

## ROBERT HOLLAND FACULTY SENATE AGENDA

April 9, 2021

1. Call to Order
2. [Adoption of Minutes, March 12, 2021](#) ..... (p. 2)
3. Introduction of Guests
  - Dr. Mark Keenum, University President
  - Dr. Brent Fountain, Faculty Athletic Representative
  - Dr. Shaw, Executive Vice President and Provost
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6. Reports from Faculty Senate Designates on University Committees
  1. [Report from Senator Yu: Instructional Technology Advisory Council](#) ..... (p. 22)
7. Business to be sent to Committee:
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  2. [AOP 13.12 Summer School Teaching](#)(Faculty Affairs) ..... (p. 48)
8. Standing Committee Reports:
  1. Academic Affairs
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    - 8.4.1. [Instructional Faculty](#) ..... (p. 23)
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10. Pending Business
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12. New Business
13. Adjourn



## **ROBERT HOLLAND FACULTY SENATE**

### **Uncorrected Minutes of March 12, 2021**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Parker Ballroom of the Hunter Henry Center and via Webex at 2:00 p.m. on Friday, March 12, 2021.

Members absent and excused were: Allison Eddy, Cecelia Cook, Kimberly Kelly and Samuel Winer.

The meeting was called to order by Senate President Rebecca Robichaux-Davis.

President Robichaux-Davis said one year ago our Faculty Senate meeting was cancelled due to the global pandemic. On March 27<sup>th</sup> history was made when we held the first Virtual Faculty Senate meeting using Webex. She thanked past President Randy Follett for his leadership during such unexpected times. She also thanked the administration for their leadership throughout the past year. There was no instruction manual on how to do what we have done. The MSU family has been able to do what we hoped to do. She asked that the senators and guests reflect on the past year during a moment of silence. A moment of silence was observed.

President Robichaux-Davis asked for any corrections to the minutes of the February 12, 2021 meeting. Hearing no corrections, President Robichaux-Davis accepted the minutes as presented.

### **GUESTS**

#### **Dr. Mark Keenum, University President**

Dr. Keenum said it is hard to believe we are over half-way through the spring semester. There are five weeks left in the semester with classes ending on April 19<sup>th</sup> and final exams beginning on April 22<sup>nd</sup>. Spring commencement ceremonies will be in-person on April 29<sup>th</sup> and 30<sup>th</sup>. Dr. Shaw and Dr. Dickerson have been working very hard to plan the ceremonies. They will look very similar to the fall ceremonies.

Dr. Keenum said the state revenues are continuing to do extremely well. The February revenues were over \$54 million over estimates. Every month this fiscal year has recognized

revenues significantly over estimates. Year to date, state revenues are over \$500 million over estimates.

Dr. Keenum said he is spending a lot of time meeting with state legislators. He recently met with Speaker of the House, Phillip Gunn; the Appropriations Chairman, Chairman Reed; Ways and Means Chairman, Chairman Lamar; Appropriations Subcommittee Chairman for IHL, Jim Beckett; and many other key leaders. Dr. Keenum said he has been communicating our financial position and reminding them of the important role that this university and all IHL institutions play to serve our state. If there was ever a time when the state of Mississippi needed to make a significant investment in this outstanding economic engine serving our state, it is now. The legislative leadership is strongly in favor of pay raises for k-12 teachers. Dr. Keenum said he strongly supports this. He said he has reminded our state leaders that the employees of Mississippi State University need a pay raise too. This is the time they need to invest in the people of the institutions for the outstanding work that we are doing. Dr. Keenum said a firm examined the economic impact that Mississippi State University has in the state of Mississippi. He said he felt their estimate was conservative at just under \$2 billion per year. Tens of thousands of jobs are generated directly or indirectly by MSU. One out of every 55 jobs in the state were created because of this University. Every dollar invested in MSU generates a return to the people of Mississippi of \$2.50. Dr. Keenum said he reminds our leaders that over the past 5 years our budget has been cut over 14.5% while the demands on our services, the demands of enrollment growth we have experienced, an increase in graduates, an increase in research dollars being generated, and all that we are doing to serve our constituents all across the state of Mississippi continually increases. Dr. Keenum said he has been very direct with his message to legislators and will continue to do so for the remainder of the budgetary session. He said he will be meeting with members of our Senate leadership including the Appropriations Committee Chair, Finance Committee Chair, and our sub-committee Chair. He will also be meeting with the Lieutenant Governor next week. Dr. Keenum said he has and will continue to spread the message that it is time to invest in higher education in the state of Mississippi.

Dr. Keenum said although the state revenues are \$500 million over estimates, the onset of the pandemic allowed for Mississippians to defer their state income taxes. The revenues from these deferred payments represent a good portion of the surplus but does not count as recurring budget dollars. The amount of recurring revenue is not known at this point. Dr. Keenum said if half of the surplus was non-recurring funds, we would still have \$250 million to invest in our state. He said he will be aggressive in his messaging to our state leaders.

Dr. Keenum said at the General Faculty meeting he asked for patience with regard to sabbatical leave. We have 33 faculty who applied for six month leave and two that applied for one year sabbatical leave. He said he was not permitted to approve sabbaticals. This issue began in the summer of 2020 when one of our sister institutions was sued by one of their faculty members over the compensation the faculty member thought they should receive over sabbatical. This institution did not compensate sabbatical leave as Mississippi State and several other IHL

schools do. The staff attorneys for IHL and the outside counsel for that university asked the Attorney General for an opinion on how we administer and compensate sabbatical leave. A staff attorney at the Attorney General's Office sent a memo that supported the way the university was compensating sabbatical leave according to the state statute. Dr. Keenum said this brought into question the way we and several other IHL institutions handle sabbatical leave. We have administered and compensated sabbatical leave the same way for at least four decades. A legal brief prepared by staff attorneys for several institutions. He said the brief was very well prepared and stated the statute is very clear and unambiguous and we are in compliance with the statute. On January 31<sup>st</sup>, Dr. Keenum received a phone call from Dr. Rankins while he was in the process of reviewing sabbatical requests. Dr. Rankins explained the situation with the sister institution and instructed him to not approve any sabbatical leave requests until the legal matter has been resolved. None of the IHL institutions except the university in question were briefed on the situation until this time. Dr. Keenum was asked by the other IHL institutions to speak to the board about the approval of sabbatical leave requests. He requested time with the IHL board during the February meeting. He spoke to the board in Executive Session and explained the issues and answered questions from the board. The board wants to make sure they are operating in accordance with the laws and does not want to do anything that may not be in alignment with the law. Dr. Keenum said he understands their desire to be comfortable with their decision. He reached out to the state Attorney General's Office for an opinion on the matter and hopes to have an opinion that we are in alignment with state law to present to the board at next week's meeting. Dr. Keenum said he also asked the board to grant him permission to approve the sabbatical requests for this year so they could be vetted by the IHL staff and ready to approve in the event that the board is in a position to approve them. This request was approved. Dr. Keenum said he also told the board if he had known about this legal issue earlier, he could have worked with lawmakers to amend the statute for clarity. January 31<sup>st</sup> is past all of the requisite legislative deadlines for the session. Dr. Keenum said his message to the board is that we have handled sabbatical leave this way for decades and so have our sister schools across the Southeastern Conference. We are in line with the state statute and our practice is the institutionalized manner for administering sabbatical leave. Dr. Keenum said he is going to keep appealing to the board and is hopeful we will receive an opinion from the Attorney General.

Dr. Keenum said we have received an allotment of the Pfizer vaccine. These will be administered to our employees. Dr. Keenum said he asked the Governor to include university employees in the next phase of eligibility in the state. The Governor said he agreed that university employees should be included in the next phase regardless of age and expressed his interest in allowing everyone to be eligible to receive the vaccine within the recommendations of the manufacturers. Vaccinations on campus will begin next Tuesday for eligible employees. Dr. Keenum said he told the Governor that we can take care of our employees and students if we can receive a supply of vaccine. He said he hopes the restrictions are expanded and we receive a sufficient supply to vaccinate everyone on campus. The MSU Horse Park is also

available as a vaccination site. Dr. Keenum requested that everyone who is eligible get vaccinated. President Biden said that he hoped by May 1<sup>st</sup> everyone would have the opportunity to get a vaccination and we could hold a celebration on July 4<sup>th</sup>. Dr. Keenum said he greatly appreciated his comments.

Senator Pelaez said she appreciated Dr. Keenum's efforts on sabbatical leave. She said it is imperative that we have it because we cannot have Research I status without it. She asked if there will be a mandate for students to be vaccinated and if there would be a strong advertising campaign supporting vaccination. Dr. Keenum said he agreed that a Research I university has to have a strong and robust sabbatical program. He said he explained to the board that sabbatical leave is faculty development and that it enhances faculty skill sets and enriches the university. It benefits our students, research prowess, reputation, and prestige. Dr. Keenum said the University will promote the vaccine as aggressively as we can. He said he could envision multiple shot clinics being set up around campus as we do for flu shots. He said our legal team said Mississippi law and IHL Board policies require certain vaccinations, but it does not include this vaccination. Until either state law or IHL policy changes we cannot legally require this vaccination. We also cannot require employees to be vaccinated, but we will highly encourage it. He said the University will also target parents to help encourage their children to get vaccinated.

**Dr. Julie Jordan, Vice President for Research and Economic Development**

Dr. Jordan said the National Science Foundation rankings for fiscal year 19 were recently released. Mississippi State University improved in almost all categories on our record \$264 million of expenditures and research. We recently submitted our fiscal year 20 results to the NSF and our research expenditures grew roughly 6% to almost \$280 million. We need to keep growing and we need to grow at a greater rate than other institutions to improve our rankings. She thanked the faculty for their work in research and their creative endeavors that foster the ongoing growth in research at MSU.

Dr. Jordan said as Dr. Keenum stated our impact on the state economy is almost \$2 billion. She said this conservative estimated is based on a net impact using a counter-factual methodology. The research institution that performed the analysis looked at what would the net impact be if Mississippi State University did not exist. The entire detailed report will be available on the website next week. One of the findings of the report is that for every dollar students invest in MSU their incomes will increase \$3.30. Every dollar the state invests returns \$4.30. She said her office hosts seminars and tries to determine how to make better investments in the work that is happening to increase research productivity. Investments in patent costs have been increased by \$60,000 and we have seen an increase in the number of patent applications this year.

Dr. Jordan said her office is trying to make sure that the faculty have the research tools available that they need. Qualtrics and Stata have been added. She said although we have

SPSS, we have learned there is an additional module which allows for imputation of missing data. We will be obtaining a university license for this module. She asked for faculty to provide feedback about the tools they would like to have so the options can be examined to determine if there is a broad need on campus. Symposium is now available. This tool allows you to host online research activities such as conferences and class projects. Dr. Jordan said as we start to hold more activities in-person, she would like faculty to think about how we can still use these tools. She said she feels it is a way to reach a broader audience including students and colleagues at other universities. Pivot is also being added. This will allow faculty to search against any number of variables or parameters to find funding opportunities. It will also allow faculty to identify colleagues with similar research interests to build teams for funding opportunities.

Dr. Jordan asked faculty to notify her office of any research or intellectual talks that will be held so they can include them in their weekly updates. She said she is appreciative of the library hiring a new data research librarian who is creating a new institutional data repository which should be online next week.

On March 25<sup>th</sup>, Dr. Sammy Kahn will be hosting a workshop for faculty interested in NSF career awards. Dr. Kahn is the Department Head of Electrical and Computer Engineering and has spent the last four years at the National Science Foundation as a program manager. We have had three career award winners announced in the last year and we have had 14 in the last ten years. She said she would love to increase these numbers. A seminar will be held this week on funding opportunities at the federal level. She said this will be hosted by Dr. Marty Fuller and herself.

