

Missouri Western State University
Faculty Senate Minutes
December 1, 2005
Blum 220

Senators Present: President Mullins (presiding), K. Andrews, Fulton, deGregorio, Gregory, Heider, Holian, Hunt, Keiewitz, Noynaert, S. Nandan, Ottinger, Tushaus

Senators Absent: Chevalier, M. Nandan

Non-voting and Ex-Officio Members Present: President Past Senate President Larry Andrews, Martin Johnson, representing the administration.

Non-voting and Ex-Officio Members Absent: University President Scanlon, Acting VPASA Daffron

Guests: Lou Fowler, Don Vestal

Call to Order: President Phil Mullins called the meeting to order at 4:00 p.m.

Approval of November 17, 2005 Minutes: (Gregory/Heider) Approved

Approval of Agenda: (Heider/Hunt) Approved

Report from the Senate President:

The Salary Committee will be meeting with Vice President Ollinger. The committee has produced a draft report.

Old Business

Motion (SR 8-06)

The following charge is to be added to the charges of the Evaluation of Faculty Committee: Meet with the Information Technology (IT) and the Instructional Media Center (IMC) to insure that there is an ongoing system in place to provide for collecting meaningful student evaluation of faculty. (Noynaert/K. Andrews)

Discussion:

IT would like to meet with the Evaluation of Faculty Committee to discuss the future of scan sheets. Some institutions require students to do a web based survey before receiving the course grade.

Passed by voice vote.

Motion (SB 9-06)

The recommendations submitted by the Professional Leave Committee are approved by the Faculty Senate and recommended for inclusion in the *Policy Guide*.(Ottinger/Heider) (Appendix A)

- The proposal adjusts the current policy to correspond to up or out tenure.

Motion to Amend: (Ottinger/Hunt)

Change "The purpose of sabbatical leave is for the professional development of the employee and for increased effectiveness of the individual to the institution and higher education. Sabbatical leave is open to any full-time employee, except Instructors (March 1996), who: (a) will have served six years on the staff in a tenure track position or has been awarded tenure; "

To "The purpose of sabbatical leave is for the professional development of the employee and for increased effectiveness of the individual to the institution and higher education. Sabbatical leave is open to any full-time tenure track/tenured faculty who: (a) will have served six years at Missouri Western State University in a tenure track/tenured position;"

Passed by voice vote

Motion to Amend: (Ottinger/Hunt)

Change "(c) has a proper and satisfactory record of performance as a teacher or administrator, as a counselor, and as a citizen in the University Community. (November 2000)."

To "and (c) has a proper and satisfactory record of performance."

Passed by voice vote

Motion to Amend (Ottinger/Heider)

Change "In addition, any faculty member who was granted sabbatical during the six years prior to the current application should provide a copy of the leave report from that sabbatical."

To "In addition, any faculty member who was granted a sabbatical prior to the current application should provide a copy of the leave report from any previous sabbatical."

Passed by voice vote

Motion to Amend (Ottinger/Heider)

Strike the personal names in the *Policy Guide* in the portion covered by this motion.

Passed by voice vote

Vote on approval of the motion as amended

Passed by voice vote.

New Business:

The Study Away Office is located in Blum 209 which should be very accessible to students. Financial matters have been worked out with Dean Shove. The Study Away Advisory Council will meet December 6 for the last time this semester. Next semester Senator Karen Fulton, Director of the Study Away Program, will be keeping the office open at approximately three days per week.

Adjourned.

Appendix A

Legend:

- Example.** Additions proposed by the committee are shown in yellow.
- ~~Example.~~ Deletions proposed by the committee are show in bold with strikethrough.
- Example.** Additions approved by the Faculty Senate are shown in purple.
- ~~Example.~~ **Example.** Deletions approved by the Faculty Senate are shown in double strikethrough

Professional Leave Committee

November 17, 2005

To: Faculty Senate 2005-2006

From: Lou Fowler, Chair of Committee

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O. SABBATICAL LEAVE

The purpose of sabbatical leave is for the professional development of the employee and for increased effectiveness of the individual to the institution and higher education. Sabbatical leave is open to any full-time ~~employee, except Instructors (March 1996),~~ **tenure track/tenured faculty** who: (a) will have served **five six** years ~~on the staff at Missouri Western State University in a~~ **tenure track/tenured position or has been awarded tenure**; (b) has submitted detailed plans for the period of sabbatical leave in advance for the approval of appropriate authorities; **and** (c) has a proper and satisfactory record of performance ~~as a teacher or administrator, as a counselor, and as a citizen in the University community. (November 2000).~~ **For faculty who apply for tenure and sabbatical during the same year, any sabbatical leave awarded will be contingent upon receiving tenure.** Leaves should seldom be for more than one academic year plus contiguous summers. **Normally, faculty who receive sabbatical should serve at least five years full time (or ten years half time) before their next sabbatical. However, faculty with special circumstances may be considered.** A faculty member may have the option of one academic year at one-half salary or one-half **of** an academic year at 100% salary. Sick leave does not accumulate. (~~Susan Robinson~~ 1991) An administrative or professional member may have the option of one full year at one-half salary or one-half year at three fourths salary. If funds are available, grants for support during the summer months will be offered. **Time spent on sabbatical will be counted towards tenure, promotion, or faculty awards.** Leaves for a period of one year will not interfere with scheduled salary increases. Group insurance will be continued by the University.

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The individual is obliged to return to teaching or administering at MWSU for at least two years or remit all salary paid while on leave plus fringe benefits paid. Additionally, during the first semester upon his or her return, the awardee is obligated to file a report on how the original aims of the sabbatical request were fulfilled. The report is to be sent to the appropriate supervisor/supervisors and vice president. Each faculty awardee is also required to provide a

copy of the leave report to the Faculty Senate ~~and to the member of her or his department.~~
(November 1990) (April 1996) (May 200) (June 2001)

Application Procedures for Faculty. A faculty applicant for sabbatical leave must submit one copy of the leave proposal to the department Chairperson by September 1. The Chairperson shall submit the proposal and the chair's recommendation to the appropriate Dean of the College and the chair of the Professional Leave Committee by September 15. The Dean of the College will submit his or her recommendation to the chair of the Professional Leave Committee by October 1. (July 1993) (May 2000) (April 2004)

Approval Procedures for Faculty. In considering proposals for sabbatical leave the Professional Leave Committee requires the candidate to provide the following specific items: (a) name, educational status, and present academic rank; (b) eligibility (years in service at MWSU); (c) type and length of leave being requested; (d) outline of proposed course of study or professional activity to be undertaken during leave; (e) certification of acceptance in above program (recommendation is contingent on acceptance or validity of program); (f) major goal to be achieved as a result of leave; (g) justification for leave; (h) benefit to be accrued to the department and/or institution; (i) departmental arrangements to cover leave; (j) a brief resume/vita which shows evidence of the candidate's professional development and overall performance at MWSU; (k) other pertinent information an applicant may wish to submit (i.e. student evaluations, testimonials, previous academic record, etc.). **In addition, any faculty member who was granted sabbatical during the six years prior to the current application should provide a copy of the leave report from that sabbatical any previous sabbaticals.** The proposal will provide sufficient detail concerning the product and process of the proposed leave and will be limited to fifteen (15) pages, exclusive of the candidate's resume/vita **and any previous leave reports.** (May 2000)

All candidates for leave will be interviewed by the Professional Leave Committee. The committee Chairperson will make the necessary arrangements to schedule same. The Professional Leave Committee will base its decision to recommend or not recommend the request on the following criteria: (a) merit of the scholarly and/or other professional development of proposed activity; (b) benefit of project to students, department and/or institution; (c) merit of candidate's overall performance at MWSU. After considering all leave requests the Professional Leave Committee will determine, via secret ballot, which candidates will be recommended for leave and a priority ranking of these candidates will be established. Final committee recommendations with a ranking of candidates and the rationale for the rankings will be forwarded to the Provost and Vice President for Academic and Student Affairs and the Faculty Senate for consideration by October 25. The committee will also forward to the Provost and Vice President for Academic and Student Affairs copies of the proposals and recommendations from the chairs and Deans of the College. The committee will forward to each applicant and the appropriate Dean of the College and chair the committee's recommendation and rationale (the rankings will not be included) by October 25. The Faculty Senate will review the committee's recommendations, including the rationale for its rankings, at its meetings in the first week of November, and may forward any comments which it may have concerning the committee's decision to the Provost and Vice President for Academic and Student Affairs no later than five (5) days after the Senate meeting at which the committee submits its recommendations. The

rankings of candidates shall not be included in the minutes of the meeting at which the committee's recommendations are reviewed, but the names of the candidates approved by the Senate for sabbatical leave shall be reported, in alphabetical order, along with a description of their projects and departmental affiliation. The Provost and Vice President for Academic and Student Affairs will forward his/her recommendations to each applicant and the appropriate Dean of the College and chair when the recommendations are sent to the President. (May 1993) (March 1997) (May 2000) (June 2001)