



FACULTY SENATE EXECUTIVE COMMITTEE

April 14, 2008, 3:00 p.m.

Champ Hall Conference Room #136

Agenda

- 3:00 Call to Order** Doug Ramsey
1. Approval of Minutes of March 24, 2008
- 3:02 Announcements** Doug Ramsey
1. Brown Bag Lunch with the President rescheduled to April 21
- 3:05 University Business** President Albrecht
- 3:15 Information Items**
1. Update on Emergency Preparedness Provost Coward
 2. Calendar Committee Annual Report Michelle Larson
 3. Educational Benefits Policy BrandE Faupell, Dave Cowley
 4. ADVANCE Annual Report Ronda Callister
 5. Academic Freedom and Tenure Committee Annual Report Diane Calloway-Graham
 6. EPC Annual Report Steven Hanks
 7. Committee on Committees Annual Report Will Popendorf
- 4:00 New Business**
1. Senator Interest Form Will Popendorf
 2. New Items for Discussion Will Popendorf
 2. Suggested LGBT Inclusive Policy Change Renee Galliher
 3. Minority Faculty Representation on Committees Maria Cordero
- 4:30 Adjourn**

**USU FACULTY SENATE EXECUTIVE COMMITTEE
MINUTES
March 24, 2008 • 3:00 p.m.
Champ Hall Conference Room**

Present: President Stan Albrecht, Doug Ramsey, Brian Atwater, Byron Burnham, Steve Burr, Daren Cornforth, Ed Heath, John Kras, Pat Lambert, Mike Parent, Adrie Roberts, Flora Shrode, Raymond Coward, and Tammy Firth

Excused: Jake Gunther and Vincent Wickwar

Invited Guests: Kevin Abernathy, Ryan Barfuss, Britt Fagerheim, Steve Hanks, David Cowley, BrandE Faupell, Marla Boyer, Will Pependorf, Michael Lyons, and Ronda Callister

Doug Ramsey called the meeting to order at 3:00 p.m.

Approval of Minutes

John Kras motioned to approve the minutes of February 19, 2008. The motion was seconded by Ed Heath and passed unanimously.

Announcements - Doug Ramsey

1. The next Brown Bag Lunch with the President will be held on Thursday, April 17, at 12:00 p.m. in Champ Hall Conference Room #136.

University Business

1. President Albrecht stated there was nothing new to report since last Monday's Brown Bag Lunch. He will be meeting with each of the colleges to talk about the legislature outcomes and how we plan to use the Tier II revenue. We are hoping for an increase in fall enrollment so it will generate enough money to cover the initiatives that were presented to the students. Tier I funds will be used to cover any compensation shortages from the Legislature.

Information Items

1. **ASUSU Smoking Resolution** – Doug Ramsey stated that he had received two calls on the smoking ban, so he asked Kevin Abernathy to update the committee. Kevin stated that there is no dispute that second hand smoke is not good. He read the resolution he is sponsoring with the assistance of the Bear River Health Department and Ryan Barfuss in the Health and Wellness Center. A similar policy has been implemented by 105 universities across the country. A committee member asked how many of them have a complete ban and how many just limit where people can smoke. Kevin stated he was unsure of the numbers, but several have designated areas where smoking is allowed. ASUSU is proposing a complete ban, but they are open to the idea of just limiting where people can smoke on campus. The intent is to make campus healthier for everyone. Pat Lambert cautioned against disenfranchising minority groups and pointed out that there may be ramifications on enrollment numbers. Kevin stated he talked to members of the International Student Council to get their opinion and they were offended by the stigma that all international students smoke. Kevin will try to get both smokers and nonsmokers involved when they write the final draft. Since this is an amendment to the existing policy, it will have to be put forth by the Health and Wellness Center, not ASUSU. After the final draft is written, BrandE Faupell will take it to the classified and professional employee organizations. Kevin anticipated that the final draft would come before the Faculty Senate sometime next year.
2. **PRPC Report** – Britt Fagerheim offered to answer any questions, but there were none. John Kras motioned that the report be moved to the Faculty Senate agenda as a consent item. The motion was seconded by Mike Parent and passed unanimously.
3. **Honorary Degree & Awards Committee Report** – Ed Reeve was not in attendance so the item was continued until the next meeting.
4. **EPC Report** – Steve Hanks stated that the Educational Policies Committee recommended approval of the following: A request by the Department of Animal, Dairy and Veterinary Science to combine the present Horse Production Minor and Horse Training Minor into a single minor; a request from the Department of Animal, Dairy and Veterinary Science to combine the present General Animal Science Minor and General Dairy Science Minor into a single minor; a request from the Department of Elementary Education to implement a K-6 Licensure program; and proposed changes to the Academic Integrity Policy. These requests and several new courses that were approved can be viewed on the EPC website at <http://www.usu.edu/fsenate/epc/index.html>. Steve distributed an Academic Integrity Procedures flowchart and asked the committee if they wanted it to be brought before the Faculty Senate or if they should write to code first. Doug Ramsey requested that a subcommittee write to code before it is brought before the

Senate. John Kras questioned whether it should be brought before the Senate since it is part of the student code. Provost Coward stated that since it has to do with academic integrity, the EPC is interested in having feedback from the Senate. John stated that if that were the case the Senate would just be giving their vote of support. Mike Parent motioned that items 1-4 of the EPC report be placed on the next Faculty Senate agenda as a consent item and that item 5 be placed on the agenda as an information item. The motion was seconded by John Kras and passed unanimously. Additional code many need to be written in Section 400 of the faculty code to correspond with any changes to the student code.

5. **Criminal Background Checks** – David Cowley presented the proposed policy to require background checks of certain prospective and existing employees of Utah State University as required by House Bill 196. Until the process is working well, they are proposing to only perform background checks on all new employees whose positions involve a significant contact with minors or are considered security sensitive, existing employees who exhibit signs of reasonable cause, and concurrent enrollment faculty who have unsupervised access to K-12 students. They are considering having the background checks performed by a company named Higher Right. The cost is \$40 per applicant and will be paid by the hiring department. The search will be performed by using the prospective employee's social security number. They will check the public records every place the person has lived within the last seven years and a national criminal database search of all states (except five). The turnaround time is one and a half days. A background review committee will be established to review any positive convictions and candidates will be allowed to respond to decisions. Provost Coward asked how many universities use this approach of who to perform a background check on. David Cowley stated that all universities have something similar to this and that we will continue to ask everyone for self-disclosure of any previous convictions. The Provost asked about the liability of not having a plan to perform a check on all existing employees. BrandE Faupell stated she did not want to address the legality issues, but agreed that with 3,700 employees it is possible to miss something. David Cowley suggested that the policy could stay as it is, but they could add something about phasing in background checks on all employees over a period of time. Doug Ramsey questioned what would happen if a tenured employee had a positive result on their background check and who will decide what is acceptable. The Provost added that a positive result on a prospective employee would not disqualify them from being considered. David Cowley stated that one of the roles of the review committee would be to determine such things, but that those details are not part of the policy. This is the first committee that has reviewed the proposed policy, but they will be seeking input from several committees. John Kras motioned that the item be placed on the next Faculty Senate agenda as an information item. The motion was seconded by Pat Lambert and passed unanimously.
6. **Relocation Assistance Policy** – BrandE Faupell stated that due to IRS changes, our Relocation Assistance Policy for faculty and professional employees needs to be amended. She turned the time over to David Cowley. David reviewed the changes and stated that the IRS was basically just questioning which expenses are legitimate business expenses and which should be claimed on personal income taxes. He will continue to encourage everyone to use the state contract and that expenses should be paid directly to the moving company when possible. Everyone will need to disclose to new employees that USU follows the IRS guidelines. Mike Parent motioned that the item be placed on the next Faculty Senate agenda as an information item. The motion was seconded by Steve Burr and passed unanimously.

Old Business

1. Mike Parent motioned that the discussion on code changes to Sections 405.7.2(1) and 405.8.3(1) be untabled. The motion was seconded by Pat Lambert and passed unanimously. Ronda Callister distributed a handout with the suggested code changes. It will allow a candidate to submit up to two names of potential reviewers that they feel should not be involved in the promotion and tenure review process because they have strong opposing views on research approaches. Byron Burnham asked if there have been problems in the past. Ronda stated that she had heard stories that it may have happened and that this would help stimulate the discussion of who should review the packet. Ed Heath worried that it may end up hurting the candidate instead of helping them. Steve Burr added that the Chair may not be familiar with the discipline and agreed that the discussion could be helpful. Byron Burnham stated that he understood the rationale, but he did not feel it was reflected in the policy. Ronda stated that she would see who else uses this approach and would write a second proposal expanding it to say "not to an institution". Will Popendorf suggested allowing faculty to submit the names of positive and negative reviewers, but not limit it to two. Ronda stated she was open to that idea. Ed Heath motioned that the item be placed on the next Faculty Senate agenda as an information item. The motion was seconded by Pat Lambert and passed unanimously.
2. **Nominations for Committee on Committees** – Doug Ramsey turned the time over to Will Popendorf. He stated that there were no volunteers at the last Faculty Senate meeting, but that it is an elected position by the Senate so he will have some names within the few weeks.
 - a. **Committee on Committees Report** – Will Popendorf explained that the report of new senators will be given at the next Faculty Senate meeting. Ed Heath motioned that these items be placed on the next

Faculty Senate agenda as new business. The motion was seconded by Flora Schrode and was passed unanimously.