Dr. Jordan said she is monitoring how priorities will change and how things will change under the new federal administration. Some of the priorities were forecasted when President Biden announced Dr. Eric Landers for the office of Science and Technology Policy. In an open letter to Dr. Landers from President Biden there were five questions: What can we learn from the pandemic in relation to science and technology; How can breakthroughs in science and technology create solutions to address climate change and propel market driven change starting with economic growth, improving health and growing jobs especially in communities that were left behind; How can the United States ensure that it is the world leader in technology and industries of the future and that we will be the leader in critical economic prosperity and national security areas especially related to competition with China; How do we guarantee that the fruits of science and technology are fully shared across America and all Americans. The benefits in science and technology remain unevenly distributed across racial, gender, economic and geographic lines. How can we make sure Americans from all backgrounds are drawn into both the creation and the rewards of science and technology; How can we ensure the long-term health of the science and technology of our country. She said these questions allow us to read into how some priorities will change in the federal funding landscape. Resilience is a term which will be used more and more. It is being used across all

disciplines and in all sectors whether it is the health system, the environmental system, or the economic system. The terms data science and AI are also pervasive across all disciplines and all research areas. Dr. Jordan said the other thing that she does not see going away is the research security and protection of intellectual property from undue foreign influence.

Dr. Jordan said there are opportunities for funding in the \$1.9 trillion American Rescue Plan. \$1.7 billion is earmarked to track variants of the Coronavirus. There is also \$600 million to the NSF with a lot of flexibility in the spending. One thing that is specified for the NSF funds is support for training the next generation of scientists and engineers. The plan also awards \$155 million to the National Institute of Standards and Technology to bolster the network of manufacturing research institutes. Manufacturing research institutes connect research institutions with manufacturers to promote economic development for the future. There will also be \$100 million to the Department of Education to fund research on how the pandemic is affecting learning and the consequences of remote learning. \$95 million is earmarked for the National Fish and Wildlife Service to help detect and prevent the introduction of zoonotic diseases. Dr. Jordan said she was encouraged to see that the stimulus package recognizes that the R&D sector was impacted and is willing to invest in science and technology efforts.

**Mr. Cedric Gathings, Director of Strategic Planning and Implementation**

Mr. Gathings said he is very excited to be back at Mississippi State University. He said when Dr. Shaw got his current position, he asked the question what can we do to take MSU from being good to great. We do some amazing work at MSU and we have some amazing students and outstanding faculty and staff. Mr. Gathings said since he has come back, he has had the opportunity to meet with deans and vice presidents. He said he is currently in discussions with the deans to determine concerns with the plan previously shared with them. This plan created by Dr. Shaw and the vice presidents puts us ahead of other institutions and has positioned us to move our institution forward. Due to the pandemic, we are now doing things we previously said we couldn't. Mr. Gathings asked for grace with the release of the plan as he is in continuing discussion with deans and vice presidents and is reviewing the last three years of IE reports. He said he does not want to share information which may not be part of the final plan.

Mr. Gathings said through his discussions with Dr. Shaw, the vice presidents, and the deans he is creating the Transformational Plan. This will be a PowerPoint presentation outlining goals to help move us forward. He said the framework has been laid. We are entertaining hiring a branding firm to help take MSU's brand to the next step moving forward. A committee was formed called the Transformational Change Committee. Each vice president identified a member from their division to serve on this committee. Tracey Baham, Katy Echols and himself serve as the core members of the committee. The committee is working to identify strategies and approaches to move us forward. Mr. Gathings encouraged faculty to participate in the listening sessions which will be held by the firm contracted to help improve our branding. Tracey Baham will be facilitating data collection. She is working hard to ensure faculty and research are being represented well. Katy Echols is representing research. Mr. Gathings said

he hopes to identify a firm in the next two weeks. Once the firm is identified, we will begin having discussions with faculty, staff, and students to start the developmental piece of the branding process.

**Mr. Joseph Paige, Energy & Sustainability Coordinator**

Mr. Paige thanked the senators for inviting him to address them. He said he has been with MSU for one year. Mr. Paige said he was an environmental engineer for the Mississippi Department of Environmental Quality for seven years. He said his background is in solid waste, water, and some work in air. He gave a PowerPoint presentation which can be found at: [https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2021-04/Faculty%20Senate%20Paige%20Presentation%203-12-2021\\_0.pptx](https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2021-04/Faculty%20Senate%20Paige%20Presentation%203-12-2021_0.pptx) (if the link does not work, please copy and paste the address in your browser)

Senator Gregory asked how he is working with Sasaki Associates on the new master plan. She asked how Mr. Paige is working with them to move parking to the perimeter of campus and encouraging people to walk or use public transportation. She also asked if there will be an increase in public transportation including the addition of hydrogen busses or something similar. She asked how Mr. Paige is working with industry partners. She said there are faculty who work with sustainability and industrial partners who would be interested in partnering with the University. Mr. Paige said there are many ways to improve transportation on campus. He said he welcomes ideas that faculty have on this subject. He would like to talk with Senator Gregory further to address the issues she raises. Senator Gregory asked if Mr. Paige has been invited to participate in the creation of the Master Plan. Mr. Paige replied he is involved in the planning process by providing usage information and goals. Senator Gregory asked if glass recycling will be brought back. Mr. Paige replied the event held each year was affected by the pandemic, but it will be brought back in the future.

Senator Tagert asked if Mr. Paige has been communicating with Facilities Management and Custodial Services about which buildings have the blue bags and which ones do not. She said her building they had blue bags but recently they have been replaced with clear bags. She asked if something had changed in the recycling program. Mr. Paige replied he meets with the custodial staff weekly. He said he will bring up Senator Tagert's concerns. He said the policy is to use the blue bags.

**Dr. John Dickerson, Assistant Vice President for Enrollment and University Registrar**

Dr. Dickerson said it is a pleasure being able to visit with the senators. He said Dr. Shaw asked him to address the academic calendar, commencement, and the strategic enrollment process.

Mr. Dickerson provided a PowerPoint presentation which can be found at: [https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2021-04/FacultySenate%20Dickerson%20Presentation%203\\_12\\_21.pptx](https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2021-04/FacultySenate%20Dickerson%20Presentation%203_12_21.pptx) (if the link does not work, please copy and paste the address in your browser)



Senator Gregory asked when the schedule for the spring and maymester 2022 will be released. Dr. Dickerson replied the schedule will be released as soon as it is approved. It will be sent to the Calendar Committee for approval next week.

Senator Williams asked what the class length will be for the 10-day maymester. Dr. Dickerson said he believes the class length would be 3 hours and 45 minutes. He said it would be a 4 hour time block with breaks.

Senator King asked if doctoral students will be hooded during the ceremony. Dr. Dickerson said they would not be hooded during commencement. He said there is ongoing discussion if the individual colleges or the Graduate School should host a hooding ceremony.

**Dr. David Shaw, Provost and Executive Vice President**

Dr. Shaw said there were three task forces which examined new academic program development. The focus of these committees were data science, health science, and autonomous systems. All three committees have provided their reports and have formed working groups to facilitate implementation. He said he is excited to see ideas coming forward to construct new certificate programs and create interdisciplinary, cross-college programs.

Dr. Shaw said the Evaluation of Teaching Task Force report has been posted. One of the recommendations was to create a subcommittee to develop a new evaluation instrument. Dr. Eric Moyen has agreed to chair this committee.

The Faculty Performance Evaluation Task Force should present their final report in the next couple of weeks.

The Non-Traditional Course Offerings Task Force was asked to look at winter intersession. We had a very successful winter intersession this year. There is currently conversation around minimesters or half-semester courses. These could help with student success. They would allow students the flexibility to withdraw from a course without violating scholarship requirements.

The Online Teaching Task Force report is complete and posted. One of the recommendations was to create a task force to examine the financial model. Dr. Shaw said he is starting to form this committee. He said many of the recommendations of the committee have already been implemented as a result of Covid-19.

Dr. Shaw said Ruffalo Noel Levitz has been hired to consult on recruiting at the request of the Recruiting Task Force. He said this is a great resource to provide us structure and advice on how to move forward.

Dr. Shaw said Thomas Bourgeois has hit the ground running in his new role of Interim Associate Vice President for Student Success. He said he is already seeing benefits in the way that Academic Affairs and Student Affairs are working together with Dr. Bourgeois serving as the

liaison. Dr. Shaw said Dr. Bourgeois has held discussions with a number of faculty on student success.

He asked the senators to reach out to himself or the chairs of the task forces if they have any feedback on any of the topics.

Senator Gregory asked if there has been discussion about allowing faculty to determine when the student evaluations are released. She said she is asking because within her college a certain portion of the semester is set aside for final presentation of the design projects. The online system tends to release the evaluations during the presentation week when students are stressed out and not completely focused. She said participation rates have not been good since the paper evaluations which could be handed out in class are not available. Dr. Shaw replied there has not been any discussion about this as it has not been raised before. He asked Senator Gregory to contact him with a synopsis of her request. He said he would like to provide any latitude available within our constraints.

Senator Eakin asked if the funding model for the winter intersession will be the same next year as it was this year. Dr. Shaw replied the winter intersession did not count against faculty's ability to teach classes in the summer. He said the intention is to continue to use the same process moving forward but we have to make sure to work through all of the legal and HR issues. He said he is confident that we will be able to continue this policy in the future.

Secretary Follett asked if the standing committee which would ordinarily review the student evaluation of teaching survey is involved with the subcommittee created under the Evaluation of Teaching Task Force. Dr. Shaw replied the subcommittee is separate from the standing committee, but the standing committee does have representation on the subcommittee. He said the recommendation of the task force was to have a mix of faculty and department heads to create the instrument. Dr. Moyen was identified for his role as chair due to his expertise in this area. He is familiar with the research material on the merits and the challenges of student evaluations.

#### REPORT OF THE FACULTY SENATE PRESIDENT

President Robichaux-Davis thanked the senators and all faculty for their tremendous dedication to Mississippi State University, which they continue to show. Earlier this week Faculty Senate hosted four listening sessions concerning the student success initiative and it was apparent how aware faculty are of the needs of our students. They also showed faculty's desire to help our students succeed. She said faculty have told her they are tired, but they continue to participate in these types of extra things. She thanked the faculty for participating.

President Robichaux-Davis announced that Senator Marett has been named as the Elections Officer for the April Faculty Senate Officer elections.

March Greetings, Senators! I hope you are continuing to have a productive and rewarding spring 2021 semester. Kudos to the entire MSU community as we have successfully made it

past the “mid-point” of the semester! The end of the Spring 2021 semester is in sight and hopefully, this summer you will be able to truly take a break.

Most of the university standing committees on which I serve met this past month, including the COVID-19 Task Force. Despite the changes in the governor’s executive orders concerning COVID-19 guidelines for the state of Mississippi, our campus will continue to follow the guidelines that have shown to be successful for the remainder of this semester. Thus, face coverings must still be worn inside campus buildings and outside when social distancing cannot be maintained. The COVID-19 Task Force will consider any changes to these guidelines for the summer sessions and fall semester at the end of the current semester.

On Friday, February 26<sup>th</sup>, many of you joined me for the Town Hall concerning the Interstate Passport. We had a very informative discussion about an important topic. Following this the presentations that Drs. Franz and Baham presented to us were emailed to all of the senators so that those presentations could be shared with all of those who you represent. We will consider a resolution in support of the Interstate Passport general education initiative as part of New Business at the March meeting.

