

Faculty Senate Meeting

February 5, 2007
3:00 p.m.
Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order** John Kras
Approval of Minutes of January 8, 2007
- 3:05 Announcements** John Kras
- 3:10 University Business**..... Provost Raymond Coward
- 3:15 Consent Agenda**
- 1. Bookstore Report.....Jan Alm
 - 2. EPC Business..... Steven Hanks
 - 3. Committee on Committees Recommends the Appointment of Brett Shelton to the PRPC Committee Replacing Robert King..... John Kras
- 3:30 Information Items**
- 1. Comprehensive Campaign Announcement.....Kent Clark
 - 2. USU Early Retirement Program Glenn Ford
- 3:50 Key Issues and Action Items**
- 1. Committee on Equity and Diversity John Kras
(Resolution) (Arguments in Favor)
 - 2. Review of Faculty Forum..... John Kras
 - 3. Dean's Tenure and Promotion CommitteeBritt Fagerheim
- 4:20 New Business**
- 1. College Caucus..... John Kras
 - 2. Status of Administration as Faculty..... John Kras
- 4:30 Adjournment**

**FACULTY SENATE
MINUTES
January 8, 2007, 3:00 p.m.
Merrill-Cazier Library, Room 154**

John Kras called the meeting to order at 3:05 p.m.

Approval of Minutes from December 4, 2006

Byron Burnham motioned to approve the minutes of December 4, 2006. Tilak Dhiman seconded the motion; motion carried unanimously.

Announcements – John Kras

1. John Kras announced that Britt Fagerheim is going to take over as PRPC chair for Jennifer MacAdam and, therefore, becomes a member of the Faculty Senate as chair of that committee.
2. John asked senators to think about running for president elect for next year. We will conduct a vote in the March meeting.

University Business – President Stan Albrecht

1. Enrollment Update: The numbers continue to look good. President Albrecht complimented Gary Chambers and those working with him. They have had 11 open houses, which are going well and have been very well attended. Some comparisons he mentioned are: Spring 2007 vs Spring 2006 – transfer numbers are 416 compared to 227; the freshman profile for Fall 2007 is 2123 complete applications compared to 1176 in 2006; 962 freshman students were admitted a year ago with 2014 for the freshman class already for this year.
2. January 15 is the first day of the new legislative session. An idea of how things are looking: Both the State Board of Regents and Governor Huntsman's budget include a 3+ % compensation package and a significant amount for retention (\$12 million in the Governor's and \$7 million in the Regents).

The major difference in the two budgets: Regents has \$10,500,000 for institutional priorities (we have about \$1 million of that) and the Governor's does not include any of that, but has a separate \$10,500,00 bill that basically does the same sort of thing that the Regents budget does. Engineering initiative money is there and the \$3 million is there for our new building.

Also to watch for in this legislative session is a whole series of residency bills that will be presented: 1) reducing the amount of time it takes to claim state residency; 2) creating legacy opportunities- children and grandchildren of Utah graduate students who live out of state, to return to these institutions with reduced state tuition; and 3) reducing the tuition rate of out of state students.

Other legislative issues include: 1) Senator Hillyard is advancing a bill that would provide \$20 million for need-based aid; 2) Higher Education post retirement requirements; 3) Concurrent enrollment bills; and 4) Tuition tax credit bill.

3. We will announce the beginning of the University's Comprehensive Campaign on March 2nd.
4. We face difficult state and federal funding issues in that there are major pressures to change how these earmarks and formula funds are distributed. The Provost put together a comprehensive report, "The Perfect Storm", where every one of our units determines what our liabilities are and they are looking closely at the numbers.

Consent Agenda Items

1. Council on Teacher Education Report
2. Campus Retention Report
3. Research Council Report
4. Scholarship Advisory Board Report
5. EPC Business

There was an addendum to the Consent Agenda on the EPC Report asking for approval to change the names of the majors, minors, and emphases of the department of Business Information Systems to Management Information Systems.

Dave Wallace motioned to accept the Consent Agenda. Brent Miller seconded the motion; motion carried unanimously.

