

# ROBERT HOLLAND FACULTY SENATE AGENDA

February 10, 2023

1. Call to Order
2. [Adoption of Minutes, January 20, 2023](#) ..... (p. 2)
3. Introduction of Guests
  - 3.1. Mr. John Rush, Vice President for Development and Alumni
  - 3.2. Dr. Regina Hyatt, Vice President for Student Affairs
  - 3.3. Dr. Thomas Bourgeois, Interim Associate Vice President for Student Success and Dean of Students
  - 3.4. Dr. Jamie Dyer, Interim Dean of Interdisciplinary Studies
  - 3.5. Mr. Zac Selmon, Athletics Director
  - 3.6. Dr. David Shaw, Provost and Executive Vice President
  - 3.7. 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: Faculty Award Process](#) (Student Affairs) ..... (p. 101)
  - 7.2. [AOP 11.05 Requirements for Shortened Format Courses](#) (Academic Affairs) ..... (p. 102)
  - 7.3. [OP 01.09 Principles for University Governance](#) (Charter & Bylaws) ..... (p. 105)
8. Standing Committee Reports:
  - 8.1. Academic Affairs
    - 8.1.1. [Letter of Request: Intellectual Property of Faculty](#) ..... (p. 18)
  - 8.2. Ancillary Affairs
  - 8.3. Charter & Bylaws
    - 8.3.1. [Reapportionment](#) ..... (p. 19)
  - 8.4. Faculty Affairs
    - 8.4.1. [AOP 13.03 Responsibilities in Instruction and Curriculum, and Attendance at Classes](#) ..... (p. 20)
    - 8.4.2. [AOP 13.11 Academic Freedom](#) ..... (p. 25)
  - 8.5. Student Affairs
  - 8.6. University Resources
    - 8.6.1. [AOP 13.06 Sabbatical Leave](#) ..... (p. 29)
    - 8.6.2. [Library Concerns Letter](#) ..... (p. 35)
    - 8.6.3. [Immunocompromised Accommodations Request](#) ..... (p. 36)
9. Special Committee Reports
  - 9.1. Ad Hoc: [Faculty Handbook Review for Inclusion of IHL Policy Change](#) ..... (p. 38)
10. Pending Business
11. New Business
12. Adjourn



## **ROBERT HOLLAND FACULTY SENATE**

### **Uncorrected Minutes of January 20, 2023**

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, January 20, 2023.

Members absent and excused were James Chamberlain, Robert Grala, Alexis Gregory, Kimberly Kelly, Tara Sutton, Ted Wallace, Kelley Wamsley, and Kevin Williams.

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

President Barrett said he received one correction to the minutes that Senator Wood was excused for the November meeting and the minutes will reflect this change. President Barrett asked for any additional corrections to the minutes of the November 11, 2022, meeting. Hearing no corrections, President Barrett accepted the minutes as presented.

### **GUESTS**

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

Dr. Keenum said he would like to begin by recognizing a senator who is no longer with us. He said Senator Sorina Popescu unfortunately passed away on December 19<sup>th</sup>. Senator Popescu was an Associate Professor in the Department of Biochemistry, Molecular Biology, Entomology, and Plant Pathology. She loved to teach, and was an exceptional teacher of biochemistry and molecular biology. Senator Popescu was also an outstanding researcher and scientist. She led the creation of the NIH COBRE initiative that led to the development of the Center for Biomedical Research Excellence in Systems and Synthetic Biology here at Mississippi State University. She represented the College of Agriculture and Life Sciences on the Robert Holland Faculty Senate. President Keenum asked for the senators to join him in a moment of silence to honor and respect Senator Sorina Popescu.

The senators joined Dr. Keenum in a moment of silence.

Dr. Keenum said it has been a busy start to the year. This past Monday we celebrated the life of Dr. Martin Luther King Jr. The Unity Breakfast and day of service was hosted at the MSU Mill. Dr. Keenum said he is very proud that MSU is able to host and sponsor this event for the

community. There were over 1,000 people in attendance. Dr. Keenum said it was a wonderful event and it was the first time we have been able to host the event in-person since 2020.

Dr. Keenum said he was in Jackson over the last couple of days meeting with our Board of Trustees and our state legislators. He said after this Faculty Senate meeting, he is heading to Meridian to participate in a celebration for the 25<sup>th</sup> anniversary of the Riley Foundation. The Riley Foundation is the second largest donor to our university and has been instrumental in our development of the Riley Campus. They have also sponsored numerous programs including the Physicians Assistant program and provide funding for the Riley Scholars scholarship program. Dr. Keenum said tonight will be a gala event for all of Meridian and Lauderdale County as we celebrate the 25<sup>th</sup> anniversary of this wonderful, visionary foundation which is transforming the city of Meridian and Mississippi State University.

Dr. Keenum said on Tuesday he participated in four budget hearings. The morning was the Senate hearings for the general IHL and Ag unit budgets. Dr. Keenum said he then had a meeting of the House Ag appropriation hearing before he had to attend a meeting of the SEC Presidents and Chancellors. The House general appropriation hearing then followed. Dr. Keenum said this was an opportunity to talk to our legislators about what we do and how we meet the critical needs of our state. The message shared with our legislators was that an appropriation for us is not an expenditure, it is an investment in the future of our state. If we want to maintain the talent and quality of our employees, we need support for them. Dr. Keenum said the competitiveness of faculty and staff salaries, the needs for our facilities, and the impact inflation is having on our campuses were all highlighted. Dr. Keenum said it was a good session and he will continue to speak with our legislative leaders.

Dr. Keenum said our state revenue for the month of January was \$77.5 million over the estimate. For the first 6 months of the fiscal year, Mississippi is \$425 million over revenue estimates. There was also roughly \$1.5 billion in surplus funds brought into this legislative session. Dr. Keenum said IHL is asking for a substantial increase in funding for next fiscal year as are most state agencies and others. He said we have a very good case which we have made, and will continue to make. Dr. Keenum said this is the critical time to make investments for the future. These investments will return benefits for decades to come. He said several lawmakers are talking about further tax cuts or tax rebates. A lot of these ideas are on the table. This year is an election year. House Speaker Phillip Gunn has announced his retirement after this legislative session so we will see some changes. Dr. Keenum said IHL generally does better with regard to appropriations in election years.

Dr. Keenum said we went through a very hard time at the end of last year with the sudden passing of our head football coach, Mike Leach. He said he was so pleased, and so proud of how our university coalesced around the football team and how we were able to honor Coach Leach and see the tremendous outpouring of love and respect. Dr. Keenum said people traveled here from across the country for the memorial service.

Dr. Keenum said he greatly appreciates Bracky Brett for stepping up and providing strong leadership for not just football, but all of athletics. He has provided strong, stable, and capable leadership at a critical time. Dr. Keenum said he has been indispensable for all of us.

Dr. Keenum said Zec Arnett was elevated to first interim-Head Coach and then Head Coach for our football team with the passing of Coach Leach. He has provided very good leadership for our team and we had success in Tampa at the Reliaquest Bowl. Dr. Keenum said he is confident that he is putting together a good staff to lead our football program.

Dr. Keenum said, one week ago today, we named Zac Selman our next Athletics Director. We conducted a national search for the position and used a search consultant just as we did for our last two Athletic Director searches. Dr. Keenum said, as we interviewed the impressive pool of candidates, he consulted several people in college athletics who he has come to respect over the years and the response was overwhelmingly positive for Zac Selman and what he has accomplished. Zac Selman is currently the Deputy Athletics Director at the University of Oklahoma. He has been with the University of Oklahoma for almost a decade. Prior to this he was with the University of North Carolina. Dr. Keenum said Zac is a remarkable individual and he is proud to welcome him to our university family so he can provide strong and stable leadership for our athletics programs.

Dr. Keenum said he will be addressing faculty at the Spring General Faculty meeting on February 14<sup>th</sup>. In addition to himself, presentations will be given by Dr. David Shaw, Dr. Keith Coble, and Dr. Julie Jordan. Dr. Keenum thanked the senators for everything they do to help make this university the great institution that it is, and for representing faculty on this impressive body.

