinical associate professor, or clinical professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

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Commented [NM28]: The committee discussed adding "Term appointments shall not be made for less than 0.5 FTE." to this section. This could be a substantive change that should be considered by PRPC.

Commented [NK29R28]: Added to PRPC task list for 2021-2022. This was also discussed in the term faculty task force meetings.

Commented [SH30R28]: PRPC voted to remove this from the rewrite as the committee was made aware that some individuals who have administrative-type appointments who report to the President may have less than 0.5 of their role statement dedicated to teaching, but they still should have the protections of 400 code given they do have faculty responsibilities.

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Commented [NM31]: ✓

Commented [NM32R31]: "Professional Services" is 404.1.2. Subsection 4 has no heading. Note to change from parentheses system to dot system in 404.

Commented [NM33R31]: Resolved

Commented [NM34]: ✓

Commented [NM35R34]: resolved

Commented [NK36]: This sentence was moved to the end of the preceding paragraph.

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2.4.2.3 Research Ranks.

Faculty members whose primary function is research and whose source of funding is extramural may be appointed to one of the following ranks: research assistant professor, research associate professor, or research professor, after full consultation between the department head and the faculty of the department that grants credit in this area. Appointment to the research ranks requires a terminal degree or its equivalent.

2.4.2.4 Federal Cooperator (FC) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) may be appointed to one of the following ranks: instructor (FC), assistant professor (FC), associate professor (FC), or professor (FC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

2.4.2.5 Federal Research (FR) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is research, and who serve as faculty under agreements between the university and the federal government (e.g., U.S. Department of Agriculture) may be appointed to one of the following ranks: assistant professor (FR), associate professor (FR), or professor (FR), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal research ranks are made only in academic units where such agreements exist.

2.4.2.6 Professional Practice Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, or other responsibilities based on ~~his or her~~their professional experience may be appointed to one of the following ranks: professional practice instructor, professional practice assistant professor, professional practice associate professor, or professional practice professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

2.4.2.7 State Cooperator (SC) Ranks

Faculty members who are state-level employees, who are paid by government agencies of the state ~~other than Utah State University~~ government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government (e.g., Utah Department of Natural Resources) may be appointed to one of the following ranks: instructor (SC), assistant professor (SC), associate professor (SC), or professor (SC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.

Commented [CG37]: Add: other than the university?

Commented [NK38R37]: yes, add

Commented [NM39R37]: Done. Resolved.

2.4.2.8 Professional Practice Extension Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to USU's extension mission by administration, teaching, mentoring, advising, service or other responsibilities based on their professional experience may be appointed to one of the following ranks: professional practice extension instructor, professional practice extension assistant professor, professional practice extension associate professor, or professional practice extension professor, after full consultation between the appropriate administrators and faculty.

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4.4 2.4.3 Limitations on Positions: Faculty with Term Appointments

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2.4.3.1 No Tenure.

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

2.4.3.2 Changes in Status.

All changes in status from term appointment faculty to faculty with tenure or tenure-eligibility require a national an external search.

2.4.3.3 Leave.

Faculty with term appointments are not eligible for sabbatical leave, but may be granted professional leave under appropriate conditions, as determined by the appropriate administrator.

- Commented [NM40]: Define?
- Commented [NM41R40]: Described in Policy 369.2.3, Special Development Leave
- Commented [NK42R40]: resolved

2.4.3.4 Limitations on Faculty Participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or professional practice ranks is subject to the following limitations: (a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty. Federal and State cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to the appointment, retention, tenure, or tenure promotion of tenure-eligible faculty.

- Commented [NM43]: Should this also apply to State cooperator ranks?
- Commented [NK44R43]: Paul Barr checking
- Commented [NM45R43]: Added "state" to make consistent.
- Commented [NM46R43]: resolved
- Commented [NM47]: Only "retention or tenure" or should it be "appointment, retention, tenure, or promotion"? See 401.5.3(2)

401.5 2.5 FACULTY WITH SPECIAL APPOINTMENTS

5.1 2.5.1 Description and Appointment Requirements

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the university as described below. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty members with special appointments are not eligible for tenure.