To celebrate Mississippi State’s 143<sup>rd</sup> birthday, we launched our Twitter account on February 28, 2021. If you are on Twitter, please follow us and join our current 28 followers. Our Twitter handle is @msstateRHFacSen and our tweets go out at either 8:00 am or at noon, Monday through Friday. Senator Kent Marett was the featured Senator on Friday, March 5<sup>th</sup>. Upcoming Fridays in March will feature Senators Sherman-Morris, Lathan and Musser.

We hosted two Listening Sessions regarding Student Success on Monday, March 8<sup>th</sup>, one for faculty in DAFVM and one for faculty in Arts & Sciences. Both resulted in good discussions about what student success means and what encompasses academic advising. I hope you will join us for your colleges Listening Session on Wednesday, March 10<sup>th</sup> or during a subsequent Listening Session during the week of March 22<sup>nd</sup>. During that week, we will also co-host a Listening Session for University Staff who work directly with students.

With regards to committees on which I am serving beyond standing university committees, the Student Course Evaluation Survey Committee is making good progress on the creation of a new survey instrument. We are currently in the process of editing and finalizing items within the domains of “Course Instruction,” “Inclusive Pedagogy,” “Student Learning,” and “Student Engagement”. We plan to also include a couple of open response items that focus on the strengths and weaknesses of the course. The Online Task Force submitted its final report to Dr. Shaw at the end of February. It is available at [https://www.provost.msstate.edu/pdf/Online Education Task Force%20final\\_report\\_2\\_19\\_21.pdf](https://www.provost.msstate.edu/pdf/Online_Education_Task_Force%20final_report_2_19_21.pdf)

**Status of AOPs:**

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

<b>AOP</b>	<b>Title</b>	<b>Date</b>
10.05	Nepotism	12/5/2012
10.08	Classroom Regulations	4/26/2016
11.11	Auditing a Class	11/3/2016
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
13.12	Summer School Teaching	3/28/2016
31.02	Legal Resident Status	2/5/2013

### **Reports from Committees on which I Serve:**

*Athletic Council* – This council met on February 10<sup>th</sup>. Thomas Callans, Assistant Athletic Director and Head Athletic Trainer gave us a report about what our athletic trainers do which includes treating and rehabilitating injuries, diagnosing injuries, and providing immediate and emergency care. He said the sports medicine services are 24 hours, 7 days a week. Christine Jackson shared that every Wednesday there are “Career Information Sessions” across the SEC with each school hosting one of these virtual sessions. These sessions allow student athletes to meet other student athletes who have similar career interests. Bracky Brett from the Office of Compliance shared that we are in a “dead period” in terms of recruiting until the middle of April.

*COVID-19 Future Planning Task Force* – At the request of Dr. Dobbs, MSU Leadership has provided him with our requested number of vaccines in terms of the number of employees who are 50 years of age or older and in terms of the overall total number of MSU employees. This includes all Graduate Assistant, Graduate Research Assistants, Graduate Teaching Assistants, and all Extension employees across the state. Dr. Keenum is going to speak to the governor about including all higher education employees in the group with K-12 educators so that we are all able to get vaccinated as quickly as possible. Other information from our meetings continues to be provided through emailed updates from the Provost and Cowbell Well emails sent from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation and protocols, please send them my way or communicate them directly to Drs. Hyatt and Shaw.

*Executive Council* – The committee has not met since my last report.

*Executive Enrollment Management Committee* – The committee has not met since my last report.

*Game Day and Special Events* – The committee has not met since my last report.

*Inclusive Excellence Leadership Council* – This council met on Thursday, February 18<sup>th</sup>. This council seeks to orient its work around identities. The charge of the council is to (1) develop

institutional diversity, inclusion and equity initiatives centered on measurable goals; (2) work with colleges and unit to create and implement action plans to promote diversity and inclusion within the framework of the university's mission and strategic plan; (3) assist the university in developing and maintaining strong relationships and pipeline programs with communities, community colleges, K-12 institutions, business, civic and cultural organizations; (4) convene and create a sense of community across various university-wide groups; (5) identify, plan, and support initiatives that will encourage, promote, and recognize diversity on campus; and (6) direct attention to issues regarding diversity on campus and in the surrounding communities. Each council member introduced themselves and shared what their desires for the council are. Commitment to the work of this council requires evaluating practices, protocols, policies, and programs. At the next meeting, we will set goals aligned with what we hope to accomplish.

*Information Technology Council* –This council met on March 2<sup>nd</sup>. Jason Tiffin has been hired as the new Director of Enterprise Information Systems. He will move into this position on March 16<sup>th</sup>. ITS offered several training sessions for faculty on how to transfer grades from Canvas to Banner; 186 faculty participated in these sessions. ITS created a knowledge base article about the Canvas to Banner grade transfer which is available to faculty. Engagement with Jabian is ongoing. Jabian is reviewing all aspects of ITS to learn how we currently do business and how we can do business better. An ITS Strategic Planning Survey will be sent out to everyone on campus within the week. Concerning the Network Refresh, the administrative and athletic buildings are being included within the scheduling of the academic buildings. The academic buildings that will be upgraded during March are the Franklin Furniture Center, all Franklin Laboratories, Lloyd-Ricks-Watson Building, the Academic Computer Laboratory, Thompson Hall and Thompson Hall Annex, Music Buildings A, B, and C and Montgomery Hall. The MSU Inventoried Computer Log-on Notice will be pushed out to all ITS-supported machines on March 9<sup>th</sup>.

*Master Plan Development and Advisory Committee* – This committee met on February 11<sup>th</sup>. I was not able to attend, but Vice-President Barrett attended so he will provide an update from this committee.

*Parking and Traffic Regulations Committee* – This committee met on February 25<sup>th</sup>. We approved of installing a 4-way stop at the intersection of Magruder and State streets. We also discussed a resolution that was received from the Student Association concerning problems of speeding, accidents and reckless driving on sorority row. Additional monitoring of this area of campus will be put in place.

*Sustainability Committee* – This committee has not met since my last report, but the dates for the 2021 meetings have been set. The first meeting of 2021 will be held on March 24<sup>th</sup>.

Senator Gregory asked for an update on the Diversity Council. President Robichaux-Davis replied the Diversity Council has been renamed the Inclusive Excellence Leadership Council and her report on this committee is in the President's Report.

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

### **Academic Deans Council –**

February 2021 meeting is scheduled for February 17<sup>th</sup>.

- Canceled due to lack of agenda items.

### **Community Engagement Committee –**

Communicated with Dr. Kathleen Thomas. The committee is being restructured and looks to get back to a regular meeting cycle later in the Spring 2021 semester.

### **Committee on Campus Access –**

March 1 meeting was canceled to give the office time to compile a list of potential projects.

- Mr. Ramsey's group is working on a list of priorities for the committee to review.

### **Master Plan Development and Advisory Committee –**

February meeting was held on the 11<sup>th</sup> at 9:00am for the 'Visioning Presentation'.

Next scheduled meeting is March 11, 2021.

### **Textbook Committee –**

There was no meeting held in February.

### **Undergraduate Research and Creative Discovery Committee –**

There was no meeting held in February.

## FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

Senator Hopper provided an update on the Academic Review Board. She said the committee has successfully dealt with several grade appeals and is looking at how the grade appeal system can be made more understandable to students.

Senator Hopper said the Dean of University Libraries Search Committee is in the process of inviting two candidates to campus. President Robichaux-Davis asked if the Faculty Senate will have the opportunity to meet with the candidates. Senator Hopper replied the agenda is not final, but Faculty Senate will most likely have an opportunity to meet with the candidates.

## BUSINESS TO BE SENT TO COMMITTEE

### STANDING COMMITTEE REPORTS

#### Academic Affairs

No Report

### **Ancillary Affairs**

No Report

### **Charter & Bylaws**

No Report

### **Faculty Affairs**

#### **1. AOP 13.09 Credentials for Teaching**

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, provided the committee report on AOP 13.09 Credentials for Teaching.

Senator Gregory asked if this policy will require program coordinators. Senator Sherman-Morris replied the policy requires that one or more faculty members be in charge of program coordination. She said this policy just requires that program coordination is the job of the faculty and these items are part of the responsibility. The release associated with these efforts should be discussed between the faculty, department heads, and deans. Senator Gregory asked if this is something new and if so, would it be disbursed to and facilitated by administration. Senator Sherman-Morris replied it is relatively new that this is in policy. It was determined that our policy did not have items in it which are required by SACSCOC. We were operating in accordance with the requirements, but we did not have it specifically in policy. She said after Faculty Senate approves the policy it will go through Associate Deans Council and Deans Council for approval. Senator Gregory asked if there are funding resources such as stipends that go along with this since it talks about course release time. Senator Sherman-Morris replied that to her knowledge this will be a departmental decision. She said in many cases this is already going on and no changes will be necessary.

The motion to accept AOP 13.09 Credentials for Teaching, as presented, passed by unanimous electronic vote.

#### **2. Instructional Faculty: Survey Update**

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, provided an update on the results of the survey on instructional faculty.

Senator Sherman-Morris said she expects to have a final report prepared for the April meeting.

Senator Yu asked for the return rate of the survey. President Robichaux-Davis said there are roughly 1,200 faculty at MSU. Senator Yu said she worries that this survey is not indicative of the sentiment of the faculty. Senator Sherman-Morris replied there is a high likelihood that the same individuals who completed the survey would also participate in the actual vote.

### **Student Affairs**

No Report

**University Resources**

No Report

**SPECIAL COMMITTEE REPORTS**

**PENDING BUSINESS**

**NEW BUSINESS**

President Robichaux-Davis said a resolution to support the adoption of Interstate Passport has been included in the agenda.

Secretary Follett made a motion to approve the resolution. Senator Williams seconded the motion.

The motion to approve the resolution to support the adoption of Interstate Passport passed by majority electronic vote.

Secretary Follett made a motion to adjourn. Senator Banik seconded the motion.

The motion to adjourn passed by unanimous electronic vote at 4:37 p.m.

Submitted for correction and approval.

---

Randy Follett, Secretary

Jason Cory, Administrative Assistant II



## INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President  
Dr. Brent Fountain, Faculty Athletic Representative  
Dr. Shaw, Executive Vice President and Provost

## REPORT OF THE FACULTY SENATE PRESIDENT

Happy April, Senators! I hope your spring 2021 semester has been successful and you are ready to finish the semester strong. I also hope you will be able to take a well-deserved break this summer and come back refreshed and rejuvenated.

As this is the last regular meeting of the Robert Holland Faculty Senate for the 2020-2021 academic year, I would like to extend my heartfelt gratitude to each of you for your service on the Faculty Senate this past year and for your commitment to excellence in all that you do for Mississippi State University. While this was a difficult year that none of us could have ever imagined, we certainly could not have had the tremendous success that we realized this past year during a global pandemic without the perseverance and dedication of each of you.

I would like to extend a special thank you to those senators who are finishing their terms of service and rolling off of the senate. Thank you, Senators Jimmy Avery, Allison Eddy, Joel Paz, Angela Savage, Samuel Winer, and Chien Yu. Additionally, an extra special thank you to those senators who are finishing their second consecutive terms of service and also rolling off of the senate. Thank you, Senators Darrin Dodds, Jenny Du, Patty Lathan, Kent Marett, Fred Musser, and Kathy Sherman-Morris. Last, but certainly not least, I want to extend my sincere gratitude to Vice-President Jason Barrett and Secretary Randy Follett who have helped and supported me in countless ways throughout the past year. They were never too busy to answer questions, give me their thoughts on anything and everything that I requested, monitor chats during WebEx meetings, or attend meetings on my behalf when I couldn't attend. Thank you, Jason and Randy, for your dedication to Faculty Senate and more importantly, for your friendship.

