

## Faculty Senate Minutes

May 1, 2019

3:15 pm, Cabe Room

Senators Present: Eunice Akoto (for Kristen Benjamin), Jessica Allen, Steven Becraft, Alan Blaylock (for Ajay Aggarwal), Emilie Beltzer, Ivan Birch, James Duke, Maryjane Dunn, Tori Ellison, Darrel Farmer, Matthew Gross, Catherine Leach, Michael Loos, Bryon Martin, Cheryl Massey, Beth Maxfield, David Sesser, Brett Serviss, Shelley Austin, Lacy Wolfe, Fred Worth

Senators Absent: Martin Campbell, Shannon Clardy, Megan Hickerson, Lisa Massey, Richard Miller, David Stoddard, Pat Weaver, Peggy Woodall

Guests: Carrie Stanley, Staff Senate representative; Steve Adkison, Provost/VPAA; Brett Powell, VPFA

1. Call to order by President Fred Worth at 3:15 p.m.
2. Visit with Drs Adkison and Powell: The Budget
  - A. Dr. Adkison reported that all budget reductions for this year were from Supplies and Services; stated that affected budgets are back to normal according to the budget for 2019-20; stated that faculty benefits and positions are unaffected—there will be no faculty decreases or hiring freezes; stated that there are some faculty retirements and that chairs and deans will make recommendations regarding those salary streams.
    - i. A senator asked what was in the budget for the compensation plan.
      - a. Dr Powell stated that half a million dollars has been budgeted for the plan; stated that priorities were to restore last years S&S reductions, put as much as possible into increased compensation, and fund strategic initiatives—the latter goal was set aside for the upcoming budget year.
      - b. Dr Powell stated that it will take 2.9 million dollars to to get everyone to their peer median salaries; this is not possible but we are making substantial progress, especially at the rank of Associate Professor.
        - 32 of our Associate Professors are paid less than our comparator salary; the total adjustment for them (at about 63,000) brings them to about 86% of the comparator median salary; stated that there is Progress at every rank.
        - A draft of the budget plan is available to anyone who wants to see it.
    - ii. A senator asked whether this will be revisited in a similar way next year.
      - a. Dr Powell stated that the plan is based on estimation of a 3.5% enrollment increase; stated the expectation that enrollment will grow by about 5% across (between undergraduate and graduate); stated that if we achieve

that there will be additional resources to either add to compensation or use towards some good proposals that didn't get funded.

- b. Dr. Powell stated that compensation will remain at the top of the "unmet needs" list.
- iii. A senator asked whether the plan accounted for time in rank for full professors.
  - a. Dr. Powell stated that it does by adding 1% of the base salary for every year in rank.
  - b. \$249,000 is needed to complete this for all faculty; \$81,000 has been applied.
  - c. Dr. Powell stated that \$419,000 of the \$500,000 going towards the compensation plan went to equity, and \$81,000
    - i. 15% of total need on equity and 30% total need on years in rank is dealt with in the budget.
- iv. A senator asked whether staff are included in the compensation plan.
  - a. Non-classified staff are included in the compensation plan; classified staff are covered by a new state plan.
  - b. Most classified staff will get a 2% increase; those underpaid by state rules will have their pay increased, some by 15% or more.
  - c. In addition, adjunct instructors who have worked for the university for 3 or more years will be time in rank compensation (1% per year).
- v. A senator asked about a proposal at the state legislature for a new funding model.
  - Dr. Adkison stated that Senate Bills 508 and 509 died at the end of the legislative session; stated that they will be back next year but probably won't get any traction; stated that university president in the state except for Arkansas Tech's president opposed the bills and will again.
- vi. A senator asked whether a rumor that lots of freshmen have dropped out this year is true?
  - Dr. Adkison said no; stated that we don't have any data on that yet; stated that enrollment from fall to spring was flat.
- vii. A senator asked whether professors' salary increases with promotion would remain at 10% for Assistant to Associate and at 15% for Associate to Full.
  - a. Dr. Adkison replied that this is the expectation.
  - b. With the second iteration of the compensation plan we looked at the average gap between ranks compared to our peer comparators; the average was about 10% (Assistant to Associate) and 15% (Associate to

Full) and so we use those percentages now (since); advised that this could go into the Faculty Handbook.

- c. A senator asked why promotion increases are calculated as a percentage of existing salaries rather than provided as a specific additional sum; noted that the percentage method contributes to internal inequity.
  - i. Dr. Adkison stated that the numbers are higher the way we currently do it and suggested that having a straight number can either help or hurt equity.
- d. The questioner suggested that promotion raises should be on top of base salaries and should be standardized as a dollar rate.
  - i. Dr. Adkison stated that he would be happy to see a proposal showing the numbers. SA happy to accept proposal showing the numbers.
- e. Dr. Adkison stated that everyone will be moved to 80% of the mean or median salary (whichever is higher) of our peer comparators by rank and discipline; stated that if we get to 100% we will generally be higher paying than our peers in the region, which would be good.
- f. Anyone currently over 80% will get years in rank but not equity raises.
- g. There is no COLA this year, which everyone would get.
- viii. A senator asked if a new person is being hired this year whether his or her salary be figured according to this formula.
  - Dr. Adkison said that new hires should come in at that salary but that we are not going to lose a good hire over two or three thousand dollars.
- ix. A senator asked whether Athletics and the Administration are included in the compensation plan.
  - a. Dr. Adkison stated that the higher administration is not but that athletics instructors are.
  - b. Dr. Adkison stated that several years ago the university president made a commitment that nobody making over \$100k would get raises; stated that he is not sure what the rumors have been circulating but stated that the commitment was followed; stated that we do, however, have faculty who make well over \$100k right now, and to say that they won't get raises confuses the issue; stated that the president's executive committee, etc., were are the ones meant by the remark.

B. President Worth thanked the Provost/VPAA and VPFA for their visit.

3. Approval of minutes: Senators reviewed the minutes from the meeting of April 3, 2019. A motion to accept was seconded; senators voted to approve the minutes.

