

# Faculty Senate Minutes for November 4, 2011

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President Jack Zibluk called the meeting to order at 3:00pm.

Senators Deanna Barymon and Todd Whitehead (M/S) the approval of the minutes from the October 21, 2011. Without objection the minutes were approved.

## **Presentations**

### **Sue McClarry, General Education Curriculum**

Dr. Sue McClarry presented work the General Education had completed to date.

According to the State Legislature, with Act 747, we have to make all our baccalaureate degrees 120 hours. McClarry stated ADHE will grant waivers to the 120 credit hour limit. However, if another program in the state can offer the degree at 120 credit hours then everyone should be able to and, therefore, no waiver will be granted. Because of these new requirements, the General Education Committee evaluated the state minimum core, which requires 35 hours of general education. Using the state minimum core, the Committee modified the University's current general education curriculum. The new curriculum will not go into effect until Fall 2012.

See Appendix A. It should be noted that Dr. McClarry stated the document is not the final version of the general education curriculum. Appendix A only represents the work that has been completed up to the date of the Faculty Senate meeting.

Dr. McClarry stated that she hopes the committee will finalize the general education curriculum during the week of November 7, 2011. After the committee has finalized the general education curriculum it will be routed through the SGOC.

### **Judy Pfriemer, Fringe Benefits**

Mrs. Judy Pfriemer presented changes that will occur to our employee benefits.

Mrs. Pfriemer stated that ASUJ is self-insured. Because of this we must maintain a fund that we as employees contribute money to. This fund is what pays for our insurance claims. For ASU to be able to safely pay all insurance claims the fund is must maintain a balance of approximately \$1,500,000 at all times, according to Blue Cross Blue Shield, who manages the fund for ASU, for. In July, the fund balance was the best it had been in the previous 5 or so years. However, the fund dwindled substantially during the summer and has not recovered. Because of this, the cost of insurance increase was between eight to ten percent, instead of the five percent the committee had expected. The increase of cost this year is due to numerous large claims that occurred during the summer.

See Appendix B for detailed explanation of the changes that will occur.

Mrs. Pfriemer expressed a concern that she has. Up until 2009, the Employee Benefit Committee received all the information regarding insurance costs and potential increases. The Committee would then decide on which plan to accept with regards to increase. This year, however, all decisions were made at the System level and the Committee was presented with the final decision a few weeks before the Benefits Fair. Mrs. Pfriemer is concerned if the System can do this with regards to insurance coverage what other decisions will/can the System unilaterally hand down. Senator John Hall noted this does not seem to be in line with the principles of shared governance.

Mrs. Pfriemer brought up an additional concern regarding a change in the procedure of how tuition discounts for spouse and/or dependents are applied for. At one time all a faculty/staff member had to do to apply for a dependent tuition discount is fill out the appropriate form and submit it to Human Resources. Currently, to apply for a dependent tuition discount in addition to the application you now have to also provide your most recent tax documentation to prove the person is your dependent. The problem is according to the IRS once a child reaches the age of 23 they are no longer your dependent for tax purposes. Since the person is not listed on your taxes you can no longer provide they are your dependent and, therefore, you can no longer apply for a tuition discount for that dependent. This will affect faculty/staff members of ASUJ whose children plan to go to graduate school at ASUJ. President Zibluk asked if Mrs. Pfriemer could bring this to the attention of the Employee Benefits Committee. Mrs. Pfriemer responded she has twice. In addition, she stated the Employee Benefits Committee would like to see the Faculty and Staff Senate both address the ramification of this issue and perhaps develop an alternative means of proof of dependency with regards to tuition discount.

President Zibluk suggested we address this issue at the next meeting.

## **President's Report**

### **Chancellor Search**

President Jack Zibluk reported we have four more candidates for the chancellor's position. This brings the total to five.

### **Shared Governance, staff handbook**

President Jack Zibluk shared with the Senate that the Staff Handbook is currently being revised. In addition, the staff handbook no longer just governs the ASUJ campus, but is now a Systems handbook. Furthermore, there is language in the preamble of the revised handbook stating the handbook "does not constitute a contract for employment with Arkansas State University, either express or implied, and Arkansas State University reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion without notice" (see Appendix C, emphasis added by President Jack Zibluk). When the Faculty Senate, working with Dr. Robert Potts, revised the Faculty Handbook five or six years ago this type of language was removed.

