

OSU-CHS FACULTY SENATE
2017-2018
March 9, 2018 Minutes

OSU-CHS Faculty Senate Members

Charles G. Sanny, Ph.D., President

Jarrad Wagner, Ph.D., Past-President

President-elect position election to be held prior to next Senate meeting.

Franklin Champlin, Ph.D., (19) Secretary and OSU-CHS Representative to OSU Faculty Council

Regina Lewis, D.O., (17), Sergeant-at-Arms

Jason Beaman, D.O., (18)

Justin Chronister, D.O., (18)

Kathleen Curtis, Ph.D., (20)

Aric Warren, Ed.D, (20)

Recorder: Jean Keene

Members Present: Dr. Sanny, Dr. Wagner, Dr. Beaman, Dr. Champlin, Dr. Chronister, Dr. Curtis, Dr. Lewis, Dr. Warren

Members Absent: None

Guest: Dr. Thurman

Administrators Present: Due to conflicting meetings requiring administration attendance, they were not available to attend the Senate meeting. However,

Call to Order: Dr. Sanny welcomed everyone in attendance and called the meeting to order at 12:02 p.m. The meeting was held in the Executive Board Room.

Approval of Minutes:

Dr. Sanny called for Approval of the minutes of the prior meeting. Approval was moved by Dr. Wagner and seconded by Dr. Chronister; the minutes were approved following an adjustment stipulating that Dr. Sanny called the meeting to order.

Administrative Reports:

Dr. Wagner volunteered to provide some of the information Dr. Stephens had provided at the Executive Committee meeting, based upon the notes Dr. Wagner had taken. He advised:

- He said there had been a “claw-back” of Medicare federal funds for training. We are now in the process of appealing that action.
- Also at the federal level, we have appealed the loss of the waiver, and we have applied for a new waiver to be put into effect. We are in the waiting period on that action.
- At the state level, Bill 1022XX had just come out of committee. That bill makes way for OU and OSU funding gaps from the federal actions to be repaired. There was not specifically a report on the mechanism for how the appropriation would be handled, but the source was identified—the governor’s signature is now pending on that bill. It was noted that Dr. Shrum, Dr. Stephens and the Cherokee Nation had gone together the prior week to speak to our legislators.
- It was noted that the voting the previous week regarding the Step-Up program had failed, when Bill 1022XX was voted upon it was passed nearly unanimously. It was clear there was very strong support for the medical schools.

Faculty Senate President:

President's Report:

Dr. Sanny advised that he had sent a letter of invitation to Dr. Hall requesting that she prepare an Executive Summary for use at the April 13 Senate meeting. Due to an extraordinarily busy schedule this past few days, she has not had time to reply; Dr. Sanny looks forward to receiving her response.

Dr. Sanny advised that the Call for Nominations for the Distinguished Service Award would be distributed by email that afternoon. He said the calendar for the process was included in the agenda packet and he encouraged Senators to give consideration to our faculty members who have exhibited Distinguished Service, and to nominate them. The nomination packets are to be sent electronically directly to Dr. Jason Beaman, our new Faculty Senate President-elect.

Dr. Sanny advised that the ongoing verbal report from the Curriculum Oversight Committee has been deleted from the spring Senate agendas. The goal to hear these reports that originated during the fall term has been achieved; they were now deemed no longer necessary during the spring term. Dr. Randy Wymore was pleased to provide them when they were needed, and he was equally pleased they would no longer be on the Senate agenda for the spring meetings. Dr. Sanny Expressed thanks for Dr. Wymore's dedicated work and his reports.

Dr. Sanny reported that he had been contacted by Dr. Nancy Van Winkle regarding the Faculty Affairs Committee. He noted that Dr. Van Winkle was scheduled to have surgery very soon, and Dr. Bill Meek had kindly agreed to serve in her stead on the Faculty Affairs Committee during her recovery.

Dr. Van Winkle had provided information regarding the election process that will be on the Spring General Faculty meeting agenda. Dr. Van Winkle had mentioned:

- There have been three nominations for faculty to serve on the COC.
- There is only one nomination for election to the Faculty Senate, and the deadline for nominations has passed; however, there are three slots to be filled.
In this regard, Dr. Sanny said what he would like to see is a Presidential appointment of a faculty member to serve the remainder of Dr. Beaman's term.

There was extended discussion, which resulted in the suggestion that Dr. Amanda Foster be invited to complete the Beaman term, which will be completed the end of May 2018. He said Dr. Foster could then be a clinical faculty nominee for a new term beginning in June 2018. There was agreement; it was recognized that Dr. Foster will need to be contacted to determine her willingness to serve.

It was suggested by a Senator that Dr. Bavette Miller, a new faculty member in the Graduate School, could be contacted to determine her willingness to serve.

Dr. Sanny said the suggestions coming from the Senators would be relayed to the Faculty Affairs Committee.

- An additional item concerned whether the election to be conducted at the spring General Faculty meeting should be conducted electronically. Following extensive discussion, it was determined that a digital process would be planned, and Dr. Van Winkle will be advised accordingly. Dr. Wagner volunteered to be of assistance during the electronic process. Questions concerning details for conducting the voting, including the schedule for receiving the votes, can be worked out.
- A question had arisen regarding the location of the Senate information and governance documents being posted on Centernet. Extensive discussion ensued.

A few items emerged:

- SharePoint can be set up to accommodate what the Senate desires. Committee information (rosters, minutes) can be available with password protection, while the appropriate governance documents could be open to a wider usage.
- Instruction in SharePoint can be provided.
- Jean Keene will be authorized to post appropriate documents to the Senate website.