Next, I would like to welcome our newly elected senators who are joining us for the first time today. Welcome, Senators Todd Archer, Beth Baker, Iva Ballard, James Chamberlain, Mark Fincher, Yucheng Liu, Adrian Sescu, James Sobaskie, Te-Ming Paul Tseng, Andrea Varela-Stokes, Kelley Wamsley, and Kimberly Wood. I also want to give a warm welcome back to Senators Robert Banik, Jason Barrett, Charles Freeman, Lauren Priddy, and Mary Love Tagert who were re-elected by their colleges to serve an additional three-year term.

As I look back on this past year, I hope my bi-monthly email updates provided you with useful information. I appreciate the time that you took to participate in the "town hall" sessions over the summer of 2020, as well as the more recent town hall session for the Interstate

Passport and the listening sessions for Student Success. I am also grateful for your responses whenever I sent out surveys or other requests for input. Although the year was one of a kind, I truly believe it was a successful year for the Faculty Senate as we addressed important issues and approved 14 AOPs and two Resolutions. We successfully launched a Twitter account with daily tweets that promote our great institution and the work of its faculty. We also are in the process of making recommendations concerning additional instructional faculty ranks and the faculty confidence survey.

Many of the university standing committees on which I serve met this past month, including the COVID-19 Task Force. Additionally, Senator Barrett, Jason Cory and I met with Provost Shaw, Vice President Keith Coble, Dr. Tracey Baham and Ms. Leslie Corey to discuss a more efficient way of accurately assigning faculty to their respective units. ITS is now working on a program that will do this so that in the future, elections and reapportionment will be less demanding of time.

We are currently preparing to facilitate nominations and elections of faculty to serve on the search committees for the Dean of the College of Agriculture and Life Science and the Dean of the College of Forest Resources. We are also preparing to conduct the Faculty Confidence Survey during the last two weeks of April. Please participate in this and strongly encourage those who you represent to do the same. More information on this will be forthcoming via email correspondence.

This past Friday we featured Senator Lauren Priddy on Twitter. For the remaining Fridays of April, we will feature Senators Jimmy Avery, Darrin Dodds Jenny Du and Angela Savage. Our Twitter handle is @msstateRHFacSen and our tweets go out at either 8:00 am or at noon, Monday through Friday. We will continue to highlight the work of those senators who are rotating off of the senate during the months of May and June.

#### **Status of AOPs:**

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

<b>AOP</b>	<b>Title</b>	<b>Date</b>
10.05	Nepotism	12/5/2012
10.08	Classroom Regulations	4/26/2016
11.11	Auditing a Class	11/3/2016
12.02	Withdrawal from the University	3/23/2017
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
31.02	Legal Resident Status	2/5/2013

#### **Reports from Committees on which I Serve:**

*Athletic Council* – This council met on March 10<sup>th</sup>. Torie Johnson, the SEC's Associate Commissioner who is over Academic Relations was the guest speaker. She updated us on

efforts of the SEC focused on racial equity and social justice. There is a document on the SEC website available to all athletic departments which details best practices for racial equity and social justice. There is also an equity page on Secsports.com. The new tagline is “Together, It Just Means More.” The Academic Relations program in the SEC is unique to the SEC. No other athletic conference has such a program. The Academic Relations program communicates the academic accomplishments of our student athletes, the collective impact of the 14 SEC institutions, and the unique work and accomplishments of each individual institution; i.e. the drone research here at MSU. Check out the SEC Website. You’re sure to see at least one familiar face. Maroon and White Night will be held online this year on April 19<sup>th</sup>. The football program held “midnight maneuvers” which focused on strength and conditioning in preparation for spring practice. The Maroon and White spring game will be played on Saturday, April 17<sup>th</sup> and is open to the public. Men’s basketball made it to the championship game of the NIT. Interviews are ongoing for the Director of Student Athlete Development. April 6<sup>th</sup> is National Student Athlete Day.

*COVID-19 Future Planning Task Force* – We have received a second supply of “first” vaccinations, as well as “second” vaccinations for those who have already gotten their first vaccinations. Appointments can be scheduled at <https://covidvaccine.msstate.edu/>. Beyond vaccinations, room capacities across campus for all users are at 50%. This is expected to increase as we move into the summer and fall. All summer camps have now been approved. We continue to discuss procedures and policies for the fall semester. Vaccinated students will not have to quarantine or isolate. If you have any feedback and/or thoughts regarding our summer and fall with regards to COVID-19 protocols, please send them my way or communicate them directly to Drs. Hyatt and Shaw.

*Executive Council* – The committee has not met since my last report.

*Executive Enrollment Management Committee* – This committee met on March 16<sup>th</sup>. Lew Sanborne of Ruffalo Noel Levitz shared with the committee the results of the work of our working groups. Those results indicated that our institution’s strengths include a sense of community and authenticity, affordable, program diversity, strong academics, Dr. Keenum’s leadership, diversity of student populations, brand strength, and our small college feel but at an R1. The results also indicated that our institution’s challenges and threats include our brand reach, decentralization, pricing complexity, graduate student compensation and benefits, external perceptions of Mississippi, competition and better funded competitors, and declining high school graduating class sizes. In terms of opportunities, the results yielded the themes of faculty engagement; increased centralization and improved coordination; diversification of instruction and delivery methods, modalities and terms; leveraging lessons learned during the pandemic; improved alignment of student funding resources; growing our brand and reach across the learner lifespan in Mississippi and beyond; and strengthening employer and alumni relationships. The next step is data informed situational qualitative and quantitative analyses

which should then motivate specific actions. In the short term, as an institution, we need to bolster graduate student funding and our research agenda.

*Game Day and Special Events* – The committee has not met since my last report.

*Inclusive Excellence Leadership Council* – This council met on Thursday, March 18<sup>th</sup>. We met in breakout groups to discuss our thoughts concerning “where we are” as an institution with regards to Diversity, Equity and Inclusion. We discussed where the biggest opportunities are to ameliorate the equity gap and how we might pursue these opportunities across the university. We also discussed the role of this council in that work and how the council might build capacity to engage in that work. MSU has been selected as a 1<sup>st</sup>-Generation Institution. We are in the process of revising our Affirmative Action Plan documents. On April 16, Gender Studies will hold a panel discussion on the challenges facing working mothers during the COVID-19 pandemic resulting, in part, from a lack of childcare, the need for virtual schooling, and a deeply unequal division of domestic labor between men and women. The panelists include Drs. Kimberly Kelly, Courtney Thompson, Molly Zuckerman, and Arazais Oliveros, with Dr. Nicole Rader serving as moderator. A flyer was emailed to you about this event.

*Information Technology Council* – This committee has not met since my last report.

*Master Plan Development and Advisory Committee* – This committee met on March 11<sup>th</sup>. I was not able to attend, but Secretary Follett attended on my behalf. He reported back to me that representatives from Sasaki and a representative of Neel-Schaffer presented a preliminary report on their findings for our master plan update. One thing they are trying to convey with this plan is that “Change is taking place at MSU.” They are ending the analysis phase of their work for us and moving into the concept phase. Their results appear to be primarily based off data gathered from the registrar’s office concerning classroom space and usage, along with academic lab spaces. Interestingly, the College of Arts and Sciences uses 50.6% of all classroom spaces on campus. They also reviewed office space and usage. The “needs survey” was strictly based off data gathered from the deans of the colleges and seemed to reflect “common sense expectations.” They appeared to understand that there is a need for smaller classroom spaces with 25-35 seats so that larger classrooms aren’t used for smaller class sizes, which is currently often the case. They are also looking at other spaces and aspects of campus life, including the union, residential facilities, dining spaces, recreational spaces, and other spaces. They specifically indicated a need for an auditorium with a capacity of 2500-3500 seats. A more detailed report will be provided to the committee soon.

*Parking and Traffic Regulations Committee* – This committee met on March 25<sup>th</sup>. There is new parking that is being constructed with the new engineering and music buildings. The parking adjacent to the engineering building consists of 8 spaces which will be zoned “service” for MSU service vehicles and engineering departmental vehicles. The parking that is being built with the music building will be zoned “staff” for faculty and staff in both the engineering and music buildings. Daily parking permits will now cost \$5 per day and will be available for faculty, staff

and students, not just visitors as has been the case previously. Fees for parking spots at “pay stations” have changed to \$1.50 for the first hour and \$2.50 for the second and third hours. Similarly, fees for garage parking have changed to \$1.50 for the first hour and \$2.50 for each additional hour with a \$25 daily maximum. Pay stations and garage parking are meant to be transient parking locations with quick turn over so people have a convenient option throughout the day. The rate for the first two hours remains \$4 under this new fee structure, but the cost for each additional hour increases which will hopefully encourage higher turn over rates. Currently, pay station and garage parking fills up by 8:30 am or so and remains full until the middle or end of the afternoon.

*Sustainability Committee* – This committee met on March 24<sup>th</sup>. Mr. Paige reported that the new sustainability website is about 60% complete with new content. His office is working with ITS to complete this work. The goal of the “Think Before You Toss” Campaign is to reduce waste as well as our contamination rates. The campaign will encourage folks to dispose of recyclable materials properly. An additional 40 to 50 locations have been identified for new water bottle filler stations. These locations are primarily in high-traffic areas in residential and academic buildings. New recycling bins are being put into buildings that do not have any such bins. Earth Week activities were very successful. Many of these were held on the Drill Field: yoga, the student organizations fair, a scavenger hunt, and the showing of Wall-E. Other events were held via Zoom. Our Energy Performance metrics improved this past year due to the COVID-19 “shut down” and reductions in building use. The Humphrey Coliseum renovation is expected to start in March of 2022 and will take 18 months to complete. This is a much-needed major renovation. Our next meeting will be in June.

## **REPORT OF THE FACULTY SENATE VICE PRESIDENT**

### **Academic Deans Council –**

March 2021 meeting was held on the 17<sup>th</sup>.

- AOP 12.39: Policy on Undergraduate University Scholarship Programs and Procedures was introduced with edits.
- AOP 13.23: Faculty Workload was approved. One of the deans brought up that the current Student Success plan is not included in this policy for faculty workload. Deans Council decided to move the policy forward for Faculty Senate to discuss this issue.

### **Community Engagement Committee –**

No meeting held since last Faculty Senate meeting in March.

### **Committee on Campus Access –**

April 5<sup>th</sup> was the anticipated date of the next meeting. Due to a need for additional time to consider new developments, the next meeting will be held on May 3, 2021.

- Mr. Ramsey's group is working on a list of priorities for the committee to review.

#### **Master Plan Development and Advisory Committee –**

March 11, 2021 - Sasaki gave an update on Phase 1 of the Master Plan.

#### **Textbook Committee –**

There was no meeting held in March.

#### **Undergraduate Research and Creative Discovery Committee –**

There was no meeting held in March.

#### **True Leadership –**

The website has been created and it is live. [www.trueleadership.msstate.edu](http://www.trueleadership.msstate.edu)

- We have seven (7) articles and six (6) video interviews available.
- I encourage faculty members to visit the website.

## **REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

### **Report from Instructional Technology Advisory Committee (ITAC)**

#### **Meeting Summary**

- The Committee met on Thursday, consecutively, at 9:00 AM, chaired by Dr. Michael Seymour, Acting Director of Center for Teaching and Learning.
- Meeting Summary:
  - 1) The recommendation for the '**routine' classroom technology update** was sent to Dr. Shaw and he is reviewing now. The proposed classrooms include:
    - Mitchell Memorial Library Giles Room 1111 - Extron
    - Music Building B 112 - Extron

- Stafford 100 - Extron
- Howell 105 - Extron
- Allen Hall 249 - old Crestron
- Ag and Bio Engineering 131 - old Crestron
- Cobb 201 - old Crestron
- Hand 2231 - old Crestron
- Swalm 105 - old Crestron
- Swalm 110 - old Crestron
- Research and Curriculum Unit Room 160 - old Crestron

2) The **plagiarism software license** is about to expire.