**Ms. Santee Ezell, Director, Health Promotion and Wellness**

Ms. Ezell gave a PowerPoint presentation which can be found in the online version of these minutes at

[https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2023-02/January\\_2023\\_Senate\\_Minutes\\_Draft\\_With\\_Presentations.pdf](https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2023-02/January_2023_Senate_Minutes_Draft_With_Presentations.pdf).

Senator Zuckerman said she encourages students in her classes to download the mySSP app. She said she has also reached out to student organizations to promote the app. Senator Zuckerman asked, given the low engagement rate by students, what strategies are being used to increase awareness. Ms. Ezell replied, the Division of Student Affairs has asked that Health Promotion and Wellness include information about this resource in every presentation that is given and make sure that the QR code is readily available. She said they have found that the previous strategies were not as effective as was hoped and many students have not heard about the resource. Health Promotion and Wellness is now looking for partnerships outside of the Division of Student Affairs to help promote the resource. The current data does not identify which portions of the student body have downloaded the app the most, so it makes it difficult to identify the groups that should be targeted. The wellbeing committee is being restarted and

will be looking at ways to reach everyone on campus. Senator Zuckerman said it may be helpful to have a message about the app in Canvas much like was done for vaccine information. Ms. Ezell thanked Senator Zuckerman for her suggestion and said she will look into it.

Senator Rai said it is his understanding that there is some cost to the students for the mental health counseling. He said Ms. Ezell mentioned that all services provided by Health Promotion and Wellness were free. Senator Rai asked if the counseling that is provided by the Longest Student Health Center is separate from the services offered by Health Promotion and Wellness. Ms. Ezell replied that they are separate. Health Promotion and Wellness covers health promotion and prevention. This includes programs and presentations and there is no fee. The Assistant Director, Kim Kavalsky, connects students with the Student Counseling Center or the Longest Student Health Center. The students have provided feedback indicating that fees associated with mental health services are a concern. The Student Association has also been involved in this discussion. Currently, there are conversations ongoing about what this will look like for our students moving forward. Ms. Ezell said a student will never be turned away and they need to be encouraged to go through the process. There is a mental health psychiatric nurse at the Longest Student Health Center who can refer and get information to the Student Counseling Center quickly. Senator Rai said he believes addressing this for our students should be a priority. Ms. Ezell agreed and said students should always be encouraged to seek the help they need and there are ways to help students get the resources they need for the costs of the services. The Student Counseling Center also holds group sessions such as “Less Talk” hosted in the Holmes Cultural Diversity Center. They are finding that students want to be with their peers and get support. She said many times a student does not necessarily need therapy, they made need to just talk it out with someone.

**Mr. Steve Parrott, Chief Information Officer**

**Mr. Thomas Ritter, Senior Security and Compliance Officer**

Mr. Parrott said in June of 2022 we purchased an Adobe Enterprise Term License Agreement. This made MSU one of only three SEC schools designated as an Adobe Creative Campus. This means half of all students have access to Adobe Creative Cloud. MSU also allows all employees to have access to Adobe Creative Cloud. Part of the agreement included Adobe Sign for all employees without any fee. Mr. Parrott said we have a great Adobe team assigned to MSU. They met with some English instructors in December to incorporate Adobe Creative Cloud in their coursework by allowing students to turn in their assignments in a number of modes including one of the Creative Cloud apps. Mr. Parrott said he would like for the senators and their peers to take advantage of this opportunity to incorporate this technology in their classrooms for the benefit of our students. Employers are looking for digital literacy and skills with apps like this in their employees. Mr. Parrott said faculty should feel free to reach out to him if they would like to explore using this technology in their courses and he will put them in touch with someone who can help them incorporate it in their class. He said stories about how this is being used on campus will begin to be published on <https://adobe.msstate.edu>.

Mr. Parrott said the strategy over the past three to four years with regard to security and compliance has been to acquire security tools to make our network and users safe. He said we now use Cisco AMP as our malware product. This software has been widely accepted across campus. A next generation Fortinet firewall was purchased in 2020. This firewall allows us to view information we did not used to have access to. He said it is a very robust firewall that has provided us with better insight. Mr. Parrott said the product we purchased that has made the biggest security impact on campus is DUO, our two-factor authentication software. We also purchased Umbrella which protects us from the bad guys and keeps us from going to bad locations. Mr. Parrott said in addition to updates for our security, there are also changing federal requirements that are causing us to make adjustments for compliance.

Mr. Ritter gave a PowerPoint presentation which can be found in the online version of these minutes at

[https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2023-02/January\\_2023\\_Senate\\_Minutes\\_Draft\\_With\\_Presentations.pdf](https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2023-02/January_2023_Senate_Minutes_Draft_With_Presentations.pdf).

Senator Jarosz said he is concerned about how the removal of admin rights and the addition of DUO will affect research. He said his department has labs with 10 or 12 computers and they perform experiments with millisecond timing. If an update is pushed to a computer during one of these experiments, the data for the experiment will be lost. He said a grad student may be using 12 computers in a day and installing software on three or four times. He said they also have people running Linux and they have measuring devices as well. Mr. Ritter replied there are plenty of reasons to have exceptions. He said these are special cases which we will have to document. Special cases will have to be examined and if there is a reason to not implement the new protocol, and exception will be granted. Senator Jarosz said he has a concern about DUO on desktops given Magruder Hall lost internet three times this week. Mr. Ritter said DUO is set to a fail-open mode so losing internet will not lock the user out of the desktop.

Senator Freeman said, as a faculty member and a graduate coordinator, he has to log into many different portals throughout the day. He asked if this can be consolidated so a user would only have to log in one time and be able to access all of the portals. Mr. Ritter replied that no matter what he does, users will have to log in once on their desktop and once in their web browser. If the user uses remember me and single sign-on they are able to navigate to other locations without using two-factor authentication. Mr. Ritter said using these settings correctly will lessen the amount of times a user must authenticate.

Senator Rai asked for more information about the implementation of the security measures on Macintosh computers. Mr. Ritter said that many of the users in web development use Macs and they are serving as the guinea pigs for the implementation of the Mac solution. He said they are currently using parts of this solution. He said the full implementation on Macs is not that far off in the future.

Senator Haynes asked if updating software such as SPS and SAS is something that ITS can handle so users do not have to request admin rights to do so. Mr. Ritter replied we currently have the PACE program which allows ITS to push updates for web browsers and third-party software to desktops. He said ITS will have to look into having the same capability with SPS and SAS as they are very important for faculty.

### 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.

Senator Zuckerman said she is the Graduate Coordinator for her department. She said she has heard about all of the graduate applications that are waiting in the queue, and she wonders what is going on. She said she continually checks Slate for applications, so her department does not have applications waiting in the queue. Senator Zuckerman said with Slate, if you do not know that someone has applied, you cannot find their application. There is a narrowing function when you search in the software that if you do not get the semester, campus, program, code, and application status correct, an application will not show up. She said when the Graduate School reports that a perplexing number of applications have not been processed, this may be the reason why that is occurring. Applicants only get put into the user's bin once they have been added to the queue. If you cannot find the applicant, you cannot add them to your queue. President Barrett said he is seeing heads nodding in agreement around the room.

Senator King said there is no notification sent when a potential student applies, so coordinators do not know to go and look for it. President Barrett said he would share these concerns with the Dean of the Graduate School.

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

### **Academic Deans Council**

Academic Deans Council met on November 16<sup>th</sup>, 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 5<sup>th</sup>, 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 12<sup>th</sup>, 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.

Senator Robichaux-Davis said the Undergraduate Research and Creative Discovery Committee has been reconstituted. Anastasia Elder is now chairing it and the membership has been reworked. Vice President Banik said he would reach out to Dr. Elder.

#### FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

Senator Pelaez reported that the University Well-Being Committee has begun meeting again. She said there is currently not an official charge for the committee, but a proposal is being presented to the administration for approval. The plan includes the eight dimensions of wellness. She said the committee is still taking shape and she will report to the Senate as it moves forward.

#### BUSINESS TO BE SENT TO COMMITTEE

##### **1. Letter of Request: Representation on Faculty Senate for Unrepresented Faculty (Charter & Bylaws)**

President Barrett said this letter was received and is asking for Faculty Senate representation for the Shackouls Honors College. He said there are other centers and institutes across campus who have faculty that are unrepresented on the Faculty Senate. President Barrett said he has consulted with the submitters of the request, and they have agreed to expand the study to all unrepresented faculty.