During the meeting, Dr. Foster replied to an email inquiry that she would be happy to serve the remainder of Dr. Beaman's current term, and to be a nominee for the upcoming term. Dr. Sanny indicated this information will be forwarded appropriately for follow up.

Voting Item:

Formal Recommendation FS 17-18-005, *Proposed Revision to the RPT Guidelines*, had been submitted by the Promotion and Tenure Committee. The recommendation had been voted upon and approved at the committee level, and thereafter moved forward for Senate consideration, voting and approval. The motion served to clarify the membership and function of the Unit Personnel Committee within the RPT process. Following review and discussion, the motion Passed unanimously. It will be sent to the administration and will be presented for a vote at the General Faculty meeting scheduled for May 10, 2018 [motion attached].

Committee Reports:

Dr. Sanny called the Senators attention to the written committee chairperson's reports and invited them to review them at their leisure in order to keep abreast of the actions occurring at the committee level.

Old Business:

There was no old business to address.

New Business:

There was no new business to address.

Adjournment:

The meeting was adjourned at 12:46 p.m.

**OSU-CHS Faculty Senate
Formal Recommendation
2017-2018**

To be presented at 3-9-18 meeting.

Faculty Senate Recommendation Number: FS 17-18-005

Moved by: Promotion and Tenure Committee

Seconded by: Second not required when moved by committee

Senate Action taken: **Passed** Date: March 9, 2018

Recommendation Title: Revision of the Reappointment, Promotion and Tenure Guidelines
Clarifying Unit Personnel Committee

Motion:

It is moved that the Faculty Senate approve the proposed revision of the Reappointment, Promotion and Tenure Guidelines to clarify the membership and function of the Unit Personnel Committee.

Rationale:

It is appropriate that the review of faculty for the Reappointment, Promotion and Tenure (RPT) process both be clearly stated and accommodate the circumstances that exist at the Unit level—referred to as the Unit Personnel Committee (UPC). This revision addresses this need on behalf of faculty for both clarity and ease of application of the RPT process.

Senate Formal Recommendation FS 17-18-005

Senate Action: Passed

This action requires a vote by the general faculty at the Spring, 2018 General Faculty Meeting scheduled for May 10, 2018.

Background

Issue processes leading to this Formal Recommendation are listed below.

Committee(s) involved:

1. Promotion and Tenure Committee referred
Approved committee formal recommendation P&T 17-18-001
to Faculty Senate for consideration and approval
2. Discussion at Faculty Senate Executive Committee
3. Discussion at Faculty Senate meeting of March 9, 2018, followed by
voting on Formal Recommendation FS 17-18-005. **Motion passed.**

Voting results: Promotion and Tenure Committee: Unanimously Approved
Executive Committee:
Faculty Senate: Unanimously Approved 3-9-18

Moved forward for vote at General Faculty Meeting:

Proposed Revision to Reappointment, Promotion and Tenure Guidelines, Appendix D
(Attachment to Faculty Senate Formal Recommendation FS 17-18-005)

Key: Black text, current and continuing wording

Red text, proposed Bylaw revision – approved by committee February 6, 2018

The Reappointment, Promotion and Tenure (RPT) committee met on February 6, 2018 to review the current RPT guidelines. The RPT committee recommends that the following modifications be approved by the Faculty Senate preparatory to being voted upon by the General Faculty at the spring 2018 meeting.

This text is located in the Faculty Resource Manual, under the Reappointment, Promotion and Tenure Guidelines, Appendix D, which begins on page 66 of the 2017 printing of the manual. It is located under the headings PROCEDURES, 1.0, Unit Personnel Committee.

Proposed Revision:

Unit Personnel Committee. The responsibility of the unit personnel committee is to recommend whether or not the candidate has met each of the applicable criteria and qualifications for the personnel action being considered. The written recommendation to the unit administrator shall specifically address how each criterion and qualification in the academic unit, college, and university standards has or has not been met. If there is a divergence of opinion within the committee, both majority and minority opinions shall be indicated within a single recommendation letter.

The composition of the unit personnel committee and identification of those members eligible to vote on personnel actions shall be specified in the unit's RPT guidelines. These guidelines shall address the following:

- a. *A minimum of 3 voting faculty members are required to be at the same rank as, or above, that being sought by the candidate.*
 - i. *If candidate is tenure-track then the UPC must be comprised of tenured faculty.*
 - ii. *If candidate is non-tenure-track then the UPC may be comprised of either non-tenured or tenured faculty.*
- b. Each academic unit will formalize a mechanism by which all unit faculty may provide input to the personnel committee. The input received will be addressed in the committee's written recommendation to the unit administrator.
- c. *If a unit cannot complete its personnel committee with voting faculty of appropriate rank from within the unit, the Department Chair and Provost/Senior Associate Dean will convene to determine the UPC.*
- d. Given that faculty from a given unit may serve on the unit and/or college level committee, they must vote only once and only at one level.
- e. Faculty members applying for reappointment, promotion or tenure may not serve on a unit personnel committee in the year of their application.

f. The following administrators cannot serve on the UPC: President, Provost, or Senior Associate Dean.

g. All Voting members of the UPC are required to sign the UPC recommendation letter to the Department chair.

In addition to these recommended changes to the RPT guidelines, the RPT committee recommends that the RPT guidelines for tenured faculty consist of minimum standards across departments.