- Commented [NK48R47]: Paul Barr checking
- Commented [NM49R47]: Added appointment and promotion to make consistent.
- Commented [NM50R47]: resolved.
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- Commented [CG51]: More detail?
- Commented [NK52R51]: add "as described below"
- Commented [NM53R51]: Added. Resolved.
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5.2 2.5.2 Academic Ranks

The academic ranks for the faculty with special appointments follow.

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2.5.2.1 Adjunct Ranks.

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests can be appointed as adjunct faculty. The term “adjunct” may precede any faculty title in the tenure and term appointment ranks. Adjunct appointments are made for less than 50 percent time only.

2.5.2.2 Visiting Ranks.

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor.

2.5.2.3 Temporary Ranks.

The term “temporary” may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

2.5.2.4 Career and Technical Education Contract Faculty.

Faculty members who teach only in career and technical education programs leading to a certificate level credential need to meet requirements specific to the CTE instructional area. These faculty will be hired to instruct in CTE certificate programs on an at-will, contractual basis in alignment with programs that address regional workforce demands. ~~Appointment as a career and technical education contract faculty member requires a minimum of six years of documented applicable work experience at an industry defined level of competency, hold current industry credentials, and must meet accreditation standards.~~ Those appointed as career and technical education contract faculty must have a minimum of six years of documented applicable work experience at an industry-defined level of competency, hold current industry credentials, and meet accreditation standards. Up to three years of academic training from an accredited college may be substituted for three years of work experience at the discretion of the hiring committee and dependent upon individual program accreditation standards.

Commented [NM54]: Awkward construction. Consider: Those appointed as career and technical education contract faculty must have a minimum of six years of documented applicable work experience at an industry-defined level of competency, hold current industry credentials, and meet accreditation standards.

Commented [NK55R54]: replace current text

Commented [NM56R54]: Replaced. Comment resolved.

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5.3 2.5.3 Limitations on Positions: Faculty with Special Appointments

2.5.3.1 No tenure eligibility.

Faculty members with special appointments are ineligible for tenure.

2.5.3.2 Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

~~401.6~~ 2.6 EMERITUS FACULTY

At the time of retirement and upon recommendation of the president and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.

~~401.7~~ 2.7 LIST OF FACULTY

Each year the university shall publish a list of all faculty in an electronic format that is readily accessible, which states the faculty category and the academic unit to which they are appointed or, in the case of emeritus faculty, to which they were appointed.

~~401.8~~ 2.8 AUTHORITY OF THE FACULTY

~~8.1~~ 2.8.1 Policy Statement

8.1.1 American Association of University Professors Joint Statement.

Although this policy statement may contain some provisions that are the same or similar to certain principles promulgated by the American Association of University Professors (AAUP), this policy statement is not intended to incorporate AAUP principles and interpretations, and any such incorporation by reference is expressly disclaimed.

8.1.2 Faculty Responsibility for Educational Process.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, ~~and~~ methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the president is exercised adversely on these matters, it shall be communicated to the faculty. Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the president.

The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the president that the degrees be granted.

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2.8.1.3 Faculty Status and Related Matters.

Faculty status and related matters, such as appointments, reappointments, non-renewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed and approved by the president, followed where necessary, by the approval of the Board of Trustees and/or the Board of Regents.

2.8.1.4 Collegial Governance of the University.

There is shared responsibility in the governance of the university with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations of the university, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.

Organizations and methods for faculty participation in the collegial governance of the university should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the university as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established committee through the joint effort of the faculty and the administration.

2.8.1.5 Faculty and Administration Communications.

Suggested means of communication among the faculty university administrators, and the Board of Trustees are:

- (a) circulation of memoranda and reports,
- (b) joint ad hoc committees of the groups,
- (c) standing liaison committees of the groups, and
- (d) membership of faculty members on administrative councils, committees, and other bodies.

