

ROBERT HOLLAND FACULTY SENATE AGENDA

January 20, 2023

1. Call to Order
2. [Adoption of Minutes, November 11, 2022](#)..... (p. 2)
3. Introduction of Guests
 - a. Dr. Mark Keenum, University President
 - b. Dr. David Shaw, Provost and Executive Vice President
 - c. Ms. Santee Ezell, Director, Health Promotion and Wellness
 - d. Mr. Steve Parrott, Chief Information Officer
 - e. Mr. Thomas Ritter, Senior Security and Compliance Officer
 - f. Ms. Joan Lucas, General Counsel
4. [Report of the Faculty Senate President](#)..... (p. 15)
5. [Report of the Faculty Senate Vice President](#)..... (p. 17)
6. Reports from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
 - 7.1. [Letter of Request: Representation on Faculty Senate for unrepresented faculty](#) (Charter & Bylaws) (p. 83)
8. Standing Committee Reports:
 - 8.1. Academic Affairs
 - 8.2. Ancillary Affairs
 - 8.3. Charter & Bylaws
 - 8.4. Faculty Affairs
 - 8.5. Student Affairs
 - 8.6. University Resources
9. Special Committee Reports
 - 9.1. [Ad Hoc: Faculty Handbook Review for Inclusion of IHL Policy Change](#) (p. 19)
10. Pending Business
11. New Business
12. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of November 11, 2022

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in Bost Auditorium North at 2:00 p.m. on Friday, November 11, 2022.

Members absent and excused were Rachel Allison, Todd Archer, Mike Breazeale, Heejin Cho, Skip Jack, Michael Jaffe, Cheryl Justice, Stephanie King, Sol Pelaez, Rebecca Robichaux-Davis, Amanda Stone, Chinling Wang, Molly Zuckerman.

Members absent were Alicia Hall, Jesse Morrison, Sorina Popescu, Paul Tseng, and Kimberly Wood.

The meeting was called to order by Senate President Jason Barrett.

President Barrett said he received one correction to the minutes that Senator Marshall was excused for the October meeting and the minutes will reflect this change. President Barrett asked for any additional corrections to the minutes of the October 7, 2022, meeting. Hearing no corrections, President Barrett accepted the minutes as presented.

GUESTS

Dr. Mark Keenum, University President

Dr. Keenum said he started his day with several meetings in his office and then went to Bettersworth Auditorium for Fall Preview Days. He said the auditorium was completely filled with 500 prospective students and their families. He said it was wonderful to be able to welcome them to our campus.

Dr. Keenum said prior to this meeting he also had the opportunity to meet with the Bulldog Club. The Bulldog Club is our Foundation board that provides support for our athletics programs. Dr. Keenum said our second women's basketball game will be held tonight in Humphrey Coliseum. He said it will be a special game as we will be honoring LaToya Thomas, one of our all-time greats for women's basketball. Her banner will be ceremoniously lifted into place in the Hump.

Dr. Keenum said at 3:00 p.m. today, we will be hosting our first ever NCAA women's soccer tournament. Tomorrow, we will host the University of Georgia for our football game. Dr. Keenum said the University of Georgia football team is the reigning NCAA champions and are currently ranked first in the nation. This game will be our veteran's appreciation day. He said today is Veteran's Day and he thanks all veterans for their service to our country. Dr. Keenum said we held a Veteran's Day ceremony on the Drill Field yesterday to honor our nation's veterans and those who have served from our Bulldog family. Mississippi State University continues to be ranked in the top ten most veteran friendly universities in the nation. Colonel Brian Locke, Director, Veteran and Military Affairs, said we are ranked number two in the country. Dr. Keenum said he would like MSU to be considered the number one university in the nation in this regard.

Dr. Keenum said our Athletic Director, John Cohen, submitted his resignation effective October 31st to take the same position at Auburn University. He said Mississippi State University is thankful for Mr. Cohen's years of service to the university and what he did for our athletics program. He said he wishes him well at Auburn University. Dr. Keenum said we now begin the process to identify our next Athletic Director. He said he has been a part of the search for our last three Athletic Directors. Greg Byrne left us for the University of Arizona and is now serving as Athletic Director for the University of Alabama. Scott Stricklin is the Athletic Director for the University of Florida. Dr. Keenum said he has asked Bracky Brett, an over 20-year veteran of our Athletic Department, to serve as the interim Athletic Director until John Cohen's replacement can be identified. He said Bracky Brett is a very accomplished leader who is very well respected in the Southeastern Conference and the NCAA. Dr. Keenum said with Bracky Brett serving as our interim Athletic Director, four of the Athletic Directors in the SEC are Mississippi State University graduates. He said we have a track record of having good leaders and that is why they are sought after. Dr. Keenum said athletics, particularly on a SEC campus, is very important. It is important to the campus itself, our fan base, and our alumni. He said we want to be competitive as it brings attention to our university, such as when our baseball team won the national championship. Dr. Keenum said athletics is also big business. He said our Athletic Department operates on a budget of approximately \$125 to \$130 million. These revenues are projected to increase over time, so we need an individual who understands the business of college athletics. Dr. Keenum said he also wants an individual who can connect well with our fan base and understand our culture. He said he wants someone who can appreciate what it means to be part of the Mississippi State family. Our next Athletic Director will also have to understand fundraising and how to hire a coach. We have a great coaching staff, and our Athletic Director needs to understand how to manage our coaches. The new Athletic Director will also have to be able to understand and manage the new college athletics landscape including NIL and the transfer portal. Dr. Keenum said most importantly, our new Athletic Director needs to be a proven leader who possesses integrity. Dr. Keenum said the search process will be very similar to the process utilized in the past and he is confident we will be successful moving forward. Dr. Keenum said he is not in a panic and will move through the

process in a very thoughtful and methodical manner. He said he is hopeful we will have identified someone to lead our Athletic Department by early next year.

Dr. Keenum said the high school population across the country is projected to decline for the foreseeable future. The dramatic decline will be experienced in 2026. He said we are already seeing a little bit of this. Our enrollment numbers were released on November 1st and we are down for the first time in eight years. We are the only university in the state of Mississippi that has seen record enrollment for seven consecutive years. Dr. Keenum said he was very pleased with our freshman numbers this year. They were essentially the same as last year. The decline was in the first-year masters programs. The MBA degree was dramatically down. Dr. Keenum said we are in good company on this front. Across the country there have been dramatic declines in MBA programs. Dr. Keenum said the rationale is that when the economy is strong and thriving, there are fewer people choosing to get their MBA. We experienced a huge increase in our enrollment for our MBA and other master programs in the fall of 2020. This is when the pandemic was in full effect and people were trying to give themselves opportunities when the economy improved. A lot of baccalaureate graduates are getting big signing bonuses to enter the workforce, so they are delaying their graduate studies. Dr. Keenum said another area of our enrollment which declined was our community college transfer students. He said this is common amongst all state universities as our community college enrollment numbers are decreasing and many of the students are going into technical training. Dr. Keenum said MSU is able to provide for students who want to advance their education with technical degrees through our new Bachelor's of Applied Science (BAS) degree which includes more than 40 different curricula. We currently have roughly 230 students in our BAS program. Dr. Keenum said we must continue to look for innovative ways to grow our enrollment. He said we are already partnering with the military and the Community College of the Air Force who provide education which matches very well with what we do. Cybersecurity and meteorology are great examples of this in which credits can be accepted and our service men and women can attain bachelor's degrees in these fields. Dr. Keenum said we have been working with an enrollment consultant for the past two years to help us develop our enrollment plan moving forward. Part of this initiative was to recognize that we are in a state of declining eligible high school graduates. This has led to the hiring of additional recruiters to expand our footprint in other states. In addition to more programs and expanded recruiting efforts, doing more for our current students to help them attain the goal of earning their degree is critical.

Dr. Keenum said we are looking towards our reaffirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Our site visit will be conducted in February of 2024. Part of this reaffirmation process is to develop a Quality Enhancement Plan (QEP). The last QEP emphasized writing skills across all disciplines. This time we will be looking to enhance the opportunities for our students to succeed through experiential learning. Fellow senator, Dr. Rebecca Robichaux-Davis, has agreed to lead this effort for the university. Dr. Keenum said we are already providing tremendous experiential learning opportunities for our students, but we want to create a more formalized approach and

engrain experiential learning into our culture. The more students are engaged in their campus, the more likely they are to make it through the tough patches while they are a student and graduate.

Dr. Keenum said he is aware that there are always needs for improvement of our facilities. We also need new facilities. He said he was very excited when we cut the ribbon on our new music facility last week. He said this is a world-class, high-tech facility that has been sorely needed on our campus. Dr. Keenum said we are just a few pianos short of gaining recognition as a Steinway university. We will meet this goal and will become one of a small group of universities in the world to hold this distinction.

Dr. Keenum said we continue to improve Humphrey Coliseum. He said it is currently a construction site and asked that fans pardon our progress as we work to improve the facility. He said we will still be able to hold our commencement ceremonies in the facility in December. It is very likely that the construction process will prohibit the use of the facility for our spring commencement. As of now, the plan is to do an outdoor commencement in Davis Wade Stadium. This will not be the first time commencement was held in the stadium. The last notable time was when President George Herbert Walker Bush was the commencement speaker during Dr. Zacharias' tenure as University President.

Dr. Keenum said last month an announcement was made about the generous donation of \$15 million by Jim and Thomas Duff for our new Kinesiology, autism, and student support services facility. The plan is to build the facility just south of the McCarthy Gym. Kinesiology is the largest program at MSU, and we are a national leader in the field of autism. We are currently in the final stages of the design phase for the facility. Demolition of McCarthy Gym is slated for some time after commencement next year in order to begin preparing the site for construction of the new facility.

Dr. Keenum said the new high performance supercomputing facility has been designed and will be put up for bid in the very near future. We are currently fifth in the nation for supercomputing capabilities. The plan is to begin construction early next year. This project requires additional power needs for the new facility. We have been working with TVA who will be building a new substation on North Farm to accommodate the additional power needs of the facility.

Dr. Keenum said things are still good in our state from an economic standpoint. The joint legislative budget committee recently raised our revenue estimates for the state by \$500 million for the remainder of the fiscal year. We began this fiscal year with a \$1.4 billion surplus. The October revenues of this year exceeded estimates by \$85 million. From the beginning of the fiscal year on July 1st through the month of October, state revenues have exceeded estimates by \$324 million. Revenue estimates prior to the beginning of this fiscal year were increased from \$6 billion to \$7 billion. Dr. Keenum said with the \$1.4 billion surplus, the \$324 million in additional realized revenues, and the over \$300 million in ARPA funds, the legislature

has in excess of \$2 billion to spend next year. He said it could be more than that if the economy continues to perform well. Dr. Keenum said he will be in Jackson reminding our state leaders of the importance of what we do. He said the best thing they can do to make strategic investments, is to invest in higher education. An outside agency conducted a study and found that MSU generates a 130% return on funding received from the legislature. Dr. Keenum said we are one of the best investments our leaders can make. He said our employees need to be recognized and rewarded for the great work they do, and this will remain the number one priority.

Senator Gregory asked why the natural areas around Chadwick Lake were removed. President Keenum replied he would look into why the natural areas were removed.

Senator Gregory asked about the plans for the new College of Architecture, Art, and Design building. She said she has heard rumors that the Alumni Association and Foundation would be relocating to the Mill and a new free-standing building would be built to house the Grant collection and allow better access to the public. She said the new facility would be ideal to house the Walter Anderson Collection. Dr. Keenum said it is not finalized at this point, but the plan is to purchase the Hunter Henry Center from the Foundation and Alumni Association and renovate it to meet the needs of the college. The hope is that the Foundation will be able to acquire the MSU Mill. He said MSU owns the Mill and all the surrounding property, but the developer who helped create the Mill has a multi-decade lease on the property. If the Foundation can purchase this lease, it will make an ideal space for them to occupy. We will still be able to utilize the space for our convention needs if this happens. Dr. Keenum said the legal and contractual issues are currently still pending. He said he feels good that this will be able to be completed. Dr. Keenum said the plan is to also ask for funding for renovations to Howell Hall, which is also used by the College of Architecture, Art, and Design, in the coming legislative sessions.

Senator Rai asked what the new High Performance Supercomputing Center will look like. He asked if it will be similar to the existing building. Dr. Keenum replied that the focus of the design is on the function of the building and not the aesthetics. He said it will be built into the side of a hill which will be ideal for moving equipment and allow for space above and below the equipment. The design will allow for easy expansion in the future. Dr. Keenum said he is hopeful the bids will come back within budget, but he will ask our partners in the legislature for additional support if the costs are greater than anticipated. He said he is very excited about this project. The MSU supercomputer is linked with the Army Core of Engineers supercomputer in Vicksburg and the Stennis Space Center supercomputer giving Mississippi a ranking of fifth amongst all states for supercomputing capacity. Mississippi State University is leading this initiative and it is a testament to the productivity and prestige of our faculty that have allowed this to happen.

Dr. David Shaw, Provost and Executive Vice President

Dr. Shaw said he would like to thank the group working to include the IHL policy changes regarding tenure into our Faculty Handbook. He said he is very proud of the collegial manner in which these conversations are occurring. He said the encouraging thing to him is that we are looking for a way to honor the intent and expectation that IHL has given us while continuing to uphold the pillars of evaluation we already have.

Dr. Shaw said since his last update to the Faculty Senate there have been two task force reports posted to the Office of the Provost website. The first is the report from the Faculty Development Task Force. He said there was some great work done to identify how to address our student success needs, improve our learning outcomes, and do a better job of preparing faculty to do the best job in the educational process at MSU.

The second report is from the General Education Task Force. The work of the committee continued the great work done by Dr. Dana Franz at the request of Provost Bonner prior to Dr. Shaw entering the role of Provost. This group put a lot of emphasis on thinking about the learning outcomes we are expecting rather than a checklist of courses the students feel they must take. The whole idea behind the general education program is shifting with this report toward what the learning outcomes are for critical thinking skills and how can we reimagine what the general education program at MSU can be about.

Dr. Shaw encouraged the senators to read the reports. He said he would like to have further consideration of the committee reports by the Faculty Senate during the spring semester.

Dr. Brent Fountain, Faculty Athletic Representative

Dr. Fountain said it is a pleasure to be back with the Senate. He said, in August, the Student Athlete Convocation was held featuring motivational speaker Melissa Ruiz. They also held their first Student Athlete Advisory Committee meeting. In addition, they continued their hosting of the Bulldog Experiential Leadership Institute which allows current student athletes the ability to complete experiential learning opportunities in areas throughout the Athletic Department.

Dr. Fountain said there were two new programs launched this fall. Beyond the Game, for male athletes, and Worldwide Dawgs, for our international athletes. All the teams participated in a sexual assault workshop and NCAA Diversity Inclusion Week this fall as well. Career preparation continues to be a priority for student athlete development and through Bulldog Suits Up, in collaboration with the Career Center, student athletes participate in weekly programs to help with things such as resume writing, cover letters, LinkedIn pages, job searches, and other career related activities.

Dr. Fountain said there are two student organizations which student athletes participate in led by two outstanding leaders he would like to recognize. The Student Athlete Advisory Committee is led by Trent Zelden, a thrower for Track & Field. The membership of this committee includes two representatives from each of the teams who serve as the voice and the link between their team and administration. The M Club is led by Julia Lasley, a jumper on the

Track & Field team. This committee is open to all student athletes and is a service club providing community service through programs such as the local school reading program. Trent and Julia also serve as members of the President's Athletic Council.

Dr. Fountain said two of our student athletes will participate in the SEC Career Tour which is an interconference tour that exposes the participants to the highest levels of professional sports administration and business in major cities across the southeast. Additionally, three of our students have been nominated to help with the SEC Football Championship in Atlanta next month.

Dr. Fountain said the Hall Academic Awards were implemented as a result of the Supreme Court's decision on Austin vs. NCAA. These awards are above and beyond scholarship or cost of attendance. The maximum allowable amount is \$5,980 toward educational expenses. There are certain metrics the student athletes can complete or achieve to qualify for the award. In spring of 2022, the Athletic Department awarded \$1.2 million to 363 student athletes for their efforts the previous fall. This fall \$904,000 has been awarded to 377 student athletes for their spring activities. In addition to this, every incoming student athlete receives a new iPad to help with their academic and athletic responsibilities. Upon graduation, the students receive the full \$5,980 award. The Hall Award is available to any student athlete regardless of scholarship status.

Dr. Fountain said Name, Image, and Likeness (NIL) is continually evolving. NIL was first allowed in July 2021 with the Mississippi law change. Since that time, approximately 600 NIL deals have been disclosed with nearly 70% of the deals being social media endorsements. Approximately 300 student athletes have disclosed at least 1 NIL deal consisting of 65% of male and 35% of female student athletes. In 2021-2022, 28% of our student athletes had some type of NIL deal. This is above the national average. For 2022-2023 nearly 40% of our student athletes have NIL deals.

