

**AGENDA**  
**Faculty Senate Meeting**  
**February 15, 2005 – UC 218 -- 3:45pm**

- I. Roll Call
- II. Approval of Minutes
- III. Reports from Committees
  - A. Executive Committee
  - B. Academic Affairs Committee (*See Attachment*)
    - 1. Item I from the Department of Biology concerns reinstatement of the “3+1” Program in Medical Technology as a cooperative program between Francis Marion University and McLeod Regional Medical Center School of Medical Technology.
    - 2. Item II from the Department of Mass Communication concerns changing “specialty areas” requirements to “track options.”
    - 3. Item III is from the School of Education.
      - a. Items A and B concern an increase in the number of requirements to improve quality of candidates.
      - b. Item C concerns deletion of an obsolete component of the M.A.T. program.
  - C. The proposal from the Grade Appeals Committee contains a change to the grade appeals policy. (*See Attachment, pg. 8*)
  - D. Faculty Life Committee
    - 1. Item I concerns changes to Distinguished Faculty Selection. (*See Attachment, pg. 9*)
    - 2. Item II is a proposal for the William C. Moran Annual Lecture. (*See Attachment, pg. 10*)
    - 3. Item III contains proposed revisions to the Francis Marion University Faculty Handbook. (*See Attachment, pg. 11*)
- IV. Old Business
- V. New Business
- VI. Announcements
- VII. Adjournment

## Report of the Academic Affairs Committee

### I. Department of Biology:

Reinstate the "3+1" Program in Medical Technology as a cooperative program between Francis Marion University and McLeod Regional Medical Center School of Medical Technology.

#### A. **ADD**, on page 68, of the current catalog at the end of the **Mission Statement**:

A degree in Biology with emphasis in Medical Technology is also offered by Francis Marion University in which the student supplements three years of study in the Department of Biology with one year of clinical studies in an approved program.

#### B. **DELETE**, on pages 69-70 of the current catalog, the entire Section on "Medical Technology Option and **REPLACE** with the following:

##### **MEDICAL TECHNOLOGY OPTION**

Coordinator: Dr. Larry J. McCumber

Medical technologists usually serve as technical assistants to pathologists, performing clinical laboratory procedures helpful to physicians in the determination of the nature, course and treatment of disease. A Bachelor of Science degree in Biology with emphasis in medical technology at Francis Marion University is awarded after successful completion of 124 hours (See page 73 and 170). A cooperative program with McLeod Regional Medical Center allows the student to become a medical technologist in 4 years. The student will complete their clinical studies during the senior year. (3 + 1 program) Application to this program must be made during the junior year. Acceptance is on a competitive basis.

Students may also elect to obtain a BS in Biology, with the appropriate prerequisites, and then apply to a medical technology program for their clinical year of study. (4 + 1 program)

#### C. **DELETE**, on page 73 of the current catalog, the Four Year Plan for Pre-Medical Technology Option (4 + 1) and **REPLACE** with the following:

##### FOUR YEAR PLAN FOR BIOLOGY MAJORS: MEDICAL TECHNOLOGY (3 + 1) OPTION WITH A CHEMISTRY MINOR

##### Freshman Year

<b>Fall</b>		<b>Spring</b>	
<b>Course</b>	<b>Sem. Hrs.</b>	<b>Course</b>	<b>Sem. Hrs.</b>
English 112	3	English 200	3
Math 111	3	Math 112	3
Biology 105 and Lab	4	Biology 106 and Lab	4
Chemistry 101 and Lab	4	Chemistry 102 and Lab	4
<b>Total Credits</b>	<b>14</b>	<b>Total Credits</b>	<b>14</b>

**Sophomore Year**

<b>Fall</b>		<b>Spring</b>	
<b>Course</b>	<b>Sem. Hrs.</b>	<b>Course</b>	<b>Sem. Hrs.</b>
Biology 311 and Lab	4	Biology Elective	4
Chemistry 201 and Lab	4	Chemistry 202 and Lab	4
Math 114	3	History: 200-level	3
Computer Sci 150 or 190	3	Speech Communication	3
Social Sci Elective	3	Art 101, Music 101 Or Theatre 101	3
<b>Total Credits</b>	<b>17</b>	<b>Total Credits</b>	<b>17</b>

**Junior Year**

<b>Fall</b>		<b>Spring</b>	
<b>Course</b>	<b>Sem. Hrs.</b>	<b>Course</b>	<b>Sem. Hrs.</b>
Biology 401 and Lab	4	Biology 407 and Lab	4
Pol Sci 101 or 103	3	Humanities Elective	3
Physics 215 and Lab	4	Literature	3
Chemistry 203 and Lab	4	Social Sci Elective	3
		Physics 216 and Lab	4
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>17</b>

**Senior Year**

<b>Fall</b>		<b>Spring</b>	
<b>Course</b>	<b>Sem. Hrs.</b>	<b>Course</b>	<b>Sem. Hrs.</b>
Biology 495	15	Biology 496	15
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>15</b>

**Total Hours Required for Degree 124**

**D. ADD**, on page 75 of the current catalog, Biology 495 496

**495/496 Medical Technology Internship (15/15)** (Prerequisite: Completion of 3 year academic portion of 3+1 Program in Medical Technology or equivalent) Internship for a minimum of twelve months under the direction of hospital instructional staff. Course work will include 4 hours Clinical Hematology, 2 hours Clinical Hemostasis, 2 hours Instrumentation and Methods, 4 hours Clinical Chemistry, 4 hours Clinical Microbiology, 3 hours Mycology, Parasitology, Virology, 2 hours Clinical Microscopy, 4 hours Immunohematology, 3 hours Clinical Immunology, 2 hours Medical Laboratory Systems.

