



Faculty Senate Archives

Faculty Senate

Academic year 2010-2011

Volume XXIV

Agenda and Minutes of the Meeting of November 08, 2010

WICHITA STATE UNIVERSITY
FACULTY SENATE
AGENDA

MEETING NOTICE	Monday, November 8, 2010
	CH 107 3:30 p.m.

ORDER OF BUSINESS:

I. Call of the Meeting to Order

II. Informal Statements and Proposals

III. Approval of the Minutes: Monday, October 11, 2010 --
<http://webs.wichita.edu/?u=facultysenate&p=/1011/m1011210/>

IV. President's Report

V. Committee Reports

VI. Old Business

A Proposal to endorse a policy to assign a faculty mentor to each student at the time of admission, second reading: (<http://webs.wichita.edu/?u=facultysenate&p=/1011/minutes1011/ExC1010proposal>)

B. Proposal to endorse a policy to require the declaration of a major at the time of admission, second reading:
(<http://webs.wichita.edu/?u=facultysenate&p=/1011/minutes1011/ExC1010proposal>)

VII. New Business

A. Proposal to revise the charges to the Faculty Senate Scholarship and Student Aid committee, first reading (<http://webs.wichita.edu/?u=facultysenate&p=/ssapro1110>)

B. Proposal to revise Tenure and Promotion procedures, first reading
(<http://webs.wichita.edu/?u=facultysenate&p=TPproposal>)

VIII. As may arise

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Retention

The goal of increasing our first-to-second year retention rate has been discussed several times in the Faculty Senate over the last year, in last year's meetings of the Planning and Budget Committee, and most recently at the Senate's last meeting. Also, the KBOR has set the goal in Foresight 2020 of achieving a 10 percentage point increase in first-to-second year retention rates across the higher education system. The items listed here for Senate endorsement are intended to aid in this retention effort.

From the Executive Committee:

The Faculty Senate endorses a policy to assign a faculty mentor to each student at the time of admission.

Rationale: The report of the Faculty Dimension group (Foundations of Excellence report pp. 29-31) describes the lack of a campus-wide emphasis on the importance of working successfully with first-year students. Several action items were recommended in the report to promote an increase in the interaction between faculty members and first-year students.

The definition and expectation of the faculty mentor's role will be established by each of the colleges. In some colleges faculty already serve as advisors. In others, where there is minimal contact at the present time, the colleges might formulate a plan to be implemented in stages.

Proposal made by the Planning and Budget Committee:

The Faculty Senate endorses a policy to require the declaration of a major at the time of admission.

Note: the Office of the Provost has recommended a policy requiring a declaration by the end of the first year.

Rationale: Data points toward a significantly higher first-year retention rate among students who declare a major. Declaration at the time of admission would facilitate the assignment of an appropriate faculty mentor in an area related to a student's academic interest (proposal above), and would be easier to administer to all students

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Proposed revisions to Tenure & Promotion Policy 4.18 11-8-10

proposed revisions

~~proposed deletions~~

4.18 / Review for Tenure or Promotion: Procedures

Nomination for Review for Tenure and Promotion:

1. The department chair will write to all full-time faculty members of the department to tell them that nominations of persons to be reviewed that year for tenure or for promotion must be given to the chair by a specified date. The chair must nominate all faculty whose tenure review is mandatory for that year. All others may be nominated by the chair or by the faculty member himself or herself.
2. The department chair will send copies of the list resulting from step 1 to all full-time departmental faculty and specify a second date by which any additional nominations must be provided in writing to the chair.
3. The department chair will confer individually with all nominated faculty members and provide information about departmental, college/school/University Libraries, and University criteria for tenure or promotion.
4. Except for those whose review for tenure is mandatory, faculty who have been nominated must inform the department chair in writing by a date specified by the department chair (which will be no sooner than two days after their conference) of the faculty member's decision to remain in nomination or to withdraw.
5. The final, typed list of those nominated will be sent to the dean and to all members of the department electorate. Each person on the list will be notified in writing by the dean that he or she is officially a candidate for promotion or tenure. In addition, the dean will inform the candidate of the criteria for tenure or promotion and will instruct the candidate to give his/her supporting materials to the department chair by a specified date.

~~Department Review for Promotion and Tenure: 1-~~

Preparation of the Primary and Secondary Dossier

The candidate will present a primary dossier and may prepare a secondary dossier. Only material contained in the primary and secondary dossiers and additional materials appropriately obtained and added to the dossiers may be used by the Tenure and Promotion Committee at each level.

The candidate is responsible for assembling the materials and reviewing the entire dossier to determine that it is complete and accurate. Adherence to established deadlines should ensure that the final dossier is complete at the time of submission. The candidate then submits the copy of the primary dossier and supplemental materials to the chair of her/his department. Once they have been submitted to the chair, these original materials cannot be changed or rewritten.

As the review proceeds through the various levels, the primary dossier and the secondary dossier will be in the custody of the administrator at each level. Items ~~may be~~ **are** added **as attachments** to the primary dossier by the administrator as called for in these procedures, but the administrator must give the candidate a copy of the additions and provide the candidate an opportunity to write a rebuttal that will also be ~~included in~~ **added to** the primary dossier. (*this paragraph has been moved from a position below and edited as shown*)

Primary Dossier: The primary dossier consists of the basic document, the required cover sheet which records each step of the review process, copies of the annual reviews (and rebuttals if filed) for untenured faculty, the chair's nonevaluative role statement, statements of evaluation by the committee and administrator at each level of review (and rebuttals if filed), letters of external review (and rebuttals if

filed), and items added during the review process.