Dr. Fountain said we continue to see changes in the transfer rules and are awaiting recommendations from the NCAA Division IA Transformation Committee regarding the future of Division 1A athletics. Their work is to be completed by December. The NCAA Convention will be held in San Antonio in January.

Dr. Fountain said this is our tenth consecutive semester with an athletic department GPA of 3.0 or higher. There were 40 students with a 4.0 GPA in the spring of 2022 and 234 students who made the Bulldog Honor Roll. We also had three student athletes who were recognized as Stephen D. Lee Scholars: Peyton York, Luke Zacharias, and Ford Klegg. During the 2021-2022 academic year we had 140 graduating student athletes.

Dr. Fountain said this fall he had the privilege to collaborate with the Faculty Senate and the Staff Council to provide several athletic appreciation events. Football hosted an open practice and discounted seats to the game against Bowling Green. Volleyball hosted faculty and staff for their match against the University of Mississippi and Soccer hosted faculty and staff for their

game against the University of Alabama. Dr. Fountain said the Athletic Department and the student athletes really appreciate those employees who were able to attend. On November 28th, during the men's basketball game against Omaha, and on December 11th, during the women's basketball game against Texas A&M Commerce, faculty and staff will be recognized.

Dr. Fountain said Austin Williams of football was named the SEC Boyd McWhorter Men's Scholar-Athlete of the Year in the spring. This is the highest award the SEC bestows on student athletes. Last month we were notified that Austin was named to the National Football Foundation's 2022 National Scholar-Athlete Class. This class includes 15 outstanding young men from all levels of intercollegiate football. Austin joins just 7 other Division 1A student athletes and only 1 other SEC student athlete. As a member of this class, he will receive an \$18,000 post-graduate scholarship. Austin and his family will be in Las Vegas next month for the awards presentation as a finalist for the 2022 William B. Campbell Trophy which is awarded to college football's premier scholar-athlete.

Dr. Fountain introduced Reese Dunn to the senators. He said Reese is a Starkville native and is a runner for MSU Track & Field. Reese has been selected as MSU's newest Rhodes Scholarship finalist. During his time at MSU, Reese has been named an Astronaut Scholar, a Goldwater Scholar, a Presidential Scholar, and Mr. MSU. The Rhodes Scholarship is the oldest and most lauded graduate scholarship. Reese is MSU's 6th finalist in 11 years and the first who is a student athlete. The selection process will conclude next week, and Reese had the opportunity to participate in a virtual social event where he met the other scholars and committee members. Tomorrow morning Reese will have his final interview prior to the selection. Dr. Fountain said Reese is an outstanding ambassador of Mississippi State University and the Starkville Oktibbeha School District. The senators gave Reese a round of applause.

Dr. Fountain said he would like to commend the job that Bracky Brett has done since stepping into the role of Interim Athletic Director. He said there is nobody who is more respected in the SEC than Bracky Brett. Dr. Fountain said as Dr. Keenum works to identify our next Athletic Director, know that the Athletic Department is in excellent hands. He said there is tremendous leadership in the Athletic Department, and they are ensuring the health, safety, and success of our student athletes every day.

Senator Williams asked for Dr. Fountain to provide a breakdown of GPAs by sport. Dr. Fountain said he would provide this to the Faculty Senate Office for distribution to the senators. He said one other thing that he neglected to mention previously is that there will be a review of athletic academics. This is required in the Athletic Handbook policy. We have not had to do a review for the past few years due to the work we did with nfoura as part of our probation. We successfully completed our probation this past August and will reinstate the review process as a result.

REPORT OF THE FACULTY SENATE PRESIDENT

We are approaching final senate meeting of Fall 2022 and I am amazed at how fast this semester has gone by. We have some many things to be thankful for as faculty at Mississippi State University and I am encouraged everyday by the faculty that I get to interact with on this campus. I encourage all of you to look for the positives in where we are and the fact that we get to educate the future leaders of tomorrow and that we get to do research and projects to make for a better Mississippi, a better America, and a better world.

We have charged the Ad Hoc to review the Faculty Handbook to ensure it to be accurate, clear, and consistent throughout. Committee members are Dr. Paul Spurlin (Chair), Dr. Stacy Haynes, Dr. Julie Parker, Dr. Rebecca Robichaux-Davis, Dr. Brent Fountain, Dr. Jim Dunne, and Dr. Randy Follett. I have asked that they have a report drafted by March 1, 2023, so that we can report at the March 2023 Faculty Senate meeting.

I have been in discussions with former senator Ms. Lindsay Miller about a Newsletter or some form of a synopsis of each Faculty Senate meeting. So be on the lookout for that and if you have any input or desire to assist, please let me know.

I hope you all were able to participate or watch the P & T Panel discussion held in the Bettersworth Auditorium on October 18, 2022. We had just under eighty participants on site and we had approximately thirty-five watching the live stream. Thanks to Senator Kevin Williams for proposing this and thanks to Dr. Jim Dunne, Dr. Jason Keith, Dr. Donna Peterson, Ms. Karen Brown, Dr. Dan Gadke, and Dr. Melanie Loehwing.

As I have said several times before, please know that the Senate is always open and wants to hear from and work with faculty. This is your office so please reach out with any questions and/or comments that we all can address to make MSU a better place.

Reports from Committees on which I serve:

Athletic Council (October 19, 2022) – The October meeting was canceled on the day of the meeting due to the passing of a student athlete. No report to give. Our next Athletic Council meeting is set for November 16, 2022.

We will have the Faculty Athletic Appreciation events for Women's Basketball and Men's Basketball before the end of the semester and we will share those flyers once we have them.

Executive Council (October 24, 2022) – There was a presentation given by Mr. Don Zant's office on the Campus Master Plan. There are so many inspiring items and projects in this plan, and it is exciting to see where we are going. There were three Operating Policies discussed and voted on. I will list them below.

OP Review and Approval

OP 91.304 Free Speech and Assembly – There was language added to correct a stated address also language to prohibit restriction to traffic flow.

OP 32.02 University Affiliates and Granting of Affiliate Status – New OP to define affiliates and characteristics of the status.

OP 80.07 Lobbying Activity- Correcting titles.

Executive Enrollment Management Committee (October 18, 2022) – This meeting was canceled for October 2022 and the next meeting is scheduled for November 15, 2022.

Faculty/Staff Housing Appeals Committee (October 21, 2022) – We had one appeal come before the committee this past month. It was handled via email and approved a 6-month lease extension because the timing of her departure does not interfere with anyone on the waiting list, and we would be pressed to have the unit turned over for a new faculty member.

Inclusive Excellence Leadership Council – Has not met since the beginning of the semester. Vice President Forbes says she plans to reconvene the committee sometime in late September once a chair has been identified. The previous chair left MSU.

IT Council (October 4, 2022, and November 1, 2022) – We did not meet in October or November, but our next scheduled meeting is December 6, 2022, at 1:30pm. This will be our last IT Council meeting of 2022.

Master Plan Development and Advisory Committee – There was no in-person meeting in October. The committee had an opportunity to review the Campus Master Plan.

Parking and Traffic Regulation Committee – We have not met in-person or over email since the last faculty senate meeting. The next meeting is scheduled for November 24, 2022, which I do believe will get changed because that is Thanksgiving Day.

President’s Committee on Planning – Has not met.

Special Events and Game Day Operations Committee (November 8, 2022) – A request was made to move up the opening of The Junction from 4:00pm to 2:00pm because the MSU Lady’s Soccer team is hosting the first round of the NCAA Tournament vs. New Mexico State on Friday November 11, 2022.

Sustainability Committee – This committee has not met since our last faculty senate meeting. The next scheduled meeting December 7, 2022.

Design Review Committee (July 2, 2022) – Has not met since last Faculty Senate Meeting.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council

The October meeting of Academic Deans Council was cancelled. Next scheduled meeting is November 16th, 2022.

Committee on Campus Access

The November meeting was an email discussion on ideas from the October 3rd meeting last month. The committee is currently voting on these two proposals:

Carpenter Elevator Modernization: Request \$20000 in planning funds for modernization.

Justification: Carpenter has a single 4-stop hydraulic elevator which is one of the oldest on campus. The elevator has been on the Facilities Management priority list for renovation, and recent complaints with the control panel and operation of the unit have elevated the need to begin planning for replacement. With this elevator being the only means of fully accessible vertical circulation in the building, it is critical to begin planning the modernization now so that the project is prioritized for construction as soon as full funding can be identified.

Rice Hall Elevator Modernization: Request \$50000 in planning funds for modernization.

Justification: Rice has a two bank, traction elevator that is well past its lifecycle (original to the building) and requires constant maintenance. The elevator has been at the top of the Facilities Management priority list for renovation, but due to inactivity at Rice the project has been deferred. With the Administration's recent decision to put Rice back into use for multiple departments, the elevator is now a priority again. Rice is one of the tallest buildings on campus and with the elevator being the only means of fully accessible vertical circulation in the building, it is critical to begin planning the modernization now so that the project is prioritized for construction as soon as full funding can be identified.

Community Engagement Committee

No meeting is currently scheduled for this committee.

Master Plan Development and Advisory Committee

Due to lack of agenda items, MPDAC was cancelled for the month of November.

Undergraduate Research and Creative Discovery Committee

No meetings are currently scheduled for this committee.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE

- 1. AOP 13.11 Academic Freedom (Faculty Affairs)**
- 2. Letter of Request: Study to Strengthen Shared Governance (Charter & Bylaws)**

Senator Freeman explained the procedural process for business being sent to committee as well as the procedure for handling a motion from committee.

President Barrett said AOP 13.11 was passed by Faculty Senate at the October meeting. It was found that the committee did not have the latest version of the proposed policy when they

provided their report. President Barrett said he would like to send the complete policy back to the Faculty Affairs Committee so they can consider the additional language. The motion to send AOP 13.11 to the Faculty Affairs Committee passed by unanimous voice vote.

President Barrett asked for any discussion on sending the letter of request asking for a study to strengthen shared governance to the Charter & Bylaws Committee. The motion to send the letter of the request to the Charter & Bylaws Committee passed by unanimous voice vote.

STANDING COMMITTEE REPORTS

Academic Affairs **No Report**

Ancillary Affairs

1. AOP 10.15 Substantive Changes

Senator Stokes, on behalf of the Ancillary Affairs Committee, presented the committee report on AOP 10.15.

The motion to accept AOP 10.15 Substantive Changes as presented passed by unanimous hand vote.

Charter & Bylaws

1. Update on Inclusion of IHL Policy Changes in Faculty Handbook

Senator Spurlin reported that the ad hoc committee consisting of the members of the Charter & Bylaws Committee and the Faculty Affairs Committee has been waiting on the Office of the Provost to submit some revisions to the language provided by University Counsel. He said once the revised language is received, the ad hoc committee will meet to discuss the updates to Section V of the Faculty Handbook.

Faculty Affairs **No Report**

Student Affairs **No Report**

University Resources **No Report**

SPECIAL COMMITTEE REPORTS

1. Ad Hoc Committee on Grade Distribution Site

Vice President Banik, on behalf of the Ad Hoc Committee, presented the committee report on the grade distribution site.

Senator Williams asked if the committee discussed additional incentives to complete the course surveys, such as linking access to the grade distribution site to a specified completion rate of course surveys. He said he has heard of other universities allowing early access to grade posting based on completion of course surveys. Vice President Banik replied there was discussion of additional incentives. He said doing something like this is not possible due to

technical limitations. Other ideas were discussed amongst the committee but given the anonymity of the student surveys there was nothing identified that would be feasible.

The motion of the Ad Hoc Committee to accept the report as presented passed by unanimous hand vote.

PENDING BUSINESS

NEW BUSINESS

Senator Marshall said the library is currently working on a strategic plan and is hosting various focus groups to gather input. One of these sessions is specifically for Faculty Senate. He asked for senators who are interested in participating to contact him.

Senator Freeman said he has been working with the Office of Research and Economic Development and several research centers on interdisciplinary projects and commercializing research. He said feedback on the potential projects is being sought from faculty and surveys will be released. He asked that the senators take the time to complete the surveys. He said if anyone has any additional feedback, they can send it to him, and he will pass it along.

Senator Gregory made a motion to adjourn. Senator Freeman seconded the motion.

The motion passed by unanimous voice vote. The meeting adjourned at 3:52 p.m.

Submitted for correction and approval.

Beth Stokes, Secretary

Jason Cory, Administrative Assistant II

INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President
Dr. David Shaw, Provost and Executive Vice President
Ms. Santee Ezell, Director, Health Promotion and Wellness
Mr. Steve Parrott, Chief Information Officer
Mr. Thomas Ritter, Senior Security and Compliance Officer
Ms. Joan Lucas, General Counsel

REPORT OF THE FACULTY SENATE PRESIDENT

Spring 2023 is here, and we begin a new semester. I do hope everyone's Christmas break was one of relaxation, enjoyment, and visiting with family and friends. The MSU family held the memorial for Coach Mike Leach that was very well attended. This event was a great tribute to Coach Leach, and I do believe as we are saddened by the loss, we are also encouraged by the support shown by so many that attended and spoke.

A reminder from our November meeting. I have charged the Ad Hoc to review the Faculty Handbook to ensure it to be accurate, clear, and consistent throughout. Committee members are Dr. Paul Spurlin (Chair), Dr. Stacy Haynes, Dr. Julie Parker, Dr. Rebecca Robichaux-Davis, Dr. Brent Fountain, Dr. Jim Dunne, and Dr. Randy Follett. I have asked that they have a report drafted by March 1, 2023, so that we can report at the March 2023 Faculty Senate meeting. Also, I have been in discussions with former senator Ms. Lindsay Miller about a Newsletter or a synopsis of each Faculty Senate meeting. So be on the lookout for that and if you have any input or desire to assist, please let me know.

This past Monday I attended the MLK Unity Breakfast at The Mill. This gathering is just another example of the great strides our unique and world class university have taken to be a university to educate all Mississippi students and citizens. We had an amazing speaker who preached on the value of conviction, communion, and compassion. If you have not attended this event, I encourage you to put it on your calendar for next year.

As I like to say every month, please know that the Senate is always open and wants to hear from and work with faculty. This is your office so please reach out with any questions and/or comments that we all can address to make MSU a better place.

Reports from Committees on which I serve:

Athletic Council (November 16, 2022) – The November 2022 met with the introduction of Mr. Bracky Brett as the Interim Athletic Director. Mr. Brett introduced himself and explained his version for holding the course through the upcoming bowl game and until the new athletic director is hired. There was an update on the NIL landscape from Mr. Jay Perry. The December 14, 2022, and January 11, 2023, Athletic Council meetings were not held.

Men's Tennis will be holding their Faculty/Staff appreciation match on Sunday, January 22 at 12:00pm vs. Middle Tennessee and at 4:00pm vs. Tennessee State. Each member of the Tennis Team will be inviting one of their faculty instructors to be recognized during the match. There will also be in-game announcements recognizing our faculty and staff at the game. I encourage all of you to attend and share via social media.

Looking ahead, the Baseball Faculty/Staff Appreciation date is Tuesday May 9th vs. Memphis. Like last year, we will have access to the Rooftop, which we will need to RSVP due to space limitations and GA tickets for other faculty and staff wishing to attend. More information will be coming but go ahead and place this date on your calendars.

Executive Council (November 28, 2022) – There were five policies that were presented, voted on, and passed. This was a brief but needed meeting to approve these update/improved Operating Policies. There were three Operating Policies and two Academic Operating Policies discussed and voted on. I will list them below.

OP and AOP Review and Approval

OP 76.01 Intellectual Property

OP 01.20 Use of Copyrighted Works for Education and Research

OP 06.04 Procedure Review – addresses public records request

AOP 13.02 Selection of Giles Distinguished Professor

AOP 13.12 Intersession Teaching

Executive Enrollment Management Committee (November 15, 2022) – This meeting was held in-person. We are seeing our enrollment begin to readjust since COVID. We are beginning to see a declining minority pool for enrollment. As a result, there can be efforts to bolster these numbers by assistance with applications, approach to scholarships, and intentional and specialized communication.

At the graduate level, there is a need to look into and implement ways to speed up the review process at the department level. There are applicants (potential students) waiting to be accepted or denied in mid-November for a January start date which is not ideal.

Faculty/Staff Housing Appeals Committee (December 1, 2022) – We had one appeal come before the committee in December. It was managed via email and approved a 5-month lease extension because there is no waiting list right now for the size house being rented by the faculty member.

Inclusive Excellence Leadership Council – Has not met since the beginning of the Fall semester.

IT Council (December 12, 2022) – We did have an in-person meeting in December. In order to qualify, we need half the students to purchase/have accounts for the Adobe Creative Cloud. As of December 12, we have 224 personal students and 136 personal employees. It is \$75 for the half-year from January 1 – June 30, 2023. We do need good stories and use cases to potentially increase adoptions and purchase. There will be the release of Adobe Sign after January 1, 2023.