4. President's Report, Addendum I: President Worth noted absence of Secretary and President elect due to traffic.

A. Meeting with VPAA/Provost Steve Adkison: Discussion additional to report

- i. Regarding developing a program at HSU similar to Project Joy at Arkansas Tech: Dr. Adkison emphasized that he wants it to be faculty-driven. Student evaluations of faculty
- ii. Regarding our faculty evaluation instrument: President Worth suggested that the Academics Committee of the Faculty Senate could look at developing a new one.
  - a. A senator suggested that we should also ensure an effective instrument for evaluating online faculty.
  - b. A senator stated that having students do evaluations at the end of the semester renders them effectively useless.
- iii. The Online Course Policy Manual is in draft form; when a final draft is produced through the University Technology Committee (UTC), the UTC will request faculty feedback and it will go to the Faculty Senate for consideration.
  - A senator asked what percentage of the UTC committee is online faculty; a senator noted that of the three or four fully online programs in nursing, none of the nursing faculty is on the committee.
- iv. Regarding funding for a supplies or travel budget for those on sabbatical leave: President Worth suggested sending the question to the Academics Committee.
  - a. A senator noted that it's already set as a possibility in the Faculty Handbook (p. 59), but it's never done.
  - b. A senator suggested clarifying means of access to such funds.
  - c. A senator noted the availability of ECPAC funding to those in Ellis College.
  - d. It was recommended to change the Handbook language to produce clarity (Operations and Handbook Committee?)
- v. Regarding advertising summer school, Dr. Adkison suggested that faculty could do this by emailing students.

B. Meeting with President Glen Jones: Discussion additional to report

C. Meeting with VPFA Brett Powell: Discussion additional to report

- i. Regarding advertising summer school, Dr. Powell suggested reaching out to Tina Hall on this.
- ii. With regard to accounting for sick leave, a senator stated that he covers his own classes when he is unable to come to class so asked why this is accounted as taking sick leave.

- iii. President Worth stated that for faculty, the issue is prolonged absences.
- iv. Another senator stated that it's important to know that when people are gone; if you need a legal reason to relieve someone of their position you have to keep track of everyone. There's a global legal rationale for keeping track of sick hours.

D. Meeting with Ms. Tedder: Discussion additional to report

- Regarding Faculty 180, a senator asked if it can be set up so that we can submit the syllabi due at the end of the semester when we input our information from the last semester. Action: President Worth will ask Ms. Tedder.

5. Committee Reports

A. Executive Committee, Senator Farmer reported: Nothing to report.

B. Academics Committee, Senator Dunn reported: see Addendum II

- i. Chair Dunn provided a final proposal for the policy on summer school enrollment (Addendum II).
  - a. It is almost exactly like the last draft.
  - b. It formalizes what is often existing informal policy.
  - c. Under bullet point 3 there had previously been a C—it was confusing and is now gone but this does not change the meaning of the whole policy.
  - d. Action: A motion to pass the proposal was seconded; the motion passed and the proposal will be forwarded to the Provost/VPAA.
- ii. The committee is still working on the description/flowchart for items processing through the General Education Committee and University Academic Council.

C. Buildings and Grounds, Senator Birch reported: See Addenda IIIA-B

- The committee submitted immediate action steps for campus improvements regarding problems to do with ADA compliance and other accessibility issues (see Addendum IIIA).

D. Finance Committee, Senator Gross reported: Nothing to report.

- Action: President Worth asked for committee to create language for Faculty Handbook on percentage for promotional raises.

E. Operations and Handbook Committee, Senator Martin reported: See Addendum IV

- i. Process for Removal of a Tenured Faculty Member (See Addendum IV).
  - a. Discussion: President Worth turned over the chair to the President-Elect. He stated that the proposed language was for clarification. In the past the university president was also the chief academic officer; that role is now the provost's. This is the only substantive change; the rest is clarification.

- b. A senator asked to table the proposal as senator did not see the current document.
- c. A senator on the Operations committee stated that he/she didn't see the current proposal until it was emailed Monday afternoon; the senator seconded the proposal to table, opening the matter for discussion.
- d. President Worth stated that the changes are consistent with earlier discussion; stated that senators have had forty-eight hours with the document.
- e. With a motion and a second open for discussion:
- f. The senator stated that his/her department is concerned with the wording; the senator sent the document to the AAUP; the AAUP president contacted the senator and stated concern with vague language and that the process was dangerous. The senator supported tabling the proposal until faculty-at-large can weigh in to assure getting this right.
- g. Chair Martin asked if senator had shared the existing handbook language with the AAUP president; the senator had not.
- h. A senator suggested that when it comes to a vote it needs to be a clean document to vote on, to compare to earlier version.
- i. A senator asked if there is a different section addressing dismissal of non-tenured faculty (who also have a thirty-day period to appeal).
- j. A senator asked why we don't move these matters to the Board of Trustees. If they don't deal with hiring and firing, why do they approve tenure decisions? If the latter, why don't they approve these?
- k. The President-Elect handed back the Chair to President Worth; stated support for tabling the motion. The President-Elect took the Chair back.
- l. President Worth suggested withdrawing the proposal; suggested that anyone with feedback on the proposal communicate it to Chair Martin. President Worth took back the chair.
- ii. Update on EAP. HR states that there is movement going forward with UAMS as far as piggy-backing on their EAP. The UAMS system has rural access, rural satellites, and it would be in for the next budget cycle according to HR Director and VPFA. It would be \$5-10 per employee paid by the university

F. Procedures Committee, Senator Maxfield reported: Nothing to report.

G. Shared Governance Review Committee, Senator Leach reported.

- i. Questions on proposal regarding senate membership to the SGO. Review Committee thinks it needs revision.
- ii. Chair of SGO Hickerson didn't sent the proposal to everyone in the Senate so discussion closed.

H. Representative to the Board of Trustees, Senator Leach reported: BOT meets on Friday, May 3<sup>rd</sup>, to discuss the Budget; then will meet on May 17<sup>th</sup> to approve the budget.

- President Worth noted that he had offered to communicate with the BOT meeting by cellphone at any time; representative to the BOT offered to carry any comments to the meeting.