Senator Bill Rowe shared the document in Appendix C with Donn Mixon, Attorney at Law, earlier in the day and Mr. Mixon responded by stating “Federal courts look at handbooks as providing contractual material” (see Appendix D). Furthermore, if you say your handbook is not a contract you are indeed giving up your rights.

President Jack Zibluk further stated that if the System pushed the proposition that a handbook is not a contract and can be change arbitrarily and capriciously at any time then there is issue.

President Zibluk queried the Senate to determine its will on this issue. It was suggested that President Zibluk point out the inconsistencies between the two handbooks. In addition, Zibluk should include the response from Mr. Mixon. Zibluk stated he had shared this information with the Staff Senate.

## **Old Business**

### **SGOC 11FA 19 Raise in Admission Standards**

Past-president Beverly Gilbert and Senator Pradeep Mishra (M/S) to accept the Raise in Admission Standards as presented (see Appendix E). Without object the motion passed.

### **Compensation Task Force**

Senator Andy Mooenyhan has agreed to chair the Compensation Task Force. He has five volunteers campus-wide to assist with the work of the task force.

### **Internal Committees**

The internal committees structure has not changed since the last meeting with one exception. Senator Larz Roberts was the sole member of the Status of the Profession Committee. President Jack Zibluk asked Senator Roberts to become a member of the Finance Committee. Senator Roberts agreed.

President Zibluk has asked numerous times for volunteers from the College of Business to serve on the Finance Committee. No one has come forth.

Senator John Hall moved to approve the internal committees. Without objection the internal committees were approved.

See Appendix F for a listing of internal committees and their members.

### **iPad Study**

President Jack Zibluk stated he does not have the time to undertake the iPad study. In his place, Mr. Henry Torres and Mr. Mark Hoeting will organize the study. Zibluk has passed all materials to Torres, including volunteer names.

Mr. Torres indicated the first meeting will be in the next few weeks.

## **New Business**

### **SGOC 11FA 18 Distinguished Professor Policy**

President Jack Zibluk distributed the Distinguished Professor Policy (see Appendix G). The Distinguished Professor is a new rank, which is currently in existence. This rank is for an administrator who returns to the classroom. Currently, the only professor on campus with this rank is Dr. Susan Allen.

After some discussion it was decided more time was needed to review the policy and discuss with each senators representative constituents.

### **Adjunct Hiring Standards Resolution**

Senator Bill Rowe presented his resolution on adjunct hiring (see Appendix H). Senator Rowe would like for each senator to read and review the resolution and readdress this issue at the next meeting.

President Zibluk suggested that next time Senator Rowe bring his resolution back as a formal resolution.

### **Caraway Road Resolution**

Senator John Hall presented his resolution on the closing of Caraway (see Appendix I). It was decided to address this resolution at the next meeting.

### **Holiday Social**

Past-president Beverly Gilbert asked when the Senate would like to have the Holiday Social. It was decided to have the social after finals and before commencement

### **Other**

Faculty Association Secretary Farhad Moeeni asked for a follow-up on the request to place a Library member on the Web Design committee. Senator F. Tracy Farmer reported the Library was denied membership on the committee. Mr. Henry Torres stated that once the actual consultant comes on campus to start working they would include the Library.

On behalf of Senator Bill Humphrey, Senator John Hall questioned if the new overpass will have exit ramps so that people can access the intermural fields. Interim Vice Chancellor and Provost Glen Jones indicated there would be a ramp from the overpass to access the intermural fields. Senator Hall asked Interim Vice Chancellor and Provost Jones what his feelings are toward the construction of the road behind HPESS. Jones stated work is being done to secure funding for the road.

A second point Senator Hall brought on behalf of Senator Humphrey concerned the amount of spam we are receiving via email. Humphrey is frustrated with the amount of professional time it takes to control the amount of spam we are receiving. President Jack Zibluk suggested we could bring in a person from ITS to discuss possible ways to deal with the spam issue from the technical side. Senator F. Tracy Farmer indicated the campus has a heuristic spam filter in place.

Senator Alex Sydorenko moved to adjourn. The meeting was adjourned at 4:42pm.