All phones and circuits have been moved from AT&T to CSpire VOIT. Approximately 40 life saving lines are left from over 800 Category 1 emergency lines.

We may see a new identification and entry card in 2023 for increased security and protection. We will hear from Mr. Steve Parrot related to administrative rights being removed from desktop computers on campus.

Master Plan Development and Advisory Committee – The December 8, 2022, meeting was not held due to no agenda items. There was an in-person meeting on January 12, 2023, and Vice-President Banik will report on that.

Parking and Traffic Regulation Committee – We have not met in-person or over email since the last faculty senate meeting. There was no meeting on November 24, 2022.

President's Committee on Planning – Has not met.

Special Events and Game Day Operations Committee – There has been no meeting of this committee since the last faculty senate meeting.

Sustainability Committee – This committee has not met since our last faculty senate meeting.

Design Review Committee (July 2, 2022) – Has not met since last Faculty Senate Meeting.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council

Academic Deans Council met on November 16th, 2022. The council discussed AOP 11.05: Requirements for Shortened Format Courses. The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the requirements for shortened-format courses offered at Mississippi State University. The AOP was approved by the council.

A presentation was made by ITS on security GLBA changes. Mr. Steven Parrott and Mr. Thomas Ritter will be presenting at our meeting as well today.

Committee on Campus Access

There are currently no pending matters, as of the email update received on December 5th, 2022. The next scheduled meeting will be the first week of February.

Community Engagement Committee

No meeting is currently scheduled for this committee.

Master Plan Development and Advisory Committee

The MPDAC met on January 12th, 2023. Two items were discussed.

1. A Schematic Site and Rendering Review was looked through for a New Residence Hall to be located across from Old Main Academic Center on the previous site of Suttle Hall. Also included in the discussion was a plaza to be built at the corner George Perry St and E Barr Ave and a future multicultural center at E Barr Ave and Hurst Rd. The proposed residence hall would be five story building with the upper four floors being pod style single bedrooms. The ground floor would be a mixed-use floor with dining and offices. A storm shelter would also be located at the hall.

2. A Schematic Site and Rendering Review was looked through for a renovation to Dorman Hall. The primary funds will be spent on HVAC overhauls and ADA compliance. New restrooms are proposed for the northeast corner of the building and enclosing in some outdoor walkways on the east side of the building. A new tower entrance is proposed for the front of the building, and a painting of the brick to a darker color.

Both reviews were approved by the committee.

Undergraduate Research and Creative Discovery Committee

No meetings are currently scheduled for this committee.

REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE

- 1. [Letter of Request: Representation on Faculty Senate for unrepresented faculty](#) (Charter & Bylaws) (p. 83)

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

ANCILLARY AFFAIRS

CHARTER & BYLAWS

FACULTY AFFAIRS

STUDENT AFFAIRS

UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

1. Ad Hoc Committee: Faculty Handbook Review for Inclusion of IHL Policy Change

Report to the Robert Holland Faculty Senate

Faculty Affairs Committee

Report on Faculty Handbook Collegiality Recommendations

January 20, 2023

Background

The Faculty Affairs Committee and the Charter and Bylaws Committee combined to form an Ad Hoc Committee to focus on language that the IHL and General Counsel have added to Section V of the Faculty Handbook in the process of updating the handbook to reflect the new teaching ranks.

Recommendation

From pages 10-11:

D. Administrative Councils

The president is advised and assisted in administering the affairs of the university by the Administrative Council and the Executive Council.

The Administrative and Executive Councils

The Executive Council is chaired by the president and proffers advice to the president on matters brought before it which include revision and creation of university policies. The council consists of the provost and executive vice president, the vice presidents, the athletic director, the general counsel, the chief information officer, the director of diversity and equity programs, the president of the faculty senate, the chair of the staff council, and the president of the student association. It also has a non-voting staff consisting of the university counsel, the

director of internal audit, and the assistants to the president. Minutes of the council are online <http://www.president.msstate.edu/people/executive-council/> .

The Administrative Council advises the president and serves as the board of directors of the MSU Educational Building Corporation. Its membership includes the president (chair), provost and executive vice president, the vice presidents, general counsel, and the athletic director, and director of diversity and equity programs.

From pages 32-33:

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Discussion

Our joint committee had very little ability to change any of the language that was mandated by the IHL and amended by General Counsel. Our task was to review the new language and determine whether there were any ambiguities introduced to the handbook via the new language. The committee's only concern was the lack of any quantifiable definition of the term "collegiality", making it difficult to accurately assess.

The solution we proposed is the addition of a more thorough definition of collegiality, adapted from a November 3, 2022 report from the Ad Hoc Committee on Collegiality in the Promotion and Tenure Process. That committee's recommendations were based on language approved by the American Association of University Professors. The included language provides more clarity

on what collegiality is, and we believe more importantly, what it is not. Our joint committee met multiple times to discuss this important matter, and we agree that the addition of the proposed language should eliminate any concerns that collegiality could be used as a catch-all excuse to punish faculty with unpopular opinions or who do not participate in non-job-related social activities.

There was also a minor change that was included on pages 10 and 11 of the handbook that added the Athletic Director and General Counsel to the Executive Council and removed the Director of Diversity and Equity Programs, a position that has been eliminated and replaced with a Vice President for Access, Diversity, and Inclusion.

Committee Members: Paul Spurlin (Chair), Beth Baker, James Chamberlain, Alicia Hall, Missy Hopper, Michael Jaffe, Andrew Jarosz, Sorina Popescu; Mike Breazeale (Chair), Alexis Gregory, Kimberly Kelly, Stephanie King, Todd Mlsna, Adrian Sescu, Amanda Stone, Chinling Wang

Faculty Handbook

PREFACE

The purpose of the Faculty Handbook is to provide information, as well as sources of information, which faculty find beneficial. The Handbook describes the University's history, vision and mission, and defines the university's principles of governance. In addition, the Handbook establishes the organization of the faculty. Faculty responsibilities, academic operating policies, university promotion and tenure procedures, Department of Human Resources Management policies, and other policies are addressed within the document. Where appropriate, this document links to original source material to ensure current and accurate information. This handbook is the result of the work of many people, compiled by the Faculty Handbook Committee, jointly appointed by the Provost and Executive Vice President for Academic Affairs and the President of the Faculty Senate. Changes and corrections should be sent to the Faculty Senate office. Corrections and additions to the Faculty Handbook may be made to the online version as needed by the Faculty Senate Charter and Bylaws Committee. Substantive changes to the Faculty Handbook require senate, provost, and presidential approval.

I. General Information

A. History of the University

The University began as The Agricultural and Mechanical College of the State of Mississippi, one of the national land-grant colleges established after Congress had passed the Morrill Act in 1862. It was created by the Mississippi Legislature on February 28, 1878, to fulfill the mission of offering training in "agriculture, horticulture and the mechanical arts. . .without excluding other scientific and classical studies, including military tactics." The College received its first students in the fall of 1880, in the presidency of General Stephen D. Lee. Other federal legislation provided funds for extending the mission of the College: in 1914, the Smith-Lever Act called for "instruction in practical agriculture and home economics to persons not attendant or resident," thus creating the state-wide effort which led to Extension offices in every county in the State; and, in 1917, the Smith-Hughes Act provided for the training of teachers in vocational education.

By 1932, when the Legislature renamed the College as Mississippi State College, it consisted of the Agricultural Experiment Station (1887), the College of Engineering (1902), the College of Agriculture (1903), the School of Industrial Pedagogy (1909), the School of General Science (1911), the College of Business and Industry (1915), the Mississippi Cooperative Extension Service (1915), and the Division of Continuing Education (1919). Further, in 1926 the College had received its first accreditation by the Southern Association of Colleges and Schools.

By 1958, when the Legislature again renamed the College as Mississippi State University, the Graduate School had been organized (1936), doctoral degree programs had begun (1951), the School of Forest Resources had been established (1954), and the College of Arts and Sciences had been created (1956).

The School of Architecture admitted its first students in 1973, the College of Veterinary Medicine admitted its first class in 1977, and the School of Accountancy was established in 1979, rounding out the present structure.

Additional information about Mississippi State University can be found in John K. Betterworth's book, *People's University: The Centennial History of Mississippi State*, University Press of Mississippi, 1979 and in *Maroon and White: Mississippi State University, 1878-2003* by Michael B. Ballard, University Press of Mississippi, 2008.

B. Vision and Mission Statements

The university is guided by its vision and mission statements which identify the values of the university. These can be found at

<http://www.president.msstate.edu/communications/vision-mission/>

In the strategic plan, the university establishes specific goals and identifies the metrics by which it will assess its progress toward achieving its goals. The strategic plan was developed under the university administration's leadership with active participation by the faculty.

C. Principles for University Governance

As recommended by the Faculty Senate, Feb. 9, 1996;

As recommended by the Administrative Council, Feb. 12, 1996;

As recommended by Professional and Support Staff Advisory Council, Feb. 14, 1996;

As recommended by the Student Association;

Approved by the General Faculty, March 5, 1996 and

Amended by vote of the General Faculty, Fall 1999.

Amended by vote of the Faculty Senate, September 2012

Approved by the Provost and Executive Vice President, September 2012

Approved by the President, October 2012

Approved by the Provost and Executive Vice President, August 2013

Approved by the President, August 2013

Approved by the Provost and Executive Vice President, May 2022

Approved by the President, May 2022

PREAMBLE

The triad mission of learning, research, and service of Mississippi State University can best be achieved through cooperation, collaboration, and consultation among the membership of the entire university community. Achievement of that mission requires an understanding and commitment to the formal and informal decision processes by which the university conducts its work, maintains its standards, and responds to external feedback.

Members of the university community need to understand the university's noble and extensive mission and the part each member plays in its achievement. They need to understand how formal authority is shared, the scope and form of their involvement in governance, and the need for those in authority to achieve balance between codification and discretion. This understanding enhances each member's ability to sustain and strengthen the essential nature of the university and facilitates effective university governance and responsiveness to the needs of the people of Mississippi.

Central to effective and efficient university governance is open consultation, communication, and participation in decisions and decision-making bodies. An understanding of the responsibilities and limitations of authority by all members of the university community is also essential. Success of the university depends on collegial relationships and mutual respect among the faculty, professional and support staff, students, administrative officers, and representatives of external entities.

All members of the university community must be accountable for their roles and responsibilities. Adhering to policies and procedures is essential to achieving the mission and goals of the university.

Mississippi State recognizes the value of diverse opinions in decision making and pursues its mission in an atmosphere of shared governance and open communication. Faculty and staff are involved in policy formulation and in implementing the learning, research and service missions of the university. Faculty and staff also recognize their shared accountability for the performance of the university in carrying out its mission.

In the spirit of promoting effective governance of the university, the following statements of policy relative to members of the university community are adopted.

PRINCIPLES

Authority

Ultimate authority for governance of the university is vested by the State of Mississippi in the Board of Trustees of the Institutions of Higher Learning and delegated by the board to the president. The president exercises that authority through the vice presidents, deans, directors, and other officials of the administration in consultation, as appropriate, with units of the university and with the faculty, professional and support staff, and students.

Consultation

To facilitate open communication and effective university governance, the president and other administrative officers of the university will exercise due diligence in consulting with the faculty, professional and support staff, students, and external constituents on issues affecting them. Consultation is characterized by early discussions with the affected constituencies, jointly formulated procedures for consultation, reasonable deadlines within the constraints of the academic calendar, access to appropriate information, adequate feedback, and timely communication of decisions to the affected constituencies.

Representation

Effective university governance includes consultation with the faculty, professional and support staff, students, and external constituents on budget, policy, and procedure matters. Appropriate representation of these groups is normally obtained through the university's council and committee structure. Elected and appointed representatives should, as far as possible, be selected specifically for the roles in which they will serve. When temporary special committees, study groups, or task forces are established by the president to address matters affecting the mission of the university, a majority of the membership should be composed of elected representatives drawn from the general faculty. Professional and support staff, students, and external constituencies should be included as appropriate. The chairs of these bodies may be appointed by the president.

Faculty Representation. By the Charter of Organization of the Faculty of Mississippi State University, the Robert Holland Faculty Senate is the official representative of the faculty on all matters not delegated by the general faculty to other elected faculty bodies.

University-level curriculum, promotion and tenure, and grievance committees should be composed of elected representatives from the general faculty. These bodies elect their own chairs.

Professional and Support Staff Representation. The Staff Council is the official representative body for the professional and support staff and reports to the president.

The staff should have appropriate representation on matters affecting them. Consultation with the staff should be conducted through their elected representatives and/or the staff council, as well as through normal administrative channels.

Student Representation. The Student Association is the official representative of undergraduate and graduate students of the university. Undergraduate and graduate students should be represented on appropriate university councils, committees, and task forces. Consultation with students should be conducted through their elected representatives and/or the Student Association.

Administrative Representation. Administrative officers of the university represent entities for which they have administrative responsibilities on councils, committees, and task forces of the university. Officers who are members of the general faculty may also be represented through the faculty senate, and other officers may be represented through the staff council.

External Entities Representation. To advance the mission of the university, the officers of the administration may appoint members of external entities to serve on councils, committees, and task forces.

Roles and Responsibilities

Administration. The president has been delegated authority to administer the university, to lead the university so that its mission and goals are achieved, and to coordinate university relations with officers of the Board of Trustees. The president recommends the appointment of appropriate administrative officers for the university to the Board of Trustees. The president exercises primary authority through members of the administration in:

- Control and allocation of the budgeted appropriation and other funds;
- Establishment of the administrative organization;
- Approval of personnel appointments;
- Administration of university programs and policies;
- Administration of student affairs and services;
- Administration of physical plant, campus operations, and fiscal affairs;
- Administration of athletics;
- Administration of resource development and fund-raising; and
- Accomplishment of all other assignments to the university by the Board of Trustees.

The president is required by the Board of Trustees to articulate long range university goals and to see that high standards are maintained in all university programs. The president exerts a major influence on the specific direction of change, not only through basic judgments on budgets and staff, but also in the continuous evaluation of existing university programs and in the planning of overall program direction. Such evaluation

and planning necessitates the participation of faculty, staff, students, representatives of external entities, and administrative groups and is accomplished through the offices of the vice presidents.

The president is also responsible for maintaining fair employment practices, promotion procedures, and wage and salary distribution, as well as good working conditions for the benefit and safety of all personnel employed by the university.

Faculty. The principal responsibilities of the faculty are teaching, research, and service. Because an important additional responsibility of the faculty is to ensure that the university fulfills its educational mission, the faculty must be involved in the generation and implementation of policies that impact the university's mission. On matters primarily affecting the academic mission of the university (curriculum, subject matter and methods of instruction, advising, degree requirements, faculty scholarship, faculty status, faculty service), the principal responsibility for formulating and evaluating ideas lies with the faculty. The faculty advises the administration through appropriate channels on these matters. The administration customarily follows this advice. On those extraordinary occasions when this advice is not followed, the administration will identify the reasons that render the proffered advice unwise or impracticable and so inform the faculty. A less direct but no less important role of the faculty is to advise the officers of the university about certain administrative matters that are intrinsically related to the health of the university. Among these matters are:

- Assessment of faculty performance;
- Selection of university officers;
- Determination of university priorities; and
- Establishment of principles for determining salaries.

Professional and Support Staff. The Staff Council is an advisory organization with the primary goals of facilitating communication between the staff and the administration and providing input to the administration on university policies and procedures. The primary role of the staff is to support the faculty and the administration in fulfilling the university's mission. The staff conducts the day-to-day affairs of the university, provides essential input to the faculty and administration in planning and decision making processes, and reports on the operations of the university for internal (management) and external (accountability) purposes. On matters of university governance affecting the academic mission of the university, the staff shall have an advisory role.

Students. The purpose of the Student Association is to stimulate university-wide student involvement in all areas of university life that lead to achievement of the university's mission. The voice of students is important in all aspects of the university; students should provide input, when appropriate, through university committees, councils, and task forces.

Administrative Councils and Committees. Administrative councils and committees play important roles in the governance of the university. These councils and committees may be composed of faculty, staff, students, administrators, and representatives of external entities. The members are elected by the appropriate bodies or are appointed by the president or appropriate vice president to advise the administration in the development of institutional policy, procedure, and practice. A listing of the university's councils and committees with the membership of each is updated annually online (<http://www.msstate.edu/web/standing/>).

Participation

Evaluation of Administrators and Faculty. The performance of faculty, staff, and administrative officers should be evaluated periodically. Students should participate in periodic evaluation of the instructional faculty, and those evaluations should be considered important sources of guidance to improve course content and overall learning and teaching effectiveness. The faculty, staff, administrative officers, and students should participate in periodic evaluations of those responsible for the units affecting their roles in the university community including department heads, directors, associate and assistant deans, and deans. The role of the various groups in such evaluations should be in accordance with their legitimate interest in the performance of the person being evaluated and the group's competence to make evaluative judgments. Evaluations should conform to commonly accepted procedures of evaluation established in consultation with those being evaluated and those evaluating.

