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Academic year 1981-1982

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Agenda and Minutes of the Meeting of April 12, 1982

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WICHITA STATE UNIVERSITY SENATE

AGENDA

Meeting Notice: April 12, 1982, 126 Clinton Hall, 3:30 p.m.

Order of Business:

- I. Calling of the Meeting to Order
- II. Informal Proposals and Statements
- III. Approval of the Minutes for the meeting of March 22, 1982, (Vol. XVIII, No. 12).
- IV. New Business:

Report of the Library Policy Committee--
Dr. William Woods, Chair (Attachment A)

Senate Committee Nominations--
Dr. David Farnsworth, Chair, Committee
on Committees (Attachment B)*

Report of the Ad Hoc Tenure and Promotion
Editing Committee--Dr. Peter Zoller, Chair
(Attachment C)

- V. Adjournment

*Please bring your "Membership Lists for Standing Committees of the Senate, 1981-1982" to the meeting.

Distributed at meeting
4/12/82

Document 19

WICHITA STATE UNIVERSITY
MULTIPURPOSE COMPLEX
User Fee Schedule
April, 1983

• Student

- (1) 68¢ per credit hour beginning Fall, 1982
- (2) \$4.00 per student beginning Spring Semester, 1983

• Spouse of Student - \$40 per year (\$30 per year if paid in lump sum at beginning of year)

• Family of Student - \$50 per year (\$40 per year if paid in lump sum at beginning of year)

• Faculty or Staff - \$50 per year (\$40 per year if paid in lump sum at beginning of year)

• Faculty/Staff, and Spouse - \$80 per year (\$70 per year if paid in lump sum at beginning of year)

• Faculty/Staff and Family - \$100 per year (\$90 per year if paid in lump sum at beginning of year)

NOTES:

- Partial year user fees will be prorated and, therefore, differ from those above.
- Payment of above fee entitles individual or family to use the facility and services during those hours specifically scheduled for each membership category and/or activity of interest. Hours of user participation will vary.

Library Policy Committee
Annual Report to the University Senate
by
William F. Woods, Chair
April 12, 1982

This report summarizes the activities of the Library Policy Committee during the 1981-1982 academic year. The committee's activities may be classified as follows: (1) reports issued on periodical cuts in Fall 1980, and on library acquisitions in FY82-83; (2) issues brought before the committee this year; (3) a review of the committee's work in progress.

I. REPORTS ISSUED TO THE UNIVERSITY SENATE

Report on Reductions in Periodical Subscriptions (December 1, 1981)

This was the first in a series of two reports intended to inform members of the Senate about the reasons for the recent cuts in periodical subscriptions, the procedures by which those cuts are made, and the factors which will determine the need for future cuts.

The committee decided to issue these reports because the cuts in periodical subscriptions directly affect the faculty's capacity for instruction and research, and in the face of possible additional cuts in the future, faculty members need a detailed knowledge of the budgetary situation in regard to periodicals before participating in further cuts, or taking steps to avoid them.

This first report included: (1) Background: budget allotments for periodical acquisitions during the last decade; (2) A discussion of the need for reducing periodical subscriptions in Fall 1980; (3) Priorities which guided cuts in periodicals in Fall 1980; (4) Procedures involved in the reduction of periodicals (Calendar of Events).

Report on Library Materials Budget (February 11, 1982)

This report was, in effect, a projection of possible cuts in periodical subscriptions based on the library's current budget, the current rate of increase in periodical subscription costs, the amount requested for acquisitions for FY83, and the desired ratio of periodicals/serials to books within the acquisitions budget.

Included in the report were: (1) Summary of cuts in periodical subscriptions in Fall 1981; (2) Discussion of present budgetary situation for acquisitions, and projection of possible cuts in FY83; (3) Procedures which would be involved if cuts were needed.

News releases based on this report and the earlier report on cuts in periodical acquisitions were made available to The Sunflower, the WSU News, the Wichita Eagle-Beacon and KMUW - FM.

II. Issues Brought to the Attention of the Committee

Progress to Date in Planning for a Library Addition

On 29 January 1982, the committee learned that Governor Carlin had included \$204,000 for library planning in his FY83 budget recommendation to the Legislature.

On 19 February 1982, Dean Schad reported to the committee that consultants from the firm of Peat, Marwick, Mitchell & Co. had presented their preliminary report on the KU, KSU, and WSU libraries at the Board of Regents offices on February 12. Chief academic officers, facilities planners, and deans and directors of libraries attended that meeting. PMM's estimate of additional space requirements through the year 2000 were significantly less than WSU had requested. Their figures were based on a lower enrollment than predicted by WSU, and fewer acquisitions than the WSU library anticipates. Other differences between PMM's report and WSU estimates included: (1) Number of study rooms; (2) Provisions for faculty research carrels; (3) Storage space; (4) Space requirements for Media Resources Center.

A strong case for additional space was made by WSU library representatives, and a larger allocation is expected in the consultants' final report, due in May 1982. PMM's final report will also contain specific recommendations in regard to the present library building.

III. Work in Progress

1. Current Contents Questionnaire

Current Contents is a weekly periodical which lists the tables of contents of major journals in the areas of: (1) Physical and Chemical Sciences; (2) Engineering Technology and Applied Sciences; (3) Arts and Humanities; (4) Social and Behavioral Sciences.

This bibliographic aid, which is displayed in the Heimple Room, can be a significant aid to those who need to locate and obtain articles not available in the WSU library. The purpose of the committee's questionnaire about Current Contents is to increase faculty awareness of this aid, to determine how widely it is used by faculty, and to estimate how much use it will have in the future. The results of the questionnaire will be collected and evaluated before the end of the spring semester.

2. Carrel Assignment Policy - Surveys of Carrel Usage

On 4 December 1981, the committee made the following changes to the carrel assignment policy: (1) Applications by faculty for carrels will be solicited in the first week of the fall semester, the last week of the fall semester (for Spring), and early in May (for Summer); (2) Carrel users are prohibited from allowing other persons not assigned to the carrel to use it for any purpose.

During Fall 1981, the Circulation Department of the library twice carried out a spot survey of carrel usage, and found that fourteen (14) carrels were used very little or not at all. The committee reflected that although it has been normal in past years for certain carrels to be used lightly at times, depending on the schedules of the carrel holders, or the projects they were working on, the increased demand for space in the library during the next few years will bring about corresponding changes in carrel policy. First, carrels which are used lightly will be assigned as many as 3-4 users per semester; second, if the over-all usage continues to be as low as it now appears to be, there is a possibility that eventually some carrels will be removed to make room for additional ranges of shelves.