- E. **ADD**, on page 169, of the current catalog in the paragraph directly under Cooperative Programs, after wildlife biology, the following:

with McLeod Regional Medical Center or other accredited program in the area of Medical Technology .

- F. **ADD** ,on page 170, of the current catalog after **Arrangement in Forest Management**:

**ARRANGEMENT IN MEDICAL TECHNOLOGY WITH MCLEOD REGIONAL MEDICAL CENTER SCHOOL OF MEDICAL TECHNOLOGY**

Coordinator: Dr. Larry J. McCumber

Medical technologists usually serve as technical assistants to pathologists, performing clinical laboratory procedures helpful to physicians in the determination of the nature, course and treatment of disease. A Bachelor of Science degree in Biology with emphasis in medical technology at Francis Marion University is awarded after successful completion of 124 hours to include the following:

1. A minimum of 94 semester hours including the General Education Requirements and the following required courses:

Biology - 24 semester hours	
General Biology ( <b>Biology 105, 106</b> )	8 hours
Microbiology ( <b>Biology 311</b> )	4 hours
Immunology ( <b>Biology 407</b> )	4 hours
Genetics ( <b>Biology 401</b> )	4 hours
Biology Elective	4 hours
Chemistry - 16 semester hours	
General Chemistry ( <b>Chemistry 101-102</b> )	8 hours
Organic Chemistry ( <b>Chemistry 201-202</b> )	8 hours
Chemistry Minor (or Second Collateral) - 4 (or 12) semester hours	
Quantitative Analysis ( <b>Chemistry 203</b> )	4 hours
(or Collateral)	(12 hours)
Mathematics - 9 semester hours	
Math (2 courses from <b>111, 112, 180 or higher</b> )*	6 hours
Statistics ( <b>Mathematics 114</b> )	3 hours
Physics – 8 (or 12) semester hours	
Physics <b>215, 216 (or 200, 201, 202)</b>	8 hours
	(12 hours)
Computer Science - ( <b>CS 150 or 190</b> )	
	3 hours

\* Credit cannot be given for Math 180 and either Math 111 or 112.

2. Completion of a 30-hour clinical curriculum (Biology 495 and 496) in a medical technology program approved by Francis Marion University.

McLeod affiliation - Francis Marion University is currently affiliated with the School of Medical Technology of the McLeod Regional Medical Center, Florence, South Carolina. A limited number of Francis Marion students will be admitted to the McLeod program on a competitive basis, upon application during the junior year. Students will be admitted only if

- a. they have completed 3 nine-month academic years (or the equivalent) of undergraduate study detailed in Item 1 including all of the General Education Requirements;
- b. they have a minimum grade point average of 2.6 in the biology, chemistry, physics, mathematics, and computer science courses;
- c. they have a 2.5 overall grade point average.

A student can complete the requirements for the degree to become a medical technologist in four years. The student is then eligible to take the National Certification Exam from the ASCP or NCA.

**II. Department of Mass Communication:****CHANGE**, on page 106 of the current catalog, **FROM:**

Major

2. 12 semester hours from one specialty area:
  - a) Print Journalism: Mass Communication 303, 401, 417, and 3 semester hours above the 299 level selected with adviser approval.
  - b) Broadcast Journalism: Mass Communication 321, 417, 421 and 3 semester hours above the 299 level selected with adviser approval.
  - c) Public Relations: Mass Communication 310, 410, 420 and 3 semester hours above the 299 level selected with adviser approval
  - d) Convergence: Mass Communication 440; one of the following print journalism skills courses: 304, 3330, 401 or 405; one of the following broadcast journalism skills courses: 321, 330, or 404; and 498 or another course from the two subgroups listed above with approval of adviser. (The same course cannot satisfy two requirements).

**TO:**

Major

2. 12 semester hours in one track option:
  - a) Print Journalism: Mass Communication 417 and three other courses from the Print Journalism list; each approved by faculty adviser.
  - b) Broadcast Journalism: Mass Communication 321 and three other courses from the Broadcast Journalism list; each approved by faculty adviser.
  - c) Convergence Journalism: Mass Communication 440 and three other courses from the Convergence Journalism list; each approved by faculty adviser.
  - d) Public Relations: Mass Communication 310; and three other courses from the Public Relations list; each approved by faculty adviser.

**Print Journalism**

Mass Communication  
 303 Opinion Writing  
 304 Photojournalism  
 305 Page Layout and Design  
 330 Covering Sports  
 401 Feature Writing  
 405 Foreign Reporting  
 406 Environmental Reporting  
 417 History of Journalism  
 430 Critical Issues in Mass Communication  
 470 Media and Society  
 475 Sports, Media and Society  
 498 Communication Internship

**Broadcast Journalism**

Mass Communication  
 220 Broadcast Production  
 303 Opinion Writing  
 321 Broadcast Writing and Reporting  
 330 Covering Sports  
 401 Feature Writing  
 405 Foreign Reporting  
 406 Environmental Reporting  
 417 History of Journalism  
 421 Advanced Broadcast Journalism:  
     Reporting and Producing  
 430 Critical Issues in Mass Communication  
 470 Media and Society  
 475 Sports, Media and Society  
 498 Communication Internship

**Convergence Journalism**

- Mass Communication
- Choice from Print Journalism\*
- Choice from Broadcast Journalism\*
- 304 Photojournalism or
- 498 Communication Internship

\*The same course cannot satisfy two requirements.