3. **Faculty Evaluation Form** – Michael Lyons distributed an amended report. In 2005 the committee was asked to simplify the evaluation form, reduce bias, and possibly make it available online. Later that year, the committee solicited input from the faculty. Responses varied, but everyone agreed the evaluation form needed to be simplified. In 2006 the committee drafted a new form and it was used to evaluate summer courses. Two sample forms were submitted to the Faculty Senate Executive Committee for their review. Byron Burnham questioned whether it would be better to use a national survey that has been validated because the numbers will be questioned during the P&T review process. Michael stated that a high number of campuses use their own forms. Byron pointed out that it is a rating; it does not place worth on the course. Michael reminded everyone that evaluation forms are only one instrument that departments use, but questioned whether they needed a broader process. The last question on the form, regarding the overall quality of the instruction, seems to be the most important. The committee requested the addition of medians and/or a histogram of the distribution of student responses to questions be made available. Ed Heath motioned that the item be placed on the next Faculty Senate agenda as an action item. The motion was seconded by Mike Parent. Both evaluation forms will be presented to the Faculty Senate. If they select one, it will then go to the President as a recommendation. It was added that an online evaluation form would allow departments to add additional questions of their own. Bryon suggested customized instructor forms. Mike thought that many instructors are already doing that and added that the U of U, which has an on-line evaluation process, ensures that all students fill out evaluations before student grades are released. He will talk to the U of U to see how well it is working. The motion passed unanimously. Pat Lambert mentioned there is a bias in the review process against women and minority faculty members. She suggested adding average class size to the evaluation form summary report.

New Business

1. **Election of Senate President Elect** – Doug Ramsey stated that Ed Heath was the only nomination for Senate President Elect. Mike Parent will consult the code, but he thought paper ballots would be required at the next Faculty Senate meeting.
2. Darren Cornforth introduced Kelly Kopp (Plants, Soils, and Climate Dept) and stated she will be the FSEC representative for the College of Agriculture in the fall.
3. Steve Burr requested that due to the hit-and-run accident on campus last week, the subject of crosswalks be added to the next FSEC agenda under Old Business and that the appropriate people be invited to discuss what can be done to make campus crosswalks safer.
4. Will Popendorf questioned whether the University Assessment Coordinating Committee is still needed because they have not met in the past five years and the Chair is currently vacant. Doug will figure what happened to the committee.

Adjournment

Mike Parent motioned to adjourn the meeting. The motion was seconded by Steve Burr. The meeting adjourned at 4:40 p.m.

Minutes Submitted by: Tammy Firth, Office of the Provost, 797-1840

**REPORT OF THE
UTAH STATE UNIVERSITY
CALENDAR COMMITTEE
to the
Faculty Senate Executive Committee
April 2008**

Committee Members

Michelle B. Larson, Provost's Office - Chair
Jeri Brunson, Graduate Student Senate
Diane Calloway-Graham, Faculty Senate
Stephanie Hamblin, Advising and Transition Services
Enid Kelley, Classified Employee's Association
Robert King, Faculty Senate
Tom Lachmar, Faculty Senate
Matt Lovell, Professional Employee's Association
John Mortensen, Registrar's Office
Spencer Naser, Associated Students of USU
Sydney M. Peterson, President's Office
William Pependorf, Faculty Senate
Roland Squire, Registrar's Office
Elisa Taylor, Regional Campuses and Distance Education

Purpose

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar. The Calendar Committee determines the beginning and ending days of the academic year and the employee holidays within each of the semesters. The actions of this committee with respect to each annual calendar are ratified by the Executive Committee upon the advice of the Faculty Senate.

Spring 2008 Calendar Committee Actions

1. The Calendar Committee completed academic calendar proposals for the academic year 2010-2011, summer semester 2011 and the academic year 2011-2012.
2. The committee completed a proposal for employee holidays in 2011.

Request

The calendar committee seeks approval from the Faculty Senate to forward the attached proposed calendars to the Executive Committee for final ratification. The attached calendars were approved by the Calendar Committee on 25 February 2008.

Academic Calendar 2010-2011		Academic Calendar 2011-2012	
Summer Session 2010 (Approved in Spring 2007)		Summer Session 2011	
Early Session – 4 weeks	May 12 - June 6 (18 instruction days, 1 test day)	Early Session - 4 weeks	May 16 – June 10 (18 instruction days, 1 test day)
8-Week Session	June 9 – August 1 (37 instruction days, 1 test day)	8-Week Session	June 13 – August 5 (37 instruction days, 1 test day)
1 st 4-week Session	June 9 – July 3 (18 instruction days, 1 test day)	1 st 4-week Session	June 13 – July 8 (18 instruction days, 1 test day)
2 nd 4-week Session	July 7 – August 1 (18 instruction days, 1 test day)	2 nd 4-week Session	July 11 – August 4 (18 instruction days, 1 test day)
Fall Semester 2010 (70 instructional days, 5 test days)		Fall Semester 2011 (70 instructional days, 5 test days)	
Classes Begin	August 30 (M)	Classes Begin	August 29 (M)
Labor Day	September 6 (M)	Labor Day	September 5 (M)
Friday Class Schedule	October 14 (Th)	Friday Class Schedule	October 20 (Th)
Fall Break	October 15 (F)	Fall Break	October 21 (F)
Thanksgiving Holiday	November 24 – 26 (W – F)	Thanksgiving Holiday	November 23 – 25 (W – F)
Classes End	December 10 (F)	Classes End	December 9 (F)
Final Examination	December 13 – 17 (M – F)	Final Examination	December 12 – 16 (M – F)
Commencement	December 18 (Sa)	Commencement	December 17 (Sa)
Spring Semester 2011 (73 instructional days, 5 test days)		Spring Semester 2012 (73 instructional days, 5 test days)	
Classes Begin	January 10 (M)	Classes Begin	January 9 (M)
Human Rights Day	January 17 (M)	Human Rights Day	January 16 (M)
Presidents' Day	February 21 (M)	Presidents' Day	February 20 (M)
Monday Class Schedule	February 22 (T)	Monday Class Schedule	February 21 (T)
Spring Break	March 7 – 11 (M – F)	Spring Break	March 12 – 16 (M – F)
Classes End	April 29 (F)	Classes End	April 27 (F)
Final Examination	May 2 – 6 (M – F)	Final Examination	April 30 – May 4 (M – F)
Commencement	May 6 – 7 (F – Sa)	Commencement	May 4 – 5 (F – Sa)
Semester = approximately 15 weeks, may include examination days. Approved by: Calendar Committee (02/25/08);			

Proposed 2011 USU Employee Holidays

17 January - Human Rights Day

21 February - Presidents' Day

30 May - Memorial Day

4 July - Independence Day

25 July - Pioneer Day

5 September - Labor Day

24 November - Thanksgiving

25 November - Thanksgiving

26 December – Holiday break

27 December – Holiday break

28 December – Holiday break

29 December – Holiday break

Approved by Calendar Committee 25 February 2008



POLICY MANUAL

BENEFITS

Number 350

Subject: Educational Benefits

Covered Employees: Budgeted Employees

Date of Origin: January 24, 1997

Effective Date of Last Revision: July 1, 1999

350.1 POLICY

The University encourages all individuals associated with Utah State University to continue their educational development. To assist in that regard, the University has established several educational benefit programs. Each program has unique eligibility and participation requirements.

350.2 PROCEDURES

2.1 Utah State University Courses for Credit

Courses at Utah State University may be taken for course credit by individuals who meet the eligibility requirements.

According to the stipulations described below, salaried employees who are budgeted 75% time or more are eligible to participate. In addition, their spouses and dependent children (under the age of 26 and single at the time of registration) and all Utah State University retirees, their spouses, and dependent children (under the age of 26 and single at the time of registration), are eligible to participate.

(1) Employees qualify after 3 months of service working 75% time or more. The 3-month waiting time must be completed on or before the last eligible day that fees are due in the applicable semester.

(2) Dependent children qualify for benefits after the related University employee has been employed in an eligible position for 2 years (working 75% time or more). Spouses,

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qualify immediately for this benefit. The eligibility period must be completed on or before the last day fees are due in the applicable semester.

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(3) Spouses and dependent children of deceased University employees who were eligible when the employee died will continue to be eligible under the provisions of this policy.

(4) Retirees, their spouses and dependent children qualify when the retiree meets the minimum definition of retirement as stated in policy 361.3.1.

The educational benefit for individuals who meet the eligibility requirements is a reduction in tuition by 50% of the appropriate rate (in-state or out-of-state depending on official residence) for the courses being taken. This reduction is for both day and night courses offered and described in the *University Bulletin*.

Employees, retirees, and spouses do not have to pay nontuition fees except for the following, which will be paid at the standard rate: special lab and class fees, graduation fees, correspondence or home-study fees, noncredit workshops, conferences, institutes, special field trip fees, and fees for most courses offered by the Division of Continuing Education.

If, while taking University classes, the eligible person desires student privileges that require fees (i.e., activity fees, health fees, etc.), activity fees must be paid.

Dependent children taking University courses must pay full nontuition fees.

2.2 Utah State University Courses Taken for Audit

All budgeted employees working 50% time or more, their spouses, and University retirees and their spouses qualify for auditing University courses without a fee or waiting period. Dependent children do not qualify for this benefit.

Spouses of deceased University employees who were eligible for this benefit when the employee died will continue to be eligible.

Retirees and their spouses qualify for this benefit when the retiree meets the minimum definition of retirement as stated in policy 361.3.1.

2.3 Limitations

Full-time employees (95% time or greater) may register for a maximum of 6 credit hours per semester, to be taken during the employee's normal working hours. This limit applies to the combination of courses taken for credit or audit. Employees working less than full-time may register for the following credit hours, to be taken during the employee's normal working hours:

<u>Percent of Time Working</u>	<u>Credit Hours Allowed During Normal Working Hours Per Semester</u>
95 - 100 %	6 hours
85 - 94 %	5 hours
75 - 84 %	4 hours
less than 75%	ineligible

Courses taken by employees during regular working hours may not interfere with the operation of the employee's department, and the employee must have the permission of his or her supervisor or department head. Regular hours of work missed by classified employees for class attendance must be made up during the same week in which they are missed.