The motion to send the letter of the request to the Charter & Bylaws Committee passed by unanimous voice vote.

#### STANDING COMMITTEE REPORTS

<b>Academic Affairs</b>	<b>No Report</b>
<b>Ancillary Affairs</b>	<b>No Report</b>
<b>Charter &amp; Bylaws</b>	<b>No Report</b>
<b>Faculty Affairs</b>	<b>No Report</b>
<b>Student Affairs</b>	<b>No Report</b>
<b>University Resources</b>	<b>No Report</b>

#### SPECIAL COMMITTEE REPORTS

##### **1. Ad Hoc Committee on Addition of IHL policy to the Faculty Handbook**

President Barrett said he would allow each senator to comment on the proposed edits to the Faculty Handbook upon the conclusion of the committee report.

Senator Breazeale, on behalf of the Ad Hoc Committee, presented the committee report on the inclusion of the new IHL policy into the Faculty Handbook.

Senator Freeman asked Senator Breazeale to speak about the criteria that have been added to the promotion and tenure review. Senator Breazeale said the existing language was modified to accommodate the additional criteria. He said the committee felt the language was modified

for clarity and that nothing new was introduced in the new language. Senator Freeman said he is hearing from faculty that these additions have now more than doubled the evaluation criteria. He said there are some concerns about how this will affect shared governance. Faculty are wondering how we will measure and evaluate the new criteria. Senator Breazeale said the committee's main concern was the lack of quantifiability. He said this is why the committee felt it necessary to define collegiality in the document.

Senator Robichaux-Davis asked Dr. Shaw to speak about what administration has discussed so far about how we document the new criteria. Dr. Shaw said this conversation has begun, but it is a conversation for all of us. He said there is variety across campus on how research excellence is determined. The administration understands that these new criteria could also be evaluated slightly differently between departments so there is hesitance to provide one way this can be accomplished. Dr. Shaw said IHL has provided us with the what, but it is up to us to determine the how through shared governance. He said once this is incorporated into the Faculty Handbook, we can have conversations amongst faculty and administration to determine how to best interpret this. Dr. Shaw said IHL is not descriptive in how to implement or interpret these criteria.

Senator Allison asked if there will be an opportunity for senators to take this back to their faculty for additional feedback prior to voting on it. Senator Breazeale said since these changes are affecting promotion and tenure, they must be heard at two Faculty Senate meetings and therefore no vote will be taken at today's meeting.

Senator Parker said she would like to reiterate Senator Freeman's comments about faculty concerns over the ambiguity of the criteria and how it will affect their ability to be promoted and/or tenured. She said clarity on how these will be measured will be very helpful to faculty.

Senator Rai said the sentence "Collegiality will not necessarily be in conflict with criticism and opposition" is not clear as to how we are protecting faculty's right to disagree. He said he believes this language could be made clearer. Senator Rai said much of the additional criteria are already part of faculty annual contracts. He said he still hasn't heard a good justification on why it is necessary to have this as part of our promotion and tenure document. He said every step along the promotion and tenure review has an individual certifying that the faculty is satisfactory in these criteria. He said he feels it would be beneficial if the department head, dean, provost, and president also certify that they follow the same principles as faculty. This would allow for the faculty member to have more confidence in the process. He said there is a potential for the tenure process to become a litigation.

Senator Tagert asked if the new annual evaluation form would be reconciled with these changes. Dr. Shaw said the new evaluation form was put on hold due to this new language from IHL. He said the evaluation form will be updated once the Faculty Handbook is approved.

Senator Wang said having the annual evaluation reflect these criteria will help faculty to document their adherence to the new criteria for the promotion and tenure process.

Senator Pelaez said this is making faculty be evaluated on something that cannot be quantified. She said this will put the power of the department head above anyone that wants a promotion. This will break shared governance. Faculty will be afraid to talk due to the new criteria. She said even if we include shared governance in the document, it is not what will happen in reality. Senator Pelaez said she understands that we need to include this language as it is a directive from IHL. She said senators have an obligation to reflect the opinion of the faculty they represent, and senators should politely express their opposition to the new policy in a letter to IHL. Senator Pelaez thanked the committee for their work on collegiality and said they did a great job in trying to do the impossible. Senator Breazeale said the committee tried to make sure that if we couldn't document what collegiality is, we can say what it is not. He said it may be the case that faculty are assumed collegial unless non-collegial behaviors occur.

Senator Priddy said to follow up on Senator Rai's comments about annual contracts, it may be beneficial to include a sentence on page 57 where it says "along with the core areas" that says "In accordance with annual contracts..." or something similar that indicates the contracts have this expectation included.

Senator Stone said she has a concern with including these criteria in an annual review. She said this assumes that the department head is a good person and leaves open the possibility that the faculty member and department head do not get along therefore giving the faculty member a bad review for one of the additional four criteria. Senator Breazeale said in his department, faculty are allowed to respond to their review and he would hope that would be something that could help address the concern.

Senator Kundu said since teaching, research, and service are quantifiable, it is easy for certification of having met the requirements as a packet goes up the review chain. He said certification of the other criteria creates issues. The provost may not know a faculty member very well who is up for promotion and tenure and would not be able to speak to collegiality or the other new criteria. If a faculty member was found to be not collegial at a lower level of review, the following reviewers may not have any information to dispute the earlier finding. Ms. Joan Lucas, General Counsel, said the original language from IHL required that everyone along the review process had to certify that the criteria have been met. She said this concerned administration greatly. Dr. Keenum sent a letter to Commissioner Rankins asking for clarification on this and the response in a letter to all Institutional Executive Officers was that only the President/Chancellor has to certify the criteria have been met. If there is disagreement along the way, it should be noted in the tenure package and Dr. Keenum can make the ultimate decision when it comes to him for review.

Senator Jarosz asked if it is possible to shift the burden of evidence for the new criteria. He said it could be assumed that faculty are satisfactory unless there is documentation to the contrary. Senator Jarosz said this would avoid the burden of documentation by the faculty member for items that are nearly impossible to document. Dr. Shaw said he completely agrees with

Senator Jarosz's suggestion and that the conversation by administration on this so far has been in alignment with this proposal.

Senator Jaffe asked what recourse faculty have if they have been deemed non-collegial. Senator Breazeale replied the promotion and tenure document allows a faculty member to respond in such an instance.

Senator Altomonte asked if there will be an objective framework that administrators will follow when evaluating these criteria. She asked if there will be examples or workshops that will provide guidance for how collegiality is evaluated. Senator Breazeale said that the Senate can request something like this is done.

Senator King asked if the edits will go to the faculty as a whole once Faculty Senate has voted on the changes. Senator Breazeale replied that there is no general faculty vote on changes to promotion and tenure. Senator King asked if the process will be for this to be approved by Faculty Senate and then sent to colleges and departments so they can modify their documents becoming effective next year. Senator Breazeale replied that Senator King is correct.

Senator Priddy made a motion to modify the sentence "Along with the core areas, a faculty member needs to be certified satisfactory in the following four areas:" on page 57 to read "In accordance with faculty members annual contracts, a faculty member also needs to be certified satisfactory in the following four areas:". Ms. Lucas said three of the bullet points below this sentence are not currently in faculty annual contracts. She said administration does not plan to add these items to faculty contracts, but would have to if this language is inserted into the Faculty Handbook. Senator Priddy withdrew her motion.

Senator Jarosz made a motion to amend by adding "Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary" following the listing of the additional four criteria on page 57 of the agenda. Senator Robichaux-Davis seconded the motion.

Senator Pelaez thanked Senator Jarosz for making this motion and said she feels shifting the burden to the administrator to prove non-compliance helps to mitigate the negative effects of including the additional criteria.

The motion to amend passed by unanimous hand vote.

Senator Rai asked that the document be edited to reflect that the university president is the only individual certifying the criteria have been satisfactorily met.

#### PENDING BUSINESS

#### NEW BUSINESS

Senator Tagert asked if there will be training conducted for department heads about best practices for annual evaluations since our form is in the process of changing. Dr. Shaw said Dr.

Dunne will be leading this effort once the language has been added to the annual evaluation form.