Information items

1. Plans to Reconstitute the Campus Climate for Women Committee

At the last Faculty Senate meeting, there was some discussion concerning diversity and the existing grant that addresses this. In December's Faculty Senate Executive meeting, it was discussed whether or not we needed a committee of the faculty senate for this particular item. After hearing information from the President and the Provost, we wanted to hear what their plans were and asked them to present that information at today's meeting.

The President stated that they are not arguing against the appointment of a new Faculty Senate committee to monitor what is going on if the senate concludes that that is the direction they want to go, and it will be supported. In the meantime, he wanted to give a background on some of the solutions the university is working on, which are explained in the following paragraphs.

The National Association of Sea vs. Land Grant Colleges put together a task force to look at the issue of diversity on our campuses. Their report provides us with information to follow-up on. The provost will bring one of the task force members to our campus to meet with department heads and others.

The State Board of Regents, after months of discussions, implemented a minority participation task force. On January 12, Vice President Chambers will be doing a report that will provide a detail study of things like minority student recruitment scholarship programs we have in place.

The third major issue is that we are in the process of doing a self study that will focus on several areas demonstrating institutional commitment to equity and diversity.

The President currently serves as ACE Women's Network presidential sponsor for the state of Utah and this is one way for USU to become involved with other institutions in the state. They arrive at a common strategy to address some of the diversity issues.

USU made the decision to reconstitute the Campus Climate for Women Committee. The ADVANCE group will provide recommendations to the administration.

The Provost has recently appointed a vice provost for faculty development and diversity, which led to the introduction of Ann Austin

2. **Overview of the New Position of Vice Provost for Faculty Development and Diversity**

Ann Austin's background is in Family, Consumer, and Human Development. Her responsibilities in the Provost's office include fostering career development – assist getting faculty's career launched, recruitment and retention of diverse faculty – meets with first and second year faculty once a month, spousal accommodations – keeps spouses/partners engaged in campus activities, and working with faculty to balance work and family – childcare is taken very seriously and new proposals are currently being reviewed.

In accomplishing her tasks, some of Ann's activities include workshops and seminars, academic unit consultations, individual faculty consultations, working with recruitment and retention, and with advisory groups. She is available to talk to faculty about personal and professional issues.

Another phase she deals with is data gathering and reporting for diverse faculty as it relates to employment patterns, salaries, and promotion and tenure.

Barry Franklin asked if there were any plans to create a center for teaching and learning. Ann answered that although the funds are not available for a formalized center, there are other ways to assess faculty – that is goes further than observing in the classroom. Ann will visit further with Barry on drafting some line item factors.

In conclusion, John Kras asked the senators to compare these two presentations and to think about what they as senators can do in addition to what the president and what Ann are currently doing. In the March meeting, we can make some decisions on where we want to go as a faculty senate. Senators were urged to contact their Faculty Senate Executive Committee members, as discussions are followed-up on.

Key Issues and Action Items

1. Dean's Tenure and Advisory Committees

This proposal was taken out of the Consent Agenda of the last meeting. Pat Lambert and Doug Jackson-Smith proposed another version of the paragraph in question in the code. The issue comes down to whether or not the deans have the right to create an ad hoc committee. If not, this would be removed from the code through PRPC recommending changes to the President.

Pat Lambert motioned to accept the paragraph as submitted by herself and Doug Jackson-Smith and to charge PRPC to draft new code wording in 405.7 to include language similar to what was proposed. Ed Heath seconded the motion; motion carried with a majority vote.

New Business

1. Ronda Callister requested the following resolution on creating a committee on faculty diversity and equity:

Resolved: There shall be a Faculty Senate committee on Faculty Diversity, and Equity. It shall consist of 9 members, one from each College, plus library and extension. The chair of the committee shall serve on Faculty Senate. Term lengths shall be the same as other standing Faculty Senate committees. Its charge shall be as follows:

- 1) Collect and monitor data to identify and promote best practices for faculty development, mentoring, and work environment to facilitate faculty success at all career levels;
- 2) Evaluate and advocate processes for faculty recruitment, promotion, and retention that promote diversity, equity, and work/life balance for the faculty;
- 3) Issue periodic reports on the activities and findings of the committee and make recommendations for improvements and implementation of these improvements.

