
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, NOVEMBER 5, 2008**



Absent: Adams, Brown (Beverly Irby attended), Cook, Cooper, Ringo, Thorn, Young

1. Approval of APC minutes of October 15, 2008. The minutes were approved as presented.
2. Council of Academic Deans minutes of September 24 and October 8, 2008. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
 - a. APS 950809—Conflict of Interest Policy Pertaining to Sponsored Projects. The review of the policy is in progress.
 - b. APS 800722—Promotions in Rank and Merit Advances in Salary Within Rank. The review of the policy is in progress.
 - c. APS 980204—Performance Evaluation of Tenured Faculty. The review of the policy is in progress.
4. Proposed SHSU syllabus guidelines. Dr. Eglsaer had distributed copies of proposed SHSU syllabus guidelines at the October 15 APC meeting.
 - Course Identification
 - Course Name
 - Course Number
 - Credit Hours
 - Semester and Year
 - Department
 - Class Location
 - Instructor Information
 - Name
 - Contact Information
 - Availability
 - Course Information
 - Course Description (i.e. 400-level class for graduate credit, independent study)
 - Learning Outcomes
 - Required and Optional Texts and Other Resources
 - Attendance Policy
 - Grading Policy
 - Make-up Policy
 - Tentative Course Outline

- Required Policies (Faculty may opt to link to www.shsu.edu/syllabus)
 - Academic Dishonesty
 - Americans with Disabilities Act
 - Absences for Religious Holy Days
 - Visitors in the Classroom

Dr. Cooper had proposed that other elements, such as class objectives, be included. The deans had discussed the guidelines with their chairs and faculty, and the Faculty Senate had discussed the proposed guidelines at its recent meeting. Although there would be value added to include additional information on the syllabus, it was the general consensus that the proposed guidelines were adequate. The motion was made that the proposed SHSU syllabus guidelines would be required of all faculty; departments and colleges may choose to add additional requirements. The motion was seconded. Passed unanimously.

5. APS 900417, Faculty Reappointment, Tenure, and Promotion. Dr. Eglsaer presented several revisions to the referenced policy. The primary revisions pertain to nomination of early promotion or tenure.

Add to the end of Section 2.01.

A faculty member is normally reviewed for tenure during the sixth year in a tenure-track position. The length of the probationary time period may be modified in accordance with Section 4.05 of this policy at the time of employment.

On rare occasions, truly outstanding faculty may be considered for tenure prior to completion of the probationary period. Early consideration of tenure requires the approval of the appropriate chair and dean prior to the second Monday of October in the year in which tenure is to be considered. Special permission by the chair and/or dean does not imply a subsequently favorable recommendation. If approved for early consideration for tenure, the probationary period for that faculty member is effectively modified and the current year will be deemed the terminal year of the probationary period. No subsequent consideration of tenure will be allowed beyond the new terminal year.

Add to Section 2.02 after the Note.

Faculty are allowed to self-nominate for promotion to full professor once every three years.

In accord with Section 13 of the policy, "Substantive proposals for revisions to this policy shall be submitted to the Standing Faculty Tenure Committee (SFTC), the University Faculty Senate, the Council of Academic Deans, and the Academic Policy Council for review and comment prior to action by the Provost and Vice President for Academic Affairs." The SFTC and the Senate will review the revisions and provide comments to APC.

6. APS 800328, Faculty Development Leave Policy. Dr. Payne presented several revisions to Section 2.01 and Section 2.04 to the referenced policy.

2.01 Eligible Faculty

- a. For purposes of this policy, . . . as a member of the *tenured* faculty or staff
- b. Faculty members are eligible ~~to apply~~ for a Faculty Development Leave when ~~they have~~ *the starting date of the leave occurs after completion of:*
 - (1) ~~completed~~ seven consecutive years of ~~meritorious academic~~ service with Sam Houston State University as an instructor, assistant, associate, or full professor, or an equivalent, and if applicable
 - (2) ~~completed~~ a minimum of six consecutive years of ~~meritorious academic~~ service with Sam Houston State University since ~~receiving an award of a~~ *completing their last Faculty Development Leave*, and as outlined in this policy, and if applicable
 - (3) ~~submitted~~ acceptable reports from all previous development leaves *have been submitted* to their chair.

- 2.04 The *Provost may recommend to the President* ~~may grant~~ a Faculty Development Leave when, in ~~his/her~~ *the Provost's* judgment, to do so is in the best interest of the University.

Dorothy Roberson
Recorder