

FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY

April 26, 2018
3:30 P.M. – 5:00 P.M.
Austin Hall

Members Present (18).

Donald Albert (COSET), Burcu Ates (COE), Maria Botero (CHSS), Jonathan Breazeale (COBA), Donald Bumpass (COBA), William Carroll (CHSS), Brandy Doleshal (COSET), Diane Dowdey (CHSS), Andrea Foster (COE), Donovan Haines (COSET), Michael Hanson (NGL), William Jasper (COSET), Bobby LaRue (CJ), Kenneth McIntyre (CHSS), Karen Miller (FAMC), Vlad Radoias (COBA), Anthony Watkins (FAMC), Ryan Zapalac (COHS)

Members Not Present (12).

James Crosby (CHSS), Stephen Rapp (CHSS), Randall Garner (CJ), Santosh Kumar (COBA), Melinda Miller (COE), Helen Berg (COE), Nancy Stockall (COE), D.T. Ratnapradia (COHS), Madhusudan Choudhary (COSET), Renee James (COSET), Eric Marsh (FAMC), Kevin Clifton (FAMC)

Called to Order.

3:34 PM, Austin Hall by Chair Jonathan Breazeale.

Approval of Minutes.

The April 12 minutes were unanimously approved.

Chair's Report.

Topics discussed by the senate chair included:

Summer Policy Review

April 18 CAD Meeting Summary

Senators Tony Watkins (FAMC), Michael Hanson (NGL), Ken McIntyre (CHSS), Melinda Miller (COE), and Brandy Doleshal (COSET) have volunteered to serve on the Senate's Summer Policy Committee. Discussion on policies under review will be organized on Blackboard and all senators are welcome to follow the revision process and participate.

The April 18 CAD meeting included discussion of Tenure, Post Tenure and FES policy. The senate will not take on these policies until they are available together for simultaneous senate review.

CAD generally accepted the Senate's recommended comments to Policy 910312 Academic Probation, Suspension and Termination with revised language to clarify how graduate grades of C will be handled.

Election of Chair-Elect.

Nominations for Chair-Elect made prior to the meeting were announced by Senator Breazeale and included Senators Michael Hanson, Donovan Haines, and Brandy Doleshal. A nomination

from the floor was also made for Senator Andrea Foster. Senators Hanson and Doleshal accepted nomination and each candidate delivered a brief statement to the senate. A vote by secret ballot was taken with Michael Hanson elected by majority to serve as chair-elect for 2018-2019.

Old Business.

APS 100728 Use of Telephones and Text Messages in Classrooms

Senator Bumpass delivered a syllabus statement document as a possible starting point for senate discussion on the policy. Dr. Breazeale asked that the senate post syllabus statements to the Blackboard forum created by Senator Bumpass.

Faculty Affairs 800301 Faculty Leave Policy

Senator Botero discussed a proposed leave policy that was previously distributed to the senate. In effort to make the proposal more universal parental specific leave language was removed in favor of significant life events. Senator Botero reviewed the possible adjustment of responsibilities including how such responsibilities would be assessed. Previous discussion with Vice Provost Robbins suggests that she is in favor of formally considering the recommendation if the senate is in favor.

A senator asked how teaching adjustments for requesting faculty will impact other department faculty, specifically who will fill in for those requesting adjustments? Additional questions involved the possible impact on preferred courses or schedules, and if summer/fall responsibilities shifted to summer assignments would reduce the opportunity for other faculty to receive summer teaching? The senate engaged in some discussion on these questions. The question of funding for adjustment of responsibilities was also raised.

Another senator requested that such a policy require specific demonstrated and documented need for leave consideration in effort to avoid abuse.

A motion was made to put this policy recommendation forward to the administration to begin discussion. The motion was seconded. The motion was unanimously carried.

The proposal is attached.

Leave time recording/reporting

Senator Doleshal attended a recent Academic Forum hosted by Dr. Eglsaer where leave reporting was discussed. Her comments were summarized by the Chair and indicated that in addition to the university's current leave reporting requirement faculty will now be asked to certify, if applicable, that they did not take sick leave during an academic year.

New Business.

Faculty Perception Survey

Senator Hanson from Committee on Committees delivered the results of the 2017–2018 Senate Campus. General results were distributed to the senate.

There were 359 respondents to this year's survey, up from 2017 and 2016. A comparison of the results to preceding years was also included. A senator commented on the survey results indicating a lack of faculty input on department decision making.

Survey comments were distributed to the senate and lengthy discussion ensued during their review. There is ongoing apprehensiveness about how seriously the administration takes faculty concerns expressed in the survey.

There was discussion about posting faculty comments on the SHSU website with pro and con considerations expressed. Suggestions were made that perhaps the senate could move in that direction by initially posting a summary of comments.