On 19 February 1982, the committee decided to make another survey of carrel usage over a period of four weeks, during which carrels were to be checked daily. This survey was subsequently cancelled when it was learned that the library will participate in a NSF project which would provide the means to carry out this same study, but in considerably more detail. The library's study will take place in April 1982.

3. Instructional Development

In response to questions by members of the Senate last year and this year, the committee has formed a sub-committee to investigate such issues as: 1) Current activities of the Instructional Developer; 2) The nature and extent of the tasks of the Instructional Developer, as set out in the original job description, or other directives; 3) The relationship, and division of responsibilities between the offices of Instructional Developer and Faculty Development Representative; 4) Provisions in the library's budget for funding the Office of Instructional Development. A report on these issues will be prepared in Fall 1982.

4. Display of Periodicals in the Heimple Room or Other Space

A sub-committee has also been formed to explore the possibility of displaying a certain number of journals in the Heimple Room, which at the present time displays mainly popular magazines and newspapers, in addition to new book and serial acquisitions and Current Contents. Members of the committee, as well as other faculty members have pointed out that certain kinds of research could be carried out more efficiently if the major journals for an academic field were collected and displayed in one place. Members of the committee will weigh these considerations, along with such factors as available space, available personnel, and cost, and will report next year.

5. Copier Usage - Need for a New Copy Machine

In the library committee's annual report given on 13 April 1981, it was stated that the committee had recommended acquiring another copy machine, and if another machine had not been acquired by January 1982, the committee would initiate further study of the copy facilities in the library. In fact, another machine had not been acquired by January 1982, and the committee will hear the library's report on current copier usage in April 1982.

Distributed at meeting
4/12/82

Document 21

Library Copier Usage

Library copier usage continues to increase at a rate of approximately 13.6% per year. In FY82, the Library expects to make 1,340,024 copies. If copy usage increases as it has in the past, the Library will make over 1.5 million copies in FY83. This level of copying will demand additional copy machines.

<u>Year</u>	<u>Number of Copies</u>	<u>Percent Increase</u>
FY76	633,116	
FY77	799,266	26.2%
FY78	869,269	8.8%
FY79	924,481	6.4%
FY80	989,930	7.1%
FY81	1,221,535	23.4%
FY82	est. 1,340,024	est. 9.7%

Currently the Library has five coin-op machines for public use and one copier for staff use. Three coin-op copiers are located on first floor. The other coin-op copiers are located on second floor and in the basement. The machines located on first floor receive the heaviest use. Therefore, it would appear first floor would be the logical location for an additional machine if space permits.

Copies made July 1, 1980 - December 31, 1981

IBM - Basement	212,054
IBM - Second Floor	272,247
IBM - Reference	327,541
Savin - First Floor	524,965
Savin - Third and First Floor	309,874
Savin - Staff	216,273

For FY82 it cost the Library about 2.6¢ in direct cost for each copy. This does not include staff cost for machine maintenance, making change and other activities associated with the copy machines. At this time it does not appear that there will be significant change in copy cost in the coming year. Therefore, the Library expects to continue to charge only 5¢ per copy.

PHOTO COPY MACHINE READINGS, 1981

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
IBM Copier (Base)	6,247	4,198	19,151	16,334	22,141	13,697
IBM Copier (2nd)	11,247	7,239	17,360	20,498	22,514	7,931
IBM Copier (Ref.)	13,003	8,725	22,208	25,908	22,436	15,220
SAVIN Copier (Staff)	10,347	12,666	14,527	12,509	13,228	10,702
SAVIN Copier (1st)	19,202	18,373	32,626	34,762	20,087	27,405
SAVIN Copier (1st-no.2)	15,149	14,976	30,054	21,789	34,181	22,779
TOTALS	75,195	66,177	135,926	131,800	134,587	97,734

641,417

TOTAL NUMBER OF IBM COPIES, 1931

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
IBM Copier (Base)	9,311	4,422	6,420	15,026	9,890	10,585
IBM Copier (2nd)	11,053	25,428	20,584	23,504	11,197	12,352
IBM Copier (Ref.)	18,555	23,575	18,451	18,904	4,489	8,388
SAVIN Copier (Staff)	12,527	11,041	12,052	13,342	13,600	13,520
SAVIN Copier (1st)	22,862	40,669	39,269	36,518	26,042	25,476
SAVIN Copier (1st-no.2)	4,879	7,463	32,313	33,529	20,939	18,731
TOTALS	79,187	112,598	129,089	140,823	86,157	89,052

TOTAL NUMBER OF IBM COPIES, 1980

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
IBM Copier (Base)	7,447	3,299	17,629	19,397	15,846	11,014
IBM Copier (2nd)	9,021	4,753	10,712	23,320	18,709	14,825
IBM Copier (Ref.)	15,222	13,224	30,194	23,218	29,786	16,035
SAVIN Copier (Staff)	9,291	9,090	12,296	13,057	12,681	9,797
SAVIN Copier (1st)	19,951	16,076	35,547	42,344	38,939	28,817
SAVIN Copier (3rd)	5,840	2,032	12,200	11,099	14,377	7,544
TOTALS	66,772	48,474	118,578	132,435	130,338	88,032

Wichita State University

ATTACHMENT B
To Agenda 4/12/82

INTER-DEPARTMENTAL CORRESPONDENCE

Document 22

To University Senate Date March 26, 1982

From Dr. David Farnsworth, Senate Vice President and Chair, Committee on Committees

Subject _____

Attached is a list of nominations for appointments to Senate Standing
Committees.

POLICY COMMITTEES

Academic Standards & Practices

Dan Corrigan (B.A.)
Dorothy Crum (F.A.)
Tina Bennett-Kastor (LAS-Hm)
Dharam Chopra (LAS-NS)

Admissions and Exceptions

Abu Masud (Eng.)
Susan Nelson (LAS-Hm)
Bernice Hutcherson (LAS-SS)
Mary Lou Goodyear (Acad. Services)

Community Education

Concetta Cardinale (CHRP)
Robert Schultz (Eng.)

