Senate Minutes

May 11, 2015

TA 131 4:00 – 5:15 pm

The videotape which constitutes the official minutes for this meeting can be accessed at:

[https://sites.google.com/a/sou.edu/sou-faculty-senate-videos/may-11-2015](https://sites.google.com/a/sou.edu/sou-faculty-senate-videos/may-11-2015%22%20%5Ct%20%22_blank)



**Members Present:** Belcastro, Carter, Stonelake, Ferguson, Purslow, Slatwa, Nordquist, Ormes, Rosenberg, Paul Murray, Dan Harvey, Shrewsbury, Slattery, Whitman

***Ex Officio* Members Present:** Walsh

**Guests:** Ettlich

Discussion: Two documents were discussed: Section I of the bylaws, which have been re-written to reflect the organizational changes instituted on campus last year and is attached as “Appendix A” and Section 5.25 of the Bylaws, which addresses the administration and use of student evaluations for the purposes of hiring, promotion and tenure.

4:00 Motion: To have an Emergency Session to consider changes to the Bylaws. (Stonelake, 2d Ferguson) Ayes: 12; Nays: 0; Abstentions: 0. Motion Passed. (Three senators arrived after this vote was taken.)

**Discussion:**

* Discussion began with section 5-255 of the Bylaws (Evaluation of teaching)
* Initial questions revolved around the proportion of classes that would be evaluated, and proportion that would be used for the purpose of evaluating faculty for promotion and tenure.
* Note was taken of the fact that all classes are now evaluated online, so that the question became which and what proportion of those evaluations would be used for tenure and promotion: “two-thirds”, or “at least two thirds”; and at what point in the year could the faculty member decide which of the student class evaluations would be used in instructional evaluation for purposes of promotion and tenure – only ahead of time, or possibly after the fact?
* Further discussion led to the consensus that the Senate should request information from Registrar Matt Stillman about why the course evaluations were administered in the eigth week, before teachers had had the opportunity to “wrap up” their courses, and while student anxiety tends to be highest. A request for information was to be forwarded to Matt Stillman care of Larry Shrewsbury.
* The Senate discussed the problem of how to provide positive rather than punitive incentives for students to complete their evaluations in a timely manner.
* Further discussion centered on who would be responsible for tabulating the “all campus question” responses, and what software might be available to ease the task and keep the procedure consistent across campus.
* This discussion opened the discussion of whether the “all campus question” has been given too much weight, whether it is the best tool for the purpose and, more profoundly whether we are indeed certain of the purpose the student evaluations are intended to serve.
* The discussion was postponed until the Senate could receive more information from the ESC.

5:10 Nordquist requested the Senate act on Sections 1.2 and 1.325, Senate composition and Personnel Committee membership.

* Carter noted that the Senate membership (Sections 1.210 and 1.211) had been defined and passed last spring. So is already approved.

A request was made for a list of discussion items and a list of action items to be made available to Senators before our next meeting.

**No further motions were made nor actions taken.**

**Adjournment: 5:11 pm**

Appendix “A”

1.200

## Faculty Senate

1.210

### Composition

1.211

1. Members of the general faculty (as defined in the Faculty Constitution, Article 2) shall be elected to serve on the Faculty Senate as follows:
2. Each Division, with the exception of University Studies and the Library, shall elect three senators. University Studies and the Library shall elect one senator each. For each Division, the Provost shall certify the list of all members of the general faculty who are eligible to represent that Division .
3. The remaining senators (minimum of four) shall be elected at-large from the general faculty.
4. See the Faculty Constitution, Article 5 for further restrictions on the composition of the Faculty Senate.

. . .

1.325

1. Faculty Personnel Committee
2. Charge

The Faculty Personnel Committee shall advise on matters related to faculty appointments, including sabbaticals, promotions, and tenure.

Specifically, the Committee will:

* Review applications for promotion, tenure, and sabbatical leaves, making recommendations to the Provost regarding approval or denial.
* Review and make recommendations to Faculty Senate regarding promotion and tenure expectations documents.
* Study matters of balance, standards, and equity as related to faculty personnel matters.
* Participate in the evaluation of the President, vice presidents, and directors as provided for in 2.100, 2.200, and 3.400 of these bylaws.
1. Membership

###### The Faculty Personnel Committee shall consist of eight faculty members, one from each of the following Divisions::

* Arts
* Business, Communication and Environmental Studies
* Education, Health, and Leadership
* Humanities and Culture
* Science, Technology, Engineering, and Mathematics
* Social Sciences
* University Studies
* Library

(2) Membership on this committee shall be restricted to faculty with:

* At least four years-in-rank as a Senior Instructor 1 or 2, Associate Professor, or Professor,
* Indefinite tenure or a three-year extendable appointment, and
* At least five years of service at Southern Oregon University.