Adjournment:

4:59 PM

Policy Proposal

Modified Instructional Duties for Significant Life Events

1. Overview

The **Modified Instructional Duties for Significant Life Events (MID)** is designed to provide flexibility in teaching obligations of eligible faculty members who experience a significant life event. These significant life events include, but are not limited to, serious personal illness, caring for a newborn infant or a newly adopted infant or child, and/or illness or injury to one's immediate family members. This guideline is also designed to protect the university's investment in its faculty and to prevent disruption for students, administrators and faculty when faculty members experience significant life events.

2. Eligibility

The MID applies to tenured faculty members, tenure-track faculty members, and non-tenure track faculty members with continuing employment status who have nine-month appointments and who have been employed full-time for no less than one full appointment term (i.e. one academic calendar year). If requesting modified instructional duties for care of a newborn infant or newly adopted infant or child, the request must occur within one year of the date of birth or adoption. If requesting modified instructional duties for care of an immediate family member, the faculty member must be the principal caregiver or be required to care for or assist an immediate family member. The following persons are considered immediate family members in this policy:

1. Individuals who reside in the faculty member's household and are related by kinship, adoption, or marriage;
2. Foster children who reside in the faculty member's household and are under the conservatorship of the Texas Department of Protective and Regulatory Services;
3. Minor children, whether or not living in the faculty member's household;
4. A child for whom the faculty member is legal guardian by court appointment; or
5. A parent of the faculty member.

3. Application Requirements

To apply, the faculty member must complete an application to his/her department chair, dean, or immediate supervisor. The request should be submitted as far in advance as possible prior to the semester in which the leave may be needed in order to accommodate the instructional needs of the department and the schedules of other involved faculty.

4. Application Review

The department chair, dean, or immediate supervisor to whom the application is submitted shall review the request to determine the faculty member's eligibility. The

eligibility decision shall be based upon the faculty member meeting the eligibility requirements set forth in section 2.

Within 14 calendar days of receipt of the request, the department chair, dean, or immediate supervisor shall review and submit the application with his/her recommendation to the Office of the Provost. Upon final review, the provost will communicate the decision to the department chair, dean, or immediate supervisor who will be responsible for communicating the decision to the faculty member within three business days. The decision of the provost is final.

5. Period of Modification

Modified instructional duties shall run for a period of typically one full semester (fall or spring). Faculty may request one additional semester of modified instructional duties for the same event (e.g., serious personal illness, birth, adoption, illness or injury to one's immediate family member) to run consecutively with the first request for a total of two consecutive semesters of modified instructional duties per event. Faculty will be required to submit a separate form for each semester requested.

5. Scope of Modification

1. The Modified Instructional Duties policy allows:

1.1. For tenured or tenure-track faculty members, the two following options:

- a. exemption from all or a portion of all teaching assignments during the leave semester; a faculty member may request a full exemption (i.e., release from all teaching) or a partial teaching exemption (i.e., release from a portion of teaching responsibilities).

To replace the classes not taught during the chosen semester, the faculty member can choose from one of the two following options:

- i. **Delay of Teaching Duties.** The faculty member will be responsible for teaching the same number of classes s/he has been exempt within the next calendar year.
- ii. **Replacement of Teaching Duties.** The faculty member can replace the normal classroom responsibilities with alternative work load that would contribute to the University's instructional program, such as new course development, curriculum development, or other work done to improve the university's instructional program. The faculty member will submit a proposal that describes the proposed work in detail, a detailed description of the results to be obtained, and a method for evaluation for the work by the department chair or dean during the semester. This proposal has to be reviewed and

approved by the chair, dean or supervisor before being granted the MID.

- b. (b) replacement of face-to-face teaching assignments with online teaching assignments and/or additional administrative or service assignments that may be completed remotely.

1.2. For non-tenure track faculty members with continuing employment status: replacement of face-to-face teaching assignments with online teaching assignments and/or additional administrative or service assignments that may be completed remotely.

- 2. *Extension of Tenure Probationary Period.* For faculty members on the tenure track, an approved request for modified instructional duties includes an automatic one-year extension of the tenure probationary period per event (e.g., serious personal illness, birth, adoption, illness or injury to one's immediate family member). This extension is automatic unless the faculty member specifically opts out of the extension on their application form. The faculty member has the option to participate or not in the extension of the probationary period. Participation in modified instructional duties is without prejudice to performance reviews or applications for promotion or tenure.
 - 3. *Benefit Continuance.* Compensation and benefits of the faculty member do not change because a faculty member is on modified instructional duties.
 - 4. Retaliation in any form (e.g., an arbitrary change in instructional duties) is prohibited.
6. **Combination with Faculty Sick Leave and FMLA**

These modified instructional duties Policy may run concurrently and/or sequentially with the Faculty Sick Leave Policy and the Family and Medical Leave Act (FMLA).