

# ROBERT HOLLAND FACULTY SENATE AGENDA

August 18, 2023

1. Call to Order
  2. [Adoption of Minutes, April 14, 2023](#) ..... (p. 2)
  3. Introduction of Guests
    - a. Dr. Mark Keenum, University President
    - b. Dr. Lis Pankl, Dean, Mitchell Memorial Library /Dr. Jason Keith, Dean, Bagley College of Engineering
    - c. Dr. David Shaw, Provost and Executive Vice President
  4. [Report of the Faculty Senate President](#)..... (p. 7)
  5. [Report of the Faculty Senate Vice President](#) ..... (p. 17)
  6. Reports from Faculty Senate Designates on University Committee
  7. Business to be sent to Committee
  8. Standing Committee Reports
    - 8.1. Academic Affairs
    - 8.2. Ancillary Affairs
    - 8.3. Charter & Bylaws
    - 8.4. Faculty Affairs
    - 8.5. Student Affairs
    - 8.6. University Resources
  9. Pending Business
  10. New Business
    - 10.1. [Annual faculty Review Process](#) ..... (p.24)
    - 10.2. [P&T Application Document](#) ..... (p.35)
- Adjourn



## ROBERT HOLLAND FACULTY SENATE

Corrected Minutes of April 14, 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, April 14, 2023.

Members absent and excused were Rachel Allison, Jenna Altomonte, Todd Archer, Iva Ballard, Mike Breazeale, HeeJin Cho, Charles Freeman, Alexis Gregory, Missy Hopper, Cheryl Justice, Rocky Lemus, Todd Mlsna, Andy Perkins, Beth Stokes, Amanda Stone, Tara Sutton, Paul Tseng, Ted Wallace, John Wyatt, and Kimberly Wood.

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

President Barrett asked for any corrections to the minutes of the March 10, 2023 meeting. Hearing no corrections, President Barrett asked for a motion to approve the minutes as presented. Senator Paul Spurlin made a motion to approve the March meeting minutes and Senator Rebecca Robichaux-Davis gave the second.

### GUESTS

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

Dr. Keenum spoke of the State Legislative budget year and their approval in funding requests for projects of many renovations and plans for improvement at MSU. He said funds were added to our funds to be granted for renovations of Dorman Hall and Bost Extension Building. Dr. Keenum stated they will begin a new Kinesiology Building this summer with a generous financial gift provided by Jim and Tommy Duff to help fund a large portion.

Dr. Keenum said they are receiving funding to help with a new MS Cyber Security Facility being planned for the Gulf Coast.

Dr. Keenum said funding was granted for new equipment for our state chem lab, for our Gulf Coast CVM work done with marine mammals, and our TK Martin Center for a new pilot program with a more expansive early intervention assessment for young children with disabilities of children infant – 3 years of age.

Dr. Keenum added it was a great year overall for our facilities and the programs we are doing. He said our state revenues are up and have more than the legislature had planned by carrying over a billion dollars to next year, so our state is looking very good going into the next fiscal year.

Dr. Keenum said ground has been broken for a new high performance supercomputer center in the Research Park. He added we are ranked #5 in the nation in universities in high performance supercomputers and this strengthens our ability to continue to be a major player in this realm.

Dr. Keenum said he will be meeting with the Board of Trustees soon and presenting our budget to include tuition, housing, fees and dining fees so he will know more of what they will approve after that meeting.

Part of the requests Dr. Keenum will make of the Board is to approve the new dining contract with Aramark. With the Board's approval, MSU is hoping for a new residence hall to be located north of the Old Main Academic Center.

Dr. Keenum will request approval to hire an architect to begin planning for a Presidential Library of Ulysses S. Grant. We have received federal funding to build the Presidential Library and would like it to be located next to the Mill.

Dr. Keenum stated Ballew Hall is receiving a big renovation this summer.

Dr. Keenum stating our Transforming MSU Strategic Plan was presented in Bettersworth Auditorium on April 11<sup>th</sup>.

Dr. Keenum said May 1<sup>st</sup> is the last day of classes with commencements beginning May 10<sup>th</sup>.

Dr. Keenum recognized President Barrett for his leadership for the Robert Holland Faculty Senate and presented him with an engraved cowbell in appreciation.

Senator Kelly asked Dr. Keenum about Al Epstein speaking on campus April 17<sup>th</sup> as she has received several concerning messages. She asked that given this is a contentious speaker will there be an alternative point of view presented as has been requested and done in the past with other speakers, as it is mostly concern over procedural consistency.

Senator Kelly stated another issue is the speaker sponsorship given the highly partisan nature of Al Epstein's alleged climate denial changes and Mr. Epstein is coming as neither a scientist nor an academic, but one that runs a for-profit think tank and seems more appropriate to be sponsored by a student group rather than the Bagley College of Engineering. She stated there was great deal of concern over the amount of money Bagley College of Engineering was investing in this speaker, how he was vetted and how he was deemed appropriate for this talk. She said there was also concerns about Al Epstein's significant odds with the research on climate change, with a lot of the research produced here at MSU, and his ethno-scientific claims about superiority of Western Culture.

Dr. Keenum replied he does not know how the speaker was vetted but that he was coming and there is genuine support to have him speak. He is very supportive of balance and stated that we are a free speaking campus, and he takes great pride in being ranked one of the highest rankings for free speech. He stated he does not get involved into who the colleges decide to bring in but agreed her points were valid. Senator Kelly stated she had reached out to Bagley College of Engineering and not heard back. Dr. Keenum agreed that would be appropriate as that was who sponsored the speaker.

Senator Adams asked Dr. Keenum if he could update the senate on the recent dean searches. Dr. Keenum said he has met with 3 finalists from the College of Business candidates and Dr. Shaw is compiling the feedback on the candidates, then they will make a decision.

Dr. Keenum said he has also met with the 3 candidates for the Dean of the College of Veterinary Medicine and they will announce the candidate selection after the Dean of Business announcement is released.

#### Dr. Brent Fountain, Faculty Athletic Representative

Dr. Fountain began by congratulating Dr. Jenny Du, Distinguished Professor in Electrical and Computer Engineering in the Bagley College of Engineering who was selected as MSU's SEC Distinguished Professor recipient.

Dr. Fountain stated the SEC also recognizes 4 recipients from each of the 14 member institutions for the Boyd McWhorter Scholar Athlete of the year whose honorees receive a \$10,000 post graduate scholarship to further their academic careers. The Brad C. Davis Community Service award honorees earn \$7,500. Those winners will be announced soon.

Dr. Fountain thanked Senator Robichaux-Davis for her many years of supporting and instructing the LSK 1043 course, Life Skills for the Student Athletes and for being an incredible mentor to many of our current and former athletes.

Dr. Fountain said the Transfer Portal has changed the landscape of college athletics and have more transfers and mid-year transfers than previously. They are recognizing summer is the best time to teach but fall and spring are needed as well. Athletic Academics will explore how they can integrate it to be offered next fall and spring. This change will help to provide a new course for athletes that has stemmed from education around Name, Image & Likeness (NIL).