~~8.2~~ 2.8.2 Legislative Authority of the Faculty

Subject to the authority of the Board of Regents, the Board of Trustees, and the president, the faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study. The legislative power will normally be exercised by the Faculty Senate. In all matters except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.

~~8.3~~ 2.8.3 Appellate Authority of the Faculty: Right to Review and to Modify Faculty Senate Actions

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Faculty members who are eligible to vote in Faculty Senate elections shall have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty members, or upon the written request of 25 senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the university president as chair of the faculty

Commented [NM57]: Should this be "...in Faculty Senate elections...?"

Commented [NK58R57]: ask Tim Taylor

Commented [t59R57]: This change looks good.

Commented [NM60R57]: Resolved.

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401.9-2.9 MEETINGS OF THE FACULTY

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9.1 2.9.1 Calling Meetings

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Meetings of the faculty may be convened upon the call of the university president. Upon receipt by the president of a written request or a written petition as provided in ~~Policy~~ 401.8.3, Appellate Authority of the Faculty: Right to Review and Modify Faculty Senate Actions, the president must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

Commented [NM61]: ✓

Commented [NM62R61]: Resolved.

9.2 2.9.2 Notice

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Faculty must receive individual notice of the meeting and its agenda a minimum of five days before the meeting, unless a majority of them waives that notice prior to or at the meeting or unless the university president waives the notice on the grounds of emergency.

Commented [JF63]: President of the university or president of faculty senate?

Commented [NK64R63]: resolved. All faculty

9.3 2.9.3 Quorum

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Any number over ten percent of the faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting faculty shall constitute a quorum. A quorum being present, all actions shall be by majority vote of those in attendance with voting power. Meeting procedures shall be governed by the most recent edition of Robert's Rules of Order.

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Commented [JF65]: "the most recent"?

Commented [NK66R65]: add

Commented [NM67R65]: Added. Resolved.

401.10 2.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY

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The president of the university (and in the president's absence, the executive vice president and provost) is the chair of the faculty and presides over all meetings of the faculty. The president of the university shall appoint a secretary for the faculty who will also be ex officio Executive Secretary of the Faculty Senate. The secretary shall record all actions of the faculty when it meets, and shall preserve the records in a form convenient for reference.

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401.11 2.11 COMMITTEES OF THE FACULTY

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The faculty may appoint, at any time, such committees as the work of the university may require. These committees must report to the faculty and to the Faculty Senate the progress of their work and the action they have taken.

401.3 RESPONSIBILITIES

3.1 Responsible Office/Party

Identify who is responsible for what with regard to this policy. Roles and responsibilities are best defined by department and/or job title.

401.4 REFERENCES

- Bullet list references to Federal, State, municipal regulations, USHE/Regents policies. [Arial 10]
- Continue list of references. [Arial 10]

401.5 RELATED USU POLICIES

- Policy 404: Faculty Appointments.
- Policy 405: Tenured and Term Appointments: Evaluation, Promotion, and Retention.
- Policy 407: Academic Due Process, Sanctions, and Hearing Procedures.

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Contacts

- Faculty Senate website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: Michele Hillard

POLICY HISTORY

Original issue date: 1997/07/01

Last review date: 2020/09/01

Next scheduled review date: YYYY/MM/DD

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University Policy 401: Composition and Authority of the Faculty

Category: Faculty Policies (Faculty Code)

Sub Category: None

Covered Individuals: University Faculty

Responsible Executive: Provost

Policy Custodian: Chair of Professional Responsibilities and Procedures Committee

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401.1 PURPOSE AND SCOPE

This policy explains the composition and authority of the University's faculty, including a description of all ranks, governing principles, and calling of faculty meetings.

401.2 POLICY

2.1 Faculty Membership

Utah State University is an institution of higher education comprising multiple, geographically dispersed campuses, each of which employs faculty. The faculty consists of the president, the provost, academic deans, , and other members of the tenured and tenure-eligible faculty, faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein. All appointed faculty, without regard to which campus they are assigned, are members of the Utah State University faculty.