# Attendance

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Jack Zibluk – President of Faculty Association  
Beverly Gilbert – Past-president of Faculty Association  
Farhad Moeeni – Secretary/Treasurer of Faculty Association

## **Business**

Richard Segall  
Jollean K. Sinclair

## **Communications**

Pradeep Mishra  
Larz Roberts

## **Education**

John D. Hall  
Joanna Grymes  
Joanna Grymes, proxy for Patty Murphy

## **Fine Arts**

Claire D. Garrard  
Marika Kyriakos  
Bill Rowe

## **Humanities and Social Sciences**

Jerry Ball  
Alex Sydorenko

## **Library**

Tracy Farmer

## **Nursing and Health Professions**

Brenda Anderson  
Deanna Barymon  
Loretta Brewer  
Annette Bednar, proxy for Bill Payne  
Todd Whitehead

## **Science and Mathematics**

Hai Jiang  
Suzanne Melescue

## **University College**

Margaret McClain

## **Deans' Council Representative**

Osabuohien Amienyi, proxy for Andrew J. Novobilski

**Visitors**

B. Ross Carroll, Physics

Marcilene Hayes, Communication

Glen Jones, Interim Vice Chancellor and Provost

Sue McClarry, Nursing

Judith Pfriemer, Nursing

Henry Torres, Interactive Teaching and Technology Center

# Appendix A

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## General Education Program

### Statement of Mission for the General Education Program of Arkansas State University

The general education program develops a foundation and motivation for the lifelong pursuit of learning in undergraduate students at Arkansas State University by introducing them to a broad range of essential areas of knowledge that will enable them to participate in our democratic nation and in a global society.

### General Education Goals for Students

1. **Communicating effectively.** Students should be able to communicate effectively and correctly, in writing and in speech, for a variety of purposes, using appropriate forms of discourse, organizational strategies, and vocabulary.

~~2. **Thinking critically.** Students should develop the skills necessary to digest, assimilate, and evaluate critically what they read, see and hear. They should employ rational argument and deduction routinely in their own work.~~

3. **Using mathematics.** Students should be able to use, understand and apply basic mathematical skills in practical applications.

4. **Understanding global issues.** Students should be aware of the social, political, economic and cultural dimensions of a diverse national and world community. They should have the intellectual and interpersonal skills needed to participate and succeed in a dynamic global society.

5. **Developing a life-long appreciation of the arts and humanities.** Students should develop an appreciation for the arts and humanities. They should be aware of the role of art and literature in human civilization and contemporary culture.

6. **Developing a strong foundation in the social sciences.** Students should be aware of the diverse systems developed by humans to manage and structure our relationships with one another. Students should prepare for the full range of public and private roles they are expected to fulfill as citizens, decision-makers and human beings in a democratic America and in a global society.

7. **Using science to accomplish common goals.** Students should understand how science is conducted and the criteria for scientific evidence so that they will be able to make informed decisions about the health and well-being of their communities and the natural environment. They should be aware of the ethical and political issues raised by science.

~~8. **Providing foundations necessary to achieve health and wellness.** Students should have a knowledge and appreciation of the scientific bases of physical and mental health and their contribution to overall wellness.~~

**General Education Requirements beginning 2012**

<b>Category</b>	<b>Required cr hr</b>	<b>Course choices</b>
<b>Communication</b>	6	ENG 1003 Comp I ENG 1013 Comp II
<b>Math</b>	3	MATH 1023 College Algebra <b>OR</b> MATH 1054 Precalculus Math
<b>Science (lab required) Total – 8 cr hrs</b>	4 physical	CHEM 1013/1011, General Chemistry I/Lab CHEM 1043/1041, Fundamental Concepts of Chemistry/Lab GEOL 1003/1001, Environmental Geology/Lab PHSC 1014, Energy and the Environment PHSC 1203/1201, Physical Science/Lab PHYS 1103/1101, Intro to Space Science/Lab PHYS 2034, University Physics I PHYS 2054, General Physics I
	4 life	BIOL 1003/1001 Biological Science/Lab BIOL2013/2011 Biology of the Cell/Lab BIOL 1033/1001 Biology of Sex/Lab BIOL 1043/1001 Plants & People/Lab BIOL1063/1001 People & Environment/Lab BIOL 2103/2101 Microbiology for N&AH/Lab + BIO 2203/2201 A & P I <b>or</b> BIO 2223/2221 A & P II
<b>Fine Arts &amp; Humanities Total - 9 cr hrs</b>	3 (Fine Arts)	ART 2503 Fine Arts – Visual MUS 2503 Fine Arts – Musical THEA 2503 Fine Arts - Theatre
	3 (Humanities)	ENG 2003 Intro to World Lit I ENG 2013 Intro to World Lit II PHIL 1103 Intro to Philosophy
	3	Either a Fine Arts or Humanities
<b>US History/ Government</b>	3	HIST 2763 US History to 1876 HIST 2773 US History since 1876 POSC 2103 Intro to US Government
<b>Social Sciences</b>	6	ANTH 2233 Intro to Cultural Anthropology ECON 2313 Principles of Macroeconomics ECON 2333 Economic Issues & Concepts GEOG 2613 Intro to Geography HIST 1013 World Civilization to 1660 HIST 1023 World Civilization since 1660 JOUR/RTV 1003 Mass Communication POSC 1003 Intro to Politics PSY 2013 Intro to Psychology SOC 2213 Intro to Sociology
<b>Total</b>	<b>35</b>	