**Public Relations**

- Mass Communication
- 304 Photojournalism
- 305 Page Layout and Design
- 330 Covering Sports
- 410 Advanced Public Relations
- 420 Contemporary Issues in Public Relations
- 430 Critical Issues in Mass Communication
- 498 Communication Internship

**III. School of Education:**

A. **ADD** on page 187 (M.E.D.) and also on page 188 (M.A.T.) of the current course catalog the following:

- 5. Submit a written statement of your philosophy of education.
- 6. Schedule an interview with the program coordinator or faculty advisor.

B. **CHANGE** numbers and wording on page 188 of the current course catalog

**FROM:**

- 5. All of the above materials...

**TO:**

- 7. Items 1-5...

**FROM:**

- 6.

**TO:**

- 8.

C. **CHANGE** the following requirements associated with Graduate Degree Status: M.A.T. on page 188 of the current catalog:

**FROM:**

Students in the Master of Arts in Teaching degree program will be required to complete prerequisites/corequisites and to attain formal admission to the Professional Education Program.

**TO:**

To be considered for admission as a Master of Arts in Teaching degree student, an applicant must complete the following steps:

No additional faculty or equipment will be required.

## REPORT FROM THE GRADE APPEALS COMMITTEE

### **Proposal for a Change in the Grade Appeals Policy** (passed by Grade Appeals Committee, November 2004)

The current policy (last amended by the Senate on January 27, 2000; passed by the Faculty on February, 2000) is published in the current *Faculty Handbook* (p. 38) as well as the *Student Handbook: 2004-05* (p. 137). Policy #5 states that, following submission of a student's grade appeal petition, the Grade Appeals Committee will conduct hearings to gain further information from the student and course instructor. Because these hearings have been found needlessly adversarial, redundant, and time-consuming, the committee recommends the following policy change:

*Faculty Handbook*  
page 38

#### **CHANGE FROM:**

5. The Grade Appeals Committee will conduct a hearing within 30 calendar days of receipt of the petition (excluding the summer or Christmas break). The committee may seek additional information and advice, as it deems necessary. It should be noted that the hearing is not an effort on the part of the University to replicate in any way judicial proceedings in the spirit or sense of a formal court of law. The hearing is designed simply to provide a University forum for appropriate and fair-minded discussions and deliberations. In that spirit, neither the university nor the student may be accompanied by legal counsel.
6. Within ten workdays after the hearing, the chair of the Grade Appeals Committee....

#### **TO:**

5. The Grade Appeals Committee, upon receipt of a student's grade appeal petition, may ask the instructor for an explanatory written statement with, if necessary, useful supporting documentation. It may also ask the student for additional information. In some cases the committee may conduct a hearing, as when the student, faculty member, or committee members might ask for one. Because this hearing would be for informational purposes only, it should not replicate judicial proceedings. No legal counsel shall be permitted to appear.
6. Within ten workdays after a decision, the chair of the Grade Appeals Committee....



## REPORT FROM THE FACULTY LIFE COMMITTEE

### I. DISTINGUISHED PROFESSOR SELECTION

1. Eligibility - current full-time tenured, tenure-track Francis Marion University employees (including department chairpersons and school deans);
  - the Office of the Provost (1286) may be contacted regarding a faculty member's eligibility;
2. Criteria - award criteria will be based on the faculty member's contribution in teaching, professional service, and scholarly activities;
3. Nominations - Candidates shall be permitted to nominate themselves for consideration for the Distinguished Professor award or be nominated by any other faculty member, any Francis Marion University student who has been enrolled within the last twelve months, or any current staff member.
4. Materials Reviewed - The committee shall consider as written documentation (1) each nominee's annual reports for the preceding four years and (2) a curriculum vitae for each nominee.\*
5. Membership and Chair - The committee shall consist of five students (selected by the Student Government Association) and all Distinguished Professors under contract with the University. Each year the Provost shall appoint all faculty members. The Provost shall chair the committee without vote.
6. Responsibilities - The Committee shall:
  - a. Select a group of finalists from those faculty nominated for Distinguished Professor. Both students and faculty determine this selection.
  - b. Select from the finalists, and recommend to the President, the individual to be named Distinguished Professor. The faculty members on the committee make this selection.
7. Finalist - announced at the Distinguished Faculty Dinner at the close of the Spring Semester;
  - is presented at Spring Commencement and given the citation and medallion;
  - is the nominee of Francis Marion University for the Governor's Professor of the Year Award the following Fall.

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\*During each fall semester the Provost Office shall request from all faculty a current curriculum vitae for the purpose of consideration for the Distinguished Professor Award and other awards, and for the purpose of accreditation activities. If a faculty member does not wish to be considered for the Distinguished Professor or other University awards, he or she should so notify the Provost's Office.

## **II. The WILLIAM C. MORAN ANNUAL LECTURE**

PROPOSED: an annual address—to be called the William C. Moran Annual Lecture--on or about the last Thursday in March during the open period (3:35-4:50) in Lowrimore Auditorium.