Furthermore, Chairs, Directors, Vice Presidents, and members of the Faculty Senate, shall not be eligible to serve on this committee during their term of service.

(3) The Elections Committee’s shall submit an election plan and timetable to the Senate Chair for approval no later than the first Senate meeting winter term. That plan must satisfy the following requirements:

(a) Nominations. The committee shall provide the faculty with a list of eligible persons for each vacancy and solicit nominations. There shall be up to two calls for nominations, seeking to identify a number of candidates equal to twice the number of vacancies. Only nominees who consent in writing can be placed on a ballot. Those nominees who are named the greatest number of times will be placed on the ballot. All persons tied for the final position will be declared nominees.

(b) Allow at least five (5) university days for each round of nominations, for nominees to accept or reject nomination in writing, and before elections are concluded.

(c) Complete the election process during winter term.

1. Ex Officio Membership and Administrative Contact

The Provost serves ex officio and is the administrative contact.

1. Reporting, Meetings and Workload

The Faculty Personnel Committee makes recommendations to the Faculty Senate and reports on actions taken as directed by the Senate. The Committee meets frequently following key deadlines (primarily sabbaticals, promotion and tenure, and program expectations documents). The workload fluctuates throughout the academic year with those deadlines.

Appendix “B”

5.250

### Directions for the Administration of the Forms for Student Evaluation of Faculty Teaching Effectiveness

5.251

#### The online student evaluation is mandatory for all faculty members.

5.252

#### Online evaluations are generally administered toward the end of each term (for example, after the 8th week of a 10-week term) and shall be conducted so as to encourage student participation and preserve the anonymity of the students responding.

5.253

#### The online evaluation will contain a limited number of questions asked of all students, including the “all-campus” question, and provide programs the opportunity to add questions regarding faculty members’ teaching effectiveness, as perceived by students, that are specific to that program or discipline.

5.254

#### This evaluation is to be sharply distinguished from and does not replace forms or processes used for purposes of instructional improvement.

5.255

#### Every faculty member with a term-to-term appointment or in the first year of a fixed-term appointment shall be evaluated in every class taught. All other faculty members with a regular teaching assignment shall be evaluated in two-thirds of classes taught each year. The classes are to be selected in such a way that they (1) represent a cross-section of the faculty member's normal teaching load, (2) have sufficient enrollment to reasonably expect at least ten (10) respondents, and (3) whenever possible, are spread across the year. By October 15 of each year, each teaching faculty member shall send choices for classes to be evaluated to that person’s chair for final approval.

5.256

#### Numerical responses to the "all-campus question" shall be summarized on one master sheet for each faculty member. The master sheets will contain tabulated responses for every class evaluated during the seven (7) most recent calendar years. In addition, the master sheet will report the following summary results:

##### the percentage, rounded to the nearest tenth, of all respondents who rated the faculty member in one of the bottom three (3) boxes of the seven (7) box scale,

##### the percentage, rounded to the nearest tenth, of all respondents who rated the faculty member in one of the top four (4) boxes of the seven (7) box scale,

##### the percentage, rounded to the nearest tenth, of all respondents who rated the faculty member in one of the top three (3) boxes of the seven (7) box scale,

##### the percentage, rounded to the nearest tenth, of all respondents who rated the faculty member in one of the top two (2) boxes of the seven (7) box scale, and

##### the resulting overall rating of “competent,” “very good,” or “outstanding” for the period under review. (See section 5.260)

The master sheet will be filed in a secure personnel file. A copy of each master sheet on file must be submitted by the Chair to accompany any individual faculty member's colleague evaluation, or requests for promotion and tenure.

5.257

#### In addition, secondary academic divisions shall retain the computer generated summary for each faculty member of the student responses to all the evaluation questions for each course evaluated in the seven most recent calendar years; thereafter each new year's evaluations will replace the oldest year's evaluations, so that there will be a continuing seven-year data base on each faculty member's "teaching effectiveness" as evaluated by students.

5.258

#### Student evaluation results for individual faculty members are to be regarded as privileged information. They are not to be available to students or other individuals, except the faculty member’s Chair and others participating in an official evaluation of that faculty member, such as: a colleague evaluation, promotion and tenure decision, or other established institutional accreditation or personnel process. (See section 5.300)

5.259

#### The student evaluation results will be returned to the faculty member after the master sheet is updated and the Chair has reviewed the results, but not before final grades for the evaluated term have been added to the student’s academic history in the Student Information System.

