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Minutes, College of Arts & Sciences Faculty Meeting, May 18, 1982

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Recommended Citation

Arts & Sciences Faculty, "Minutes, College of Arts & Sciences Faculty Meeting, May 18, 1982" (1982). *The College of Liberal Arts Faculty Minutes*. 181.
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From Carol Lauer

Date May 27, 1982

To Faculty of "The College"

Copies To The Archives

Subject

A meeting of the faculty of "The College" took place on May 18, 1982 in Crummer Auditorium with Dr. Hoyt Edge presiding. The following faculty members were in attendance:

Barbara Carson	Donald Griffin	Robert Lemon	John Ross
Robert Carson	Wayne Hales	Barry Levis	James Small
Camille Castorina	Paul Harris	Richard Lima	Marilyn Stewart
Persis Coleman	William Hepburn	John McCall	Luis Valdes
Ed Danowitz	Gordon Howell	Ruth Mesavage	Jere Veilleux
Hoyt Edge	Arthur Jones	Steve Neilson	John Weiss
Charles Edmondson	Roy Kerr	Allen Nordstrom	Arnold Wettstein
David Eng-Wilmot	Sara Ketchum	Maurice O'Sullivan	Gary Williams
William Gallo	Susan Lackman	Philip Pastore	Jean West
Lynda Glennon	Patricia Lancaster	Karl Peters	Dan DeNicola
Eileen Gregory	Jack Lane	Walter Phelan	Roland Goddu
Laura Creyson	Carol Lauer	Roger Ray	Robert Marcus

I. Dr. Edge called the meeting to order at 11:25 a.m.

II. Professional Development Resolutions

Dr. Sarah Ketchum moves a series of resolutions on professional development that Dr. Edge had prepared (See Appendix 1). The faculty unanimously passes these resolutions.

III. Article IV.

Dr. Ketchum (Professional Development Committee) is recognized to present Article VI of the College Bylaws (see agenda). She explains that the major changes over the old bylaws is an evaluation committee made up of the entire department and an initial two-year contract for new faculty.

a. Dr. Skidmore moves her first amendment to Article VI (see Appendix 2). She then decides to move that this statement go into the Policy Statement and not the Bylaws. After a discussion of whether the statement conflicted with Trustee Bylaws and if it gave too much power to departments, Dr. Levis moves to table the motion and have the Professional Development Committee consider it. The motion passes.

b. Dr. Ketchum moves Section 1 of the proposed article (agenda) with a series of friendly amendments (Appendix 3).

Dr. Skidmore moves her Amendment 2 (see Appendix 2) to Section 1.B 1.b. The amendment passes. Section 1 passes.

c. Dr. Ketchum moves section 2 with a series of friendly amendments. Dr. O'Sullivan moves to amend the last sentence of 2.A.2 to read: "No one may be appointed to a tenure track position unless the

majority of the appointee's department approves." The amendment passes. Dr. Lancaster proposes to amend section 2.A1. She moves to delete all of 2.A1 and add a new paragraph. Dr. Peters proposes as a friendly amendment to include the second original sentence. After several more friendly amendments the amended section reads: "All tenure-track faculty appointments shall be made as the result of national searches. Although the department to which the candidate will be appointed will usually conduct such searches, a special search committee may be established when appropriate. The composition of all search committees and the search procedures with respect to affirmative action shall be decided by the department or special search committee subject to the approval of the Dean of the Faculty and the Affirmative Action officer. Each search committee shall have one faculty member from outside the department who will be appointed by the Affirmative Action officer in consultation with the Dean of the Faculty and the department."

The amendment passes. Dr. Ray moves to strike "or 2 year" from section 2.C1. The amendment passes. Dr. Skidmore moves that section 2.C2 read: "Reappointments shall be made by the Provost." Dr. Ketchum accepts this as a friendly amendment. Section 2 passes.