Senator Robichaux-Davis made a motion to adjourn. Senator Haynes seconded the motion.

The motion passed by unanimous voice vote. The meeting adjourned at 4:13 p.m.

Submitted for correction and approval.

---

Beth Stokes, Secretary

Jason Cory, Administrative Assistant II

### INTRODUCTION OF GUESTS

Mr. John Rush, Vice President for Development and Alumni  
Dr. Regina Hyatt, Vice President for Student Affairs  
Dr. Thomas Bourgeois, Interim Associate Vice President for Student Success and Dean of Students  
Dr. Jamie Dyer, Interim Dean of Interdisciplinary Studies  
Mr. Zac Selmon, Athletics Director  
Dr. David Shaw, Provost and Executive Vice President  
Ms. Joan Lucas, General Counsel

### REPORT OF THE FACULTY SENATE PRESIDENT

Greetings and I hope this report finds everyone doing well and looking into the positive events and people around us. We are already convening for our second Senate meeting of the semester, so the semester is fully underway.

We have many things to be encouraged about; there are numerous construction projects underway or in the planning phases, we have a solid student enrollment, our basketball teams are playing at a high level, and baseball is almost here.

I do hope that our entire faculty, and more particularly each one of you, can have joy and contentment with where we are on our trajectory in our job, on this campus, in this town, and in life. We have so many things to be thankful for that I don't know why anyone would search

for the negatives. If we see or have negatives around us, let's look to address them and move forward. We as faculty have an important role, not only on this campus, but to society. We are shaping young minds to make this university, and everything connected to it better. This charge we have is so very valuable.

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 (February 8, 2023) – The February 8, 2023, Athletic Council met at the M-Club. I was attending a conference, so I was unable to attend. Vice President Banik attended as the Faculty Senate representative and will report on this meeting. The January 11, 2023, Athletic Council meetings were not held.

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 (January 23, 2023) – There were no agenda items for the January meeting, so it was not held. The next scheduled meeting is February 27, 2023.

Executive Enrollment Management Committee (January 11, 2023) – This meeting was canceled due to a low number of agenda items. The next scheduled meeting is February 21, 2023.

Faculty/Staff Housing Appeals Committee (February 2023) – We had no appeals come before the committee in January or the beginning of February.

Inclusive Excellence Leadership Council – Has not met this Spring semester.

IT Council (January 2023) – There was no IT Council meeting in January 2023.

The next scheduled meeting for the IT Council is February 7, 2023.

Master Plan Development and Advisory Committee – The February 9, 2023, meeting was not held due to no agenda items.

Parking and Traffic Regulation Committee (January 26, 2023) – There was no meeting in December 2022. This committee did meet on January 26, 2023, in person. The meeting centered around the discussion and consideration of 2023-2024 parking changes. The parking changes are being implemented to accommodate construction projects, faculty and student traffic patterns, and availability of parking spots.

President's Committee on Planning – Has not met for Spring 2023.



Special Events and Game Day Operations Committee – There has been no meeting of this committee for Spring 2023 semester.

Sustainability Committee – There has been no meeting of this committee for Spring 2023 semester.

Design Review Committee – The January 5, 2023, and February 2, 2023, were not held.

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

### **Academic Deans Council**

The Academic Deans Council January meeting was cancelled. The next scheduled meeting is February 15<sup>th</sup>.

### **Committee on Campus Access**

The February meeting for Campus Access was cancelled. There are a few short-term needs, but having exhausted our FY budget, there is not much for this committee specifically to discuss at this point.

### **Community Engagement Committee**

No meeting is currently scheduled for this committee.

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

The February meeting scheduled for February 9<sup>th</sup> was cancelled.

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

This committee has been revamped to include a faculty makeup more than an administration makeup, and the committee has just begun to get started. Dr. Anastasia Elder mentioned it may be helpful for Faculty Senate to send a representative to keep the larger body informed about the issues at least as it gets started. I informed Dr. Elder that I would continue as the current representative of the Holland Faculty Senate on this committee, per President Barrett's request to retain a seat on this committee.

After emailing Dr. Elder about continuing as the Faculty Senate representative, I am waiting on a date for the new committee to meet. As of this report, there is not a scheduled meeting to attend that I am aware.

## REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

### BUSINESS TO BE SENT TO COMMITTEE

<a href="#">Letter of Request: Faculty Award Process</a> (Student Affairs) .....	(p. 101)
<a href="#">AOP 11.05 Requirements for Shortened Format Courses</a> (Academic Affairs) .....	(p. 102)
<a href="#">OP 01.09 Principles for University Governance</a> (Charter & Bylaws) .....	(p. 105)

### STANDING COMMITTEE REPORTS

#### ACADEMIC AFFAIRS

#### **1. Letter of Request: Intellectual Property of Faculty**

##### **Report to the Robert Holland Faculty Senate**

##### **Academic Affairs Committee**

##### **Report on Letter of Request: Intellectual Property of Faculty**

**February 10, 2023**

#### **Background**

In a letter dated November 4, 2019, Faculty Senate President Randy Follett informed the Senate that a question had been raised about whether an instructor who develops lectures and other material for delivery in a course is the owner of that intellectual property. The issue was not directly covered in OP 76.01 Intellectual Property, so he asked the Academic Affairs committee to consider this issue and recommend a modification to OP 76.01. Since that time and based on the work of a previous Academic Affairs committee, OP 76.01 has been modified, reviewed by General Counsel, and approved by the Executive Council. This past December, President Barrett was made aware of this and was provided with the approved OP 76.01. President Barrett then asked the current Academic Affairs committee to review the OP and requested feedback.

#### **Recommendation**

The Academic Affairs committee supports the revised OP 76.01 Intellectual Property, but would like the Executive Council to consider the language concerning creative enterprise and whether it should be more specific to certain media forms given that we have faculty and students working in digital, Artificial Intelligence, and screenic arts.

## **Discussion**

The Academic Affairs Committee reviewed the newly adopted Operating Policy 76.01 Intellectual Property. The committee found that the concerns of the faculty member's request of the Faculty Senate in 2019 have been addressed in the revised policy. Through the review, the committee also identified that the revised policy stills lacks clarity with regard to creative enterprise such as works of art created by faculty and students in various media formats. The Academic Affairs Committee would like President Barrett to discuss our recommendation with Provost Shaw and share our request with the Executive Council.

**Committee Members: Rebecca Robichaux-Davis (Chair), Frank Adams, Jenna Altomonte, Skip Jack, Jesse Morrison, Neeraj Rai, James Sobaskie, Kimberly Wood**

### ANCILLARY AFFAIRS

### CHARTER & BYLAWS

## **1. Reapportionment**

### **Report to the Robert Holland Faculty Senate**

### **Charter & Bylaws Committee**

### **Report on Senate Apportionment**

**February 10, 2023**

## **Background**

Each year the Charter & Bylaws Committee is charged with reporting the number of general faculty in each college-unit and the number of seats each college-unit should be apportioned in the Robert Holland Faculty Senate.

## **Discussion**

A current list of all MSU Faculty was obtained from Information Technology Services that included information regarding titles and rank. Part-time faculty (those with <100% workload) were excluded from the enumeration process. For faculty whose college-unit placement was not clear, the appropriate vice president was contacted to determine unit placement. The 2023 faculty apportionment data are provided below.

## Robert Holland Faculty Senate 2023 Faculty Apportionment

College-Unit	Faculty Count 2022	Faculty Count 2023	Proportion of Seats* 2023	New Seats	Old Seats	Change
Arch., Art, Design	47	46	1.89	<b>2</b>	2	0
Arts & Sciences	339	344	14.14	<b>14</b>	14	0
Business	70	72	2.96	<b>3</b>	3	0
CALS/MAFES	176	166	6.83	<b>7</b>	7	0
Education	134	129	5.30	<b>5</b>	5	0
Engineering	149	146	6.00	<b>6</b>	6	0
Forest Resources / FWRC	41	47	1.93	<b>2</b>	2	0
Library	27	25	1.03	<b>1</b>	1	0
MSU Extension	87	88	3.62	<b>4</b>	4	0
MSU-Meridian	37	42	1.73	<b>2</b>	2	0
Vet Medicine	106	111	4.56	<b>4</b>	4	0
<b>Total</b>	<b>1213</b>	<b>1216</b>	<b>50.00</b>	<b>50</b>	<b>50</b>	<b>0</b>

\*Proportion of Seats = (Number of Faculty in College-Unit / Total Faculty Count) x 50

**Committee Members:** Paul Spurlin (Chair), Beth Baker, James Chamberlain, Alicia Hall, Missy Hopper, Michael Jaffe, and Andrew Jarosz

### FACULTY AFFAIRS

#### 1. AOP 13.03 Responsibilities in Instruction and Curriculum, and Attendance at Classes

#### Report to the Robert Holland Faculty Senate

#### Faculty Affairs Committee

#### Report on AOP 13.03: RESPONSIBILITIES IN INSTRUCTION AND CURRICULUM, AND ATTENDANCE AT CLASSES

February 10, 2023

#### Background

This AOP was reviewed by our committee per its every-four-year review cycle.