5.260

### Definition of Teaching Effectiveness based on Student Assessment

5.261

1. In computing the percentages for the purpose of distinguishing teaching effectiveness ratings based on student evaluations, summary percentage shall be based on the most recent seven (7) years or all years at SOU when fewer than seven (7) and rounded to the nearest tenth. The terms "competent," "very good," and "outstanding," as applied to student assessment of teaching effectiveness, are normally defined as follows:

a. "Competent": 50 percent of all the students responding to the evaluation give the individual a rating of competent or better.

b. "Very Good": 50 percent of all the students responding to the evaluation give the individual a rating in the top three boxes of the seven box scale, with no less than 30 percent of all responses in the top two boxes.

c. "Outstanding": 50 percent of all students responding to the evaluation give the individual a rating in the top two boxes, with no more than ten percent of all responses in the bottom three boxes on the scale.

5.262

2. There may be rare occasions where the terms, as defined above, do not accurately represent a faculty member’s teaching effectiveness, particularly when there has been a significant change in the ratings, such as the most recent three (3) years cumulative ratings being significantly higher than prior years. The Chair, in consultation with the Director and Provost, shall place a notation to this effect in the individual’s personnel file. The notation must be signed by the faculty member and approved by the Chair, Director, and Provost. This notation will be made available to the individual for inclusion with the teaching evaluation summaries described in section 5.257.

5.263

3. During a term that a faculty member has instituted a major change in the organization, standards or methods of a course (this change could also be developing curricular modules or other curricular activities), the faculty member may write a statement that accompanies the student evaluations, that describes the changes that were instituted and perception of the effectiveness of these changes. If there is a reduction in the scoring on the all-campus question, the faculty member should describe what actions if any will be taken.

5.300

## Guidelines for Evaluation and Reappointment of Faculty

5.310

### Faculty members shall be evaluated periodically and systematically so that they:

1. Can set goals and objectives in order to improve their teaching effectiveness and to provide for professional growth.

2. Can be rewarded and recognized appropriately for excellence and/or exceptional performance (e.g., public recognition, merit pay).

3. Can receive feedback and direction from a variety of sources regarding strengths, deficiencies, and expectations

4. Can work cooperatively to address deficiencies.

5.320

### Split appointments

If a faculty member holds a split appointment supervised by two or more Chairs, the individual's evaluation will be conducted by the Chair which holds the major fraction of the appointment in consultation with the other Chair(s). In the case of a 50/50 appointment, both concerned Chairs will jointly conduct the faculty member’s evaluation.

5.330

###  Recommendation and Evaluation Schedule

1. Chairs, in consultation with the Secondary Academic Division Personnel Committee, shall make recommendations regarding reappointment or renewal for those with one-year fixed term, renewable appointments or three-year extendable appointments, respectively. Recommendations are due to the Director as follows:

a. For those in the first year of their renewable appointment: by February 1 (3-month notice required)

b. For those in the second year of their renewable appointment: by November 1 (6-month notice required)

c. For all others: by May 1 (12-month notice required)

2. The Chair shall submit an annual faculty evaluation schedule to the Director that plans for the following:

a. All term-to-term faculty members are evaluated at least once every three years or at least once every 45 ELU, whichever is sooner.

b. All faculty members on one-year fixed term appointments are evaluated annually except when a colleague evaluation is scheduled.

c. All faculty members planning to apply for promotion have a colleague evaluation within two years of applying for promotion (one year is recommended).

d. All tenured faculty members and those on three-year extendable appointments have a colleague evaluation at least once every five years.

5.340

### Faculty Professional Activity Plans and Reports (FPAP and FPAR)

5.341

#### Each year all faculty members will report their professional plans for the upcoming year and update the prior year’s plan to report the results. Activities completed during the intervening summer should be included in the report.

5.342

#### The Faculty Professional Activity Plan (FPAP) and Faculty Professional Activity Report (FPAR) should be prepared at the close of the academic year and will be due early in the fall. See announcement from the Provost’s office for specific deadlines.

5.343

#### The FPAR [FPAP] shall address each of the following items:

##### Teaching Effectiveness

Review the teaching expectations (see section 5.224) and the characteristics describing each performance level. What activities, if any, did you accomplish [do you have planned] to further your efforts in this area?

##### Scholarly Activities (professional faculty may skip this item)

Review the scholarship expectations (see section 5.225) and the characteristics describing each performance level. What activities, if any, did you accomplish [do you have planned] to further your efforts in this area?

##### Service Activities

Review the service expectations (see section 5.226) and the characteristics describing each performance level. What activities, if any, did you accomplish [do you have planned] to further your efforts in this area?

##### Goals

The FPAP summarizes key goals for the upcoming year. The FPAR addresses your progress on these goals. If any of your goals were modified during the course of the year, indicate what led to the change and your progress on the modified goal(s).