Curriculum & Academic Planning

Leonard Chaffee (Adm.)
Hollis Clayson (F.A.)
Buddy Johns (LAS-NS)
Gary Greenberg (LAS-SS)

Honors

Dennis Duell (Adm.)
Michael McKenna (Ed.)
Melvin Kahn (LAS-SS)

Library Policy

Glen Dey (Ed.)
John Harnsberger (LAS-Hm)
Alan Elcrat (LAS-NS)

Scholarship and Student Aid

Keith Kirby (Adm.)
John Poe (LAS-Hm)
Wayne Parris (LAS-SS)

Tenure, Promotion & Academic Freedom

Richard Graham (At-Large)
Mechanical Eng.

(Withdrawn) John Belt

Traffic Policy

Sharon Johnson (Adm.)
Sidney Brinkman (B.A.)
Thomas Graff (Ed.)
Paul Ackerman (LAS-SS)

TECHNICAL AND ADVISORY COMMITTEES

Court of Student Academic Appeals

William Perel (At-Large)
Mathematics

Faculty Committee on Athletics

William Wilhelm (Adm.)
Al Gosman (Eng.)
John Gaston (LAS-SS)
Ed Flentje (Acad. Serv.)
Dale Kennedy (F.A.) (one-year)
Mary Ann Clark (CHRP) (two-years)

Faculty Welfare

Melvin Snyder (Eng.)
Ray Olivero (F.A.)
Susan Kruger (CHRP)

Library Appeals

Michael Vincent (At-Large)
Romance Languages

Research

Randolph Ellsworth (Ed.)
Frank Chan (CHRP)
Dale Schrag (Acad. Serv.)
Phillip Wahlbeck (At-Large)
(two-years)
Chemistry

Rules

Orpha Duell (Ed.)
Deborah Soles (LAS)
Jim Matney (CHRP)

University Traffic Court

James Erickson (At-Large) English

Land Use Planning & Design

Mary Sue Foster (At-Large)
Art Education

Wichita State University

ATTACHMENT C
To Agenda 4/12/82

INTER-DEPARTMENTAL CORRESPONDENCE

Document 23

To University Senate Members Date March 31, 1982
From Gary C. Thomann Gary
Subject Tenure and Promotion Documents

Enclosed for your consideration are two T & P documents produced by the Ad Hoc T & P Editing Committee. The committee believes that substantively the documents are nearly identical, but they differ in form. One was produced by revising the existing document, while the other was written from scratch, with little or no consideration of the form of the existing procedures. As presently envisioned there will be two votes during the Senate meeting. The first will be to decide which of the two forms to use. The second vote will be to actually adopt the procedures in the form determined by the first vote. Of course, after the first vote is taken and the form decided, there may be some discussion and amending before the second vote is taken.

Also included with the procedures is a flow chart detailing the tenure and promotion process which is being proposed.

pmc

3/15/82
PB

Tenure Guidelines--Senate
Revision of 3/1/82

3.1 Statement Regarding Tenure and Promotion

Acting under the provisions of the Board of Regents' policy on tenure and promotion, the University may recommend to the Board that tenure or promotion be awarded to faculty members based on demonstrated excellence in scholarship, teaching, and community and professional service. The granting of tenure or promotion is at the initiative of the University and is based on sustained achievements demonstrating that the faculty member meets the qualitative standards of the appropriate discipline and the requirements of the University. Tenure or Promotion is not acquired simply by meeting assigned duties with a record free of deficiencies.

Tenure or Promotion is conferred on the basis of the qualifications of the individual, the objectives and needs of the University's academic programs, and the resources of the University as these are determined by faculty committees and administrative review at departmental, college and university levels.

3.11 Process of Review for Tenure and Promotion

Any faculty member may nominate himself or herself for review for tenure or promotion. Nominations may also be made by the chairpersons or by any member of the electorate of the department. For faculty members with probationary appointments, review for tenure must occur during or before the year prior to the last year of the probationary period.

The process of review for tenure and promotion involves these steps:

1. Nomination for review.
2. Departmental review of nominees by the departmental committee and by the chairperson.
3. College review of department nominations by the College Tenure and Promotion Committee and by the College Dean.
4. University review of college nominations by the Tenure, Promotion, and Academic Freedom Committee and by the President of the University.
5. Approval by the State Board of Regents.

Procedures have been established for appeal in the case of an adverse tenure or promotion recommendation at the department and at the college level.

Deadlines for each step in the review process are set each year by the University Senate. The procedures that govern the review for tenure and promotion were established by "Tenure, Promotion, and Appeals Procedures," adopted by the University Faculty 29 April 1974 and accepted by the President of the University.

REVIEW FOR TENURE OR PROMOTION: Procedures

3.111 Nomination for Review for Tenure or Promotion

1. The department chairperson 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 chairperson by a specified date. The chairperson must nominate all faculty whose tenure is mandatory for that year. All others may be nominated by the chairperson, another faculty member who is a member of the departmental electorate, or by the faculty member himself or herself.
2. The department chairperson will confer individually with all nominated faculty members and provide information about departmental, college, and university criteria for tenure or promotion.
3. Except for those whose review for tenure is mandatory, faculty who have been nominated must inform the department chairperson in writing by a date specified by the department chairperson (which will be no sooner than two school days of their conference) of the faculty member's decision to remain in nomination or to withdraw.
4. 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 or her supporting materials to the department chairperson by a specified date.

The candidate will prepare a dossier containing materials he or she wishes to submit and such additional materials as required by the department, college, or university. The basic document will follow the standard format recommended by the Tenure, Promotion, and Academic Freedom Committee and approved by the Senate.

The basic document may be no more than thirty pages and will be duplicated for each member of the review committees by the department chairperson. The department chairperson will add copies of the annual evaluation to the basic document.

A secondary dossier may be submitted to the chairperson by the candidate. It will not be duplicated but will be available to committee members.

As the review proceeds through the various levels, the basic document and the secondary dossier will be in the custody of the administrator at each level. Items may be added to the dossier by the administrator, 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.

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.

Tenure cases will be reviewed at a meeting of the tenure faculty of the department. In departments having fewer than three voting tenured faculty members, the college dean will develop appropriate procedures for the review. Each eligible person, except the department chairperson, will vote on each case under consideration and will sign the tally sheet. The tally sheet will not identify individual voters with their votes but must account for all eligible voters. If a committee wishes, straw ballots may precede

the final ballot. Only the votes on the final ballot are binding and recorded. Abstentions may be registered only for a declared conflict of interest. A positive recommendation by the committee results when more than fifty percent of those casting ballots other than abstention have voted to recommend tenure. A copy of the tally sheet will be kept in the departmental office for three years.