The Fall 2022 Academic Highlights showed a department GPA of a 03.16, which is the 11<sup>th</sup> consecutive semester with a departmental GPA of a 3.0 or higher. He said Men's Tennis had the highest overall GPA of all sports and of a Men's team with a 3.67. The Women's Golf had highest GPA of 3.47. Dr. Fountain said 11 of 13 teams and 7 of 7 women's teams earned 3.0 GPA or higher. The football earned their 3<sup>rd</sup> highest GPA with a 2.77. Dr. Fountain said 53 student-athletes earned Top Dawg honors (4.0 for semester). He added 75 student-athletes had a semester GPA above 3.80 and 256 student-athletes earned Bulldog Honor Roll (3.0 or higher). He said we had 44 fall graduates and 71 athletes were named to SEC Fall Honor Roll.

In discussing APR rates, Dr. Fountain noted the Women's Tennis team had a perfect APR for the 8<sup>th</sup> year in a row.

**Mr. Trey Breckinridge, Interim Chief Technology Transformation Officer**

Mr. Breckinridge introduced himself and discussed his new role as CTTO. Mr. Breckinridge said his main focus is leading the Transformational Change of Strategic Initiatives involving information technology and those related activities. He stated he looks forward to modernizing and improving IT related activities. He said those activities could be related to hardware or software and there is a lot of discussion about ERP. Mr. Breckinridge said he will be evaluating and refining business processes in place at MSU that were developed 30 and more years ago that we are still utilizing and building IT around. He said there are opportunities across the university in improving IT collaboration in governments.

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

Mr. Parrott presented information on the Adobe Creative Cloud Pilot. He said Adobe Creative Cloud was used in the English department in the Fall 2022 with 6 instructors, 296 students and 13 courses. Mr. Parrott said the ground rules were for the instructors not to change the syllabus to talk about Adobe Creative Cloud but the students could use Adobe Creative Cloud as an option for projects and assignments and the students should learn the program without assistance from the instructor.

Some of the student assignments were embedded graphics and videos, annotated exploratory essays, comparative analysis essays and posters. Students communicated it was easy to use and they enjoyed using it.

Instructors stated it was a great asset in the classroom and would continue if it was made available to the students.

Mr. Parrott said they will have this for 2 more years and hope that others will take advantage of using the program.

Mr. Parrot discussed the Faculty Website Environment and said ITS has provided a variety of tools for faculty to build their own websites however some of the faculty are not website developers and find this challenging. He said the websites do not often meet MSU's visual identity standards or web accessibility standard and there is no consistency which has resulted over time that many of the websites are outdated and abandoned.

The new platform is for websites to be built on the ITS Drupal environment that will adhere to our visual identity standards, be ADA compliant and have security updates. There will be a standard template that will make it easy to add content and make changes for consistencies.

Senator Zuckerburg stated many of her students were very excited about Adobe being available, but the expense prevented almost all from purchasing and asked if there was

anything that could be done about the pricing. Mr. Parrott encouraged faculty to speak with their deans to have more discussions.

Senator Grala agreed with the pricing issue and asked how the other SEC schools are handling the issue. Mr. Parrott stated most schools give their students the Adobe Creative Cloud program.

Senator Grala stated Forestry has someone that handles the websites to include all necessary information. Mr. Parrott stated they were wanting all faculty to use the template for consistency across the university and would make it easy should any visual standards change as it would automatically update on each website. Senator Grala asked if it could be linked to the departments and Mr. Parrott answered with a no, as it is the ITS Drupal system but permissions can be given to others to update content.

Senator Rai asked about the Faculty Website noting that the example Mr. Parrott showed appeared to be more Faculty Centered however there are many that are Research Centered. Mr. Parrott answered they do have a research tab in the program but invited Senator Rai to give his feedback and suggestions to improve the template for the research faculty. Senator Rai agreed and will contact Mr. Parrott.

Senator Priddy confirmed there will be customization and would like to join in to give input.

Senator Zuckerburg asked if there was a possibility to negotiate with Adobe for a lower student price. Mr. Parrott stated that is something for higher administration to take up but as of now they are locked in for 3 years – so there are 2 more years.

#### **Dr. Terry Dale Cruse, Associate VP and Head of MSU Meridian Campus**

Dr. Cruse stated the Meridian campus has been in Meridian for over 50 years and now consists of 2 campuses, the downtown Riley campus and the College Park Campus near Meridian Jr. College. The Meridian campus has the College of Arts & Sciences, College of Business and College of Education. It was decided Meridian was a good location for meeting the Healthcare needs of the state due to having proximity to 2 major medical centers that would provide clinical opportunities.

Dr. Cruse said MSU began the state's first publicly funded Master of Physician Assistant (PA) program in 2021 with 20 students and have a total this year of 74 students enrolled. There are 30 available slots each year, with over 300 applications last year. The first students are graduating this year.

The Riley Foundation has given MSU approximately \$50 million dollars in the last 2 decades to support the Meridian campus and efforts to grow the workforce in Lauderdale County and have pledged more to support programs like the PA program, that support and undergird the healthcare community.

A 6-month feasibility study was done on the potential to expand healthcare programs in Meridian. The first phase included 5 new programs: Master of Science in Nursing, Doctor of Psychology, Master of Health Services Psychology, Doctor of Education in Educational Design and Bachelor of Science in Healthcare Administration.

All have gone through university committees of approval and have either been approved by IHL or are being approved this month.

A dean of nursing will be announced soon.

## REPORT OF THE FACULTY SENATE PRESIDENT

President Barrett presented an award of appreciation to Mr. Jason Cory for his 8 years working for the Robert Holland Faculty Senate.

President Barrett also recognized and presented a plaque to Senator Robichaux-Davis for her outstanding service to the Robert Holland Faculty Senate.

President Barrett then gave his report stating it was bittersweet to write because this will be his last official report as President, but it is the turning of the page for a new academic year and a new set of officers for the Robert Holland Faculty Senate.

We have many items to be thankful for from this past year and I truly believe we have many items to be excited about that are ahead of us. The new transformational plan is going to be a new level for MSU, and I am looking forward to its success. I hope you all are able to participate in the announcement and launch this week in Bettersworth Auditorium.

As I say every month, please know that the Holland Faculty 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 (March 29, 2023) – The Athletic Council met on March 29, 2023, from 1:00-2:00pm at the M-Club. Agenda items included an update on Student-Athlete Development, SAAC, M-Club, Athletic-Academic, Compliance Report, and a Financial Update.

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.

The next Athletic Council meeting is set for April 12, 2023.

Executive Council (March 27, 2023) – There were six policies that were presented. Only five policies were voted on and passed. OP 62.06 was tabled until the April 2023 meeting to make

sure consistent language existed between MSU and the Foundation. There were four Operating Policies and two Academic Operating Policies discussed and voted on. I will list them below.

OP and AOP Review and Approval

OP 60.405 Separation of Employment

OP 70.09 Financial Conflict of Interest in Sponsored Activities

OP 80.13 Cost Share

OP 62.06 Endowment Earnings Spending (Tabled)

AOP 10.15 Substantive Changes

AOP 12.32 Refund and Course Credit

Executive Enrollment Management Committee – This meeting was scheduled for March 14, 2023, but was not held for lack of agenda items. The next scheduled meeting is April 11, 2023.

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

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

IT Council (March 7, 2023) – IT Council met on March 7, 2023, and on April 4, 2023.

The MoneyMate Accounts and system will be sunset, and you may have already seen communication come out from IT about this. There are currently only a few units on campus that still use and accept MoneyMate.

