

Grand Valley State University

Minutes of the University Academic Senate

January 28, 2005

Present:

Teresa Beck (for Linda Goossen), John Bender, Yatin Bhagwat, Jan Brashler, Agnes Britton, Douglas Busman, Jay Cooper, Gayle Davis (ex officio), Rob Franciosi (vice chair), Richard Hall, William Hosterman, Hugh Jack, Brian Kingshott, George Lundskow, Neil MacDonald, Kristine Mullendore, Jean Nagelkerk (chair), Steve Nizielski, Karen Novotny, Charles Pazdernik, John Peck, Paul Plotkowski (ex officio), Allison Reynolds (student), Ross Reynolds, Lisa Rigsby, William Rogers, Paul Stansbie, Ellen Schendel, Paul Stephenson, Kathleen Underwood, Donald Williams

Guests:

Thomas Butcher, Charles Standridge

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of January 28, 2005 was reviewed.	The agenda was approved.
2. Approval of Minutes	The minutes of December 10, 2004 were reviewed.	The minutes of December 10, 2004 were approved.
3. Report of Chair	<ul style="list-style-type: none"> a) The Chair reminded senators that the luncheon with the Board of Trustees is scheduled for Thursday, February 10, 2005 on the second floor of the Eberhard Center. b) The Chair announced that a Faculty Governance report is on the agenda at the Board of Trustees meeting. c) A survey of Minority faculty was conducted with the results expected soon. d) A new structure for CLAS committee representation is still being developed. e) FPPC has been charged with reviewing faculty workload. f) The Intergroup Dialogues have gone well. Catherine Frerichs will be at the next ECS meeting to discuss how these dialogues dovetail with faculty governance initiatives. g) The Chair reported that Steven Spangehl of the Higher Education Commission of NCA presented information on AQIP as an option to traditional NCA accreditation. A decision needs to be made by October 2005 as to which process GVSU will follow for the next accreditation review. h) The Chair reported that she and Vice-Chair Franciosi met with President Murray, Provost Davis and Jon Jellema. Topics discussed include budgetary issues, supporting and maintaining tenure/tenure-track faculty 	

	lines, faculty governance initiatives, and the length of time necessary to obtain an undergraduate degree.	
4. Report of Provost	<p>a) Provost Davis announced that Dean Mary Seeger will retire June 30, 2005. The Provost's Office plans to eliminate this dean position and make it an Assistant or Associate Vice President position.</p> <p>b) Provost Davis reported that she sent a letter to all faculty informing them of an Assessment Officer/Director position available in her office. Benchmarking, discipline accreditation, work with UAC, and NCA accreditation will be the primary focus of this position. Interested faculty can call or email Provost Davis by Wednesday, February 2, 2005.</p> <p>c) No new information has been received from the state regarding the budget.</p>	
5. Report of Student Senate	<p>a) Allison Reynolds reported that numerous articles on student senate activities have been covered in the Lanthorn.</p> <p>b) Credit cards are now able to be used at eating establishments on campus.</p> <p>c) The President's Ball is scheduled for Friday, February 25, 2005.</p>	
6. Report of Standing Committee Chairs	<p>a) Paul Stephenson, chair of the General Education Subcommittee, presented a brief overview of the work of the committee to date.</p>	
7. New Business	<p>a) The Chair received a request from Nancy Harper of the ALERT labs for one or two representatives to serve on the Alcohol and Other Drug (AOD) Advisory Committee.</p> <p>Luke Galen and Charles Baker-Clark were nominated to serve on this committee. A motion was made for the UAS to approve the two nominees to serve on the Alcohol and Other Drug (AOD) Advisory Committee.</p> <p>b) The Chair provided an overview of the development of the Joint Appointment Policy. Tom Butcher, University Counsel, amended the Joint Appointment document based on the changes discussed at the prior senate meeting.</p> <p>A motion was made to approve the Joint Appointment Policy, as presented, and amended, at this meeting. Discussion.</p> <p>c) Charles Standridge presented an overview of the Intellectual Property Policy and reported that a list of Frequently Asked Questions (FAQ) will be developed for faculty.</p> <p>A motion was made to approve the Intellectual Property Policy as presented. Discussion.</p>	<p>MOTION: UAS approves the two nominations for representatives to the Alcohol and Other Drug (AOD) Advisory Committee. APPROVED: Unanimously</p> <p>MOTION: UAS approves the Joint Appointment Policy as presented, and amended, at this meeting. APPROVED: Unanimously</p> <p>MOTION: UAS approves the Intellectual Property Policy as presented. APPROVED: Unanimously</p>

	<p>A <u>motion</u> was made to reconvene the Intellectual Property Task Force to develop the procedures for the Intellectual Property Policy and develop Frequently Asked Questions (FAQ). Discussion.</p> <p>d) The UAS meeting of February 4, 2005 is cancelled. An ECS meeting will occur instead. There will be a UAS meeting scheduled in February as well as one in March 2005. The dates and locations for these meetings will be emailed to senators and posted on the 2004-05 Academic Governance Meeting Schedule on the Faculty Governance website.</p> <ul style="list-style-type: none"> ▪ Workload equity and enlarging regular faculty ▪ The next level ▪ Graduate versus Undergraduate <p>Meeting adjourned at 5:00pm</p>	<p>MOTION: UAS recommends reconvening the Intellectual Property Task Force to develop the procedures for the Intellectual Property Policy and develop a document of Frequently Asked Questions (FAQ) to post on the faculty governance website.</p> <p>APPROVED: Unanimously</p>	
<p>8. Ideas for Future Fora</p>			
<p>10. Adjournment</p>			

Chapter 4, Faculty Personnel Policies

2.4.1 Joint Appointment. (New)

Because of the importance of teaching, scholarship and service at GVSU, joint appointments may be desirable in certain circumstances. A joint appointment is a formal arrangement between two units that specifies the terms under which a member of one provides service to the other. For purposes of a joint appointment, "unit" can mean college, department, school, program or library and the "primary unit" is where the faculty member's tenure status resides and the "secondary unit" negotiates for some portion of the faculty member's service.