Maria de Jesus Cordero motioned to accept this resolution. Barry Franklin seconded the motion. This purpose of the resolution asks Faculty Senate to look into the issue, not to establish the committee. The resolution would be taken to the President as it relates to this issue. The motion carried unanimously.

2. Due to time constraints, John Kras decide to forego the topic of the College Caucus Meeting. He did, however, asked all Executive Committee members to poll their senators as it relates to issues that those senators would like to bring forward and to bring that information to the next FSEC meeting.

Adjournment

The meeting was adjourned at 4:27 p.m.

Minutes Submitted by: Andi McCabe, Faculty Senate Executive Secretary, 797-1166

Bookstore Committee Report to Faculty Senate

January 16, 2007

The Bookstore's FY 2005-2006 annual report was distributed to members of the Committee. In the absence of interest from Committee members or issues requiring Committee attention, the Bookstore Committee has not met this year.

Attached: [USU Bookstore's FY 2005-2006 Annual Report](#)

Respectfully submitted,
Jan Alm, Chair

I. VISION STATEMENT

Our vision is to be an active team member in contributing to the success of the academic, research, and community life of the University. We are committed to the highest level of benefit at the least cost. Our customers mean everything to us!

II. MISSION STATEMENT

The Bookstore's primary objective is to support students, faculty, staff, and visitors by providing high quality products and exemplary services.

The Bookstore Serves

- ◆ **STUDENTS** by providing easy access to text, reference, trade books, and other educational materials.
- ◆ **FACULTY** by ensuring course materials are identified, ordered, and received on time.
- ◆ **STAFF** by providing supplies.
- ◆ **VISITORS** by providing Aggie-related merchandise.

The aforementioned will be accomplished by:

- ◆ Merchandise being
 - high value.
 - available.
 - attractively displayed.
 - well organized.
- ◆ Associates who
 - are informed and well trained.
 - serve customers.
 - are recognized.
 - are treated with dignity.

The Bookstore operates at world-class status. We communicate, educate, set goals, and link rewards to specific performance accomplishments. We plan, align strategic initiatives with appropriate desired results, allocate resources to pre-established highest leverage opportunities, and establish clear, measurable milestones. We invite feedback to improve understanding and are committed to continued improvement.

III. INTRODUCTION and CONTEXT

The fiscal year 2005-06 was a year of change for our organization. The Vice President of Business and Finance changed and Associate Vice President for Auxiliaries retired. With a new Vice President, the division of Business and Finance was reorganized. Priorities were changed or refreshed, new perspectives discussed and several personnel changes developed.

The Bookstore was administratively reorganized in the fourth quarter of 2005-06 executing, in part, a plan that had been developed over the past 18 months. The Vice President appointed Terry Hodges as interim director. There followed many personnel changes and retirements which are still underway today. Out of these changes has come a more robust organization. Major initiatives developed thus far are:

1. To present to store customers an identifiable and professional look for store employees and to develop employee staffing and presence to meet all customer needs within the store.
2. To ensure that the store IT presence is progressive and state of the art in meeting current and future store needs.
3. To design and set the North Store to be efficient for customer access to store items and needs, to feel comfortable to customers, and provide an enhanced customer experience.
4. To design and set the South Store to be efficient for customer access to store items and needs, to feel comfortable to customers, and provide an enhanced customer experience.
5. To optimize product and product mix for customer needs and to increase market share (customer base) through marketing, events, and communication channels.
6. To ensure that the bookstore has the highest quality student and part-time employees available.
7. To develop a model regional campus store, incorporating high customer service principles that will be the basis for expanding this concept to other regional campuses.
8. Centralize all store order fulfillment into a Call Center to improve efficiencies and increase service levels to customers ordering by phone, web, or email.
9. To review/update original PRISM data standards and cleanse existing data. Emphasis on maximizing search engine optimization of item records for ecommerce customers and potential conversion to new inventory control system. Create a process to periodically audit compliance to data standards.
10. To provide a single point of contact for customers placing phone calls, emails and web ordering into a single department of highly trained employees who provide the necessary customer service to meet the customers' needs.