A new E-Procurement Tool is being launched. It will handle electronic vendor onboarding, procurement to purchase. JAGAR is the name, and we will be in a 10-year contract.

Faculty/Lab website platform which will enable a professional page for each faculty member.

The next scheduled meeting for the IT Council is May 2, 2023.

Master Plan Development and Advisory Committee – The next scheduled meeting is April 13, 2023.

Parking and Traffic Regulation Committee – There was no meeting held on March 23, 2023, due to lack of agenda items.

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

Special Events and Game Day Operations Committee (April 5, 2023) – There was a meeting held on April 5, 2023, to discuss items related to the upcoming Super Bulldog Weekend. The bulk of the committee's discussion revolved around expanding the Dudy Noble Field perimeter to accommodate the anticipated crowd for the series. Also, there are street closures needed adjacent to the baseball field to accommodate the crowd entrance and exit.



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

Design Review Committee – The April 6, 2023, committee meeting was not held due to a lack of agenda items.

The next scheduled meeting for the Design Review Committee is May 4, 2023.

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

### **Academic Deans Council**

The March 15<sup>th</sup> meeting of Academic Deans Council was cancelled.

### **Committee on Campus Access**

The Campus Access Committee met on April 3<sup>rd</sup>, 2023. Repairs are beginning to get underway with the elevators in Rice and Howell. Carpenter should begin soon after.

Attention was brought to the committee about braille signage in various buildings on campus. These include Allen Hall and Simrall Hall, along with others. The committee is looking into bids for such signage. One estimate for Allen Hall was about \$97000.

Bedenbaugh Lab Building currently has no ADA access (exterior nor interior) and no ADA restrooms. DAFVM has received a grant to begin renovations to the building, but it will not cover the exterior water proofing and ADA access. Grants covering some of this updating.

Herzer Building currently has no ADA restrooms in the building. The building is generally ADA accessible (elevator was added a few years ago). The committee is looking into cost for updates to this as well.

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

The March meeting scheduled for March 9<sup>th</sup> was also cancelled. The next scheduled meeting is on April 13<sup>th</sup>.

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

The URCD met on March 24<sup>th</sup>, 2023. As previously mentioned, the committee listing is updated and included on the Mississippi State Standing Committees page online. The Research Learning Agreement is also posted on the website ([www.urcd.msstate.edu](http://www.urcd.msstate.edu)) under the “For Faculty” link and then under “Mentor Resources”. This tool would be very useful for those of you who are actively involved in mentoring students and documenting your work together with students for our new QEP. There is also an example filled out online.

Research week is going on this week. The undergraduate research symposium wraps up Friday with presentations, performances, and poster. I hope everyone has a chance to go by and see the research our students are doing on our campus. This year has the highest number of submissions in several years with many of the submissions coming from engineering and biology.

Speaking on research, the Research Achievement Awards have their nominations due to ORED by 5pm on April 28<sup>th</sup>. You can find all the information about these awards on the ORED website ([www.research.msstate.edu](http://www.research.msstate.edu)).

The committee discussed the creation of a group of Research Ambassadors to assist and mentor new undergraduate researchers. These ambassadors would be graduate or undergraduate students who have previously completed research and can answer questions for incoming student researchers on general questions. These ambassadors would be from across university (not just the Honors College) and from all backgrounds. The committee would like to aim for a Fall 2023 start. There would be some type of onboarding training, possibly with the library doing some training with them. We discussed also posting video/testimonials to the URCD website. At the next meeting, we will be discussing this onboarding process for this group of ambassadors.

### **Update on IT Council (In place of President Barrett)**

IT Council met on April 4<sup>th</sup>, 2023. Minutes were approved from March meeting.

Steve Parrott gave the CIO Report. CliftonLarsonAllen is beginning their financial audit. MSU is usually one of the first universities in the state to have the audit done.

MoneyMate and MoneyMate Plus services will no longer be available after the close of business on Friday, June 30, 2023. While ITS has supported these services for many years, the usage for them has dramatically declined resulting in these services no longer being a viable option. Anyone who has an existing MoneyMate balance is encouraged to spend their remaining balance by June 30. After June 30, 2023, any remaining MoneyMate balance will be transferred to individual's Banner account. Only the MSU units that are currently accepting MoneyMate payments for such items as printing, supplies, and services will continue to accept payments using your MSU ID card. There are five units still doing this process.

Jaggaer eProcurement Presentation – Bids on contracts are basically done on paper right now. Jaggaer is a digital procurement software platform that will take much of the process and standardize it. There will be vendor onboarding where the vendors would upload and update services and sale items, and bids will be taken electronically. Right now, units may purchase the same types of items across campus but pay various amounts due to units not talking. This platform will allow for all units to see prices from a variety of vendors. Payments can be tracked easier, and employees can spend more time on more important purchases or issues. This will start in a few weeks, with full implementation by April 2024. This platform is used by the majority of R1 institutions, and it has the potential to save millions of dollars over the next several years.

Administrator by Request – The updates for DUO required login to MSU owned computers is rolling out. College of Arts & Sciences is being done right now. College of Business and College of Education has been completed. This should be completed by June 30, 2023.

Senator Rai asked about ADA compliance regarding a student in a wheelchair having difficulty in navigating campus with the uneven payments. Vice President Banik stated the Campus Access Committee has been looking at different places around campus and asked if anyone notice an

area of uneven sidewalks and pavements to communicate with him so he can forward to the committee. Another major issue they will address is the brick sidewalk in front of McCool to the Union where the brick is settling.

## FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

### No Reports

## BUSINESS TO BE SENT TO COMMITTEE

## STANDING COMMITTEE REPORTS

### Academic Affairs

#### 1. AOP 12.20 Undergraduate Course Grade Forgiveness and Repeating a Course

Senator Robichaux-Davis stated the AOP 12.20 was modified to include AOP 12.36. She said the committee made edits and language for consistency as it originally said students may not receive course grade forgiveness under this policy if an “XF” or “F” grade was received as a sanction for academic misconduct. The committee felt that it should not matter what grade was received but if it was because of academic misconduct the student should not receive course grade forgiveness.

Senator Rai had a spacing edit.

The change from 8 credits to 9 credits was questioned, specifically whether it means that a student can receive forgiveness on 3 courses of 3 credits each. Senator Robichaux-Davis confirmed that is what was meant.

The motion to accept the report on AOP 12.20 Undergraduate Course Grade Forgiveness and Repeating a Course passed.

#### 2. AOP 12.36: REPEATING A COURSE

Senator Robichaux-Davis stated AOP 12.36 is brought forward to be rescinded as it was incorporated into AOP 12.20.

The motion to rescind AOP 12.36: Repeating a Course passed.

### Ancillary Affairs

#### 1. Faculty Confidence Survey

Senator Priddy reported the committee was tasked with reviewing the Faculty Confidence Survey. The committee reviewed the 2022 survey and re-evaluated and updated recommending changes for each section as listed in red in the agenda documents.

Senator Spurlin questioned the wording in the 2<sup>nd</sup> recommendation of “I regularly interact with this administrator as part of my assigned duties” being worded differently instead of “interact” as the evaluation of those truly affected by the administrator is not discounted. Senator Priddy stated they are open to ideas.

Senator Rai agreed it would be a challenge and suggested to have an option asking, “if the decisions the administrators make impacts you” and if so then your opinion should be counted.