5. Unfinished Business

A. Compensation for Faculty Senate Officers (See Addendum V).

- i. The President-Elect noted some senators' desire for a clean document: stated that cutting out justification section will make it a clean document.
- ii. He produced this document in response to a request that the proposal identify all responsibilities of both the Faculty Senate President and the Faculty Senate President-Elect.
- iii. He identified other significant changes since the last draft of the document.
  - a. First major change: changed proposed 50% workload release for Faculty Senate president back to its existing level of 25%.
  - b. He suggested raising the proposed stipend from 6k to 7k.
  - c. He addressed the question of whether compensating the position meant it wasn't "service"; stated that service is vaguely interpreted and can include compensation: for example, grant writers are considered to be doing service even when compensated. Discussion ensued:
  - d. A senator noted that many past presidents have not received this compensation.
  - e. A senator asked whether there are other examples of service with compensation counting as service apart from just grant writers; another senator noted something he/she does that is compensated but that counts as service; another noted the case of department chairmanship.
  - f. A senator noted problem of not having a clear definition of service on campus. When many have done lots of service without compensation, how does that measure up against compensated service. There is a need for standardization; another senator concurred and also stressed the importance of this issue for tenure and promotion applications.
- iv. A senator noted that Secretary Hickerson's edits are not included in this document and stated that she's not here to speak to that; the President-Elect stated that the only edits were grammatical and that he had spoken to Secretary Hickerson and she concurred that the substance is unchanged by her edits; he stated that she just wanted to see it in a particular way.
- v. A senator asked for a rereading of the proposal.

- vi. President Worth offered a friendly amendment changing the language from “one-course course release” to “25% workload release.”
- vii. A senator suggested that while the Faculty Senate President does a lot of work, so does the Webmaster, the Secretary, and the President-Elect; asks why all the effort here is to benefit the president.
- viii. A senator asked when the \$7k will be paid; asked what happens if the president resigns half-way through; another senator suggested making it a year-round distribution; another noted precedent for this with other stipends.
  - a. Other senators favored the stipend being paid at the end of the presidential year.
  - b. The President-Elect offered to accept a friendly amendment.
  - c. The friendly amendment will read that payment will come at the end of the year of the Faculty-Senate presidency.
  - d. The motion to add the friendly amendment passed.
- ix. A motion to vote was seconded and the proposal passed.

## 6. New Business

- A. The Constitutional Amendment on Faculty Senate Alternates (see Addendum VI): The Faculty Senate President noted the absence of the Faculty Senate Secretary; the Faculty Senate president asked the Chair of the Procedures Committee to take the amendment. The Procedures Committee will forward the proposed amendment to the President-Elect for consideration by the Faculty Senate.
- B. Statement on Jim Shuff. A motion to accept the statement was seconded and passed. The statement reads: “The Faculty Senate would like to congratulate and thank Dr. Jim Shuff for his 50 years of service to Henderson State University.”
- C. Proposal for librarian rank at Full Professor (See Addendum VII).
  - i. A senator representing the library stated that the proposal requires candidates for this rank to have a second master’s degree in addition to MLS, which some university’s require but other’s don’t; however, also stated that the American Library Association recognizes the MLS as a terminal degree for academic librarians, as does the Association of College and Research Libraries.
  - ii. The Huie Library faculty agreed to requiring a second graduate degree.
  - iii. A senator asked if a doctorate would supplant the second master’s degree; there is no doctorate in library science so this would not apply.
  - iv. A senator asked what other universities outside Arkansas do—there is much variety including among COPLAC institutions.
  - v. The proposal was tabled due to a lack of a quorum.

## 7. The meeting was adjourned at 5:23pm.



**Addenda**

Addendum I: President’s Report

Addendum II: Academics Committee Proposal—Summer School Enrollment Policy

Addendum IIIA: Buildings and Grounds Committee, Accessibility Projects Report

Addendum IIIB: Buildings and Grounds Committee Meeting Minutes, April 25, 2019

Addendum IV: Operations and Handbook Committee, Termination of Employment of Tenured Faculty for Cause

Addendum V: Executive Committee, Proposal for Compensation for Faculty Senate President and President-Elect

Addendum VI: Proposed Constitutional Amendment on Faculty Senate Alternates

Addendum VII: New Faculty Rank of Librarian Proposal

**Addendum I**

**May 2019 Faculty Senate President's Report**

Dr Adkison	<ul style="list-style-type: none"><li>• Why do we have to do leave sheets<ul style="list-style-type: none"><li>○ Suggested I discuss this with Dr Powell</li></ul></li><li>• Summer duties of senate president/stipend<ul style="list-style-type: none"><li>○ Discussion of the current status of the senate proposal</li></ul></li><li>• Adjunct support<ul style="list-style-type: none"><li>○ He is enthusiastically supportive of the idea of a committee for support of adjuncts. [additional note - pay raise for long-time adjuncts has been approved by Planning and Budget]</li></ul></li><li>• Project Joy at Arkansas Tech<ul style="list-style-type: none"><li>○ He very much supports the idea and hopes the senate can develop a similar program for HSU.</li></ul></li><li>• Can we take time during the pre-session conference to recognize those who have received tenure or promotions.<ul style="list-style-type: none"><li>○ Absolutely</li></ul></li><li>• Associate librarian = associate professor?<ul style="list-style-type: none"><li>○ He believes we need a librarian rank.</li><li>○ He has concerns about requiring a second masters.</li></ul></li><li>• Promotion raises<ul style="list-style-type: none"><li>○ During the last couple of years, promotion raises have taken into consideration what is being paid at peer institutions.</li></ul></li><li>• Student evaluations of faculty<ul style="list-style-type: none"><li>○ He is not a fan of our current evaluation instrument. UC-Berkeley has a good model we might want to look at.</li></ul></li><li>• Online course policy manual - after technology committee, where will it go?</li></ul>
------------	---

