

FACULTY MEETING AGENDA

May 3, 2017

3:35 PM

Heritage Commons, Samuel Read Hall Building

Meeting called to order

- I. Acceptance of the draft minutes** for the March and April faculty meetings.
(The minutes were provided by the office of Academic Affairs and they were sent in a separate email together with other agenda attachments, specifically attachments email 4/4)

II. Old Business

A. Tabled Motions

- 1. Motion to amend the Faculty Bylaws** to revise the description of the Administrator Selection Task Forces
Submitted by the Faculty Steering Committee and the Faculty Bylaws Task Force and presented by faculty member Anne Jung-Matthews on behalf of the Steering Committee

The Faculty Steering Committee and the Faculty Bylaws Task Force move that the committee description for the Administrator Evaluation Task Forces (Article XI.D.8) be updated with the proposed language.

Note (same as last time): The reason for doing this update right away is that a handful of VP-level searches will be set in motion in the near future, and clear, updated guidance about faculty participation is wanted. It is also necessary to include new language to address the fact that few of the positions listed in the current committee function exist or are named the same.

Additional note: The Steering Committee has provided new language to replace the language proposed in April in order to address the raised concerns that led to the tabling of the motion. The current, original proposed revision from April, and newly proposed language are attached to this agenda on pages 4-6. The new language was also sent part of an email together with other agenda attachments, specifically attachments email 3/4.

And Yet Another Note: The proper action last time would have been to send it back to committee for reworking. Instead we will withdraw the motion with the April proposed language and present an equivalent motion with the new language)

Note for this and the rest of the motions today: A motion to amend Faculty Bylaws requires a 2/3 majority to pass.

III. New Business

A. Resolutions of Standing Committees

None

B. Other New Business

1. **Motion to amend the Faculty Bylaws** to introduce a Graduate Council to the Faculty Bylaws

Submitted and presented by faculty member June Hammond-Rowan on behalf of the current graduate faculty constituency

The PSU faculty members that are also currently part of the Graduate Faculty constituency move to amend articles X and XI.D of the Faculty Bylaws as specified in the proposed language.

The proposed language was included in one of the agenda attachment emails, specifically email 3/4.

Note: The Steering Committee supports the desire of the members of the current graduate faculty group to be part of the conversation in the Steering Committee (which is not a PPMC, but mostly a communication venue between the different committees) in anticipation of their constituency to dissolve in the near future and in the spirit of transitioning to integrate graduate and undergraduate issues, services, etc., as appropriate.

2. **Motion to amend the Faculty Bylaws** to update the description of the Academic Affairs Committee

Submitted and presented by Anne Jung-Matthews, Chair

The Academic Affairs Committee moves that its composition and function (Article XI.D.1) be updated with the proposed language.

Language included in one of the agenda attachment emails, specifically email 2/4 with the rest of the other committee bylaw updates.

3. **Motion to amend the Faculty Bylaws** to update the description of the Athletic Council

Submitted and presented by Ryanne Carmichael, Chair

The Athletic Council moves that its composition and function (Article XI.D.3) be updated with the proposed language.

Language included in one of the agenda attachment emails, specifically email 2/4 with the rest of the committee bylaw updates.

4. **Motion to amend the Faculty Bylaws** to update the description of the Curriculum Committee
Submitted and presented by Hilary Swank, Chair

The Curriculum Committee moves that its composition and function (Article XI.5) be updated with the proposed language.

Language included in one of the agenda attachment emails, specifically email 2/4 with the rest of the committee bylaw updates. A separate file in the same email contains the rationale for the proposed changes.

IV. Reports

A. President

(The report will be distributed via email from the President's Office)

B. Academic Deans

(The report will be distributed via email from the Academic Affairs Office)

C. Principal Policy Making Committees

(Committee reports from Academic Affairs, General Education and Curriculum were sent in a separate email together with other agenda attachments, specifically attachments email 1/4. Additional reports related to general education activities were also sent in the same email. All committee chairs will be available to answer questions during the meeting.)

Adjournment

Announcements

Faculty Scholarship Fund raffle

Faculty Awards!