The basic document will follow the standard format recommended by the University Tenure and Promotion Committee and approved by the Faculty Senate. Deviations from the established format should be clearly explained. The basic document may be no more than 25 pages.

The chair will provide a statement of the role of the candidate in the department which is purely descriptive and not evaluative. If the candidate's role involves a weighted distribution of responsibility among the three categories of professional activity, that should be indicated in the role statement. The chair will make copies of the primary dossier available for all voting faculty.

Secondary Dossier: A secondary dossier may be submitted to the chair by the candidate. It consists of such additional materials as the candidate wishes to submit. Examples might include, but are not limited to, copies of publications or other evidence of scholarship, copies of student evaluations or course materials, etc. The candidate may add items to the secondary dossier during the review process (see calendar in Section 4.16 of this manual). Should documentation significant to the candidate's case arrive after the deadline for adding materials to the secondary dossier, the candidate should notify the dean and the chair of his/her college/school/University Libraries committee who will add the material to the dossier. The chair of the committee will bring it to the attention of the next higher committee. The secondary dossier will not be duplicated but will be available to committee members.

~~As the review proceeds through the various levels, the primary dossier and the secondary dossier will be in the custody of the administrator at each level. Items may be added to the primary dossier by the administrator as called for in these procedures, but the administrator must give the candidate a copy of the additions and provide the candidate an opportunity to write a rebuttal that will also be included in the primary dossier. (this paragraph has been inserted above)~~

Department Review for Promotion and Tenure: 1

The complete files of all faculty members under review in the department must be available for a reasonable time (at least five working days) to all voting faculty.

hereafter no changes are proposed

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WICHITA STATE UNIVERSITY FACULTY SENATE MINUTES OF THE MEETING : Monday, November 8, 2010

MEMBERS PRESENT: Adler, Anderson, Bennett, Bolin, Brooks, Close, Decker, DeSilva, Dreisen, D'Souza,, Gibson, Hemans, Hershfield Horn, Jeffres, Klunder, Kreinath, Matveyeva, Miller, Mosack, Rillema, Rokosz, Ross, D. Russell, L. Russell, Skinner, Smith, Soles, Stratman, Thompson, Yeager

MEMBERS ABSENT: Baker, Bryant, DiLollo, Taher, Yildirim

MEMBERS EXCUSED: Barut, Carruthers, Celestin, Henry, Lewis-Moss, Smith-Campbell

EX-OFFICIO PRESENT: Miller

I. Call of the Meeting to Order: President Hemans called the meeting to order at 3:30 pm.

II. Informal Statements and Proposals: President Hemans noted that the final meeting of the semester would be on December 13, 2010 and would be followed by a Holiday reception at the RSC 208-210.

III. Approval of the Minutes: The minutes of the meeting of Monday, October 11, 2010 were accepted with an amendment.

IV. President's Report:

A. President Hemans announced that the Academic Affairs Committee was considering a proposal from the College of Engineering to create a B.S. in Engineering Technology and that the proposal would soon come before the Faculty Senate, probably in spring 2011.

B. President Hemans announced that the Library Committee had completed the revision of its charge and that the revised charge was expected to come before the Faculty Senate in fall 2010.

C. President Hemans announced that the standing General Education Committee was in the process of reviewing its charge and considering its future direction, especially in its role as a liaison between different groups within the university that are all involved in general education.

D. President Hemans reported that a subcommittee of the Planning and Budget Committee had begun studying the Program Review process, focusing on ways to make Program Review lead to improvements within programs, to revise the scheduling cycles for Program Review, to increase access to data and reports generated in the Program Review process, and to identify those triggered programs that play some essential role to the university.

E. President Hemans reported that the Planning and Budget Committee was reviewing the Board of Regents' "Foresight 2020" document and focusing on those goals outlined in the document that both would have a significant impact on the university and would be of significant relevance to the work of faculty.

The Senate agreed to revise the agenda in order to consider New Business next.

VII. New Business:

A. Senator Skinner, chair of the Rules Committee, presented a proposal to revise the charge to the Faculty Senate **Scholarship and Student Aid Committee**. Following discussion with the chair of said committee, a motion was made by Senator Close (2nd Hershfield) to accept the proposal. The Senate approved the proposal.

B. President Hemans presented a proposal to revise **Tenure and Promotion procedures**. Following discussion, a motion was approved to dispense with a second reading of the proposal, and the Senate approved. A motion to forward the proposal to Provost Miller. was made by Senator Soles (2nd - Hershfield). The Senate approved the motion.

V. **Committee Reports:** none

VI. **Old Business:**

A. **Proposal to endorse a policy to assign a faculty mentor to each student at the time of admission, (second reading).** President Hemans solicited discussion of this proposal, in particular the sort of mentorship program that faculty would prefer, as well as efforts to track student attendance for the sake of increasing student retention and the possibility of freshman orientation. Discussion concluded with a plan to gather and present further information on freshman orientation for discussion at the next meeting of the Senate.

B. **Proposal to endorse a policy to require the declaration of a major at the time of admission, (second reading).** President Hemans solicited discussion of this proposal and presented data on retention rates among WSU students who had declared a major and compared those data with data on WSU students who had not declared a major. Discussion concluded with a plan to gather and present national data on retention rates among declared and undeclared students among the university's peer institutions.

IX. **As May Arise:** none.

The meeting was adjourned at 4:54 pm.

Respectfully Submitted,
Dan Russell, Secretary

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