- The ITS invited 3 vendors for presentations:
  - 3/16 for Turnitin,
  - 3/17 for Ouriginal, and
  - 3/18 for Copyleaks
- The MSU Announcements email for the presentation recordings (<https://w.msstate.edu/its/plagiarism-presentations/>) was also sent out for feedback. The deadline for this general university-wide survey was 3/26, Friday.
- The data was collected. The analysis and discussion are ongoing currently.

## BUSINESS TO BE SENT TO COMMITTEE

1. [AOP 13.02 Selection of William L. Giles Distinguished Professors \(Academic Affairs\)](#) .... (p. 45)
2. [AOP 13.12 Summer School Teaching \(Faculty Affairs\)](#) ..... (p. 48)

## STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

ANCILLARY AFFAIRS

CHARTER & BYLAWS

FACULTY AFFAIRS

### 1. Instructional Faculty

**Report to the Robert Holland Faculty Senate**

**Faculty Affairs Committee**

**Report on recommendation of new faculty titles**

**April 9, 2021**

**Background**

The provost established a task force to “Develop recommendations on how the university can best support the academic program through non-tenure-track faculty with a stronger teaching load, how we can adequately and fairly evaluate these faculty, and how we can have a clear process for promotion for these faculty.” At the August, 2020 senate meeting, the report of this task force was assigned to the Faculty Affairs committee for review. The Faculty Affairs Committee discussed the report, conducted background research including meetings with various stakeholders, and conducted a survey to gauge whether faculty would be supportive of adding additional ranks for instructional faculty.

## **Report**

### Recommendation 1:

The Faculty Affairs Committee recommends the addition of a rank structure for Instructor positions and the addition of two new non-tenure track instructional positions with professorial rank. We therefore recommend the following modification to the Faculty Handbook Section III-A. Organization of the Faculty: Charter, which will be subject to approval by a vote of the general faculty. (Changes indicated in blue font).

## **The General Faculty Composition**

The general faculty shall consist of all professionals of the university with these appropriate ranks:

### **Academic**

(All tenure-track appointments)

Assistant Professor

Associate Professor

Professor

### **Clinical**

(Non-tenure-track appointments reserved for practicing clinical environments)

Clinical Instructor I

Clinical Instructor II

Clinical Instructor III

Assistant Clinical Professor

Associate Clinical Professor

Clinical Professor



**Extension**

(Non-tenure-track appointments reserved for extension)

Extension Instructor I

Extension Instructor II

Extension Instructor III

Assistant Extension Professor

Associate Extension Professor

Extension Professor

**Instructional**

(Non-tenure-track appointments reserved for primarily instructional positions)

Instructor I

Instructor II

Instructor III

Assistant Teaching Professor

Associate Teaching Professor

Teaching Professor

Assistant Professor of Practice

Associate Professor of Practice

Professor of Practice

**Research**

(Non-tenure-track appointments reserved for research intensive positions)

Assistant Research Professor

Associate Research Professor

Research Professor

and other appropriate ranks as recommended by the Robert Holland Faculty Senate and approved by the general faculty.

**Recommendation 2:**

To provide governance regarding these new titles, we recommend the development of a new academic operating policy (AOP) and the modification of OP 56.06. We have provided drafts for both changes. We recommend that, with Faculty Senate approval, these policies be reviewed by Associate Deans and Deans Councils, and if there are modifications, that the policies be

returned to Faculty Senate for further consideration. The changes/additions would not become effective until/unless the General Faculty vote to add the new titles.

### Recommendation 3

Along with the creation of the AOP proposed in Recommendation 2, we recommend that OP 56.06 be reclassified as an AOP.

### **Discussion**

In addition to the committee members being in support of the additional instructional faculty titles, a (greater than two-thirds) majority of faculty supported the addition of each of the new titles. The following are the percentages who answered the question “Do you support the addition of...” and replied ‘yes.’

<b>Position titles</b>	<b>Percent in support (n of N)</b>
Teaching Professor/Professor of Practice	69.2% (254 of 367)
Instructor promotion*	88.5% (278 of 314)
Clinical Instructor promotion*	78.7% (111/141)
Extension Instructor promotion*	83.8% (62 of 74)

\*of those who work in a unit that employs instructors/clinical instructors/extension instructors.

The most frequent content of open-ended responses expressed a desire for more detail and clarity. This included clarifying the roles of the positions, the differences among positions, the requirements for promotion and the promotion process. We have addressed many of these concerns with the policy recommendations. Several suggested modifying the names of the ranks from what was provided on the survey. The suggestion to use I, II and III to designate ranks for instructors has been incorporated in the recommended modifications to the faculty handbook.

The positions are common in the SEC and other peer institutions. Exact titles vary among the universities:

Louisiana State University	Instructor, Senior and Distinguished Instructor; Professor* of Professional Practice
Texas A&M	Lecturer, Assistant, and Senior Lecturer; Instructional Professor, Professor of The Practice
University of Alabama	Instructor, Senior Instructor; Renewable Contract Professor

University of Florida	Lecturer, Senior and Master Lecturer; Clinical Professor; Professor of Practice; PKY Professors for research school faculty
University of Georgia	Lecturer, Senior Lecturer; Teaching Professor; Clinical Professor
University of Mississippi	Lecturer and Senior Lecturer; Clinical Professor, Instructional Professor; Professor of Practice
University of Missouri	Lecturer, Senior Lecturer; Teaching Professor; Clinical Professor; Professional Practice Professor
University of Tennessee	Lecturer, Senior, Distinguished Lecturer; titles for “teaching, research, clinical, and practice” positions not apparent
University of West Virginia	Teaching Professor; Clinical Professor
Vanderbilt University	Lecturer, Senior Lecturer and Principal Senior Lecturer; Professor of The Practice; Clinical Professor
Virginia Tech	Instructor, Advanced and Senior Instructor, Professor of Practice; Clinical Professor; Collegiate Professor

\*Professor titles at all universities include assistant, associate and full ranks.

Instructional faculty members with professorial rank are also currently employed by Mississippi State, but some are classified as “clinical” even though they are not instructing in traditional clinical environments. We believe it would be appropriate to introduce titles that accurately reflect the responsibilities of the instructional faculty and to develop policy that will more adequately guide their appointment and promotion.

Regarding the operating policies, the new AOP was based on OP 56.06, which seemed to be the most analogous policy. It would not be appropriate to include this information in the promotion section of the Faculty Handbook because the handbook states:

*“This document (Section V.) applies only to faculty members in tenure-track positions. The appointment and termination of non-tenure-track faculty members is governed by IHL Board Policy 404.01-404.02, and their promotion is governed by university, college, school and departmental policies.”*

We recommend that OP 56.06 and the proposed AOP both be classified as AOPs because both relate to the promotion of faculty members and we believe both should come under regular review by Faculty Senate.

Upon adoption of the new policies and a vote by the General Faculty in support of the new titles, additional revisions may be required to college, school or departmental policies.

Committee Members: Kathy Sherman-Morris (Chair), Kimberly Kelly, Stephanie King, Lyndsey Miller, Todd Mlsna, Joel Paz, Amanda Stone, Chinling Wang

**MISSISSIPPI STATE UNIVERSITY  
OPERATING POLICY AND PROCEDURE  
DIVISION OF AGRICULTURE, FORESTRY, AND VETERINARY MEDICINE, DIVISION OF RESEARCH AND  
ECONOMIC DEVELOPMENT, AND DIVISION OF ACADEMIC AFFAIRS**

**RESEARCH, EXTENSION AND CLINICAL FACULTY POSITIONS**

**PURPOSE**

A comprehensive university requires a cadre of personnel who are able to devote time to research, extension, and clinical activities. The purpose of this document is to establish a consistent set of titles for such positions and to establish a promotion process for the positions. Existing procedures are to be used for establishing positions, advertising vacancies, and filling positions. Affirmative action regulations apply to these positions.

**POLICY**

**Position Titles**

~~Parallel to the Division of Academic Affairs ranks of Instructor, Assistant Professor, Associate Professor, and Professor, the~~ The following levels of non-academic faculty appointment exist within the Division of Research, the Division of Agriculture, Forestry, and Veterinary Medicine, or the Division of Academic Affairs:

**Research**

Assistant Research Professor  
Associate Research Professor  
Research Professor

**Extension**

Extension Instructor I  
Extension Instructor II  
Extension Instructor III

Assistant Extension Professor  
Associate Extension Professor  
Extension Professor

**Clinical**

Clinical Instructor I  
Clinical Instructor II

### Clinical Instructor III

Assistant Clinical Professor  
Associate Clinical Professor  
Clinical Professor

The title consists of three distinct elements: rank, discipline, and function. The process for identifying the faculty member's given discipline is illustrated by the following: Associate Professor of Agronomy, Associate Research Professor of Agronomy, or Associate Extension Professor of Agronomy.

The above titles are for faculty without academic appointment. Faculty hired on a split appointment with one part being academic, which constitutes a tenure-track position, will carry a single professorial title consistent with their tenure-track appointment, i.e., assistant professor, associate professor, or professor. Those faculty members who hold joint research, extension, and clinical appointments, including adjunct appointments, but without an academic component, may use one or all titles as deemed useful, e.g., research, extension, or research and extension. Such use should be appropriately related to the variety of functions assumed in pursuit of their given role(s) within the Divisions and the university community. Faculty without an academic component to their appointment may, from time to time, engage in teaching provided they satisfy expectations of the Provost before being assigned, in part, to an academic budget. Such teaching, which must be approved by the department/unit head and dean/director prior to consideration by the Provost, does not constitute an academic component of appointment and, as such, does not move the individual to a tenure-track appointment. Additionally, an instructor cannot be considered for promotion to the Assistant Professor rank within Clinical, Research or Extension categories, but is eligible to apply to open positions.

For faculty on split appointments, units responsible for each element of the appointment are to have input in the promotion and annual review process.

Financial rewards for promotion will be uniform across all units and must be consistent with those of the academic faculty.

#### **General Criteria for Appointment to Research/Extension/Clinical Positions**

All regulations of Mississippi State University concerning employment and promotion must adhere to the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning (1970, with subsequent amendments). Specific attention is called to the section Promotion and Tenure Policy and Procedures in the MSU Faculty Handbook, [http://www.msstate.edu/web/faculty\\_handbook/](http://www.msstate.edu/web/faculty_handbook/).

All research/extension/clinical faculty positions are non-tenure track and must be so indicated to prospective and incumbent holders of these positions or titles.

All research, extension, and clinical faculty employed by the University are expected to participate to some degree in service activities within the university, the discipline, and/or the community as well as meet high standards of professional integrity, collegiality and objectivity, and to further the goals of his/her unit(s) and the University. In addition, a person of research/extension/clinical rank must have an appropriate degree, or its equivalent in training and experience; a strong commitment to higher education, and in particular to the mission of Mississippi State University; and a willingness to assume the responsibilities and obligations appropriate to a professional or faculty university employee (see Faculty Handbook, [http://www.msstate.edu/web/faculty\\_handbook/](http://www.msstate.edu/web/faculty_handbook/)). In addition, the following is appropriate at each level.

## 1. Extension/Clinical Instructor

Extension/Clinical Instructor I: A faculty member with a minimum of a Master's degree or higher as appropriate to the profession, in a discipline appropriate for the position, who possesses the potential for successful performance in extension/clinical activity or creative achievement in a university environment and can contribute to the service of the unit, university, and/or profession.

Extension/Clinical Instructor II: A faculty member who has met the criteria for Extension/Clinical Instructor I and consistently demonstrated an ability to perform at a level of excellence appropriate for the rank in extension/clinical activity and can contribute to the service of the unit, university, and/or profession.