The Address will be free, open to the public and advertised in local media.

Normally, the speaker(s) will be a retiring or emeritus faculty member or an accomplished senior faculty member.

The Address will be followed by a reception in The Cottage; the text of the Address will be published in pamphlet form. Funds for the reception/ publication will be provided by the Provost's office.

### SELECTION PROCESS AND TIMELINE:

- Nominations of willing candidates may be made by any FMU faculty member by the end of the Fall semester to the chair of the Faculty Life Committee.
- The Faculty Life Committee will select the speaker(s) from among the nominees and forward its recommendation to the Provost no later than January 31. If he concurs, the Provost will issue an invitation to the selected speaker(s) as soon as possible thereafter.

### III. HANDBOOK REVISIONS

#### PROPOSED REVISIONS TO THE FRANCIS MARION UNIVERSITY *FACULTY HANDBOOK*

(Based on changes proposed by Ben Kyer and Ken Autrey, an ad hoc committee appointed in spring 2004 by Provost Richard Chapman and Chair of the Faculty Charlene Wages)

Page 1

#### Selection, Evaluation, and Retention of Academic Administrators

When a vacancy is anticipated in the position of President of the University ~~or in the position of any academic officer~~, the faculty, through ~~an appropriate committee~~ *the Faculty Senate Executive Committee and/or a search committee*, shall communicate to the Board of Trustees its views on the filling of ~~such vacancies~~ the vacancy. *When a vacancy is anticipated in the position of Provost, the faculty, through the Faculty Senate Executive Committee and/or a search committee, shall communicate to the President its views on filling the vacancy. The faculty shall elect faculty representatives to be included on any search committee.*

Faculty evaluation of the President, the Provost, school deans, and department chairs is conducted on an annual basis by means of an evaluation instrument developed by the faculty. (See Policy and Procedure for Faculty Evaluation of Academic Administrators.)

Department chairs and school deans are appointed by the President following ~~their election by a~~ *recommendation by vote of* the faculty in their respective units *and a review and recommendation by the Provost.*

Page 2

#### Faculty Administrative Staff

Department chairs *and school deans* are generally responsible for the activities of their departments and schools, for which they are accountable to the Provost. ~~(or, in the case of program coordinators within the School of Business, to the dean of the School of Business; or, in the case of program coordinators within the School of Education, to the dean of the School of Education).~~ Their primary responsibility is supervising the teaching, research, and professional service of their faculty. Department chairs *and school deans* represent their departments *and schools* in relations with other departments *and schools* and with other administrative officers of the University. In exercising leadership in the improvement of departmental programs and of the departmental faculty, a chair *or dean* is expected to take the initiative to report that unit's needs and advocate its goals and plans.

A department chair's *and school dean's* specific functions include the following:

Page 3

These faculty are in coded and slotted (*FTE*) positions and are eligible for state-funded benefits.

Department chairs *are voting members of the faculty. All* ~~and full-time~~ librarians *hold* ~~appointed with~~ academic rank *and* are voting members of the faculty. All faculty who ~~have~~ *had* voting privileges at the time of the ratification of the 2001 Constitution shall retain them for the duration of their continuous employment in their present positions.

#### Graduate School Faculty

All full-time and part-time faculty teaching graduate courses normally hold the highest earned degree in their disciplines and must have exhibited excellence in instruction and in scholarly and professional activities. The graduate courses they teach must be in the fields of their expertise. ~~However, EDPD 525 courses, primarily workshop courses designed to meet a specific need in a school system, do not necessarily require that the faculty member hold the terminal degree, depending upon the nature and purpose of the specific 525 course.~~

***Membership in the graduate faculty is extended on a continuing basis to academic administrators and to faculty holding the rank of full professor. Membership may also be extended on an annual basis to faculty members at any rank who have not been designated as continuing members but who teach at least one course numbered 500 during the academic year. Credentials of both annual and continuing graduate faculty are evaluated annually by department chairs and school deans.***

Page 5 a

### **Summer Sessions (for regular on-campus courses)**

The University offers three summer sessions: Late Spring, Summer School I, and Summer School II. Summer teaching appointments are not included in the regular academic year contract. Summer pay rates are subject to change. ***The Provost will provide to the faculty a schedule of upcoming summer school pay rates no later than January 15.*** ~~Summer pay rates are subject to change. The maximum which can be earned per summer session is 15 percent of the previous academic year's salary; however, The maximum which can be earned during the summer for teaching regular on-campus courses is 30 percent~~ ***40 percent*** of the previous academic year's salary.

Page 5 b

### **Sponsored Research**

Sponsored research during a faculty member's base period will be considered as compensated for in the faculty member's base pay. Additional or extra compensation for such work will ~~not~~ be allowed ~~except under the most unusual circumstances and only when approved through the Dual Employment process.~~

Page 5 c

Travel and subsistence paid to a State employee by the requesting agency shall be in compliance with provisions in the ~~University Policies and Procedures Manual~~ ***Policies and Procedures Guide for Faculty and Staff.***

Page 6 a

The maximum compensation which can be ~~received~~ ***earned*** during the summer months for teaching regular ~~on-campus~~ ***and contract*** courses is ~~30 percent~~ ***40 percent of the previous academic year's salary.*** ~~and the maximum compensation which can be received under dual employment is 30 percent regardless of the source of funds, which includes compensation received from grants and/or contracts during the summer or during the academic/fiscal year.~~

A member of the University faculty may be permitted to do professional work of an expert character outside the University and to receive pay therefrom when the work in question contributes to the professional development of the individual. ~~No such outside work~~ **Outside employment** shall be undertaken ~~except~~ on the prior approval of the chair or dean concerned and prior authorization of the Provost. The University reserves the right to declare a conflict of interest at any time. For further information see the ~~University Policies and Procedures Manual~~ **Outside Employment Policies**.

