

**Radford University Faculty Senate
Committee Objectives
Academic Year 2010-2011**

Introduction

The following committee objectives have been developed by the Faculty Senate Executive Council. Numbers corresponding to an objective do not necessarily indicate its importance or priority. All objectives should be considered important, and the committee should attempt to accomplish all objectives. Also, these objectives are not intended to be all - inclusive – any committee member, other Senators, and the Faculty Senate Executive Council (FSEC) may refer other issues to the committee for consideration and action. Feel free to form subcommittees as needed to address specific objectives more expeditiously. Committees using surveys should be sure that their studies are in conformity with the policies of the RU Institutional Research Board.

All committees should record minutes of their meetings. Minutes and other committee documents (e.g. reports) should be forwarded to the senate secretary (rherman@radford.edu) for posting on the senate web page.

Campus Environment Committee

1. Conduct the Faculty Morale Survey similar to the one conducted in Spring 2010.
 - a. Numerical reports should be reported in a table such as the one constructed last year, comparing the results of the 2011 survey with the 2010 survey.
 - b. Written comments should be summarized in a manner similar to last year's report.
 - c. When all of the above are completed, the report should be submitted to the FSEC.
2. Review and make recommendations concerning the Faculty Survey instrument or methodology.
3. Liase with the Sustainability Steering Committee to report on campus sustainability efforts and accomplishments.
4. Liase with the Vice-Provost for Enrollment Management to provide a report to the Faculty Senate regarding current admission standards, student profiles, and recruiting strategies.
5. Liase with the Childcare Task Force to formulate a recommendation to the full Senate for a means to provide childcare for Radford University faculty and staff.

6. Conduct a study regarding the availability of parking for Radford University and staff and formulate a recommendation to bring before the full senate for a means to improve the parking situation.
7. Review university policies and rules regarding skateboards, bicycles, and other means of personal transportation on campus. If the committee believes these rules should be changed to make the campus safer for pedestrians, bring a recommendation to the full senate.
8. Working with Human Resources, the Disability Resources Office, the **Diversity Equity Action Committee** and other campus groups as appropriate, review and report on accessibility and the provision of resources to accommodate the needs of persons with disabilities.
9. Liase with Human Resources, the Center for Diversity and Inclusiveness, the Vice-Provost for Enrollment Management, the **Diversity Equity Action Committee** and other appropriate campus offices, committees, and organizations to ensure that Radford University affirms diversity in its hiring and student recruitment and provides a social environment that meets the needs of community members from culturally diverse backgrounds.

Curriculum Committee

1. Select a committee member to serve on the Undergraduate Catalog Curriculum Review Committee.
2. Liase with the **General Education Curricular Advisory Committee (GECAC/CCAC)** regarding the assessment of Core 101,102 and 103 and to monitor and report to the senate on plans for future assessment of all Core A courses.
3. Prepare and submit a Proposal to Recommend the Establishment of the Core A Curriculum Committee on or before the **January 20, 2011 Faculty Senate meeting**. This recommendation should be in a form appropriate to establish this committee as part of the RU internal governance structure articulated in <http://www.radford.edu/staffweb/university/igdoc/igplan.pdf> and will be reviewed by the Faculty Senate, **GECAC/CCAC**, and SGA. As with all changes in the Internal Governance document, this proposal will go to the University Executive Council, the cabinet, and the president for approval. The Proposal should specifically address the following points:
 - a. **Membership:** The CACC should include representatives from the Core A Coordinators and members of the teaching faculty responsible for the delivery of Core A courses.