- d. Dr. Ketchum moves section 3. Dr. Skidmore moves her amendment #3 (see Appendix 2). Dr. Levis states that her item 4 violates the College Bylaws. Dr. O'Sullivan offers as a friendly amendment inclusion of the statement "These criteria appear in priority order." Dr. Skidmore does not accept this. Dr. DeNicola suggests changing item 4 to read: "Professional advancement and research, writing-publication and performance" and deleting the words "Professional Development." He explains this would make the amendment consistent with the All College Bylaws. Dr. Skidmore accepts this as a friendly amendment.

Dr. Hales calls the question. Dr. Skidmore's amendment passes. Dr. Skidmore moves that the last phrase of the last sentence of A be deleted. The amended sentence reads: "Teaching effectiveness shall take precedence over all other criteria." The amendment passes.

Dr. Skidmore moves her amendment #4, to section 3.B(2) (Appendix 2). Dr. Ketchum accepts this as a friendly amendment. Dr. Skidmore moves her amendment #5 to section 3.B(3) (Appendix 2). Dr. Levis points out that the amendment is in conflict with the All College Bylaws and therefore cannot be introduced. Dr. Ketchum accepts the first sentence of the amendment as a friendly amendment.

- e. Dr. Ketchum moves section 4 with a series of friendly amendments (see Appendix 3). Dr. Skidmore moves her amendment #6. Dr. Ketchum accepts the amendment as friendly. Section 4 passes.

- f. Dr. Ketchum moves section 5. Dr. O'Sullivan moves to amend the end of the first paragraph to read: "Tenured faculty shall be evaluated every six years." The amendment is defeated. Section 5 passes unanimously.

IV. Travel Policy

Dr. Ketchum (Professional Development Committee) moves the new travel policy (see agenda).

Dr. DeNicola moves a substitute travel policy (Appendix 4). A friendly amendment is made to include the sentence: "There is a limit of \$500 on international travel." The amendment is accepted. Dr. Neilson moves to raise the mileage allowance to \$.20 per mile. This passes unanimously. The motion to substitute Dr. DeNicola's travel policy passes unanimously. The travel policy passes unanimously.

- V. The meeting is finally adjourned at 1:35 p.m. A taped recording of the meeting is available at the College Archives.

RESOLUTIONS ON PROFESSIONAL DEVELOPMENT

WHEREAS faculty development is an important element in the ongoing process of teaching, and teaching is the top priority of the faculty at Rollins, and

WHEREAS an important element of faculty development for each faculty member should be to engage in professional discussions and activities with one's peers in other institutions beyond the level appropriate to courses in an undergraduate college, and

WHEREAS the appropriate place to explicate the criteria for the category of Research, Writing, Publication and Performance is not in the Bylaws but in the section of the Faculty Handbook entitled Policies and Procedures

BE IT RESOLVED that the Committee on Faculty Development and Compensation produce in the fall for a vote of the faculty a new set of Policies and Procedures which incorporates language specifying the requirements of the Research, Writing, Publication and Performance criterion for Full Professor which 1) stresses the necessity for continued ongoing research, but 2) which will word the requirements in such a way that all legitimate forms of professional development and research activity be recognized. These Policies and Procedures will provide the interpretation of the Bylaws which CAPS attempted to provide this year.

BE IT FURTHER RESOLVED that interpretations by the Administration of the policies governing tenure and promotion which have the practical effect of setting a policy on these matters be fully discussed with the faculty before they are implemented.
and approved by

BE IT FURTHER RESOLVED that other procedures for dealing with evaluation and promotion (such as a College-wide evaluation committee) be investigated to insure the proper role of the faculty in evaluations and to minimize administrative bureaucracy in the evaluation process.

BE IT FURTHER RESOLVED that the old statement on Policy and Procedures which has been adopted by the faculty, except where it explicitly contradicts present Bylaws, shall remain in force until such time as a new one is adopted by the faculty.

BE IT FURTHER RESOLVED that the new Statement on Policy and Procedures in the Faculty Handbook which will specify how criteria of faculty evaluation are to be applied shall require a two-thirds vote to pass the faculty and to be amended.