	<ul style="list-style-type: none"> <li>○ It will go to the senate for consideration.</li> <li>● Can we make it so that sabbatical leave comes with a supplies and/or travel budget <ul style="list-style-type: none"> <li>○ He would welcome a proposal from the senate.</li> </ul> </li> <li>● Advertise summer school? <ul style="list-style-type: none"> <li>○ He believes we can and should do more to encourage students to take advantage of the opportunity afforded by summer school.</li> </ul> </li> </ul>
Dr Jones	<ul style="list-style-type: none"> <li>● Advertise summer school? <ul style="list-style-type: none"> <li>○ We can and should do what we can to grow summer school enrollments</li> </ul> </li> <li>● Since I didn't have any other specific questions we had a general discussion about campus issues. <ul style="list-style-type: none"> <li>○ We discussed communication, following up on the meeting from earlier in the week. He believes discussion and communication are essential but that it needs to be civil communication.</li> <li>○ He said it is essential that all parties in the process put the university first.</li> </ul> </li> </ul>
Dr Powell	<ul style="list-style-type: none"> <li>● Insurance for retirees - do we keep it, do we keep it if we take another job, can we get it back if we stopped it - answer is quoting from an email from Dr Powell <ul style="list-style-type: none"> <li>○ Early retirees are eligible to retain their health insurance. Here are the details: <ul style="list-style-type: none"> <li>(3) A current employee who was employed and eligible for benefits as of July 1, 2015; who is age 55 or older; and whose age and continuous years of service at Henderson combined equal 70 or greater at the time of retirement will be eligible for university subsidized health and life insurance (paid at the same rate the university contributes for active employees) upon retirement until the employee becomes eligible for health insurance through another employer or reaches the age of eligibility for Medicare.</li> <li>(4) Effective January 1, 2017, active employees wishing to retire who are otherwise eligible under this policy must also meet the additional requirement of a minimum of 10 consecutive years of service to Henderson as of the date of their retirement to be eligible.</li> </ul> </li> <li>○ If you separate from employment other than for retirement, such as taking another job, you would be eligible to stay on the health plan through COBRA for up to 18 months. This requires paying the full premiums, both employee and employer portions. Once you terminate coverage on our plan, the only way to get back on is to return to active employment.</li> </ul> </li> <li>● Is the December pay day moving? <ul style="list-style-type: none"> <li>○ No.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Staff senate reported that bids were being sought for the EAP. Is that correct? <ul style="list-style-type: none"> <li>○ No. That was a misunderstanding. HR is seeking information about how this could be implemented and how much it might cost but much more input will be sought before anything is implemented.</li> </ul> </li> <li>• Advertise summer school? <ul style="list-style-type: none"> <li>○ He said we can certainly advertise options to our students via email.</li> <li>○ He suggested we might be able to use social media to reach out to folks who live in the area but attend other schools and might want to pick up a class while home for the summer. He emphasized that he would want to make clear we are not trying to recruit students away from other schools.</li> </ul> </li> <li>• Why do we do the leave sheets when we are not hourly workers? <ul style="list-style-type: none"> <li>○ We have sick leave and annual leave (staff only) so we need to keep track of how it is used. He is not worried about someone taking a couple hours to go to the doctor or things like that but we have to track things so we can know how much leave folks have available if something more substantial happens. For sick leave, we need an accurate accounting of time taken to know the actual balance available in case of a major illness or injury that requires extended time off.</li> </ul> </li> <li>• We discussed the faculty-organized program Arkansas Tech has to help faculty with work-life balance. Many student issues are also faculty issues. We do a lot for students, perhaps some things for faculty would also be helpful. I mentioned students have the midnight breakfast during finals. Dr Powell has agreed to provide a "faculty break room" in the Ross Room during exam week. It will be Monday through Thursday from 10-2 with coffee and light snacks. From 11-1 there will be light lunch items. I would encourage faculty to take advantage of the opportunity to take a short break and socialize with colleagues.</li> </ul>
communication	<ul style="list-style-type: none"> <li>• A group of faculty, administration, staff met to discuss communications. It was mostly a brainstorming meeting to begin discussions of what we can do to make communication work better around campus. My general observations: <ul style="list-style-type: none"> <li>○ We all need to do our part. When we have information or feedback, we need to communicate it to the right people, in a timely fashion. We need to read emails and other communications so that we get the information others are trying to send to us.</li> <li>○ Vigorous, but civil, discussion will help the university.</li> <li>○ It was suggested, and will be implemented, that a repository of communications will be set up, probably on MyHenderson.</li> </ul> </li> </ul>

Ms Tedder	<ul style="list-style-type: none"><li>• Syllabi due at the end of the semester - We put these in faculty180. Why don't you get them out of there? If you CAN'T get them out of there, why do we bother putting them in there. The end of the semester is a very busy, stressful time for faculty. Could you, in the future, request these in October and February rather than at the end?<ul style="list-style-type: none"><li>○ (response) The syllabi in Faculty180 is for the year prior (spring 2018 - fall 2018) and does not include spring 2019. We need the current spring syllabi to start working on the HLC report to show the HLC reviewers that we have made progress in adding the student learning course outcomes and the linkages. I will be sending out a list of deadlines from my office for both fall 2019 and spring 2020 at the beginning of the fall semester.</li></ul></li></ul>
-----------	--

## Addendum II

### Faculty Senate, Academics Subcommittee

#### Proposal for Summer School Enrollment Policy

#### Proposal for Summer School Enrollment Policy

- There will be a general five-student minimum enrollment policy. [At the discretion of the administration, this number may be lowered to allow fewer students, but may not be raised.]
- For the purpose of counting enrollment, graduate students count as two students.
- The ratio of total departmental enrollment to number of classes offered will be used to help determine the run status of low-enrollment classes within those departments.
  - a) Departments will be able to draw from a common treasury [pool] of student registrations, to run as many scheduled courses as can be supported by enrollments across their offerings.

For example, if six classes are proposed, and four of them have five or more students, then two are considered low enrollment. If the total number of students in all six classes (counting graduate students as two) divided by six works out to five or more, all classes run. If not, they run based on the protocol in part b.

- b) Low-enrollment courses benefiting from this system will be deemed open in descending order of their own enrollments.

For example, if there is a high enough enrollment overall to benefit only one of two low-enrollment classes, the class with the higher enrollment of the two will benefit first.