##### Summary of Professional Development Fund Expenditures (FPAR only)

The FPAR shall include an accounting of the PPDA expenditure from the prior year (table including date, item, and cost).

##### Administrative Goals/Achievements (Chairs, faculty program Directors, and other faculty members with significant administrative assignments should include activities related to their administrative assignment)

List achievements [goals] related to your leadership position. If any of your goals were modified during the course of the year, indicate what led to the change and your progress on the modified goal(s).

5.344

#### Faculty member’s prior reports and current plan document a faculty member’s accomplishments and are reviewed in relation to performance evaluations including: annual evaluations, colleague evaluations, and promotion and tenure decisions. If a faculty member is not being evaluated during an academic year, the Chair shall still review the FPAP and FPAR. (No report of this review is submitted to the permanent record.) In addition, Chairs are encouraged to make time for faculty to share their plans with each other.

5.345

#### FPAPs shall be submitted to the Director on an annual basis. The FPAR shall be forwarded annually through the Director to the Provost.

5.350

### Evaluation of Faculty with Term-to-Term or One-Year, Fixed-Term Appointments

Faculty members who are not tenured, nor on 3-year extendable appointments, are reviewed regularly by the Chair in consultation with the secondary academic division Personnel Committee in order to encourage professional growth and development as well as to identify any problem areas in the performance of the faculty member.

The following shall be followed when conducting annual evaluations.

5.351

1. Frequency of Evaluation (based on appointment type)
	1. Term-to-Term Appointments

All faculty members on term-to-term appointments are evaluated at least once every three years or at least once every 45 credits, whichever is sooner.

* 1. One-Year, Fixed-Term Appointments

All faculty members on one-year fixed term appointments are evaluated annually, regardless of whether the appointment is renewable or not.

5.352

1. Evaluation Materials
	1. Institutional and Secondary Academic Divisional Performance Expectations

The university expectations for teaching, scholarship and service as described in the Faculty Bylaws and in the secondary academic divisional expectations

* 1. For each faculty member evaluated —
		1. Previous year’s FPAR [optional for term-to-term appointments]
		2. Current year’s FPAP [optional for term-to-term appointments]
		3. Past year’s student evaluation master sheet [in some cases it may be valuable to review the results of each of the prior year’s student evaluations]
		4. Evidence from class visit(s) [recommend visiting at least one session of at least two distinct courses]
		5. Other materials that may assist in evaluating a faculty member’s performance Examples:
			+ Course materials (such as syllabi, activities, or assessments)
			+ Data (such as class GPA or retention rates, as compared to other faculty teaching the same or similar courses)

5.353

1. Performance Levels to Evaluate (based on rank and appointment type)
	1. Term-to-term appointments are reviewed against the expectations listed under teaching.
	2. Professional faculty members on fixed term appointments are reviewed against the expectations listed under teaching and service.
	3. Professorial faculty members on fixed term appointments are reviewed against the expectations listed under teaching, scholarship, and service.

Note: A faculty member’s performance is deemed acceptable, preferred, or exceptional if the characteristics listed in that category best describes the faculty member’s performance for the period under review. A faculty member’s performance is “unacceptable” if it is below the acceptable level.

5.354

1. Evaluation Report

The Chair’s report shall include the following:

* 1. Who was evaluated
		1. Name
		2. Rank
		3. Secondary academic division
		4. Appointment type [term-to-term, non-renewable fixed term, renewable fixed term (1st year), renewable fixed term (2nd or subsequent year)]
	2. What was reviewed

A summary or list of materials reviewed in the course of this evaluation (see section 5.352)

* 1. Performance Evaluation for each of the areas applicable (see section 5.353)

For each area, a brief summary statement (normally a paragraph or two) that (1) indicates whether the faculty member’s performance in that area was unacceptable, acceptable, preferred, or exceptional and (2) highlights any particular strengths or areas needing improvement.

* 1. Assessment of Overall Performance
		+ - If the faculty member is or will be eligible for promotion in a future year:

Close the report with a brief paragraph indicating whether this faculty member making good progress toward promotion. If not, at the closing meeting discuss the areas where the faculty member is struggling and set goals for improvement (provided appropriate goals are not already identified in the faculty member’s FPAP).

* + - * If the faculty member’s position is ineligible for promotion:

Close the report with a brief paragraph indicating whether this faculty member is performing satisfactorily or not. If not, at the closing meeting discuss the areas where the faculty member is struggling and set goals for improvement.

5.355

1. Closing Meeting

All evaluations end with a face-to-face meeting in which the Chair or designee discusses the results of the evaluation with the faculty member. The faculty member will sign the report at the closing meeting confirming the report was discussed with him/her. When appropriate, disagreements regarding the finding will be discussed and may result in an amended report. If disagreements remain, the faculty member may write a response to be included with the evaluation report. The report and response shall be forwarded to the Director and Provost.

