

MINUTES OF THE FACULTY SENATE MEETING

November 9, 2004, at 3:30 PM in Rogers 109

Present: Senators Baldrige (with Senator Wallace's proxy vote authority), Boyd, Brown, Chonko, Cloud, Connally, Cordon, Cox, Diaz-Granados, Garner, Green, Hanks, Barry Harvey (for Robert Miner), Lehr, Mathis, McGee, McGlashan, McManness, Ngan, Norman, O'Brien, Patton (Chair), Pennington, Pinney, Purdy, Robinson, Rosenbaum, Rust, Spain, Stanley, Sturgill, Vitanza, Williams.

Absent with notification: Senators Miner, Wallace.

- I. The meeting was called to order at 3:31 PM. Following the Chair's welcome Senator O'Brien offered the invocation.
- II. The minutes of the Senate's October meeting, distributed earlier by e-mail, were unanimously approved.
- III. **Collegiality.** The Chair reminded Senators of the agreed-upon rules of collegiality inside and outside the chamber. He specifically referred to Senator Miner's communication to Mr. Will Davis, Chairman of Baylor's Board of Regents, of October 15, 2004, copies of which were distributed to every Senator.
- IV. **Announcements.** The only announcement concerned the upcoming faculty referendum on President Sloan. Dr. Patton informed the Senate that preparations have entered the final stage, with voting scheduled for November 30 through December 2, 2004, at an off-campus location and to be supervised by an independent outside entity. The referendum will be paid for by donations from faculty members, with a suggested cap of \$50 per contribution. Any surplus funds collected will be distributed to a Baylor charity. Provisions are in place for absentee ballots for faculty who are out of town and for the School of Nursing. Within the next few days Senators will be asked to transmit to their respective constituents/reporting groups the detailed instructions for the referendum as soon as they are finalized.
- V. **Old Business.** None
- VI. **Committee/Liaison Reports**
 - A. **Faculty Committee on Academic Freedom, Responsibility and Environment** (Senator McGlashan, chair): Senator McGlashan provided an update on the continuing discussions surrounding Baylor's academic freedom policy. She expects no major changes as a result of the current deliberations. The AAUP-sponsored debate on academic freedom between the Provost and Law School Professor Bill Underwood went well. AAUP is offering a CD of the debate for interested faculty. In other matters

Senator McGlashan voiced concerns about ongoing irregularities in the tenure process, a situation that is being monitored closely, especially as the annual tenure-granting season is approaching.

B. Faculty Committee on Enrollment Management (Senator Stanley, chair): At this early point in the recruiting season, applications, acceptances and deposits for the next freshman class are running ahead of last year. On average, the most recent class enjoyed a 35.7 percent discount on published tuition rates, with 91 percent of all incoming freshman receiving some form of financial assistance. A concern voiced by several Senators centered on the apprehension that students presently receiving scholarships in their freshman year may not be able to maintain the required GPA (typically 3.0) in the future to retain this assistance and may face difficulties staying enrolled. It was not clear how Baylor's administration will be handling tuition discounts in the future.

C. Faculty Committee on Physical Facilities (Senator Brown, chair): The committee met with Mr. Rick Creel on October 28. Discussions focussed on parking and traffic flow around the campus. Among other details, plans call for further street closings in the inner campus, a second "drop-off circle" at Seventh and Speight, the removal of an additional 400 faculty/staff and student parking slots by Summer 2005, and the paving over of Third, Fifth and Seventh Streets to create "walking malls" over the next three years. The "Academic Success Center" will eventually move to Sid Richardson Science Building. The Bear Habitat is very close to reaching its fundraising goal of almost \$1 million. While Baylor's master plan is not a public document, Mr. Creel would be happy to talk about it and related matters if invited to a future Senate session.

D. Faculty Committee on Student Life and Services (Senator Chonko, chair): No report.

E. Liaison Reports:

1. Athletic Council (Senator Connally): No report.

2. Staff Council (Executive Committee): No report.

3. Personnel Benefits and Compensation (Senators Ngan/Williams): There has been no meeting in over a year.

4. Faculty Advisory Committee to the President (Diaz-Granados): President Sloan has not convened the committee since it was established.