Extension/Clinical Instructor III: A faculty member who has met the criteria for Extension/Clinical Instructor II, has demonstrated excellence in extension/clinical activity and is contributing to the service of the unit, university, and/or profession.

## 2. Research/Extension/Clinical Professor

Assistant Research/Extension/Clinical Professor: A faculty member with a terminal degree in the discipline, who possesses the potential for successful performance in research/extension/clinical activity or creative achievement in a university environment and can contribute to the service of the unit, university, and/or profession.

Associate Research/Extension/Clinical Professor: A faculty member who has met the criteria for Assistant Research/Extension/Clinical Professor and has consistently demonstrated an ability to perform at a level of excellence appropriate for the rank in research/extension/clinical activity or creative achievement and can contribute to the service of the unit, university, and/or profession.

Research/Extension/Clinical Professor: A faculty member who has demonstrated excellence in research/extension/clinical activity or creative endeavors and can contribute to the service of the unit, university, and/or profession.

The University requires higher levels of achievement for promotion through the professorial ranks. For this reason, promotion is never granted routinely for simple satisfactory accomplishment. Rank also reflects comparable stature with others in similar disciplines in other university settings. Promotion is based on performance and demonstrated competence and not on length of service, but a reasonable time must elapse for the individual to demonstrate competence and have it confirmed by periodic evaluation. Professional achievement prior to appointment at MSU may be considered in establishing an appropriate initial rank.

### **Suggested Performance Standards of Professional Activities**

In every case, the performance of research/extension/clinical faculty members will be judged by all parties involved in promotion decisions on the basis of written promotion policies, and criteria specified therein. Those documents shall be developed by the faculty and shall apply to the faculty in specific units which may be departments, divisions, or centers. All criteria should be based on the application of the highest professional standards. Some suggested items to consider in establishing evaluative criteria at the unit level follow.

To qualify for excellence in research/extension/clinical activity or creative achievement<sup>1</sup>, the work must receive critical peer evaluation, using standards prevailing in the applicable discipline or professional area. It includes such things as development and validation of new knowledge essential for the maintenance of professional development and vitality; systematic, original investigation directed toward the enlargement of human knowledge or solution of contemporary problems; books published by commercial or university presses and articles published in refereed journals of international, national, or regional prestige; other books and published articles; success in obtaining grants for research/extension/clinical activities; presentation of papers to professional groups; invited participation in scholarly conferences; editorial and referee work in professional journals or other publications; book reviews in professional journals; evidence of substantive progress on long-term projects that meet the criteria above.

Service criteria may include activities which enhance the scholarly life of the university or the discipline, improve the quality of life or society, or promote the general welfare of the institution, the community, the state, or the nation. Thus, it includes outreach and extension of academic knowledge to the public, participation on departmental, college, or university committees, service on regional, national, or international scholarly committees, boards, or review panels, participation on public boards as a representative of the scholarly community. Membership or participation in such bodies may constitute satisfactory service, but excellence requires leadership or significant contributions to improvement or process.

### **What are the expectations for promotion?**

The primary source of position expectations can be found in the Position Approval Request Form (PARF) which includes the job description as posted on the HRM web site. Promotion is not required for continued employment nor is it ever awarded based on length of service at MSU. It is based on accomplishment with respect to sustained increases in achievements.

The general requirements for research/extension/clinical faculty appointments are as follows:

For promotion to Extension/Clinical Instructor II, the incumbent must have met the criteria for Extension/Clinical Instructor I and consistently demonstrated an ability to perform at a level appropriate for the rank to which they will be promoted in extension/clinical activity.

For promotion to Associate Research/Extension/Clinical Professor the incumbent must have met the criteria for assistant research/extension/clinical professor and consistently demonstrated an ability to perform at a very high level in research/extension/clinical achievements within their assigned duties. An associate research/extension/clinical professor should be developing a national reputation for his/her work by showing potential for sustained contributions to the university and to his/her profession or field.

For research professors, this is normally demonstrated by the pursuit of competitive research (proposals written and submitted), funding awards achieved, and peer reviewed publications. A strong balance of activity is expected (i.e., research awards and publications). Some service activity is expected of all MSU employees. External service activities that contribute to and provide an indication of the development of a national/international research reputation will also be considered during the review for promotion (e.g. national professional society involvement,

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<sup>1</sup> Creative achievement refers to significantly original or imaginative accomplishments in literature or the fine arts, and to effective experience or practice in professional fields.

journal editing, invited lectureships). This evidence must include external letters from academic research professionals in the discipline who themselves have established a national reputation and have no conflict of interest in reviewing the candidate's application for promotion.

For extension professors, this is normally demonstrated by consistent demonstration of an ability to perform at a satisfactory level in extension, research and/or creative achievement, and service, and who excels in at least one of these areas. Based upon the criteria established in the departmental promotion documents, an associate professor is developing a national and/or international reputation and is showing a potential for making sustained contributions to the university and to his or her profession, field, or discipline. Some service activity is expected of all MSU employees. External service activities that contribute to and provide an indication of the development of a national/international research reputation will also be considered during the review for promotion (e.g. national professional society involvement, journal editing, invited lectureships). This evidence must include external letters from academic extension professionals in the discipline who themselves have established a national reputation and have no conflict of interest in reviewing the candidate's application for promotion.

For clinical professors, this is normally demonstrated by consistent demonstration of an ability to perform at a satisfactory level in clinical work and/or practice, teaching and/or instructional service, research and/or creative achievement, and university and professional service, excelling in at least one of these areas. Based upon the criteria established in the departmental or unit's promotion documents, an associate professor is developing a national and/or international reputation, and is showing a potential for making sustained contributions to the university and to his or her profession, field, or discipline. Some service activity is expected of all MSU employees. External service activities that contribute to and provide an indication of the development of a national/international research reputation will also be considered during the review for promotion (e.g. national professional society involvement, journal editing, invited lectureships). This evidence must include external letters from academic clinical professionals in the discipline who themselves have established a national reputation and have no conflict of interest in reviewing the candidate's application for promotion.

[For promotion to Extension/Clinical Instructor III, the incumbent must have met the criteria for Extension/Clinical Instructor II and has demonstrated excellence in extension/clinical activity.](#)

For promotion to Research/ Extension/Clinical Professor the incumbent must have met the criteria for associate research/ extension/clinical professor and consistently demonstrated an ability to perform at a sustained very high level of achievement and has developed a national reputation in the person's area of expertise.

For research professors, the expectation to excel in obtaining competitive research awards remains, as well as, publications in peer reviewed journals, and presentations at highly refereed conferences appropriate to the individual's research work which are needed to establish national reputation. Other evidence of national reputation can be provided in addition to a publication record. This evidence must include external letters from academic research professionals in the discipline who themselves have established a national reputation and have no conflict of interest in reviewing the candidate's application for promotion.

For extension professors, the expectation is to consistently demonstrate an ability to perform at a satisfactory level in extension, research and/or creative achievement, and service, and who excels in



at least two of these areas. Based upon the criteria established in the departmental promotion documents, a professor must have a national and/or international reputation within his or her profession, area of expertise, or discipline. Other evidence of national reputation can be provided in addition to an extension/outreach record. This evidence must include external letters from academic extension professionals in the discipline who themselves have established a national reputation and have no conflict of interest in reviewing the candidate's application for promotion.

For clinical professors, the expectation is to consistently demonstrate an ability to perform at a satisfactory level in clinical work and/or practice, teaching and/or instructional service, research and/or creative achievement, and university and professional service, excelling in at least two of these areas. Based upon the criteria established in the departmental promotion documents, a professor must have a national and/or international reputation within his or her profession, area of expertise, or discipline. Other evidence of national reputation can be provided in addition to a clinical service record. This evidence must include external letters from academic clinical professionals in the discipline who themselves have established a national reputation and have no conflict of interest in reviewing the candidate's application for promotion.

In extraordinary circumstances, based on previous career achievements, research/extension/clinical faculty may be initially hired at MSU as an associate research/extension/clinical professor or a research/extension/clinical professor based on the recommendation of the appropriate unit's promotion committee, director or head, and administrative Vice President. Appointment as an Assistant Research/Extension/Clinical Professor can be made when a person has met the requirements specified herein, has a terminal degree in the discipline and has the potential to be successful at the University.

Each department or center shall develop specific criteria for performance evaluations which will apply for annual evaluations and promotion considerations.

### **Annual Evaluation and Reviews of Research/Extension/Clinical Faculty Members**

On an annual basis, each department/unit head or appropriate officer and each of his/her faculty members in research/extension/clinical faculty positions will agree in writing to the faculty member's objectives, responsibilities, and expectations. This written agreement must be consistent with the promotion criteria for research/extension/clinical faculty positions of the department and the University. This agreement will be reviewed by the next appropriate administrator, and a copy placed in the faculty member's promotion file. If the department/unit head and a faculty member cannot reach an agreement, the matter will be referred to the next appropriate administrator.

An annual performance review, based on the previous year's goals and objectives and consistent with AOP 13.24 (Annual Faculty Review Process) will be conducted by the department/unit head or appropriate officer and each research/extension/clinical faculty member in his/her department before the budget is made for the next year or when specified by the central administration of the University, whichever occurs first. A copy of this review will be signed by both the head/director and the faculty member. It will also be reviewed and signed by the next appropriate administrator and placed in the faculty member's personnel file. The faculty member may attach a dissenting statement to all copies of this review.

The department head or center director shall maintain a personnel file for each faculty member. No record in the file is to be added, changed, or withdrawn without the knowledge of both parties. The responsible administrative officer will make all pertinent information available to the appropriate individuals when the faculty member is a candidate for promotion, or when the information is needed in an appeals or grievance

case.

### **Procedures for Promotion of Research/Extension/Clinical Faculty**

Promotion is never granted routinely for simple satisfactory performance or for length of service but reflects progressively higher professional competence and accomplishment. Promotion will normally only be considered after a faculty member has served at least five years in rank so that sustained productivity at MSU can be demonstrated. Applications for promotion prior to that time will be regarded as early action and considered only for exceptionally strong and well documented cases. Rank should reflect comparable stature with others in similar disciplines in other university settings.

All faculty must first be evaluated by a committee of their peers. Directors of research centers/institutes must facilitate internal promotion procedures that are consistent with this operating policy. These procedures shall specify the procedures for establishing a promotion committee, eligibility for committee membership, external review letters procedures, a description of the process steps and reviews that must occur and [timelines](#) that are consistent with those established in this document. A candidate for promotion may utilize the promotion committee of the appropriate academic department that they are affiliated with if agreed to by the Head of the academic department and the center director. Faculty must be uniquely assigned to a promotion procedure. If the faculty member's primary appointment is in a research center/institute, he/she will be evaluated by the center's promotion procedures. Otherwise faculty are evaluated by their academic department. Center/institute promotion procedures will be forwarded to the next higher unit(s) for approval to ultimately include the appropriate administrative vice president(s). The candidate makes a formal application for promotion by completing the MSU Application for Promotion and/or Tenure and attaching supporting documentation. Each unit will specify the format and the level of detail for the supporting documentation within their promotion procedures. Except for the candidate's optional written response to recommendations at each level, no material may be added or removed from this file after a decision has been made at the department/unit level, unless the candidate, department/unit head and the department/unit committee agree. The request will be made in writing, define what is being added or removed, state the purpose for the change in the application, be signed by all parties, and be included as part of the formal application.