Senator Pelaez shared the concerns of the wording stating all the big conflicts the Senate and University have had in the last years have come from IHL who has taken a decision and imposed it and would excuse them as they could say they do not regularly interact with us, so their opinion is not important.

Senator Pelaez also has concerns with IHL Board in regards to the responses being displayed to the person’s supervising administrators as IHL does not have supervisors or administrators and what would their procedure be to share those concerns.

Senator Pelaez also stated under the Department Unit head section, to also do the Annual Review to give feedback as well as the 3<sup>rd</sup> year review.

Vice President Banik responded to the question the committee had regarding do instructors/lecturers/adjuncts also receive this survey by stating instructors do as they are faculty however lecturer and adjunct are not technically faculty.

Vice President Banik also questioned the legality of reviewing the IHL Board. Senator Priddy stated they would follow up with Legal Counsel.

Senator Grala commented “as part of my assigned duties” can be subjective as interacting with your dean and department head but not necessarily upper-level administration.

Senator Williams, Committee Member, stated possibly changing the wording to “Do you feel your level of interaction with this administrator makes a review problematic” or include a qualifier of some kind that you as a faculty member can self-select if you want to give a review. Senator Priddy stated the whole idea came from faculty not feeling they knew enough to be able to effectively evaluate the administrator.

Senator Williams made a motion to strike the first line of the interaction statement that follows each evaluated level that states “I regularly interact with this administrator as part of my assigned duties” and add “I prefer not to evaluate this administrator”. Senator Spurlin seconded the motion. The motion passed.

President Barrett asked that with the motion that just passed for correction from Senator Williams, the motion for the overall acceptance of the recommendation of the committee’s report signify by raising hands. The motion passed.

## **Charter & Bylaws**

### **1. Letter of Request: Representation of Faculty Senate for Unrepresented Faculty**

Senator Spurlin recommended the Senate appoint a special committee to address the issues of unrepresented faculty brought forth by the Shackouls Honors College and by Dr. Shaw for any faculty not currently being directly represented on faculty senate.

President Barrett asked for discussion or comments from the Charter & Bylaws committee's recommendation. Seeing none, he asked all of those in support of this recommendation to signify by raising hands.

The motion passed.

## **Faculty Affairs - No Report**

## **Student Affairs**

### **1. Letter of Request: Faculty Award Process**

Senator Haynes presented a report and stated there is no specific recommendation in terms of change, but sharing the information compiled.

President Barrett stated this was a request coming from a faculty member so the recommendation would be the information that is given to be sent back to the faculty member that made the request.

President Barrett asked for all of those in support of sending the findings back to the requesting faculty member to signify by raising hands.

The motion passed.

## **University Resources - No Report**

## **SPECIAL COMMITTEE REPORTS**

### **1. Ad Hoc Committee: Faculty Handbook Holistic Review**

Senator Spurlin stated that language correction is the only change.

In asking for questions or discussion, Senator Baker made a motion for an amendment in Section V, Promotion and Tenure, page 79, line 303 to add after "Effectiveness in teaching" in parentheses "Formal and Nonformal" to encompass Extension and Outreach as well. The motion was seconded by Senator Williams.

Discussion followed by the use of formal and nonformal beginning with Senator Pelaez asking what was meant by nonformal and Senator Baker replying that it would be education to stakeholders outside of MSU as in certification programs, Extension, Outreach or other evaluated teaching.

Senator Rai raised concerns as he also questioned formal and nonformal teaching and would it be better to have something such as classroom and non-classroom. Senator Fincher added Continuing Education may be a possible term as is outside of MSU as in certification programs, Extension, Outreach or other evaluated teaching as Senator Baker stated.

Senator Baker stated Formal/Non-formal was suggested to encompass potential outreach outside of the Division of Ag, Forestry and Veterinary Medicine where there is an Extension appointment as the Transformational Plan expands to include outreach across the university. President Barrett added in Extension they see the use of Formal/Nonformal very often.

Senator Haynes added since the new Annual Review form uses the language of Formal/Nonformal could we duplicate that same language so it will be the same across both documents. Senator Williams suggested it should be left as ambiguous as it can. Senator Pelaez stated if someone gives an informal class it is not the same as other systematic teaching. Senator Haynes stated the document is just listing things it could be and not that it has to be all of them.

Senator Rai stated page 80, line 336 seems to be enough description to leave the wording as Senator Baker requested.

Senator Baker withdrew the motion.

President Barrett said based on the recommendations given by Senator Spurlin and the committee, he asked for those in favor of the Special Committee Report, Ad Hoc: Faculty Handbook Holistic Review, to signify by raising hands.

The motion passed.

## PENDING BUSINESS

### **1. Letter of Request: Study to Strengthen Shared Governance**

Senator Robichaux-Davis made a motion to take the Letter of Request: Study to Strengthen Shared Governance off the table. Senator Haynes seconded the motion. The motion passed.

Senator Spurlin presented the report of the Charter & Bylaws Committee for the Letter of Request: Study to Strengthen Shared Governance.

President Barrett asked for those in favor of the committee's report to signify by raising hands. The motion passed.

## ELECTION OF OFFICERS

### **1. President**

President Barrett, as the Elections Officer, announced the nomination of Senator Banik for the office of President. With no other nominations from the floor, President Barrett asked for a hand vote.

Senator Banik was announced as President for the upcoming Senate year.

### **2. Vice President**

President Barrett, as the Elections Officer, announced the nomination of Senator Breazeale for the office of Vice President. President Barrett asked if there were nominations from the floor.

A motion was made by Senator Baker to nominate Senator Grala for Vice President. Senator Jaffee seconded the motion. Senator Grala's nomination packet was distributed. President Barrett stated each candidate had prepared a one-page statement to address the Senate. President Barrett read the statement from Senator Breazeale in his absence. Senator Grala read his prepared statement.

A vote by ballot was taken.

Senator Breazeale was announced as Vice-President for the upcoming Senate year.

### **3. Secretary**

President Barrett, as the Elections Officer, announced the nomination of Senator Haynes for Secretary. With no other nominations from the floor, President Barrett asked for a hand vote.

Senator Haynes was announced as Secretary for the upcoming Senate year.

President Barrett ended his tenure as President by reading a parting letter to the Senate.

Greetings,

I wanted to draft this letter so that I could get all of my collective thoughts penned in an effort to sufficiently show my appreciation. First, I want to thank Dr. Keenum, Dr. Shaw, Dr. Fountain, and Dr. Dunne for their availability and time over the past year to meet with me and to give me feedback and continual support. Their desire to see the university progress and move forward has definitely been witnessed over the last few years.

I would like to extend thanks and appreciation to the executive committee; Mr. Robert Banik and Dr. Beth Stokes for their work towards the actions and impact of the Senate and of their support for me. The committees and committee chairs that have served and been called upon to take up items tasked to this Senate; Dr. Robichaux-Davis with Academic Affairs, Dr. Beth Stokes with Ancillary Affairs, Dr. Paul Spurlin with Charter and Bylaws, Dr. Mike Breazeale with Faculty Affairs, Dr. Stacy Haynes with Student Affairs, and Dr. Andy Perkins with University Resources. I must thank Mr. Jason Cory and Ms. Dinah Jenkins as they fielded my calls, emails, and requests over the past year and for always working with me on my questions and ideas.

I appreciate the ability to get to work with and get to know each of you over the year as we have been serving as Senators.