VII. New Business

A: Senate Election Procedures (Senator Rust). After presenting his subcommittee's draft on improved Senate election procedures report at the October meeting, Senator Rust once more highlighted the most salient of the proposed modifications in a brief presentation. After editing one sentence of the

suggested constitutional changes, the Senate voted without dissent to adopt the report. The report is attached to these minutes as an Appendix.

B: Annual Performance Review Form (Senator Vitanza). Senator Vitanza briefly summarized the purpose and central features of the revised faculty evaluation form. After agreeing that the new form is superior to the existing one, but far from perfect in its wording and likely subject to future modifications, Senator Pennington moved and Senator Baldrige seconded that the Senate give its consent to the form as currently presented. The motion carried with one abstention.

C: Joint Provost/Senate Committee on BU-PP Review (Senator Robinson). As the first in a series of reviews still to come, Senator Robinson presented to the Senate updated versions of documents BU-PP 710 (Faculty Meetings) and BU-PP 715 (Research Leaves). The Senate approved BU-PP 710 on a voice vote after striking the last sentence of the document as being redundant. Likewise on a voice vote the Senate sent BU-PP 715 (revised) back to the committee chaired jointly by Dr. Bennighof and Senator Robinson to clarify the document's language to assure that there are funds for replacement instructors when one or more of a department's regular faculty go on leave.

D: A/B Letter (Senator Robinson). Senator Robinson, on behalf of the Executive Committee and referring to a letter from the Provost to then-Senate Chair Joe Cox of June 2, 2004, sought permission from the Senate to ask Provost Jeffrey for a more specific departmental breakdown of how the various units of the university have voted on the competing DLM and FWA policy versions that were drawn up to replace the former A/B faculty classification system. While in the ensuing debate Senator Sturgill and several others stated that not much could be gained by pursuing the matter, in the end the following motion carried by a voice vote:

“The Senate requests that Provost David Lyle Jeffrey obtain and provide the Senate with the individual faculty vote tallies by each department of the faculty-wide vote on the replacement of the A/B faculty evaluation system. This information should be provided to the Senate by the end of the Fall 2004 semester.”

E: Open Meetings. Senators were asked to sound out their "constituents" on the question of "open" Senate meetings. The matter will be on the agenda for the December meeting.

F: Concern over Staff Cuts. Senator Pennington expressed concern over staff cuts in the Grant Support Office. He indicated that especially projects with short-term deadlines are being negatively affected.

VIII. The meeting was adjourned at 5:25 PM.

Respectfully submitted,

Eric C. Rust
Secretary, Faculty Senate

APPENDIX

Ad Hoc Committee on Faculty Senate Election Procedures

Report on Findings and Recommendations

October 12, 2004

Committee Members:

Matthew Cordon, Randall O'Brien, Jane Williams, Jim Patton (ex officio), Eric Rust (Chair)

Charge

At its meeting on September 14, 2004, the Baylor Faculty Senate created an ad hoc committee to study the Senate's current election procedures and to determine, especially in light of certain incidents during the most recent spring elections, whether clarifications and improvements in the process should be recommended.

Findings

After a careful investigation, the committee concluded that, while essentially fair and resting on sound democratic principles, the Senate election process would benefit from:

- specifying more clearly who is eligible to hold office and to vote;
- permitting nominations to be submitted both in writing and by e-mail;
- abandoning the mail-in voting system in favor of voting in person on one of two specified days each spring at designated locations on campus;
- providing for the possibility of absentee voting;

- creating a Senate Election Commission to assist the Secretary of the Senate in carrying out the duties associated with the election process;
- using color-coded ballots for the various academic units;
- making the opening and tallying of votes an event open to the public;
- ensuring that elections in the School of Nursing are carried out as efficiently as on the main campus;
- allowing candidates to link their personal homepages to the Faculty Senate Webster so voters can make more informed choices;
- empowering the Secretary of the Senate to fix the initial term lengths of future new Senators from the College of Arts and Sciences until the seats of approximately one third of all Senators become vacant every year (not currently the case);
- creating a senatorial position for a representative of the School of Social Work;
- including as many of the suggested provisions as possible in the Faculty Senate's constitution and by-laws.