- b. **Authority:** The committee should have authority to recommend course content and syllabi for all **five** Core A courses.
4. Make a recommendation to the Faculty Senate regarding the curriculum path for Core A course proposals.
5. Prepare a protocol for hiring adjuncts to teach Core A courses. This protocol should spell out the roles of the Core A director and department chairs and /or department personnel committees in evaluating the credentials of potential faculty members. The Curriculum Committee should review *Teaching and Research Faculty Recruitment Guide* (http://provost.radford.edu/backend/policymanuals/files/Teaching_&_Research_Recruitmen.pdf), the *Teaching and Research Faculty Handbook*, and any other university policy statements relevant to the recruitment, appointment, and evaluation of adjunct faculty members and make recommendations for any necessary revisions of these documents.
6. Liase with the administration regarding the job descriptions of the Core Director and Core Coordinators. (Note: The Core Coordinators are listed at <http://core.asp.radford.edu/contact.html> and two coordinators are AP rather than Teaching and Research faculty) Make recommendations for any necessary changes in the *Teaching and Research Faculty Handbook*, or *Administrative and Professional Faculty Handbook*, and/or recruitment guides regarding the appointment, roles, and evaluation of the Core Director and Core Coordinators.
7. Liase with the registrar's office to review and revise signature sheets and other related documents for proposals for: (1) new courses and course revisions; (2) new programs and program revisions; (3) new degree programs and revisions. These signature sheets should include a signature line for someone in Financial Affairs to facilitate long-range planning.
8. Liase with the administration and recommend a process outlining the steps involved in the introduction of a new degree program.
9. Review the current process used for the approval and awarding of academic credit for Study Abroad courses and programs and report to the Senate any changes needed to enhance programs and student participation.
10. Review and report on assessment efforts currently underway, including the nature of assessments, their purpose, and their relationship to state or accrediting agency requirements.
11. Review and report to the Faculty Senate on policies regarding the assignment of classes to particular classrooms. Liase with the Registrar's office to develop a

form that provides for feedback regarding the adequacy or inadequacy of particular classrooms, e.g., Young Hall, and technologies for specific courses.

12. Report to the Faculty Senate about existing policies regarding instructional space planning (cf. **Building and Grounds Committee**), its relationship to the University's 7-17 *Strategic Plan* and campus master plan, and identify criteria to guide decisions for future space planning purposes.

Faculty Issues Committee Objectives

1. Review section 2.1 **Statement of Principles of Academic Freedom** of the *Teaching and Research Faculty Handbook*. Discuss the possibility of specifically linking this statement to the AAUP Statements on Academic Freedom which can be found in: American Association of University Professors. AAUP Policy Documents and Reports, 10th ed. Baltimore, MD: Johns Hopkins University Press, 2006. Selections from this book may be found at: <http://www.aaup.org/AAUP/pubsres/policydocs/contents/default.htm>
2. Liaise with the **Student Evaluation of the Faculty Committee** regarding the student evaluation survey they have been working on. Assist with piloting the survey and recommending methods by which the new form can be scaled against the old in order to provide guidance for department chairs, personnel committees, and other authorities in interpreting the data from the new questionnaire in comparison to the older form. Review **Section 1.4.1.3 Student Evaluation of the Faculty** and make recommendations for revision of this section, if needed. Meet with a representative of the provost's office to discuss faculty concern about ensuring that the data from the Student Evaluations of the Faculty survey are evaluated in the context of other indicators of teaching performance as specified by the *Teaching & Research Faculty Handbook*.
3. Report on the FIC study of the various department specific evaluation criteria developed in accord with **1.4.1 Faculty Evaluation Policies** in the *Teaching & Research Faculty Handbook*.
4. Meet with a delegation of chairs to hear their concerns regarding the timetable for the submission of Faculty Annual Reports and other concerns related to faculty evaluations. Prepare a recommendation to address these concerns and bring it before the full senate.
5. Review the 2010-2011 Personnel Timetable to ensure that sufficient time is allocated for each action. If necessary, recommend revisions of the sections of the *Teaching and Research Faculty Handbook* regarding timelines for personnel recommendations, appeals, and grievances.