5.356

1. Possible follow-up
	* + - If a faculty member’s performance is unacceptable in any area, a colleague evaluation may be scheduled within the next academic year.
			- If a faculty member’s performance in teaching is unacceptable or if his/her performance in both scholarship and service is unacceptable, then a colleague evaluation must be scheduled in the next academic year.

5.357

1. The report of the evaluation, carrying the signature of the Chair and the faculty member, is to be forwarded through the Director and the Provost to the office of the President.

5.360

### Colleague Evaluations

Colleague evaluations provide an in-depth review of a faculty member’s performance in the areas applicable to his/her appointment (teaching, scholarship, and service) and render an evaluation of each area in order to encourage professional growth and development as well as to identify any problem areas in the performance of the faculty member. Colleague Evaluations are the primary vehicle for review of faculty holding indefinite tenure or three-year extendable appointments.

When the Chair is being evaluated, the role of the Chair shall be performed by the Chair of the Secondary Academic Division Personnel Committee, the Director, or a senior faculty member as determined by the personnel committee in consultation with the Director.

The following shall be followed when conducting a colleague evaluation:

5.361

1. Frequency of Colleague Evaluations
	1. When a faculty member plans to apply for promotion or tenure, it is strongly recommended that a colleague evaluation be completed in the year prior to that application.
	2. In the fifth year after the last colleague evaluation of a tenured faculty member or a faculty member on a three-year extendable appointment, the Chair shall schedule a new colleague evaluation.
	3. If, during any academic year, fifty percent (50%) of the student evaluations for a faculty member rate the faculty member at less than “competent” or if the average rating in more than one-half of the sections evaluated is less than competent (as defined in section 5.261), the Chair shall schedule a colleague evaluation during the next academic year.
	4. If, during any academic year, a faculty member’s annual evaluation finds the faculty member’s performance deficient (see section 5.370), the Chair shall schedule a colleague evaluation during the next academic year (if not sooner).
	5. Should concerns arise regarding the performance of a tenured faculty member or a faculty member on a three-year extendable appointment, the Chair may schedule a colleague evaluation in advance of the timeline stated in (b). The Chair will schedule a colleague evaluation at the faculty member’s request during the next academic year (if not sooner).

5.362

1. Composition of the Evaluation Panel

#####

The Chair will select one faculty representative and the person being evaluated will select a second representative who, together with the Chair, will constitute a three-member evaluation panel. Normally, the membership of the panel will be from the secondary academic division or program to assure familiarity with the individual’s discipline, contributions, and accuracy of content; however, a faculty member may be selected from outside the secondary academic division. The member selected by the Chair will act as Chair of the evaluation panel. The faculty member will be notified of the panel’s composition once the panel is selected. The faculty member may veto one choice made by the Chair. Within ten days of notification the faculty member may appeal the final composition of the evaluation panel to the Director, who may replace any or all members of the panel.

If a faculty member holds a split appointment supervised by two or more Chairs, the Chair supervising the major fraction of the appointment will carry out the duties outlined above. In forming the colleague evaluation committee, that Chair shall consult with the faculty member and the other Chair to determine if the panel should include a faculty member from the other secondary academic division. In that case, both Chairs may select members following the directions above, resulting in a 4-member evaluation panel. In the rare instances where a faculty member holds appointments supervised by more than two Chairs, the colleague evaluation panel should include faculty members from all represenative secondary academic divisions, each Chair may select members following the directions above and the size of the evaluation panel will adjust to accommodate these selections. One of the members selected by a Chair will act as Chair of the evaluation panel.

In the case of a 50/50 appointment, the faculty member's colleague evaluation panel will consist of 5 members, including both Chairs, their selections, and the faculty member's selection. One of the members selected by a Chair will act as Chair of the evaluation panel.

5.363

1. Evaluation Materials
	1. Institutional and Secondary Academic Divisional Performance Expectations

The university expectations for teaching, scholarship and service as described in the Faculty Bylaws (see sections 5.224-5.226) and in the secondary academic divisional expectations

* 1. Secondary Academic Divisional Documentation
		1. Previous Colleague Evaluation (for second and subsequent evaluations)
		2. Prior 3-5 year FPARs
		3. Current year’s FPAP
		4. Past year’s student evaluation master sheet and the results of each of the last 3-5 year’s student evaluations
	2. Evidence from Class visit(s)

Committee members should visit each distinct course taught in the term evaluated. When possible, visiting two different class meetings of each distinct course is recommended.