The committee did consider but decided to reject as unnecessary or impractical the following suggestions:

- that the contingent of Senators representing the College of Arts and Sciences be no longer elected to "at large" positions but rather broken up so as to represent specific departments and constituencies;
- that run-off elections be conducted whenever candidates receive fewer than fifty percent of the votes cast;
- that specific provisions be adopted to regulate "campaigning" for open Senate positions.

The committee did address the situation of full-time faculty not formally associated with one of the ten (or now eleven) recognized academic units on campus (e.g., Institute for Oral History). Not enough information could be gathered in the time available to make a distinct study and offer a specific recommendation on the matter. The committee does encourage the Senate, however, to give the issue thought and attention in the future so that eventually every single full-time faculty member enjoys representation on the Faculty Senate.

Recommendations

The committee recommends that the Faculty Senate's constitution and bylaws be amended as follows (suggested modifications in **bold**):

(Adopted language)

Article II, Section 1: The Faculty Senate is composed of faculty members of the various schools and libraries, the colleges, and the seminary (hereafter referred to as "academic units"). The

membership shall consist of thirty-three members (thirty-four, if the Past Chair is serving as a Senator-at-Large; see Bylaws, Article 1, Section 2, paragraph 3) elected to staggered three-year terms by the respective faculties, apportioned among the various faculties as follows. No more than two faculty members may serve from a single department unless one is serving as Senator-at-Large. The apportionment should be reviewed every ten years, and reapportioned if necessary to reflect the current distribution of faculty among the various academic units, with the next such review scheduled for the 2013-2014 academic year.

College of Arts and Sciences	17 members
School of Business	5 members
School of Education	3 members
School of Music	2 members
School of Engineering/Computer Science	1 member
Honors College	1 member
School of Law	1 member
Libraries	1 member
School of Nursing	1 member
Truett Seminary	1 member

(Proposed language)

Article II, Section 1: The Faculty Senate is composed of faculty members of the various schools and libraries, the colleges, and the seminary (hereafter referred to as “academic units”). The membership shall consist of **thirty-four** members (**thirty-five**, if the Past Chair is serving as a Senator-at-Large; see Bylaws, Article 1, Section 2, paragraph 3) elected to staggered three-year terms by the respective faculties, apportioned among the various faculties as follows. No more than two faculty members may serve from a single department unless one is serving as Senator-at-Large. The apportionment should be reviewed every ten years, and reapportioned if necessary to reflect the current distribution of faculty among the various academic units, with the next such review scheduled for the 2013-2014 academic year.

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Truett Seminary	1 member
School of Social Work	1 member

* * * * *

(Current language)

Article II, Section 2. Each Faculty shall elect its own representative(s), and each representative so elected shall serve for a term of three years unless specifically chosen to complete the remainder of an unexpired term. A Senator shall be eligible for reelection to a second three-year term. After serving two full consecutive terms, a Senator shall not be eligible for reelection until one year has passed. Terms shall commence at the conclusion of the Fall Faculty Meeting and end at the conclusion of the succeeding Fall Faculty Meeting. Membership on the Senate does not insure continued faculty employment for "tenure-track" faculty or lecturers.

Elections shall be completed by the Friday preceding Spring Break in the Academic Calendar. In January the Secretary of the Senate shall contact Senators eligible for reelection to determine if they wish their names to be placed on the ballot. Any Senator who wishes to stand for reelection may do so by notifying the Secretary.

Five weeks before Spring Break, the Secretary shall announce in writing to the full time faculty of each academic unit the number of positions on the Senate to be elected by that faculty for the following academic year and the names of the Senators eligible for reelection who have indicated a desire to run for the office again. The Secretary shall call for other nominations to be returned to him or her within two weeks. Each full-time faculty member may nominate herself(himself) or one other colleague.

The Secretary shall prepare the ballots for each academic unit, listing the names of those who have been nominated and of those eligible for reelection. At least one week before Spring Break the ballots shall be distributed to all full-time faculty with instructions for the marking and the return of the ballots by the Friday preceding Spring Break.