The results of the departmental deliberations and the chairperson's independent recommendation will be sent to the dean by the department chairperson. Positive recommendation of the case to the college level requires a positive recommendation of both committee and chairperson. The chairperson will also send forward the basic document and the secondary dossier.

The dean will inform each candidate in writing of the department's recommendation, the chairperson's recommendation, the right to appeal, and the procedures for appeal. The dean will also notify the candidate that he or she may request a meeting with the department chairperson to discuss the decision.

NOTE: In cases where the chairperson's recommendation differs from that of the voting faculty, the case will go forward to the college as an automatic appeal. In an automatic appeal the candidate prepares no new material unless the candidate wishes to forfeit the right to an automatic appeal and wishes to file an appeal according to Section 3.117.

This needs to be added if automatic appeal is retained.

3.113 College Review of Nominees for Tenure or Promotion

The dean will give a copy of the basic document to each member of the college committee and will indicate the location of the secondary dossiers. These materials must be available to the committee for at least five working days prior to deliberation.

The committee will meet with the dean to receive its specific charge and to receive any additional information about the cases to be reviewed. If the committee discovers that information is lacking in a dossier, it can ask the dean to acquire the information. Consistent with the department procedures the dean must provide the candidate a copy of the material and allow the candidate to write a rebuttal.

The committee will then consider the cases before it, whether regular or appealed. Straw ballots may be taken, but these are neither binding nor recorded. Abstentions may occur only for declared conflict of interest. At a meeting without the dean each case will be discussed and the committee will conduct its final vote. A positive recommendation by the committee will result when more than fifty percent of those casting ballots other than abstention vote to recommend tenure or promotion.

The committee must notify the dean in writing of its final ballot on each case, and the position of each case in an order of priority. The committee will list tenure and promotion cases separately and promotion cases will be subdivided by rank and then listed in order of priority. (Note: The College committee may meet with the dean as it sees fit, but it must take its final vote in the absence of the dean.)

The results of the college deliberations and the dean's independent recommendations will be sent by the dean to the Academic Vice President. Positive recommendation of the case to the university level requires a positive recommendation of both committee and dean. The dean will also send forward the basic document and the supplementary dossier.

The dean will notify each candidate in writing of the college committee's recommendation, the dean's recommendation, the right to appeal, and the procedures for appeal. The dean will also notify the candidate that he or she may request in writing a meeting with the dean and the chairperson of the college committee to discuss the recommendation.

NOTE: In cases where the dean's recommendation differs from that of the college committee, the case will go forward to the university as an automatic appeal. In an automatic appeal the candidate prepares no new material unless the candidate wishes to forfeit the right to an automatic appeal and wishes to file an appeal according to Section 1.117.

This needs to be added if automatic appeal is retained.

3.114 Nomination and Review of Unassigned Faculty

Faculty not assigned to an academic college or department and designated "unassigned" will be nominated and reviewed for tenure and promotion within their administrative unit according to procedures consistent with those used in academic colleges.

A statement describing the procedures must be approved by the Academic Vice President and filed with the University committee.

3.115 University Review of Nominees for Tenure or Promotion

The Academic Vice President will give a copy of the basic document of each faculty member favorably recommended for tenure or promotion and of each appealed case to each member of the University committee. In addition, the ACVP will indicate the location of the secondary dossiers. The materials must be available to the committee for at least five working days prior to deliberation.

The committee will meet with the ACVP to receive its specific charge and to receive any additional information about the cases to be reviewed. If the committee discovers that information is lacking in a dossier, it can ask the ACVP to acquire the information. Consistent with college procedures the ACVP must provide the candidate a copy of the material and allow the candidate to write a rebuttal.

The committee will then consider the cases before it, whether regular or appealed. The committee may consult with the dean on matters of interpretation of evidence, the academic needs of the unit, or its current resources. Straw ballots may be taken, but these are neither binding nor recorded. Abstentions may occur only for declared conflict of interest. Each case will be discussed and the committee will conduct its final vote. A positive recommendation will result when more than fifty percent of those casting ballots other than abstention vote to recommend tenure or promotion.

The committee must notify the ACVP in writing of its final ballot on each case, and the position of each case in an order of priority. The

committee will list tenure and promotion cases separately and promotion cases will be subdivided by rank and then listed in order of priority.

The ACVP, after consultation with deans as appropriate, will meet with the University committee to review his or her recommendations and to explain his reasons to the committee where the two disagree.

The ACVP will notify the candidate, the candidate's dean and the chairperson in writing of the recommendation to be made to the State Board of Regents. Any person not recommended by the University committee or by the President may request a meeting with the ACVP or with the ACVP and the Chairperson of the University committee to discuss the recommendation.

The President will inform each candidate in writing of the action of the State Board of Regents.

3.116 The Use of External Evaluation

If, at any level, the committee or the administrator believes additional help is needed to evaluate a case, the administrator after consultation with the committee may seek expert opinion outside the University. However, the administrator seeking such expert opinion must have reasonable evidence that the expert chosen is competent to evaluate the evidence. The opinion of the expert must be in writing and will be included in the secondary dossier. It is not the task of the expert to recommend for or against tenure or promotion. A copy will be given to the candidate and the candidate will have the right to make a written rebuttal. (Note: It is the duty of the administrator to explain in writing to the evaluator the use which will be made of the evaluation and that the evaluation will not be kept confidential.)

3.117 Appeal of Decisions Related to Tenure or Promotion

3.1171

Except one appeal as provided in 3.1172, a candidate may make one appeal of an adverse decision to the next higher level. However, the burden of proof rests with the appellant. No hearing is provided and the appeal must be written.

Some typical reasons for appeal are: Violation of Academic Freedom, Failure of Due Process, Inadequate Consideration, Discrimination, etc.

The committee to which the appeal is made will give full consideration to the case in that the committee will review it in the same manner as favorably recommended cases and will apply similar standards.

3.1172 Special Appeals Committee

Each year the Senate will establish a special appeals committee whose five members will be selected from among those faculty members who have served but are not currently serving as members of the University committee and as a chair of a college committee. This special committee will hear the appeals of any candidates recommended by a college committee but not recommended by the University committee. It will also hear appeals of any candidates receiving contrary recommendations by administration and committee at both departmental and college

levels. It will make its recommendation to the ACVP in cases of the first kind and to the University Committee and the ACVP in cases of the second kind.