When the same course is offered in both day and night sessions, the employee is encouraged to enroll in the night course.

Qualified academic year base employees who meet waiting period requirements are not restricted by the limitations above during the period of the year in which they are not working full-time (normally the summer term).

Qualified employees are not restricted by the limitations above for courses that are to be taken during non-working hours.

2.4 Admissions and Registration Procedures

All individuals who want to participate in the educational benefits program must apply and be accepted for admission to the University using the regular admission guidelines.

All individuals must follow the normal registration procedures of the University. The applicant must complete the Application Form for Educational Benefits available at the Office of Human Resources. When properly completed, the form is to be presented at the Cashier's Office when fees are paid to receive the benefits described in this policy.

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2.5 Termination While Attending Classes

Employees who terminate employment with the University for reasons other than retirement or death disqualify themselves, their spouses, and dependent children from participating in future educational benefits programs.

When employment ends, the employee, spouse, or dependent child who is in the process of taking a University course with reduced tuition fees under the guidelines of this policy will be allowed to complete that course. Any future courses taken will require payment of the fully applicable tuition costs.

Employees on leave without pay (LWOP) for more than 6 months do not qualify for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also disqualified from the educational benefits. Employees on sabbatical or other approved leave with pay, their spouses, and dependent children, are eligible for educational benefits described in this policy.

2.6 Financial Limitations

The employee/spouse/dependent waiver is a benefit of employment and provides a 50% waiver of tuition. This benefit is not reduced when a student receives other tuition waivers, except that combined tuition waivers cannot exceed 100% of tuition charges for a given term. For the purposes of this policy, a waiver is any funding that is restricted to the payment of tuition.

2.7 Appeal Process

Refer to policy 325.

2.8 Taxation

Certain educational benefits received by employees, their spouses, and dependent children may be taxable under current IRS rules. If the IRS rules that all or a portion of these benefits are taxable, the University will add the value of the benefit received to the employee's income and will withhold appropriate taxes for the amount of the benefit.

350.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible to administer this policy for employees within their departments while considering the needs of the department.

3.2 Office of Human Resources

Responsible to assist department heads and supervisors in administering this policy.

3.3 Employees

Responsible for getting permission from their supervisors to take advantage of the University's educational benefits. If taking courses during regular working hours, employees need to coordinate course times with supervisors to reduce interference with the operation of the department. All employees must follow the normal registration procedures.

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Deleted: If a tuition waiver from the University general tuition waiver fund has been awarded to an employee, spouse, or dependent child, the maximum allowable benefit available when the waiver is combined with the benefits described in this policy is 50% of tuition. If the general tuition waiver exceeds 50%, then the employee, spouse, or dependent child may not use the reduced tuition benefit described in this policy.

This limitation does not apply to special scholarships specifically identified for the benefit of the individual by the source of the scholarship.

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ADVANCE at Utah State University April 2008 report

➤ **Faculty Programs & Policy**

- *Interactive Theatre:* The ADVANCE Interactive Theatre Project is continuing to develop a new script for search committees. Several improvisational sessions were held with actors to produce material from which to create the scenario. The new script will be a spin-off of the goal of the web-based training which seeks to improve the understanding of how bias against under-represented groups can influence decision making.
- *Dissemination:* Interactive Theatre Project recently had a professional video made of *The Third Year Review* to send to universities interested in bringing the project to their campuses. External marketing efforts are underway, with a promotional letter to regional campuses in revisions.
- *WorkLife Law Focus Group:* As a follow up from Dr. Joan Williams' presentations at USU in December, the Center for WorkLife Law will conduct two focus groups on Thursday, April 10 for both junior and senior STEM faculty. The purpose of the focus groups will be to discuss how being a woman affects the careers of life scientists, physical scientists, social scientists, and engineers. The views and experiences shared will help to educate leaders of academia and industry on how to best design training for department chairs nationwide on women's advancement. The focus groups will be conducted by Penelope Huang of Sonoma State University and the Center for Worklife Law at UC Hastings School of Law.
- *Department Head and Dean Interviews:* Trish Kalbas-Schmidt, ADVANCE Program Leader, has nearly completed collecting the data related to the ADVANCE program and is scheduling interviews with department heads. The survey will primarily focus on the associate to full and transitional support programs, due to the announcement of the new VP seed grants.

➤ **Department Transformations**

- *Transformation department #6:* Ronda Callister continues to serve as a voting member of the search committee for the new department head of this department. The interview list has been finalized and candidates are currently visiting campus. The search had one female applicant but she was not selected as a finalist.
- *Transformation department #8:* Dr. Ronda Callister has completed the interviews with the department members and has analyzed the data. A retreat to discuss the findings and to identify ways that ADVANCE can help stimulate changes and improvements in the department is scheduled for Thursday, April 3rd.
- *Department Climate Survey:* Data for the second and final department climate survey has been entered and is currently being organized and analyzed.

➤ **Recruitment**

- *SERT Update:* The SERT team continues to actively work with STEM departments at USU. The SERT team is serving on search committees and members are meeting with a variety of visiting candidates. The SERT leaders continue to meet every other week and the SERT team continues to meet in its entirety once a month.
- *Best Practices:* A statement regarding confidentiality has been added to the best practices.
- *Sustainability Efforts:* Discussion has begun regarding creating a taskforce to investigate the sustainability of the SERT program over the next year, with emphasis

given to data collection. At this time, the SERT program's three major components are: best practices, meeting with candidates, and meeting with committees. Work needs to be done to examine how the SERT team will continue with the development of the web-based training program

- *Meeting with the Provost:* On Monday, March 24th the SERT team faculty met with Provost Coward to discuss the sustainability of the program in the SERT colleges but also expanding it to the other three colleges at USU. This meeting provided the opportunity for Provost Coward to directly ask the SERT faculty any questions he had about the program. It also afforded the opportunity for the faculty to share their thoughts and concerns with him. The meeting was a very successful event where detailed information was shared which will give the Provost more of a foundation from which to make his decision.
- *Research addressing recruitment and hiring of women in STEM fields:* a USU sociologist, and a sociologist at the University of North Dakota, are continuing their research on the recruitment and hiring of women faculty in STEM fields at USU. They are currently analyzing data on all applicants to faculty positions in STEM fields at USU over a ten year period. The researchers will present preliminary findings at the Annual Meetings of the American Sociological Association's Regular Session on Workplace Diversity in August 2008. The researchers are also collecting survey data from all recipients of jobs offers in STEM fields at USU during the research period. Findings from both data sets will provide insight into the mechanisms that lead to gender disparities in STEM fields.
- *Web-based Training for Search Committees:* The ADVANCE team continues to move forward to create and institutionalize web-based training for search committees. Kelli Cargile Cook, Robert Mills, and Laura Vernon (a doctoral student) have been working on the details of the script and coordinating filming logistics with the production team. A draft script was tested with a focus group of representatives from ADVANCE, HR, SERT, and the AA/EEO office. Based on the focus group findings, the script has been revised and is in the final stages of approval. The acting/directing consultant is scheduling rehearsals of the script before filming begins in April.
- *Video on Ombudsperson:* Dr. Robert Mills and graduate student David Christensen have moved the promotional materials regarding USU's successful ombudsperson program into the production phase. The goal of the project is to communicate the value of the program to other institutions and to stress how it can make the promotion and tenure review process more transparent and understandable to faculty, deans and other top administrators. Actors from the ADVANCE Interactive Theatre Group and a key USU administrator have been filming under the direction of Robert Mills and the Information Management office at USU. Production is scheduled for completion by the end of June.

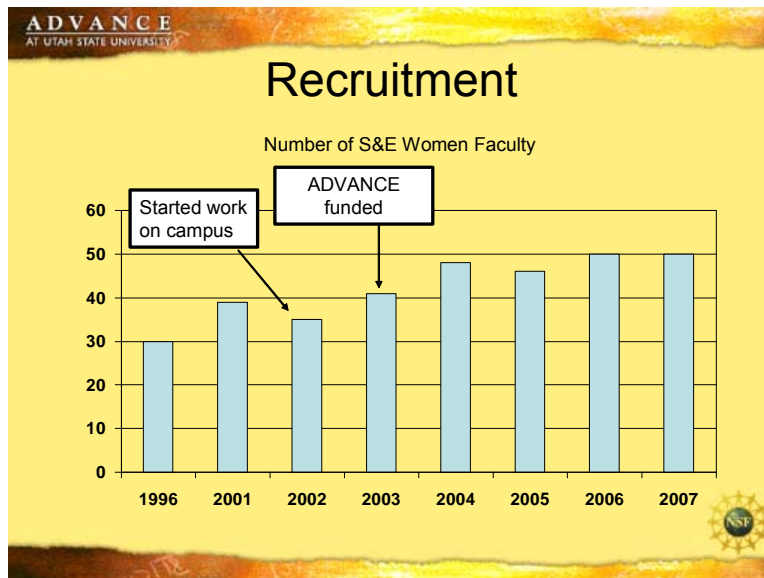
The finished DVD and packaging will include both the engaging and informative video presentation as well as resources needed by other institutions' administrators to set up a similar program. The DVDs resources also link to the ADVANCE website, where more information on the ombudsperson program can be found in addition to an administrator feedback questionnaire. Distribution plans include both direct mail and person-to-person contacts at national conferences. A six-month follow up survey will also be conducted.