## Addendum IIIA

### Faculty Senate, Buildings and Grounds Subcommittee

#### Accessibility Projects Report

(as determined by Campus walk-through, 2016, 2019)

Re-evaluated March 2019

#### Safety Priority:

1. Parking lot behind Foster has low-contrast curb. Potentially dangerous for all, but especially for visually impaired. **Not sure this is a problem.**
2. Womack entrance area hazards – (a) obstructions by steam tunnel, (b) pipe protruding from ground, (c) mismatched elevations near iron plank at drainage corner, (d) curb close to road on drainage side seems to have no purpose but tripping people. Uncertain of solutions recommendations. **This has no clear solution and is not top priority.**
3. McBrien platforms – Outside concrete platforms elevated; drop-off next to steps may be dangerous to the visually impaired. Recommend railing at least up to the steps, if not also along the steps. **This has not been addressed. Of primary concern are strips to be put on slippery steps when wet. Platform is potentially dangerous, but perhaps not top priority. Putting rails up on steps and a rail or metal fence could reduce risk from future injuries.**
4. **Bookstore outside steps – loose strips a potential concern.**
5. Campus-wide discontinuous walkways – Walkways and sidewalks across campus have dangerous drop-offs that could be dangerous to wheelchair-bound persons (and have been - one person stuck in front of library; had to wait for assistance from passersby). Recommend creating flush surface by adding dirt next to concrete (such as near Garrison food court) or railings where this isn't possible (such as at the end of the Amy Jean Bridge, or along West Hall north face). In the case of dirt addition, the process of erosion must be mitigated by proper drainage planning. **– A potential concern but probably not top priority.**
6. Mooney access – Two wheelchair accessible doors, but gratings in front of buttons/doors are dangerous for wheels, as well as spike heels or canes. Recommend different drainage mechanism (such as cross-thatch grating). **Solved. Mats have been placed over them and it seems to work well enough.**
7. **Russell Fine arts – quad side next to side. There is an elevated drain gate that is sharp and could hurt someone with open shoes or on a scooter.**
8. **Evan's Hall East side stairs – slippery when wet. Recommend grip strips.**

### Remaining:

9. **West side Evans Hall (parking lot lake) – The gate is stopped causing flooding in the parking lot.**
10. West Hall back sidewalk – Access ramp obstructed by speed bump. Recommend either moving speed bump or widening ramp to provide options for wheelchair-bound persons. **This does not seem to be a problem.**
11. Garrison access – has one wheelchair access door for the whole building, including post office downstairs. Possible to get downstairs, but extremely difficult for wheelchairs in the tiny elevator. Recommend including access buttons for multiple doors, including downstairs (they already have stickers, just no motors). **This seems to be an even bigger problem than previously thought. The only access is through the Starbucks side accessibility door and some have complained it often remains locked when other doors to the building are not. In addition, there is no handicap accessibility in the downstairs doors leading to the post office. There are not even door motors to open the doors.**
12. Womack hall front entrance – no accessibility whatsoever. Rear entrance is poor alternative due to slope of the hill. Uncertain of solution recommendation. **Not solved yet.**
13. Garrison rear parking lot – Access parking is not of proper width for wheel-chair operating vans, and parking is painted to prevent access to ramp by wheelchairs. Recommend reorganizing parking spaces to allow for proper accessibility. **Not solved.**
14. Reynolds/Arkansas Halls parking lot – Accessibility is meaningless due to curb drop. If not possible to create accessible parking here, recommend assessing the faculty parking lot by Evans Hall to increase accessible parking overall. **Not solved.**
15. West Hall North Entrance – Impossible for wheel-chair access entry. Recommend sloping sidewalk to fit terrain, which will smooth out area in all directions and make the door more accessible and safe to all. **Not solved yet. Door is still broken and handicap access is basically impossible from east side of campus because of a 8 or 9 inch drop**

### Immediate Action Steps:

1. **Put grip strips on McBrien's outside stairs.**
2. **Put grip strips on Evan's Hall East Side stairs.**
3. **Fix steps to Bookstore outside steps.**
4. **Fix elevated drain grate beside the Russell Fine Arts sign in the quad.**
5. **Fix Drain on west side of Evan's Hall parking lot.**
6. **Fix West Hall North Entrance handicap door button and put ramp in for handicap access.**

**Further Recommended Action Steps:**

- 1. Build single rail around McBrien east side outside platform.**
- 2. Put Handicap accessible doors on downstairs doors outside of Garrison.**
- 3. Ask the city of Arkadelphia to deal with parking lot entrances and exits behind Reynolds/Arkansas Hall. Also, make it wheelchair accessible.**

◇◇◇

**Addendum IIIB**

**Faculty Senate, Buildings and Grounds Subcommittee**

Henderson State University Faculty Senate

Buildings and Grounds Committee

April 25, 2019 12:30

Members present: Ivan Birch, Chair, Steve Becraft, James Duke, David Sesser

- Birch shared a previously created list of accessibility and safety projects to be addressed on campus. The list is attached to these minutes.
- The committee reviewed each of the items on the list and discussed any actions taken on the items after the committee's campus walkthrough on March 14, 2019. The committee members discussed ranking the items based in regards to safety, accessibility, and projects that would simply benefit campus.
- The committee discussed creating a Google document to allow faculty and staff to share complaints.
- No official actions were taken and the committee will continue to monitor work on the projects included on the list.



## Addendum IV

### Faculty Senate, Operations and Handbook Subcommittee

#### Q.2. Termination of Employment of Tenured Faculty for Cause

##### a. Initiation and Notice

Should the fitness of a faculty member to perform his/her job be seriously questioned, it is the initial responsibility of the Department or area involved to deal with the issue. ~~The Chairperson or Immediate Supervisor is responsible for convening the Departmental/area faculty, which will then elect an Informal Review Committee which is representative of the faculty. This Committee shall study and make recommendation to the Chairperson or Supervisor on questions concerning ethical conduct and satisfactory performance of professional responsibilities.~~

Questions involving possible breach of ethics or failure to meet professional responsibilities [see below under 2. b. (1), (2) and (3)] may be initiated at any level, either administrative or faculty, and shall be referred first to the Department Chairperson or Immediate Supervisor. ~~If the Chairperson or Immediate Supervisor, after discussing the matter with the individual faculty member involved, shall refer the issue to the Informal Review Committee if in his/her is of the opinion there is substance to the charge, the Chairperson or Immediate Supervisor is responsible for convening~~ **will convene** the Departmental/area faculty, which will then elect an Informal Review Committee which is representative of the **department** faculty. This Committee shall study and make recommendation to the Chairperson or Immediate Supervisor on questions concerning ethical conduct and satisfactory performance of professional responsibilities. **The committee shall report its findings in writing to the Chairperson or Immediate Supervisor.** Following the findings of the Committee, which are advisory but non-binding on the **Chairperson or Immediate Supervisor or** administration ~~or President~~, the Department Chairperson or Immediate Supervisor shall submit a written report with his/her recommendations, also advisory but non-binding on the administration ~~or President~~, **along with the committee's report**, to the faculty member in question and to the Dean of the College or School ~~for appropriate action.~~