**Remember Making Connections is a University Requirement and is in addition to the State Minimum Core of 35 general education hours.**

# Appendix B

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## OPEN ENROLLMENT PERIOD

November 7<sup>th</sup> - 11<sup>th</sup>, 8:30 am - 12 pm

November 14<sup>th</sup> - 18<sup>th</sup>, 1 pm – 4:30 pm

November 28<sup>th</sup> - 30<sup>th</sup>, 8:30 am – 4:30 pm

Library, 8<sup>th</sup> Floor - *No Appointment Needed*

### Benefit Changes for 2012

- **Health Care**

- **Rate Changes:**

Contributor	2011 Monthly Contribution	2012 Monthly Contribution	Increase
<b>Family Coverage</b>			
Employer – ASU	\$558.76	\$588.76	\$30.00
Employee	\$202.66	\$222.66	\$20.00
<b>Total</b>	<b>\$761.42</b>	<b>\$811.42</b>	<b>\$50.00</b>
<b>Single Coverage</b>			
Employer – ASU	\$327.19	\$342.19	\$15.00
Employee	\$43.17	\$53.17	\$10.00
<b>Total</b>	<b>\$370.36</b>	<b>\$395.36</b>	<b>\$25.00</b>

- **Pharmacy Co-pay Changes:**

Prescription Type	Current Co-Pay	New Co-Pay
Generic	\$10	No Change - \$10
Preferred Brand Names	\$30	\$35
Non-Preferred Brand Names	\$50	\$55

- **Vision**

- **Provider Change** – Due to lack of service providers, the University will be changing from United Healthcare to VSP
  - **Rate Changes:**

	Employee	Emp. + Spouse	Emp. + Child(ren)	Emp. + Family
Current Rate	\$8.10	\$15.08	\$15.88	\$22.72
New Rate	\$7.90	\$14.68	\$14.96	\$22.68

- **Supplemental Life**

- **New Supplemental Life Option for Spouse & Child**
  - **Spouse life insurance**
    - up to \$50,000 – purchase in \$5,000 increments
    - Guaranteed Issue at \$25,000
    - Rates are based upon employee age
  - **Child Supplemental Life Option - \$5,000 or \$10,000**
    - Age 19 or 25 if a full-time student
    - \$1/month for \$5,000
    - \$2/month for \$10,000

# Appendix C

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## **Staff Handbook:**

# **Welcome to Arkansas State University**

This handbook has been prepared to introduce you to employment in the Arkansas State University System (ASU). Please read this handbook carefully. One of your first responsibilities is to be familiar with its contents. This handbook outlines ASU's System policies and campus operating procedures; however, it is impossible to anticipate every employment situation which may arise. This manual is only a summary, so please review the System web page for policies and your campus web page for operating procedures or contact your supervisor or your Human Resources Department if you have any questions.

**This handbook does not constitute a contract for employment with Arkansas State University, either express or implied, and Arkansas State University reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion without notice.** Furthermore, the provisions of this handbook are designed by Arkansas State University to serve as guidelines rather than absolute rules. Exceptions may be made from time to time on the basis of particular circumstances. If at any time you have questions regarding your employment, please contact your supervisor or your Human Resources Department.

Employment at Arkansas State University is at-will. Either you or ASU may terminate the employment relationship at any time, with or without cause and with or without notice. The at-will relationship remains in full force and effect notwithstanding any statements to the contrary made by university employees or set forth in any documents.