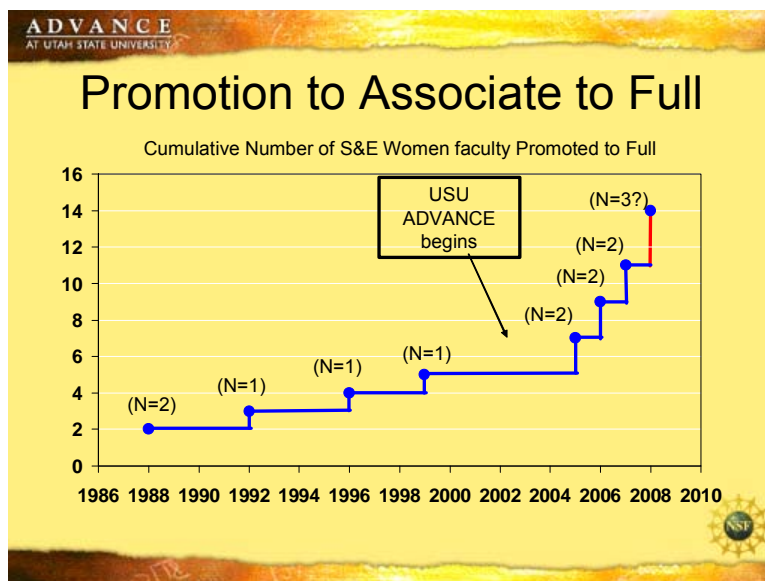
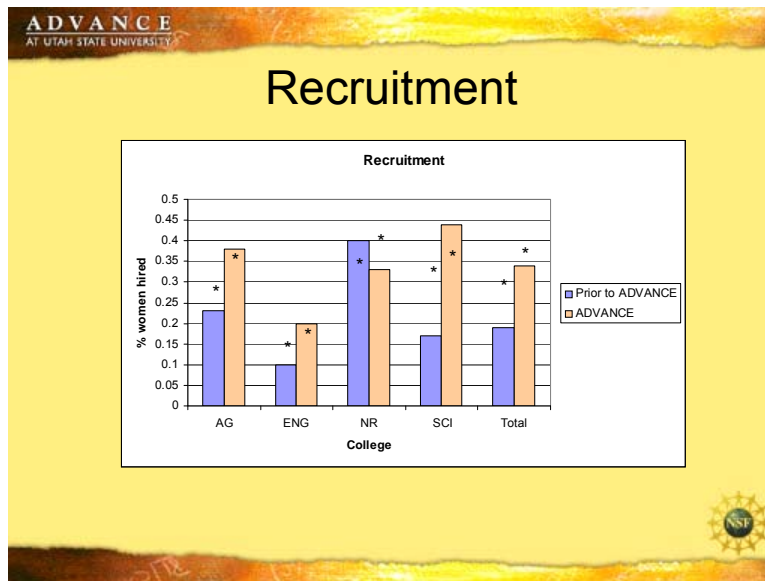
➤ **Retention**

- *Mentoring Guide:* An associate professor of Plants, Soils, and Climate, and an ADVANCE graduate assistant, are in the final stages of completing the online mentoring guide for faculty. Materials and information are currently being loaded on the site. The launch of the site has been scheduled for end of the spring semester.
- *Interactive Modeling:* Dr. Kim Sullivan is continuing to supervise a graduate student, Amanda Bakian, on the mathematical modeling project. The project involves the construction of a 2-sex matrix population model projecting the future gender and demographic faculty composition of Utah State University's STEM colleges. The data has been prepared for analysis and the model's framework is currently under construction in program R. In the future, an interactive website containing the population model will be made available to other universities for their use in predicting future gender composition based on their institution's estimates of recruitment, retention and promotion probabilities. Dr. Sullivan and Amanda are hoping to obtain a second similar faculty demographic dataset from another ADVANCE institution to use to validate the model. The project is expected to be completed by June 2008.

➤ **Data Collection & Analysis (12 NSF Indicators and others)**

- Trish Kalbas-Schmidt, Amanda Bakian (Biology PhD student), and Bernie Lantz, a College of Business faculty member and ACCESS consultant, received the data from AAEO/HR regarding the STEM colleges for 2007. At this time, work is being done to clean the data to prepare it for use in the yearly report.
- **Preliminary data:**





➤ **Current ADVANCE Programs (seed grants, transitional support, and associate to full)**

- An Assistant Professor in the Sociology, Social Work and Anthropology, was granted a transitional support grant for the fall semester of 2008 and spring semester of 2009.

➤ **Central Administration Support**

- On February 13th, Ronda Callister, Christine Hult, and Trish Kalbas-Schmidt met with Provost Coward and Vice Provost Austin to discuss how they see the ADVANCE grant winding down and what their hopes are for incorporating some of the ADVANCE activities into the University. Christine and Ronda presented their discussion points developed

around the sustainability documentation from the grant. Overall the meeting went very well. The PI's reviewed sustainability recommendations and had open dialogue with Provost Coward and Vice-Provost Austin regarding each point. Over the next year the ADVANCE team plans to do the following to allow the Provost to have more information to decide the sustainability of some of the ADVANCE programs:

- *Data*: Providing a clean data set of the entire faculty including both STEM and non STEM colleges. The team will be preparing a proposal to some of the time of Ann Austin's assistant in order to train her on the data. Provided they are granted a no-cost extension from NSF, ADVANCE assured the Provost it would clean all of the colleges' data going back 10 years during the 2008-2009 year and provide a strong data base for Dr. Austin's office to work from. Amanda Bakian, ADVANCE graduate student, would direct the project next year if approved.
- *Transitional Support Faculty Program*: Ronda Callister and Trish Kalbas-Schmidt will gather data and work to create a proposal to mesh this program with parental leave policy recommendations.
- *SERT*: Create a task force to review current practices and create a sustainable model for a university recruitment team.
- Trish Kalbas-Schmidt, ADVANCE Program Leader, has continued to work closely with Dr. Austin in her position as Vice Provost for Faculty Development and Diversity. Kalbas-Schmidt has collaborated with VP Austin on several different projects including the faculty development webpage, faculty workshops and lectures, Aggie CARE, meeting with female faculty and attending the female faculty monthly breakfast.

➤ **On Campus Outreach**

- *Faculty Diversity, Development, and Equity Committee (Faculty Senate)*: The Faculty Diversity Development and Equity committee has continued to meet monthly. Each member has sent emails to their constituencies informing them of the new committee's formation and asking for input. Numerous emails were collected, identifying information removed as they were assembled into a document. This document will be used to develop the priorities for the committee to focus on and will also be forwarded to the Vice Provost for Diversity and Development to provide data for this office to use. The committee has invited several speakers to better educate themselves on campus services including representatives from the Disability Resource Center, Allies -- the support organization for GBLT students and the Vice Provost for Diversity and Development. The committee has discussed several possible Faculty Code changes and expects to forward these to the Faculty Senate Executive Committee for consideration.
- *Lactation Room*: A nursing room committee has been created and meets on a regular basis. The committee has identified seven different potential locations on campus and has evaluated each location for needed materials and labor for a room to be created. At this time the committee hopes to have three locations completed and ready for use by this summer.
- *WGRI (Women and Gender Research Institute)*: The ADVANCE team agreed to match the funding put forth by the research office to create a new WGRI website and buy managing system for the site.
- Trish Kalbas-Schmidt has been working closely and assisting Julie Gast, WGRI Director, with the Tri-Council Spring Luncheon and the Promotion Celebration scheduled for April.

➤ **Off Campus Outreach**

- In February, PIs Callister and Sullivan traveled to the AAAS meeting in Boston and presented “Advancing Women Faculty at Utah State: ADVANCE Goals and Outcomes.”

➤ **Publications, Publicity and Research**

- *PAID Grant Proposal:* The ADVANCE team submitted a three part proposal with a focus on: research on associate to full promotion, adaptation of programs to facilitate promotions from associate to full, and dissemination. It was proposed that three ADVANCE institutions will adapt and implement four types of activities as well as each partner with a non-ADVANCE institution to adapt and implement activities at that institution.
- The team submitted a proposal regarding building and maintaining an ADVANCE team for the national PI meeting in May. Kim Sullivan will be conducting a session on the small grants and Ronda Callister has proposed to be on two different panels regarding career advancement and climate change. The team will be notified if their submissions have been accepted by March 31st.
- The ADVANCE website continues to be reviewed and updated on a regular basis. Dani Petersen, ADVANCE student worker, recently submitted all the needed changes and updated to the ADVANCE Portal website.
- *Career transition study:* Dr. Kim Sullivan and graduate student, Amanda Bakian, are conducting an on-going study aimed at examining the differences between men and women in their approach to transitioning from graduate student to professional scientist. Specifically, the research involves understanding how men and women scientists approach the job market, and perceive both job market expectations and the impact of family on career development. Data collection has occurred largely through personal interviews of recent job applicants and holders (e.g. recent PhDs, Assistant Professors and other permanent job holders, Post-Docs and temporary job holders) conducted at scientific society conferences including the 92nd Annual Meeting of the Ecological Society of America and the IV North American Ornithological Conference. Approximately 200 interviews have been conducted. Preliminary analysis of the ESA data was presented by Dr. Sullivan at a Department of Biology seminar entitled, “Where did the women go? The transition from graduate student to professional biologist”. Results of this study will be disseminated through a peer-reviewed publication and the research is expected to be completed in the summer of 2008.
- The spring ADVANCE newsletter was released in March of 2008 to very positive reviews.

➤ **SACNAS** (*Society for Advancement of Chicanos and Native Americans in Science*)

- The ADVANCE team will be funding the registration for the SACNAS students to attend the national conference in the fall of 2008. They also agreed to match any other contributions for a booth at the conference.