(Following the award announcements and speeches, please stay to celebrate with your colleagues being recognized and your fellow faculty and friends)

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## **Administrator Selection Task Force description and proposed updates**

*Attachment for tabled motion #1*

### **Newly Proposed language**

#### **8. Administrator Selection Task Forces**

##### a. Composition:

Elected faculty members should comprise a plurality on most Administrator Selection Task Forces; that is, the number of faculty should exceed the number of any other constituency on the Task Force. In the case of dean or cabinet level positions in Academic Affairs—such as Provost, Vice President for Academic Affairs, academic deans, and similar positions—the faculty should constitute the majority of the Administrator Selection Task Force. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

##### b. Function:

In the event of a search for a cabinet-level position or an administrative position at the dean or director level, the Steering Committee shall call a special election to elect faculty members to an Administrator Selection Task Force.

Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

### **Language Proposed in April**

#### **8. Administrator Selection Task Forces**

##### a. Composition

The appropriate makeup of administrator selection task forces will be determined on a case by case basis in consultation with the Office of Human Resources, the administration, and the University divisions or departments affected by each specific search.

The Faculty Steering Committee will appoint members from among volunteers or call a special election to choose faculty representatives for each search. The number of faculty will match at least the number needed to represent the largest constituency in the task force.

Each task force will include a general representative from both the Professional, Administrative and Technical (PAT) staff and the Operating Staff (OS) constituencies (elected following their respective bylaws) and potentially other representatives from the staff in the appropriate department or office. Other constituencies such as the Student Senate and Teaching Lecturers will also be invited to choose a member representative to the task force.

##### b. Function

Administration Selection Task Forces will be formed by the Faculty Steering Committee for all searches of personnel at the President's Cabinet level.

Members of selection task forces will follow appropriate Plymouth State University Human Resources guidelines to conduct each search. Tasks might vary but will include reviewing applications, choosing and interviewing candidates, and finally making informed recommendations to the President or designated principal administrator.

Presidential searches are conducted by the USNH Board of Trustees, who will consult with the Faculty Steering Committee on the selection of faculty representatives to serve on the search committee.

#### RATIONALE

The updated language seeks to address three aspects. 1. Titles of administrators have changed over the years (many have changed several times). All the positions listed in the old language were members of the President's Cabinet and all members of the Cabinet were listed, so general language produces the same results and is unlikely to be outdated as easily. 2. The number of faculty required to always have a majority became cumbersome at times, causing committees with 10 to 15 members. The updated language still respects the right of the faculty to have a significant say in these matters but with more realistic numbers (both in the expected number of available volunteers to serve and the committee size staying manageable). For small committees, this change does not much of a difference. 3. The PAT and OS constituencies have asked the faculty to please be more explicit about our acknowledgement and expectation to participate in administrator searches. The main points of this update were sent to the faculty for comment via email by the speaker several weeks ago. Please note that even though the language is completely different, the only real change is the number of faculty needed for each search. The part about the search committees making recommendations to the administration (instead of having the last say) is how these searches have been conducted for years, but it was never acknowledged in our bylaws.

#### **Current Language**

#### **8. Administrator Selection Task Forces**

##### a. Composition:

Elected faculty members should comprise the majority of most Administrator Selection Task Forces. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

*[amended 2-4-09]*

##### b. Function:

The Steering Committee shall call a special election to create a Task Force to search for each of the following positions as needed:

- (1) Provost & Vice President for Academic Affairs
- (2) Vice President for Financial Affairs
- (3) Vice President for Student Affairs
- (4) Executive Director of University Relations
- (5) Associate Vice President for Academic Affairs
- (6) Associate Vice President for Graduate Studies
- (7) Dean of Students
- (8) Senior Associate Director of Admissions
- (9) Chief Information Officer
- (10) Academic Deans (such as the Director of Continuing Education, the Dean of Undergraduate Studies, the Dean of the Academic Experience)

Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

*[as Administrator Selection Committee amended 3-2-94, 5-4-94, and 12-03-03; name changed and content amended 2-7-07]*