To the new members of the Senate, I appreciate you for committing to the next three years on the Senate. I promise that you will get out of this what you put into it. The Senate as a formal compilation of people is designed to be a very deliberative body and I challenge you to pursue deliberation in all that you do and actions you take. You have been elected by your colleagues to represent them so please do not ever forget that. This is an awesome responsibility and one that I know you will take very seriously.

To those that are leaving the Senate, thank you so much for your service over the last three years and know that your presence and impact have made a difference to the university. You should feel confident that the seeds you have planted will bear much fruit in time.

Finally, it has been my pleasure to serve as the Senate President for the 2022-2023 academic year and it has been an incredible honor. I will continue to watch the advancements of the Robert Holland Faculty Senate and I feel confident that you all will fulfill any obligation and task set before you.

Sincerely,



Jason R. Barrett  
President 2022-2023  
Robert Holland Faculty Senate

## NEW BUSINESS

Senator Banik made a motion to adjourn. Senator Grala seconded the motion. The meeting adjourned at 5:30 p.m.

Submitted for correction and approval.

---

Beth Stokes, Secretary  
Dinah Jenkins, Administrative Assistant II



## REPORT OF THE FACULTY SENATE PRESIDENT

Over the summer, many of the University Committees on which I serve met at least once. In addition to those regular activities, I also represented the faculty at the Alumni Association “Send Off” Party for Oktibbeha County, as some other senators did at various other “Send Off” parties. Thank you all for your support of our future MSU Bulldogs!

Throughout the summer months, I have met with Provost Shaw and will continue to meet regularly with him during this next academic year. I am looking forward to continuing to foster a great collaborative working relationship with both President Keenum and Provost Shaw throughout the coming year. They both remain committed to working closely with the Robert Holland Faculty Senate.

With the start of a new academic year, one of my first responsibilities as President was to assign senators to the various university committees for which we have a designated seat. There are several committees that are represented are specifically identified senators, which is true of those that I and Vice-President Mike Breazeale currently serve. I sent out emails at the end of July asking for volunteers for certain committees. Responses were fantastic, with all the positions filled by senators wanting to continue in the roles or senators volunteering. A huge thanks to all of those that were willing to serve. With these committees, I am also currently working with Dr. Jim Dunne on specifying which committees are meeting or are necessary. Until any changes are announced, please reach out to your assigned committees, and let me know if there are committees that are not meeting. The current list of representatives for each of the standing university committees is provided below.

<b>Committee</b>	<b>2023-2024</b>
Academic Accommodations Committee	Paul Tseng
Academic Deans Council	Robert Banik & Mike Breazeale
Academic Review Board	Charles Freeman
Additional Course Fees Committee	Neeraj Rai
Associate Deans Council	Rebecca Robichaux-Davis
Athletic Council	Robert Banik
Calendar Committee	Robert Banik
Commencement Committee	Rebecca Robichaux-Davis
Committee on Campus Access	Mike Breazeale
Committee on Courses and Curricula	Amber Robinson

Design Review Committee	Robert Banik
Dining Advisory Committee	Barry Stewart
Dining Advisory Committee	Fred Musser
Employee Benefits Committee	Kim Walters
Executive Council	Robert Banik
Faculty Research Advisory Committee	Beth Stokes
Faculty/Staff Housing Appeals Committee	Robert Banik
Galleries and Museums Committee	Jenna Altomonte
Gerontology Committee	Adrian Sescu
Inclusive Excellence Leadership Council	Robert Banik
Information Technology Council	Robert Banik
Institutional Effectiveness Committee	Kevin Williams
Instructional Improvement Committee	Robert Grala & Mark Fincher
Instructional Technology Advisory Committee	James Sobaskie
Library Committee	Krish Krishnan
Master Plan Development and Advisory Committee	Robert Banik & Mike Breazeale
Parking and Traffic Regulation Committee	Robert Banik
President's Committee on Planning	Robert Banik
Registration and Scheduling Committee	Jacob Tschume
Special Events and Game Day Operations	Robert Banik
Sustainability Committee	Robert Banik
Teaching Evaluation Committee	Alexis Gregory
Textbook Committee	Paul Spurlin
Undergraduate Research and Creative Discovery Committee	Mike Breazeale
Health and Wellness Committee	Lauren Priddy
Work-Life Balance Committee	Paul Tseng

Again, thank you to each of the senators who volunteered and accepted an appointment to represent the Senate on the above standing university committees. I appreciate your time and commitment.

**Status of AOPs:** I would like to ask that when AOPs are assigned to the six subcommittees, the committees complete their work within a month if possible. Faculty Senate is getting accused of holding up the approval process, and I do not want this body to contribute to holding up anything.

Upcoming AOPs

AOP 10.05 Nepotism

AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Consortial/Contractual Agreements

AOP 12.29 Undergraduate Entrance Requirements

AOP 13.20 Exit Interviews of Departing Faculty

These AOPs should be coming soon to the Faculty Senate from Dean's Council.

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

**Athletic Council** – This committee has not met since I have taken office, but I met with Brent Fountain, the chair, on July 19<sup>th</sup> to discuss meeting times and dates, as well as the potential faculty members who could replace those faculty who have rolled off the council. Our first monthly meeting will be September 13<sup>th</sup>.

**Design Review Committee** – This committee met on July 6<sup>th</sup> to discuss the renovation to the Henry Meyer Media Center which houses the Reflector, MSU Radio station, and the University Florist. This renovation is in conjunction with the larger renovations which will include the Subway, Moe's, and the eventual Perry Cafeteria renovations.

**Inclusive Excellence Leadership Council** – This council has not met since I have taken office.

**Executive Council** – This committee met on July 24<sup>th</sup>. We approved several operating policies, including OP 91.100 Code of Student Conduct, OP 56.08 Promotion in Rank & Title of County Extension Agents, OP 56.09 Research and Extension Associates, and OP 79.03 Human Subjects in Research. We also approved AOP 13.24 Annual Faculty Review Process.

**Executive Enrollment Management Council** – This committee will no longer have Faculty Senate representation as they have adjusted the make-up of the Executive Enrollment Management Council to maximize the efficiency of everyone's time. If you have enrollment related strategies/opportunities from your area that need further consideration or assistance, you may share these with me, and I can pass those along to the Council.

**Fall Convocation Group** – This committee met on May 22<sup>nd</sup>, June 14<sup>th</sup>, and July 17<sup>th</sup> to discuss Fall Convocation plans for the upcoming academic year. Fall Convocation will be held on August 22<sup>nd</sup> @ 6:30pm at Dudy Noble Field. The keynote speaker will be Stanley Blackmon, an MSU Alumnus and a partner at Bradley law firm in Birmingham, AL, will give the keynote address during this annual event celebrating the new academic year. and the band and choir will perform. Please make plans to attend if possible. Light refreshments will be provided in the Triple Crown Club, and regalia is not advised to wear due to the heat. Faculty will enter at the Home Plate Gate. Doors open at 5:30pm, and there will be no restriction of any type of personal water bottles. The “Clear Bag Policy” will not be in effect, and student will be allowed to bring their personal backpacks or bags. We would like to have a good faculty presence and support our newest Bulldogs!