Utah State University

SOCIOLOGY, SOCIAL WORK, AND ANTHROPOLOGY

Diane Calloway-Graham, Ph.D., Associate Professor of Social Work

TO: Senate Executive Committee

FROM: Diane Calloway-Graham, Ph.D.
Chair, Academic Freedom and Tenure Committee

Date: April 8, 2008

RE: AFT Annual Report 2007 - 2008

The Academic Freedom and Tenure Committee is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, and promotion, dismissals and other sanctions, and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member. The Academic Freedom and Tenure Committee consists of the following 13 members:

Diane Calloway-Graham, Chair (09) Senate
Dan Drost (08) Agriculture
Ed Stafford (08) Business
Dale Wagner (10) Education & Human Services
Scott Budge (09) Engineering
Paul Barr (07) Senate
Tony Peacock (10) HASS
Jack Schmidt (09) Natural Resources
David Peak (08) Science
Cheryl Walters (10) Libraries
Jeff Banks (09) Extension
Sylvia Read (08) Senate
Ilke Nemere, Supplemental
Will Pependorf, Supplemental
Adrie Roberts, Supplemental

Grievances:

At the beginning of the Fall semester there were four active grievances. One of the grievances was withdrawn because the faculty member took a position at another university. Two of the grievances were settled outside of the Academic Freedom and Tenure Committee process. The fourth grievance was reviewed by a committee chaired by Ed Stafford and a report of the findings was forwarded to President Albrecht in November 2007.

Sanctions:

At the beginning of Fall semester there was one active sanction. The sanction review was chaired by Anthony Peacock and a report of the findings was forwarded to President Albrecht in January 2008.

As chair of the AFT, I would like to express appreciation to those who served as chairs, hearing panel members, and presidential appointees.

Current Proposal:

The Provost received a letter from the State Attorney General discussing the grievance process at USU. There are several impacts associated with the length of the grievance and the sanction hearing process that significantly affect departmental and university budgets as well as faculty resources. Current timelines in the hearing process can on average last up to 10 months which can also have detrimental effects on the faculty member who is presenting a grievance.

A meeting was held on February 20, 2008 with Provost Raymond Coward, Faculty Senate President Doug Ramsey, Past Faculty Senate President John Kras, Presidential Representative Bryon Burnham, and AFT Chair Diane Calloway-Graham to discuss the impacts of timelines associated with the grievance and sanction process. It has been recommended that we consider changing the timelines so these issues can be resolved in a timely fashion and include the university summer session within the review process. The Provost requested that the Budget and Faculty Welfare Committee revisit the issue of timelines in a meeting held February 26, 2008.

Past Proposals:

Develop an online resource for training and updates on procedures for chairs and members of grievance committees. The website would provide the AFT Committee with new information they need to remain abreast of, such as laws that may affect how the AFT proceeds on either a grievance or sanction.

The AFT Committee respectfully submits this report to the Faculty Senate.

Report from the Educational Policies Committee
April 3, 2008

The Educational Policies Committee met on April 3, 2008. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹ and are available for review by the members of the Faculty Senate and other interested parties.

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

- 1) A request from the College of Education and Human Services to change the Human Development emphasis in the Family, Consumer, and Human Development major to Child Development²
- 2) A request from the College of Education and Human Services to change the name of the Department of Instructional Technology to the Department of Instructional Technology and Learning Sciences.³
- 3) A request from the College of Agriculture to offer a Bachelor of Science in Residential Landscape Design and Construction within the Department of Plants, Soils and Climate.⁴
- 4) A request from the College of Agriculture and the Huntsman School of Business to dissolve the existing Department of Economics and create two new departments: The Department of Applied Economics in the College of Agriculture and the Department of Economics and Finance in the Huntsman School of Business.⁵
- 5) A request from the College of Engineering to offer an Engineering Education Doctoral Program.⁶
- 6) Several new courses were approved. These may be reviewed in the minutes of the Curriculum Subcommittee of the Educational Policies Committee, which are posted on the Curriculum Subcommittee website.⁷
- 7) Several courses were approved for Communications Intensive (CI) and Depth Humanities and Arts (DHA) designation within the University Studies Curriculum.

¹ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccminutes.pdf>

² <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008FCHDEmphasisChange.pdf>

³ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008RenameInstructionalTechnology.pdf>

⁴ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AgrResLandDesignProposal.pdf>

⁵ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AGEconomicsRestructuringDocument.pdf>

<http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AGEconFigure1.pdf>

<http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AGEconFigure2.pdf>

⁶ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccminutes.pdf>

⁷ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccminutes.pdf>

These may be viewed in the April 1, 2008 minutes of the General Education Subcommittee, which are posted on the General Education Subcommittee website.⁸

- 8) Regional Campuses and Distance Education provided a list of classes scheduled for delivery via technology for the Summer 2008 and Fall 2008 semesters.⁹
- 9) Recommendation from the Registrar's Office specifying new Catalog language clarifying the University policy regarding Provisional Admission.¹⁰

For the information of the Faculty Senate, Ed Reeve was reelected to serve as Chair of the Curriculum Subcommittee and Richard Mueller has been selected to serve as chair of the General Education Subcommittee.

⁸ <http://www.usu.edu/fsenate/epc/generaleducation/2007-2008/Minutes/GenEdMinutes080401.pdf>

⁹ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccagenda.pdf>

¹⁰ <http://www.usu.edu/fsenate/epc/generaleducation/2007-2008/Minutes/GenEdMinutes080401.pdf>

Committee on Committees
Annual Report to the Faculty Senate
21 April 2008

By Faculty Code 402.12.2, the responsibility of the Committee on Committees [FSCC] is to: "(1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives." The Committee continued to be proactive this year in recommending to the Senate and to PRPC changes to the current Sections 402.11, 402.12, and 402.13 of the USU Policy Manual [the "Code"] pertaining either to the process of making Faculty Senate committee assignments or to the make-up of Faculty Senate committees.

For this past year, the FSCC has consisted of the following three faculty senators:

William Popendorf	College of Science	Term ending 2008
James Barnhill	College of Agriculture	Term ending 2008
Scott Deberard	College of Ed & HS	Term ending 2010

The following two new members were just elected to this Committee at the last Faculty Senate meeting:

Chris Corcoran	College of Science	Term ending 2010
Nick Flann	College of Science	Term ending 2011

With experience on the job by all, Committee affairs have gone much smoother this year. New appointments were made in late spring and replacement appointments were made in the fall according to code 402.11.2. These included appointing members to the new FDDE Committee and coordinating a plan to get these start-up terms staggered. We have continued the policy of making these appointments on the basis first of each Senator's interests expressed via our Senator Interest form, second to balance the committee workload of each Senator, and third by striving to achieve diversity of college representation within each committee. The current assignments to Senate standing committees and to the University councils and committees with Faculty Senate representation is attachment #1. Open cells in this list in the 2008-2009 column represent positions to be filled by next fall.

To generate a list of eligible faculty for purposes of apportioning Senators among the various colleges and administrative units, we arranged with the Provost's Office and the Office of Analysis, Assessment, and Accreditation to generate the 2008-09 Faculty Senate Reapportionment Summary by Administrative Unit; see attachment #2. This reapportionment resulted in Extension losing one and the College of Science gaining one Senator; an additional Senator has been informally transferred from Extension to RCDE (with the expectation that the Senate motion authorizing that allocation will be approved by the Trustees this month).

This reapportionment and committee openings information was transmitted to the deans and administrative heads with instructions for the election/re-election of new senators and committee members. The results of these elections [are just being in this draft report] were just recently returned to the Committee. At our request, the University President also provided a list of all but one of his presidential appointments to the Senate for 2008-2009. The list of Faculty Senate Members and Alternates for 2008-2009 is included as attachment #3 to this report.

For the future, the problem of the inability of Banner to identify faculty assigned to RCDE (described in our report last year) has only improved marginally and will continue to be a focus of the FSCC's attention. FSCC also recognizes that no new appointments are being made to the Faculty Senate Handbook Committee (for the past several years), to the DEED subcommittee (for either this or last year), or to the University Assessment Coordinating Council (for this year at the request of the Council chair).

FACULTY SENATE STANDING COMMITTEES

last updated 3 April 2008

bold = new appointment **green** = within-year appoint. **yellow** = some question

Faculty Senate Executive Committee (2-year terms; see USU Policy 402.12.1)

College	2007-2008	2008-2009	2009-2010	2010-2011
President	Doug Ramsey	Michael Parent	Ed Heath	
President-Elect	Michael Parent	Ed Heath		
Past-President	John Kras	Doug Ramsey	Michael Parent	Daren Comforth
Agriculture	Daren Comforth	Kelly Kopp	Kelly Kopp	
Business	Brian Atwater	Glen McEvoy	Glen McEvoy	
Education & Human Services	Ed Heath			
Engineering	Jake Gunther	Jake Gunther		
HASS	Pat Lambert (2nd term)			
Natural Resources	Steve Burr	Steve Burr (2nd term)	Steve Burr (2nd term)	
Science	Vince Wickwar	Vince Wickwar		
Libraries	Flora Shrode	Flora Shrode		
Extension	Adrie Roberts	Jerry Goodspeed	Jerry Goodspeed	
RCDE				
elelected Presidential Appointee	Byron Burnham	Byron Burnham		
Ex-Officio, USU President	Stan Albrecht	Stan Albrecht		
Ex-Officio, USU Provost	Raymond Coward	Raymond Coward		

Committee on Committees (2-year terms; see USU Policy 402.12.2)

	2007-2008	2008-2009	2009-2010	2010-2011
Senate	Will Popen Dorf	Chris Corcoran	Chris Corcoran	
Senate	James Barnhill	Nick Flann	Nick Flann	
Senate	Scott Deberard	Scott Deberard		