3.118 No Publication of Names of Tenure and Promotion

Names of faculty being considered for tenure or promotion will not be published. The right of privacy of such faculty members was affirmed by vote of the faculty on 6 March 1978.

3.119 Confidentiality of Proceedings

All deliberations are confidential. However, confidentiality cannot be guaranteed if the case goes to litigation.

3.120 Disposition of Dossiers

The ACVP in each case will keep a copy of the basic document for three years and return to the candidate a copy of the basic document and the secondary dossier.

3.121 Precedence of University Procedures

If department and college tenure or promotion precedures differ from those of the university, university procedures take precedence.

¹By action of the college faculty and as incorporated in the college handbook, a group of departments may decide to act as a division rather than as a single department. Such a decision must be approved by the Dean of the Unit and by the ACVP.

General

Acting under the provisions of the Board of Regents' policy on tenure, the University may recommend to the Board that tenure be awarded to faculty members based on demonstrated excellence in scholarship, teaching, and community and professional service. The granting of tenure is at the initiative of the University and is based on sustained achievements demonstrating that the faculty member meets the qualitative standards of the appropriate discipline and the requirements of the University. Tenure is not acquired simply by meeting assigned duties with a record free of deficiencies.

Tenure is conferred on the basis of the qualifications of the individual, the objectives and needs of the University's academic programs, and the resources of the University as these are determined by faculty committees and administrative review at departmental, college, and university levels.

The Dossier

Responsibility for demonstrating sustained achievement in scholarship, teaching, and service rests with the faculty member. A hearing is not provided and the primary review document is a dossier assembled by the faculty member. The dossier will follow a format adopted by the University and will incorporate evidence assembled by the faculty member attesting to achievement in scholarship, teaching, and service. As the review proceeds through the various levels, the dossier will be in the custody of the administrator at each level. Written information may be added to the dossier by the administrator, but the administrator must provide the applicant with a copy of the information added to the file, and the candidate must be given the opportunity to write a rebuttal and add it to the file. The primary dossier will be no more than thirty pages, exclusive of subsequent additions, and will be duplicated for each member of the review committees by the first level of administration. The department chairperson will add copies of the annual evaluations.

A secondary dossier may be submitted by the candidate. It will not be duplicated but will be made available to committee members by the administrator at each level. The secondary dossier will be in the custody of the administrator at each level.

Committee Procedure

Dossier will be available for inspection by committee members for no less than five working days prior to formal deliberations. For each candidate the committee will examine the evidence attesting to scholarship, teaching, and community and professional service. The members of the committee are expected to make a professional evaluation of the evidence in the dossier, of the interpretation of that evidence, and of the relationship of the candidate's qualifications and strengths to the academic needs and resources of the University. There should be free and open but confidential discussion of the evidence. If the committee decides that additional evidence is required, it should ask the administrator to gather such information and to add the materials to the dossier. However, the candidate has the right to a written rebuttal of such evidence.

The committee may consult with the administrator on matters of interpretation of evidence, the academic needs of the unit, or its current resources.

At any level, if the committee or the administrator believes additional help is needed to evaluate a case, the administrator, after consultation with the committee may seek expert opinion outside the University. However, the administrator seeking such expert opinion must have reasonable evidence that the expert chosen is competent to evaluate the material. It is not the task of the expert to recommend for or against promotion or tenure. The opinion of the expert must be in writing and will be incorporated in the dossier with a copy to the candidate. The candidate will have the right to make a written rebuttal.

All meetings are closed and confidential. Any committee may, by majority vote, meet without the unit administrator.

Committees may take straw ballots before the final ballot. At the request of any member voting may be by secret ballot. Committee members may abstain only if they declare they have a conflict of interest. No committee member who also serves in an administrative capacity requiring independent evaluation of the candidate may participate in the committee vote. A majority of those voting is required for a favorable committee recommendation. A tally sheet showing the votes and the abstentions on each case must be included as part of the committee record. Individual votes will not be identified. The committee will rank all cases.

Minutes of all committee meetings, all dossiers, the tally sheet, and the rankings will be given to the unit administrator in keeping with the tenure calendar.

Administrative Procedure

At each level the unit administrator is responsible for maintaining the integrity of the dossiers and for ensuring that any additions made to them are in writing, that the candidate has been provided copies of the additions, and that the candidate has been given the opportunity for a written rebuttal.

The administrator must decide whether to add unsolicited material. If the material purports to be factual, the administrator must establish that the material is credible. If the material is an opinion, the administrator must consider whether the author is sufficiently knowledgeable to offer one and whether the opinion is relevant to the case. Unsolicited material that does not fit one of these criteria must be excluded. If material is included, the candidate has the right of written rebuttal.

The administrator is responsible for calling an initial meeting of the committee at a time in keeping with the tenure calendar. At this meeting the primary dossiers will be distributed and the location of the secondary dossiers indicated.

The administrator is expected to make an independent evaluation of each case in the unit, to meet with the committee to discuss any cases about which they do not agree, and to send to the next higher level all dossiers, committee recommendations, and his/her independent recommendations at a time in keeping with the tenure calendar.

The administrator must notify each candidate in writing of the committee action and of his/her action on the case. In the event a decision was negative, the administrator must inform the

candidate, of any right to appeal and, upon written request by the candidate, the administrator and committee chairman must meet with the applicant to discuss the reasons for the decision.

Calendar and Process

The University Senate will adopt by May 10 of each year a tenure calendar for the following academic year. The calendar will establish deadlines for each stage in the nomination and review process. The stages are described below:

1. Nomination: (Approximate dates August 20 through September 10) During this period written nominations for tenure review may be made by the chairman or by any faculty member including the potential candidate. The chairperson must nominate all persons in the department whose review is mandatory. The chairperson must secure a written statement from any other person nominated whether he/she wishes to stand review that year. The chairperson will transmit the final list of persons to be reviewed in the department to the dean. Each person nominated will be notified by the Dean and asked to submit a dossier.

2. Departmental Review: (Approximate dates September 10 through October 20) The departmental committee and the chairperson will review each case as explained in earlier sections of this document. The chairperson will transmit to the Dean the dossiers and the departmental recommendations. Affirmative recommendation of a case to the college level requires the positive recommendation of both the departmental committee and the chairperson.