**The Dean shall read the written reports of these proceedings and write a report of his/her findings. The Dean shall then forward each of the recommendations to the Provost.**

If no informal agreement is reached at this stage of mediation between the faculty member and his/her Supervisors concerning the disposition of the issue, and there remains a serious dispute about the fitness of the faculty member in question to perform his/her job satisfactorily, formal proceedings may be invoked by the Administration so as to dismiss or non-reappoint said member. This process shall begin with notice of such intention in writing by the ~~President of the University~~ **Provost**. The notice shall state in writing the principal reasons for the recommendation of dismissal or non-reappointment of the faculty member.

b. Causes for Dismissal or Non-reappointment

Adequate cause for dismissal or non-reappointment of a faculty member with tenure may be established through demonstration by the University of gross professional incompetence, gross neglect of professional responsibility, or gross personal misconduct.

(1) Gross Professional Incompetence

Repeated demonstrated inability to perform the duties of the position.

(2) Gross Neglect of Professional Responsibility

Demonstrated failure to keep current and maintain competency in one's field; general inaccuracy or dishonesty in the performance of teaching and/or research duties or administrative duties; repeated failure to comply with official directives and established written University policies; repeated neglect of Departmental and University duties; repeated failure to comply with such reasonable requirements, stated in writing, that the University may prescribe for achieving professional improvement and growth.

(3) Gross Personal Misconduct

Any gross personal misconduct involving the violation of the law or established written University policies which seriously and substantially impairs an individual's fulfillment of institutional responsibilities or adversely reflects in a serious and major way on the University.

c. Personal Conference

~~After~~**The tenured faculty member shall be given written** ~~has received notice in writing~~ of the reasons for the recommendation of dismissal or non-reappointment. **The faculty member, against whom allegations of misconduct have been made, will be given an opportunity to respond to the allegations in writing and/or at a meeting (at the discretion of the faculty member) with the Provost. The affected faculty member shall be accorded a reasonable amount of time to prepare a response to the allegations.** ~~, the appropriate administrator, at the request of the faculty member, shall discuss the matter with the individual in a personal conference.~~ If an understanding of the University's decision satisfactory to the faculty member does not result, the faculty member shall be advised of the right to a formal hearing before the Faculty Hearing Committee.

d. Right to Hearing

The faculty member involved shall have the right to obtain a hearing before the Faculty Hearing Committee and challenge a termination based upon "cause" on the following bases:

- (1) Determination of cause as defined in 2.b. which are not supported by a preponderance of the evidence presented by the University;
- (2) Decisions which are arbitrary or capricious;
- (3) Decisions which are based on reasons which are constitutionally or statutorily prohibited, such as the faculty member's age, sex, race, religion, or disability;
- (4) Decisions which are the result of the exercise of the faculty member of a constitutionally or statutorily protected right, such as the right of free speech or peaceable assembly;
- (5) Decisions which were made after repeated failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was or could have been a contributing factor in the decision.

The burden of proof in d. (1) rests with the University while the burden of proof in d. (2) through (5) rests with the faculty member.

- e. Responsibilities and Obligations of the University to Tenured Faculty Terminated for Cause

If recommended for termination or dismissal, the faculty member (except in cases of gross personal misconduct) shall remain on regular salary until the hearing process is completed. ~~The faculty member's duties shall be continued for that period at the discretion of the President of the University subject to review by the Board of Trustees.~~

- f. **Summary of steps in process**

**\* Fitness questioned - from department or elsewhere**

- (1) Chair or immediate supervisor assesses claim, including discussion with faculty member**
- (2) If chair or immediate supervisor determines possible validity, convenes department**
- (3) Department elects committee to consider claim**
- (4) Committee submits written report to chair or immediate supervisor**
- (5) Chair or immediate supervisor reads committee's report and submits committee's report and his/her response to dean**
- (6) Faculty member and chair or immediate supervisor meet concerning "disposition of the issue."**
- (7) Dean reads committee's and chair or immediate supervisor's reports, submits those and his/her response to provost**
- (8) Provost reports his/her appraisal to faculty member**
- (9) Faculty member responds to report**
- (10) If desired, hearing is requested**

- 3. Faculty Hearing Committee: Membership and Procedures.

- a. The request for a hearing on the recommendation of a termination, dismissal, reassignment or non-reappointment by a faculty member must be made in writing to the ~~President of the University~~ **Provost** within thirty (30) days of the notice from the administration of the recommendation for termination of employment. Failure to request a hearing within thirty (30) days will forfeit the

right to a hearing. The ~~President~~ **Provost** shall immediately notify the President of the Faculty Senate that the request has been filed.

- b. The Committee shall consist of fifteen (15) members, three (3) to be elected from the School of Business, three (3) from Teachers College, Henderson, and nine (9) from the Ellis College of Arts and Sciences (three (3) from each of the traditional areas: Fine Arts, Liberal Arts, and Math and Science). Terms shall be for three (3) years and the three (3) members from each elected area shall serve staggered terms. Only full-time faculty members are eligible to serve on the Committee. Verbatim written or taped records of the Faculty Hearing Committee proceedings shall be kept, and the Committee shall report to the ~~President of the University~~ **Provost** who shall report to the ~~Board of Trustees~~ **President of the University**.
- c. The hearing should be completed within forty-five (45) days from the date that the faculty member makes a written request to the ~~President of the University~~ **Provost**.
- d. The Committee shall be informed of its responsibilities by the Faculty Senate President. In any part of the hearing, twelve (12) of the fifteen (15) members of the Committee shall constitute a quorum for the transaction of business. Decisions of the Committee must be reached on a majority vote (eight) of the full committee, with the number of 'yes,' 'no,' and 'abstention' votes being recorded, without designating the person who casts each vote.
- e. The faculty member shall be entitled to notice of the time of the hearing at least two weeks prior to the date of said hearing.
- f. The faculty member requesting the hearing and the University shall be invited to make presentations before the Committee. The Committee may then solicit any additional evidence it may deem appropriate. Any and all oral testimony, witnesses, and such documentary evidence as necessary and relevant to make a proper determination may be accepted.
- g. The faculty member shall have the right to be accompanied in the hearing by an attorney of his/her choice or by a fellow faculty member. The University shall designate its representative(s).
- h. The faculty member shall have the right and the opportunity to obtain necessary witnesses and documentary or other evidence, the right to confront and cross-examine witnesses, the right to obtain sworn statements from absent witnesses at least ten days prior to the date of the hearing, and the right to submit interrogatories to absent witnesses to clarify, supplement, or rebut material

included in sworn statements of absent witnesses. HSU Faculty Handbook – revised September 11, 2014 43