Academic Freedom and Tenure Committee (see USU Policy 402.12.3)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Dan Drost 2	Dan Drost 2	Dan Drost 2	
Business	Edwin Stafford	Edwin Stafford		
Education & Human Services	Dale Wagner	Dale Wagner	Dale Wagner	
Engineering	Scott Budge	Scott Budge		
HASS	Tony Peacock	Tony Peacock	Tony Peacock	
Natural Resources	John (Jack) Schmidt	John (Jack) Schmidt		
Science	David Peak	David Peak 2	David Peak 2	David Peak 2
Libraries	Cheryl Walters	Cheryl Walters	Cheryl Walters	
Extension	Jeff Banks 2	Jeff Banks 2		
Senate	Sylvia Read			
Senate	Paul Barr			
Senate	Diane Calloway-Graham Chr	Diane Calloway-Graham Chr		
Senate 1-yr supplemental				
Senate 1-yr supplemental				

Budget and Faculty Welfare Committee (see USU Policy 402.12.4)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Jeanette Norton (2), Chair	Ronda Miller	Ronda Miller	Ronda Miller
Business	Vance Grange			
Education & Human Services	Chuck Salzberg	Chuck Salzberg		
Engineering	Gary Stewardson	Gary Stewardson	Gary Stewardson	
HASS	Jim Bame 2			
Natural Resources	Nancy Mesner			
Science	Ted Evans	Ted Evans	Ted Evans	
Libraries	Steven Harris, Vice-chair	Steven Harris		
Extension	Jolene Bunnell	Jolene Bunnell	Jolene Bunnell	
Senate	Jake Gunther	Jake Gunther		
Senate	James Sanders	James Sanders	James Sanders	
Senate	Daren Comforth	Daren Comforth		

Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	David Hole	David Hole		
Business	David Olsen			
Education & Human Services	Susan Turner			
Engineering	Charles Swenson	Charles Swenson		
HASS	John Engler	John Engler	John Engler	
Natural Resources	Robert Schmidt	Robert Schmidt		
Science	Scott Cannon (re-elected)	Scott Cannon (2)	Scott Cannon (2)	
Libraries	Britt Fagerheim, Chair	Bob Parson	Bob Parson	Bob Parson
Extension	Dallas Holmes 2	Margie Memmott	Margie Memmott	Margie Memmott
Senate	Brett Shelton	Brett Shelton		
Senate	James Evans	James Evans		
Senate	Renee Galliher			

Educational Policies Committee (see USU Policy 402.12.6)

0 last updated 3 April 2008

College	2007-2008	2008-2009	2009-2010	2010-2011
Provost Office	Steven Hanks, Chair			
Agriculture	David Hole	David Hole	David Hole	
Business	David Olsen (2)	David Olsen (2)	David Olsen (2)	
Education & Human Services	Scott Allgood			
Engineering	Ed Reeve	Ed Reeve		
HASS	Eddy Berry			
Natural Resources	Nancy Mesner	Nancy Mesner		
Science	Richard Cutler (2)	Richard Cutler (2)		
Libraries	Erin Dini Davis	Erin Dini	Erin Dini	
& Distance Ed.)	Ronda Menlove	Ronda Menlove		
Graduate Council (faculty)	Richard Cutler			
ASUSU President	Peter McChesney			
ASUSU Academic VP	Kevin Abernethy			
GSS President	Jeri Brunson			
Curriculum subcomm. Chair	Richard Mueller			
Gen Ed subcomm. Chair	Norm Jones			
Acad Stds subcomm. Chair	Scott Allgood			
Dis. & Elec. Ed. Sub. Chair	Robert Heal			

Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture curric. comm. chair	Gary Straquadine			
Business curric. comm. chair	Chris Fawson			
Ed. & H. S. curric. comm. chair	Scott Hunsaker			
Engineering curric. comm. chair	Ed Reeve, Chair (EPC)			
HASS curric. comm. chair	Christine Hult			
Nat. Res. curric. comm. chair	Nancy Mesner (EPC)			
Science curric. comm. chair	Richard Mueller			
Libraries	Erin Dini Davis (EPC)			
Gen. Ed. Subcomm. Chair, Ex Off.	Norm Jones			
Grad. Council	Shelley Lindauer			
ASUSU Officer	Kevin Abernethy			
GSS Officer	Jeri Brunson			
Registrar's Office	Roland Squire			
Registrar's Office	Cathy Gerber			
ASUSU President	Peter McChesney			

General Education Subcommittee of EPC ("additional members" serve 2-year terms; see USU Policy 402.12.6(6))

College	2007-2008	2008-2009	2009-2010	2010-2011
Chair	Norm Jones, Chair EPC			
Agriculture	Gary Straquadine			
Business	Cathy Hartman			
Education & Human Services	Shelley Lindauer			
Engineering	Jagath Kaluarachchi			
HASS	Charlie Huenemann			
Natural Resources	Nancy Mesner EPC			
Science	Richard Mueller			
Libraries	Wendy Holliday			
Extension (to be Regional Campuses)	Vince Lafferty			
Provost Office	Steven Hanks EPC			
ASUSU Officer	Kevin Abernethy			
American Institutions	Tyler Bowles			
Communications Lit./Intensive	Rhonda Miller			
Creative Arts	Tom Peterson			
Humanities	Jeff Smitten			
Life & Physical Sciences	Ryan Dupont			
Quantitative Literacy/Intensive	Richard Cutler EPC			
Social Sciences	Randy Simmons			
Registrar	John Mortensen			
Scheduling	Roland Squire			
University Advising	Stephanie Hamblin			
HASS Advising Center	Mary Leavitt			
Computer & Information Literacy	Rob Barton			
Honors	Christie Fox			

Academic Standards Subcommittee of EPC ("additional members" serve 2-year terms; see USU Policy 402.12.6(7))

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	David Hole EPC			
Business	Dwight Israelsen			
Educ. & Human Services	Scott Allgood, Chair EPC			
Engineering	EPC			

HASS	David Goetze			
Natural Resources	Nancy Mesner	EPC		
Science	Kathryn Turner			
Libraries				
Extension	Pam Dupin-Bryant			
ASUSU Acad. Sen. President	Kevin Abernethy			
Provost Office	Steven Hanks			
Registrar's Office	Stephanie Hamblin			
Advising & Transfer Services	John Mortensen			

Distance and Electronic Education Subcommittee of EPC ("members" other than from EPC serve 2-year terms; see USU Policy 402.12.6(8))

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Lyle McNeal	Julie Wheeler	Julie Wheeler	Julie Wheeler
Business	Clifford Skousen			
Education & Human Services	Michael Freeman			
Engineering	Winn Walker			
HASS	Ed Glatfelter			
Natural Resources	Mike Kuhns			
Science	Robert Heal, Chair			
Libraries	Flora Shrode			
Extension	Ronda Menlove			
Distance Education	Eddie Loo			
Continuing Education (by Code)	Andy Shinkle			
Information Technology	Eric Hawley			
Information Technology (by Code)	Stacie Gomm			
Instructional Support (by Code)	Kevin Reeve			
ASUSU Academic VP	Kevin Abernethy			
ASUSU GSS				

Faculty Evaluation Committee (see USU Policy 402.12.7)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Rhonda Miller	Tamara Vitale	Tamara Vitale	Tamara Vitale
Business	Cindy Durtschi	Cindy Durtschi		
Education & Human Services	Jamison Fargo			
Engineering	Doran Baker	Doran Baker		
HASS	Michael Lyons			
Natural Resources	Chuck Hawkins			
Science	Greg Podgorski	Greg Podgorski	Greg Podgorski	Greg Podgorski
Libraries	Pamela Martin	Pamela Martin		
Extension	Marilyn Albertson	Ronda Olsen	Ronda Olsen	Ronda Olsen
ASUSU (Academic Senate) Officer	Eddie Norton			
ASUSU (Executive Council) Officer	Bryan Olsen			
GSS Officer	Jeri Brunson			

Faculty Diversity, Development, and Equity Committee (see USU Policy 402.12.8)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Pat Evans	Pat Evans	Pat Evans	
Business	Kathy Chudoba	Kathy Chudoba	Kathy Chudoba	
Education & Human Services	Lisa Pray	Lisa Pray	Lisa Pray	
Engineering	Christopher Neale	Christopher Neale	Christopher Neale	
HASS	Maria Cordero	Maria Cordero	Maria Cordero	
Natural Resources	Robert Schmidt	x		
Science	Alvan Hengge	Alvan Hengge	Alvan Hengge	
Libraries	Jennifer Duncan	Jennifer Duncan	Jennifer Duncan	
Extension	Scott Williams	Scott Williams	Scott Williams	
Senate	Ronda Callister	Ronda Callister	Ronda Callister	
Senate	Kelly Kopp	Kelly Kopp	Kelly Kopp	
Senate	Adrie Roberts	Renee Galliher	Renee Galliher	

Excutive Committee of the Faculty Forum (see USU Policy 402.12.9 was 12.8)

The membership of this committee shall consist of the 11 elected members of the Executive Committee of the Senate (see policy 402.9).

Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 was 12.9)

	2007-2008	2008-2009	2009-2010	2010-2011
immediate past Senate President				
Senate				
Senate				

UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY SENATE REPRESENTATIVES

0 last updated 3 April 2008

Athletic Council (see USU Policy 105.2.1(2))

	2007-2008	2008-2009	2009-2010	2010-2011
3 men faculty reps apptd by Senate	Dallas L. Holmes Brett Shelton Stephen Allan	Dallas L. Holmes Brett Shelton	Brett Shelton	
3 women faculty reps apptd by Senate	Betty Dance Pat Evans Hilda Fronske	Pat Evans Hilda Fronske	Pat Evans	

Bookstore Committee

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty reps apptd by Senate	Betty Rozum Mark Riffe			

Calendar Committee

	2007-2008	2008-2009	2009-2010	2010-2011
4 faculty reps apptd by Senate Pres	Diane Calloway-Graham William Popendorf (08) Robert King Tom Lachmer (07)	William Popendorf (08) Robert King Tom Lachmer (07)	Robert King	

last updated 3 April 2008

Cultural Activities Council

	2007-2008	2008-2009	2009-2010	2010-2011
3 faculty reps apptd by Senate Pres.	Kelly kopp Tom Schroeder (2008) Adrianne Moore (08)	Kelly kopp		

Facilities Naming Committee

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty reps apptd by Senate Pres	James Barnhill (2008) Renee Galliher	Renee Galliher		

Graduate Council (see USU Policy 105.2.1(6))

	2007-2008	2008-2009	2009-2010	2010-2011
1 Senate rep appointed for 2 year term C-on-C supervises college elections	Edward M. Heath			

Honorary Degrees and Awards Screening Committee

	2007-2008	2008-2009	2009-2010	2010-2011
7 faculty candidates of which the Senate votes 3 nominees from which President appoints 1.	Douglas Jackson-Smith Ed Reeve (2008) Scott Deberard	Douglas Jackson-Smith Scott Deberard	Douglas Jackson-Smith	

Honors Program Advisory Board

	2007-2008	2008-2009	2009-2010	2010-2011
1 senate rep appointed for 1 year term	Brian McCuskey			

Parking / Transportation Advisory Committee

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty reps apptd by Senate	Steve Allan (2008) Eric Rowley (09)	Eric Rowley (09)		

Research Council (see USU Policy 105.2.1(8))

	2007-2008	2008-2009	2009-2010	2010-2011
1 faculty rep invited by VP for Research	Vincent Wickwar	Vincent Wickwar		

Department Teaching Excellence Award Committee

	2007-2008	2008-2009	2009-2010	2010-2011
	Sandi Gillam Tom Schroeder	Sandi Gillam John Smith (tba)		

University Assessment Coordinating Council (see USU Policy 105.2.1(9))

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty senators apptd by Senate	Dallas Holmes (2008) Jim Haefner	Jim Haefner		

Utah State University
2008-09 Faculty Senate Reapportionment Summary by Administrative Unit

Table 1. 2007-08 Apportionment

Administrative Unit	Faculty		Senators	
			Number	
	Number	% of Total	Un-rounded	Rounded
Agriculture	78.0	10%	5.74	6
Business	54.0	7%	3.98	4
Education	104.0	14%	7.66	8
Engineering	73.0	10%	5.37	5
Humanities, Arts, and Social Sciences	169.0	23%	12.44	12
Natural Resources	44.0	6%	3.24	3
Science	112.0	15%	8.25	8
Total Colleges	634.0	85%	46.68	46
Extension*	91.0	12%	6.70	7
Libraries	22.0	3%	1.62	2
Remote Campuses & Distance Education				
TOTAL	747.0	100%	55.00	55

Table 2. 2008-09 Apportionment

Administrative Unit	Faculty		Senators	
			Number	
	Number	% of Total	Un-rounded	Rounded
Agriculture	78.0	10%	5.71	6
Business	56.0	7%	4.10	4
Education	110.5	15%	8.09	8
Engineering	69.0	9%	5.05	5
Humanities, Arts, and Social Sciences	168.6	22%	12.35	12
Natural Resources	46.6	6%	3.41	3
Science	116.3	15%	8.52	9
Total Colleges	645.0	86%	47.24	47
Cooperative Extension	64.0	9%	4.69	5
Library & Instructional Support	23.5	3%	1.72	2
Remote Campuses & Distance Education	18.4	2%	1.35	1
TOTAL	750.9	100%	55.00	55

Table 3. Comparison of Number of Faculty and Senators, 2007-08 and 2008-09

Administrative Unit	2007-08		2008-09		1-Year Change	
	Faculty	Senators	Faculty	Senators	Faculty	Senators
Agriculture	78.0	6	78.0	6	0.0	0
Business	54.0	4	56.0	4	2.0	0
Education	104.0	8	110.5	8	6.5	0
Engineering	73.0	5	69.0	5	(4.0)	0
Humanities, Arts, and Social Sciences	169.0	12	168.6	12	(0.4)	0
Natural Resources	44.0	3	46.6	3	2.6	0
Science	112.0	8	116.3	9	4.3	1
Total Colleges	634.0	46	645.0	47	11.0	1
Extension*	91.0	7	64.0	5	(27.0)	(2)
Library & Instructional Support	22.0	2	23.5	2	1.5	0
Remote Campuses & Distance Education			18.4	1	18.4	1
TOTAL	747.0	55	750.9	55	3.9	0

* Non-Resident Extension Faculty were accepted as members of the Faculty Senate in 2001-02. In prior years, only Resident Extension Faculty were members.

Note 1: Faculty include tenured and tenure-eligible faculty in the Human Resource System (HRS) file between 7/1/07 and 11/01/07.

Note 2: "Full-time" for 9-month faculty is defined as 1.00 FTE and for 12-month faculty as 0.75 to 1.00 FTE.

Note 3: The faculty in the jointly administered department of Economics was assigned equally to the administering colleges.

Note 4: The green figures in the rounded senators' number columns indicate adjusted numbers.

Note 5: In 2006-07, Extension split into Cooperative Extension and Regional Campus & Distance Education

Utah State University

Faculty Senate Member Roster 2008-2009

last updated 10 Apr 08

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Feuz, Dillon		dfeuze@econ.usu.edu	2011	Agriculture / Economics	3530	7-2296
Bernard, Dale		honery@cc.usu.edu	2011	Agriculture	5600	7-2696
Cornforth, Daren	e	darenc@cc.usu.edu	2009	Agriculture, Senate Pres-elect	8700	7-2114
Deer, Howard		howard.deer@usu.edu	2009	Agriculture	4620	7-1602
Kopp, Kelly	e	kelly.kopp@usu.edu	2010	Agriculture	4820	7-1523
Wansgard, Scott		swansgard@cc.usu.edu	2011	Agriculture	2300	7-3508
Jennings, Jeremy	s	j.jennings@aggiemail.usu.edu	2009	ASUSU Academic Senate Pres.	0105	7 1726
Fowles, Adam	s	adam.fowles@aggiemail.usu.edu	2009	ASUSU Grad. Studies Sen. Pres	0105	7-1736
Brimley, Grady	s	grady.brim@aggiemail.usu.edu	2009	ASUSU President	0105	7-1723
McEvoy, Glenn		glenn.mcevoy@usu.edu	2011	Business	3535	7-2375
Paper, David		david.paper@usu.edu	2011	Business	3515	7-2456
Parent, Michael	e	mike.parent@usu.edu	2009	Business, Senate President	3510	7-1908
Callister, Ronda	e	ronda.callister@usu.edu	2010	Business	3555	7-1905
Calloway-Graham, Diane	c	diancall@hass.usu.edu	Ex Officio	chair AFT	0730	7-2389
Fagerheim, Britt	c	britt.fagerheim@usu.edu	Ex Officio	Chair PRPC	3000	7-2643
Norton, Jeanette	c	jennyn@cc.usu.edu	Ex Officio	Chair BFW	4820	7-2166
Anderson, Douglas	p	douglas.anderson@usu.edu	2009	Dean of Business	3500	7-2376
Burnham, Byron	p,e	byron.burnham@usu.edu	2009	Dean Sch. Grad Studies & V.Prov.	0175	7-0226
Frazer, Nat	p	nat.frazer@usu.edu	2009	Dean of Natural Resources	5200	7-2452
Hinton, Scott	p	hinton@engineering.usu.edu	2009	Dean of Engineering	4100	7-2776
Hubbard, Mary	p	mary.hubbard@usu.edu	2009	Dean of Science	0305	7-3515
t.b.n.	p		2009			
Strong, Carol	p	carol.strong@usu.edu	2009	Dean Educ. & Human Services	2800	7-1470
t.b.n.				Education & Human Services		
t.b.n.				Education & Human Services		
Deberard Scott		sdeberard@cc.usu.edu	2009	Education & Human Services	2810	7-1462
Shelton, Brett		brett.shelton@usu.edu	2009	Education & Human Services	2830	7-2393
Galliher, Renee		rgalliher@cc.usu.edu	2010	Education & Human Services	2810	7-3391
Gillam, Sandi		sgillam@cc.usu.edu	2010	Education & Human Services	1000	7-7028
Lee, Yoon		yoony.lee@usu.edu	2010	Education & Human Services	2905	7-1555
Smith, John		john.smith@usu.edu	2010	Education & Human Services	2805	7-0388
Sorensen, Darwin		dsore@cc.usu.edu	2011	Engineering	8200	7-3207
Gunther, Jake	e	jake@ece.usu.edu	2009	Engineering	4120	7-7229
McFarland, Mike		farlandm@msn.com	2009	Engineering	4110	7-3196
Chen, Anthony		achen@cc.usu.edu	2010	Engineering	4110	7-7109
Fang, Ning		ning.fang@usu.edu	2010	Engineering	6000	7-2948
Goodspeed, Jerry		jerryg@ext.usu.edu	2011	Extension	4900	801-392-8908
Holmgren, Lyle		lyleh@ext.usu.edu	2011	Extension	4900	734-9945 x266
Nelson, Mark		markn@ext.usu.edu	2011	Extension	4900	438-6451
Jones, Deb		deb.jones@usu.edu	2011	Extension	4900	7-2202
Talley Susan		susant@ext.usu.edu	2009	Extension	5000	7-6100
t.b.n.				HASS		
t.b.n.				HASS		
Doyle, Kevin	2	kdoyle@hass.usu.edu	2009	HASS	4025	7-3022
Hashimoto, Alan		alanhshimoto@comcast.net	2009	HASS	4000	7-3460
Mansfield, Steve		steven.mansfield@usu.edu	2009	HASS	2910	7-1566
King, Robert		bking@ext.usu.edu	2009	HASS	5035	7-3606
Lambert, Pat	e,2	plambert@hass.usu.edu	2009	HASS	0715	7-2603
McCuskey, Brian		bmccuskey@english.usu.edu	2009	HASS	3200	7-0262
Cordero, Maria de Jesus	2	mcordero@cc.usu.edu	2010	HASS	0720	7-1423
Rosenband, Leonard		lrosenba@cc.usu.edu	2010	HASS	0710	7-1296
Sanders, James		jsanders@hass.usu.edu	2010	HASS	0710	7-1294
Shook, Ronald		rshook@english.usu.edu	2010	HASS	3200	7-3499
Shrode, Flora	e	flora.shrode@usu.edu	2009	Libraries	3000	7-8033