6. Make a recommendation regarding the manner in which faculty annual evaluations should be used for raises after multiple years when faculty members do not receive raises.
7. Liaise with Human Resources in order to develop recommendations for leave policies for faculty related to: (1) the birth, adoption, or pre-adoptive placement of a child or (2) the medical needs of sick or injured children, spouses, partners or parents.
8. Review the literature and study policies at other institutions of higher education regarding options for how the tenure clock might be adjusted for women during or after pregnancy or for women or men who have to deal with other emergencies such as serious illness (of self or family member).
9. Examine and recommend policies for covering classes when faculty are on extended medical leave.
10. Develop a policy regarding faculty elected to a political office at the local, state, or federal level. Review and, if necessary, recommend changes to the **3.2 Extra Employment Policy** to clarify how this policy would apply to an individual who receives compensation for holding political office. This policy should also indicate how a faculty members classes should be covered in these circumstances.
11. Review the policies related to Summer School teaching. Make recommendations about the issuance of contracts, the timeliness of notification regarding compensation. (Note: The Resource Allocation Committee is tasked with reviewing summer school compensation.)
12. Review section **4.2 Departmental Governance** of the *Teaching and Research Faculty Handbook*. Clarify the areas for which departments can make binding policies, e.g., summer school rotation, travel, etc.
13. Review recent literature on how institutions of higher education can enhance the status and improve working conditions for contingent (adjuncts and full time temporary) faculty members. Make recommendations regarding changes to the *Teaching and Research Faculty Handbook* that would expand the rights of contingent faculty members including, but not limited to, the right to file appeals and grievances.
14. Formulate a policy for exit interviews of faculty members leaving the university by an authority **higher than the dean**. Make a recommendation about the questions to be asked and the manner in which this information might be used to facilitate faculty retention.
15. Conduct a survey of faculty attitudes toward the compressed four-day examinations schedule. If the survey indicates a strong faculty preference for a

- return to a five-day examination schedule, bring a recommendation to the full senate.
16. Conduct a survey of the faculty regarding attitudes toward the fourteen week semester versus the fifteen week semester. If the survey indicates a strong faculty preference for a return to the fifteen week semester, bring a recommendation to the full senate.
 17. Review section **3.4 Intellectual Property** in the Teaching and Research Faculty Handbook in the light of recent Board of Visitors decisions.

Governance Objectives

1. Clarify the language in the *Teaching and Research Faculty Handbook* pertaining to the selection of the at-large faculty member of the **Faculty Appeals Committee** and the **Faculty Grievance Committee**, including how nominations and elections should be conducted and who is eligible to vote and to serve.
2. Review the procedures adopted by the Faculty Appeals Committee and the Faculty Grievance Committee describing the conduct of committee business. Make recommendations for whether or not the policies for these committees should be incorporated into the relevant sections of the *Teaching and Research Faculty Handbook* and, if so, provide draft language.
3. Develop criteria for distinguishing between governance or structural changes and curricular changes in academic affairs.
 - a. Develop a document with table of contents that lists the process that each such governance or structural change must go through, from start to finish.
 - b. For each type of governance or structural change, create documents with the appropriate signature lines for the proposal and approval of such changes.
4. Review the *Teaching and Research Faculty Handbook* and the *Administrative and Professional Handbook* for areas of conflict or inconsistency. Liaise with the AP Senate to prepare recommended changes to resolve any such issues.
5. Review and make recommendations for revision of any areas of the *Teaching and Research Faculty Handbook* that are unclear, that conflict internally between handbook sections, or that conflict with other university policies.
6. Review and identify any needed modifications to the Faculty Senate Constitution and/or Bylaws.

7. Complete and report data pertaining to the annual evaluation of Deans.
8. Recommend whether Deans should be provided with transcripts of all comments made on evaluation forms completed by faculty, or whether the committee should provide a summary of such comments. Recommend revised language in the *Teaching and Research Faculty Handbook* and/or *Administrative and Professional Faculty Handbook*, if necessary. Liaise with the AP Senate as necessary.
9. Review processes stated in the *Teaching and Research Faculty Handbook* and/or *Administrative and Professional Faculty Handbook* pertinent to the following issues regarding dean's evaluations, and make any recommendations deemed appropriate: Whether non-returning deans should be evaluated; whether AP faculty participate in the same evaluation of deans as teaching and research faculty or in a separate process; and whether, based on college roles and needs, the Dean of the College of Graduate and Professional Studies should be evaluated in the same manner and with the same evaluation forms as the deans of the undergraduate colleges. Liaise with the AP Senate as necessary.
10. Review and make recommendations regarding: Processes and criteria for the evaluation of department chairs and school directors; how the chair/director's evaluation form corresponds to chair/director duties; and the development of a revised chair's evaluation form, if deemed necessary based on the above review.
11. Review language in the *Teaching and Research Faculty Handbook* pertaining to Dean's search committees to determine whether such committees are appropriately inclusive of appropriate constituency groups.

