Committee on the Faculty By-Laws and Administration Manual Annual Report, 2011-12

- Membership: Scott Peeples, Chair; Glenn Lesses, Secretary; Mikhail Agrest.
- *Ex officio* members: Lynn Cherry, Speaker of the Faculty; Sarah Owens, Faculty Secretary; Deanna Caveny, Associate Provost; Tom Trimboli, Senior Vice President for Legal Affairs.

- The committee met five times: August 26, September 16, October 21, February 10, and March 16.

- The committee amended and approved the following changes to the Faculty By-Laws, all of which were approved by the Faculty Senate and ratified by the full faculty:

1. **Motion of the By-Laws Committee to change the term of the Speaker of the Faculty and Faculty Secretary (approved Oct. 4)**

Change to Bylaws Article III, Section 1, D (term of office for the Speaker of the Faculty) and Article III, Section 2, D (term of office for the Faculty Secretary)

**Introduction and purpose of change:**

The change in by-laws would redefine the term of office for the Speaker and Faculty Secretary to run from July 1 through June 30. This change would bring the terms of office for these positions in line with administrative appointments at the College and would allow for a smooth transition during the summer months.

**Proposed change with new wording indicated in italics underline:**

Article III, Section 1, D:
The term of office for the Speaker of the Faculty shall be one year, beginning the day after spring commencement July 1. No speaker may serve more than three consecutive terms.

Article III, Section 2, D:
The term of office for the Faculty Secretary shall be one year, beginning the day after spring commencement July 1. No Faculty Secretary may serve more than three consecutive terms.

If approved, the proposed change would go into effect for the 2012-2013 term.
2. Motion of the By-Laws Committee to change clarify eligibility to serve as a Senator (approved Dec. 6)

Change to Article IV, Section 2, B (Eligibility to serve as a Senator).

Introduction and purpose of change:
This change in the by-laws would clarify that in order to be eligible to serve as a Senator, someone must be able to fulfill regularly the duties of the role.

Proposed change with new wording indicated in italics underline:

Article IV, Section 2, B:
A Faculty Senator must be a full-time tenured, tenure-track, Instructor, or Senior Instructor employee of the College who has completed at least three years of service at the College, and who normally teaches at least three contact hours per semester or the equivalent in assigned research or who is a full-time professional librarian. Without regard to teaching load, Department Chairs, Assistant Department Chairs, and Associate Department Chairs who otherwise would be members of the regular faculty are eligible to serve as Faculty Senators. (App. April 2005) Administrative officers, the Dean of the Graduate School, the Academic Deans, the Dean of the Honors College, Associate Deans, and Assistant Deans are not eligible to serve as Faculty Senators. Faculty members on Leave, teaching away from the Charleston campuses, or for other reasons are unable to attend Senate meetings regularly, are not eligible to serve as Faculty Senators. (Rev. May 2009)

3. Motion of the Committee on the By-Laws and Faculty Administration Manual to amend By-Laws 5.3.B.2.a: Composition of the Committee on Graduate Education, Continuing Education and Special Programs, adding two additional members (Provost or designee and Director of Continuing Education). (Approved April 3)

MOTION: Amend By-Laws 5.3.B.2.a as follows:

2. Committee on Graduate Education, Continuing Education and Special Programs
   a. Composition: Five faculty members, at least one of whom is also a member of the Graduate faculty. The Dean of the Graduate School is a non-voting ex-officio member of this committee. The Registrar is an ex-officio member. The Dean of the Graduate School, the Registrar, the Provost or designee, and the Director of Continuing Education are non-voting ex-officio members.
4. Motion of the Committee on the By-Laws and Faculty Administration Manual to amend By-Laws 5.2.B.3: Composition and Duties of the Committee on the By-Laws and Faculty Administration Manual. (Approved April 3)

**Motion:** Amend By-Laws 5.2.B.3 as follows:

3. Committee on the By-Laws and the Faculty/Administration Manual
   
a. Composition: Three faculty members. *Ex-officio* members are the Speaker of the Faculty, the Faculty Secretary, *and* the Provost (or Provost’s designee), and the Vice President for Legal Affairs. *The Senior Vice President for Legal Affairs (or designee) is a non-voting, ex-officio member.* (Rev. April 2007)

b. Duties:

   (1) To review any motions to amend the Faculty By-Laws and report to the Faculty Senate.

