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Faculty Senate Agendas and Minutes

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1-8-1995

1995 January 8 - Faculty Senate Agenda

Faculty Senate, East Tennessee State University

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FACULTY SENATE

NEXT MEETING: January 8, 1995, 2:45 PM, Culp Forum

NOTE TO DEPARTMENT CHAIRS: Please share the Senate agenda, minutes, and any other enclosures with your faculty prior to the scheduled meeting. Senate meetings are open to all faculty.

AGENDA FOR SENATE MEETING

CALL TO ORDER

APPROVAL OF MINUTES December 4, 1995 meeting.

UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

Performance Funding Dr. Cynthia Burnley will present information about Performance Funding. Senators have been supplied with a handout to be read before the January 8, 1996. Please bring your copy of this handout to the meeting; you may want to refer to it during the presentation.

Revised Policy and Procedure for the use of Memorial Center and Brooks Gym The proposal has been rewritten in response to faculty comments and suggestions. All of the input supplied to the committee was addressed, and two additional faculty consultants participated in the revision process. Please read the revised proposal, enclosed with this agenda, before the January 8, 1996 meeting.

Professional Liability Insurance The Committee on Concerns and Grievances will report their findings about professional liability insurance.

+/- Grading System The Committee on Academic Matters will report their findings in regard to the +/- grading system.

NEW BUSINESS

Proposed Wellness Center Dr. Myra Gordon will present information about the proposed wellness center. Senators have been supplied with a handout to be read before the January 8, 1996. Please bring your copy of this handout to the meeting; you may want to refer to it during the presentation.

ANNOUNCEMENTS

Bill Fisher will make an announcement about proposed legislation related to benefits for state employees.

ADJOURNMENT

Please note: The meeting following the January 8, 1996 meeting will take place on January 22, 1996.

FACULTY SENATE ATTENDANCE 1995-1996

*Excused **Absent

App. Sci. & Tech.

Martin Barret
**Marian Clark
Jimmy Hahs
Keith Johnson

Arts & Sciences

*Steve Brown
**Peggy Cantrell
Paul Kamolnick
Anne LeCroy
Jack Mooney
George Poole
Steven Ralston
*Naill Shanks
Bonny Stanley
Ed Williams

Business

Murray Anthony
Mike McKinney
John Quigley
Mark Steadman

Dev. Studies

Jane Melendez

Education

Donn Gresso
Norna MacRae
John Taylor
Terrence Tollefson
Janis Weedman
Starlet Williams

Library

Stephen Patrick

Medicine

Steven Berk
William Browder
David Chi
**Gail Gallemore
*Leo Harvill
**Guha Krishnaswamy
**JoAnn Rosenfeld
**William Stone

Nursing

Lynn Abusamra
**Sally Crawford
**Lee Glenn
Sharon Rose

Public & Allied Health

Julie Harrill Bowers
Mark Hagy
Albert Iglar
Donna Garland Robbins

**A CONCISE GUIDE
TO THE
ETSU FACULTY HANDBOOK**

FALL, 1995

Copies of the ETSU Faculty Handbook are available in the offices of deans, directors, and department chairs. The size of this collection of policies and guidelines prohibits its reproduction for all faculty members. What follows is the Table of Contents.

I. ADMINISTRATIVE ORGANIZATION AND GENERAL INFORMATION

- 1.1 Institutional Mission
- 1.2 Organizational Structure
- 1.3 Equal Opportunity for Employment
- 1.4 Grievances
- 1.5 Sexual Harassment
- 1.6 Drug-Free Workplace
- 1.7 Smoking
- 1.8 Financial Exigency
- 1.9 Selection and Review of Academic Administrative Personnel
- 1.10 Computer Use
- 1.11 Copyright Fair-Use
- 1.12 Patents, Copyrights, and Trademarks
- 1.13 Constitution of the Faculty Senate
- 1.14 Bylaws of the Faculty Senate

II. EMPLOYMENT

STATEMENT - Standards of Conduct Between Faculty and Students

- 2.1 General Employment Practices for Faculty Members
- 2.2 Academic Tenure
- 2.3 Promotion
- 2.4 Definition of Faculty
- 2.5 Annual Evaluation of All Faculty
- 2.6 Graduate Faculty Appointment and Review
- 2.7 Summer School Contract
- 2.8 Teaching Loads
- 2.9 Personnel Records
- 2.10 Leaves
- 2.11 Faculty Hiring Procedures
- 2.12 Faculty Emeritus
- 2.13 Retirement
- 2.14 Optional Retirement Program

III. PROFESSIONAL DEVELOPMENT

- 3.1 Faculty Development
- 3.2 Advanced Degree Study for Full-Time Faculty Members
- 3.3 Research Development Committee (Grants)
- 3.4 Classification of Employees, Their Spouses and Children, and Graduate Assistants for Purposes of Fees and Tuition
- 3.5 Faculty and Staff Support for Educational Expenses
- 3.6 Presidential Grant-in-Aid
- 3.7 Faculty Non-Instructional Assignments
- 3.8 Faculty Awards
- 3.9 Instructional Development Grants

IV. COMPENSATION

- 4.1 Rates of Pay for Overload and Part-Time Instructors
- 4.3 Outside Professional Services and Compensation
- 4.4 Travel Policies and Management for Off-Campus Instruction and Part-Time Employees
- 4.5 Uncompensated Adjunct Faculty

V. GRADES AND OTHER MATTERS RELATED TO STUDENTS

- 5.1 Registration, Fee Payments, and Class Rolls
- 5.2 Drop-Add
- 5.3 Withdrawal
- 5.4 Class Absence
- 5.5 Grading System
- 5.6 Grade Appeal Process for Students
- 5.7 Academic Misconduct
- 5.8 Retention of Papers, Tests, and Records by Faculty Members
- 5.9 Posting Student Grades
- 5.10 Student Records and Privacy
- 5.11 Pre-Finals Week
- 5.12 Procedure for Students With Disabilities

VI. CURRICULUM

- 6.1 Statement on Experimental Courses
- 6.2 Procedure for Submitting Curriculum Proposals
- 6.2A Procedure for Submitting Minor Curriculum Changes
- 6.3 Practices and Procedures for School of Continuing Studies
- 6.4 Telecourse Administration
- 6.5 Textbooks

VII. FACILITIES

- 7.1 University Library Policies
- 7.2 Instructional Media Center
- 7.3 Use of Selected Facilities
- 7.4 D. P. Culp Center
- 7.5 Off-Campus Speakers
- 7.6 Management of University Conferences and Conventions
- 7.7 Management and Supervision of University Centers and Off-Campus Instruction
- 7.8 Radiological Safety

VIII. EAST TENNESSEE STATE UNIVERSITY'S MAJOR PUBLICATIONS OF GENERAL INTEREST