Each of these eight initiatives has been assigned to eight employee groups or committees who develop goals and execute details for accomplishment of those goals. Since most of the past year has been focused on either preparing for or executing these initiatives, what follows is a report of outcomes thus far. Additionally, metrics to track progress are currently being discussed by the director and employees. Our emphasis is to measure what matters or directly relates to our customers' service experience. It expected many of these measures will be in place and baselines established beginning the third quarter of 2006-07.

Store Goals & Updates

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>1. To present to store customers an identifiable and professional look for store employees and to develop employee staffing and presence to meet all customer needs within the store.</p>	<p>A) To help customers identify staff easily; B) Increase floor presence of staff to increase customer service. C.) Increase customer access to store products/services.</p>	<p>A. The committee has implemented a new storewide uniform policy. This involved the purchasing of standard uniforms and nametags for all employees. Employees are now easy to identify throughout the store allowing customers to find assistance more easily. B. Working together with the Rush Committee, we successfully assisted with implementing ways to welcome and engage customers waiting for merchandise during the fall rush period. C. The committee has proposed the purchase of vending machines to be placed at various locations throughout campus. The vending machines are specially designed for the sale of Scantron testing forms. This would assist students in purchasing needed supplies before, during, and after store hours. D. The committee is beginning to prepare for the eventual take over of scheduling for hourly student employees. We will also be responsible for the rotation and staffing of employees throughout the store once process is completed. E. We will also be working on training procedures for all employees on proper customer service throughout the store.</p>	<p>* Store uniforms were designed, produced and distributed. *Game Day shirts were distributed to encourage a team spirit among employees and customers. *A uniform policy/form was created and approved by management which is read and signed by all staff. *A rush strategy to engage waiting customers at term start times was tried and deemed successful during fall term rush of August/September 2006. *Three vending machine locations have been approved across campus. Vending machines are being ordered to dispense school/office supplies. *Store hours were expanded. Tuesdays the store closes at 7pm and Saturdays' closing at 3pm.</p>

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>2. To ensure that the store IT presence is progressive and state of the art in meeting current and future store needs.</p>	<p>A) Create a store intranet for internal and branch store communications. B) Deploy hardware to support new Brigham City branch store operations. C) Improve website look and function so it is state-of-the-art e-commerce. D) Configure and deploy hardware for branch stores at Tooele, Roosevelt and Vernal regional campus stores. E) Deploy replacement server for main store. F) Deploy Windows update server to meet branch store needs.</p>	<p>A. Identify and order point-of-sale, workstation and printing needs of Brigham City Campus Store. B. Understand and design LAN, Electrical and Telephone connectivity related to North Store floor reset/remodel. C. Started e-commerce project: - Deployed information to first tier Bookstore managers to begin their training in the ICBA/ICBB Web-Net program; - Created or acquired preliminary background scripts and reports to provide support for departments involved in the Web-Net programs; - Dedicated staff member to maintain current website issues to ensure department requests are processed in reduced timelines; - Altered website access at department level to decrease time lines in deploying catalog images.</p>	<p>* Brigham City Campus Store hardware/software installed and successfully running. *Created suggestions for LAN, Electrical and Telephone connectivity requirements to be utilized by the committee involved in relocating the Computer Technology department on the sales floor. *Objectives D, E, & F are future projects.</p>

Store Goals & Updates - Continued

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>3. To design and set the North Store to be efficient for customer access to store items and needs, to feel comfortable to customers, and provide an enhanced customer experience.</p>	<p>A) Create an inviting store feel that invites increased store browsing similar to South Store. B) Move technology product to center of store. C) Improve textbook floor layout and access. D) Relocate textbook reservations to east wall of north store allowing customer service from hallway.</p>	<p>A. Discuss customer needs with store employees and customers. B. Develop a scaled plan that suggests options that meet customer needs. C. Identify infrastructure changes to meet plan.</p>	<p>* Customer needs have been identified. * Scale Plans have been drawn and store fixture needs identified. * Employees are being given a comment period prior to bidding plan for construction which will begin Spring 2007.</p>