**Recommendation**

In addition to changes made by Tracey Baham to reflect updated campus policy, our members made minor changes for clarity and reworded Section 5 to better qualify that section. The previous version reads:

Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.

The amended version reads:

Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action from other students or outside pressures beyond the university.

**Discussion**

We felt that this new language removed any ambiguity regarding the actual intended meaning of the section and more accurately reflects faculty members' responsibilities.

**Committee Members: Mike Breazeale (Chair), Alexis Gregory, Kimberly Kelly, Stephanie King, Todd Mlsna, Adrian Sescu, Amanda Stone, Chinling Wang**



AOP 13.03: RESPONSIBILITIES IN INSTRUCTION ~~AND CURRICULUM, AND ATTENDANCE AT CLASSES~~  
~~AND ATTENDANCE AT CLASSES~~

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to help promote an understanding of instructor of record responsibilities in instruction and curriculum.

REVIEW

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

POLICY/PROCEDURE

A. Instructional Responsibilities:

An instructor of record has the following obligations to his/her students:

1. Develop a syllabus for each class to serve as an academic contract with the students in his/her classes—~~The syllabus should clearly state the learning objectives for the course, assignments and exams, standards of achievement, methods of evaluation (including the relative importance to be assigned to various factors), and the date of the final examination—The course syllabus should be presented at the first class meeting to all students, and there should be no variation from the syllabus—The syllabus must contain a statement that makes reference to the MSU Honor Code (see AOP 12.07 Honor Code), the Title IX (see OP 03.04 Sexual Misconduct) and Student Support Services (www.sss.msstate.edu). Please refer to syllabus templates on the Center for Teaching and Learning website at http://www.ctl.msstate.edu/reference to the Mississippi State University Syllabus, which contains the required references for the Honor Code, Title IX, disabilities accessibility, and university's class absence policy. This syllabus is available at https://www.provost.msstate.edu/faculty-student-resources/university-syllabus.~~

All syllabi should be reviewed on a scheduled basis by the department or college on a cycle of four years or less—~~If the content of the course varies by more than 25% compared to the version approved by the UCCC (University Committee on Courses and Curricula) (UCCC), a proposal to modify the course must be submitted to the UCCC for approval. If the content of the course varies by more than 50% compared to the version approved by the UCCC, a proposal to delete the course and a proposal to add a new course must be submitted to the UCCC for approval.~~

2. Meet all assigned classes, unless hindered by ~~reason~~reasons beyond one's control. When instructors of record cannot meet occasional or individual classes, they, or a departmental representative, will make timely announcements of their absence and will arrange equivalent and/or alternate instruction. In cases where the instructor is absent and has not been able to notify class ahead of time, students are expected to remain in the classroom ten minutes after the beginning of the period, unless otherwise indicated by the instructor of record.
3. Present a reasonable range of opinions on controversial issues within the scope of the course.— An instructor of record's own views on such issues should always be identified as such.— Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
4. Evaluate fairly and impartially the student's performance.— Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, gender, political views, or be based on the student's agreement or disagreement with the instructor of record's opinion on controversial issues in the discipline.
5. ~~Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.~~ Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action from other students or outside pressures beyond the university.
6. Serve as an intellectual guide and counselor to students; be available for private conferences; provide accurate information; assist students in achieving their academic goals.
7. Demonstrate respect for the student and treat the faculty-student relationship in a professional manner.
8. Avoid any exploitation of students for personal advantage or for any other purpose.
9. Engage in those scholarly activities that contribute to the upgrading of knowledge and skills; only by so doing can the faculty member adequately teach students.— Beyond the obvious requirement of staying current with the literature in one's field, the faculty member may find it necessary or useful to conduct research and/or participate in research conferences, workshops, institutes, consulting, and other forms of post-graduate training or experience.— It is the faculty member's responsibility to seek out such activities and the University's responsibility to encourage such endeavors.
10. Follow university procedures concerning examinations, academic dishonesty, accommodating students with disabilities, grade submission, and other regulations related to instruction.

11. Establish office hours each week during the semesters they are involved in course delivery.

#### B. Modification of Teaching Responsibilities

In cases where a ~~tenured, or tenure-track~~ faculty member ~~is finds themselves~~ prevented from meeting some or ~~all of all~~ instructional responsibilities for class delivery in Fall or Spring semesters for any number of reasons (personal or medical, etc.), faculty should work with their Department Head/~~School Director~~/School Director to arrange a temporary reduced or modified teaching load as appropriate.

Should a Department Head/~~School Director~~ believe that a faculty member is failing to meet their instructional responsibilities, it is the Department Head/~~School Director~~'s responsibility to notify the faculty member of the perceived failure and to work with the faculty member to remedy the failure--. If the faculty member and the Department Head/~~School Director~~ are unable to remedy the failure, the Dean should be notified and should work with the Department Head/~~School Director~~ and faculty member to resolve this issue--. In extraordinary situations, the Department Head/~~School Director~~ and Dean, with the approval of the Provost and Executive Vice President, may immediately remove a faculty member from his/her instructional responsibilities for the remainder of the semester and may develop an alternate delivery method without prior notice to the faculty member--.

Department Heads/~~School Directors~~/School Directors should refer to the "Guideline for Department Heads on Faculty Parental Leaves of Absence" for guidance regarding means for modifying faculty workload, adjusting appointments, and/or other accommodations. Regardless of the reason or approach utilized, a faculty member's workload distribution for any semester in which his/her teaching obligations are reduced must continue to equal 100% load. For guidance on workload policies and procedures, faculty and Department Heads/~~School Directors~~/School Directors should refer to AOP 13.23 Faculty Workload. Where leave issues may be applicable, the Family Medical Leave Act (FMLA) and existing university policies may apply.

In each proposed case of a modification to a ~~tenured or tenure-track~~ faculty member's teaching responsibilities, the Dean of the College will be notified for concurrence with said modifications. In cases of disagreement between a faculty member and the Department Head/~~Director~~/School Director, the Dean's Office should be notified. If not resolved by the Dean, the matter should be referred to the Provost and Executive Vice President for a resolution.

#### C. Curriculum Responsibilities:

The university depends on its faculty to ensure the quality and effectiveness of its curricula. The faculty will work with the academic department heads/school directors in the development, coordination, implementation, and periodic review of academic programs and course offerings.



REVIEWED:

Executive Vice Provost and Dean, Graduate School	Date
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Provost and Executive Vice President	Date
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President, Robert Holland Faculty Senate	Date
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Assistant Vice President, Institutional Strategy & Effectiveness	Date
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General Counsel	Date
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APPROVED:

President	Date
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**2. AOP 13.11 Academic Freedom**

**Report to the Robert Holland Faculty Senate  
Faculty Affairs /Charters & Bylaws Joint Committee  
Report on AOP 13.11: ACADEMIC FREEDOM  
February 10, 2023**

**Background**

This AOP was reviewed last semester by our committee per its every-four-year review cycle and was approved by the full Senate. We later found that we had sent the wrong version of the working file, so the version presented to the Senate did not contain all of the tracked changes. To preserve an accurate record, we have brought it before the Senate again for approval.

## **Recommendation**

Just as we reported previously, in addition to changes made by Tracey Baham to reflect updated campus policy, our members made minor changes for clarity and inclusion. The previous version read:

All scholars must, however, recognize the fact that he/she is also the possessor of opinions, some of which may be subject to human frailty of bias and error. As a free citizen, he/she has the right to express these opinions. The degree to which one expresses them as a scholar, claiming sanctuary in the University is a matter of academic responsibility.