Financial Decisions. Representatives chosen by the faculty, staff, and students should be consulted in university level discussions of resource allocation and budgetary policies and procedures. The administration may choose additional faculty, students, and staff to participate in discussions of these issues. Consultation in these issues should also occur in colleges, schools, departments, and other units.

Administrative, Faculty, and Professional Staff Appointments.

- All professional positions will be created and filled in consultation with the affected faculty, staff, and students, and with the appropriate external constituencies.
- For the Provost and the Vice Presidents for Agriculture and Research, for deans, assistant and associate deans, directors, chairs, and heads of academic, research, or service units, and for all faculty positions, search committees are required and will contain a majority of elected representatives of the faculty. Staff, students and external constituencies shall be drawn from the affected units, as appropriate. Exceptions may be made for one-time, one year appointments as approved by the appropriate vice president.

- For the Vice Presidents of Finance and Administration, Development and Alumni, and Student Affairs, search committees will be appointed by the president in consultation with the Robert Holland Faculty Senate president. The president will publicize the membership of the search committee and the process of selection.
- Specific administrators who serve primarily as advisors or assistants to *university* level executives and who do not regularly exercise independent executive and budgetary authority may be appointed without a search committee.

On those extraordinary occasions when the advice of a search committee is not followed, the administrator making the appointment will inform the committee of the reasons that render the proffered advice unwise or impracticable.

II. Administrative Organization

A. Board of Trustees

The Board of Trustees is the constitutional governing body of the State Institutions of Higher Learning. The purpose of the Board of Trustees is to manage and control Mississippi's public institutions of higher learning in accordance with the constitution and to see that the IHL System mission is accomplished. To do so, the board operates a coordinated system of higher education, establishes prudent governance policies, employs capable chief executives, and requires legal, fiscal and programmatic accountability. The board annually reports to the legislature and the citizenry on the needs and accomplishments of the IHL System. The mission and structure of the board is outlined in the *IHL Policies and Bylaws* which is continually revised (<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>). The mission statements are listed in section 102 and the Constitutional Organization is described in section 201. The board office is located in the Education and Research Center, 3825 Ridgewood Road, Jackson, Mississippi 39211, phone 601-432-6198.

B. The President

The President of Mississippi State University is the sole agent of the Board of Trustees on the campus. Full authority to manage the institution is conferred upon the president, in accordance with policies and procedures established by the board and with certain laws specifically applicable to the institution. In conferring full authority, the board requires full responsibility; the president alone reports to the board; and, in turn delegates limited and specific authority to several administrative officials, each with responsibility commensurate with the delegated authority. The president's specific responsibilities include financial management of the institution; the physical plant and campus operations; recruiting, contracting with, and supervising all personnel; recruitment, admission, and instruction of all students; and relationships with people and interested units outside the institution. All functions of the university as it conducts teaching, research, and services are the president's responsibilities.

C. Other Senior Administrative Positions

Provost and Executive Vice President

The Provost and Executive Vice President is responsible for leading and administering the academic programs of the university. The provost prepares, allocates, and administers the academic budgets; administers all academic personnel procedures, including affirmative action, recruitment, appointment, retention, and promotion and

tenure; provides leadership for vice presidents, deans, directors, faculty, and staff to meet stated goals; encourages faculty research and scholarly activities; ensures that academic procedures preserve academic freedom; manages academic facilities and support services, including the Libraries; Information Technology Services; Human Resources Management; Registrar's Office; the University Academic Advising Center; the Office of Institutional Research and Effectiveness; Career Center; the Center for Teaching and Learning; and all academic colleges and programs. In the absence of the president, the provost serves as the chief executive officer of the university.

Vice President for Agriculture, Forestry, and Veterinary Medicine

The Vice President for Agriculture, Forestry and Veterinary Medicine is responsible for providing administrative leadership and coordination of the units comprising the Division of Agriculture, Forestry, and Veterinary Medicine which includes the Forest and Wildlife Research Center, Mississippi Agricultural and Forestry Experiment Station, Mississippi State University Extension Service, College of Agriculture and Life Sciences, College of Forest Resources, and College of Veterinary Medicine. Responsibilities for instructional programs are shared with the provost and executive vice president.

Vice President for Development and Alumni

The Vice President for Development and Alumni is primarily responsible for coordinating the operations and activities of the MSU Foundation and Alumni Affairs. The primary function of these units is to communicate with alumni, friends, opinion leaders and the general public concerning the value of the contributions of the university to the State of Mississippi and beyond, and to raise private financial support. The vice president also plans, coordinates, and monitors efforts to secure private funds, ensuring that university programs are matched and coordinated with sources of private funds most appropriate to meet these needs. The university aircraft operations also report to the Vice President for Development and Alumni.

Vice President for Research and Economic Development

The Vice President for Research and Economic Development has administrative responsibility for research, externally sponsored activities in the academic division of the university, and is the university's interface for economic development activities and support. Activities concerned with the development and coordination of basic and applied research are coordinated under the vice president and include formally organized research centers and institutes, as well as individual faculty research. The vice president supervises and administers operation of university level centers and institutes, the Office of Sponsored Programs Administration, the Office of Regulatory Compliance and Safety, the Office of Research Security, and the Office of Entrepreneurship and Technology Transfer, Institute for Imaging and Analytical Technologies, and Thad Cochran Research, Technology and Economic Development Park.

Vice President for Student Affairs

The Vice President for Student Affairs has administrative responsibility for planning and implementing services to meet students' out-of-class needs and providing programs to help students develop psychologically, emotionally, physically, and intellectually. The vice president supervises and administers the Division of Student Affairs; including operations and fiscal planning for the division and coordinates, in consultation of other professionals, the areas of emphasis, for programs and services to be provided for students.

Vice President for Finance and Administration (CFO)

The Vice President for Finance and Administration (CFO) of the University is responsible for providing financial and operational leadership and coordination for the university. The subdivisions making up the Division of Finance and Administration include Office of the Controller and Treasurer, Campus Services, and Procurement & Contracts. Financial functions of the university, centralized in the Division of Finance and Administration, include the receiving, managing, and disbursing funds from all sources and for fiscal planning and the development of budgets for the university. Operational functions of the university, centralized in the Division of Finance and Administration, include the managing of facilities, parking, transit, and construction (planning and design).

Vice President for Access, Diversity, and Inclusion

The Vice President for Access, Diversity, and Inclusion (VPADI) serves as the senior diversity and inclusion advisor to the President and has administrative responsibility to provide strategic and programmatic leadership for access, diversity and inclusion initiatives that advance equity as a critical component of social, academic and intellectual life at MSU. The VPADI provides vision and leadership to effectively integrate inclusion into the work of MSU, working closely with university leadership and the university community to shape and implement investments, plans and strategies aligned with institutional goals and creating a welcoming environment for all. This includes facilitating and coordinating university strategic planning and prioritization in the areas of diversity and inclusion; conducting periodic climate surveys; and working collaboratively to develop and implement strategies and initiatives that advance a climate of diversity and inclusion and support.

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E. Academic and Research Councils

The Academic Deans Council

The Academic Deans Council provides leadership in establishing academic policies and procedures, in making decisions about academic programs, and in recommending new degree programs. This body participates in developing long range plans for the university. The Academic Deans Council is chaired by the provost and executive vice president, and includes the associate provost and associate vice president for administrative affairs, the deans of the colleges, the director of the center for distance education, the dean of university libraries, the dean of the Meridian campus, the dean of the Shackouls honors college, the vice president of the Robert Holland faculty senate, and the vice president of the student association.

The Associate Deans Council

The Associate Deans Council recommends academic policies and operational procedures to the Academic Deans Council and implements approved policies and decisions. The Associate Deans Council consists of the associate provost, who serves as chair, the chief information officer, the associate vice president for administrative affairs, the registrar, an associate or assistant dean (or designated representative) from each school, college, or division, as assigned by the appropriate dean, the chair of the academic affairs committee of the faculty senate and attorney general of the Student Association. Other persons may be invited to attend as resource persons.

The Graduate Council

The Graduate Council is the executive committee of the graduate faculty and is responsible for the evaluation and recommendation of academic policy and programs related to graduate study at Mississippi State University. In addition, the members of the council may advise the college deans on any matter they or the deans believe is

appropriate. The chairperson of the Graduate Council is elected from the membership for a one-year term that is renewable.

The council is composed of one elected member from each of the academic colleges or schools offering graduate study (programs), and one less in number appointed by the provost. Not more than two appointed faculty members may be from the same college or school. To be eligible for membership on the council, members must have Level 1 status on the graduate faculty. The term of office is three years. Vacancies on the council are filled in the same manner in which the member vacating the position was selected.

In addition to the faculty, the council has one graduate student representative who is usually the president of the Graduate Student Association and is appointed for a one-year term.

Ex officio members of the Graduate Council include the dean of graduate school, associate dean of the graduate school, the provost and executive vice president, the vice president for research and economic development, the associate provost, the dean of university libraries, the director of distance education, the chair of the university courses and curriculum committee, the director of the office of institutional research and effectiveness, the director of the international institute, the graduate studies manager, and the associate director of admissions.

The Research and Technology Council

The Research Council, chaired by the Vice President for Research and Economic Development, advises the president on research policies and procedures and on strategic initiatives in research and economic development. Members of the council are identified and appointed by the vice president in consultation with the president.

The Associate Deans for Research Council

The Associate Deans for Research Council, chaired by the Associate Vice President for Research, advises the Office of the Vice President for Research and Economic Development (ORED) on the university's research agenda, policies, and strategic direction. When requested, this council works together to recommend solutions to current questions being considered by ORED. Members of the council include all associate deans for research.

The Faculty Research Advisory Committee

The Faculty Research Advisory Committee (FRAC), chaired by the Associate Vice President for Research, represents faculty interests in the research program. It may function as an advisory body review panel for internal competitive grants programs and make recommendations on operation of university research programs. Members of the

FRAC include appointed members from the colleges, the director of Sponsored Program Administration (ex officio) and one representative from the faculty senate.

The International Institute

The International Institute is responsible for providing oversight for the international academic, research and outreach activities. The institute encompasses the Office of International Programs, Study Abroad, and the International Services Office. The associate vice president and executive director of the institute is responsible to the Provost and Executive Vice President of Academic Affairs, the Vice President of Agriculture, Forestry, and Veterinary Medicine, and the Vice President of Research and Economic Development.

The Academic Department Heads Council

Members of the Academic Department Heads Council serve as liaisons between the provost's office and their college-level peers, including other heads and directors. The committee advises on issues related to the effective management of the academic departments to ensure a productive work environment and adherence to university policies.

F. Standing Committees

Each fall the *Standing Committees* listing is published on the university website (<https://www.msstate.edu/directory/standing-committees/>) listing appointments of faculty, staff, and students to the university's system of standing committees. Committee appointments, which begin in August, typically are for terms of not more than three years, although successive appointments may be made. The website displays the year in which an individual's appointment to a particular committee expires. Individuals whose university titles are given in lieu of an expiration date serve on that committee by virtue of their position or special expertise, and are appointed for indefinite terms.

Most of the committees serve as advisory bodies. *Ad hoc* committees are appointed during the year as needs arise.

G. Nonacademic Personnel

Nonacademic divisions of the university are generally organized in ways similar to the organization of the academic subdivisions, with departmental heads in charge. The heads, subject to the approval of their superiors, are responsible for hiring personnel and for supervising their performance. The organizational chart of the university shows how the nonacademic departments relate to the president.

H. Organizational Chart

The organizational chart of the university is updated and posted online at (<http://www.hrm.msstate.edu/orgchart/University%20Org%20Chart.htm>)

III. The Faculty

A. Organization of the Faculty: Charter

The faculty of Mississippi State University is organized under the guidelines set down in *the Charter of Organization of the Faculty of Mississippi State University*. The faculty is divided into two categories, the general faculty and the graduate faculty.

THE CHARTER OF ORGANIZATION OF THE FACULTY OF MISSISSIPPI STATE UNIVERSITY

The General Faculty Composition

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

Academic

Instructor I, II, and III
Assistant Professor
Associate Professor
Professor
Assistant Teaching Professor
Associate Teaching Professor
Teaching Professor
Assistant Professor of Practice
Associate Professor of Practice
Professor of Practice

Clinical

Clinical Instructor I, II, and III
Assistant Clinical Professor
Associate Clinical Professor
Clinical Professor

Extension

Extension Instructor I, II, and III
Assistant Extension Professor
Associate Extension Professor
Extension Professor

Research

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.

Voting Eligibility

All the members of the general faculty may vote.

Officers

The officers of the general faculty shall be a chair, who is the president of the university, and a vice chair, who is the president of the faculty senate. The vice chair shall act as the recorder at meetings and as the chair of the general faculty in the absence of the president or his/her designated representative. In the latter case, the vice chair shall appoint a member of the general faculty to act as recorder.

Organization

The chair of the general faculty shall appoint a committee to draft the necessary bylaws not contradictory to this charter, to enable the general faculty to perform its functions. These bylaws will become effective upon approval by a majority of the voting members.

Meetings

The general faculty shall meet twice a year within 30 days after completion of registration of spring and fall semesters and at other times upon call of the president of the university or of the faculty senate or by petition of 25 percent of the general faculty. A quorum shall consist of two hundred and fifty (250) members who are present and eligible to vote.

Official business of the general faculty will be proposed and discussed during a general faculty meeting. Voting on items can be conducted electronically for up to one (1) week after the general faculty meeting or can be conducted during the general faculty meeting if 250 voting members are present. The vice chair will be responsible for accomplishing the balloting and for reporting the results to the faculty within one month of vote.

Functions

The general faculty shall elect, according to the Charter of the Faculty Senate, the members of the faculty senate.

The general faculty shall function individually or collectively to recommend and refer to the faculty senate those matters dealing with the academic community and welfare of the university which it would desire to have the senate consider. This does not deny the right of direct approach of any member of the general faculty to the president or the administration.

The general faculty shall consider all matters referred to it by the president or the faculty senate or members of the general faculty and make recommendations concerning them at its discretion.

Amendments

The Charter of Organization of the Faculty can be amended by a petition submitted by the officers of the general faculty, or by a petition signed by 25 voting members. Amendments must be provided at least thirty (30) days prior to next general faculty meeting. Amendments must be approved by a majority of faculty voting on the amendment. Amendments shall then be submitted to the president of the university and become effective upon the president's approval.

B. Organization of the Faculty: Bylaws

Membership List

The vice chair of the general faculty shall keep available a current list of the membership of the general faculty.

Meetings

Members of the general faculty shall be notified at least seven days in advance of the date of each meeting unless an urgent meeting is summoned to deal with some emergency which will not admit delay.

Convocations of the faculty community that are called for the purpose of introducing new members and welcoming the community to a new school year may not be considered as meetings of the general faculty that are called for by the charter.

Committees

The Robert Holland Faculty Senate, as prescribed in the Charter of Organization of the Faculty of Mississippi State University, is a standing committee of the general faculty.

Special Committees

The general faculty may create special or ad hoc committees for special purposes at any time. Each such committee will report its findings to the general faculty upon completion of its charge.

Order of Business

The regular order of a meeting shall be:

1. Old business
2. Report from the president and chair of the general faculty
3. Report from the Robert Holland Faculty Senate
4. Reports of from university committees designates
5. Time for questions

6. New business.

During that portion of the meeting devoted to questions, the chair shall reply to questions on the operation, policies, practices, and other aspects of the university. Questions can be submitted in advance to the Office of the President.

If time does not allow answers to be given to all of the written questions submitted to the Office of the President prior to the meeting, a written response to the unanswered questions will be sent to members of the general faculty within two weeks of that meeting.

Authority and Records

The general authority for parliamentary procedure in all matters not inconsistent with these bylaws shall be *Robert's Rules of Order*, current edition.

C. The Charter of the Robert Holland Faculty Senate

The general faculty elects representatives (senators) to the Robert Holland Faculty Senate, which functions as a channel of communication between the faculty and the president. The Robert Holland Faculty Senate advises the president on matters referred to it.

Composition

Senators of the Robert Holland Faculty Senate, referred to elsewhere in this document as the faculty senate, shall be elected from the members of the general faculty who have had at least one year of service. Administrative officers at or above the assistant dean level (or equivalent) at Mississippi State University shall not be eligible for elected membership. The president and vice presidents are members of the senate ex officio. Four advisory (non-voting) members shall be the presidents of the Graduate Student Association and the Student Association, or their designates, and elected representatives of the Division of Student Affairs and the Professional and Support Staff Council.

Senators shall be elected by secret ballot from and by full time faculty members of the divisions of the university to be listed below. Faculty members are eligible to vote only within and for members of their particular division. The maximum number of senators on the faculty senate shall be 50. The senate seats shall be allocated on the basis of proportional representation from each of the divisions. All divisions shall be entitled to at least one senator.