No member of the teaching staff shall receive compensation for tutoring students in any course for which the faculty member is empowered to grant the student credit or over which the member has any authority. This regulation shall not be interpreted as prohibiting tutoring for remuneration in subjects over which the tutor has no control.

Employment by other State agencies or departments of the University occurring during an employee's base period and for which there is compensation in excess of the employee's regular salary for temporary, part-time contractual, or consultative service or for honoraria is considered dual employment and must be approved in advance following the dual-employment guidelines. See the ~~University Policies and Procedures Manual~~ **Dual Employment Policy** for further information on dual employment.

#### Page 6 b

When it is deemed necessary and appropriate, Francis Marion University permanent faculty and staff may be required to take certain job-related courses. ***When such a requirement is made, the employee will not be responsible for any costs associated with the course(s), which will be borne by the University. The employee will be responsible for any program application fees. The employee being required to take a course completes the application form available from Human Resources and obtains the necessary approvals. See the Required Course Policy for further information.***

#### Page 8 a

The ~~Assistant~~ Vice President for ~~Accounting~~ **Student Affairs** serves as Francis Marion University's Title IX Coordinator.

#### Page 8 b

### CHANGE

The performance review shall consist of three parts: (1) an annual review by each faculty member's department chair, (2) a self-review in the form of the faculty member's annual report, and (3) annual summary data provided by the Student Rating Form. The policies and procedures of this annual review will be consistent with "Best Practices for a Performance System for Faculty" as specified by the South Carolina Commission on Higher Education.

#### TO

The performance review shall consist of three parts: (1) a self-review in the form of the faculty member's annual report, (2) annual summary data provided by the Student Rating Form, and (3) an annual review by each faculty member's department chair. The policies and procedures of this annual review will be consistent with "Best Practices for a Performance System for Faculty" as specified by the South Carolina Commission on Higher Education.

Page 9 a

**A. General Guidelines for Use of Student Rating Forms**

1. Faculty are required to administer student course evaluations during spring and fall sessions. During all summer sessions, student course evaluations are normally administered only at the faculty member’s request; however, faculty are required to administer student course evaluations, during the summer if no one has taught the course during the current academic year. Results of voluntary summer student course evaluations are sent only to the faculty member; department chairs/deans do not receive copies of voluntary evaluations unless the faculty member chooses to forward a copy to the chair/dean. <ALREADY APPROVED BY FACULTY>

Page 9 b

2. Summative evaluations, using *the FMU Student Rating Form (See Appendix 7)* shall ~~always~~ **normally** be based on one year’s data. Faculty shall not be evaluated solely on the basis of one student ~~or one class or even one semester~~. **Except in the case of first-year appointments, faculty shall not be evaluated based on data from one semester.**

**DELETE**

**B. FMU Student Rating Form**

The FMU student Rating Form will be used.

Page 11

**DELETE** “IV. Academic Advising.” **RENUMBER** the following sections accordingly.

Page 12

**VI. Notice of Reappointment or ~~Termination~~ Nonrenewal of Appointment of Nontenured Faculty Members**

....

If a faculty member on tenure track does not receive written notice of the granting of tenure by ~~May 15~~ **June 30** of the faculty member’s sixth full academic year of employment on tenure track, then the faculty member’s contract for the next academic year is a terminal contract and the faculty member’s employment will ~~terminate~~ **conclude** at the end of that next academic year. **Normally, the written notice will be provided by May 15. If a decision cannot be reached by May 15, the President and Provost will meet with the Faculty Executive Committee to explain the delay, and the Provost will write to the faculty member to explain the reason by May 15.**

Page 13

Timetable for Implementation of *Portfolio* System

The suggested calendar for a faculty portfolio system is as follows:

- Element ~~1A~~: Spring prior to academic year
- Element ~~2B~~: Spring prior to academic year
- Element ~~3C~~: Early fall of academic year
- Element ~~4D~~: Spring of academic year

Pages 17-18

## I. Policy on Continuous Tenure

The achievement of continuous tenure of employment is based on merit and founded on the three criteria traditional in higher education: teaching effectiveness, scholarly activity, and professional service, as these are defined in the *Criteria and Procedures for Promotion in Academic Rank*. Consequently, the achievement of continuous tenure of employment parallels closely the achievement of academic promotion.