   (4) (2) To review on a continuing basis the Faculty By-Laws and the Faculty/Administration Manual;

   (2) (3) To propose changes for the improvement of these documents and to forward the recommended changes to the administration and/or the Faculty Senate as appropriate;

   (3) (4) To incorporate any revisions to or interpretations of either document in new editions of the documents; and

   (4) (5) To make non-substantive changes to the Faculty By-Laws to correct unintended grammatical and spelling errors, address minor problems of stylistic consistency, and correct inaccurate administrative titles. Such a non-substantive change shall not
constitute an amendment to or repeal of the Faculty By-Laws. Such changes shall be made only when unanimously approved by the Committee. Notice in writing shall be given to the Faculty Senate within 60 calendar days of such changes being approved by the Committee. Such changes shall be repealed if an appropriate motion to amend something previously adopted is approved by a simple majority of the Committee, the Faculty Senate, or the College Faculty.

- The Committee amended and approved the following proposed change to the Faculty Administration Manual, Section VI (Evaluation of Faculty), which was approved by the Faculty Senate (Dec. 6):

H. **Post-Tenure Review**

1. **Introduction**

   A post-tenure review will be conducted for each tenured faculty member during the sixth year since her/his previous extra-departmental review.

2. **Preparation and Submission of the Faculty Member's Packet**

   a. A faculty member shall submit to his/her Department Chair by the announced deadline a packet of material that must include:

      (Rev. April 2009)

      (1) A letter from the candidate indicating the rating for which he/she wishes to be considered.

      (2) Curriculum vitae.

      (3) Statement from the candidate on teaching, research and service addressing accomplishments since the last review and future plans and goals.

      (4) Annual performance evaluations by the department chair during the period under review. In the event that a department chair is
being evaluated, the dean's annual evaluations of the chair will be included instead.

(5) Computer-generated student teaching evaluations (summary pages with numbers) for all evaluated courses taught by the candidate during the period under review.

(6) Candidates seeking a "superior" rating must furnish two letters from intra- and/or extra-departmental peers concerning aspects of the candidate's teaching (or, for librarians, professional competency).

(7) Candidates seeking a "superior" rating must also furnish clear evidence of exemplary teaching effectiveness that they continue to perform at the level expected for the promotion to the rank of Professor, or Librarian IV, in accordance with the criteria of the Faculty/Administration Manual, as indicated in Sect. 6.a.(1) VI. A. 4. c for instructional faculty and VI. C. 4. d for Library faculty. This evidence must include two letters from intra- and/or extra-departmental peers, concerning aspects of the candidate's teaching (or, for librarians, professional competency). Peer refereeing is one criterion of scholarly quality; therefore, the evidence must also include at least two scholarly articles and/or books, scholarly books or journal articles (or otherwise juried publications, or professionally evaluated performances or exhibits in the arts). Candidates must provide evidence that the scholarly material submitted is peer reviewed, juried or professionally evaluated. Evidence is to be compiled for the intervening period between promotion evaluation and/or post-tenure reviews.

b. (7) A late packet will not be considered for a superior rating except in extraordinary circumstances. A letter must accompany the packet to explain these circumstances.
The committee also reviewed the changes proposed by the Provost’s Office to tenure and promotion guidelines, covered in Section VI of the Faculty Administration Manual at our March 16 meeting.

Respectfully submitted,

Scott Peeples
Chair, Committee on the By-Laws and Faculty Administration Manual, 2011-12