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>4. To design and set the South Store to be efficient for customer access to store items and needs, to feel comfortable to customers, and provide an enhanced customer experience.</p>	<p>A) Relocate magazines to improve sales. B) Provide for a children's selling area to cross-merchandise children clothing and books. C.) Relocate seasonal cards to increase cross-merchandising opportunities for Books and Clothing. D. Increase light levels in several dark areas and replace existing defective lighting.</p>	<p>A. Discuss customer needs with store employees and customers. B. Develop a scaled plan that suggests options that meet customer needs. C. Identify infrastructure changes to meet plan.</p>	<p>* Customer needs have been identified. * Scale Plans have been drawn and store fixture needs identified. * Project has started with remodel of the magazine area.</p>

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>5. To optimize product and product mix for customer needs and to increase market share (customer base) through marketing, events, and communication channels.</p>	<p>A. Improve customer service levels by keep fast moving items in stock. B. Identify and reduce slow selling products. C. Provide customers with comparison prices on popular products. D. Reduce cost of goods and increase sales margins through competitive buying. E. Increase seasonal merchandise offerings.</p>	<p>A. Monitor Inventory sell-through weekly. B. Expand our "Dare to Compare" program to more gen mdse products and textbooks. C. Experiment with rental textbooks to reduce student costs. D. Increase in-aisle signage to communicate value and/or product feature/benefits. E. Increase Saturday traffic by inviting community to store through specials, advertising etc. F. Shop non-traditional mdse sources for better pricing & for unique mdse. G. Expand bargain books category in General Books. H. Create employee incentive program to sell featured merchandise.</p>	<p>* All item movements are monitored daily with monthly strategic reviews. * All merchandise categories have forecasts for sales and inventory levels to control purchasing. *Dare To Compare program was succes-sful fall term based on sell-through. To be repeated Spring Term. *Students using textbk buyback had option of putting their money on store gift cards - successful fall term; to be repeated for Dec buyback. *Website needs to be upgraded to full e-commerce site. See IT Committee. *Approval given for first store ad in local off-campus newspaper to build Saturday community traffic. *Cashier incentive to sell flash drives fall term extremely successful. Will be repeated in January.</p>

Store Goals & Updates - Continued

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
6. To ensure that the bookstore has the highest quality student and part-time employees available.	<p>A. Reduce labor costs and increase customer service by organizing and deploying hourly employees differently.</p> <p>B. Build incentive for student employees to work more autonomously with more initiative.</p> <p>C. Create contract salary schedule that pays more for productive employees.</p>	<p>A. Identify departmental labor needs.</p> <p>B. Develop a common list of gateway criteria, testing and questions for applicants. Centralize hiring of student employees.</p> <p>C. Create a pool of skilled employees who can work in any department.</p> <p>D. Identify skill sets for pooled employees.</p> <p>E. Create hourly wage rate to support overall goal and achieve the goal of 10:1 applicants to employee hires.</p> <p>F. Develop a method to evaluate pool employee skill-set competency.</p> <p>G. Revise contract salary schedule to pay more for productive employees.</p>	<p>* Departmental needs identified *Gateway hiring criteria established for hourly and contract employees. *Employee pool created and employees scheduled on a wkly basis.</p> <p>*Skillsets documented and training started.</p> <p>*Process of employee periodic evaluations being developed.</p>

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
7. Develop a model regional campus store, incorporating high customer service principles that will be the basis for expanding this concept to other regional campuses.	<p>A. Identify students needs at regional campuses at Brigham City, Roosevelt & Tooele.</p> <p>B. Identify a retail sales model to meet campus needs.</p> <p>C. Design store to accomodate retail needs.</p> <p>D. Create a logics process to initially stock store then provide ongoing replenishment.</p> <p>E. Create a branch store manager position equivelant in structure/pay to main store dept managers.</p> <p>F. Create marketing plan to promote store services to campus and community.</p>	<p>A. Starting with regional campus @ Brigham City, identify retail needs.</p> <p>B. Identify product categories to meet customer needs.</p> <p>C. Identify fixture/equipment needs.</p> <p>D. Identify logistic options for shipping products to and from store.</p> <p>E. Create inventory and cash control process for each store.</p> <p>F. Create & build a store design to meet needs and of size to be profitable.</p> <p>G. Develop grandopening marketing plan and collateral.</p> <p>H. Develop buyback marketing plan & collateral materials..</p>	<p>* Brigham City store operational as of 9/30/06.</p> <p>*Manager hired for Roosevelt and Vernal 12/4/06.</p> <p>*Tooele store currently being designed and interviews for manager underway.</p>