Senate representation shall be refigured at two-year intervals or as necessitated by a change in the number of units represented. The units to be represented are as follows:

- College of Agriculture and Life Sciences and associated personnel of the Mississippi Agricultural and Forestry Experiment Station
- College of Architecture, Art and Design
- College of Arts and Sciences
- College of Business
- College of Education
- Bagley College of Engineering
- College of Forest Resources and associated personnel of the Forest and Wildlife Research Center
- College of Veterinary Medicine
- Mississippi State University Extension Service
- Mississippi State University-Meridian Campus
- The Libraries.

Other units composed of members of the general faculty may be represented upon the recommendation of the Robert Holland Faculty Senate and the approval of the general faculty. Faculty equivalent individuals who report to various administrative entities but do not hold appointments in one of the units listed above shall be assigned to one of the above units by the appropriate vice president.

Each senator shall serve a period of three years, with elections to be completed by March 15th for membership to be assumed during the April meeting and to participate in meetings thereafter. A senator may serve two consecutive terms, after which he/she is ineligible for membership for a year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.

Voting Eligibility

Only elected members of the faculty senate (senators) may vote.

Officers

Officers of the faculty senate shall consist of a president, vice president, and secretary who shall be elected in April by a secret majority vote of the senators present. These officers shall serve for a period of one year (July 1 through June 30). Those holding the offices of president and vice president shall not be eligible for more than two consecutive terms.

Organization

The president of the faculty senate will appoint a committee to draft the necessary bylaws not contradictory to this charter, to enable it to perform its function. These bylaws will become effective upon approval of the majority of the senators present at a regularly scheduled senate meeting.

Support

The university shall consider in its budget an appropriation of funds or the appointment of facilities sufficient to allow the faculty senate to perform its functions.

Meetings

The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester and upon call of the president of the senate or petition of seven of its senators. A quorum shall consist of a majority of the senators eligible to vote.

Functions

The faculty senate shall make recommendations to the president of the university on matters pertaining to the welfare of the university.

- The faculty senate shall consider all matters brought before it by the president of the university, the administration, the general faculty, or individuals of the general faculty, and make recommendations concerning them when appropriate.
- The faculty senate shall keep the general faculty fully informed of recommendations.
- The faculty senate shall be represented by its president or his/her representative on the Athletic Council, Board of Directors of the Alumni Association, Executive Council, Planning Committee, and University Faculty Senates Association and other committees as requested by the senate and/or university administration.
- The faculty senate shall be represented by its vice president or his/her representative on the Academic Deans Council, and University Faculty Senates Association, and other committees as requested by the senate, the president of the senate and/or university administration.

D. The Bylaws of the Robert Holland Faculty Senate

The Robert Holland Faculty Senate, having been brought into being by the Charter of Organization of the Faculty of Mississippi State University, conscious of its role as an agency for stimulating, ascertaining, and appropriately articulating considered views and opinions of and for the general faculty will assist in the continued improvement of the university.

Duties of Officers

President: The president of the Robert Holland Faculty Senate is the chief administrative official of the senate and its presiding officer. He/she has the powers and responsibilities commensurate with such functions. Specifically, he/she is charged with the responsibility to:

- send to senators, so as to reach them not less than three full days before a meeting, a notice of the specific items of subjects that he/she knows to be on the agenda for the coming meeting;
- ensure a record of the actions of each meeting be available to members of the general faculty within two weeks following each meeting;
- appoint the members and the chair of each committee;
- transmit to the president of the university, or to such other person to whom a senate recommendation may be directed, the recommendation of the senate;
- keep the senate informed of the disposition of each recommendation that is made;
- state clearly each issue that is being voted on before the vote is taken and announce the results of the vote immediately thereafter;
- notify newly elected senators of their right to participate in the nomination of candidates for the position of president of the senate;
- notify the dean or head of each college or division when any vacancy occurs that an election should be held to fill such vacancy on the senate;
- appoint members of other committees as specified by university policy;
- represent faculty senate on the Athletic Council, Board of Directors of the Alumni Association, Executive Council, Planning Committee, and University Faculty Senates Association and other university committees as requested by the senate and/or university administration.

Vice President: The vice president of the Robert Holland Faculty Senate shall preside at senate meetings in the absence of the president. When the senate is to be represented by the president and he/she is unable to represent it, the vice president shall be designated to represent it.

If for any reason the position of senate president should become vacant, the vice president shall become president, and a new vice president shall be elected according to the procedure set forth in this document. In the event of the absence of the president and the vice president at a meeting, the senate must select one of its senators to be the temporary president for that meeting.

The vice president of the senate or his/her representative shall represent the faculty senate on the academic deans council, and other committees as requested by the senate, the president of the senate and/or university administration.

Secretary: The secretary of the Robert Holland Faculty Senate shall:

- maintain a record of senate deliberations, keep current a membership list of the Robert Holland Faculty Senate, which shall include the date of expiration of each elected senator's term;
- keep current a membership list of each committee of the senate;
- maintain a list of senate designates on university committees;
- maintains records posted on the faculty senate website (<https://www.facultysenate.msstate.edu/>)

Procedures

Studies and Recommendations

- Each proposal for a study or recommendation by the Robert Holland Faculty Senate must be presented to the senate president in writing with the proposer's name appearing thereon. Each new proposed study or recommendation shall be provided in written form via electronic or print format or read by the president to the senate prior to voting to accept the study or recommendation.
- After introduction, the question shall be on sending the proposed study or recommendation to committee for further processing.
- Upon the senate's approval, each proposed study or recommendation shall be assigned to the appropriate committee by the president, and a report from that committee is expected in a timely manner at a subsequent meeting of the senate.
- Following the questions of fact, debate shall take place on the question of adopting the proposed recommendation, as presented by the committee, as a recommendation of the senate. Amendments may be offered from the floor.
- One recommendation, or more, adequately based on such a report, may be adopted in the meeting at which the report is given only if the committee has provided the senators with a written copy (electronic or print format) of its report at least three full days before the meeting at which the report is given.
- A recommendation of no action, or the failure of a committee to make a report or recommendation, shall not preclude the right of the senate to take further action on a proposed recommendation or a variation of it.

External Resolutions: The proposing and adopting of resolutions pertaining to persons or matters outside the senate shall follow the procedure of proposed recommendation, for adoption, except that if such a proposed resolution shall have been presented to the senate president so as to have been included by him/her in the notification of the agenda to the senators at least three full days in advance of a meeting, it can be moved for adoption at that meeting.

Internal Affairs: Motions and resolutions pertaining to internal matters of the senate, which are not otherwise provided for by these bylaws or by the senate's charter, can be initiated and passed upon in a single meeting. A majority vote of those senators present and voting "aye" or "nay" is required for adoption of such motions and resolutions.

Amending the Bylaws: Each proposal for an amendment to these laws shall follow the procedure of a proposed recommendation, except that for any amendment to be adopted it must receive a two-thirds vote of the senators present.

Election of Senators: Each senator shall serve a period of three years, with elections coordinated by the Faculty Senate to be completed by March 15th for membership to be assumed during the April meeting. Colleges/units may elect senators by any procedure provided that:

- the call for nominations is open to the entire college/unit for a reasonable time;
- each person named on the ballot has agreed to serve, if elected;
- there is a clear provision, announced in advance, to determine how multiple vacancies of different terms (three-year term, completion of three-year term, sabbatical-replacement) will be filled;
- elections occur during the 9-month academic year, except in units in which all faculty members have 12-month contracts.

Election of Officers: Nominations for the position of president of the Robert Holland Faculty Senate shall be provided in writing to the Faculty Senate Office or the elections officer by any person who shall be a senator in the forthcoming year. The nominations shall be made during a specified time interval between the regular March and April meetings of the senate. In 2008, the faculty senate approved the following procedures for the election of officers:

1. Nominations and elections will be supervised and facilitated by an “elections officer” in the following order of appointment: a) outgoing president, b) elected officer (outgoing vice president, then outgoing secretary), c) a member of the executive committee appointed by the outgoing president, provided she/he is still on the senate and not a candidate for office. The elections officer will be appointed at the March meeting of the senate.

Duties of the elections officer will be to:

- A. Conduct the elections of officers
 - B. Call on candidates for speeches prior to election using alphabetical order
 - C. Develop questions for candidates to answer prior to the third round of balloting if necessary.
 - D. Send out and receive absentee ballots for the first round of balloting
2. All candidates nominated and willing to stand for election will submit electronically a one page statement indicating qualifications and reasons for seeking election to the specific senate office and a vita for distribution to the senate members no later than 5 p.m. one week prior to the date of elections. Statements and vitas will then be electronically forwarded to all senators no later than 5 p.m. the Monday prior to the election.
 3. In the event there are not two candidates for an office, candidates running from the floor should bring a statement indicating reasons for seeking election to the specific senate office for distribution at the senate meeting, and will distribute such statement to all senators present.

4. All candidates shall have a maximum of five (5) minutes to speak prior to the first ballot for their position. After the second ballot candidates will respond to a question formulated by the elections officer, and again will have a maximum of five (5) minutes to respond to the question.
5. Absentee ballots will be permitted on the first ballot only. In order to receive an absentee ballot, the senator must request an absentee ballot from the elections officer, and must provide an excuse for senate absence. Ballots must be requested no later than 12:00 noon on the Tuesday prior to the elections. Absentee ballots must be returned to the elections officer no later than 5 p.m. on the Wednesday prior to the elections. Absentee ballots may be submitted to the Robert Holland Faculty Senate or emailed directly to the elections officer.
6. After the March elections of new senators from their respective colleges, a detailed description of the "Nominations and Elections Operating Procedures" will be provided to all senators eligible to vote in the April election of senate officers. This will include instructions for requesting and submitting absentee ballots from and to the appointed "elections officer".

The president's notice of the agenda for the election meeting shall contain an alphabetical list of the names that have been placed in nomination. If no more than one name has been received in nomination, then additional names can be placed in nomination from the floor. No person shall be considered a nominee unless he/she shall have served on this Senate at least one year.

At the election meeting, secret balloting for the office of president, from among those nominated, shall be conducted immediately following old business. Note that outgoing senators' terms are over at the conclusion of old business of the April agenda. Senators whose terms expire in April that year (and were not re-elected by their college) are not eligible to vote in officer elections. Newly elected senators are not able to vote on old business during the April meeting, but they are eligible to vote on the officer elections and new business.

If no person receives a majority of the voting senators, which includes absentee ballots in the first round only, a second balloting shall take place between the top two vote receivers of the first balloting, or top three vote receivers should there be a tie for second place. Balloting shall continue on those names which were on the second ballot until one receives the required vote. Nominations from the floor will be allowed if there is still a deadlock after five ballots.

The senate shall then proceed to nominate and elect first a vice president who has served on the senate at least one year and then a secretary. In both cases the

procedure for election and the required vote as described in Item 2 and Item 3 of this section shall be the same as that given for the election of the senate president.

Following the election of all officers, the retiring president shall present the new officers to the senate.

Order of Business

The regular order of business of the senate shall be:

1. Adoption of minutes.
2. Recognition of new members and guests of the senate (when appropriate).
3. Report of president. This shall include a report of the disposition of previous senate recommendations and resolutions and the report of communication to the senate.
4. Report of vice president.
5. Report from faculty senate designates on university committees.
6. Business to be sent to committee.
7. Standing committee reports.
8. Special committee reports.
9. Old business.
10. New business. Those proposed recommendations, studies, and resolutions that have been submitted to the president in writing shall be considered first, and then items that might be brought up from the floor shall be considered.

(At the April meeting, election of officers is to occur just prior to new business.) Note that outgoing senators' terms are over at the conclusion of old business of April agenda. Outgoing senators are not eligible to vote in officer elections. Newly elected senators are not able to vote on old business during the April meeting, but they are eligible to vote on the officer elections and new business.

Standing Committees

The Robert Holland Faculty Senate shall have standing committees through which it can systematically and continually keep itself informed. These committees and their jurisdictions, until the Senate otherwise directs by a majority of senators, shall be:

- *Academic Affairs*--those matters that are directly concerned with the university achievement of its primary purpose;
- *Ancillary Affairs*--those matters that are subservient and subordinate to and adjuncts of the primary purpose of the university but which do not fall within the areas of student or faculty affairs;
- *Faculty Affairs*--those ancillary matters which exclusively or primarily affect the General Faculty;
- *Student Affairs*--those ancillary matters which exclusively or primarily affect the students;

- *Charter and Bylaws*--for regular review and recommendation concerning the operating procedure, structure, size, representation, and other internal matters of the Senate; to report the number of general faculty in each unit represented on the faculty senate at the February meeting of each year; to report at the February meeting of every odd-numbered year the number of senators each unit is to have on the faculty senate until the next reapportionment. The chair of the Charter and Bylaws Committee will serve as the chair of the Faculty Handbook Committee, and as editor of the Faculty Handbook.
- *University Resources*--study the allocation of resources within the university and acquaint the faculty senate with such allocations.

All senators (with the exception of the president and vice president) will be appointed to a standing committee by the president. Each senator shall serve on that committee to which he/she is appointed throughout his/her term on the senate, unless he/she asks for and receives removal by the senate president. The chair of each standing committee shall be appointed yearly by the newly elected senate president.

Each standing committee shall receive, inform itself concerning, and report to the senate through one of its members on any proposed recommendation, study, or other matter which shall have been referred to it by a vote of the senate. In the discharge of its responsibility, it shall seek collectively, and its members shall seek individually, such factual information and the opinion of such interested parties as will provide the senate with a firm and complete basis for sound and responsible decisions.

Special Committees

By a vote of the senate, or on the initiative of the senate president, special committees can be created temporarily to handle such matters as do not readily fall within the jurisdiction of one of the standing committees, or to handle such matters as might require intensive work or special handling.

The majority of the members of a special committee shall be from the faculty senate.

The Executive Committee of the Faculty Senate shall be a special committee chaired by the senate president and shall consist of the vice president, secretary, and all the chairs of standing committees of the senate. This committee shall act as an advisory committee to the senate president on all matters brought to the attention of senate by any of its members or any items affecting the faculty brought to the attention of the senate president by members of the administration.

Terms

- The terms of office of the senate's officers shall begin July 1 and end June 30 for the following year. These officers retain full voting rights in the Faculty Senate until the completion of their terms as officers.
- Each senator shall serve a period of three years.

- Election of senators is to be completed by March 15th for membership that will be confirmed during the April meeting.
- The full term of a senator begins with election of officers during the April meeting.
- The full term ends upon completion of unfinished/old business during the April meeting.
- The terms of persons elected to fill unexpired terms of senators who resign or otherwise relinquish their membership are limited to the unexpired terms of the senators being replaced. Election and active membership of these replacements shall take place immediately following the occurrence of the vacancy.
- A senator may serve two consecutive terms, after which he/she is ineligible for membership for one year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.
- During reapportionment years, when a unit loses one or more senators and either none of the senators' terms expire that year, or more than one of the senators' terms expire that year, the faculty of the affected unit must determine which individual(s) will continue to represent them.
- When units represented on the faculty senate are deleted by a vote of the general faculty, the terms of the affected senators will expire mid-meeting in April of that year.

Meetings

- The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester. All meetings shall be held in the second week of each month, except when there is a conflict with scheduled holidays or other significant university events, such as graduation, in which case the meetings shall be scheduled on the Friday before or after the conflict. The August meeting will be held on the first Friday in August after classes have begun, i.e. normally the third Friday in August. If extraordinary circumstances cause a meeting to be cancelled (e.g., inability to meet because of natural disaster), the meeting should be rescheduled. Any changes to the regular senate meeting schedule should be communicated to the members as early as possible.
- All meetings shall be open unless by a two-thirds vote of the senators present the senate should otherwise direct for any meeting or part thereof.
- The senate, by a specific vote and for a specific purpose, may allow itself to be addressed by a non-member. The vote must be a majority of those present.
- While the senate has authority to make rules and regulations concerning the orderly manner and the time limitations thereof, no part of these bylaws or of such rules and regulations as shall be made by the senate shall ever prevent, obstruct, or inhibit the right of a senator or a member of the general faculty from personally bringing a matter to the attention of the senate during that portion of the meeting devoted to new business.
- Urgent meetings of the senate can be called to consider a matter which is felt to warrant immediate attention without the usual three-day notice of the meeting being given and the urgent matter shall be the agenda of the meeting; but such a meeting

shall be null and void unless its purpose shall have been clearly stated to each senator available for notification of the meeting.

- In such cases as the university goes to emergency operating procedures, meetings may be convened in a remote or hybrid format as determined by a vote of the executive committee.
- For elected senators to be counted as present, they must be physically present for all regularly scheduled faculty senate meetings, except for hybrid or remotely convened meetings during emergencies as stated above, unless granted an excused absence. When a senator has three consecutive unexcused absences of regular meetings of the senate, his/her dean shall be notified by the president of the senate and a new election will be held to replace the recalled member.