Resource Allocation Committee

1. Working with the Provost and the Vice President for Finance and Administration, review the academic goals of *RU's 7-17 Strategic Plan* and provide recommendations to the Faculty Senate regarding priorities.
2. Working with the University Planning and Budget Committee and the Vice President for Finance and Administration, review and report to the Faculty Senate *RU's budget Allocations across divisions and colleges FY 2004-2009*, including a five year trend comparison.
3. Educate the faculty regarding the university budgetary structure, including types of revenues, types of expenditures, types of funds, restrictions on various funds, and so forth. Make faculty members aware of information on the RU website regarding the budget.

4. Review and report on spending policies for University Foundation accounts. Solicit information from departments and programs regarding any problems encountered in accessing foundation accounts dedicated to their use.
5. Review the rule that faculty members on 9 month contracts cannot earn more than 133% of their academic year salaries from state funds. See the *Teaching and Research Faculty Handbook*, section **3.1 Other Radford University Employment**.
6. Review section **3.1.2 Teaching Overloads** in the *Teaching and Research Faculty Handbook* and section **2.3 Teaching Responsibilities**. With the assistance of the provost obtain statements from each dean regarding standards for the teaching load in each college. If there is significant variation across departments within a college solicit information from departments on workload. Prepare a recommendation to the full senate on appropriate compensation for faculty teaching overloads and means to insure that faculty are not being required to teach uncompensated overloads.
7. Gather data on pay rates for adjuncts at Virginia institutions of higher education, including variations in pay by discipline, and make recommendations regarding compensation for adjuncts. This recommendation may include recognition of years of service as an adjunct at Radford University.
8. Review section **3.1.3 University Summer Employment**. Obtain information on current policies regarding compensation for summer school teaching and prepare a recommendation to the full senate on incorporating this information into the *Teaching and Research Faculty Handbook*, appending it, or posting it on the RU website.
9. Obtain information from the office of Institutional Research regarding salary inversion and compression. Work with the Faculty Senate Executive Council to bring this information to the attention of the RU administration and develop a plan for addressing these inequities. Note: The *RU 7-17 Strategic Plan*, **Goal 1.2** includes the statement: “Ensuring that faculty and administrative compensation is performance-based and nationally competitive by continuing a process of salary review to eliminate (to the extent possible) egregiously misaligned salaries of meritorious employees as a result of salary compression or inversion.”
10. Obtain information on RU policies regarding the compensation of department chairs and school directors. Make a recommendation to incorporate these policies into the *Teaching and Research Faculty Handbook* , append them to this document, or post them on the RU website.
12. Obtain an accounting for the development and implementation of the Core A curriculum on a year by year basis beginning in January 2008 including, but not limited to, the cost of summer stipends and other remuneration, reassigned time,

- and workshops from the administration. Request a comparison of the cost of Core 101/102/103 in the 2009-2010 academic year and ENG 101/102 in the 2009-2009 academic year. This accounting should include the number of students taught and the credit hours involved.
13. Work with the administration to develop a cost coding procedure for Core A which will include the salaries and benefits of the Core director and Core coordinators prorated on the basis of the per cent of their time dedicated to Core A. This procedure should also track expenses for each course, i.e., Core 101, 102, 13, 201, 202 including: the salaries and benefits for the director, the coordinators, and the teachers; supplies, and copying.
 14. Liase with Human Resources and the Faculty Development Center to provide Benefits Fairs, forums, or other educational opportunities for Radford University faculty and staff to learn about financial and retirement planning.

Other Information

I have reserved rooms in Heth Hall for all senate committees and a schedule of rooms and meeting dates is posted on the senate webpage. Please inform the Faculty Senate President and Secretary if you cancel a meeting or call a special meeting. Also, if you cancel a meeting, please contact Event Planning Manager Sally Cox (skcox@radford.edu) so that she can make the room available for other groups. At each Senate meeting, the Chair of the committee will be asked to provide a brief report on its most recent meeting, including issues currently being addressed, pending action items, and motions that need Senate review and action. Committee chairs will prepare a continuity report at the end of the academic year and turn over files that may be useful to the next committee chair. Please provide as much advance notice as possible to the Senate Secretary regarding motions, resolutions, etc., that you plan to introduce at a meeting. It is the responsibility of the committee chair to make a motion from the committee, and to remove it from the table when scheduled on the Senate Agenda.

If you have any questions regarding your committees, please let me know!

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