3. College Review: (Approximate dates October 20 through December 8) The college Committee and the Dean will review each case transmitted to the college level as provided in earlier sections of this document, and the Dean will transmit to the Vice President for Academic Affairs the dossiers and the college recommendations. Affirmative recommendation of a case to the university level requires the affirmative vote of both the college committee and the Dean.

4. University Committee Review: (Approximate dates December 15 through February 15) The university committee will review each case transmitted to the university level as provided in earlier sections of this document and transmit to the Vice President for Academic Affairs the dossiers and the committee recommendations.

5. Final Campus Review (Approximate dates February 20 through March 20) The Vice President for Academic Affairs will review each case transmitted by the University committee, or by the special appeals committee and meet with the President to determine which cases will be favorably recommended to the Board of Regents. In any case where the proposed Presidential recommendation to the Board differs from that of the university committee, the President and Vice President for Academic Affairs will meet with the committee to discuss the reasons for their position.

6. Notification and Board Action (Approximate dates March 20 through April 25) The Vice President for Academic Affairs will notify candidates whose cases reach the university level of the institutional decision on their cases within five days of the final meeting with the university committee. The President will transmit the favorably recommended cases to the Board and, after Board action, will inform candidates of the Board's decision.

Appeals

Appeals

In the event of a negative decision the applicant may, within 10 days of notification, appeal to one higher level in the review process. The appeal may be based on various charges including failure of due process, inadequate consideration, discrimination, or violation of academic freedom. The burden of proof for such charges rests with the appellant who must state the charge, and produce an appeal document incorporating evidence to sustain the charge.

The committee receiving the appeal will consider the case with the other cases before it. If it votes to reverse the lower level decision, it must also identify the specific charges which it considers the appellant to have satisfactorily demonstrated.

The Senate shall each year establish a special appeals committee whose five members will be selected from among those faculty members who have served but are not currently serving as members of the university committee and as a chairperson of a college committee. This special committee will hear the appeals of any candidates recommended by a college committee, but not recommended by the university committee. It will also hear appeals of any candidates whose cases received contrary recommendations from the administrator and the committee at the department and the college level. It will make its recommendation to the president in cases of the first kind, and to the university committee and to the president in cases of the second kind.

All appeals considerations will be based on the composite record including the dossier, the appeal document, and the earlier actions of committees and administrators. No hearing is provided.

Review for Academic Promotion

The review for promotion in academic rank will follow the procedures established for review for tenure with the following exceptions.

While this practice will not occur at the college and the university level, the department may limit participation and vote on promotion cases to those members of the department holding rank at the level, or at a higher level than that sought by the candidate. In departments having fewer than three such persons the Dean will appoint a special committee to hear the case. Promotion cases will be ranked by the level of promotion proposed.

No Publication of Names of Tenure & Promotion

Names of faculty being considered for tenure or promotion will not be published. The right of privacy of such faculty was affirmed by vote of the faculty on 6 March 1978.

Confidentiality of Proceedings

All deliberations are confidential. However, confidentiality cannot be guaranteed if the case goes to litigation.

Disposition of Dossiers

The Academic Vice President in each case will keep a copy of the basic document for three years and return to the candidate a copy of the basic document and the secondary document.

Precedence of University Procedures

If department and college tenure or promotion procedures differ from those of the university, university procedures take precedence.

Definitions

Committee: The review committee at the departmental level will consist of all tenure members of the department unless some other committee has been established by departmental action and reported in writing to the dean. In departments with fewer than three tenured members a special committee will be appointed by the dean.

The review committee at the college level is the College Tenure and Promotion Committee whose composition and mode of appointment are to be specified in the College Handbook.

The review committee at the university level is the Senate Committee on Tenure, Promotion, and Academic Freedom, whose general charge is established in the Senate Rules.

Administrator: The administrator at the departmental level is the department chairperson. The dean is the administrator at the college level, and the Vice President for Academic Affairs is the administrator at the university level.

Calendar: The tenure calendar is established by the University Senate for that academic year.

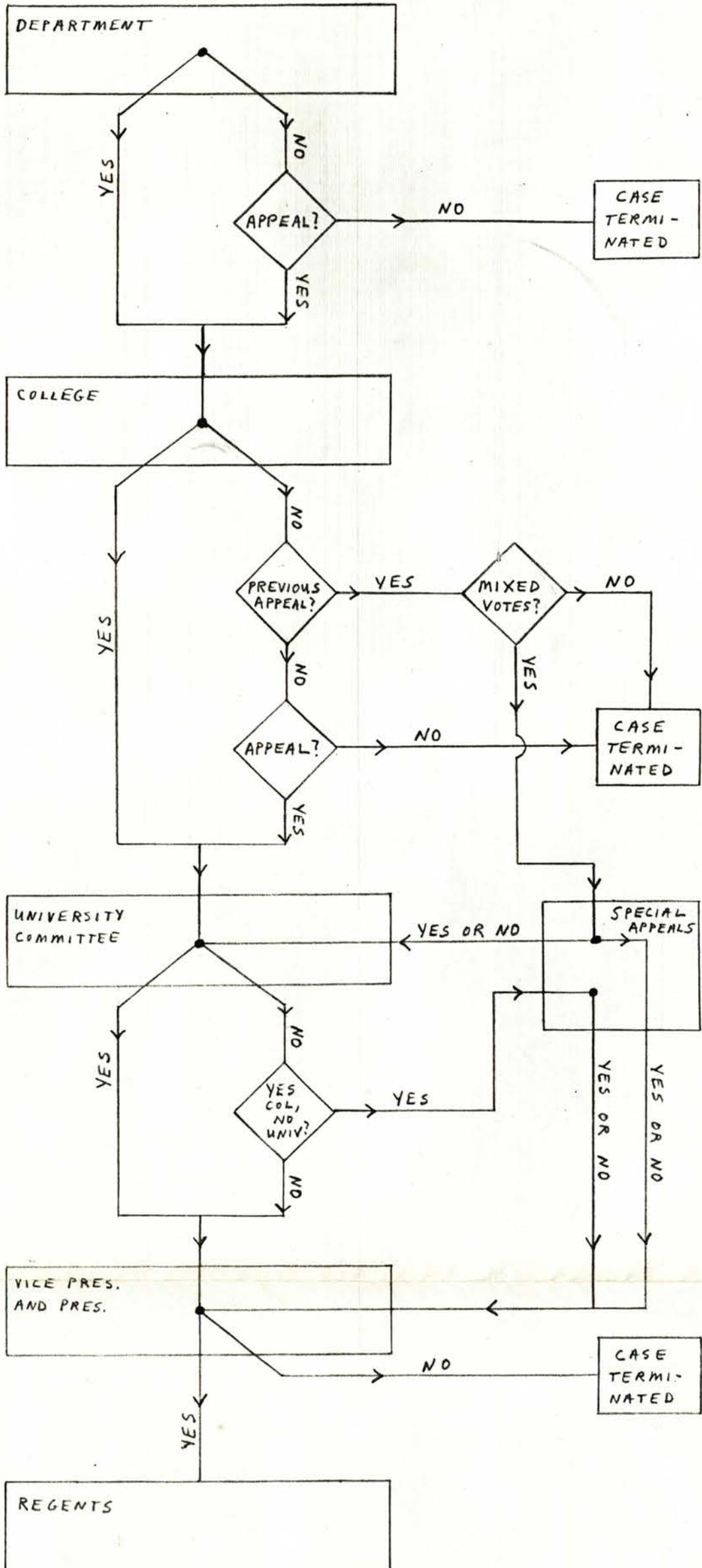
Mandatory Review Year: The next to the last year of the allowable probationary period is the mandatory review year.