**Game Day and Special Events** – This committee met on August 2<sup>nd</sup>. This meeting was to verify placement of gameday restroom trailers and portable single units. These will be in the same locations as last football season. Along with that, the request was made to close BS Hood Drive beginning at 2pm Friday before a home football game weekend, as in previous years. Our SEC Event Security Verification was also completed and submitted. Our security for events will mirror previous years with the exception that 20 newer metal detectors will be used this season.

A couple of new agenda items from the committee were:

1. Gameday parking and transit management would be transitioning to Parking Services as an outsourcing to let Athletics focus more people inside Davis Wade Stadium and the surrounding areas.
2. Relocating the HailState Tailgate to Creelman Street in front of Dorman Hall, much like SEC Nation. The graduation stage from the Spring 2023 commencement would be used as a music stage with vendors for food, drink, and Barnes & Noble set up around this. If SEC Nation or College Gameday would return to MSU, the HailState Tailgate stage would not be used that weekend. This stage would be set up at 6pm Friday and run until 30 minutes before kick-off.  
To go along with this, the Junction would be a “No Amplification Zone” with other music starting at 4pm Friday until kick-off. This would be done to improve the sound quality of any performances from the stage.

**Information Technology Council** – IT Council met on August 1<sup>st</sup>. Updates included new Administrative Banner Trainings through Canvas in six different modules. This should allow staff to work on these at their own pace without the need to meet for training at a particular time.

Room upgrades on technology have stalled due to the Crestron panels being on backorder. Several rooms need updates, and most of the technology is sitting and waiting on these panels.

One idea was to use a different vendor than Crestron, but that would cause multiple supports to be implemented, and many of those are on backorder as well.

Adobe Cloud is starting year two of a three-year contract. New this year is that students may purchase access for \$50 per year (August 10<sup>th</sup>, 2023 – August 9<sup>th</sup>, 2024).

SEOS Cards have come in. These are the new MSU ID cards that will replace your older vertical badges. Over the course of the next year, be on the lookout for a time to get those ID cards changed. This process should be starting in the next month or two.

Campus security is currently blocking various applications, such as Tik Tok, from university machines. This includes office desktops, laptops, and cellphones. The blocks will occur on personal phones that are on the MSU wireless network as well, but personal devices are allowed to have the apps. You would see a MSU page warning of the blocked content, or the page will time out after a certain amount of time. So far (as of this report), the IT team blocked 626,899 attempts to access banned sites in a 24-hour period.

**Master Plan Development and Advisory Committee** – This committee did not meet in June or July.

**Parking and Traffic Regulations Committee** – This committee has not met since July 1st. The next scheduled meeting is August 24<sup>th</sup>.

**Sustainability Committee** - This committee met on July 26<sup>th</sup>. Fall 2022 and Spring 2023 updates were given. Currently, there is no sustainability coordinator since our previous coordinator left the university. Currently, undergraduate interns are heading up the work as the leadership is reevaluated this semester.

Glass recycling drives were held in both semesters resulting in 4976 pounds of glass recycled Fall 2022 and 5460 pounds for Spring 2023. The Spring 2023 event had the biggest turnout ever for MSU, and a competition with Ole Miss, which we won by over 3000 pounds! Consideration for two drives in the Spring 2024 semester was also discussed. The Fall 2023 drive will be held in October, and the Spring 2023 drive will be in April.

Cowbell cleanup was held in the Fall 2022 semester in conjunction with MSU Athletics and the Students for Sustainable Campus (SSC) to cleanup Davis Wade Stadium after each home football game. They had twice the participation from the previous year, and volunteers were rewarded with food and tickets to the games.

Green Week (Fall) and Earth Week (Spring) were both year last year. The spring event had about 200 attendees and included a fair and cleanup at the Junction.

Chadwick Lake has been updated with new aerators (under the water) and fountains for aesthetics. There is also a large bream population now, so several largemouth bass have been added to the lake. Algae is still a problem though. There was also a cleanup with NAACP MSU at Chadwick Lake in the Spring 2023 semester.

The new solar energy yard should be completed this academic year and will be placed near the intersection of Locksley Way and Blackjack Road. It will be the largest solar farm in the SEC.

Updated signage for recycling on bins has been placed over the summer with new signs ready if more is needed. There are 45 recycling dumpsters on campus, most close to dorms (no bins in dorms). Future trainings for custodian staff were suggested to ensure blue bags were placed into the correct places. Contaminated blue bags cannot go into blue dumpsters, and student education is key to this happening.

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

### **Academic Deans Council**

No meetings were held since the last Vice President's report. August meeting is next Monday (Aug 14).

### **Committee on Campus Access**

This committee is tasked with spending the \$2.4M budget to retrofit facilities that do not have other monies accessible for ADA updates and to make repairs that impact accessibility on campus.

In the July meeting, three requests were approved.

- Rice elevator repairs/upgrades (up to \$650K)
- Carpenter elevator repairs/upgrades (up to \$517K)
- ADA signage in Simrall and Allen (up to \$82.5K)

In the August meeting, four requests were approved.

- Stafford/Freeman/Briscoe elevator to be installed (up to \$75K)
- Hill Poultry Science elevator to be installed (up to \$150K)
- Bedenbaugh Lab accessibility ramps to be installed to address multiple elevations within the building and some exterior issues with parking accessibility (up to \$350K to supplement State and Federal funds)
- ADA Signage to be installed in Simrall/Allen (up to \$150K)

It was also announced that the MSU accessibility website ([www.accessibility.msstate.edu](http://www.accessibility.msstate.edu)) now has an easy link for reporting any accessibility issues on campus.

### **Calendar Committee**

No meetings were held since the last Vice President's report, and no meetings are scheduled to date. The chair has communicated that the Provost's Office plans to have the 2025 calendar draft to the Committee early in the fall semester for review/input.

**Master Plan Development and Advisory Committee**

No meetings were held since the last Vice President's report. August meeting is Thursday (Aug 10).

**Undergraduate Research and Creative Discovery Committee**

No meetings were held since the last Vice President's report, and no meetings are scheduled to date.



Annual Faculty Evaluation Form

Evaluation Period: \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Title/Rank: \_\_\_\_\_

Dept./Unit: \_\_\_\_\_

College: \_\_\_\_\_

Division: \_\_\_\_\_

Check the appropriate category & indicate the allocated effort (% or FTE)

- Faculty Member                       9-Month                       12-Month
- Administrator

Additional appointment details

**If applicable, indicate the percentage of effort allocated to specific scholarly activity (e.g., % or FTE in Teaching, Research, Service, etc.).** Some units have budgeted or mandated appointments that require documentation, whereas others may have annual assignments, or changed assignments, that need to be reflected or documented as part of the annual review process. Your supervisor can provide guidance on the format to document this (if needed), and the space below should be used to provide this in a numerical (FTE), proportional (%), or narrative format (as appropriate).

Effort %:

- Teaching \_\_\_\_\_
- Extension \_\_\_\_\_
- Research \_\_\_\_\_
- Service \_\_\_\_\_
- Clinical/Diagnostic \_\_\_\_\_
- Administrative \_\_\_\_\_
- Other relevant activities \_\_\_\_\_



## I. Evaluation by Appropriate Supervisor:

Rate performance of the faculty member in each category according to the following:

### **Met expectations**

- **Exceptional performance:** Demonstrated performance that consistently far exceeded the requirements and expectations of the work area/discipline\* for current rank and position.
- **Highly effective performance:** Demonstrated performance that often exceeded the requirements and expectations of the work area/discipline for current rank and position.
- **Effective performance:** Demonstrated performance that met the requirements and expectations of the work area/discipline for current rank and position.