* 1. Evidence from an In-depth Review of Select Courses

The panel, in consultation with the faculty member, will select courses representative of a cross-section of the faculty member's normal teaching load for review. Supportive materials that the faculty member wishes to submit or that the panel requests typically include but are not limited to:

* Detailed syllabi
* Additional information clarifying the content and delivery of the course, such as texts, readings, sample lessons, handouts, or assignments.
* Additional information regarding how learning is assessed, such as term projects, presentations or papers, exams, etc.
	1. Evidence of Scholarship [not required for Professional Faculty]

A faculty member may provide copies of articles (or pre-prints), books, programs of performances, notices of shows, reviews of scholarly activities, papers presented at conferences, or other items described in section 5.225.

* 1. Evidence of Service

A faculty member may provide additional documentation of accomplishments, either completed individually or as part of a committee assignment.

e. Any other evidence the faculty member or the panel feels should be examined to better evaluate the faculty member’s performance.

5.364

1. Performance Levels to Evaluate (based on rank and appointment type)
2. Professional faculty members are reviewed against the expectations listed under teaching and service.
3. Professorial faculty members are reviewed against the expectations listed under teaching, scholarship, and service.

Note: A faculty member’s performance is deemed acceptable, preferred, or exceptional if the characteristics listed in that category best describes the faculty member’s performance for the period under review. A faculty member’s performance is “unacceptable” if it is below the acceptable level.

5.365

1. Evaluation Report

After a careful examination of the evidence, the evaluation panel will prepare a written report of its professional opinion of the performance of the person under evaluation in the areas detailed above (see section 5.364). The report shall include the following:

1. Who was evaluated
	* 1. Name
		2. Rank
		3. Secondary academic division
2. What was reviewed

A summary or list of materials reviewed in the course of this evaluation (see section 5.363)

1. Performance Evaluation for each of the areas applicable (see section 5.364)

For each area, the evaluation panel’s assessment of the faculty member’s performance should be summarized (normally in a page) and include (1) a determination that the faculty member’s performance in that area is unacceptable, acceptable, preferred, or exceptional during the period under review and (2) provides insight into the evaluation of the evidence or other rationale that led to the panel’s determination.

5.366

1. Closing Meeting and Goal Setting

Colleague evaluations conclude with a face-to-face meeting in which (1) the evaluation panel shares their findings with the faculty member and (2) the panel and the faculty member jointly prepare a set of goals and objectives designed to help the faculty member maintain or improve his/her performance. The goals identified for the faculty member through this evaluation process shall, as much as possible, meet the staffing needs of the secondary academic division. The faculty member will sign the report and goals statement at the closing meeting confirming the report was discussed with him/her and the goals were jointly developed.

5.367

1. The evaluation panel will forward the final report, and a document addressing the agreed upon goals and objectives, to the Secondary Academic Division Personnel Committee. Reports will be kept on file in the secondary academic division office.

5.368

1. A faculty member may appeal the action of the Colleague Evaluation panel. The faculty member shall identify how he/she was wronged in connection with the colleague evaluation. The exercise of unbiased professional judgment that conscientiously followed established guidelines and policies in reaching a decision does not constitute a “wrong.”

The secondary academic division Personnel Committee first hears the appeal. Any member of the Colleague Evaluation Panel who is also a member of the Secondary Academic Division Personnel Committee must recuse him/herself. Should that process result in fewer than three remaining members, the Director shall appoint alternates to assure a minimum of three members of the Secondary Academic Division Personnel Committee hear the appeal. This subcommittee may uphold the original colleague evaluation or recommend corrective action to the Chair.

Should the faculty member believe the wrong persists; an appeal may be made to his/her Director. The Director may uphold the finding of the subcommittee or institute corrective action.

A grievance may be filed under sections 6.100, should conditions for appeals of that type of grievance be met. The grievance must be filed within ten (10) university days of receipt of the Director’s final decision and initiates the formal stage of the grievance.

5.370

### Deficiencies Requiring Further Review

If a colleague evaluation finds any one of the following

###### that a faculty member’s performance in teaching is unacceptable,

###### that a professional faculty member’s performance in the service is unacceptable, or

###### that a professorial faculty member’s performance in both scholarship and service are unacceptable,

then the report shall clearly indicate that the faculty member’s performance is deficient.

5.371

1. When the Secondary Academic Division Personnel Committee receives such a report, they will note the finding as well as the required corrective action as specified in the goals and objectives developed under 5.366, and notify the Chair in writing to schedule a subsequent colleague evaluation for the following year. If the faculty member holds a three-year extendable appointment, the Chair shall recommend against the renewal of that appointment. The faculty member has the remaining two years on the original appointment to correct deficiencies.