Voting

- Voting on the adoption of recommendations, external resolutions, amendments to the bylaws, and the appeal of rulings of the president shall be by a show of hands. The charter requires secret voting for the election of senate officers. In any other matter another method of voting may be used except that if one-third of the senators present request it, the vote must be by show of hands. In the case of hybrid or remotely convened meetings as mentioned above, voting may be carried out using secure electronic means.
- The affirmative vote of two-thirds of the senators present shall be sufficient to suspend provisions of the senate's bylaws in order to expedite the handling of a particular matter, but the provisions of the bylaws on vote and voting shall not be suspended.
- Only senators may vote, and the vote of a majority of successive members voting "aye" or "nay" shall be sufficient in all instances not otherwise provided for by the senate charter or its bylaws.

E. The Graduate Faculty

The Graduate Faculty are those Mississippi State University faculty whose expertise and professional accomplishments qualify them to participate in graduate education at MSU. The qualifications for Graduate Faculty are developed and approved by the Graduate Council and can be found at www.grad.msstate.edu/faculty/.

IV. Faculty Responsibilities and Academic Operating Policies

Important issues of an academic nature are established as Academic Operating Policies (AOPs) by the Provost and Executive Vice President. An alphabetized list of the AOPs is provided with links to the current AOPs. These policies are periodically reviewed and revised by the Associate Deans Council, Deans Council, and the Robert Holland Faculty Senate. All policies must be reviewed, maintained, and followed. To ensure the ease and accuracy of compliance, all policies are available at the Office of Internal Audit at http://www.msstate.edu/dept/audit/mainindex.html#VOLUME_II

V. Promotion and Tenure Procedures

Revised and Approved by the Robert Holland Faculty Senate, 5-6-2022

Signed by Provost and Executive Vice President, David Shaw,

Signed by President Mark Keenum,

A. Scope

Section V of the Faculty Handbook records Mississippi State University's policies and procedures governing academic tenure and promotion in rank. These policies and procedures were drawn up by the Robert Holland Faculty Senate in accordance with the Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning (IHL) (sections 402, 403, and 404) and have been approved by the Robert Holland Faculty Senate, the provost, and the university president.

Section V of the Faculty Handbook applies to faculty members in tenure-track positions and professional-track positions hereto referred to as general faculty. The appointment and termination of ~~professional-track~~ faculty members is governed by IHL Board Policy 404.01-404.02, and their promotion is governed by [IHL Board Policy](#), university, college, school and department policies. Professional-track faculty members are eligible for promotion, but not tenure. Professional-track faculty may apply for open tenure-track positions or vice versa.

Suggested changes and recommendations to Section V can originate with the university president, the provost, the University Promotion and Tenure Committee, the Faculty Senate, and/or the general faculty. The president of the Faculty Senate will distribute copies of the suggested change(s) and recommendation(s) to all senate members and the Faculty Senate will prepare its own recommendation(s). The Faculty Senate's report on the recommended changes to Section V of the Faculty Handbook will be reviewed at two regularly scheduled senate meetings before a vote on the recommendations will be held. A copy of the Faculty Senate's decision will be sent to the University Promotion and Tenure Committee. Final action on the recommendation(s) will be taken by the university president and announced through all appropriate channels.

The procedure outlined in the previous paragraph will be followed, unless some extraordinary occasion should demand a more immediate change. In all cases, however, the Faculty Senate must vote to approve all changes to Section V and the University Committee on Promotion and Tenure will be a part of the process of consideration as described below.

The policies and procedures in effect during any academic year must have been fully approved by the Faculty Senate and signed by the provost and the university president. If the changes to Section V are approved between May 16 and October 1 of a given year (calendar year 1), then changes will go into effect May 16 of the following year (calendar year 2). If the changes are approved after October 1 (calendar year 1) and before May 16 of the subsequent year (calendar year 2), then changes will go into effect on May 16 of the following year (calendar year 3). In both cases, all college and department documents must be revised as necessary no later than the effective date of the revised Section V of the Faculty Handbook. Copies of all officially approved promotion and tenure policies and procedures, including subsequent revisions, together with their dates of approval, will be kept in the Faculty Senate Office and the Office of the Provost. In addition, an electronic copy of the current policies and procedures will be posted on the Mississippi State University website (at www.facultysenate.msstate.edu).

B. Academic Rank

A faculty member of professorial rank must have a professional or terminal degree appropriate to the discipline (or the equivalent in training and experience), a strong commitment to higher education and to the mission of Mississippi State University, and a willingness to assume the responsibilities and obligations appropriate to a university faculty member.

Faculty tracks at Mississippi State University include tenure-track positions and professional-track positions.

Tenure-Track Positions

Assistant Professor (Rank 1): A faculty member who has met the requirements in the first paragraph of section B. Academic Rank and has the potential to be successful in the areas of teaching, research and/or creative achievement, and service.

Associate Professor (Rank 2): A faculty member who has met the criteria for assistant professor, who has consistently demonstrated an ability to perform at a satisfactory level in teaching, research and/or creative achievement, and service, and who excels in at least one of these areas. Based upon the criteria established in the department promotion and tenure 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 their profession, field, or discipline.

Professor (Rank 3): A faculty member who has met the criteria for associate professor, who has consistently demonstrated an ability to perform at a satisfactory level in teaching, research and/or creative achievement, and service, and who

excels in at least two of these areas. Based upon the criteria established in the department promotion and tenure documents, a professor must have a national and/or international reputation within their profession, area of expertise, or discipline.

Professional-Track Positions

Teaching Professor Ranks:

Assistant Teaching Professor (Rank 1): A faculty member with a terminal degree in a discipline appropriate for the position, who possesses the potential for successful performance in instructional activities in a university environment, and who should contribute to the service and/or other scholarly activities of the unit, university, and/or profession.

Associate Teaching Professor (Rank 2): A faculty member who has met the criteria for assistant teaching professor, has demonstrated an ability to perform at a level of excellence appropriate for the rank in instructional activities, and who significantly contributes to the service and/or other scholarly activities of the unit, university, and/or profession.

Teaching Professor (Rank 3): A faculty member who has met the criteria for associate teaching professor, has consistently demonstrated excellence in instructional activities, and who is consistently contributing at a high level to the service and/or other scholarly activities of the unit, university, and/or profession.

Professor of Practice Ranks:

Assistant Professor of Practice (Rank 1): 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 activities in a university environment, and who should contribute to the service and/or other scholarly activities of the unit, university, and/or profession.

Associate Professor of Practice (Rank 2): A faculty member who has met the criteria for assistant professor of practice, has demonstrated an ability to perform at a level of excellence appropriate for the rank in instructional activities, and who significantly contributes to the service and/or other scholarly activities of the unit, university, and/or profession.

Professor of Practice (Rank 3): A faculty member who has met the criteria for associate professor of practice, has consistently demonstrated excellence in instructional activities, and who is consistently contributing at a high level to the service and/or other scholarly activities of the unit, university, and/or profession.

Clinical/Extension/Research Professor Ranks:

* *Some Extension and Research positions are tenure-track. Faculty holding a tenure-track Extension or Research position should refer to the tenure-track guidance above.*

Assistant Clinical/Extension/Research Professor (Rank 1): A faculty member with a terminal degree in the discipline, who possesses the potential for successful performance in clinical/extension/research activities or creative achievement in a university environment, and who should contribute to the service of the unit, university and/or profession.

Associate Clinical/Extension/Research Professor (Rank 2): A faculty member who has met the criteria for assistant clinical/extension/research professor, has demonstrated an ability to perform at a level of excellence appropriate for the rank in clinical/extension/research activities or creative achievement, and who significantly contributes to the service of the unit, university, and/or professions.

Clinical//Extension/Research Professor (Rank 3): A faculty member who has consistently demonstrated excellence in clinical/extension/research activities or creative endeavors, and who is consistently contributing at a high level to the service of the unit, university, and/or profession.

Instructor Ranks:

Instructor I (Rank 1): 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 activities in a university environment, and who should contribute to the service of the unit, university, and/or profession.

Instructor II (Rank 2): A faculty member who has met the criteria for Instructor I, has demonstrated an ability to perform at a level of excellence appropriate for the rank in instructional activities, and who significantly contributes to the service of the unit, university, and/or profession.

Instructor III (Rank 3): A faculty member who has met the criteria for Instructor II, has consistently demonstrated excellence, and who is consistently contributing at a high level to the service of the unit, university, and/or profession.

Clinical/Extension Instructor Ranks:

Clinical/Extension Instructor I (Rank 1): 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 clinical/extension activities or creative achievement in a university environment, and who should contribute to the service of the unit, university and/or profession.

Clinical/Extension Instructor II (Rank 2): A faculty member who has met the criteria for Clinical/Extension Instructor I, has demonstrated an ability to perform at a level of excellence appropriate for the rank in clinical/extension activities, and who significantly contributes to the service of the unit, university, and/or profession.

Clinical/Extension Instructor III (Rank 3): A faculty member who has met the criteria for Clinical/Extension Instructor II, has demonstrated excellence in clinical/extension activities, and who is consistently contributing at a high level to the service of the unit, university and/or profession.

C. Faculty Advancement

Promotion and Tenure of Tenure-Track Faculty

Promotion

Promotion is never granted simply for satisfactory performance or for length of service but reflects progressively higher professional competence and accomplishment. Promotion from Assistant Professor to Associate Professor, or from Associate Professor to Professor, will normally only be considered after a faculty member has served at least five years in rank so that sustained productivity at Mississippi State University 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. Professional achievement at another academic institution may be considered for promotion.

Tenure

The granting of tenure is a faculty-driven process and is the academic community's chief guarantee of academic freedom for the faculty member to perform their academic duties without undue or inappropriate external pressures.

Definition: *Tenure* is defined by IHL Board Policy 403.01 as “Continuing employment that may be granted to a faculty member after a probationary period upon nomination by the Institutional Executive Officer for election by the Board.”

IHL Board Policy 403.0104 further provides that a tenured faculty member is protected from dismissal except under the extraordinary circumstances stated in section *L*.

Dismissal of Tenured Faculty of this document.

According to IHL Board Policy 403.01, tenure is granted in a department, unless otherwise designated by the IHL Board.

Attainment of tenure at Mississippi State University is by no means automatic, based on years of service, but is the result of a thorough evaluation of a faculty member's performance in the following core areas: -in teaching, research and/or creative achievement, and service.~~in teaching, research and/or creative achievement, and service.~~

- ~~— Professional training and experience;~~
- ~~— Effectiveness of teaching;~~
- ~~— Effectiveness, accuracy, and integrity in communications;~~
- ~~— Effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility;~~
- ~~— The absence of malfeasance, inefficiency and contumacious conduct in the faculty member's performance of his/her faculty position at the university;~~
- ~~— Professional growth, such as research, publications, and creative activities; and~~
- ~~— Service and other non-teaching activities, which reflect favorably upon the institution.~~

~~Tenure is granted with the university's expectation that the faculty member will continue to perform at or above the minimum standards set by the department or school, college, and university.~~

-The proportions of these activities may vary by discipline. Excellence in at least one area and satisfactory performance in the others two are needed to qualify a faculty member for tenure, but a department and/or college may require more rigorous standards. Along with the core areas, a faculty member needs to be certified satisfactory in the following four areas:

- Professional training and experience;
- Effectiveness, accuracy, and integrity in communications;
- Effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility;
- The absence of malfeasance, inefficiency and contumacious conduct in the faculty member's performance of his/her faculty position at the university.

~~Tenure is granted with the university's expectation that the faculty member will continue to perform at or above the minimum standards set by the department or school, college, and university.~~

Collegiality. For purposes of this document, collegiality is defined as the sharing of authority and responsibility among colleagues while avoiding patterns of behavior that are of such a disruptive nature as to hinder members of academic units from fulfilling their core duties or that hinder academic units from their academic mission. Inherent in that definition is the understanding that academic units and their members undertake the core duties of teaching, research, and service that are associated with the university's mission and seek to preserve the well-being of the institution.

Further, collegiality-:

- will not be associated with ensuring homogeneity and hence with practices that exclude persons on the basis of their difference from a perceived norm.
- will not threaten academic freedom.
- will not be confused with the expectation that a faculty member display "enthusiasm" or "dedication," evince "a constructive attitude" that will "foster harmony," or display an excessive deference to administrative or faculty decisions where these may require reasoned discussion.
- will not be confused with participation in social gatherings outside of the normal scope of the faculty member's roles related to research, teaching, and service.
- will not necessarily be in conflict with criticism and opposition.

Eligibility. Tenure may be granted to professors, associate professors, and simultaneously to assistant professors upon promotion to Associate Professor. Faculty members of all professorial ranks in specifically designated tenure-track positions may work toward tenure. An employee cannot be promoted into a professorial position unless specified in the original offer letter. Professional-track faculty positions cannot be converted to tenure track positions (IHL section 404.01).

Probationary Period

A tenure-track faculty member must apply for and be granted tenure by the university president during the sixth full contract year of employment in a tenure-track position. Failure to earn tenure at the end of the sixth full contract year will result in a terminal contract in the seventh full contract year. The probationary period for tenure-track faculty begins at the start of the faculty member's first full contract year. A full contract year is defined as one that starts on August 16 for 9-month employees and on July 1 for 12-month employees and continues until the next contract period. If the initial contract is for a partial year, e.g., starts after August 16 for a 9-month employee or after July 1 for a 12-month employee, that time is not included in the probationary period.

Up to five years of professorial experience at other universities may be counted in this probationary period, as determined and agreed upon by the department promotion and tenure committee, the department head or director, the dean, and the faculty member in the letter of offer at the time of initial appointment.

For clearly stated personal reasons (e.g., emergencies related to health, activation of military service, pregnancy, adoption, childcare, care of parents), a tenure-track faculty member may request an extension of up to two years from the first five years of this probationary period for an approved leave of absence or a modified assignment. Specific aspects of such an extension must be established by the department head or director, the dean, the provost, and the faculty member. Such an agreement must be in writing. The department promotion and tenure committee shall be notified in writing of the extension and the revised probationary period.

IHL Board Policy 403.0101 allows a faculty member or an administrative employee who held faculty rank at the level of Assistant Professor, Associate Professor, or Professor and tenure at another institution to be awarded tenure at the time of initial appointment if ~~approved by the President, recommended by the faculty of the tenuring department, the dean, the provost, and the university president, and awarded by the IHL Board.~~

For tenure-track faculty members with a shortened probationary period as specified in an offer letter or an approved extended probationary period, the "third-year review" should be held at the midpoint of the individual's probationary period.

Relationship Between Promotion and Tenure

Tenure-track faculty members who have met the requirements for promotion, but who have not fulfilled the probationary period for tenure, may be promoted without tenure.

Tenure-track faculty members who are granted tenure as assistant professors automatically meet the criteria for promotion to Associate Professor.

Performance Standards and Evaluation of Professional Activities

Every faculty member is expected to meet high standards of professional competence and integrity and to further the goals of their department or unit. In every case, a tenure-track faculty member's performance in ~~the following criteria teaching, research and/or creative achievement, and service~~ will be judged by all participants in promotion and/or tenure decisions ~~on the basis of specific criteria in written policy statements, developed by the appropriate academic units.;~~

1. -Professional training and experience;
2. Effectiveness of teaching;
3. Effectiveness, accuracy, and integrity in communications;

4. Effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility;
5. The absence of malfeasance, inefficiency and contumacious conduct in the faculty member's performance of his/her faculty position at the university;
6. Professional growth, such as research, publications, and creative activities; and
7. Service and other non-teaching activities, which reflect favorable upon the institution.

In addition, a tenure-track faculty member's performance will be judged based on criteria in written policy statements developed by the appropriate academic units.

In evaluating a tenure-track faculty member being considered for tenure and/or promotion, the appropriate faculty committees and academic administrators will give adequate consideration to the faculty member's professional performance as a function of their relative academic workload assignments within the 7seven categories required by the IHL Board. ~~three academic missions of service, teaching/instruction, and research/creative activities.~~ Adequate consideration of a tenure case consists of a conscientious review, which seeks out and considers all available evidence bearing on the relevant performance of the faculty member and assumes that the various academic units follow their approved procedural guidelines during the tenure and promotion review process. Such consideration should be based upon adequate deliberation over the evidence in light of relevant standards and exclusive of improper standards (i.e., any criterion not related to the professional performance of the faculty member). The evaluation of a tenure case should constitute a bona fide exercise of professional academic judgment.

All criteria should be based on the application of the highest professional standards and are to be in harmony with the following IHL Board defined university-criteria:

1. Professional training and experience;

2. Effectiveness of Teaching. Criteria for assessing instructional activities 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, as defined by the current academic operating policy/policies, 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.