1. Joint appointments shall be made when a faculty member is teaching or providing academic service in two units for an academic year or longer. Providing academic service to a unit for one course (or its equivalent) per academic year for one or more years shall not be considered a joint appointment for purposes of this policy.
2. The conditions of an individual joint appointment must be detailed at the time of initial joint appointment in a written Memorandum of Understanding between the primary and secondary units and the faculty member. The Memorandum of Understanding shall include the following:
 - a. expectations for teaching, scholarship and service in each unit to which the faculty member is jointly appointed;
 - b. how a faculty member's professional work will be evaluated, by whom that work will be evaluated, and the extent to which the faculty member's productivity will be evaluated differently from that of others because of the specific nature of the joint appointment;
 - c. how the primary and secondary units will divide responsibility according to the proportion of the faculty member's FTE assigned to each unit. Specifically, three kinds of considerations need to be addressed in this determination: (i) the definition and weighting of professional performance factors (teaching, scholarship, and service to the university and to the community) that will apply to the individual on joint appointment; (ii) the manner in which the evaluation of professional achievements will be divided among the units performing the evaluation; and, (iii) for new faculty, how mentoring and other aspects of faculty development will be handled;
 - d. clear assignment of work effort in both units, for example, number of courses taught, obligation for advising students, committee work, expectation for attending unit faculty meetings, etc.;

- e. a requirement that the chairs of constituent units will confer at least annually to coordinate teaching and service responsibilities of jointly-appointed faculty, to insure that the overall load of teaching and service obligations does not exceed that of comparable faculty with appointments wholly in one unit;
 - f. address requests for various types of leave. Normally such decisions rest with the dean of faculty member's primary unit; however, chairs and deans of all units involved with the appointment will provide assessments of the requested leave before the dean makes a decision;
 - g. address voting rights on non-personnel matters (for example, voting on curricular decisions, allocations of department/program resources, etc.);
 - h. address the joint appointee's representational rights in the faculty governance system; and,
 - i. the amount of compensation (if any) that will be paid to the primary unit.
3. The units must agree on the proportion of the joint appointee's time that will be spent in each unit and include this information in the Memorandum of Understanding.
 4. The Memorandum of Understanding must be approved and signed by the chairs of the involved units, the faculty member, the Dean(s), and the Provost before a joint appointment takes effect.
 5. The unit where tenure resides will be identified as the faculty member's primary unit for purposes of reappointment, tenure and promotion, and annual reviews including salary reviews. These personnel actions will be governed by the written procedures of the primary unit; however, it is understood that the secondary unit shall also be providing information about the performance of the joint appointee.
 6. A joint appointee is eligible to be considered for tenure, promotion, salary increases, sabbatical, grants and research funding in the same manner as faculty members not jointly appointed. The primary unit is responsible for initiating and carrying through the procedures leading to those changes in status; the secondary unit is likewise expected to give due and regular consideration to the joint appointee's qualifications for these advancements. With regard to personnel matters, a joint appointee will have full voting rights in their primary unit, regardless of the percentage of service in that unit. Normally, the joint appointee shall have the same rank in all units to which he or she is assigned.
 7. Joint appointees shall submit a Faculty Activity Report (FAR) to the chairs of the primary unit and the secondary unit. Each chair must provide the office(s) of the dean(s) with summary comments on the FAR. If recruiting

- for a joint appointment, the primary and secondary units shall be represented on the search committee.
8. The joint appointment will be reviewed periodically and is subject to renewal or termination at will by either the primary unit or secondary unit effective no earlier than the end of the semester. If the joint appointment is terminated or not renewed, the faculty appointment will revert to the primary unit . A faculty member whose joint appointment was either terminated or not renewed shall be able to use the complaint procedure (Section 2.18) by filing a complaint with the dean of the primary unit. For tenure-track faculty, the appointment may not extend beyond the current contract length with the primary unit nor shall more than 50% of the joint appointment be in the secondary unit.

2.10.7 Unit Personnel Actions. (Amended)

- B. **Unit Meeting and Unit Vote.** The Unit Head or Designate will call a unit meeting for the purpose of addressing the personnel actions under consideration. Only unit regular faculty may attend and participate in the meeting. When the candidate is a joint appointee as defined by section 2.4.1, a representative from the secondary department or program is strongly encouraged to attend and participate in the discussion part of the unit meeting. The candidate being reviewed shall participate in the discussion part of the meeting unless the candidate waives the opportunity to participate by signing a waiver. Audio or videotape or other type of mechanical or electronic recording is not permitted during this meeting. However minutes shall be taken and shall include the date, time, place of the unit discussion, names of those who were in attendance, and the results of the unit vote. The minutes will also have the candidate's waiver attached if the candidate has waived participation in the meeting.

UNIVERSITY ACADEMIC SENATE

January 28, 2005
136E DeVos Center

Agenda

1. Approval of Agenda
2. Approval of Minutes - December 10, 2004
3. Report from Chair
4. Report from the Provost
5. Report from the Student Senate President
6. New Business
 - a) Alcohol and Other Drug (AOD) Advisory Committee
 - o 1 or 2 committee representatives
 - b) Joint Appointment Policy
 - c) Intellectual Property Task Force Report
7. Report of Standing Committee Chair
8. Ideas for Future Fora
 - Workload equity and enlarging regular faculty
 - The "next level": What is it?
 - Graduate versus Undergraduate Programs
9. Adjournment