5.372

2. The Chair will forward the finding to the Director. The Director will review the finding with the faculty member in the presence of the Chair, permitting the faculty member to present any information or comment. If the Director finds that the deficiency is serious enough to warrant sanction, a written reprimand may be issued.

5.373

3. The Director will review the next colleague evaluation with the faculty member in the presence of the Chair, permitting the faculty member to present any information or comment.

1) Should that colleague evaluation find that current performance is no longer deficient, the faculty member will return to the normal pattern of colleague evaluations except that the Director shall review the results of the next regular colleague evaluation. If the faculty member holds a three-year extendable appointment, the Chair, in consultation with the personnel committee, may recommend renewal.

2) Should that colleague evaluation find current performance remains deficient, but that significant progress has been made toward remedying the deficiencies, the Director, in consultation with the Chair, may schedule a colleague evaluation take place in two years rather than proceeding with the steps outlined in 3) below. If the faculty member holds a three-year extendable appointment, the Chair, in consultation with the personnel committee, may recommend renewal.

3) Should that colleague evaluation find that the deficiencies have not been remedied, the Director, in consultation with the Provost, shall file charges with the President for termination or other sanctions of the faculty member for cause as described in the OARs, sections 580-021-0325 and 580-022-0045. If the faculty member holds a three-year extendable appointment, the remaining year of the original appointment becomes the terminal year of the appointment.

5.400

## Sabbatical Leave Policy and Procedures

Sabbatical leaves are a privilege extended to eligible professorial faculty by Southern Oregon University for the purpose of strengthening the academic programs of Southern Oregon University while also strengthening the professional preparation of the individual faculty member. The institution will make every reasonable effort to provide these privileges in a timely manner to eligible faculty.

5.410

### General Policies for Sabbatical Leaves

After six years of service, an eligible faculty member may be granted a sabbatical leave. The conditions of sabbatical leave are as follows:

5.411

#### Eligibility

5.411 (a)

a. Faculty members with 0.5 FTE or higher are eligible for their first sabbatical after six years of service at Southern Oregon University (FTE equivalent is not required). Upon returning from a sabbatical and completing another six years of service, faculty members are again eligible for a sabbatical.

5.411 (b)

b. When Southern Oregon University requires an eligible faculty member to postpone a sabbatical for one or more years, the faculty member may request to have those intervening years of service credited toward the six years of service required for the following sabbatical (up to a maximum of two years of service). Requests should be addressed to the Provost and carry the endorsement of the Chair/supervisor and Director, as applicable. If approved, a notation should be placed in the faculty member’s personnel file and copied to all involved parties.

5.411 (c)

c. Years of service must be accumulated during academic and/or administrative appointments at 0.5 FTE or higher with the rank of Instructor or higher. Each year a faculty member holds an appointment (whether a 9, 10, 11, or 12-month appointment) is considered one year of service. Years of service will be accumulated during paid leaves of absence (excluding sabbatical leaves), but not during unpaid leaves of absence.

5.411 (d)

d. Recommendations for sabbatical leave for professional faculty and persons not otherwise qualified may be made in exceptional cases at the discretion of the institution.

5.411 (e)

e. Faculty members with part-time appointments or those whose appointments have included a mixture of both full and part-time service are subject to the state board's rules on eligibility for sabbatical leave set forth in OAR 580-21-200 through OAR 580-21-240.

5.411 (f)

f.Full-time faculty previously on part-time appointments will be given equivalent credit for part-time service (e.g., six years at 1/2 time and three years at full time equate to six years) and will be eligible for sabbatical leave based on current full-time salary.

5.411 (g)

g. If a faculty member holds a split appointment between two or more secondary academic divisions, the division in which he/she has the major fraction of appointment will review the individual’s application. In the case of a 50/50 appointment, both concerned divisions will review the application.

5.412

#### Duration of Leave and Relative Compensation Rate

5.412 (a)

a. Faculty members are eligible for any one of the following types of sabbatical leave. For the purposes of this section, fractions of one year represent the equivalent fraction of the individual’s faculty appointment. For example, one-third of a year would be a single academic term for a faculty member on a 9 or 10-month appointment, but 4 months for a faculty member on an 11 or 12-month appointment. Additional details regarding sabbatical compensation are set forth in OAR 580-21-200 through OAR 580-21-240.

(1) If the sabbatical leave is for one year, the faculty member earns 60 percent of his/her regular annual salary.

(2) If the sabbatical leave is for two-thirds of a year, the faculty member earns 75 percent of his/her regular monthly salary during the months on leave and full salary for the remainder of the year.

(3) If the sabbatical is for one-third of a year, the faculty member earns 85 percent of his/her regular monthly salary during the months on leave and full salary for the remainder of the year.

