Fayetteville State University
Facility Senate
March 20, 2008
Concise Minutes

Called to Order

The meeting of the faculty senate was called to order at 4:30 p.m. in the Lyons Science Annex Lecture Room 120. John Mattox, Faculty Senate Chair presiding, Blanche Radford-Curry, Vice Chair, Charletta Barringer-Brown, Secretary, recording the proceedings for the meeting.

Roll Call

The attendance peaked at about 18 senators, slightly short of a quorum (the university was closed the next day because of Easter Friday).

Guests: Provost Bell, Petur Jonsson

The agenda was adopted.

A resolution to reinstate a textbook rental system was discussed and approved, 14 in favor, 1 opposed.

Provost Bell reported on a number of items.

Soni Martin reported on the University Task Force on Comprehensive Evaluation.

The senate response to the proposed document on Selection and Evaluation of Academic Department Chairs was considered. The body approved the changes to the draft that were agreed upon at a meeting between the Faculty Senate Governance Committee and a delegation from administration on March 18, 2008 by a vote of 11 in favor, 0 opposed. The resolution (attached) also requested the opportunity to vote on final approval of the edited document at our meeting on 4/17/08, and asks that the final document be provided by administration in time for it to be read by the entire faculty before that meeting.

The addition of text to form a fourth section of the document entitled Retention of Chairs was also approved with a vote of 6 in favor and 0 opposed.
The meeting was dismissed.

RESOLUTION

On Approval of the Policy on Selection and Evaluation of Academic Department Chairs

Whereas, the Faculty Senate of Fayetteville State University received from administration on February 23, 2005 a draft document regarding the Policy on Selection and Evaluation of Academic Department Chairs

Whereas, the FSU Faculty Senate Governance Committee first met with administration delegates on 3/18/08 to discuss modifications to this document and all but the last of the changes specified below was concurred upon.

The Faculty Senate of Fayetteville State University resolves to approve all the changes to this document specified below which were concurred upon. We request to have the opportunity to vote on final approval of the edited document at our meeting on 4/17/08, and ask that the final document be provided by administration in time for it to be read by the entire faculty before that meeting.

Furthermore, the Faculty Senate of Fayetteville State University requests that the text below on Retention of Department Chairs be added to the document as Section IV.

Suggested changes that have administration concurrence

Section II – Selection of Department Chairs:

Move the time at which it will be determination if the search will be an internal or external to be prior to the formation of the search committee.

The text that was in section II-B-1 will be moved to section II-A-1, and revised to read as follows. Items that were numbered II-A-1 thru II-A-1 are to be renumbered as II-A-2 thru II-A-5.

II-A-1 is to read:

In consultation the departmental faculty, the Dean shall determine the appropriate qualifications and rank for the new chair; and whether the search is internal, or external. It will be a requirement that the Chair be a tenured faculty selected from faculty already at the university or have credentials from outside the university that would allow for the recommendation of tenure upon employment. Following this meeting, the Dean shall prepare the advertisement for establishing the position and submit the advertisement to the Office of Human Resources. Applications shall be directed to the Chair of the Search Committee. If the search is internal, then the advertisement shall be posted within the university. If the search is external, the advertisement should be published in media such as the Chronicle of Higher Education and/or appropriate discipline journals.

II-A-3 (as renumbered)

Change the minimum number of members of the search committee from “four” to “five”.
II-B-2 Change to read:
Notification of receipt of applications shall be sent by the Chair of the Search Committee to each applicant with a copy to the Dean and a copy shall be placed in the applicants’ file.

II-C-10 Change “The Search Committee…” to “The Chair of the Search Committee…”.

II-C-12 Change to read:
Campus interviews should include a presentation by the candidate to the departmental faculty, a luncheon or reception for informal chats with faculty and students, and interviews with the Search Committee, the Dean, and the Provost.

Move tenure discussion from section II-E to section II-C-14, adding there the sentence:
Each external candidate is to be screened by the department and college tenure committees and should meet the requirements to be granted tenure at FSU.

II-D-1 Change to read:
The Dean shall review the evaluations of the Search Committee, the candidates’ credentials, and the Dean’s interview ratings. The Dean shall then forward a letter that discusses the strengths and weaknesses of each candidate for the position of Department Chair and the credentials and Search Committee’s report on each candidate to the Provost within seven (7) days after receiving the documentation from the Search Committee.

II-D-2 Change to read:
The Chair of the department search committee and the Dean shall confer with the Provost and Vice Chancellor for Academic Affairs on the ranking of each of the candidates.

II-F – Interim Chairs
Add the sentence at the end:
If an interim chair is appointed, a new chair search will begin the following fall.

Section III - Evaluation of Department Chairs:

Administration agreed provisionally to the following change (contingent upon investigation of practice on other UNC campuses by Wanda Jenkins): change
“No individual occupying the position of department chair shall serve for more than eight consecutive years” to “No individual occupying the position of department chair shall serve for more than six consecutive years”.

Change:
“Faculty Senate/Departmental Faculty evaluation instruments” to “chair evaluation instrument”.

Add:
The departmental faculty evaluation of the Chair shall be administered and tabulated by two faculty members of the department. One will be selected by the Dean and one will be selected by the departmental faculty. Summary results will be reported to the Dean and all department faculty members including the Chair. The Dean will also be given all evaluation forms. The chair evaluation instrument shall be provided by the Faculty Senate. This shall be completed by April 15th of each year.

Change:
“While the results of the evaluation instruments shall be discussed annually with the Department Chair to identify strengths and weaknesses, there shall be…thereafter.” To
“The results of the evaluation instruments shall be discussed annually with the Department Chair to identify strengths and weaknesses.”
An additional change requested by the Senate

The Senate Governance Committee agreed to the following text for the senate to consider requesting as an additional section for this document. Administration did not concur on the inclusion of this section when it was discussed on 3/18/08.

Section IV. Retention of Department Chairs

If problems or differences in understanding arise within a department, the department faculty should strive to cooperate with the chair to resolve them within the department. If, after diligent effort by department faculty, the problems are not satisfactorily resolved, department faculty may recommend to the Dean that a Department Chair be replaced. The Dean will then evaluate the situation within the department, and report to the Provost, the departmental faculty, and the Chair. The report may specify appropriate changes to be made in the administration and operation of the department and may (or may not) recommend that the Chair be replaced. If the Dean recommends replacement, the Provost will then evaluate the situation, and report to the Chancellor. The Chancellor will make a final decision.