3. Effectiveness, accuracy, and integrity in communications; The IHL Board endorses the American Association of University Professors' (AAUP) Statement of Principles on Academic Freedom and Tenure, which states in part: "When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."

4. Effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility;

5. The absence of malfeasance, inefficiency and contumacious conduct in the faculty member's performance of his/her faculty position at the university;

—Professional growth, such as research, publications, and creative activities.

6. Research and/or Creative Achievement. Criteria for assessing research and/or creative achievement activities may include systematic, original investigation directed toward the enlargement or validation of human knowledge, the solution of contemporary problems, or the exploration of creative forms that bring greater meaning to life. Excellence in research and/or creative achievement must be established by critical peer evaluation, using standards prevailing in the discipline. Excellence may be documented by books, articles, or reviews published by commercial or university presses or in refereed journals of international, national, or regional prestige; research grants, leading to high quality research, intellectual property; presentation of papers before professional groups; invited participation in scholarly conferences; editorial work for professional journals or publishers; or artistic or humanistic performances, presentations, or shows. Evidence of substantive progress on long-term projects that meet the criteria above may be considered as specified by the academic units.

—Service and other non-teaching activities, which reflect favorable upon the institution.

7. Service. Criteria for assessing service activities 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 department, 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.

Annual Faculty Evaluation and Review

At the time of initial appointment, each faculty member will be informed in writing by the department head or unit administrator whether the appointment is tenure-track or professional-track and referred to the Promotion and Tenure Procedures section of the Faculty Handbook (Section V), as well as college and department promotion and tenure policies (e.g. appropriate websites with online versions of these documents). The new faculty member will agree by signature to the understood and agreed upon terms of employment.

During the probationary period, the department head will counsel each tenure-track faculty member annually about progress toward promotion and tenure. This annual evaluation will ~~be in writing and will comprise a written~~ include at least: (1) a review of the previous year's progress; ~~and a written agreement about~~ (2) the faculty member's objectives, responsibilities, and expectations for the coming year; and (3) the department head's or director's assessment of progress toward promotion and tenure.

The ~~written agreement about the coming year~~ evaluation criteria must be consistent with the promotion and tenure criteria of the department, the school or college, and the university. If the department head or director and the faculty member cannot ~~reach agreement on any part of the evaluation~~, the matter will be referred to the dean.

The annual evaluation, signed by both parties, will be sent to the dean. A copy will be placed in the faculty member's personnel file. The faculty member has the right to attach a dissenting statement to all copies of this evaluation.

No record in personnel files relating to promotion or tenure is to be added, changed, or withdrawn without the knowledge of the faculty member and the unit administrator. Personnel files are confidential and are available only to the faculty member and university officials. Appropriate administrators will make all pertinent information available to elected promotion and tenure committees and administrators when the faculty member is a candidate for promotion and tenure. If material from a personnel file (or other material that is not in the candidate's promotion or tenure application) is provided to a committee or administrator, then the candidate will be provided a copy of the material and an opportunity to submit their written comments regarding the material before the material is considered by the committee or administrator. Otherwise, no additions will be made.

Promotion of Professional-Track Faculty

Promotion

Promotion is never granted simply for satisfactory performance or for length of service, but reflects progressively higher professional competence and accomplishment. Promotion from one level to the next will normally only be considered after a professional-track faculty member has served at least five years in rank so that sustained productivity at Mississippi State University 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. Professional achievement at another academic institution may be considered for promotion.

Performance Standards and Evaluation of Professional Activities

Every faculty member is expected to meet high standards of professional competence and integrity and to further the goals of their department or unit. In every case, the performance of professional-track 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.

In evaluating a professional-track faculty member being considered for promotion, the appropriate faculty committees and academic administrators will give adequate consideration to the faculty member's professional performance as a function of their relative academic workload assignments within the 7 IHL defined criteria included below~~three academic missions of service, teaching/instruction, and research/creative activities~~ as stated in the faculty member's offer letter. Adequate consideration for promotion consists of a conscientious review, which seeks out and considers all available evidence bearing on the relevant performance of the faculty member, and assumes that the various academic units follow their approved procedural guidelines during the promotion review process. Such consideration should be based upon adequate deliberation over the evidence in light of relevant standards and exclusive of improper standards (i.e. any criterion not related to the professional performance of the faculty member). The evaluation of a promotion case should constitute a bona fide exercise of professional academic judgement.

All criteria should be based on the application of the highest professional standards and are to be in harmony with the following IHL Board~~university~~ criteria:

1. Professional training and experience:

1.

—Effectiveness of teaching:

2. Teaching: Criteria for assessing instructional activities 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 as defined by the current academic operating policy/policies 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.

3. Effectiveness, accuracy, and integrity in communications; The IHL Board endorses the American Association of University Professors' (AAUP) Statement of Principles on Academic Freedom and Tenure, which states in part: "When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."

4. Effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility;

5. The absence of malfeasance, inefficiency and contumacious conduct in the faculty member's performance of his/her faculty position at the university;

6. Professional growth, such as research, publications, and creative activities. Research is not an expectation of instructional faculty (i.e. Teaching Professors, Professors of Practice, and Instructors) 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.

Professional-track faculty who are not in instructional tracks may be required to perform research and/or creative achievement activities. Criteria for assessing research and/or creative activities may include systematic, original investigation directed toward the enlargement or validation of human knowledge, the solution of contemporary problems, or the exploration of creative forms that bring greater meaning to life. Excellence in research and/or creative achievement must be established by critical peer evaluation, using standards prevailing in the discipline. Excellence may be documented by books, articles, or reviews published by commercial or university presses or in refereed journals of international, national, or regional prestige; research grants, leading to high quality research, intellectual property; presentation of papers before professional groups; invited participation in scholarly conferences; editorial work for professional journals or publishers; or artistic or humanistic performances, presentations, or shows. Evidence of substantive progress on long-term projects that meet the criteria above may be considered as specified by the academic units.

—Service and other non-teaching activities, which reflect favorable upon the institution.

7. Service: Criteria for assessing service activities 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 department, 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.

~~Research and/or Creative Achievement: Research is not an expectation of instructional faculty (i.e. Teaching Professors, Professors of Practice, and Instructors) 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.~~

~~Professional-track faculty who are not in instructional tracks may be required to perform research and/or creative achievement activities. Criteria for assessing research and/or creative activities may include systematic, original investigation directed toward the enlargement or validation of human knowledge, the solution of contemporary problems, or the exploration of creative forms that bring greater meaning to life. Excellence in research and/or creative achievement must be established by critical peer evaluation, using standards prevailing in the discipline. Excellence may be documented by books, articles, or reviews published by commercial or university presses or in refereed journals of international, national, or regional prestige; research grants, leading to high quality research, intellectual property; presentation of papers before professional groups; invited participation in scholarly conferences; editorial work for professional journals or publishers; or artistic or humanistic performances, presentations, or shows. Evidence of substantive progress on long-term projects that meet the criteria above may be considered as specified by the academic units.~~

Annual Faculty Evaluation and Review

At the time of initial appointment, each faculty member will be informed in writing by the department head or unit administrator whether the appointment is tenure-track or professional-track and referred to the Promotion Procedures section of the Faculty Handbook (Section V) as well as college and department promotion policies (e.g. appropriate websites with online versions of these documents). The new faculty member will agree by signature to the understood and agreed upon terms of employment.

~~On an annual basis, each department head/unit administrator will counsel each professional track faculty member about progress towards promotion. Each department head/unit administrator and each professional track faculty member will agree in writing to the faculty member's objectives, responsibilities, and expectations. This written agreement must be consistent with the promotion criteria for professional-track 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 head/unit administrator and the professional-track 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 head/unit administrator or appropriate officer for each professional-track faculty member in the department. This annual evaluation will be in writing and will include at least: (1) a review of the previous year's progress; (2) the faculty member's objectives, responsibilities, and expectations for the coming year; and (3) the department head's or director's assessment of progress toward promotion. The evaluation criteria must be consistent with the promotion criteria of the department, the school or college, and the university. If the department head or director and the faculty member cannot agree on any part of the evaluation, the matter will be referred to the dean.

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/unit administrator 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.

E. Promotion and Tenure Committees

University Committee on Promotion and Tenure

The University Committee on Promotion and Tenure serves five functions:

- To advise the provost on promotion and tenure matters, including the review of criteria, policies, and procedures for promotion and tenure used by schools or colleges;
- To review suggested changes in this document;
- To review and approve appropriate requests related to variations made during the review process;
- To hear appeals from faculty members whose nominations for promotion or tenure have been denied; and
- To hear appeals from tenured faculty members who have been recommended for termination.

The committee consists of one member elected from each academic unit with an administrative head. Members elected by each academic unit must be full-time, tenured professors, who hold Rank 2 or above. In addition to academic unit representatives, one member will be elected to represent each of the professional-tracks. Members elected for each professional track must be full-time faculty and hold a rank above the minimum for their professional-track. No faculty member functioning as an administrator, department head, or director of an academic unit will be a member of the committee. Academic unit representatives are elected in the fall by a majority vote of the unit's full-time general faculty. Each professional-track representative is elected in the fall by a majority vote of the full-time faculty members within the respective professional-track. Only tenured faculty may vote on a tenure recommendation. Members may serve for two consecutive three-year terms, excluding partial terms. A partial term will be filled by election, as needed. Annually the committee members will elect a chair who reports directly to the provost. The chair is a full voting member of the committee.

College Promotion and Tenure Committees

Every college will establish and maintain a promotion and tenure committee. Each college will develop its own criteria for membership on the committee, and the procedures for electing members to that committee. These criteria and procedures must be approved by both a majority vote of the college's full-time faculty and the college dean, consistent with the following:

- The membership of the committee should reflect the composition of the full-time faculty in the college;
- The length of terms will be determined by the unit;
- Committee members must hold a rank (i.e., 2, 3) at or above the candidate's aspirant rank to vote on each case. For example, a Rank 2 faculty member cannot vote on a candidate's promotion to Rank 3;
- Only tenured faculty may vote on a tenure recommendation;
- No member of the committee will consider the application of a relative. Appearance of conflicts of interest should be avoided;
- No faculty member functioning as an administrator, department head or director of an academic unit will be a member of the committee;
- A faculty member serving on the college promotion and tenure committee may observe but neither participate nor vote in a candidate's promotion or tenure review at the department level.
- The committee will annually elect its chair;
- The membership of the committee will be made known to the faculty; and

- An individual will not serve in a year that their promotion application is being considered.

The responsibilities of a college promotion and tenure committee will be the following:

- To write the college's promotion and tenure policies and procedures which must be consistent with the IHL Board and the university's promotion and tenure policies, include the mechanism for their adoption and revision, describe the procedures that will be followed if sufficient numbers of members are not available because of absences, recusal or insufficient rank, and identify the participation of the different categories of faculty in the college promotion and tenure process;
- To approve the promotion and tenure documents of department committees within the college and to ensure that such documents are consistent with the mission of the university and the college, and both the IHL Board and the university's promotion and tenure document;
- To assist departments in developing procedures for a third-year review of all non-tenured, tenure-track faculty;
- To assist departments in developing criteria for external peer reviews, including the identification of peer departments or schools at other colleges or universities;
- To assist departments in developing definitions of excellence, satisfactory, and unsatisfactory as it pertains to the evaluation of candidates for promotion and tenure;
- To assist departments in developing definitions of teaching, research and/or creative achievement, and service consistent with the mission of the department or school;
- To conduct a vote on all dossiers for promotion and tenure, ensuring department standards are fairly applied and university standards are maintained; and
- To approve the department promotion and tenure document and policies and all subsequent changes.

Department and School Promotion and Tenure

Every department and school will establish and maintain a promotion and tenure committee. The department committee may include any faculty track. The promotion and tenure procedures must specify the inclusiveness of the committee composition and clearly establish the eligibility for voting and participation within the department promotion and tenure process. In departments where there may be professional-track faculty of rank serving on department committees along with tenured faculty, it is permissible for all faculty members on the committee of appropriate rank to vote on promotion to Rank 2 or to Rank 3. Only tenured faculty members on the committee can

vote on the tenure decision. When a candidate is being considered for promotion to associate professor or to professor and for tenure at the same time, any non-agreement of the promotion vote and the tenure vote will be resolved by vote of only the tenured faculty members on the committee.

The faculty of each school or department will determine the structure of its promotion and tenure committee, subject to the conditions that:

- A minimum of three tenured faculty must be available to vote on tenure decisions. If three tenured faculty are not available within the department, the Dean of the College will select the required number of tenured faculty members from within the College to bring the total number to three;
- Committee members must hold a rank (i.e., 2, 3) at or above the candidate's aspirant rank to vote on each case. For example, a Rank 2 faculty member cannot vote on a candidate's promotion to Rank 3. The department promotion and tenure policies shall describe the procedures that will be followed if sufficient numbers of members are not available because of absence, recusal or insufficient rank. Only tenured faculty may vote on a tenure recommendation;
- Unless a unit uses a committee-of-the-whole, the members of the committee must be elected. The length of terms will be determined by the unit;
- No member of the committee will consider the application of a relative. Appearance of conflicts of interest should be avoided;
- No faculty member functioning as an administrator, department head or director of an academic unit will be a member of the committee;
- A faculty member serving on the college promotion and tenure committee may observe but neither participate nor vote in a candidate's promotion or tenure review at the department ~~level.~~level. The committee will annually elect its chair;
- The membership of the committee will be made known to the faculty; and
- An individual will not serve in a year that their promotion application is being considered.

Among the responsibilities of the department and school promotion and tenure committee are the following:

- To establish procedures for a third-year review of all non-tenured, tenure-track faculty;
- To specify a mandatory date by which candidates must notify the department head of their intent to submit an application for tenure and/or promotion;
- To specify criteria for external peer reviews, including the identification of peer departments or schools at other colleges or universities;

- To facilitate all votes related to the promotion and tenure process, including the vote to approve the original promotion and tenure document and policies and all subsequent changes;
- To conduct a review by the end of the third year of all non-tenured, tenure-track faculty; and
- To conduct a vote on all dossiers for promotion and tenure.

College, school or department promotion and tenure committees will consider, if submitted, but are not bound by, the department head's annual review of a candidate's progress toward tenure or promotion.

Prior to the offer of hire, the appropriate promotion and tenure committee will make a formal recommendation about:

- The initial appointment of a faculty member or administrator at the level of Rank 2 or Rank 3;
- The acceptance of experience as the equivalent of a terminal degree; and
- The acceptance of years of credit at another institution of higher education toward fulfillment of the minimum probationary period for tenure.

Every department and school will write a promotion and tenure document, which is approved by a majority vote of the full-time faculty. In comprehensive departments with both tenured/tenure-track and professional-track faculty, the promotion section of the document will be approved by a majority vote of the full-time faculty, while the tenure section of the document will be approved by a majority vote of the tenured and tenure-track faculty. The department document must:

- Contain the criteria and procedures for promotion and tenure;
- Define teaching, research and/or creative achievement, and service, consistent with the mission of the department or school, including criteria for developing a national reputation and an established national reputation;
- Specify criteria for excellence, satisfactory, and unsatisfactory as it pertains to the evaluation of candidates for promotion and/or tenure;
- Determine the structure of the department promotion and tenure committee;
- Specify the criteria for eligibility of full-time faculty to serve on the department promotion and tenure committee; and
- Describe any specifics, including any uniqueness, of the department or school in which the individual is to be tenured.

F. Procedures for Faculty Promotion and Tenure

Notification of Application for Promotion and/or Tenure

A candidate for tenure and/or promotion must notify the department head of their intent to submit their application for review on or prior to a date that must be specified in the department promotion and tenure document. Department heads must inform tenure-track assistant professors of this date during the annual faculty review for the fifth year of their employment contract.

The date by which candidates must notify their department head of their intent can vary between departments and colleges, but it must provide sufficient time to notify external reviewers and receive their letters of evaluation prior to October 1st or any official stage of application review. The solicitation process for external evaluators will be initiated when the candidate notifies the appropriate department head or unit director of their intent to be considered for tenure and/or promotion.

External Letters

External letters will be solicited from professionals in the field who can provide an impartial evaluation of the candidate's work and accomplishments.

In the case of professorial tracks, external reviewers should be faculty at peer to peer-plus institutions, or peer to peer-plus departments. In the case of instructor tracks, external reviewers must be external to the department, but may be internal or external to the university. External faculty reviewers should not include individuals who have a professional or personal conflict-of-interest with the candidate. Conflicts-of-interest in general would include but not necessarily be restricted to previous mentors, previous graduate students, collaborating co-authors, collaborating co-investigators, or relatives/past-relatives. In disciplines or fields where the general conflict-of-interest definition commonly does not apply, external reviewers normally excluded from the process can be utilized if complete and adequate justification is provided. Definition of what constitutes a conflict-of-interest may be further defined in the department promotion and tenure document and be in accord with the Policy and Procedures Document for Conflict-of-Interest and Ethics (Department of Human Resources and Management: Employee Relations Section Mississippi Code of 1972 Sections 25-4-101 through 25-4-105). The candidate, the department promotion and tenure committee, and department head will each provide a list of names that will be used to create a master list of potential external reviewers.