Tenure decisions are normally made during the sixth full academic year of employment *at Francis Marion University*. *With the approval of the department or school*, up to three years of full-time teaching experience at other institutions may be used in partial fulfillment of the time requirement for acquiring tenure. *For those using credit from other institutions, the first contract year at FMU is the first probationary year.*

*When by a majority vote of the tenured members of the department or school*, a non-tenure-track position is converted to a tenure-track position, ~~by a majority vote of the tenured members of the department~~, up to five years of full-time teaching experience at Francis Marion University may be used in partial fulfillment of the time requirement for acquiring tenure. At the time of appointment to a tenure-track position contracts ~~should~~ *will* specify both the credit for previous service toward tenure and the tenure decision date. *The time to the tenure decision date shall begin with the first tenure-eligible contract at Francis Marion University.*

*In exceptional circumstances, the President may grant a faculty member tenure at the time of employment based on a favorable recommendation by the tenured members of the department or school, review and recommendation by the appropriate tenure and promotion committee, and review and recommendation by the Provost. If the Provost is the faculty member in question, the recommendation goes from the committee to the President. If the President is the faculty member in question, the recommendation goes from the Provost to the Board of Trustees.*

Pages 18-19

## II. Procedure for Continuous Tenure

Continuous tenure of employment is not awarded automatically. Instead, it is the result of planning between the faculty member and the department chair/*school dean* and *between among* the

department chair/school dean and ~~or~~ the Provost.

1. Issues, concerns, and deadlines relating to tenure should be discussed by the department chair/*school dean* with eligible faculty members at the beginning of the academic year of the tenure decision.
2. The candidate for tenure shall submit tenure application materials to the department chair/*school dean* by January 15.
3. By February 1, the department chair/*school dean*, in concert with the candidate for tenure, will submit to the school/college Committee on Promotion and Tenure the following materials, which together constitute the candidate's dossier:
  - a. a detailed *curriculum vitae*, defined to include:
    1. earned degrees, institutions, and dates of receipt
    2. primary areas of emphasis
    3. educational/work experience
    4. honors, awards, and recognitions
    5. research/scholarship\*
    6. professional service\*
    7. history of instructional or administrative loads\*

(\*See Annual Faculty Review and Evaluation for examples.)
  - b. summaries of student course evaluation data
  - c. a letter from the department chair/school dean which summarizes the candidate's eligibility for tenure and makes a recommendation regarding the tenure request
  - d. copies of the department chair/school dean's Annual Faculty Review and Evaluation and the faculty member's Annual Report for each year of the candidate's tenure-track employment at Francis Marion University.

In addition to the above, the dossier may include:

- e. a brief (one page) candidate statement
- f. letters of support from colleagues
- g. letters of support from current and/or former students
- h. appropriate examples of scholarly work
- i. appropriate examples of professional service.

Because these items are optional, a dossier which excludes them is not to be judged negatively.

4. Upon receipt of the candidate's dossier, the school/college Committee on Promotion and Tenure reviews it and makes a recommendation. ***In the Schools of Business and Education***, the recommendation and dossier will be forwarded to the school dean, with copies of the committee's recommendation sent to the candidate and department chair. ***In the College of Liberal Arts, the recommendation and dossier will be forwarded directly to the Provost.*** Meetings of the school/college Committee on Promotion and Tenure are closed.



5. ***In the Schools of Business and Education***, upon receipt of the candidate's dossier, the dean reviews it and makes a recommendation. The recommendation and dossier will be forwarded to the Provost, with copies of the dean's recommendation sent to the candidate ***and*** committee, ~~and department chair.~~
6. Upon receipt of the candidate's dossier, the Provost reviews it and makes a recommendation. The recommendation and dossier will be forwarded to the President, with copies of the Provost's recommendation sent to the candidate, the dean/~~the~~ department chair, and the school/college Committee on Promotion and Tenure.
7. Upon receipt of the candidate's dossier, the President reviews it, makes a final decision, and communicates that decision to the Provost, the candidate, the department chair/~~the~~ school/College dean, and the school/college Committee on Promotion and Tenure. The ~~President~~ ***Provost*** or his or her designee will also announce the tenure decisions ~~at the April meeting of the General Faculty.~~ ***to the faculty.***

## Page 19

**MOVE** the first paragraph under “Appeal Procedures up, making it #8 at the end of the preceding section. In two places **CHANGE** “decisions” to “recommendations.”

## Page 20

### II. Procedure for Promotion in Academic Rank

Promotion in academic rank is not automatic. Instead, it is the result of specific and continued planning between the faculty member and the department chair/***school dean*** and ***between*** ~~among~~ the department chair/school dean and ~~for~~ the Provost. Each faculty member assumes primary responsibility for both professional development and promotion in academic rank, and promotion issues and concerns should be discussed by the faculty member with his or her department chair/***school dean*** during the faculty member's annual evaluation. The communication between the faculty member and the department chair/***school dean*** and among the department chair/School dean and ~~for~~ Provost is intended to increase the probability that candidates for promotion fulfill the specific promotion criteria.

1. For promotion consideration, by February 1 of each academic year the department chair/***school dean***, in concert with the candidate for promotion, will submit to the school/college Committee on Promotion and Tenure the following materials which together comprise the candidate's dossier:
  - a. a "Candidate Statement" which summarizes in narrative form the candidate's work performance and compliance with the respective criteria for promotion
  - b. a detailed *curriculum vitae*, defined to include:
    1. earned degrees, institutions, and dates of receipt
    2. primary areas of emphasis
    3. educational/work experience
    4. honors, awards, and recognitions
    5. research/scholarship\*
    6. professional service\*
    7. history of instructional/administrative loads\*

(\*See Annual Faculty Review and Evaluation for examples.)