The amended version reads:

Additionally, all scholars must recognize the fact that they are fallible and may be subject to human frailty of bias and error. Therefore, every scholar has the right to express their views with conviction as well as a duty to uphold the academic freedom of every other member of the University community. This means the right to speak and express oneself freely, the right to criticize ideas, and the right to have one's ideas criticized. The pursuit of truth proceeds on the foundation of the free exchange of ideas. Academic disagreements are therefore not something to be feared, but a sign of the vitality of the University. As such, ad hominem, threats or intimidation, which attack people rather than their ideas, have no place in the academic community. Academic freedom is central to the mission of a healthy university. Every scholar, claiming sanctuary in the University must uphold it as a matter of academic responsibility.

## **Discussion**

This new language should be the same that was presented when we voted on it in last semester.

**Committee Members: Mike Breazeale (Chair), Alexis Gregory, Kimberly Kelly, Stephanie King, Todd Mlsna, Adrian Sescu, Amanda Stone, Chinling Wang**



## AOP 13.11: ACADEMIC FREEDOM

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide an understanding and standardization of the policy dealing with Academic Freedom.

### POLICY/PROCEDURE

Mississippi State University recognizes the fact that in the republic of scholars there are certain indisputable rights to freedom of expression. The University encourages the search for knowledge and truth, and does not abridge ~~the any scholars's scholar's~~ right to reveal ~~his/her~~ their research findingfindings through appropriate channels by spoken and written word, visual displays, artifacts, or performances (~~e.g.e.g.~~, artistic, musical, theatrical). Even if in doing so they may find variances with students and professional peers, as well as with the lay community members. Faculty have the academic freedom to select an effective pedagogical approach appropriate to their discipline and based on their scholarly expertise; simultaneously, faculty have a professional responsibility to select pedagogical approaches demonstrated to be effective through assessment and established research. Additionally, ~~The A~~ all scholars ~~must~~ must, however, recognize the fact that ~~he/she~~ they ~~is-are also the possessors of opinions, some of which fallible and~~ may be subject to human frailty of bias and error. Therefore, every scholar As a free citizens, he/she has has the right to express ~~these opinionstheir~~ views with conviction as well as a duty to uphold the academic freedom of every other member of the University community. This means the right to speak and express oneself freely, the right to criticize ideas, and the right to have one's ideas criticized. The pursuit of truth proceeds on the foundation of the free exchange of ideas. Academic disagreements are therefore not something to be feared, but a sign of the vitality of the University. As such, ad hominem, threats or intimidation, which attack people rather than their ideas, have no place in the academic community. Academic freedom is central to the mission of a healthy university. Every -The degree to which one expresses them as a scholar, claiming sanctuary in the University is must uphold it as a matter of academic responsibility.

### REVIEW

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

**REVIEWED BY:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

09/18/2018  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

09/18/2018  
Date

/s/ Randolph F. Follett  
President, Robert Holland Faculty Senate

08/27/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

10/18/2018  
Date

/s/ Joan Lucas  
General Counsel

10/17/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

10/22/2018  
Date

STUDENT AFFAIRS  
UNIVERSITY RESOURCES

**1. AOP 13.06 Sabbatical Leave**

**Report to the Robert Holland Faculty Senate**

**University Resources Committee**

**Report on AOP 13.06 Sabbatical Leave**

**February 10, 2023**

**Background**

AOP 13.06 initially came to Faculty Senate in Spring 2022 and assigned to the Faculty Affairs Committee. General Counsel pulled the policy to make updated during the summer. The revised policy was subsequently received and assigned to the University Resources Committee.

**Recommendation**

The University Resources Committee recommends that the Robert Holland Faculty Senate vote to approve AOP as presented.

**Discussion**

The chair of the committee met with General Counsel on December 7, 2022 to receive clarification on the changes made to AOP 13.06 Sabbatical Leave. General Counsel indicated that changes were made to the policy to tailor it specifically to how sabbatical leave operates at MSU rather than relying on more generic language from IHL, and to add language related to additional compensation and travel. The committee determined that the primary changes appear to be the addition of a clause describing faculty rights with regard to receiving additional compensation in the form of grants or stipends while on sabbatical, and detailing policies related to travel reimbursement. The changes and additions do not appear to represent a departure from the current policy at practice with regard to sabbatical leave at MSU.

**Committee Members: Andy Perkins (Chair), Todd Archer, Cheryl Justice, Sol Pelaez, Mary Love Tagert, Santanu Kundu, Molly Zuckerman, Heejin Cho**



## AOP 13.06: SABBATICAL LEAVE FOR FACULTY MEMBERS OF STATE INSTITUTIONS OF HIGHER LEARNING

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to outline the policy of Mississippi State University with regard to sabbatical leave for faculty members, ~~to ensure our understanding and a standardized approach in the handling of sabbatical leave as required by the Board of Trustees of State Institutions of Higher Learning.~~

### POLICY/PROCEDURE

~~Any member of the faculty of the State Institutions of Higher Learning of the State of Mississippi Faculty members shall be eligible for Sabbatical leaves, for the purpose of professional improvement. Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, nor for any other purpose except as explicitly stated in law. Sabbatical Leaves shall be in accordance with the following; for not more than two semesters immediately following any twelve or more consecutive semesters of active service in the Institutions of Higher Learning of this State where such faculty member is employed or for not more than one semester immediately following any six or more consecutive semesters of such service. Absence on sick leave shall not be deemed to interrupt the active service herein provided for.~~

~~Applications for sabbatical leave shall be made to the Board of Trustees of the State Institutions of Higher Learning, with the approval of the Chancellor or the President of the Institutions of Higher Learning. Approval or disapproval of the applications for sabbatical leave shall be made on the basis of regulations prescribed by the Board of Trustees of State Institutions of Higher Learning.~~

~~Under rare circumstances, MSU, in consultation with the faculty member, may revoke, suspend, or delay an approved sabbatical if deemed necessary, or if circumstances or needs in the faculty member's home department supersede those gained by the sabbatical leave. Revocation, delay or suspension of an approved sabbatical requires Department Head, Dean and/or Director, Vice President (where appropriate), and Provost approval, with notice to the President and Board of Trustees of State Institutions of Higher Learning. The faculty may appeal the decision to their Dean, Vice President (where appropriate) and Provost.~~

~~In order to provide for the above leaves the Board of Trustees of State Institutions of Higher Learning shall have power to adopt rules and regulations regarding such leave. Any person who is granted a sabbatical leave and who fails to comply with the provisions of such leave as approved by the State Institutions of Higher Learning may have his or her leave terminated by the Board of Trustees of State Institutions of Higher Learning. Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the institution of~~

~~higher learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave. In instances where policies and practices are developed to create mechanisms for salary enhancement, all eligible MSU faculty can participate in these opportunities before, during or after a sabbatical leave period. Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.~~

~~In order to provide for the above leaves the Board of Trustees of State Institutions of Higher Learning shall have power to adopt rules and regulations regarding such leave. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the college where the faculty member is employed.~~

~~Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the institution of higher learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid. In instances where policies and practices are developed to create mechanisms for salary enhancement, all eligible MSU faculty can participate in these opportunities before, during or after a sabbatical leave period.~~

#### Regulations Established by the Board of Trustees for Faculty Members Seeking to Qualify for Sabbatical Leave.

1. Eligibility – To qualify for one semester (4-1/2 months) of leave, a faculty member must have served full-time on the faculty ~~of one of the Mississippi State Institutions of Higher Learning~~ for six (6) consecutive semesters of regular session work before the effective date of leave; to qualify for two semesters (9 months) of leave, he/she must have served full time on the ~~regular~~ faculty ~~of the institution for~~ twelve (12) consecutive semesters of regular session work ~~in the institution~~ before the effective date of leave. Absence on sick leave shall not be deemed to interrupt the active service.

Periods between sabbatical leave shall be the same as the period for eligibility. Credit towards another sabbatical leave will begin with the next academic year regardless of whether an awarded sabbatical leave is taken for a full year or either semester of a year.