This employee handbook supersedes all previous employee handbooks and management memos which may have been issued on subjects covered herein. In the event of a change in any law, regulation, or System Policy cited in this handbook, the current law or policy will be automatically substituted and applied.

## Faculty Handbook:

### FOREWORD

The Arkansas State University-Jonesboro *Faculty Handbook* is a living and evolving document. For it to have life and meaning, all parties have agreed to act in the spirit of collegiality, good faith, and mutual respect while implementing its provisions.

This *Faculty Handbook* provides information about Arkansas State University-Jonesboro [University] for current and prospective faculty members. Other information applicable to members of the faculty may be obtained from the Assistant Vice Chancellor for Administration, or accessed on the university website. The official copy of the *Faculty Handbook* is in the custody of the Executive Vice Chancellor and Provost and may be accessed on the university website at <http://academicaffairs.astate.edu/facultyhandbook.htm>.

This *Faculty Handbook* recognizes that the faculty has responsibility for policy development in such fundamental areas as curriculum, research, scholarship, creative activities, faculty service, faculty status, and those aspects of student life that relate to the educational process. This *Faculty Handbook* also recognizes that the administration retains all its prerogatives of academic and fiscal management and that the Board of Trustees retains all its prerogatives of constitutional and statutory governance. This *Faculty Handbook* repeals and supersedes all previous editions. All amendments or revisions will be published following approval by the Board of Trustees with a note indicating the date of approval.

# Appendix D

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**From:** Donn Mixon <[dmixon@mixonlawfirm.com](mailto:dmixon@mixonlawfirm.com)>

**Date:** Fri, 4 Nov 2011 08:16:37 -0500

**To:** William Rowe <[wrowe@astate.edu](mailto:wrowe@astate.edu)>

**Subject:** Re: <no subject>

Federal courts look at handbooks as providing contractual material. For example, a termination for no reason deprives a faculty member of a constitutional property right if the handbook provides that terminations will be for cause. A termination without notice violates procedural due process rights if the handbook provides for notice or for cause for dismissal.

Donn Mixon

Attorney at Law

Mixon Law Firm

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Jonesboro, AR 72403

Phone (870) 935-8600

Fax (870) 935-8622

[dmixon@mixonlawfirm.com](mailto:dmixon@mixonlawfirm.com)

# Appendix E

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## Undergraduate Admission Standards<sup>1</sup>

- I. **Introduction:** The following provides background information regarding the impact of admission standards on undergraduate student recruiting, extent of student remediation, retention rates, graduation rates, and institutional reputation and ranking. Additionally, it offers a brief history of recent changes to undergraduate admission standards (both unconditional and conditional). Finally, it proposes an increase in undergraduate admission standards for fall 2013 and 2014 along with the expected impact of such increases on enrollment.
- II. **General Considerations of Undergraduate Admission Standards**
- A. The single most important factor in improving undergraduate student retention rates and graduation rates is the quality of the academic preparation of students at the time that they enter the university.
  - B. Primary factors in raising ASU's profile in *America's Best Colleges* published by the editors of *US News & World Report* are related directly to the ACT/SAT score as well as associated impacts on student retention and graduation rates (If ASUJ wants to move from a tier 3 rated institution to a top 100 institution in the south, it must raise the minimum ACT score for entry into undergraduate programs).
  - C. ACT/SAT scores are predictors of academic success, which are more reliable than high school GPA because of significant variability of grading by different high schools.
  - D. Undergraduate admission standards at ASUJ have been fairly minimal (nearly "open" admission) and for many years at ASUJ and there has been a reluctance to raise them over concerns that by doing so tuition and fee revenue (needed to meet operational expenses and debt service) would decline and ASUJ would not be serving adequately students in the Delta region.
  - E. Least well prepared students at ASUJ (despite efforts to help them succeed) tend to drop-out, cost more to educate, fail to graduate (or graduate as a small percentage of those who enroll), and tend get in more trouble than better prepared students.
  - F. Changing landscape
    - 1. Community Colleges (e.g., ASUMH, ASUB, and ASUN) provide access to educational opportunity for students who may not qualify to enter ASUJ if/when undergraduate admission standards are raised
    - 2. Growth of the international student population at ASUJ has created revenue necessary to offset the revenue that would be lost from students who would no longer qualify to attend ASUJ if undergraduate admission standards are increased.
    - 3. ASUJ is now designated as a Research university by the State of Arkansas and undergraduate admission standards are Research universities are higher than at Master's Comprehensive universities (e.g., students diagnosed with remedial/developmental needs are often not admissible or admissible only on a conditional basis).
- III. **Undergraduate Admission Standards at ASUJ (Recent History)**
- A. Fall 2009 Undergraduate Admission Standards (tantamount to "open" enrollment)
    - 1. A minimum ACT composite score of 15 or a minimum final high school GPA of 2.25.
    - 2. Comparable scores on the SAT, ASSET or COMPASS may be submitted for consideration.
  - B. Fall 2010 Undergraduate Admission Standards (Approved)
    - 1. Students may be admitted on an unconditional basis with minimum high school cumulative grade point average of 2.5 on a 4.0 scale and a minimum composite ACT score of 17.
    - 2. Students may be admitted on a conditional basis with a minimum high school cumulative grade point average of 2.2 on a 4.0 scale and a minimum composite ACT score of 14. Students admitted on a