### **Did not meet expectations**

- **Needs improvement:** Demonstrated performance that did not consistently meet the requirements and expectations of the work area/discipline for current rank and position. Corrective action in specific areas required.
- **Unacceptable:** Demonstrated unsatisfactory performance that consistently failed to meet the requirements and expectations, in quality and/or quantity, of the work area/discipline for current rank and position. Immediate and sustained corrective action required.

\*Work area refers to research/teaching/service/extension/etc.

Discipline refers to department area or specialty area within that group.

Teaching	_____
Research/Creative Activities/Scholarly Works	_____
Extension	_____
Service (University, Professional, etc.)	_____
Clinical & Diagnostic Laboratory Service (if applicable)	_____
Administrative (if applicable)	_____
Other Relevant Activities (if reported)	_____

\*A faculty member should be considered satisfactory in the following four areas. Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary. The following areas will be marked “satisfactory” or “not

satisfactory”, and documented evidence shall be provided for any that are marked “not satisfactory”.

Professional Development \_\_\_\_\_

Effectiveness, accuracy, and integrity in communications \_\_\_\_\_

Effectiveness in interpersonal relationships \_\_\_\_\_

Absence of malfeasance, inefficiency, & contumacious conduct \_\_\_\_\_

## II. Narrative Evaluation by Appropriate Supervisor.

*Briefly comment on the performance of this individual. Emphasize any particular strengths, qualities, and abilities to accomplish goals. Indicate any areas of improvement needed or modifications of current goals.*

### A. Comments:

### B. Assignment for next review period (if applicable).

*Indicate the percentage of effort allocated or expected towards specific scholarly activity (e.g., % or FTE in teaching, research, service, extension, clinical, etc.). Note specifically any significant deviations from the prior year's appointments.*

### C. Progress toward tenure and/or promotion (if applicable).

### III. Acknowledgement

*The employee must sign below. He or she will be provided with a copy of the final review, including all signatures and comments/recommendations/assessments. The faculty member reserves the right to respond to any comments and to have all of those responses included in the final version of the Annual Review / Evaluation. If disagreement is indicated, an explanation of the disagreement must be provided and attached on the following page. The statement of disagreement should be completed before the appeal is forwarded for additional administrative review.*

Employee:

I certify that I have discussed this review with my appropriate supervisor(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check the following as applicable:

I agree with the annual review

I disagree with the annual review

Comments attached

Appeal requested

Supervisor(s) Responsible for Annual Evaluation of Employee:

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature / Title (If Needed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature / Title (If Needed)

\_\_\_\_\_  
Date

Additional Administrative Review (If Applicable)

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature / Title (If Needed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature / Title (If Needed)

\_\_\_\_\_  
Date

## IV. Summary of Activities (to be prepared by the employee)

In each category, identify and describe any activities that advanced university goals toward international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

### A. TEACHING

*Reference: Faculty Handbook, Revised 2020, Section V, F. - Performance Standards and Evaluation of Professional Activities; Academic Affairs Faculty should append a list of courses taught each semester, and the number of advisees at each level: undergraduate and graduate.*

Semester	Course	Location/Modality	Students Enrolled	Student Credit Hours

1. Evidence of quality of undergraduate, graduate, professional and intern/clinical resident instruction.
2. Academic advisement, supervision, and/or mentoring.

	Major Professor	Minor Professor	Committee Chair	Committee Member
Doctoral/Dissertation				
Specialist				
Master's/Thesis				
Undergraduate Thesis				

3. Courses initiated/innovations instituted/other unique teaching contributions.
4. Non-credit educational program planning and development.
5. Implementation of non-credit educational programs (documented, non-credit instruction/teaching with learner assessment).
  - a. Adult audiences
  - b. Youth audiences
  - c. Professional and technical audiences
  - d. In-service training/assistance
  - e. Other presentations and speaking engagements

6. **Awards of students under your supervision**
7. **Other** (including professional development)
8. **Teaching impact statement:** This narrative can be used to briefly discuss the impact and quality of your teaching accomplishments, including international activity, **non-credit** instruction, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

## B. RESEARCH/CREATIVE ACTIVITIES/SCHOLARLY WORKS

*References: Faculty Handbook, Revised 2020, Section V, F. - Performance Standards and Evaluation of Professional Activities.*

Please indicate activities that are peer-reviewed.

1. **Journal articles**
2. **Monographs, books, or book chapters**
3. **Artistic and professional performances and exhibits (e.g., exhibitions, recitals, musical compositions, etc.)**
4. **Presentations at scientific or professional meetings, published abstracts, meeting proceedings not reported as manuscripts**
5. **Outreach/Extension publications**
6. **Proposals, grants and contracts**
7. **Intellectual property development**
8. **Other publications/communication (e.g., mass media, digital media, social media, and other electronic media formats)**
9. **Progress of ongoing projects**
10. **Management of resources (e.g., facilities, major equipment, supervision of personnel, personnel awards)**
11. **Other (including professional development)**
12. **Research impact statement:** This narrative can be used to briefly discuss the impact and quality of your research/creative activities/scholarly works accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

## C. UNIVERSITY, PROFESSIONAL, AND OTHER SERVICE

*Reference: Faculty Handbook, Revised 2020, Section V, F. – Performance Standards and Evaluation of Professional Activities.*

1. **Public or community service**
2. **Professional service**
3. **University service** (e.g., departmental, college, university)
4. **Clinical or diagnostic laboratory service**
  - a. **Service to audiences and stakeholders**
  - b. **Caseload management and development**
  - c. **Engagement and collegiality within the clinical/diagnostic setting**
  - d. **Compliance with policies**
  - e. **Management of clinical resources**
5. **Other** (including professional development)
6. **Service impact statement:** This narrative can be used to briefly discuss the impact and quality of your service-related accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.



D. OTHER RELEVANT ACTIVITIES AND ACCOMPLISHMENTS NOT REPORTED ELSEWHERE

1. Awards and distinctions
2. Distinguished memberships in learned and professional societies
3. Outside employment consulting activities (e.g., practice of profession)
4. Other

## V. Goals (to be prepared by the employee)

*On an annual basis, each faculty member and each unit head will agree in writing to the faculty member's goals, objectives, responsibilities, and expectations. Indicate specific goals and objectives including areas in which improvements will be sought in the coming year.*

### A. Reflection on previous year's goals

### B. Goals for the upcoming year

**Mississippi State University**  
**Application for Promotion and/or Tenure**

<i>Please check response(s) in both columns</i>	
<b>TENURE:</b>	<b>PROMOTION:</b>
<input type="checkbox"/> Mandatory tenure decision  <input type="checkbox"/> Not applicable (early promotion or already possess tenure)	<input type="checkbox"/> Promotion to Instructor II  <input type="checkbox"/> Promotion to Instructor III  <input type="checkbox"/> Promotion to Associate Professor  <input type="checkbox"/> Promotion to Full Professor  <input type="checkbox"/> Not applicable (only tenure decision)

Faculty members eligible for consideration for promotion or tenure must provide the department head or appropriate official with all pertinent available information by **October 1**. The department head or other appropriate official has the responsibility to assist the faculty member in preparing for tenure or promotion review.