2. Approval of Sabbatical Leave - Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning through the President. Standard application forms may be obtained from the Office of the Provost and Executive Vice President and shall be submitted by a faculty member to his/her

department head by ~~(INSERT DATE)~~ December 15 of the year prior to the expected Sabbatical Leave. Requests are considered based on the plans for professional development and the needs of the home department.

Sabbatical leave requests will be disapproved when financial or other considerations may make such action necessary.

3. University Compensation - Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid. However, a faculty member eligible for two semesters of sabbatical leave may choose to take receive sabbatical leave for one semester at full pay in lieu of two semesters of leave at half pay, and a faculty member eligible for one semester of sabbatical leave at regular one-half pay may receive two semesters of leave at one-fourth pay.

- 1.4. Additional Compensation – Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars, and professional people, whether under the sponsorship of an institution of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members may not, however, receive compensation that would exceed the salary which such faculty member would have received during the sabbatical period had he/she not been granted the leave.

5. Reimbursement for Travel – As a general rule, the University does not allow for reimbursement of travel or living expenses such as lodging and meals while on sabbatical leave. It is only in very rare situations and under unusual circumstances that the University would consider allowing such expenses to be paid from existing University funds, including University Professorships/Discretionary funds. If a faculty member needs University funding for any part of the sabbatical, this request should be included in the paperwork submitted to the his/her Department Head/School Director. Such requests must be approved in advance by the Provost and Executive Vice President.

Some research awards may, however, allow for reimbursing some or all of these expenses if they are awarded for that purpose.

6. Changes to Approved Sabbatical Leave – Under rare circumstances, MSU, in consultation with the faculty member, may revoke, suspend, or delay an approved sabbatical if deemed necessary, or if circumstances or needs in the faculty member's home department supersede those gained by the sabbatical leave. Revocation, delay or suspension of an approved sabbatical requires Department Head, Dean and/or School Director, Vice President (where appropriate), and Provost approval, with notice to the President and Board of Trustees of State Institutions of Higher Learning. The faculty may appeal the decision to their Dean, Vice President (where appropriate) and



Provost.

Additionally, any person who is granted a sabbatical leave and who fails to comply with the provisions of such leave as approved by the State Institutions of Higher Learning may have his or her leave terminated by the Board of Trustees of State Institutions of Higher Learning.

7. Employment Status While on Leave – A ~~A~~ faculty member who is granted leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning as a full time employee of the University for the full period of the leave. Accordingly, faculty members on such leave may not accept any full-time employment or enter into any written or implied obligation of employment which would violate the contracts for full service he/she will have while on leave without approval in writing signed by the Department Head, Dean and Provost and Executive Vice President.

Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment at the University. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave. In instances where policies and practices are developed to create mechanisms for salary enhancement, all eligible faculty can participate in these opportunities before, during or after a sabbatical leave period. Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

Faculty on sabbatical leave will have access to information about and be allowed the opportunity to participate in the same meetings, discussions, academic decisions, administrative decisions, and elections within their home department or college that they would traditionally be involved in prior to, and after an approved sabbatical leave if the faculty member is able to do so in the same manner and time as faculty members who are not on leave. No departments can be required to live stream, record, or otherwise take extraordinary action to enable a faculty member on sabbatical to participate.

2.—Agreement – A

- ~~3.—Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning through the Office of the Chancellor or President of the employing institution. Standard application forms may be obtained from the faculty personnel officer.~~

- ~~4.8.~~ A faculty member granted leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty ~~of the employing institution~~ for one semester for each semester of leave granted, which semester shall follow immediately the termination of the leave period. This formal agreement must require repayment of salary received while on leave by anyone given leave ~~(sabbatical or~~

~~other) who does not return to work for the specified time required. (This policy applies to any employee on leave with pay.)~~

- ~~5. Leave shall be granted "for the purpose of professional improvement" only. Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, nor for any other purpose except as explicitly stated in law. Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars, and professional people, whether under the sponsorship of an institution of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation of employment which would violate the contracts for full service he/she will have with his/her institution while on leave.~~
- ~~6. A faculty member on sabbatical leave remains a full-time employee of the Board of Trustees of State Institutions of Higher Learning with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.~~
- ~~7. Faculty on sabbatical leave will have access to information about, and be allowed the opportunity to participate in the same meetings, discussions, academic decisions, administrative decisions, and elections within their home department or college that they would traditionally be involved in prior to, and after an approved sabbatical leave.~~

#### REVIEW

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

REVIEWED:

Executive Vice Provost and Dean, Graduate School	Date
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Provost and Executive Vice President	Date
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President, Robert Holland Faculty Senate	Date
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Assistant Vice President, Institutional Strategy & Effectiveness	Date
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General Counsel	Date
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APPROVED:

President	Date
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**2. Letter of Request: Library Concerns Letter**

**Report to the Robert Holland Faculty Senate**

**University Resources Committee**

**Report on Journal Cancellation Letter of Concern**

**February 10, 2023**

**Background**

On October 9, 2017, the Robert Holland Faculty Senate received a letter from the faculty of the Department of Anthropology and Middle Eastern Cultures expressing their concern over the cancellation of academic journals by the MSU Library. The concern was primarily based on metrics used to determine whether academic journal subscriptions should be cancelled, and how these metrics might disproportionately impact small departments. This matter was referred to the University Resources Committee.

The University Resources Committee collected and reported on several data points in January 2021, including an evaluation of journal usage metrics, journal databases provided, cancellation policies, and journal cancellation numbers. Materials provided by Interim Dean Tommy Anderson included a comparison of some of these metrics with other SEC schools.

In April 2022, the University Resource Committee recommended following up with Dean Lis Pankl to determine how the new administration of the MSU Libraries plans to handle journal cancellations going forward.

### **Recommendation**

The committee recommends inviting Dean Pankl to a Faculty Senate meeting to provide an update on the University Libraries and any current or planned changes in policy. Departments should work with their subject specialists to communicate resource needs.

### **Discussion**

The University Resources Committee met with Dean Lis Pankl, Associate Dean Ray Uzwysyn, and Business Manager Chris Kolb on December 9, 2022. In this discussion, Dr. Uzwysyn indicated that all journal accesses, regardless of method, are counted in usage data. This was a primary concern of the original letter. Dean Pankl followed up by email on January 13, 2023, indicating that the Library currently does not have a journal cancellation policy because the situation in which journals would need to be cancelled has not arisen since she started as Dean last year. Furthermore, if that situation arises again, the Library will gather feedback and share data with the faculty prior to making any cancellations.

The Library has developed an online survey that would be used to gather faculty input on journal and E-Resource usage. Faculty are also encouraged to work with subject specialists in the library to communicate resource needs.

**Committee Members: Andy Perkins (Chair), Todd Archer, Cheryl Justice, Sol Pelaez, Mary Love Tagert, Santanu Kundu, Molly Zuckerman, Heejin Cho**

## **3. Letter of Request: Immunocompromised Accommodations**

**Report to the Robert Holland Faculty Senate**

**University Resources Committee**

**Report on Immunocompromised Accommodations Request**

**February 10, 2023**

## **Background**

Prior to the April 8, 2022 meeting of the Robert Holland Faculty Senate, a resolution was submitted to the Faculty Senate President concerning the development of a permanent policy guiding accommodations for members of the university community that are immunocompromised, or care of family members that are immunocompromised. As this was an external resolution, it was sent to the University Resources Committee for further study.

## **Recommendation**

The University Resources Committee recommends that the Robert Holland Faculty Senate adopt the resolution as revised.

## **Discussion**

The University Resources Committee met with Chris Dallager, Director of the Disability Resource Center (DRC) at Mississippi State to gather information on the types of accommodations typically requested and available to students. The DRC has received a small number of requests for accommodations from immunocompromised students. Providing these accommodations has been at the discretion of the course instructor. Although a large portion of the DRC responsibilities involve accommodating students in courses, the center has also handled accommodations for university events.

The committee chair also spoke with Ms. Leslie Corey, Chief Human Resources Officer, to learn about accommodations available to employees. Employees with medical issues or disabilities are typically accommodated through the Americans with Disabilities Act (ADA). Employees work through their department or unit to request accommodations. The university has also adopted a new policy on flexible working arrangements, though at the time of the discussion, flexwork had not been used to provide medical or disability accommodations.