Straw Ballot: A non-binding vote taken for the purpose of monitoring progress toward a final decision is a straw ballot.

Unassigned faculty: Persons holding unclassified appointments carrying faculty rank who serve in units other than colleges or departments are unassigned faculty.

Probationary Appointment: A probationary appointment is an appointment that may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. Probationary appointments are reviewed on an annual basis and may not be renewed. Probationary appointments may not be continued for more than seven years.

Temporary Appointment: A temporary appointment is for a fixed term. Such appointments carry no rights to the consideration for the award of tenure.



UNIVERSITY SENATE

WICHITA STATE UNIVERSITY

Minutes of the meeting of April 12, 1982, (Vol. XVIII, No. 13).

Members Present: Aagaard, Adkins, Ahlberg, Alexander, Allegrucci, Bahr, Bennett, Borresen, Breazeale, Chaffee, Childs, Davis, Dreifort, Duell, Dunlap, Farnsworth, Ford, Fox, Graham, Greenberg, Hunt, Isakson, Malzahn, Mathis, McCabe, Millett, Minor, Myers, Nelson, Pfannestiel, Potucek, Rhatigan, Rodgers, Rozzelle, Scriven, Sharp, Soles, Terrell, Thomann, Throckmorton, Tilford, Triplett, Wilhelm, Wineke, Zablotney, Zoller.

Members Absent: Brewer, Brinkman, Carmody, Cornelius, Lee, Liebert, May, Milbrandt, Scudder, Williams.

Guests: Patti Rawls, Virgil Pangburn, Gerald Loper, John McGuire, Jasper Schad.

I. CALL TO ORDER

President Thomann called the meeting to order at 3:35 p.m.

II. INFORMAL PROPOSALS AND STATEMENTS

Senator Greenberg noted that the State of Oklahoma was providing faculty a 13% salary increase. He added that Oklahoma has a severance tax and it might behoove our faculty to support passage of a similar tax next year.

President Thomann announced that the Agenda Committee would meet at 2:30 p.m. instead of 2:00 p.m. on Tuesday.

President Thomann distributed copies of the User Fee Schedule for the Multipurpose Complex. The fees were set following a meeting of Dean Meabon, Ms. Caldwell and the Senate Welfare Committee. The annual fee for a faculty or staff member will be \$40 if paid in a lump sum at the beginning of the year. This fee will cover towel service. There will be no additional fees for the use of tennis or racquetball courts.

Senator Wineke asked if per year meant per twelve months.

President Thomann confirmed that it did.

Senator Borresen asked if a student must carry some minimum number of hours to use the facility.

President Thomann responded that the full-use fee for a student would be calculated by multiplying number of hours enrolled (Fall, 1982) by \$.68 plus \$4.00.

Senator Allegrucci asked if Henry Levitt Arena would still be available for use.

President Thomann replied that continued use of Henry Levitt Arena at no charge was discussed but not resolved.

Senator Allegrucci asked how one might get an answer to that question.

President Thomann suggested that the request for use of the Arena be made to Dean Meabon and the Physical Education Department next fall.

Senator Nelson commented that this was a bargain price for such a facility, although it was a perk for a relatively limited number of faculty.

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Senator Zoller asked if this fee schedule was final.

President Thomann responded that the fee schedule was yet to be formally adopted by the Board of Regents.

President Ahlberg commented that the fee schedule was on first reading for the next Regents' meeting. The Regents could take final action on the fee schedule at its May meeting. He added that he knew of no reason for the Regents to fail to adopt these fee levels.

Senator Millett stated that President Thomann deserved the thanks of the Senate for getting Dean Meabon and the Welfare Committee together to eliminate some of the confusion and ill-will concerning the user fees.

Senator Zoller commented that, as an energy-saving measure, there had been no hot water in the men's room on the sixth floor of the LAS building for the last two years. He asked who should be contacted to reverse that decision. Physical Plant representatives stated they could not do it.

III.
APPROVAL
OF MINUTES

The minutes of the March 22, 1982, meeting of the Senate (Vol. XVIII, No. 12) were approved as distributed.

IV. NEW
BUSINESS

Report of
Library
Policy
Committee

Dr. Woods, Chair of the Library Policy Committee, presented the report. A supplementary report on Library Copier Usage was distributed. Activities for the year included two reports to the Senate on the periodicals collection. He announced that there was slow, but some, progress toward acquiring an addition to the library. Work in progress includes a study of the research tool, Current Contents. Results of a survey of faculty on its utility will be available before the end of the semester. Faculty carrel assignments are proceeding as usual. An investigation of the Instructional Development position will be completed next fall.

Updating the distributed report (Attachment A), Dr. Woods announced that current issues of 80 professional journals are to be displayed in the Heimple Room. He also announced that another copier would be added. Referring to the Library Copier Usage report, he pointed out that a large number of copies are made by students and the general community. The demand for copy facilities is high. Use of a copier moved from third to first floor jumped by over 20,000 per month, with no decline in the use of the other first floor copiers.

There were no questions from the floor.