5.412 (b)

b. Alternative sabbatical leave structures may be proposed if not prohibited by the Oregon Administrative Rules on sabbatical leaves.

5.412 (c)

c. Faculty members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation strictly conforms to the stated and approved purposes of the sabbatical leave.

5.413

3. Each faculty member is obligated to return to the institution for at least one year of service following any sabbatical leave.

5.414

4. During the period of sabbatical leave, the faculty member shall inform the Provost in writing if any change is made in the sabbatical leave project as outlined in the application. At the end of the sabbatical leave, the faculty member shall submit a report of the accomplishments and benefits resulting from the leave. Faculty members may also make a presentation to colleagues at the institution reporting the results of the leave.

5.420

### Sabbatical Leaves For Academic Faculty

5.421

#### Purpose of Sabbatical Leaves for Academic Faculty

5.421 (a)

a. Sabbatical leave is granted to professorial faculty for scholarly and/or professional activities.

5.421 (b)

b. Sabbatical leave applications are evaluated in view of the contribution the project will make to the academic programs of Southern Oregon University and to the professional preparation of the individual faculty member. A sabbatical leave application should not be rejected on fiscal grounds alone nor should the approval of a sabbatical leave application significantly impair the operation of a university program.

5.421 (c)

c. The Chair and Director, working with the Provost, will make every reasonable effort to provide sabbaticals in a timely manner to eligible academic faculty. However sabbatical leave is still a privilege and not a right. The Chair and Director must also make every effort to balance the potential benefit to the institution and the individual faculty member against the associated cost of the sabbatical leave.

5.422

#### Procedure for Sabbatical Leave Requests from Academic Faculty

5.422 (a)

a. The Chair will keep faculty members informed of policies concerning eligibility for sabbatical leave and to advise eligible faculty as to proper and timely application procedures.

5.422 (b)

b. The Chair will plan several years ahead and accurately maintain a sabbatical leave schedule within the secondary academic division. The Chair will communicate with and request from the Director appropriate relief for staffing problems and replacement needs.

5.422 (c)

c. By October l5 of the year preceding the sabbatical leave, the applicant shall submit the official request ("Application and Contract for Sabbatical Leave," OSBHE) including two copies of a supplemental statement. This supplemental statement should specify at least the following: a brief list of goals, outline of project or alternatives projects, anticipated benefits, and budgetary data. Such specification is not necessarily binding, provided that the applicant files a revised description at the time the proposed changes are developed. Prior to beginning the sabbatical leave, all faculty members must have an accurate supplemental statement on file in the Provost’s office.

5.422 (d)

d. Under extraordinary conditions, sabbatical leave applications may be considered outside the normal time line specified.

5.422 (e)

e. The sabbatical leave request from an academic faculty member shall be reviewed by the Secondary Academic Division Personnel Committee, the Chair, Director, the Faculty Personnel Committee, and the Provost in order to assure that the project presented is of substantial benefit to the institution and the individual. However, wide latitude shall be given faculty members in determining what has value to them as long as it also indicates value to the institution and/or profession, directly or indirectly.

5.422 (f)

 f. Upon completion of a sabbatical leave, a faculty member shall file an appropriate sabbatical leave report, filing copies with the Chair, the Director, the Provost, and the President. In this report, the faculty member should assess the success of the leave in terms of the objectives and plans stated in the application. The respective Chairs and Directors, along with the Provost, will evaluate the sabbatical leave on the basis of this report and return their findings to the faculty member.

5.500

## Guidelines on Emeritus Selection and Status

Faculty members of Southern Oregon University may be honored with emeritus status at retirement in recognition of long and fruitful service.

5.510

### Guidelines

The faculty considered for emeritus status should:

1. ordinarily have at least ten years of active, full-time service to Southern Oregon University,

2. have reached minimum OUS retirement age,

3. have served in higher education or in a related professional field not less than 20 years, and

4. have earned at least the assistant professor rank.

5.520

### Selection Procedure

Recommendations for faculty must be forwarded from the candidate's secondary academic division, through the Director to the Provost. A name is retained on the emeritus list until one year after the death of the faculty member and is appropriately designated in the university catalog. If a faculty member holds a split appointment, either secondary academic division may forward the recommendation.

5.530

### Honors and Privileges Include the Following:

1. A listing in the university catalog and campus phone Directory.

2. A mailing address at the university.

3. Receipt of university publications.

4. An office (if available and requested).

5. Account with the SOU LAN computer network.

6. Faculty library privileges.

7. Participation in commencement exercises and other university functions.

8. Courtesy faculty parking privileges.

9. Faculty admissions privilege to scheduled events.

10. Consultative participation on faculty committees at request of the university.

11. Participation in social faculty functions.

12. Emeritus certificate.

# End of Section 5