From these discussions, the committee feels that a policy guiding these accommodations is needed to provide consistency in responding to these requests. The committee also recognizes that while accommodating some requests may be straightforward, others might not be feasible, or may be very challenging.

**Committee Members: Andy Perkins (Chair), Todd Archer, Cheryl Justice, Sol Pelaez, Mary Love Tagert, Santanu Kundu, Molly Zuckerman, Heejin Cho**

## **Resolution Submitted During April 8, 2022 Meeting**

With suggested revisions

“In light of the continued challenges and danger to their health that our immunocompromised students and colleagues, and those who care for immunocompromised family members, are facing, even as the number of COVID-19 cases are declining, we ask the university administration to develop a permanent policy that allows for, [when practical](#), full and equitable participation in the university community without endangering their lives or the lives of their immunocompromised family members. This includes not only classes, but also lectures by external experts, department and college meetings, and university celebrations.”

## **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 /Charters & Bylaws Joint Committee**

#### **Report on Faculty Handbook Collegiality Recommendations – Follow-up**

**February 10, 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 the Faculty Handbook in the process of updating the handbook to reflect the new teaching ranks.

#### **Recommendation**

When we met last month, several changes were suggested by the full Senate. This report reflects the changes suggested in the January RHFS meeting. Changes that were made are listed below:

Top of page 33:

Along with the core areas, a faculty member also needs to be certified satisfactory by the president of the university 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.

Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary.

The other three changes reflect comments made by General Counsel at the January meeting, explaining that the President is the actual decision-maker with regard to promotion and tenure.

Bottom of page 47 / Top of page 48:

The department head or director 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. 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 provide a written explanation of the reason/s that the department head does not believe the seven criteria required by the IHL Board have been satisfactorily met.

Bottom of page 48 / top of page 49:

The dean must provide a written explanation of the reason/s that the dean does not believe the seven criteria required by the IHL Board have been satisfactorily met.

Bottom of page 50:

The provost must provide a written explanation of the reason/s that the provost does not believe the seven criteria required by the IHL Board have been satisfactorily met.

### **Discussion**

This new language moves the burden of documenting non-collegial behavior or other violations of the criteria for promotion and tenure to the department head, dean, and provost, and removes the burden of proving collegial behavior from the individual faculty member.

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

# 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

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### 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. Bettersworth'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

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### 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.

## **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~~.

## **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

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#### 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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/](http://www.grad.msstate.edu/faculty/).

## **IV. Faculty Responsibilities and Academic Operating Policies**

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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](http://www.msstate.edu/dept/audit/mainindex.html#VOLUME_II)

## V. Promotion and Tenure Procedures

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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](http://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.

- 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 favorable 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 also needs to be certified satisfactory by the president of the university 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.~~

Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary.

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 seven 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 seven 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:

4. 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 1<sup>st</sup> 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 ~~7seven 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 department head must provide written justification that the criteria of teaching, research, and service have been met. Written justification must also be provided if it is believed the faculty member does not meet any of the four remaining criteria.~~ 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 dean must provide written justification that the criteria of teaching, research, and service have been met. Written justification must also be provided if it is believed the faculty member does not meet any of the four remaining criteria. 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 7seven 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 7seven 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. The provost must provide written justification that the criteria of teaching, research, and service have been met. Written justification must also be provided if it is believed the faculty member does not meet any of the four remaining criteria. 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 7seven 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

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Mark E. Keenum, President

Date

## **VI. Department of Human Resources Management Policies and Procedures**

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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](http://www.msstate.edu/dept/audit/mainindex.html#VOLUME_V)

## **VII. Other University Policies**

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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](http://www.msstate.edu/dept/audit/mainindex.html)

## **VIII. Employee Benefits**

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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

Rebecca,

I hope you are well. I wanted to bring this to your attention in hopes that the Faculty Senate will consider this issue. If you look at the OPA email below you'll see that the finalists for University research Awards were announced. You'll notice, if you look closely, that across a diverse range of categories every finalist conducts scientific research. Is it really the case that not one scholar outside the sciences merited consideration as a finalist? This seems quite implausible to me.

Of course, this is only one year's list, and therefore ultimately anecdotal, but it still makes me worry that the humanities and the arts may not be getting a fair shake.

Therefore, I'd ask the Faculty Senate to investigate three things. First, what are the criteria for judging applications? For instance, if grant money is weighted in favor of the scientists, there is no analogue in the humanities, as grant money is all but non-existent. Similarly, impact factors cannot simply be treated in a 1 for 1 manner as scientific journals for a host of reasons will have higher numbers independent of journal quality. *The Journal of the Philosophy of Sport*, for instance, *the premier journal in the field in the world*, has an impact factor below 1.

<https://journalimpact.org/score.php?q=JOURNAL%20OF%20THE%20PHILOSOPHY%20OF%20SPORT>

The bottom line is that using apples to apples comparisons across disciplines as a measure of research excellence is deeply misleading.

Second, what are the academic backgrounds of those on the judging committee? Do they hail from an array of disciplines, so that the committee has a broad vision of what constitutes research quality?

Third, should the University consider creating sub-categories for each research Award? For instance, should the Powe Award have a "Sciences" winner and a "Arts & Humanities" winner, etc.?

Thanks,

Have a Happy Thanksgiving,

Gregg



## AOP 11.05: REQUIREMENTS FOR SHORTENED-FORMAT COURSES

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the requirements for shortened-format courses offered ~~in intersession terms~~ at Mississippi State University.

### POLICY/PROCEDURE

This AOP ~~will apply~~ies to courses offered ~~during intersession terms, which are understood to be any terms other than the fall or spring semesters or the standard five week and ten week summer school terms in fewer than 15 weeks. It is expected that such intersession terms will usually occur between the end of the spring semester and the beginning of the first standard summer term. Intersession terms may occur at other times during the year as well.~~

~~A shortened-format course offered in an intersession term will consist of no fewer than fifteen days of lecture and one day for final exams. A reading day will be in place between the final day of class and the final exam day.~~ The total contact minutes ~~will be no fewer than~~must be equivalent to the minutes required for courses with the same credit offered during ~~regular fall or spring semester 15-week~~ terms. Undergraduate student courseload limits are referenced in AOP 12.22.

~~A student will be allowed to take only one shortened-format course during a particular intersession term. Any course that has been offered in either five-week term of summer school, exclusive of laboratory-based courses, will be eligible to be offered as a shortened-format course in an intersession term. Any department desiring to place additional shortened-format courses in the intersession term must offering a shortened-format course for the first time must~~ submit a course modification proposal through departmental and college/school course and curricula committees and the University Committee on Courses and Curricula (UCCC) for approval. The UCCC ~~will be~~is responsible for the guidelines for approval of shortened-format courses.

Departments may elect to teach shortened term course offerings. These can be on regular semester load as part of a faculty's teaching assignment, and therefore would not be subject to additional compensation. There may also be situations where inclusion of a shortened term course would be above the normal workload, then the instructor/professor may be eligible for additional compensation. In this case, the faculty salary for teaching a shortened-format course is described in AOP 13.12 Intersession Teaching. ~~Faculty salary for teaching a shortened-format~~

~~course in an intersession term will be determined in accordance with the prevailing method for determining summer school salary.~~

~~Study abroad or other off-campus courses of duration shorter than three weeks may be offered during the winter holiday and other appropriate times.~~

#### REVIEW

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

REVIEWED:

\_\_\_\_\_  
Executive Vice Provost for Academic Affairs and  
Dean of the Graduate School

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Vice President, Institutional Strategy & Effectiveness

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





## OP 01.09: PRINCIPLES FOR UNIVERSITY GOVERNANCE

### PURPOSE:

The purpose of this policy is to promote an understanding of the Principles for University Governance.

### POLICY/PROCEDURE:

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. The Principles for University Governance are published in the Faculty Handbook [on the Office of the Provost and Executive Vice President's website](https://www.provost.msstate.edu/faculty-handbook) (<https://www.provost.msstate.edu/faculty-handbook> <http://www.msstate.edu/web/faculty-handbook/handbook.pdf>).

### REVIEW:

The Office of the President is responsible for the review of this OP every four years (or whenever circumstances require immediate review).

REVIEWED:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President, Institutional Strategy & Effectiveness

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date