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
8. To design and remodel dedicated space in Spectrum for basketball concessions and other events scheduled in this facility. Goal is to improve efficiency for customer access to store items and needs at athletic events, to feel comfortable to customers, and provide an enhanced customer experience.	<p>A. Improve the look of concessions operation with a permanent location for retail sales.</p>	<p>A. Identify space.</p> <p>B. Identify a retail sales model to meet cconcession needs.</p> <p>C. Design store to accomodate retail needs.</p> <p>D. Construct the store.</p> <p>E. Create a grand-opening marketing plan for FY06-07 Basketball.</p>	<p>* Store design complete.</p> <p>*Construction started 12/4/06.</p>

Store Goals & Updates - Concluded

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>9. To review/update original PRISM data standards and cleanse existing data. Emphasis on maximizing search engine optimization of item records for ecommerce customers and potential conversion to new inventory control system. Create a process to periodically audit compliance to data standards.</p>	<p>A. To standardize how items are built in our inventory control system. B. Improve item searches for future e-commerce website. C. Simplify/standardize skill-set development for employee training in use of PRISM. D. Ensure inventory database is clean for conversion to new system.</p>	<p>A. Identify existing data standards in use by each selling department. B. Seek "best practices" in use by other college stores. C. Develop new data entry standard and align staff to its principles. D. Implement data standard for all new items. E. Begin cleansing existing data records.</p>	<p>*Identification of existing and/or documented data standards in process.</p>

GOALS	OBJECTIVES	PLAN	ACHIEVEMENT HIGHLIGHTS
<p>10. To provide a single point of contact for customers placing phone calls, emails and web ordering into a single department of highly trained employees who provide the necessary customer service to meet the customers' needs.</p>	<p>A. Consolidate multiple departmental order fulfillment processes into one department. B. Provide a single point of contact for returning customers. C. Increase web sales through better customer service.</p>	<p>A. Consolidate departmental order fulfillment into a call center. B. Identify and resolve logistic issues and work rules in handling call center customers. C. Simplify/standardize skill-set development for employee training in use of PRISM. D. Develop necessary training documentation after meeting with departments.</p>	<p>*Phased consolidation of multiple order fulfillment areas started with Office/School Supplies. *Employee skillsets defined. *Training documentation completed.</p>

Educational Policies Committee
Report to the Faculty Senate
February 5, 2007

The Educational Policies Committee (EPC) met on January 11, 2007. Minutes of the meeting may be viewed on the EPC website.

The Educational Policies Committee, after careful review, recommends approval of the following action by the Faculty Senate:

Request from the Department of Special Education and Rehabilitation to add a specialization in Speech-Language Pathology to the PhD Program in Disability Disciplines (Approved by EPC 1/11/2007)

TO: President Albrecht, President of Utah State University
FROM: John M. Kras, President of the Faculty Senate
RE: Resolution from the FS concerning a Committee on Diversity and Equity

President Albrecht:

The Faculty Senate passed unanimously a Resolution concerning a Faculty Senate Committee on Diversity and Equity. The Faculty Senate will continue to discuss this issue and will make further recommendations to you.

RESOLUTION

THE FACULTY SENATE RESOLVED THAT THERE SHOULD BE A FACULTY SENATE COMMITTEE ON DIVERSITY AND EQUITY. IT SHALL CONSIST OF MEMBERS FROM EACH COLLEGE AND UNIT OF THE UNIVERSITY. THE CHAIR OF THIS COMMITTEE SHALL SERVE ON THE FACULTY SENATE. TERM LENGTHS SHALL BE CONSISTENT WITH OTHER FS COMMITTEES. ITS CHARGE SHALL BE AS FOLLOWS:

- 1) COLLECT DATA AND IDENTIFY AND PROMOTE BEST PRACTICES FOR FACULTY DEVELOPMENT, MENTORING, AND WORK ENVIRONMENT TO FACILITATE FACULTY SUCCESS AT ALL CAREER LEVELS;
- 2) EVALUATE AND ADVOCATE PROCESSES FOR FACULTY RECRUITMENT, PROMOTION, AND RETENTION THAT PROMOTE DIVERSITY, EQUITY, AND WORK/LIFE BALANCE FOR THE FACULTY;
- 3) MONITOR THE STATUS OF FACULTY DEVELOPMENT, MENTORING, DIVERSITY, AND EQUITY; AND
- 4) REPORT TO THE FACULTY SENATE ON THE ACTIVITIES AND FINDINGS OF THE COMMITTEE AND MAKE RECOMMENDATIONS FOR IMPLEMENTATION.

Arguments in favor of a Faculty Senate Committee on Diversity and Equity:

- This committee could continue the work that ADVANCE has started, when the grant is scheduled to end in September of 2008.
- The President's Campus Climate for Women is a valuable and worthwhile committee. When it was functioning in 2005 this committee included faculty, professional and classified staff. Therefore it is most common and appropriate for this group to focus on issues that are of interest of all three of these groups of women. However, issues that uniquely concern faculty members may not be well addressed in this committee.
- The proposed Faculty Senate committee on Diversity and Equity is different from the President's Campus Climate for Women because it would focus on issues of particular concern to faculty such as promotion and tenure and recruitment processes. Also this committee would be able to address the concerns of minority faculty as well as women. This campus has not had a history of having a system to review and address the concerns of minority faculty.
- This committee would be independent of administration and thus less affected by the changing priorities of different administrations.
- The data to be collected could include: the experiences and concerns of minority faculty and women faculty particularly in fields where they represent low percentages; identification of best practices and policies from other universities; review and analysis of the data available from the Utah State Office of Planning and Assessment; review and analysis of data available from other national sources such as AAUP and NSF.
- A Google search on faculty senate committee diversity yielded over one million hits suggesting that many universities have this type of committee in place. The language for this proposal was adapted from the University of Pennsylvania Faculty Senate committee.

405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

7.2 Additional Events During the Year in which a Tenure Decision is to be Made

(4) Evaluation and recommendation by the director (where applicable), dean, or vice president.

The director (where applicable), dean, or vice president will send his or her own recommendation, the department head's recommendation, and the tenure advisory committee's recommendation to the provost on or before January 11, except that for third-year appointees the date is November 20 (see Table 405.1.4). A copy of the director's (where applicable), dean's, or vice president's letter shall be sent to the tenure advisory committee and the candidate and placed in his or her file.

~~Should t~~The dean, director, or vice president choose to ~~may~~ convene an ad hoc advisory committee to review tenure and promotion recommendations under his or her purview, ~~The~~ members of this committee shall have tenure and rank equal to or greater than that sought by the candidate, ~~and shall not have appointments that are primarily administrative, including that of~~ The department head, ~~and~~ supervisor, or director (where applicable) of the candidate shall not serve on this committee. The dean, director, or vice president shall chair the committee. Any such advisory committee formed to evaluate the candidate shall also utilize an ombudsperson, and the names of the members of the committee shall be made known to the faculty of the college.

405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

8.3 Procedures for Promotion

(4) Evaluation and recommendation by the director (where applicable), dean, or vice president.

The director (where applicable), dean, or associate or assistant vice president for Extension will send his or her own recommendation, the department head's or supervisor's recommendation, and the promotion advisory committee's recommendation to the Provost on or before January 11. A copy of the director's (where applicable), dean's, or vice president's letter shall be sent to the promotion advisory committee and the candidate and placed in his or her file.

~~Should t~~The dean, director, or vice president choose to ~~may~~ convene an ad hoc advisory committee to review promotion recommendations under his or her purview, ~~The~~ members of this committee shall have tenure and rank equal to or greater than that sought by the candidate, ~~and shall not have appointments that are primarily administrative, including that of~~ The department head, ~~and~~ supervisor, or director (where applicable) of the candidate shall not serve on this committee. The dean, director, or vice president shall chair the committee. Any such advisory committee formed to evaluate the candidate shall also utilize an ombudsperson and the names of the members of the committee shall be made known to the faculty of the college.