Materials to be provided in the applicant's dossier include:

- \*1. Cover letter from the candidate requesting promotion and/or tenure.
- \*2. Completed University Promotion and Tenure application form (this cover page and attached pages) with appropriate responses and associated documentation. This must include a summary sheet of teaching evaluations.
- \*3. Complete up-to-date vita.
- \*4. Copy of the initial offer letter and, if necessary, an additional letter detailing significant changes.
- \*5. Letters from external reviewers (to be added by the department head). The department head should include a sample letter sent to external reviewers and biographical information about reviewers as appropriate.
- 6. All materials required by the academic unit's procedural guidelines.
- 7. All supporting documentation desired by the candidate.

\*Only these items will be reviewed routinely above the college level. Items 1-7 must go to dept. head and dept. committee. Deans, college committees, and the Provost require items 1-5 but may also request items 6 and 7. Department heads and deans can use their discretion in sending forward any important information included in items 6 and 7. All department head, dean, and committee recommendations should be included in the package to the Provost.

*Note: Please refer to the Faculty Handbook for information pertaining to the Promotion & Tenure process.*

*To apply and be considered for tenure requires that you be a citizen of the United States or be a permanent resident or have begun the permanent residence process (verification required) in order to be eligible for permanent employment in this country.*

Are you a citizen or permanent resident of the United States:  Yes  No

If No, have you applied for permanent residency:  Yes  No (Date process initiated (if Yes): \_\_\_\_\_ )

Name of Applicant: \_\_\_\_\_

Present rank: \_\_\_\_\_ Date of appointment at current rank: \_\_\_\_\_

College/School: \_\_\_\_\_ Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Preferred Mailing Address (Include City and Zip Code): \_\_\_\_\_

Initial rank at MSU with date of appointment: \_\_\_\_\_

Tenure track date of appointment: \_\_\_\_\_ Years of transferred service (if applicable): \_\_\_\_\_

Advanced Degrees with Dates: \_\_\_\_\_

Salary Funding (%): E&G: \_\_\_\_\_ MSU Research Unit: \_\_\_\_\_ Extension: \_\_\_\_\_ Other: \_\_\_\_\_

All other information contained in the attached application is correct to the best of my knowledge.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Faculty Member

I. **Current Fall semester responsibilities:**

A. Current instruction

	Course <u>number</u>	<u>Title</u>	Credit <u>hours</u>	Number of <u>students</u>
1. Undergraduate:				
2. Graduate:				
3. Advises:	Undergraduate ____	Master's/Specialist ____	Doctoral ____	Postdoctoral ____
4. Non-credit educational programs (documented, non-credit instruction/teaching with student assessment).				
a. Adult audiences:				
b. Youth audiences:				
c. Professional and technical audiences:				
d. In-service trainings/assistance:				

B. Current or on-going research/creative/performance activities

C. Current service/administrative assignments

1. Public service and off-campus professional service activities (non-assessment activities, such as guest lectures and presentations, external committee/board memberships, business/industry/stakeholder advisement, etc. with dates, organizations, & places):

:

2. Professional association service, as offices held, etc.:

3. University and departmental committee and administrative accomplishments:

D. Other

**II. Activities since last promotion (or initial appointment for tenure):**

A. Teaching

1. Evidence of quality of instruction, both credit and non-credit (check items submitted):

(The faculty member should provide material describing their teaching activities and documentation supporting effectiveness. This material must include a summary statement of student evaluations and may include any of the following or any other items deemed appropriate:

- peer evaluations (internal or external),
- course syllabi and exams,
- non-credit education program plans with assessment,
- non-credit education program outcomes and impacts,
- student input in the form of letters, emails, faculty nominations, etc.,
- recordings of teaching sessions, graduate student theses and dissertations, and other materials demonstrating teaching effectiveness.)

Number of Students Supervised	Major Professor	Minor Professor
<b>Undergraduate Students</b>		
<b>Master's students</b>		
<b>Specialist students</b>		
<b>Doctoral students</b>		

2.

3. Courses initiated or innovations instituted:

4. Non-credit educational programs initiated or instituted (documented, non-credit instruction/teaching with student assessment, such as certification programs, short courses, workshops, in-service trainings, workshops, etc.):
  
5. Other (academic advisement may be described here or as service):

B. Research, creative endeavor, or performances

1. Publications, performances or creative activities:

(For books, indicate date of publication and publisher; for articles, indicate refereed journals; for art shows, indicate judged competition; for musical shows, attach copies of programs; for reports, indicate those done for in-house use.)

2. Professional papers read; indicate whether invited, refereed, or volunteered.

Cite organization, date, and title:

3. Grants for research or study:

Proposals submitted since last promotion and total dollar amount: \_\_\_\_; \$ \_\_\_\_\_

Proposals funded (cite source, title of project, role [PI, etc.], \$ amount, dates):

4. Other:



C. Service

1. Public service, non-assessment activities such as guest lectures and presentations, external committee/board memberships, business/industry/stakeholder advisement, etc. (with dates, organizations, places):

2. Professional association service (offices held, journals edited, etc.):

3. University service (committees, administrative accomplishments, etc.):

4. Other (academic advisement may be described here or as teaching):

**III. Awards and distinctions (title, date, organization):**

**IV. Memberships in learned and professional societies. Society, dates of membership, and offices held:**

**V. Previous academic ranks, institutions, and dates:**

**VI. Non-academic positions held prior to appointment at MSU:**

**VII. Summary listing of all required and supporting documentation (items 6 and 7 on the cover of the application form). This listing should be less than one page in length.**

Department Head's Recommendation for Promotion or Tenure

(Cite the following information and sign.)

1. Name of candidate: \_\_\_\_\_ Present rank: \_\_\_\_\_

2. Recommended for promotion to the rank of: \_\_\_\_\_

(Or not recommended): \_\_\_\_\_

3. Recommended for tenure: Yes/No/NA

Assessment and evaluation by department head: strong points that warrant promotion should be listed, with documentation wherever possible; stress such items as teaching and advising of students, research accomplishments, and university and community service. Please avoid platitudes or general, subjective opinions. It would be useful, too, to comment upon the quality of personal relationships of the candidates with peers, superiors, and any who may report to them, as well as upon their professional performance. Finally, consider the candidate in relation to what you picture as the ideal candidate for this recommended position rather than in relation to other members of your department. In situations where "demonstrated excellence" is required, please provide various supporting evidence such as peer evaluations, reviews of publications, letters of commendation, or any other relevant measures of excellence. Attach relevant departmental committee recommendations.

Date \_\_\_\_\_ Signed: \_\_\_\_\_

Department Head

\*\*\*\*\*

Dean's Recommendation for Promotion or Tenure

(Cite the following information and sign.)

1. Name of candidate: \_\_\_\_\_ Present rank: \_\_\_\_\_

2. Recommended for promotion to the rank of: \_\_\_\_\_

(Or not recommended): \_\_\_\_\_

3. Recommended for tenure: Yes/No/NA

Recommendation: Use materials provided by the candidate and department head, as appropriate, but please indicate your evaluation of the candidate's performance to date and prospects for the future. Avoid general, subjective opinions, stress obvious strong points, and indicate where further development may be expected. Attach relevant college/school committee recommendations.

Date \_\_\_\_\_ Signed: \_\_\_\_\_

Dean