- i. The Committee shall insure that the faculty member receives due process in all the committee proceedings. The Faculty Hearing Committee shall review all evidence felt to be relevant and material to the issues in the hearing to insure that the faculty member receives a fair and impartial hearing.
- j. The findings of fact and the recommendation will be based solely on the hearing record.
- k. The proceedings of the Faculty Hearing Committee shall be confined to the principals and the witnesses called by the Committee, unless the faculty member requests an open hearing.
- l. A verbatim written or taped record of the proceedings and the recommendation of the Committee shall be presented to the ~~President of the University~~ **Provost** and the faculty member within ten (10) days from the conclusion of the hearing.
- m. If the Faculty Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the ~~President~~ **Provost**. If the ~~President~~ **Provost** rejects the report, he will state his reasons for doing so, in writing, to the Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend with supporting reasons. In the event that the ~~President of the University~~ **Provost** recommends dismissal or other severe sanctions to the ~~Board of Trustees~~ **President of the University**, the recommendation of the Hearing Committee also shall be presented to the ~~Board~~ **President**. The faculty member shall be afforded the opportunity to make a statement to the ~~Board~~ **President** in person and in writing. If the faculty member elects to make a statement to the ~~Board~~ **President** in person, he or she shall have the right to be accompanied by an attorney of his or her choice or by a fellow faculty member.

## Addendum V

### Faculty Senate, Executive Committee

#### Proposal for Compensation for Faculty Senate President and President-Elect

**Rationale:** This proposal came out of a discussion of how to formalize compensation for the faculty senate president. For the past couple of presidents, there has been a summer stipend that was given at a rate of two summer classes or 12% of the president's salary. The faculty senate would like to see this payment standardized rather than at a percentage of base salary because regardless of who is elected to the position, they are doing the same tasks. They would also like to clarify the requirements of the president and the president-elect as some of the expectations do not exist in the handbook or by-laws. This plan has the added benefit of, hopefully, enticing a larger pool of candidates to be interested in serving the university through the faculty senate and the senate presidency.

**Proposal:** The faculty senate president should receive a stipend of \$7,000 during their year as president for the duties performed. Also, during the year that they are president, they should receive a 25% workload reduction for the amount of time spent dedicated to meetings and senate work. The faculty senate president-elect should receive a single course release for the second semester of their year as president elect to accommodate the extra service provided.

#### Presidential Duties:

1. Lead/govern the Faculty Senate and conduct/moderate all Faculty Senate meetings.
2. Call any necessary special meetings of the Faculty Senate.
3. Meet monthly (with the exception of summers), or more frequently if circumstances dictate, with the University President, Provost/VPAA, and Vice President for Finance and Administration, and communicate the details of these meetings with the Faculty Senate at each Senate meeting via a formal, written report (each respective report must also be included in the minutes of each Faculty Senate meeting).
4. Acts as the official liaison between the faculty and the administration, including the communication of any Senate resolutions or other pertinent Senate matters to the University President and Provost (it is the responsibility of the Provost to forward/present all matters of academic concern presented by the Faculty Senate President to the University Board of Trustees).
5. Arranges for organization of all room meeting arrangements and catering arrangements for Senate meetings (should be done at the end of the fall semester while still President-Elect).
6. Provides a year-end report on the effectiveness of the Faculty Senate (see Executive Committee, section B).
7. Functions in an advisory capacity, including contacting chairs of each respective excellence awards committee in the spring semester to ensure initiation of the

nomination process, with faculty excellence award process (spring semester), including the outstanding new faculty member award process (carries over from term as President-Elect).

8. Introduces the outstanding new faculty member award winner at fall pre-session conference.
9. Leads faculty processions at commencement ceremonies.
10. Provides an introduction and greeting at the Fall Faculty Conference.
11. Acts as a member of the Executive Committee.
12. Acts as an *ex officio* member of the University Budget Committee.
13. Acts as a member of the Reddie to Serve Committee.
14. Serves on the Shared Governance Oversight Committee
15. At the end of his or her term serves as the chair of the Shared Governance Oversight Committee
16. When asked to act on behalf of the senate during the summer term, they will make every effort toward transparency and offer the opportunity for senate members to have input when possible. Also that the president not make unilateral representations of the senate without having received a response from at least 50% of the senate.

#### President-Elect Duties:

1. Chairs the Executive Committee and is therefore responsible for scheduling meetings of the Executive Committee, preparation of Faculty Senate agendas, and dissemination of the agendas to senators and the faculty at-large.
2. Assumes the role of President of the Faculty Senate the following year, as well as during any Senate meetings when the current President is unavailable.
3. Direct and coordinate the activities of the Outstanding New Faculty Member Award process (carries over into term as President; first call for nominations is made during the fall semester; process continues into the following spring semester).
4. Is an *ex officio* member of the University Budget Committee.
5. Serve on the Shared Governance Oversight Committee

**Justification:** The number \$7,000 is 12% of a \$58,333 annual salary and considering the people who are eligible to be the president of the faculty senate; that felt like fair common ground for the stipend. One problem that was brought forth was if a position receiving a stipend could be considered service and there seems to be historical precedent that it does. However, even if it doesn't, the president-elect year that is built into the position is uncompensated and would certainly fulfill most obligations for service to the university. Workload reduction can be interpreted as a single course release or 25% reduction in additional workload from your contract.



**Addendum VI**

**Faculty Senate, Operations and Handbook Subcommittee**

**Proposed Constitutional Amendment on the Role of Alternates**

**The Role of Alternates - This would be inserted as item #10 in Article VI.**

If a senator is unable to attend a senate meeting, his or her alternate may attend the meeting with full voting rights. The alternate does not take on any committee rights or responsibilities except as defined below.