Senate
Committee
Nominations

Dr. Farnsworth, Chair, Committee on Committees, prefaced the nominations by first, withdrawing the name of Richard Graham as the At-Large nominee to the Tenure, Promotion and Academic Freedom Committee. Dr. Graham had asked that his name be withdrawn from consideration. The Committee on Committees will bring another nomination for this position to the Senate before the end of the year. Second, no General Studies Committee nominations were being made this year as the duties of that committee are being assumed by the General Education Committee.

MOTION

Dr. Farnsworth moved acceptance of the nominees to the Policy and Technical and Advisory Committees (Attachment B) except for Richard Graham.

Senator Davis commented that Keith Kirby, nominee from the Administration to the Scholarship and Student Aid Committee was currently listed as a member of Academic Services. He asked for clarification of Mr. Kirby's classification.

Dr. Farnsworth responded that President Ahlberg had submitted the recommendation. He added that that nomination could also be withdrawn at this time to allow for clarification.

Senator Greenberg stated that he had been asked to point out as an item of information, that Traffic Court nominee, James Erickson, does not drive to school. He added that he did not personally oppose the nomination.

Senator Zabloutney asked why the first choice from CHRP for the Faculty Welfare Committee had not been nominated by the Committee on Committees.

Dr. Farnsworth responded that two nominees were requested for each position and no ranking was assumed to have been made by the colleges.

Senator Zabloutney stated that numbering the nominees as 1 and 2 had been assumed to be a rank ordering. She suggested that the instructions should be made clearer in the future.

Dr. Farnsworth asked whether the motion on the floor included or excluded the Kirby nomination.

Senator Zoller commented that if Mr. Kirby heads the cooperative education program, he is an administrator.

Senator Davis pointed out that a number of administrators appear on the Academic Services roster.

President Thomann ruled that the nomination would be withdrawn until the formal definitions could be checked.

VOTE The nominations for appointments to Senate Standing Committees, except that of Richard Graham and Keith Kirby, were approved as distributed.

Ad Hoc Tenure and Promotion Editing Committee President Thomann announced that the Committee had identified some problems in the documents and wished to delay their presentation.

MOTION Senator Duell stated that the Senate could at least make a choice of formats at this time. She moved that the first document, entitled "Tenure Guidelines -- Senate," be adopted for discussion.

Senator Millett seconded the motion.

Senator Duell commented that she liked the way the second document read, but a working committee member needed to be able to find relevant subsections more easily. On this basis she recommended the first document over the second.

Senator Greenberg stated he liked the freshness of the second document. He asked if the addition of labels would make it easier to use.

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Senator Duell responded that each section applies to all levels in the process, thus making it hard to reference.

Senator Graham asked why there were two documents brought forward by the Committee.

Senator Zoller responded that if the first were adopted, the second, which is not substantively different from the first, could be distributed as general information to the faculty. The definitions provided in the second document might provide some needed clarification. For example, "straw ballot" was not uniformly understood in the recent litigation. On the other hand, if the second is not adopted, some might question the propriety of distributing it.

Senator Nelson commented that she found it easier to locate information in the second document.

Senator Bennett stated that the second document was more cohesive, but the first was easier to reference.

Senator Zoller noted that the apparent greater length of the second document was deceptive because of the larger type face used.

Senator Soles stated she was sympathetic to the second document, but in compiling a dossier, the first might be easier to follow. She added that she felt there were substantive differences between the two. Automatic appeal was in the first but not the second document. The second document would exclude administrators only by majority vote of the committee. Previous Senate action had excluded administrators from committee deliberations.

Senator Zoller responded that it was the Committee's intention to exclude automatic appeal from both documents. If automatic appeal is not to be excluded, then the note on page three of the first document would remain in the document and revisions would be necessary in the second document.

He stated that no difference was intended on the exclusion of administrators. The problem may be in the wording of the second document.

Senator Millett reminded the Senate that the motion dealt with differences in format and not substance. She added that the second document is more readable to those familiar with the process. A tenure nominee or a new committee member would probably have a greater appreciation for the step-by-step layout of the first document. She added that there are features of the second document that should be incorporated into the first.

Senator McCabe commented that as one unfamiliar with the process, the first document was easier to follow; the better cookbook.

Senator Throckmorton stated that the second document was more readable, the first a better cookbook. She added that she was troubled by the suggestion that the second document might be generally available. This could lead to confusion about or misinterpretation of the official procedures.

Senator Zoller admitted that the assumed harmony of the two documents could not be guaranteed by the Committee. He added that the Committee was

somewhat handicapped in not having the perspective of anyone unfamiliar with the University's tenure and promotion procedures. He agreed that the first document was better for the uninitiated and the second more coherent. Adding the glossary to the first document would strengthen it.

Senator Minor asked if the current motion included automatic appeals.

President Thomann responded that the current motion dealt with form only.

Senator Isakson asked if the flowchart was part of one or both documents.

Senator Zoller responded that the flowchart applied to either document. He stated it was his intention to move adoption of the glossary, the flowchart and one set of procedures.

Senator Aagaard asked whether the current motion needed to be amended to include the flowchart and glossary.

President Thomann ruled that it did not.

Senator Millett commented that there were a number of items in the second document that might be incorporated into the first. These items should be recommended to the Committee.

Senator Zoller responded that the Committee would welcome such input. He added that once a format was selected, he would be glad to answer questions about content.

President Thomann advised that recommendations would have to be forwarded to the Committee immediately if they are to be incorporated into the next agenda attachment.

Senator Millett called for the question.

President Thomann stated that a vote of yes endorsed adoption of the format of the first document. A vote of no endorsed adoption of the format of the second document.

VOTE A majority voted yes, and Senator Duell's motion passed.

Senator Zoller pointed out that on page two following numbered section four, "3.112 Departmental Review for Promotion or Tenure" had been omitted. On page three, a paragraph dealing with promotion cases had been inadvertently omitted. It is unchanged from the current document and precedes the paragraph beginning "The results of..." .

President Thomann advised that the new document would be available in about one week.

Senator Duell noted that the last paragraph of page two no longer allowed for a committee option in reviewing tenure cases. She asked if this was a deliberate change.

Senator Zoller responded that this was an intentional change. The committee option was to be proposed for promotion cases only.

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MOTION Senator Greenberg moved that the meeting be adjourned.

ADJOURNMENT The meeting adjourned at 4:21 p.m.

Marilyn Myers, Senate Secretary
Lucille Brodie, Recording Secretary