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<sup>1</sup> N.B.: Prepared by Dr. G. Daniel Howard, CGFM, CFRE, Interim Chancellor

conditional basis must enter the Academic Success Institute and receive passing grades before they may progress into regular academic programs at ASUJ.

- C. Fall 2011 Undergraduate Admission Standards (Approved)
  - 1. Students may be admitted unconditionally with a high school GPA  $\geq 2.5$  on a 4.0 scale and a combined ACT score  $\geq 19$  to qualify for admission to ASU.
  - 2. Students may be admitted on a conditional basis with a high school GPA  $\geq 2.3$  and a combined ACT score  $\geq 16$ . Students admitted on a conditional basis must enter the Academic Success Institute and receive passing grades before they may progress into regular academic programs at ASUJ.
- D. Fall 2012 Undergraduate Admission Standards (Approved)
  - 1. Students may be admitted unconditionally with a high school GPA  $\geq 2.5$  on a 4.0 scale and a combined ACT score  $\geq 21$  to qualify for admission to ASU.
  - 2. Students may be admitted on a conditional basis with a high school GPA  $\geq 2.3$  and a combined ACT score  $\geq 18$ . Students admitted on a conditional basis must enter the Academic Success Institute and receive passing grades before they may progress into regular academic programs at ASUJ.

#### **IV. Proposed Undergraduate Admission Standards at ASUJ**

- A. **Fall 2013 Undergraduate Admission Standards (Proposed)**
  - 1. *Students may be admitted unconditionally with a high school GPA  $\geq 2.75$  (up from 2.5) on a 4.0 scale and a combined ACT score  $\geq 21$  to qualify for admission to ASU.*
  - 2. *Students may be admitted on a conditional basis with a high school GPA  $\geq 2.3$  and a combined ACT score  $\geq 18$ . Students admitted on a conditional basis must enter the Academic Success Institute and receive passing grades before they may progress into regular academic programs at ASUJ.*
  - 3. *Anticipated Impact: 102 students will move from unconditional to conditional admission status.*
- B. **Fall 2014 Undergraduate Admission Standards (Proposed)**
  - 1. *Students may be admitted unconditionally with a high school GPA  $\geq 2.75$  on a 4.0 scale and a combined ACT score  $\geq 21$  to qualify for admission to ASU.*
  - 2. *Students may be admitted on a conditional basis with a high school GPA  $\geq 2.3$  and a combined ACT score  $\geq 19$  (up from 18). Students admitted on a conditional basis must enter the Academic Success Institute and receive passing grades before they may progress into regular academic programs at ASUJ.*
  - 3. *Anticipated Impact: 94 students will not be admissible at ASUJ.*

# Appendix F

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## **Faculty Senate Internal Committees**

### **Committee on Committees**

Beverly Boals-Gilbert

John Hall

Pradeep Mishra

Andy Mooneyhan

Jack Zibluk

### **Elections**

Beverly Boals-Gilbert

Marika Kyriakos

Jack Zibluk

### **Finance**

Lynn Howerton

Larz Roberts

Bill Rowe

Richard Segall

# Appendix G

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**I. Policy Statement**

The title of “Distinguished Professor” is the most prestigious honor bestowed on faculty members by Arkansas State University. A distinguished professor at Arkansas State University is one who has demonstrated outstanding accomplishment in a discipline and a reputation of excellence that is recognized internationally. However, an exemplary scholarly record in itself is not adequate to merit this recognition; a pre-eminent ability to teach must always be a key component of qualifying for this distinction. Conferring the title of distinguished professor requires a rigorous academic review and appointment by the Board of Trustees.