- c. a summary of student course evaluation data (which may be incorporated into the Candidate Statement)
- d. a letter from the department chair/school dean which summarizes performance evaluation data for each of the three criteria from the appropriate years and makes a recommendation regarding the promotion request
- e. copies of the department chair/school dean's Annual Faculty Review and Evaluation and the faculty member's Annual Report for only the four previous academic years.

2. In addition to the above, the dossier may include:

- f. letters of support from colleagues
- g. letters of support from current and/or former students
- h. appropriate examples of scholarly work
- i. appropriate examples of professional service.

Because these items are optional, a dossier which excludes them is not to be judged negatively.

- 3. Upon receipt of the candidate's dossier, the school/college Committee on Promotion and Tenure reviews it and makes a recommendation. ***In the Schools of Business and Education***, the recommendation and dossier will be forwarded to the school dean, with copies of the committee's recommendation sent to the candidate ~~and department chair~~. ***In the College of Liberal Arts, the recommendation and dossier will be forwarded directly to the Provost.*** Meetings of the school/college Committee on Promotion and Tenure are closed.
- 4. ***In the Schools of Business and Education***, upon receipt of the candidate's dossier, the dean will review it and make a recommendation. The recommendation and dossier will be forwarded to the Provost, with copies of the dean's recommendation sent to the candidate ***and*** committee, ~~and department chair~~.
- 5. Upon receipt of the candidate's dossier, the Provost reviews it and makes a recommendation. The recommendation and dossier will be forwarded to the President, with copies of the Provost's recommendation sent to the candidate, the dean/ ~~the~~ department chair, and the school/college Committee on Promotion and Tenure.
- 6. Upon receipt of the candidate's dossier, the President reviews it, makes a final decision, and communicates that decision to the Provost, the candidate, the department chair/ ~~the~~ school/College dean, and the school/college Committee on Promotion and Tenure. The ~~President~~ ***Provost*** or his or her designee will also announce the tenure decisions ~~at the April meeting of the General Faculty~~. ***to the faculty.***

Page 21

**MOVE** the first paragraph under “**Appeal Procedures**” up, making it #7 at the end of the preceding section. In two places **CHANGE** “decisions” to “recommendations.”

## Page 22 a

3. A candidate for promotion in academic rank may appeal a ***the final*** promotion decision to the Faculty Grievance Committee.

## Page 22 b

As mitigating circumstances may warrant, the period for post-tenure review may be extended by up to two years upon approval by the President. In addition, the majority of faculty within a department/school, the department chair, the school dean, the Provost, or the President may request a post-tenure review prior to the normal six-year period. If a faculty member eligible for post-tenure review was on sabbatical leave during the evaluated time period, detailed information regarding the outcome(s) of the sabbatical must be included within the post-tenure review process. Although promotions in academic rank and post-tenure review follow different processes, the same portfolio of documents may be used for both if reviews for promotions fall within the appropriate time interval and encompass all indicators required by post-tenure review. ***Faculty members who are in the TERI program with no more than two additional academic years remaining or who have announced plans to retire within two academic years will not be required to undergo post-tenure review.***

## Page 23 APPROVED BY FACULTY 11/30/94

Under “Procedures for Post-Tenure Review” **REPLACE C, D and E with the following:**

C. The faculty member will submit to the Performance Review Committee a *curriculum vitae* covering the previous six academic years.

D. A Performance Review Committee will be chosen as follows: the faculty member will select one representative from within his or her school/department and one from outside the school/college; the school dean/department chair will select one representative; and the tenured faculty of the school/department will elect one representative to serve as chair of the committee. All members of the Performance Review committee shall be tenured.

E After evaluating the *curriculum vitae*, the Performance Review Committee will submit a report to the faculty member and the department chair/school dean. This report should reflect the consensual views of the committee with respect to the faculty member’s continuing performance in discharging conscientiously and with professional competence the duties appropriately associated with the position at the time at which tenure was either initially granted or previously reviewed.

## Page 24 APPROVED BY FACULTY 11/30/94

## I. Procedure Concerning Recommendation of Unsatisfactory Performance

1. If the ~~Provost~~ ***department chair/dean*** receives a recommendation of unsatisfactory performance from the Performance Review Committee, ***the curriculum vitae and report of the Committee will be forwarded to the Provost, and*** the faculty member’s department will begin to develop a procedure for further faculty development.

## Page 37

Information concerning student performance in the course should be made available to each student throughout the semester. A student is entitled to an ~~full~~ explanation of any grade upon request.

Page 39 a

**DELETE** the section on “Academic Advising.”

Page 39 b

4. The committee will report its finding(s) to the Provost, *who will make a recommendation to the President, regarding disposition of the case. The ~~range of~~ actions may range from censure to dismissal.*

Page 39-42

### **. Grant Application**

Application for all federal grants and for all state and private grants for which the University will serve as fiscal officer must follow the schedule as outlined in the ~~University Policies and Procedures Manual~~. *Procedures for Administration of Grants and Contracts.*

## **SEXUAL HARASSMENT POLICY AND PROCEDURES**

### **I. Policy**

It is the policy of Francis Marion University, in keeping with efforts to maintain an environment in which the dignity and worth of all employees and students of the University are respected, that sexual harassment of students, employees, and visitors at Francis Marion University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition as outlined below.

Offenders of sexual harassment will be subject to disciplinary action which may include but is not limited to oral or written warnings, demotions, transfers, suspension without pay, or dismissal for cause.