[In the case of promotion to Associate Research/Extension/Clinical Professor or Research/Extension/Clinical Professor](#), external review letters will be solicited from professionals in the field who can provide an informed and objective evaluation of the candidate's work and accomplishments. The external reviewers will generally be professors at MSU peer or peer-plus institutions and should not include individuals who are in a conflict of interest with the candidate. The identity of the external reviewers will be blind to the candidate except as may be required by law or ordered by a court of competent jurisdiction. The specific procedures regarding solicitation and use of external letters of evaluation are to be detailed in the unit promotion policy.

Recommendations concerning the application for promotion of research/extension/clinical faculty shall be submitted by the department or unit committee, the head or center/institute director and submitted to the administrative dean or Extension Service/MAFES director who will add his/her recommendation to the applicant's promotion materials and submit the packet to the appropriate VP(s). If there is not a dean/director level of administration, the department/unit recommendation will go directly to the administrative VP(s).

The faculty member will be officially notified as to the disposition at each level of his/her nomination for promotion. Written recommendations of decisions will come from each level in the process and will be placed on file in all the appropriate offices. These recommendations will also become the basis for future

discussions between the faculty member and department/unit head on further professional development or growth of the faculty member. The faculty member has the right to discontinue the review process for promotion at any point in the process.

### **Schedule for Promotion Decisions**

The schedule for promotion of individuals holding research/extension/clinical faculty positions should follow the schedule outlined for academic faculty promotions as specified in Section V. Promotion and Tenure in the Faculty Handbook ([http://www.msstate.edu/web/faculty\\_handbook/handbook.pdf](http://www.msstate.edu/web/faculty_handbook/handbook.pdf)). By August 15, the faculty member must declare their intention to apply for promotion and discuss the application decision with the Center/Institute Director. This early notification is necessary in order to acquire external review letters and to form a review board.

Any deviation from procedures outlined in this operating policy must be approved by the appropriate VP.

### **Appeals**

Faculty members who have been denied promotion may, within ten working days of the date of the decision from the appropriate vice president, request an appeals hearing before the University Committee on Promotion and Tenure. The request must be made through the appropriate vice president who will forward the request to the University Committee on Promotion and Tenure. Grounds for requesting an appeal are:

- a. That the decision was prejudiced, arbitrary, or capricious.
- b. That the promotion procedures contained in department-level or college-level unit document were not properly followed.

The appropriate vice president shall ensure notification of denial reaches the faculty member within two working days.

The University Committee on Promotion and Tenure, upon request of the appropriate vice president, will review the entire case. Working with the appropriate vice president and provost, the Faculty Affairs Committee of the Faculty Senate shall appoint two non-tenure track faculty to serve on the committee when an appeal has been requested. The appeal will be heard by at least three members of the University Committee on Promotion and Tenure and the two non-tenure track faculty. Members should recuse themselves from appeals by candidates who are relatives or with whom they have some conflict of interest, if the committee member has served in the previous levels of evaluation of the appellant or if for any reason the committee member feels he/she cannot be objective. A committee member will not vote on an appeal unless he/she has heard all hearings pertaining to the case. The committee will review all available pertinent information and will conduct interviews with appropriate persons, i.e., appellant, department-level administrator, department/unit level committee chair, college-level administrator, Extension Service Director, MAFES Director, and vice president(s). The committee will render its recommendation to the appropriate vice president.

The appropriate vice president will transmit the committee's recommendation along with his or her own recommendation to the university president, who will make the final on-campus decision. This decision will end the university appeals process.

### **REVIEW**

This policy and procedure will be reviewed every four years or as needed by the [Vice President for the](#)

[Division of Agriculture, Forestry, and Veterinary Medicine](#) and the [Vice President for Research and Economic Development](#) and the [Provost and Executive Vice President](#).

**RECOMMENDED BY:**

Executive Vice President and Provost

Vice President for Research and Economic Development

Vice President for the Division of Agriculture, Forestry And Veterinary Medicine

**REVIEWED BY:**

Internal Audit

Legal Counsel

**APPROVED BY:**

President

OP 56.06

## Proposed AOP: INSTRUCTIONAL FACULTY POSITIONS

### **PURPOSE**

A comprehensive university requires a cadre of personnel who are able to devote time primarily to instruction. The purpose of this document is to establish a consistent set of titles for such positions and to establish promotion process for the positions. Existing procedures are to be used for establishing positions, advertising vacancies, and filling positions. Affirmative action regulations apply to these positions.

### **POLICY**

#### **1. Positions and Titles**

The following instructional faculty positions shall be considered members of the General Faculty as defined in the Faculty Handbook:

- Instructor
- Professor of Practice
- Teaching Professor

The title includes rank and discipline. Available instructional titles (to be followed by the discipline, e.g. “of Chemistry”) include:

Instructor I, Instructor II and Instructor III

Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor

Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice

The above are considered non-tenure-track appointments and must be so indicated to prospective and incumbent holders of these positions or titles.

Financial rewards for promotion will be uniform across all units and salary increases for professorial promotion in rank must be consistent with those of the academic faculty.

#### **2. General Criteria for Appointment**

All regulations of Mississippi State University concerning employment and promotion must adhere to the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning (1970, with subsequent amendments).

All instructional faculty members employed by the University are expected to participate to some degree in service activities within the university, the discipline, and/or the community as well as meet high standards of professional integrity, collegiality and objectivity, and to further the goals of their unit(s) and the University. In addition, a person of instructional rank must have an appropriate degree, or its equivalent in training and experience; a strong commitment to higher education, and in particular

to the mission of Mississippi State University; and a willingness to assume the responsibilities and obligations appropriate to a faculty member (see Faculty Handbook, [http://www.msstate.edu/web/faculty\\_handbook](http://www.msstate.edu/web/faculty_handbook)). In addition, the following is appropriate at each rank.

a. Instructor

Instructor I: A faculty member with a minimum of a Master's degree or higher, who possesses teaching credentials appropriate for the position and the potential for successful performance in instructional activity in a university environment, and can contribute to the service of the unit, university, and/or profession.

Instructor II: A faculty member who has met the criteria for Instructor and consistently demonstrated an ability to perform at a level of excellence appropriate for the rank in instructional activity and can contribute to the service of the unit, university, and/or profession.

Instructor III: A faculty member who has met the criteria for Instructor II, has demonstrated excellence, and is contributing to the service of the unit, university, and/or profession.

b. Teaching Professor

The title of Teaching Professor should be used instead of instructor when the appointment requires a terminal degree and participation in instructional activities that would not be expected of an instructor, such as participation in a graduate program or leadership in departmental service.

Assistant Teaching Professor: A faculty member with a terminal degree in a discipline appropriate for the position, who possesses the potential for successful performance in instructional activity in a university environment and can contribute to the service of the unit, university, and/or profession.

Associate Teaching Professor: A faculty member who has met the criteria for Assistant Teaching Professor and has consistently demonstrated an ability to perform at a level of excellence appropriate for the rank in instructional activity and can contribute to the service of the unit, university, and/or profession.

Teaching Professor: A faculty member who has met the criteria for Associate Teaching Professor, has demonstrated excellence in instructional activity, and is contributing to the service of the unit, university, and/or profession.

c. Professor of Practice

The title Professor of Practice should be used instead of Teaching Professor when the appointment requires instruction by experienced practitioners who through teaching are able to share their knowledge and experience in the profession.

Assistant Professor of Practice: A faculty member with a terminal degree in a discipline appropriate for the position or its equivalent in professional achievement, who possesses the potential for successful performance in instructional activity in a university environment and can contribute to the service of the unit, university, and/or profession.

Associate Professor of Practice: A faculty member who has met the criteria for Assistant Professor of Practice and has consistently demonstrated an ability to perform at a level of excellence appropriate for the rank in instructional activity and can contribute to the service of the unit, university, and/or profession.

Professor of Practice: A faculty member who has met the criteria for Associate Professor of Practice, has demonstrated excellence in instructional activity, and is contributing to the service of the unit, university, and/or profession.

The University requires higher levels of achievement for promotion through the ranks. For this reason, promotion is never granted routinely for simple satisfactory accomplishment. Rank also reflects comparable stature with others in similar disciplines in other university settings. Promotion is based on performance and demonstrated competence and not on length of service, but a reasonable time must elapse for the individual to demonstrate competence and have it confirmed by periodic evaluation. Professional achievement prior to appointment at MSU may be considered in establishing an appropriate initial rank.

### **3. Suggested Performance Standards for Instructional Faculty**

In every case, the performance of instructional faculty members will be judged by all parties involved in promotion decisions on the basis of written promotion policies, and criteria specified therein. Those documents shall be developed by the faculty and shall apply to the faculty in specific units which may be departments or divisions. All criteria should be based on the application of the highest professional standards. Some potential items to consider in establishing evaluative criteria at the unit level follow as suggested by the Faculty Handbook.

- a. Teaching: Criteria for assessing instructional activity may include regular classroom and laboratory instruction; supervision of field work, internships, performances, and fellowships; direction of theses and dissertations; development of educational materials; conduct of other academic programs that confer university credit; invited presentation of non-credit and off-campus lectures and demonstrations; and other teaching activities as defined by the academic units. Excellence in teaching includes the ability to impart the knowledge, methods, and standards of the discipline, the ability to communicate effectively with students by counseling, advising, or motivating them, the ability to direct students in their own research, and the ability to evaluate student work accurately and fairly according to prevailing academic standards of the discipline. Excellence in teaching may be documented by peer reviews, student awards, student evaluations, student successes, faculty teaching awards, recognition of teaching excellence, sample course materials, recordings of teaching sessions, graduate student theses and

dissertations, and any other documentary materials that demonstrate teaching effectiveness on the university campus or at the national or international level.

- b. Service: Criteria for assessing service may include activities which enhance the scholarly life of the university or the discipline, improve the quality of life or society, or promote the general welfare of the institution, the community, the state, the nation, or international community. Thus it includes outreach and extension of academic knowledge to the public, participation on departmental, college, or university committees, or on regional, national, or international scholarly committees, boards, or review panels, or on public boards as a representative of the scholarly community. Membership or participation in such bodies may constitute satisfactory service, but excellence requires leadership or initiative leading to substantial improvements or progress.
- c. Research: Research is not an expectation of instructional faculty and should not be a requirement for promotion. Research that allows the instructional faculty member to remain active in their discipline or that contributes to their excellence in instruction or service may be included in the evaluation.

#### **4. Expectations for Earning Promotion**

The primary source of position expectations is indicated by the Position Approval Request Form (PARF) which includes the job description as posted on the HRM web site. If relevant, more specific position expectations will be communicated in the offer letter issued by the department or hiring unit. Promotion is not required for continued employment nor is it ever awarded solely based on length of service at MSU. It is based on accomplishment with respect to sustained increases in achievements.

The general requirements for promotion are as follows:

- a. For promotion to the subsequent rank, the incumbent must have consistently demonstrated an ability to perform at a level in instruction/instructional service appropriate for the rank to which they will be promoted.
- b. What is considered appropriate at each rank will be based upon the criteria for appointment listed above and the criteria established in the department or unit's promotion documents.

In extraordinary circumstances, based on previous career achievements, instructional faculty may be initially hired at MSU with advanced rank based on the recommendation of the appropriate unit's promotion committee, director or head, and administrative Vice President.

Each department or unit shall develop specific criteria for performance evaluations which will apply for annual evaluations and promotion considerations.

#### **5. Annual Evaluation and Reviews Instructional Faculty Members**

On an annual basis, each department/unit head and each of their faculty members will agree in writing to the faculty member's objectives, responsibilities, and expectations. This written agreement must be



consistent with the promotion criteria for instructional positions of the department and the University. This agreement will be reviewed by the next appropriate administrator, and a copy placed in the faculty member's promotion file. If the department/unit head and a faculty member cannot reach an agreement, the matter will be referred to the next appropriate administrator.