BE IT FURTHER RESOLVED that the Committee on Faculty Development and Compensation continue its search for better ways of measuring the effectiveness of teaching in the classroom.

Proposed Amendments to Article VI. Faculty Evaluation
submitted by A. Skidmore, May 17, 1982

1. Opening paragraph of article (or in the statement on Faculty Evaluation Policy and Procedures, whichever is more appropriate.)

"Faculty status and related matters are primarily a faculty responsibility: this includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. Scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determinations in faculty status should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the Board of Trustees. The Board and President should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances, and for compelling reasons which should be stated in detail." and in cases of affirmative action

2. Section 1.B.(4) (p.1)
delete "or who have specially designated non-teaching responsibilities."

(Include in the Statement on Faculty Evaluation Policy and Procedures a statement which broadens the interpretation of "teaching" so as to include the duties of faculty in special circumstances, e.g., the Director of the Annie Russell Theatre. The emphasis should still be on teaching.)

3. Section 3.A. General Criteria (p.4)

Renumber and reorder the criteria as follows:

1. Teaching effectiveness
2. Advising
3. Professional adjustment
4. (professional advancement and research, writing, publication, and performance).
5. Committee work
6. Professional society activity
7. Honors
8. Community service and public relations
9. Other faculty activity

Last sentence of A.:

delete "except where ... otherwise."

Section 3.B.(2) (p.5)

Delete first sentence of second paragraph. Replace with:

"If the evaluation committee believes that the individual's contribution to the College, professional growth, and potential warrant the promotion, then upon its recommendation to the President, the promotion may be granted."

5. Section 3.B.(3) (p. 5)

Delete paragraph 2. Replace with:

"For promotion to the rank of professor, the individual must receive the recommendation of the evaluation committee to the President, and the President's recommendation to the Board of Trustees. The criteria for such promotions shall be the same as those for reappointment and tenure, with the additional stipulation that the candidate has earned the distinction of the rank of professor by means of either outstanding teaching or significant professional advancement. Each department shall define criteria by which to measure professional development and these criteria shall be approved by the Council on Academic Policies and Standards."

6. Section 4. (p. 7)

add a new Section F. as follows:

"F. Candidates may appeal final recommendations of the Evaluation Committee or the President according to procedures stated in Article VIII, Section 4 of the Rollins College Faculty Bylaws."

FRIENDLY AMENDMENTS TO ARTICLE VI

Section 1

B (1) Add:

c. In the event that the sum of the members from a and b above minus the person being evaluated is less than 4, additional members will be appointed by the Dean of the Faculty in priority order from a list prepared by the department. Such additional members shall not bring the total to more than four.

(2) Add: When the chairperson is the person being evaluated, an interim chairperson shall be elected by the committee from the other members of the department on the committee.

1. B (2) now reads:

The appropriate department head shall serve as chairperson of the committee. When the chairperson is the person being evaluated, an interim chairperson shall be elected by the committee from the other members of the department on the committee.

Section 2

A (2) Delete sentence line 7:

"The Dean of the Faculty then recommends appointment to the Provost."

2. A (2) now reads:

The appropriate department head (or the chairperson of the search committee, if different) is directly responsible for the conduct of a search, for polling the department membership, and for submitting faculty appointment recommendations to the Dean of the Faculty. Such recommendations shall include rank and credit for prior experience. No one may be appointed to the faculty of whom a majority of the members of the appointee's department disapprove.

C (2) Delete. Replace with:

Reappointments shall be made by the Provost.

(4) Delete from last sentence: "only after . . . recommended."
Add the following: such appointment will not be made without the approval of the majority of the evaluation committee.

2. C (4) now reads:

Tenure may not be awarded or denied until the candidate has completed the minimum probationary period. The faculty member shall only be considered for tenure upon his/her request and upon submission of documentation supporting his/her request to the department head. Appointment to tenure shall be made by the Board of Trustees; such appointment will not be made without the approval of the majority of the evaluation committee.

D (1) Add:
Promotions will not be granted without the approval of the majority of the evaluation committee.

2. D (1)

The evaluation committee, the Provost, and the Dean of the Faculty shall make recommendations concerning promotions to the President. Promotions in faculty rank up to and including associate professor shall be made by the President of the College; promotion to the rank of professor shall be made by the Board of Trustees and upon the recommendation of the President. Promotions will not be granted without the approval of the majority of the evaluation committee.

E (2) Move to end of Section 4, such that 2.E(2) becomes 4.F.

Section 4

C Add: If the Provost dissents from the recommendations of the school, he/she must indicate said dissent in writing and must meet with the Evaluation Committee to discuss said dissent within 7 days for first reappointments and 14 days for the second and subsequent reappointments.

4. C now reads:

The Provost shall submit the recommendations of the School together with his/her recommendations to the President of the College in time for the President to reply by the deadlines set forth in paragraph D. If the Provost dissents from the recommendations of the school, he/she must indicate said dissent in writing and must meet with the Evaluation Committee to discuss said dissent within 7 days for first reappointments and 14 days for the second and subsequent reappointments.

F (add 2.E(2))

4. F now reads:

When a faculty member is eligible for retirement, he/she shall be notified by September 1 of the previous year whether he/she is to be retired or receive annual appointment by the President upon recommendation by the Dean of the Faculty and the Provost.

PROPOSED SUBSTITUTE MOTION
FACULTY TRAVEL POLICY

1. A Faculty Travel Fund is administered through the Office of the Dean of the Faculty. Its purpose is to further the professional development of faculty members by providing assistance to attend and participate in professional meetings. A faculty member seeking funds should file a "Request for Faculty Travel Funds" form at least two weeks prior to the travel. Department heads may be asked periodically to survey travel needs to assist in preparing budgets.
2. Each faculty member is entitled to travel funds for two meetings per year. Support for a third trip is subject to the availability of funds and approval of the Dean of the Faculty. Travel funds are allocated on the basis of the fiscal year (June 1 - May 31).
3. The per diem allowance (covering food, lodging, and all other miscellaneous expenses is \$60. This allowance will be paid for a maximum of three days.
4. Travel funds and per diem will be allocated in accordance with the following set of guidelines:
 - a) For the first choice meeting at which the faculty member is a participant, funding is 100% of actual travel expenses and 100% per diem.
 - b) For the second choice meeting at which the faculty member is a participant, funding is 100% of actual travel expenses and 50% of per diem.
 - c) For the first choice meeting at which the faculty member is not a participant, the funding is 80% of actual travel expenses and 80% of per diem.
 - d) For the second choice meeting at which the faculty member is not a participant, the funding is 50% of travel and 50% of per diem.
 - e) Should funding for a third meeting during the year be approved, the rate will not exceed that for second choice meetings.
5. Travel allowance is to be based on the least expensive roundtrip airfare or travel by personal auto at 15¢ per mile. Gasoline expenses may be reimbursed when a personal auto is used, though receipts will be required. Verification for per diem expenses is not required.
6. Registration fees for professional meetings -- exclusive of meals and personal membership dues -- will be paid in full by the College over and above travel and per diem. If the registration fee is more than \$25, a receipt is required.

7. "Participation" in the above guidelines refers to: presenting a paper or performance, responding to a paper or speaker, serving on a panel, serving as an officer of the professional association (including program or membership chairperson), and presenting a formal report. A copy of the printed program should be filed with the Dean of the Faculty for records purposes.
8. If the primary purpose of the travel to a professional meeting is faculty recruitment, then upon approval of the Dean of the Faculty, 100% of actual travel expenses and per diem may be awarded. An appropriate accounting of these expenses (as between the faculty travel fund and the recruitment fund) is the responsibility of the Dean.

Dr. Daniel DeNicola
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