Rozum, Betty		betty.rozum@usu.edu	2010	Libraries	3000	7-2632
Burr, Steve	e,2	steve.burr@usu.edu	2011	Natural Resources	5220	7-7094
Ramsey, Doug	e	doug.ramsey@usu.edu	Ex Officio	Senate Past-President	5240	7-3783
Wurtsbaugh, Wayne	2	wurts@cc.usu.edu	2009	Natural Resources	5210	7-2584
Messmer, Terry		terrym@ext.usu.edu	2007	Natural Resources	5230	7-3975
				Remote Campuses & Dist. Ed.		
Flann, Nick	2	nick.flann@usu.edu	2008	Science	4205	7-2432
Wallace, Dave		dwallace@biology.usu.edu	2011	Science	5305	7-7155
Chang, Tom		chang@cc.usu.edu	2011	Science	0300	7-3545
Morgan, Sue		smorgan@cc.usu.edu	2011	Science	4505	7-2176
Rowley, Eric		eric.rowley@usu.edu	2009	Science	3900	7-0245
Wickwar, Vince	e	vincent.wickwar@usu.edu	2009	Science	4405	7-3641
Corcoran, Chris		chris.corcoran@usu.edu	2010	Science	3900	7-4012
Haefner, Jim		james.haefner@usu.edu	2010	Science	5305	7-3553
Riffe, Mark		riffe@cc.usu.edu	2010	Science	4415	7-3896
Chambers, Gary	p	gary.chambers@usu.edu	2009	USU VP for Student Services	0175	7-0226
Albrecht, Stan L.	e	stan.albrecht@usu.edu	Ex Officio	USU President	1400	7-7172
Coward, Raymond	e	raymond.coward@usu.edu	Ex Officio	USU Provost	1435	7-1167

notes: 2 = serving a second term

a = alternate representative for a college

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (shaded green)

s = student representative (shaded blue)

Faculty Senate Alternate Roster 2007-2008

NAME	note	EMAIL	TERM	COLLEGE	UMC	PHONE
<i>Warnick, Brian</i>	a	brian.warnick@usu.edu	2009	Agriculture	2300	7-0378
<i>White, Ken</i>	a	kwhite@cc.usu.edu	2010	Agriculture	4815	7-2149
<i>Bartkus, Ken</i>	a	ken.bartkus@usu.edu	2010	Business	3510	7-3891
<i>Ellis, Pete</i>	a	peter.ellis@cc.usu.edu	2011	Business	3510	7-2372
<i>Larsen, Jeff</i>	a	jbl@cc.usu.edu	2008	Education & Human Services	1000	7-2670
<i>Pray, Lisa</i>	a	lisa.pray@usu.edu	2010	Education & Human Services	2805	7-0380
<i>Walker Andy</i>	a	andy.walker@usu.edu	2009	Education & Human Services	2830	7-2614
<i>McNeill, Laurie</i>	a	lmcneill@cc.usu.edu	2009	Engineering	4110	7-1522
<i>Stevens, David</i>	a	david.stevens@usu.edu	2009	Engineering	8200	7-3229
<i>Albertson, Marilyn</i>	a,2	marilyn.albertson@usu.edu	2010	Extension	4900	(801) 468-3177
<i>Blackstock, Alan</i>	a	alanb@ext.usu.edu	2010	Extension	5000	(435) 722-2294
<i>Barnhill, James</i>	a	jamesb@ext.usu.edu	2011	Extension	4900	(801) 399-8208
<i>Culbreth, Laurie</i>	a	lauriec@ext.usu.edu	2009	Extension	2800	(435) 613-5617
<i>Etchberger, Rich</i>	a	richarde@ext.usu.edu	2010	Extension	5000	(435) 789-6100
<i>Doktorski, Eileen</i>	a	edoktorski@hass.usu.edu	2008	HASS	4000	7-1397
<i>Jemison-Keisker, Lynn</i>	a	lkeisker@hass.usu.edu	2010	HASS	4015	7-3038
<i>Mansfield, Steve</i>	a	steven.mansfield@usu.edu	2009	HASS	2910	7-1566
<i>Pease, Ted</i>	a	tpease@cc.usu.edu	2009	HASS	4605	7-3293
<i>Weil, Nolan</i>	a	nweil@cc.usu.edu	2009	HASS	0715	7-2052
<i>Harris, Steven</i>	a	steven.harris@usu.edu	2010	Libraries	3000	7-3861
<i>Dueser, Ray</i>	a	ray.dueser@usu.edu	2011	Natural Resources	5230	7-8339
<i>Schmidt, Robert</i>	a	rschmidt@cc.usu.edu	2009	Natural Resources	5215	7-2536
<i>Van Miegroet, Helga</i>	a	helgavm@cc.usu.edu	2009	Natural Resources	5230	7-3175
<i>Brown, Bob</i>	a	brown@sdl.usu.edu	2009	Science	0300	7-0545
<i>Cannon, Scott</i>	a	scott.cannon@sdl.usu.edu	2011	Science	4205	7-2015

Tarpley, Rudy		rtarpley@cc.usu.edu		Parliamentarian	2300	7-2240
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SUGGESTED LGBT INCLUSIVE POLICY CHANGE
FDDE Committee

403.3 PROFESSIONAL RESPONSIBILITY; STANDARDS OF CONDUCT

3.3 Standards of Conduct - Responsibilities to the Institution

(1) Faculty members conduct themselves in an open, fair, civil, and humane manner both in general and when making decisions or recommendations concerning admissions, employment, promotion, retention, tenure, and other professional matters. Faculty members do not harass or discriminate against anyone on the basis of race, color, religion, sex, *sexual orientation, gender identity, gender expression*, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical or mental disability or handicap; or for any other reason impermissible under applicable constitutional or statutory provisions.

407

6.2 Grievance Statement

The grievance statement must include a specific identification of the grievance, a concise summary of the evidence with supporting documentation, and a list of individuals (i.e., respondents) who are asked to respond to the grievance statement. Five copies plus an additional copy for each respondent must be filed with the chair of the Academic Freedom and Tenure Committee.

If a faculty member asserts a violation of statutory or constitutional civil rights in any of the protected categories of race, color, religion, sex, , *sexual orientation, gender identity, gender expression*, national origin, age, disability, marital or parental status, veteran's status, in his/her grievance statement (or at any time during the course of the proceeding), such claims shall be immediately referred in writing to the AA/EO Office by the chair of the Academic Freedom and Tenure Committee. All such *USU policy*, statutory and constitutional civil rights claims shall be handled as outlined in policy 407.9.5. The chair of the Academic Freedom and Tenure Committee shall inform the faculty member in writing.

9.5 Procedures for Inquiry into Allegations of Sexual Harassment, Other Violations of Statutory and Constitutional Civil Rights, and Harassment or Discrimination Based on Sexual Orientation, Gender Identity, or Gender Expression

Or

9.5 Procedures for Inquiry into Allegations of Sexual Harassment, Other Violations of Utah State University Policy, Statutory and Constitutional Civil Rights

(1) Initiation.

A complaint that the provisions of this policy have been violated may be brought by any

member of the University community, including any academic or administrative officer or organizations such as the Women's Center. The complaint shall be filed with the AA/EO Office. The complaint must be filed within 120 calendar days of the last alleged occurrence. Alleged incidences outside the timeline should nonetheless be brought to the attention of the AA/EO Office for review.

OTHER RELEVANT POLICY (NOT IN FACULTY CODE)

303: Affirmative Action/Equal Opportunity

1.1 Equal Opportunity

Equal Opportunity in employment and education is an essential priority for Utah State University and one to which the University is deeply committed. Utah State University is dedicated to providing an equal opportunity climate and an environment free from discrimination and harassment. In accordance with established laws, the University prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or veteran's status. In addition, discrimination on the basis of sexual orientation, *gender identity*, or *gender expression* for employees in all aspects of employment and for students in academic programs and activities is prohibited.

305.1 POLICY

Utah State University is committed to providing an environment free from harassment and other forms of discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, or veteran's status. USU also prohibits discrimination on the basis of sexual orientation, *gender identity*, or *gender expression* in employment and academic related practices and decisions. This policy is in accordance with applicable federal, state, and local laws, orders and policies, which include, but are not limited to: Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Executive Order 11246 (as amended); the State of Utah Anti-Discrimination Act; and others as applicable.

Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, veteran's status, *sexual orientation*, *gender identity*, or *gender expression*, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residential halls, or in on/off-campus, USU-sponsored events and activities.

305.2 PROCEDURES

2.1 Filing a Complaint

(1) Any USU employee, job applicant, or student who feels he or she may have been the victim of discrimination, unfair employment practice, or sexual harassment may file a complaint with the Affirmative Action/Equal Opportunity (AA/EO) Office within 180 calendar days of the last alleged occurrence.

(2) The complaint is discussed by the complainant (employee, student, job applicant) and the AA/EO Director. If the information given by the complainant is sufficient to establish that a potential violation of the law *or of relevant USU policy* has occurred, the AA/EO Director will explain what options are available to address the alleged violation. The complainant will then fill out, sign, and date a written complaint form outlining the issues, facts, and circumstances surrounding the alleged discrimination/harassment.