The department head and department promotion and tenure committee chair will jointly select the final list of external reviewers from whom letters of evaluation will be requested and should include faculty names provided by all three sources. Both the department head and department promotion and tenure committee chair are

responsible for eliminating, to the best of their knowledge, all external reviewers that have a conflict-of-interest.

Dossiers must contain an explanation of the credentials and qualifications of each external reviewer regarding their training/background in addition to the extent of their contact, interaction or relationship with the candidate. External letters of evaluation must be received from a minimum of four external reviewers for inclusion in the dossier of the candidate. It is the responsibility of the chair of the department committee or the department head to obtain at least the minimum number of letters of evaluation from external reviewers who have agreed to function in this capacity. Should extraordinary circumstances exist which render it impractical for the minimum number of letters to be included, the dossier may proceed with the number of letters that can be obtained. All letters received from external reviewers must be included in the dossier of the candidate unless the department head and department promotion and tenure committee collectively decide to withdraw a letter from the review process if it contains information that refers to or describes a conflict-of-interest. In instances when substantial modifications of the application have occurred (e.g. official notifications of accepted publications or awarded grants) after documentation has been forwarded to the external reviewers, these achievements can be communicated in a letter written by the candidate and forwarded to the department head. The letter should be included in the section of the dossier containing the external letters of review.

The identity of the external reviewers will not be revealed to the candidate and communications must not include any information that might indicate the identity or location of any external reviewer. Exceptions may include situations 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 school and department policies.

Candidate Application

The candidate makes a formal application for promotion and/or tenure by completing the Mississippi State University Application for Promotion and Tenure form and attaching supporting documentation. Each unit will specify the format and the level of detail for the supporting documentation. No additional support material may be added or removed from this file after a decision has been made at the department level, unless the candidate, department head and the department committee mutually 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. Letters of recommendation will be added to the dossier at each level of review. If the candidate submits letters of factual correction for any level of review, those letters and any review-level response (described below) will also be included in the dossier.

A complete dossier for promotion and tenure for the official review process will include the application submitted by the candidate and at least the minimum of four external letters of review. Only complete dossiers for promotion and tenure that contain the application for the candidate and the minimum number of external letters will be evaluated at the level of the department promotion and tenure committee, department head, college committee, college dean, or university provost.

Except for the candidate's optional letters of factual correction (described below), the candidate takes no part in the process after submission of the application, unless requested to do so by those considering the dossier. No discussion of correspondence relating to the dossier is to be initiated by the candidate with the reviewing authorities. Deliberation at all levels will be confidential.

Dossier Review

The department promotion and tenure committee will review the information in the candidate's promotion and tenure dossier. The committee will make a recommendation on the question of promotion or promotion and tenure by a single vote evaluating the 7 criteria required by the IHL Board three areas (teaching, research and/or creative achievement, and service) as a whole. The committee's recommendation will be based on a simple majority vote, conducted by secret ballot. The committee chair will submit a letter of recommendation and rationale to be included in the candidate's dossier. The candidate will receive a copy of the committee's letter of recommendation and rationale that is redacted only insofar as necessary to conceal the identity of external reviewers. The rationale shall characterize external reviewers' comments that informed the committee's decision. The letter of recommendation and rationale of the committee will be included in the dossier as it proceeds through the review process. The chair will notify the department head of the committee's recommendation.

The department head or director will separately and independently review the dossier and make a recommendation based on pertinent evidence documented in the faculty member's promotion and tenure dossier and information in the personnel file that is applicable to the candidate's performance in professional activities. Their recommendations will be based on pertinent evidence documented in the faculty member's dossier and information in the personnel file that is applicable to the candidate's performance in professional activities. The department head or director must certify that each of the 7 criteria required by the IHL Board have been satisfactorily met or provide a written explanation of the reason/s that the department head does not believe the criteria has been met. The candidate will receive a copy of the department head's or director's letter of recommendation and rationale that is redacted only insofar as necessary to conceal the identity of external reviewers. The rationale shall characterize external reviewers' comments that informed the department head's or

director's decision. The letter of recommendation and rationale of the department head or director will be included in the dossier as it proceeds through the review process.

The candidate may respond to the department promotion and tenure committee's and/or the department head's or director's letters to correct any factual errors represented therein within 5 working days of the candidate's receipt of each letter. The candidate's letter(s) of factual corrections must be sent to the review level to which the response was made. That level may address the concerns in a new letter to be included in the application within 5 working days of receipt of the candidate's letter of factual correction. All letters shall be included in the dossier as it proceeds through the review process.

The college promotion and tenure committee will review the information in the candidate's promotion and tenure dossier. The committee will make a recommendation on the question of promotion or promotion and tenure by a single vote evaluating the three areas (teaching, research and/or creative achievement, and service) as a whole. The committee's recommendation will be based on a simple majority vote, conducted by secret ballot. The committee chair will submit a letter of recommendation and rationale to be included in the candidate's dossier. The candidate will receive a copy of the college promotion and tenure committee's letter of recommendation and rationale that is redacted only insofar as necessary to conceal the identity of external reviewers. The rationale shall characterize external reviewers' comments that informed the committee's decision. The letter of recommendation and rationale of the committee will be included in the dossier as it proceeds through the review process. The candidate may respond to the college promotion and tenure committee's letter to correct any factual errors represented therein within 5 working days of the candidate's receipt of the letter. The committee may address the concerns in a new letter to be included in the dossier within 5 working days of receipt of the candidate's letter of factual correction. All letters shall be included in the dossier as it proceeds through the review process.

The dean will review the dossier and make a recommendation based on pertinent evidence documented in the faculty member's promotion and tenure dossier and information in the personnel file that is applicable to the candidate's performance in professional activities. The dean must certify that each of the 7 criteria required by the IHL Board have been satisfactorily met or provide a written explanation of the reason/s that the department head does not believe the criteria has been met. The candidate will receive a copy of the dean's letter of recommendation and rationale that is redacted only insofar as necessary to conceal the identity of external reviewers. The rationale shall characterize external reviewers' comments that informed the dean's decision. The letter of recommendation and rationale of the dean will be included in the dossier as it proceeds through the review process.

The candidate may respond to the dean's letter to correct any factual errors represented therein within 5 working days of the candidate's receipt of the letter. The dean may address the concerns in a new letter to be included in the dossier within 5 working days of receipt of the candidate's letter of factual correction. All letters shall be included in the dossier as it proceeds through the review process.

The faculty member has the right to discontinue the review process for tenure or promotion at any point before a decision has been made. Their request must be made in writing to the department head or director before a final decision has been rendered.

Department and college committees on promotion and tenure will assist their department head or director and dean, respectively, in reviewing the eligibility of all faculty members who have met the minimum requirements for advancement in rank or tenure.

On rare occasions and in exceptional circumstances when a -variation of the process described in this document needs to be initiated in order to be fair to the faculty member while still ensuring a rigorous review of the candidate's dossier, the University Promotion and Tenure Committee will review and approve any such appropriate requests during the review process. These approved variations of the process described by this paragraph cannot be the sole basis for an appeal.

Chronology

The receipt dates listed below for the department and college represent suggested guidelines intended to facilitate an organized and efficient review of candidates' dossiers during each official phase of the evaluation process. Minor chronological delays that may occur beyond these dates do not represent a significant procedural error. Departments and colleges may specify deadlines that are earlier, but not later, than those cited below.

On a date specified in the department promotion and tenure guidelines but no later than ~~August 16~~~~October 4~~, the candidate for tenure and/or promotion will notify the department head and the chair of the department promotion and tenure committee of their intent to submit their application for tenure and/or promotion. The department head has the responsibility to assist, where appropriate, the faculty member in preparing the application for tenure and promotion review.

By October 1 (or first working day thereafter), or earlier if specified in the department promotion and tenure document, a faculty member eligible for consideration for promotion and/or tenure must have provided the department head with all pertinent and available information to apply for consideration.

By November 15 (or first working day thereafter), or earlier if specified by the college promotion and tenure document, each faculty member's complete dossier will be provided to the college promotion and tenure committee. This will include letters of recommendation and rationale from both the department promotion and tenure committee and the department head. Each of these letters of recommendation and rationale will be copied to the candidate. The letters will be redacted only insofar as necessary to conceal the identity of external reviewers. These letters must include a summary of the procedures followed by the academic unit in evaluating the candidate and the committee's and head's independent evaluation of the candidate's teaching effectiveness, research and/or creative achievement, and service to the profession and university. The chair of the college promotion and tenure committee is responsible for inserting letters of recommendation and rationale from the department head and the department promotion and tenure committee, along with any letters related to correction of factual errors at the department level, into the dossier of each candidate reviewed by the college promotion and tenure committee.

By December 15 (or first working day thereafter) or earlier if specified by the college promotion and tenure document, the college promotion and tenure committee's letter of recommendation and rationale for each candidate shall be sent to the college dean. Letters of recommendation and rationale shall be copied to the candidate. The letters will be redacted only insofar as necessary to conceal the identity of external reviewers. The letter concerning each candidate must include the committee's summary of the procedures followed by the college committee in evaluating the candidate and the committee's evaluation of the candidate in regards to the 7 criteria required by the IHL Board.'s teaching effectiveness, research and/or creative achievement, and service to the profession and university. The college promotion and tenure committee chair is responsible to provide the dean with each candidate's dossier including letters from previous stages of review. For each candidate, the dean is responsible for collection and inclusion of any letters related to correction of factual errors at the college level.

By January 15 (or first working day thereafter), the dean's letter of recommendation and rationale for each candidate shall be sent to the provost and copied to the candidate. The letter concerning each candidate must include the dean's evaluation of the candidate with regards to the 7 criteria required by the IHL Board. candidate's teaching effectiveness, research and/or creating achievement, and service to the profession and university. The dean is responsible to provide the provost with each candidate's dossier including letters from previous stages of review. Copies of publications, works of art, etc., will be included only if specifically requested by the provost.

By March 10 (or first working day thereafter), the provost will have reviewed each candidate's dossier and will make a recommendation to the university president. The provost must certify that each of the 7 criteria required by the IHL Board have been satisfactorily met or provide a written explanation of the reason/s that the department

head does not believe the criteria has been met. Copies of the provost's recommendation will be sent to the candidate with copies to the dean, department head, and chairs of college and department promotion and tenure committees.

The university president will review the recommendation of the provost and will decide to accept or reject that recommendation. To grant tenure to a faculty member, the President must sign a written certification that the faculty member has satisfactorily met all 7 of the IHL required criteria.

The university president will transmit that decision, together with reasons for a negative decision, to the faculty member directly, with copies to the dean, department head, and chairs of college and department promotion and tenure committees.

The decision to award tenure is made by the university president. All judgments made at lower levels of the university are recommendations to the university president.

G. Appeals

Faculty members who have been denied promotion or tenure may, within ten working days of the date on the university president's decision letter, request an appeals hearing before the University Committee on Promotion and Tenure. The request must be made through the provost 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; or
- That the procedures contained in the promotion and tenure policies of the IHL, Mississippi State University, or those in the candidate's college or unit promotion and tenure policies were not properly followed.

The University Committee on Promotion and Tenure, upon request of the provost, will review the entire case. The appeal will be heard by at least five members. 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. If five members are not available because of absence or recusal, the chair may, with the concurrence of the committee, appoint substitutes from among the professors of the general faculty. In special circumstances potentially prejudicial to the appellant, the chair may, with the concurrence of the committee, appoint an ad-hoc committee to assist in the resolution of the appeal. This ad-hoc committee reports its findings back to the University Committee on Promotion and Tenure.

The committee will review all available pertinent information and will conduct interviews with appropriate persons, i.e., appellant, unit head, unit committee chair, dean, college committee chair and provost. The committee will render its recommendation, in writing, to the provost. The committee will also provide a copy of this written recommendation to the candidate.

The provost will transmit the committee's written recommendation along with their own recommendation to the university president, who will make the final decision. This decision will end the university appeals process. A copy of each recommendation will be provided to the candidate.

The Board of Trustees of the Institutions of Higher Learning may grant a further appeal as outlined in Board of Trustees Policy 403.0105.

Candidates who are denied tenure and who have no time remaining in their probationary periods will receive terminal contracts for the following year.

H. Notice of Non-reappointment of Non-tenured, Tenure-track Faculty

Non-tenured, tenure-track faculty members will be notified in writing of the university's intention not to renew their contracts as provided in IHL Board Policy 403.0102:

- Not later than March 1 before the date of contract termination during the first year of service;
- Not later than December 1 before the date of contract termination during the second year of service; or
- Not later than September 1 before the date of contract termination after two or more years of service.

This schedule of notification does not apply to persons holding temporary, part-time, or adjunct positions

I. Dismissal of Tenured Faculty

Termination of service of a tenured faculty member is made only under these extraordinary circumstances (as outlined in IHL Board Policy 403.0104):

- Financial exigencies as declared by the Board;
- Termination or reduction of programs, academic or administrative units as approved by the Board;
- Malfeasance, inefficiency or contumacious conduct; or
- For legitimate and justifiable cause.

Termination for cause of a tenured faculty member or the dismissal for cause of a faculty member prior to the expiration of a term appointment will not be recommended by the institutional executive officer until the faculty member has been afforded the opportunity for a hearing. In no event will the contract of a tenured faculty member be terminated for cause without the faculty member being afforded the opportunity for a hearing.

In all cases, the faculty member will be informed in writing of the proposed action against them and that they have the opportunity to be heard in their own defense. Within ten (10) working days from the date of the university president's decision, the faculty member will state in writing their desire to have a hearing. They will be permitted to have with them an adviser of their own choosing who may be an attorney. The institution is directed to record (suitable for transcription) all hearings. In the hearing of charges of incompetence, the testimony will include that of faculty and other scholars.

Tenured faculty members, who are dismissed for financial exigencies or termination or reduction of program, academic or administrative units will remain employed for a minimum of 9 to 12 months, consistent with current contract periods of time, from date of notification. Tenured faculty members, who are dismissed for malfeasance, inefficiency, contumacious conduct or for a legitimate and justifiable cause will have their contracts terminated at any time subsequent to notice ~~and including the right to~~ have a hearing with no right to continued employment for any period of time. At the discretion of the Institutional Executive Officer, any faculty member's salary may be paid, and they may be relieved of all teaching duties, assignments, appointments and privileges when they are dismissed for any reasons stated above or pending a termination hearing.

APPROVED:

/s/Rebecca Robichaux-Davis 5/6/2022

Rebecca Robichaux-Davis, Faculty Senate President Date

/s/ _____

David Shaw, Provost and Executive Vice President Date

/s/ Mark E. Keenum _____

Mark E. Keenum, President Date

VI. Department of Human Resources Management Policies and Procedures

Important personnel issues, including those in state and federal law, are established as Human Resources Management Policies and Procedures by the Department of Human Resources Management in consultation with impacted units. These policies are periodically revised by the Department of Human Resources Management. A record of HRM policies is available at the Office of Internal Audit at www.msstate.edu/dept/audit/mainindex.html#VOLUME_V

VII. Other University Policies

It is the obligation of all members of the university community, including administrators, faculty, staff, and students, to adhere to the policies of the university. To ensure the ease and accuracy of compliance, all policies are available at the Office of Internal Audit at www.msstate.edu/dept/audit/mainindex.html

VIII. Employee Benefits

Current records of employee benefits are available for the Department of Human Resources Management and are located at <http://www.hrm.msstate.edu/benefits/>

PENDING BUSINESS

NEW BUSINESS

ADJOURN

From: [Vivier, Eric](#)
To: facultysentate@facultysenate.msstate.edu; [Cory, Jason](#); [Barrett, Jason](#)
Cc: [Sutton, Tara](#)
Subject: New Business - Resolution regarding Honors College Representation
Date: Sunday, November 6, 2022 10:24:50 PM

Hi Jason, and Hi Jason:

I would like to make a resolution regarding the Honors College, which currently lacks representation on the Robert Holland Faculty Senate. Tara Sutton has agreed to support me in this resolution. According to the Faculty Handbook, Section III. C., "Other units [i.e., those not listed in III.C.] composed of members of the general faculty may be represented upon the recommendation of the Robert Holland Faculty Senate and the approval of the general faculty."

My fellow Faculty Senator Tara Sutton and I move that the Honors College be represented as unit in the Robert Holland Faculty Senate.

Best,

Eric Vivier, PhD

Associate Professor of English

Faculty Fellow, Shackouls Honors College

Mississippi State University

he/him/his

From President Barrett:

In the spirit of Senator Vivier's request, I ask that the review of this issue be expanded to include all faculty not currently represented on the Faculty Senate. There are faculty solely housed in other units such as The Learning Center who do not have representation on the Senate.