2.2 Definitions

2.2.1 The terms "faculty" and "faculty members" designate university employees as described under Policy 401 appointed for the purpose of carrying out one or more of the following primary functions of the university: (1) academic instruction and technical training, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge through extension, service, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) term appointments without eligibility for tenure; (3) special appointments without eligibility for tenure and; (4) emeritus appointments.

2.2.2 Academic Units and Academic Departments Defined

The term "school" has been used in two different ways at the university. In all cases but one, a

“school” is the equivalent of a “department.” In one case, the Jon M. Huntsman School of Business, the term is used as the equivalent of a “college.” Throughout the remainder of Section 400, whenever the term “department” appears, it is assumed to encompass all “schools” except the Jon M. Huntsman School of Business. The latter is governed by policies that apply to colleges, not departments. Whenever the term “college” is used in this policy, it will encompass all academic colleges and the Jon M. Huntsman School of Business.

An academic unit is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current university catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

An academic department is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the university; (b) have an identifiable curriculum and formal description in current university catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

All academic departments are academic units. Two academic units are not academic departments. These are the Library and Extension.

2.3 THE TENURED AND TENURE-ELIGIBLE FACULTY

2.3.1 Description and Eligibility

The tenured and tenure-eligible faculty consists of those individuals appointed to carry out the university's scholarly and educational functions and who have been or may be granted permanent status (Policy 405.1.2, Permanence of Appointment Conferred by Tenure). They receive their appointments within academic units. All faculty in this category either hold tenure or enter the process that may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments will not be made for less than 0.5 FTE.

2.3.2 Academic Ranks: Core Faculty

Tenured and tenure-eligible faculty members appointed to an academic department are the "core" faculty and hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. See Policy 405.2, Tenure and Promotion: Criteria for Core Faculty Ranks, and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion for these ranks.

2.3.3 Academic Ranks: Librarians

Faculty members appointed to the academic unit of the library hold one of the following ranks: affiliate librarian, assistant librarian, associate librarian, or librarian. See Policy 405.3, Tenure and Promotion: Criteria for Librarians and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for detailed discussion of the criteria for

appointment or promotion for these ranks.

2.3.4 Academic Ranks: Extension

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. See Policy 405.4, Tenure and Promotion: Criteria for Faculty with Extension Ranks, and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion for these ranks.

2.3.5 Academic Ranks: Professional Career and Technical Education

Faculty members appointed to the School of Applied Sciences, Technology, and Education with responsibilities for professional career and technical education will hold one of the following ranks: Professional Career and Technical Education Instructor, Professional Career and Technical Education Assistant Professor, Professional Career and Technical Education Associate Professor, or Professional Career and Technical Education Professor. See Policy 405.5, Tenure and Promotion: Criteria for Professional Career and Technical Education Faculty Ranks, and Policy 404.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion to these ranks.

2.3.6 Exceptions

Under extraordinary circumstances, exceptions to Policy 401.3, The Tenured and Tenure-Eligible Faculty, may be made to the qualifications for appointment in the various ranks in order to fulfill the mission of the university. Exceptions require petition to and approval by the president and must specify a time period for meeting the qualifications.

2.4 THE FACULTY WITH TERM APPOINTMENTS

2.4.1 Description and Appointment Requirements

The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty.

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on: 1. satisfactory performance (Policies 405.12.1, Annual Review of Faculty, and 407.6, Non-Renewal), and 2. availability of funding (Policy 407.6, Non-Renewal). Notice of non-renewal must be provided in accordance with Policy 404.1.2.4, Professional Services. The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. For those faculty whose salaries depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit.

Appointments for less than one academic or calendar year's duration are made to the temporary, not

term appointment, ranks (Policy 401.5.2.3, Temporary Ranks).

2.4.2 Academic Ranks

The academic ranks for the faculty with term appointments follow.

2.4.2.1 Lecturer Ranks.

Faculty members whose function it is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: lecturer, senior lecturer, or principal lecturer. Lecturers who are uniquely qualified through education and/or experience may, under special circumstances, teach a course 5000 and above after full consultation between the department head and the faculty of the department that grants credit for the course.