Sexual harassment is a form of sex discrimination which is prohibited under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. The South Carolina State Human Affairs Law also prohibits sex discrimination.

**DELETE** sections A, B, C, and D.

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### **II. Procedure**

Any University employee (faculty or staff; full-time or part-time) who feels that she or he has been sexually harassed and who wishes further information or who wishes to file a complaint should contact the Vice President for Administration immediately.

Any student who feels that she or he has been sexually harassed under the above definition and

who wishes further information or who wishes to file a complaint should contact immediately one of the following: the Vice President for Student Affairs or the Vice President for Administration. Any faculty or staff member receiving a complaint of sexual harassment should seek the advice of the Vice President for Administration.

*Details of the University's sexual harassment policy and administrative procedures are contained in the Sexual Harassment Policy available on the University website and Sexual Harassment Administrative Procedures are available in the Human Resources Office.*

## **SUBSTANCE ABUSE COMPLIANCE POLICY**

~~This statement sets forth the Francis Marion University Policy prohibiting~~ *prohibits* the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on the University campus or at any University-sponsored event by faculty, staff, and students regardless of whether the student or employee is part-time, full-time, temporary, probationary, or permanent, pursuant to State and federal laws. *This policy is set forth in the Substance Abuse Compliance Policy available from the University's website and available from the Human Resources Office.*

Violation of this policy by academic employees, regardless of tenure status, will lead to the initiation of procedures for disciplinary action and may have legal consequences.

Violation of this policy by staff employees will be cause for disciplinary action pursuant to "Progressive Discipline Policy" and may have legal consequences.

Violation of this policy by students or student employees will lead to sanctions detailed in the student alcohol and drug policy as contained in the *Francis Marion University Student Handbook*.

Faculty, staff, and students are required to abide by the terms of this policy as a condition of employment or student status. In addition, grant or contract employees are required to notify the Vice President for Administration of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after the conviction. Federal law requires the University to notify the granting or contracting agency of a criminal drug statute conviction in the workplace within ten days of the date the University receives notification. Upon receiving notice, the Vice President for Administration will notify the granting or contracting agency so that the notice requirement will be satisfied.

Additional information on the procedures of this requirement is available in the Human Resources Office.

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**ADD** following the paragraph labeled "**Receiving of Gifts**":

### **Bookbuyers on Campus**

Several colleges and universities along the east coast have experienced instances when persons posing as book buyers burglarized certain offices and removed personal property from the occupants of those offices. We want to minimize the opportunities for unscrupulous individuals to take personal property or property belonging to Francis Marion University. In order to formalize the process and ensure that all potential book buyers are treated equally, the *Policy for Bookbuyers on Campus* was developed. All persons interested in purchasing books from any faculty or staff members on campus must report to the Vice President for Administration. After registering, he/she will be issued a temporary identification card. Faculty and staff should inform Public Safety about an encounter with any bookbuyer who cannot

produce his/her temporary identification card. The *Policy for Bookbuyers on Campus* is available on the University website or in the Human Resources Office.

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## Outside Employment

Limited consulting work and temporary undertakings which will not interfere with the successful discharge of University responsibilities may be undertaken. Outside employment of greater scope or magnitude ***that does not conflict with the mission and goals of the University may*** ~~must~~ be approved by the Provost. However, any employment by another State agency must be in accordance with the State's Dual Employment policies and procedures and the Ethics Act. University equipment and facilities are not to be used in the furtherance of outside work for pay. Requests for approval of outside employment should be submitted in accordance with the ~~University's Outside Employment Policy as stated in the *University Policies and Procedures Manual*~~ ***Outside Employment Policy***. Requests for approval must be resubmitted each year if such outside employment is contemplated. Information concerning the Ethics Act regulations and Dual Employment regulations may be obtained from the Human Resources Office.

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## Travel Regulations

Specific regulations for travel and/or reimbursement guidelines are reflected in the ~~*University Policies and Procedures Manual*~~ revised annually by the ~~Business Affairs Office~~ ***Travel Policy for Faculty, Staff, Student, or Student Group Travel***.

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## Sabbatical Leave

### A. Purpose

The purpose of sabbatical leave at Francis Marion University is to provide the faculty member an extended opportunity for enrichment in scholarly activity or teaching effectiveness. In granting sabbatical leave, the University affirms the faculty member's previous accomplishments and approves the faculty member's sabbatical plan for continued growth. In accepting sabbatical leave, the faculty member affirms a commitment to participate fully in the sabbatical project(s) contained in the proposal. ***The faculty member normally affirms his or her intention to return to Francis Marion University for at least one year following the end of the sabbatical leave.***

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3. ~~Leave~~ ***Special leave*** of absence without pay may be granted for good cause by the President on the recommendation of the department chair, ~~the School dean,~~ ***/school dean*** and the Provost under circumstances wherein the best interest of the University will be served. ***Requests for a special leave of absence without salary shall normally be made not later than May 1 if the leave is to commence at the beginning of fall semester or not later than October 1 if the leave is to***

***commence at the beginning of the spring semester. When a special leave of absence is granted, the Provost shall determine a date by which the faculty member on leave is obligated to inform the University whether or not he or she intends to return to the University. The faculty member's failure to do so by the date specified will result in termination of his or her appointment.*** If a faculty member fails to return after the period for which leave is granted, the appointment is terminated. The authorization of leave without pay is a matter of administrative discretion and may be considered in the following circumstances: