

ACADEMIC SENATE MEETING MINUTES

November 13, 2017

12:00 PM – 1:00 PM

4th Floor Conference Room, LRC

CHAIR: Joshua Cameron

VICE CHAIR: Malika Kachani

SENATORS: Keith Boyer, Beth Boynton, Pat Callard, Casey Chaney, Denton Eldredge, Donna Emanuele, Ed Goering, Shalechia Hunt, Malika Kachani, Craig Kuehn, Kabir Lutfy, Valerie Quan, Beatrice Saviola, Munish Sharma, Steven Standley,

ABSENT: Eric Gupta, Pen-Jen Lin, Jacqueline Truong, Nithya Venugopal, Irina Vukmanovic Nosrat

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions				
1. Call to Order	Meeting was called to order at 12pm by the Chair, Joshua Cameron					
2. Approval of minutes of previous meeting 10/16/17		Dr. Lutfy motioned to approve the minutes as written, Dr. Boynton seconded; all were in favor.				
3. Announcements	<ul style="list-style-type: none"> ○ <i>Campus Master Plan/Strategic Pillars</i> – The one the President sent out is only for the Pomona campus. They are working on one for the Lebanon Campus. COMP Faculty have an issue with the research space on the master plan. Those concerns were noted in the feedback and so they will be holding a research retreat for Faculty across campus to talk about the issues. ○ <i>Academic Assembly</i> – The President will be presenting tomorrow at the Assembly in regards to the Strategic Pillars that have been identified for the University. He really wants the buy in of the Faculty on what these pillars are. Please remind your faculty to come ○ <i>January 8th meeting</i> – The meeting in January is the first day we come back from break. 	Dr. Lutfy motioned to invite Dr. Henriksen to the January/February Senate Meeting.				
4. Handbook Revisions	<p>Dr. Cameron has compiled all the comments from the Administration, the comments from Faculty, and the comments from Simone Miller as well as Human Resources, into one document.</p> <p>Would like “or appointed” added to the Introduction of the handbook.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">OLD</th> <th style="width: 50%;">NEW/PROPOSED</th> </tr> </thead> <tbody> <tr> <td>The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to elected representation on university committees and to exercise primary responsibility over specific areas such as curriculum.</td> <td>The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to elected <i>or appointed</i> representation on university committees and to exercise primary responsibility over specific areas such as curriculum.</td> </tr> </tbody> </table>	OLD	NEW/PROPOSED	The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to elected representation on university committees and to exercise primary responsibility over specific areas such as curriculum.	The University supports shared governance and the role that Faculty play in planning and decision-making processes, which are outlined in this Handbook. Faculty are expected to participate in shared governance, which includes, but is not limited to elected <i>or appointed</i> representation on university committees and to exercise primary responsibility over specific areas such as curriculum.	
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a. Definition of Faculty and Faculty Responsibilities

Comment made from both the Faculty and Administration, including the word “volunteer” in the definition of the word faculty.

OLD	NEW/PROPOSED
All persons who have been appointed as regular, auxiliary, or emeritus faculty on a full/part- time basis with or without salary, are members of the Faculty. Administrators whose functions are in part academic may be appointed to the Faculty by the Provost and the appropriate Dean.	All persons who have been appointed as regular, auxiliary, or emeritus faculty on a full/part- time <i>or volunteer</i> basis, with or without salary, are members of the Faculty. Administrators whose functions are in part academic may be appointed to the Faculty by the Provost and the appropriate Dean.

3. Principles of Professional Conduct

There were a number of comments on the professional conduct and workload that were deleted from the original handbook. The workload bulleted portion was moved back into the Institutional Faculty Workload Policy Statement into paragraph form.

OLD	NEW/PROPOSED
13. A full time faculty member may accept outside employment that is not detrimental to his/her professional status or the performance of his/her professional responsibilities at the University. This right is accompanied by the obligation that such outside employment not be allowed to interfere with his/her obligations to the University. The designation of “exempt” already makes the determination that the faculty decides what they must do to fulfill 100% faculty appointment. The University must be the main concern of their workload. Beyond this, refer to individual faculty contracts for more specific obligations.	<i>A faculty member may accept outside employment that is not detrimental to his/her professional status or the performance of his/her professional responsibilities at the University. This right is accompanied by the obligation that such outside employment not be allowed to interfere with his/her obligations to the University. The designation of “exempt” already makes the determination that the faculty decides what they must do to fulfill 100% faculty appointment. The University must be the main concern of their workload. Beyond this, refer to individual faculty contracts for more specific obligations.</i>
14. A faculty member may accept short-term lectureships in his/her area of expertise. The request to be a guest lecturer must be made in advance to the appropriate supervisor. The appropriate supervisor may grant permission for such a lectureship so long as it does not interfere with the academic program at the University.	<i>A faculty member may accept short-term lectureships in his/her area of expertise on or off campus. The request to be a guest lecturer must be made in advance to the appropriate supervisor. Because the University recognizes the importance of continuing scholarly activities, a faculty member has the right to participate in</i>

15. Because the University recognizes the importance of continuing scholarly activities, a faculty member has the right to participate in projects at other institutions.

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projects at other institutions. The appropriate Dean must approve the time spent away from the campus for such activities. These activities must not interfere with the academic program of the institution. All full-time, on-campus faculty members are responsible for informing the appropriate Dean and/or designee when they will be away from campus for significant periods of time during the academic day.

Another question that was brought up was information on personal relationships and why it was removed from the new handbook. Human resources says no as they have policies on that that we are required to do an annual basis. The Senate has agreed to add the language back into the new handbook. Dr. Cameron will add bullet point 17 from the original handbook back into the "Professional Conduct."

17. Personal Relationships between Students and Faculty:

- Faculty is expected to exhibit professional behavior at all times. Consensual relationships between students and faculty cannot be completely prohibited; however the University strongly discourages such activities, for a variety of reasons.
- First, sexual harassment is a violation of federal law. Additionally, even though a relationship may appear to be consensual, the power difference between faculty and students make it difficult for the student to refuse sexual advances, even though the faculty member may feel that their attitude is reciprocated.
- Second, such a relationship between a faculty member and the student can cause the faculty member to act more favorably towards a particular student, resulting in an unequal treatment of students in a class. This can occur even if the student is not in a course the faculty member is teaching, as the faculty member can be called on for opinion in disciplinary actions or other types of recommendation. Faculty should not be involved in the evaluation of a student or colleague with whom they have an intimate social relationship.
- Third, faculty has a position in relation to student that makes them fiduciaries under the law; they are to use their authority to benefit the student, not to benefit themselves. It can be argued that any apparently consensual relationship between a faculty member and student is a violation of trust between that faculty member and that student.
- Despite these arguments, any such consensual relationships are beyond the ability of the University to completely control; however, the University policy is to protect the student, and therefore relationships between faculty members and student shall not be sanctioned by the University. If there are negative consequences, the faculty

involved shall bear personal responsibility for the consequences, and the University will assume no liability for the outcome.

A. Appointment of the Faculty

a. Faculty Selection Process

Deans had an issue with this language even though it is the current language in the handbook. The UFAC will keep looking at this topic for the future by maybe adding some more language.

b. Classification of Appointment

Made requested edits to the Clinical Faculty Selection. Want to make sure that Clinical faculty have access to resources like the library, particularly getting access to journals. Also added in a line about sabbatical leave under Emeritus.

OLD	NEW/PROPOSED
d. <u>Clinical Faculty:</u> Volunteer auxiliary faculty appointments for licensed clinicians whose faculty role is to serve as preceptors/clinical supervisors for students participating in clinical education experiences in hospitals or private clinical practices.	d. <u>Clinical Faculty:</u> Volunteer <i>or non-volunteer (compensated from non-instructions budget)</i> faculty appointments for licensed clinicians whose faculty role is to serve as preceptors/clinical supervisors for students participating in clinical education experiences <i>or providing service in hospitals, private clinical practices, or other settings as are appropriate for their profession/specialty.</i>
2. <u>Emeritus:</u> Persons with the title of associate professor emeritus/a or professor emeritus/a as granted by the Board of Trustees for faculty who have retired from the regular faculty at age 62 or greater with at least 10 years of Western University service as a member of the regular faculty and having attained the academic rank of associate professor or professor.	2. <u>Emeritus:</u> Persons with the title of associate professor emeritus/a or professor emeritus/a as granted by the Board of Trustees for faculty who have retired from the regular faculty at age 62 or greater with at least 10 years full time service at WesternU as a member of the regular faculty and having attained the academic rank of associate professor or professor. <i>Full-time service excludes sabbaticals and other leaves of absence in determining emeritus eligibility.</i>

C. Terms of Appointment

Edited the contract section to make it easier to follow.

	<p style="text-align: center;">OLD</p> <p>1. <u>Contracts</u> -The academic year is ordinarily a 12-month period, from July 1 to June 30. The initial contract for full-time faculty members at the rank of instructor or assistant professor ordinarily will be for a period not to exceed one academic year. Subsequent contracts for non-tenured (both non-tenure track and tenure track) regular faculty positions with the University with the rank of instructor or assistant professor will be for a period of one academic year. Once promoted to the rank of associate professor at Western University, a non-tenure track faculty member will be granted a contract of up to three academic years, whereas he/she will be granted a contract of up to five academic years once promoted at Western University to the rank of full professor, as determined by the Dean and Provost.</p>	<p style="text-align: center;">NEW/PROPOSED</p> <p>1. <u>Contracts</u>. The academic year is ordinarily a 12-month period, from July 1 to June 30. The initial contract for full-time faculty members at the rank of instructor or assistant professor ordinarily will be for a period not to exceed one academic year. Subsequent contracts for non-tenured (both non-tenure track and tenure track) regular faculty positions with the University with the rank of instructor or assistant professor will <i>ordinarily</i> be for a period of one academic year. Once promoted to the rank of associate professor at <i>WesternU</i>, a non-tenure track faculty member will be granted a contract of up to three academic years. <i>Once promoted to the rank of full professor at WesternU, non-tenure track faculty members will be granted a contract of up to five academic years. The Dean and Provost make final the final determination regarding the contract term.</i></p>	
<p>1. Compensation and Benefits</p> <p>Salary adjustment language has been amended. It was brought up that there is Salary disparity between the Oregon Campus and the California Campus, as well between colleges. Which should be looked at.</p>			
<p style="text-align: center;">OLD</p> <p>1. Salary Adjustment Each year, as part of the general University budgeting process, every regular faculty member may be considered for an annual salary adjustment as determined by the President. Moreover, a “merit” increase in salary may also be considered by the President. The merit increase will be upon recommendation by the Provost, who will receive input from the appropriate Dean. It should not be considered the right of the faculty member to receive a merit increase. However, the faculty member may petition</p>	<p style="text-align: center;">NEW/PROPOSED</p> <p>2. Salary Adjustment <i>Each year, as part of the general University budgeting process, every regular faculty member may be considered for an annual salary adjustment. Salaries must be commensurate with faculty rank, responsibilities, and performance record. When salary inequities exist, salary adjustments may be made by the appropriate Dean in consultation with the other administrative officers. Recommendations for an increase in faculty salary shall be based on parity considerations, an increase</i></p>		

	<p>to the Provost for such an increase.</p> <p>Salaries must be commensurate with faculty rank, responsibilities, and performance record. When salary inequities exist, salary adjustments shall be made by the appropriate Dean in consultation with the other administrative officers. Recommendations for an increase in faculty salary shall be based on parity considerations, an increase in duties or responsibilities, and/or merit. Salary adjustments based on the two former considerations are at the discretion of the appropriate Dean. Merit salary increases shall be based on a faculty member's record of performance in teaching, scholarly activities, and professional service (as documented by the faculty member's annual report and other information), and shall be made by the appropriate Dean in consultation with other administrative officers.</p>	<p><i>in duties or responsibilities, and/or merit. Salary adjustments based on parity or changes in responsibilities are at the discretion of the appropriate Dean. Merit salary increases shall be based on a faculty member's record of performance in teaching, scholarly activities, and professional service (as documented by the faculty member's annual performance evaluation and other information), and shall be made by the appropriate Dean in consultation with other administrative officers.</i></p>	
	<p>3. Travel Allowance The Travel allowance should be increased, it has been \$1500 for years. Each college/programs give different amounts between \$1000-\$2000.</p>		
<p>5i. Academic Standards and Policy</p>	<p>The committee was able to contact each colleges curriculum committee chair and were going to convene them in an informal meet and greet. The goal is to share ideas and reach a standardization on how people are writing their curriculums.</p>		
<p>5ii. Academic Support Services and Planning</p>	<p>At our last meeting, we had Michael Butler and Nancy Couoh from Purchasing. Requesting to add the bookstore under our committee to help with markups on certain items. Add into the handbook in terms of responsibilities for the committee. Hoping to have Human Resources at our next meeting later this month.</p>		
<p>5iii. UFAC</p>	<p>The Faculty Affairs Committee voted last week to move the handbook to the Senate level. In order for it to be in place by July 1st, 2018, it has to go through the Deans, Board of Trustees, Provost, etc. It has been simultaneously released to the faculty at-large for their input/comments/suggestions as well the Deans. Dr. Cameron has correlated over 300 comments from the Faculty, some are grammatical, some are substantial.</p>		
<p>5iv. OPS Council</p>	<p>The Operations Council and Deans Council combined their last meeting in regards to a "wish list" of what their colleges need/would like. Should be getting a copy of the requests to share</p>		

	with your college. The main question was “how much input did faculty have in providing these numbers?”	
5v. President’s Cabinet	Dr. Cameron attended the Board of Trustees meeting on November 3 rd where the Campus Master Plan was approved. Pat Callard was designated Emeritus Associate Professor upon her retirement in January. On December 1, there is an offsite WASC review, They will be here in the spring to visit both the Pomona and Lebanon Campus. Please make sure that your faculty are aware of the work that the committees are doing.	
7. Next Meeting	December 11, 2017 Academic Assembly meeting: November 14, 2017	
8. Adjournment	The meeting was adjourned at 1:02pm.	