If a senator is going to be unable to perform his or her duties for a prolonged period of time, the senator should notify his or her alternate and the faculty senate president as soon as is possible. In such a situation, the senator's alternate temporarily becomes a senator and takes on all rights and responsibilities of the senator, including committee memberships, with the exception of any elective or appointed office of the senate or serving as chair (or chair-elect) of a subcommittee of the senate. The Faculty Senate Procedures Committee will consult ballots to determine a new alternate, who will serve only until the senator resumes his or her duties. At the point when the senator resumes his or her duties, the original alternate resumes his or her role as alternate.

**Rationale**

Currently, other than attending a senate meeting, with voting rights, the senate constitution and by-laws are ambiguous regarding the role of an alternate. This would remove the ambiguity.

Signatures

Fred Wirth  
Shelley Austin  
Byron Martin  
Kelly Morado  
Lloyd Moyo  
Deanna Johnson  
Sam Paul

Gene Wynn  
Chris Stetson  
Meredith Wright  
Margaret Dun  
John  
Mark

## **Addendum VII**

### **Faculty Senate, Operations and Handbook Subcommittee**

#### **New Faculty Rank of Librarian Proposal**

Rationale: HSU currently does not offer librarians an opportunity to advance past the rank of Associate Librarian. The addition of the rank of librarian would bring these faculty members in line with other tenured faculty at the university.

#### **Current HSU Faculty Handbook**

##### Definitions of Librarian Academic Appointments

a. Assistant Librarian. An assistant librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. An assistant librarian holding this rank shall have an academic record and/or experience that indicate(s) a potential for successful performance as an academic librarian. An assistant librarian is eligible for tenure.

b. Associate Librarian. An associate librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. Years of experience shall be only one of the criteria for classification as an associate librarian. A librarian holding this rank shall have made substantial contributions to library professional organizations and/or to the institution or library where employed, and achieved a high level of competence in bibliographical activities, in research, or in other professional endeavors. An associate librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. The associate librarian will have six years experience as assistant librarian. An associate librarian is eligible for tenure. (This section was added by Board approval on April 25, 2008.) pp. 19-20.

2. Candidates for promotion must meet the requirements specified in the definition of regular academic appointments. (Revised 1993)

The following policies will govern promotions:

(5) To be promoted from assistant librarian to associate librarian, a person must have an earned MLS and six years experience as an assistant librarian. (This paragraph was added by Board approval on April 25, 2008.) The promotion from assistant to associate librarian may occur simultaneously with the awarding of tenure. pp. 23, 24.

## **New Language**

### Definitions of Librarian Academic Appointments

A librarian, through service to the university, service to the profession, and professional accomplishments, should have demonstrated substantial command of the whole field, sound scholarship, and mature view of the discipline. A librarian must hold a minimum of a Master's degree in library science from an American Library Association-accredited institution, an additional graduate degree in an academic discipline, and fulfill faculty responsibilities requiring full professional training in library science. The librarian will have six years experience as an associate librarian.

The following practices in promotion will be observed under usual conditions:

To be promoted from associate librarian to librarian, a person must have an earned MLS, a second graduate degree, and six years experience as an associate librarian.

### Librarian Faculty Ranks in Arkansas

#### **Arkansas Tech University:** Assistant Librarian, Associate Librarian, Librarian

There are three defined ranks for librarians at Arkansas Tech University. All librarian ranks are assumed to have at least a master's degree accredited by the American Library Association (the profession's recognized terminal degree) or expected completion within three years if an exception is granted and stipulated by the institution in the employee's contract.

- Assistant Librarian – an entry level position at the institution, usually with little or no professional experience.
- Associate Librarian – an experienced academic librarian; evidence of competency in a specialty area of professional librarianship (e.g. reference, acquisitions, cataloging, instruction, etc.); a record of participation in departmental or institutional governance; active membership in professional library organizations and associations.
- Librarian – an academic librarian with substantial experience; evidence of mastery of a specialty area of professional librarianship; significant participation and leadership in departmental or institutional governance; a record of contributions to librarianship through participation in professional organizations and associations.

(Arkansas Tech Faculty Handbook, August 1, 2018, p. 44)

**University of Arkansas System:** Assistant Librarian, Associate Librarian, Librarian, Director of Libraries

Individuals holding certain non-teaching titles (i.e. Director of Libraries, Instructional Development Specialist II, and Curator) also receive faculty rank. The rank that corresponds with each title is reflected in the chart below. Both the title and the academic rank will be stated in the appointment.

Instructional and Research Ranks	Library	1890 Extension Service	Instructional Development	Museum
Professor, University Professor, Distinguished Professor	Director of Libraries, Librarian	Extension Specialist IV	Instructional Development Specialist II	Curator
Associate Professor	Associate Librarian	Extension Specialist III	Instructional Development Specialist I	Associate Curator
Assistant Professor	Assistant Librarian	Extension Specialist II		Assistant Curator
Instructor		Extension Specialist I		

(University of Arkansas System Board Policy, "Appointments, Promotion, Tenure, Non-reappointment, and Dismissal of Faculty," 405.1, pp. 2-3)

**University of Central Arkansas:** Tenure track – Assistant Professor, Associate Professor, Professor

Non-tenure track – Lecturer I, Lecturer II, Senior Lecturer

Library Faculty -- Faculty librarians have the right to choose with the initial appointment whether to accept tenure-track or non-tenure-track status. All personnel appointed to the library faculty must hold the appropriate terminal degree, a master's degree accredited by the American Library Association (ALA).

Non-tenure-track library faculty may be appointed and promoted to the ranks of lecturer I, lecturer II, and senior lecturer.

Tenured and tenure-track library faculty may be appointed and promoted to the ranks of assistant professor, associate professor, and professor. The library associate professor and professor will be required to hold in addition to the terminal degree an additional graduate degree in an academic discipline.

The procedures for promotion and tenure for the library faculty will be the same as those procedures for other faculty. The responsibilities of the department chair will be fulfilled by the appropriate library administrator; the role of the college-level committee will be assumed by the Library Committee members (in the case of tenure, only tenured members of the Library Committee will serve); and the responsibilities of the college dean will be assumed by the Associate Provost to whom the library reports.

(University of Central Arkansas Faculty Handbook, May 2018, p. 18)