An annual performance review, based on the previous year's goals and objectives and consistent with AOP 13.24 (Annual Faculty Review Process) will be conducted by the department/unit head or appropriate officer and each faculty member in their department. A copy of this review will be signed by both the head/director and the faculty member. It will also be reviewed and signed by the next appropriate administrator and placed in the faculty member's personnel file. The faculty member may attach a dissenting statement to all copies of this review.

The department/unit head shall maintain a personnel file for each faculty member. No record in the file is to be added, changed, or withdrawn without the knowledge of both parties. The responsible administrative officer will make all pertinent information available to the appropriate individuals when the faculty member is a candidate for promotion, or when the information is needed in an appeals or grievance case.

## **6. Procedures for Promotion**

Promotion is never granted routinely for simple satisfactory performance or for length of service but reflects progressively higher professional competence and accomplishment. Promotion will normally only be considered after a faculty member has served at least five years in rank so that sustained performance at MSU can be evaluated. Applications for promotion prior to that time will be regarded as early action and considered only for exceptionally strong and well documented cases. Rank should reflect comparable stature with others in similar disciplines in other university settings.

A candidate for promotion must notify the department head of their intent to submit an application for promotion on or prior to a date that must be specified in the department promotion and tenure document. The date by which candidates must notify their department head of their intent can vary between departments and colleges.

All faculty must be evaluated by a committee of their peers. Departments/units must facilitate internal promotion procedures that are consistent with this operating policy. These procedures shall specify the procedures for establishing a promotion committee, eligibility for committee membership, procedures for obtaining review letters (if applicable), a description of the process steps and reviews that must occur and time lines that are consistent with those established in this document.

The candidate makes a formal application for promotion by completing the MSU Application for Promotion and/or Tenure and attaching supporting documentation. Each unit will specify the format and the level of detail for the supporting documentation within their promotion procedures. Except for the candidate's optional written response to recommendations at each level, no material may be added or removed from this file after a decision has been made at the department/unit level, unless the candidate, department/unit head and the department/unit committee agree. The request will be made in writing, define what is being added or removed, state the purpose for the change in the application, be signed by all parties, and be included as part of the formal application.

Recommendations concerning the application for promotion shall be submitted by the department or unit committee, the head or director and submitted to the administrative dean or Extension Service/MAFES director who will add his/her recommendation to the applicant's promotion materials and submit the packet to the appropriate VP(s). If there is not a dean/director level of administration, the department/unit recommendation will go directly to the administrative VP(s).

The faculty member will be officially notified as to the disposition at each level of his/her nomination for promotion. Written recommendations of decisions will come from each level in the process and will be placed on file in all the appropriate offices. These recommendations will also become the basis for future discussions between the faculty member and department/unit head on further professional development or growth of the faculty member. The faculty member has the right to discontinue the review process for promotion at any point in the process.

## **7. Schedule for Promotion Decisions**

The schedule for promotion of individuals holding instructional faculty positions should follow the schedule outlined for academic faculty promotions as specified in the Faculty Handbook ([http://www.msstate.edu/web/faculty\\_handbook/handbook.pdf](http://www.msstate.edu/web/faculty_handbook/handbook.pdf), Section V.I.). Any deviation from procedures outlined in this operating policy must be approved by the appropriate VP.

## **8. Appeals**

Faculty members who have been denied promotion may, within ten working days of the date of the decision from the appropriate vice president, request an appeals hearing before the University Committee on Promotion and Tenure. The request must be made through the appropriate vice president who will forward the request to the University Committee on Promotion and Tenure. Grounds for requesting an appeal are:

- That the decision was prejudiced, arbitrary, or capricious.
- That the promotion procedures contained in department-level or college-level unit document were not properly followed.

The appropriate vice president shall ensure notification of denial reaches the faculty member within two working days.

The University Committee on Promotion and Tenure, upon request of the appropriate vice president, will review the entire case. Working with the appropriate vice president and provost, the Faculty Affairs Committee of the Faculty Senate shall appoint two non-tenure track faculty to serve on the committee when an appeal has been requested. The appeal will be heard by at least three members of the University Committee on Promotion and Tenure and the two non-tenure track faculty. Members should recuse themselves from appeals by candidates who are relatives or with whom they have some conflict of interest, if the committee member has served in the previous levels of evaluation of the appellant or if for any reason the committee member feels he/she cannot be objective. A committee member will not vote on an appeal unless he/she has heard all hearings pertaining to the case. The committee will review all available pertinent information and will conduct interviews with appropriate persons, i.e., appellant, department-level administrator, department/unit level committee chair, college-level

administrator, Extension Service Director, MAFES Director, and vice president(s). The committee will render its recommendation to the appropriate vice president.

The appropriate vice president will transmit the committee's recommendation along with his or her own recommendation to the university president, who will make the final on-campus decision. This decision will end the university appeals process.

## **9. Time-limited Instructional Employees**

To address additional instructional need, departments/units may employ lecturers. Lecturers are hired on a time-limited contractual basis that is not intended to be long-term. They are considered employees of the university; however, lecturers are typically considered temporary faculty, and as such, are not part of the general faculty defined in the Faculty Handbook ([https://www.provost.msstate.edu/pdf/faculty\\_handbook.pdf](https://www.provost.msstate.edu/pdf/faculty_handbook.pdf)).

Likewise, the evaluation of lecturers is not within the scope of AOP 13.24 Annual Faculty Review Process (<https://www.policies.msstate.edu/policypdfs/1324.pdf>). Evaluation of lecturers will be conducted by their immediate supervisor or department head. The supervisor/department head will assess the teaching performance of each lecturer employed in their department/unit and complete the Annual Review of Lecturer Form. The completed Annual Review of Lecturer Form ([https://www.provost.msstate.edu/resources/faculty/forms/forms/Lecturer\\_Annual\\_Review\\_Form.pdf](https://www.provost.msstate.edu/resources/faculty/forms/forms/Lecturer_Annual_Review_Form.pdf)) shall be maintained in the departmental employee file as defined in OP 60.109 Records Management and Security (<https://www.policies.msstate.edu/policypdfs/60109.pdf>).

Lecturers are eligible to apply for promotion to Senior Lecturer after teaching 10 full time fall/spring semesters. The department/unit is responsible for determining appropriate promotion standards. It is expected that for promotion to senior lecturer, the incumbent must have consistently demonstrated an ability to perform at a high level in instruction within their assigned duties.

## **10. Continuing Review of Instructional Needs**

In recognition of the importance of tenure-track faculty to the integrity of institutions of higher education and the teaching, research and service mission of the university, this policy requires regular review of the percentage of non-tenure-track faculty employed by each unit. Deans will solicit this information from Department Heads or Directors annually and report this information to the Provost.

### **REVIEW**

This policy and procedure will be reviewed every four years or as needed by the Vice President for the Division of Agriculture, Forestry, and Veterinary Medicine and the Provost and Executive Vice President.

STUDENT AFFAIRS  
UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

ELECTION OF OFFICERS

President

Rebecca Robichaux-Davis

Vice President

Robert Banik

Missy Hopper

Secretary

Stephanie King

NEW BUSINESS

ADJOURN



## AOP 13.02: SELECTION OF WILLIAM L. GILES DISTINGUISHED PROFESSORS

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy on the selection of William L. Giles Distinguished Professors.

### REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Executive Vice Provost for Academic Affairs with recommendations for revision presented to the Provost and Executive Vice President.

### POLICY/PROCEDURE

One of the highest honors the University can bestow upon a faculty member is that of Giles Distinguished Professor. It is not a faculty rank but an honorary distinction. This recognition is based on distinguished scholarship as evidenced by a record of outstanding research, teaching, and service and is conferred only on a faculty member at Mississippi State University who has attained national or international status. This distinction is designed to recognize a continuing commitment to establishing career recognition and faculty excellence at Mississippi State University. In that context, a minimum of ten years of service at MSU with a minimum of five years at the rank of Professor with tenure is necessary for consideration.

It is expected that the successful candidate will have an exemplary record in all three areas of the university's mission: teaching, research, and service. The criteria for selection, which are available in the Office of Academic Affairs, will be rigorously applied. They include a distinguished record as a scholar, demonstrated research achievements, and national or international prominence as verified by external reviewers from the candidate's specific field. Outstanding performance in teaching and service, and motivating colleagues and students toward their best professional career goals and objectives are also to be considered in the appraisal of a nominee. Appropriate documentation must be provided to support the case for excellence in all three of the areas of research, teaching, and service, as well as in the area of motivating others. No administrator at the level of dean or above is eligible for consideration as a Giles Distinguished Professor.

Nomination of a professor for designation as a "William L. Giles Distinguished Professor" will originate with the department or the college/school in which the nominee holds the rank of professor. If the nomination originates with the department, it must be forwarded to the dean for review. The nomination, along with appropriate documentation, will then be forwarded to the Provost for review and further consideration. A University Giles Distinguished Professor Review Committee, all of which shall hold the rank of professor, will play a major advisory role to the Provost in considering the nominations for Giles Distinguished Professor. It will consist of seven members: Vice President for Research and Economic Development (Chair), two current Giles Distinguished Professors designated by the Provost, two members designated by the President, and the President and Vice President of the

Faculty Senate or designees. The committee members designated by the President will serve staggered two-year terms. The two Giles Distinguished Professors will be appointed on an *ad-hoc* basis in order to avoid any potential conflict of interest with faculty applicants and they should not hold an administrative appointment.

The committee will consider all nominations and advise the Provost accordingly. The Provost will, in turn, make recommendations to the President. Final approval and announcement of Giles Distinguished Professors will be made by the President. The Chair of the University Giles Distinguished Professor Review Committee will write a letter to each nominator informing them of the overall recommendation of the Review Committee for that nominee.

The total number of Giles Distinguished Professors will constitute a relatively small percent of the faculty. No stipulation is made concerning the number of Giles Distinguished Professors that may be named in any one year. There may be years in which no Giles Distinguished Professors will be designated.

The appointment of Giles Distinguished Professors will occur during the Spring Semester of each academic year. A call for nominations will be issued by the Office of Academic Affairs in September of each year. The deadline for submission of nominations to the Provost is January 31.

REVIEWED

\_\_\_\_\_  
Executive Vice Provost and Dean of Graduate School

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Date

\_\_\_\_\_  
Provost and Executive Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Robert Holland Faculty Senate    Date

\_\_\_\_\_  
Director, Institutional Research and Effectiveness

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## **AOP 13.12: SUMMER SCHOOL TEACHING**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure our understanding and standardization of the policy governing summer school teaching.

### **POLICY/PROCEDURE**

Summer school teaching is the teaching of any classes that occur between the spring semester of the previous nine-month academic year and the following fall semester. Summer school operates on a self-sustaining basis. Salaries and expenses of instructional programs during the summer sessions depend upon resources generated by student enrollments. It may not be possible for all nine-month faculty who wish to teach in summer school to do so. Students' needs are balanced with departmental funds for summer school. Attention is paid to class size and numbers of sections needed for a given course. Compensation for summer teaching is up to 8.33% of the previous nine-month salary base for each three-hour course taught. Normally, a maximum for full-time teaching in the summer is 33.3% of the previous nine-month base salary.

The Associate Provost for Academic Affairs serves as the Director of Summer School. Academic deans and department heads are responsible for decisions on course offerings and teaching assignments. The Director of Summer School and the academic deans establish the budget for each college/school. The deans and department heads administer their respective budgets.

### **REVIEW**

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Executive Vice Provost for Academic Affairs.



REVIEWED

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Executive Vice Provost and Dean of Graduate School

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Date

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Provost and Executive Vice President

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Date

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President, Robert Holland Faculty Senate    Date

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Director, Institutional Research and Effectiveness

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Date

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General Counsel

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Date

APPROVED

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President

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Date