**II. Criteria**

Candidates recommended for a distinguished professorship must demonstrate accomplishments in accordance with the following criteria:

1. A record of distinguished performance in research or creative work;
2. A record of distinguished performance in both teaching and supervision of individual learning; and
3. A record of distinguished service to the profession and to ASU-Jonesboro.

**III. Explanation of Criteria**

1. A record of distinguished performance in research or creative work. The professor's work has received national and international recognition and the professor has had a major impact by changing or greatly influencing the direction of his/her field. A significant amount of that work must have been done during the professor's tenure at ASU-Jonesboro.

Ways to demonstrate merit may include but are not limited to:

- a. Memberships, awards, prizes, and fellowships that indicate that the nominee is considered a leading member of the discipline by her/his peers. Examples of honors at the national level are book awards, a Pulitzer Prize, or fellowships like a Guggenheim or MacArthur. For example, in the natural sciences and engineering, a typical indicator of merit might include membership in the National Academy of Science or the National Academy of Engineering. Awards and prizes within a particular subfield may also be presented.
- b. Publication in journals or presses rated at the top of that field and citations to those articles; for artists, exhibitions or performances in prestigious venues and reviews of those performances/exhibitions.
- c. If applicable to the field, extramural funding or grants.

2. A record of distinguished performance in both teaching and supervision of individual learning. The latter may include undergraduate research and independent study, graduate research, theses, dissertations, clinical education and mentoring. Former students demonstrate the impact of this professor's teaching/supervision through their own accomplishments.

Ways to demonstrate merit:

- a. Awards or prizes for teaching achievements, or outstanding student evaluations.
  - b. Some or all of the following: development of new courses; development of new clinical techniques; curriculum revision; interdisciplinary teaching; or larger projects to improve pedagogy; innovative syllabi; websites; or other instructional materials, teaching-related grants.
  - c. A description of the professional accomplishments of former undergraduate and/or graduate or professional students supervised by the nominee, including their current occupation and position.
3. A record of outstanding service to the profession and to ASU.

Ways to demonstrate merit:

Evidence of excellent performance in the faculty member's department/unit or college and national stature in his or her discipline or field.

- a. Documentation of the impact of the nominee's leadership at all levels (Department, College, and University) on the ASU campus.
  - b. Evidence of service to discipline, particularly leadership roles.
4. Before being nominated, candidates must have held a tenure-track faculty position for at least 5 full academic years at ASU-Jonesboro.
  5. Candidates for Distinguished Professor must currently hold the rank of Full Professor.

#### **IV. Procedures and Guidelines**

##### **A. Nominations**

Candidates for the title of Distinguished Professor must be nominated by their peers (faculty at ASU or from other institutions).

- B. The letter of nomination should make clear to people in other disciplines the standards and measures of excellence used within this field. What constitutes a distinguished record or what specific accomplishments indicate that the nominee is at the top of her/his field should be clearly described. This is especially important in professional and performance-based fields.

If the nominee's record includes grants with multiple investigators or publications with multiple authors, the letter should explain his/her individual role. The letter may also clarify the forms or media through which scholars normally publish or present in this field, including the role of articles vs. books.

The nomination letter should explain the status of such honors within the field.

- C. Required: letters from outstanding scholars or professionals in that field, normally senior people working at excellent institutions in this country and/or abroad. The letters should describe the nominee's standing in her/his area of specialization and in the broader field. Selection of external evaluators shall be undertaken by the home department of the candidate in consultation with the candidate. Nominees shall be given the opportunity to suggest possible evaluators and may also indicate specific scholars to exclude from consideration because their evaluations might be prejudiced against the candidate.

The nomination letter should explain if the nominee has not been able to train graduate students due to the nature of the field or program at ASU campus.

- D. Required: letters from former undergraduate, professional or graduate students, describing the impact of the nominee's teaching/supervision/mentoring upon their own careers. One-paragraph biographies may be submitted if necessary, but not full curriculum vitae. A maximum of 6 letters may be submitted.

A maximum of 6 letters will usually be sufficient, but in the case of a nominee who has contributed to multiple fields, as many as 8 letters may be submitted.

The nomination file should include one-paragraph biographies of the authors of these letters but not full curriculum vitae.