If a Senatorial vacancy occurs, the Secretary shall contact the runner-up in the previous election for that academic unit to determine the willingness of that faculty member to serve. If willing, that faculty member shall be invited to complete the unexpired term. If that person does not wish to serve, the Secretary shall contact the next runner-up in like fashion. Special elections for vacancies will be called only when no one on the ballot of the previous election is willing to serve or when there is a tie for a runner-up position and all candidates are eligible.

(Adopted language)

Article II, Section 2. Each Faculty shall elect its own representative(s), and each representative so elected shall serve for a term of three years unless specifically chosen to complete the remainder of an unexpired term **or to serve a shorter initial term to ensure that senatorial terms are evenly staggered.** A Senator shall be eligible for reelection to a second three-year term **unless the Senator's initial term was less than three years, in which case the Senator would be eligible for up to two three-year terms upon completing the initial one.** After serving two full consecutive terms, a Senator shall not be eligible for reelection until one year has passed. Terms shall commence at the conclusion of the Fall Faculty Meeting and end at the conclusion of the succeeding Fall Faculty Meeting. Membership on the Senate does not insure continued faculty employment for "tenure-track" faculty or lecturers.

Elections shall be completed by the Friday preceding Spring Break in the Academic Calendar. In January the Secretary of the Senate shall contact Senators eligible for reelection to determine if they wish their names to be placed on the ballot. Any Senator who wishes to stand for reelection may do so by notifying the Secretary. **Also in January, the full Senate shall elect two Senators (the Secretary of the Senate serves *ex officio*) and appoint two other full-time faculty members to form a Senate Election Commission to assist the Secretary of the Senate in arranging and running the election, including the public opening and tallying of ballots. No more than two commission members may be from the same academic unit.**

Five weeks before Spring Break, the Secretary shall announce in writing **and by e-mail** to the full-time faculty of each academic unit the number of positions on the Senate to be elected by that faculty for the following academic year and the names of the Senators eligible for reelection who have indicated a desire to run for the office again. The Secretary shall call for other nominations to be returned to him or her within two weeks. Nominations may be **either in writing or by e-mail**. Each full-time faculty member may nominate herself (himself) or one other colleague.

The Secretary shall prepare **color-coded** ballots for each academic unit, listing the names of those who have been nominated and of those eligible for reelection. **On the Tuesday and Wednesday preceding Spring Break, faculty members shall cast their ballots in the location(s) specified for their respective academic unit upon showing their Baylor identification card and signing the roster of eligible voters. All ballots will be kept under lock and seal until 2 PM on the Thursday preceding Spring Break. At that time the Senate Election Commission shall convene publicly to officially open and tally the votes and to announce the results of the election. Voting in the School of Nursing shall be held one week prior to the dates specified herein to ensure that all ballots cast will have arrived on the Waco campus in time for the official opening and tallying of votes. The Secretary shall make provisions for the casting of absentee ballots for eligible faculty members who cannot be physically present in Waco on the election days.**

For the purpose of Faculty Senate elections, all full-time tenured and non-tenured faculty (including lecturers and senior lecturers) below the position of academic dean are considered eligible to vote. Full-time faculty members with appointments in more than one academic unit vote in that unit in which they are tenured or on tenure-track. Lecturers and senior lecturers with split appointments vote in the unit they consider their primary home. No faculty member may vote more than once.

If a Senatorial vacancy occurs, the Secretary shall contact the runner-up in the previous election for that academic unit to determine the willingness of that faculty member to serve. If willing, that faculty member shall be invited to complete the unexpired term. If that person does not wish to serve, the Secretary shall contact the next runner-up in like fashion. Special elections for vacancies will be called only when no one on the ballot of

the previous election is willing to serve or when there is a tie for a runner-up position and all candidates are eligible.

(Current language) Article II, Section 3. Full-time administrators shall not be members of the Faculty Senate.

(Adopted language) Article II, Section 3. **Administrators at or above the rank of academic dean shall neither be members of the Faculty Senate nor eligible to vote in Faculty Senate elections.**