2.4.2.2 Clinical Ranks.

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs may be appointed to one of the following ranks: clinical instructor, clinical assistant professor, clinical associate professor, or clinical professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

2.4.2.3 Research Ranks.

Faculty members whose primary function is research and whose source of funding is extramural may be appointed to one of the following ranks: research assistant professor, research associate professor, or research professor, after full consultation between the department head and the faculty of the department that grants credit in this area. Appointment to the research ranks requires a terminal degree or its equivalent.

2.4.2.4 Federal Cooperator (FC) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) may be appointed to one of the following ranks: instructor (FC), assistant professor (FC), associate professor (FC), or professor (FC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

2.4.2.5 Federal Research (FR) Ranks.

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is research, and who serve as faculty under agreements between the university and the federal government (e.g., U.S. Department of Agriculture) may be appointed to one of the following ranks: assistant professor (FR), associate professor (FR), or professor (FR), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal research ranks are made only in academic units where such agreements exist.

2.4.2.6 Professional Practice Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, or other responsibilities based on their professional experience may be appointed to one of the following ranks: professional practice instructor, professional practice assistant professor, professional practice associate professor, or professional practice professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

2.4.2.7 State Cooperator (SC) Ranks

Faculty members who are state-level employees, who are paid by government agencies of the state other than Utah State University, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government (e.g., Utah Department of Natural Resources) may be appointed to one of the following ranks: instructor (SC), assistant professor (SC), associate professor (SC), or professor (SC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.

2.4.2.8 Professional Practice Extension Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to USU's extension mission by administration, teaching, mentoring, advising, service or other responsibilities based on their professional experience may be appointed to one of the following ranks: professional practice extension instructor, professional practice extension assistant professor, professional practice extension associate professor, or professional practice extension professor, after full consultation between the appropriate administrators and faculty.

2.4.3 Limitations on Positions: Faculty with Term Appointments

2.4.3.1 No Tenure.

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

2.4.3.2 Changes in Status.

All changes in status from term appointment faculty to faculty with tenure or tenure-eligibility require an external search.

2.4.3.3 Leave.

Faculty with term appointments are not eligible for sabbatical leave, but may be granted professional leave under appropriate conditions, as determined by the appropriate administrator.

2.4.3.4 Limitations on Faculty Participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or professional practice ranks is subject to the following limitations: (a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty. Federal and State cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to the appointment, retention, tenure, or promotion of tenure-eligible faculty.

2.5 FACULTY WITH SPECIAL APPOINTMENTS

2.5.1 Description and Appointment Requirements

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the university as described below. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty members with special appointments are not eligible for tenure.

2.5.2 Academic Rank

The academic ranks for the faculty with special appointments follow.

2.5.2.1 Adjunct Ranks.

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests can be appointed as adjunct faculty. The term “adjunct” may precede any faculty title in the tenure and term appointment ranks. Adjunct appointments are made for less than 50 percent time only.

2.5.2.2 Visiting Ranks.

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor.

2.5.2.3 Temporary Ranks.

The term “temporary” may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

2.5.2.4 Career and Technical Education Contract Faculty.

Faculty members who teach only in career and technical education programs leading to a certificate level credential need to meet requirements specific to the CTE instructional area. These faculty will be hired to instruct in CTE certificate programs on an at-will, contractual basis in alignment with programs that address regional workforce demands. Those appointed as career and technical education contract faculty must have a minimum of six years of documented applicable work experience at an industry-defined level of competency, hold current industry credentials, and meet accreditation standards. Up to three years of academic training from an accredited college may be substituted for three years of work experience at the discretion of the hiring committee and dependent upon individual program accreditation standards.

2.5.3 Limitations on Positions: Faculty with Special Appointments

2.5.3.1 No tenure eligibility.

Faculty members with special appointments are ineligible for tenure.

2.5.3.2 Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

2.6 EMERITUS FACULTY

At the time of retirement and upon recommendation of the president and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.