- E. Nominations will be submitted to the Executive Vice Chancellor and Provost Office. Nominations will then be reviewed by the University PRT Committee.
- F. Following review by the University PRT Committee and an interview with Distinguished Professor Candidates, recommendations will be submitted to the Executive Vice Chancellor and Provost. If all recommendations support the nomination to receive the title of Distinguished Professor, recommendation and supporting documentation will be submitted to the Chancellor for further review. Final approval for an award is required not only from the Chancellor, but also by the Board of Regents.
- G. Call for nominations will be issued on September 15. Deadline for submission of nomination packets to the Office of the Executive Vice Chancellor and Provost is July 1 of the following year.

This Administrative Policy Statement will be reviewed periodically.

**Suggested Compensation:**

A \$25k discretionary research/scholarly activity fund/yr.

A salary increase 25-50%.

This document is binding for all faculty of ASU. Existing Distinguished Faculty are required to go through the application process as described above to be considered for the continuance of this title.

**Original Wording**

Once the Distinguished Professor policy is finalized and approved, all existing ASU Distinguished Professors must follow application procedures described above in order to comply with this policy.

# Appendix H

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The “Task Force on Constituent Services Final Report – Spring 2010” made a number of recommendations concerning constituent’s services. Among the seventeen recommendations it was recommended that the process of hiring adjunct professors/instructors and teaching assistants should be part of shared governance. The following policy should be included in the Arkansas State University – Jonesboro Faculty Handbook. The American Association of University Professors also recommends a very similar policy.

Shared Governance by its very nature requires faculty to be involved in all important decisions that are made that reflect on our profession.

The following is a proposal outlining the hiring process that should be used when hiring and retaining adjunct faculty, instructors and teaching assistants.

### **Proposed Policy/Process for Hiring Instructors, Adjuncts, Teaching Assistants, etc. at ASU**

Decisions to hire instructors, adjuncts, teaching assistants, etc. at ASU will be based on recommendations from the appropriate degree or program committee/s. The appropriate degree or program committee/s will review the individual's application (which will contain at a minimum a letter of interest, all college/university transcripts, 3-4 letters of recommendation, and a current curriculum vita). The committee will ensure that the applicant is qualified in terms of their educational background, interpersonal skills, degree/s, and professional experiences for the position. If necessary, the committee may also choose to interview the applicant as part of the review. Based on the above review the degree or program committee/s will make a formal written recommendation to the chairperson in regard to whether to hire the applicant for the position. The chairperson will in turn give strong consideration/weight to the committee's recommendation when making the decision to hire the applicant. All applicants who are in turn hired to teach courses at ASU will undergo an annual review conducted by the appropriate degree or program committee/s or the department/program Promotion, Tenure, and Retention (PRT) committee specific to their teaching performance. This review will include an examination of formal course and instructor evaluations conducted during the period of employment. Based on this information, and feedback from significant others (e.g., faculty in the department or program) the committee/s will make a written recommendation to the chair specific to the viability of the individual's future employment in the current position.

# Appendix I

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Faculty Senate Resolution FS1-2011

**Continued Use and Open Thoroughfare of South Caraway Road from Matthews Street Until University Loop is Extended to Faculty Circle or Aggie Road**

Whereas, the south portion of the ASU-J campus is one of the most frequented areas for vehicles and faculty, staff, students, and visitors.

Whereas, this portion of campus contains the Arkansas Biosciences Institute (ABI), the College of Agriculture, Lab Sciences, The College of Education, The College of Communications, the Dean B. Ellis Library, The ASU Museum, the Health Physical Education and Sports Education Building, and the Small Business Development Center.

Whereas, the current plans call for the closure of south Caraway Road from Matthews Street across the two railroad tracks to University Loop which will result in no feasible access from this area of campus to the remaining portion of south Caraway Road or Matthews Street for traffic needing to travel south towards Nettleton and Highland Avenues or west towards downtown Jonesboro.

Whereas there needs to be easy access to south Caraway Road and Matthews not only for convenience but in situations where emergency vehicles need to reach this area of the campus in a timely manner.

The ASU Faculty Senate calls for south Caraway Road from Matthews Street to University Loop to remain open and operational until an appropriate new road is constructed by ASU and/or the City of Jonesboro and opened that will connect University Loop to Faculty Circle or Aggie Road.

Respectfully submitted,

John D. Hall, Ph.D.  
Counseling and psychology