2.7 LIST OF FACULTY

Each year the university shall publish a list of all faculty in an electronic format that is readily accessible, which states the faculty category and the academic unit to which they are appointed or, in the case of emeritus faculty, to which they were appointed.

2.8 AUTHORITY OF THE FACULTY

2.8.1 Policy Statement

8.1.1 American Association of University Professors Joint Statement.

Although this policy statement may contain some provisions that are the same or similar to certain principles promulgated by the American Association of University Professors (AAUP), this policy statement is not intended to incorporate AAUP principles and interpretations, and any such incorporation by reference is expressly disclaimed.

8.1.2 Faculty Responsibility for Educational Process.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the president is exercised adversely on these matters, it shall be communicated to the faculty. Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the president.

The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the president that the degrees be granted.

2.8.1.3 Faculty Status and Related Matters.

Faculty status and related matters, such as appointments, reappointments, non-renewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed and approved by the president, followed where necessary, by the approval of the Board of Trustees and/or the Board of Regents.

2.8.1.4 Collegial Governance of the University.

There is shared responsibility in the governance of the university with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations of the university, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.

Organizations and methods for faculty participation in the collegial governance of the university should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the university as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established committee through the joint effort of the faculty and the administration.

2.8.1.5 Faculty and Administration Communications.

Suggested means of communication among the faculty university administrators, and the Board of Trustees are:

- (a) circulation of memoranda and reports,
- (b) joint ad hoc committees of the groups,
- (c) standing liaison committees of the groups, and
- (d) membership of faculty members on administrative councils, committees, and other bodies.

2.8.2 Legislative Authority of the Faculty

Subject to the authority of the Board of Regents, the Board of Trustees, and the president, the faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study. The legislative power will normally be exercised by the Faculty Senate. In all matters

except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.

2.8.3 Appellate Authority of the Faculty: Right to Review and to Modify Faculty Senate Actions

Faculty members who are eligible to vote **in Faculty Senate elections shall** have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty members, or upon the written request of 25 senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the university president as chair of the faculty.

2.9 MEETINGS OF THE FACULTY

2.9.1 Calling Meetings

Meetings of the faculty may be convened upon the call of the university president. Upon receipt by the president of a written request or a written petition as provided in Policy 401.8.3, Appellate Authority of the Faculty: Right to Review and Modify Faculty Senate Actions, the president must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

2.9.2 Notice

Faculty must receive individual notice of the meeting and its agenda a minimum of five days before the meeting, unless a majority of them waives that notice prior to or at the meeting or unless **the university president waives** the notice on the grounds of emergency.

2.9.3 Quorum

Any number over ten percent of the faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting faculty shall constitute a quorum. A quorum being present, all actions shall be by majority vote of those in attendance with voting power. Meeting procedures shall be governed **by the most recent edition of Robert's Rules of Order.**

2.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY

The president of the university (and in the president's absence, the executive vice president and provost) is the chair of the faculty and presides over all meetings of the faculty. The president of the university shall appoint a secretary for the faculty who will also be ex officio Executive Secretary of the Faculty Senate. The secretary shall record all actions of the faculty when it meets and shall preserve the records in a form convenient for reference.

2.11 COMMITTEES OF THE FACULTY

The faculty may appoint, at any time, such committees as the work of the university may require. These committees must report to the faculty and to the Faculty Senate the progress of their work and the action they have taken.

401.3 RESPONSIBILITIES

3.1 Responsible Office/Party

Identify who is responsible for what with regard to this policy. Roles and responsibilities are best defined by department and/or job title.

401.4 REFERENCES

- Bullet list references to Federal, State, municipal regulations, USHE/Regents policies. [Arial 10]
- Continue list of references. [Arial 10]

401.5 RELATED USU POLICIES

- Policy 404: Faculty Appointments.
- Policy 405: Tenured and Term Appointments: Evaluation, Promotion, and Retention.
- Policy 407: Academic Due Process, Sanctions, and Hearing Procedures.

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Contacts

- Faculty Senate website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: [Michele Hillard](#)

POLICY HISTORY

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