

ROBERT HOLLAND FACULTY SENATE AGENDA

November 13, 2020

1. Call to Order
2. [Adoption of Minutes, October 9, 2020](#)..... (p. 2)
3. Introduction of Guests
Dr. Mark Keenum, University President
Dr. Dana Franz, Chair, University Committee on Courses and Curricula
Dr. Clifton Story, Executive Director, University Health Services
Dr. Brent Fountain, Faculty Athletic Representative
Dr. David Shaw, Provost and Executive Vice President
4. [Report of the Faculty Senate President](#)..... (p. 18)
5. [Report of the Faculty Senate Vice President](#)..... (p. 21)
6. Report from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
 1. [AOP 12.04 Final Examination Policy](#) (p. 57)
 2. [AOP 12.09 Class Attendance and Reporting Absences](#) (p. 60)
 3. [AOP 13.01 Emeritus Appointments](#) (p. 64)
8. Standing Committee Reports:
 1. Academic Affairs
 - 8.1.1. [AOP 12.01 Academic Add-Drop](#)..... (p. 22)
 - 8.1.2. [AOP 12.22 Undergraduate Student Courseload](#)..... (p. 26)
 2. Ancillary Affairs
 3. Charter & Bylaws
 4. Faculty Affairs
 - 8.4.1. [AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Consortial/Contractual Agreements](#) (p. 29)
 - 8.4.2. [AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar, and Visiting Executive Appointments](#)..... (p. 37)
 - 8.4.3. [Update: Clinical/Instructional Task Force](#)..... (p. 41)
 5. Student Affairs
 - 8.5.1. [AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Material](#) (p. 45)
 - 8.5.2. [AOP 12.10 Recognition of Undergraduate Achievement](#)..... (p. 52)
 6. University Resources
9. Special Committee Reports
10. Pending Business
11. New Business
12. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of October 9, 2020

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Union Ballroom and via Webex at 2:00 p.m. on Friday, October 9, 2020.

Members absent and excused were: Jimmy Avery.

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

President Robichaux-Davis asked for any corrections to the minutes of the September 11, 2020 meeting. President Robichaux-Davis said one correction was submitted prior to the meeting to fix a 2,00 to 2,000 as intended. Hearing no additional corrections, President Robichaux-Davis accepted the minutes as amended.

GUESTS

Ms. Ra'Sheda Boddie-Forbes, Vice President for Access, Diversity, and Inclusion

Ms. Forbes began by thanking the Senate for the opportunity to address them. She said she has the great opportunity of serving as the Vice President for Access, Diversity, and Inclusion at Mississippi State University. She said she greatly appreciated Dr. Keenum's leadership, and the leadership of Dr. Shaw and others involved in creating this division at MSU. One of the things Ms. Forbes really appreciates about the charge given to her is that access, diversity, and inclusion are not to be seen as an add-on to what we do at MSU, but instead needs to be embedded in the core of what we do. The make-up of our student body consists of 40% from low income areas based on Pell eligibility, almost 40% first-generation college students, almost 26% identifies with an underrepresented racial or ethnic minority group. Ms. Forbes said we have a duty and responsibility to support our students including our most vulnerable student body. The work that has happened around student success has been centered around students

being college ready. She said it is very important that the students are college ready, but this centers our work that as an institution we should be student ready. We have to ensure that student success, equity, diversity, and inclusion is embedded in the work that takes place.

Ms. Forbes said she would like to speak to how this work will be undertaken and how we can build on what has already been done. She said one thing that was important to moving forward was to combine the different entities for student success for our vulnerable populations and bring them together in the Division of Access, Diversity, and Inclusion. TRiO, Promise, Thrive, The Holmes Cultural Diversity Center, and the Office of Institutional Diversity and Inclusion will be unified under the division. She said she plans to work across units as all units are essential to ensure our students are supported. Ms. Forbes said one thing she knows to be important is closing the gap between faculty diversity and student diversity. Some work has already been done around this. Pipeline Programs have been created with the Graduate School. One of these programs which began just a few years ago is the SREB Scholars Program which provides financial support, mentorship, and academic support for students in the first or final years of their terminal degree. Research has shown these two years to be the most challenging for underrepresented students. Work has also been done with the Graduate School to increase the number of McNair Scholars brought to the university.

Ms. Forbes said a partnership has been formed with Human Resources to work on the ways in which faculty are recruited, including how positions are advertised. A few weeks ago, we got institutional memberships with the Chronicle of Higher Education and HigherEdJobs.com which allows for more visibility of the faculty positions available at MSU. She said she would continue to work with deans, department heads, and hiring managers to ensure the pools for faculty and staff positions are diverse. Ms. Forbes said she cannot give details as the announcement has not been made yet, but MSU has applied to be a member of a cohort that will allow us to diversify our faculty in the STEM fields.

In 2012, IHL gave the charge to develop a diversity action plan. Part of this plan included a Diversity Leadership Council. One of the challenges faced in implementing this council was whose responsibility was it to do what. At the time we had the President's Commission on the Status of Minorities and the President's Commission on the Status of Women. She said it was not clear where someone who belonged to multiple identities should go. She said one thing she really appreciates about the new structure of the Diversity Leadership Council is that it allows us to think of diversity and inclusion in an intersectional way. She said she envisions the structure of the Diversity Leadership Council to include a committee within every college with the chair of that committee serving on the university Diversity Leadership Council. In addition, representatives from other entities must be included such as Human Resources, Institutional Research and Effectiveness, Faculty Senate, Staff Council, Alumni, and others. Ms. Forbes said this council will report to her and enhance the work that is being done around diversity and inclusion. The charge to the Diversity Leadership Council will be: "To work on university-wide goals, activities, and metrics to support diversity, inclusion, equity, and access at Mississippi

State University. Colleges and units will work to create and implement action plans to promote access, diversity, and inclusion within the framework of the university's mission and strategic plan. Assist the university in developing and maintaining strong relationships and pipeline programs with communities, community colleges, k-12 institutions as well as business, civic, and cultural organizations. Identify, plan, and support initiatives that will encourage, promote, and recognize diversity on campus. Direct our attention to issues regarding diversity, inclusion, equity, and access at MSU as well as in our community".

Ms. Forbes said she would like to learn from the senate how her division can support the work that is taking place, how senators see themselves working with the division, and to answer any questions the senators may have.

Senator Gregory said she was concerned with how the committees would be constructed to represent the intersectionality of diversity on campus. She asked if Ms. Forbes would be providing guidance with regard to the various committee formations. Ms. Forbes replied her plan is to provide the deans with a layout of the way the division suggests these committees be formed. She said the ultimate goal is for the unit committees to have graduate students, junior faculty, tenured faculty, support staff, department heads, etc. She said the goal is to create these councils to allow the work to take place. She said part of the charge of the committees is to develop a diversity action plan which cannot be done without hearing the voices of all the different groups in the college. Ms. Forbes added that the representatives from the other stakeholder units on the Diversity Leadership Council will not just consist of upper management although administrators must be included to address the sustainability and longevity of the work that takes place.

Senator Kelly said the President's Commission on the Status of Minorities and the President's Commission on the Status of Women recognized significant contributions to equity, diversity, and inclusion through their annual awards. She asked what the plan is to address this function moving forward. Ms. Forbes replied the awards will continue. She said not only does IHL have an award, MSU will have awards as well that are looked at from an intersectional standpoint. She said she believes we have to honor and celebrate the work being done.

Senator Kelly said there was a non-binding document circulated outlining the make-up of the Diversity Leadership Council. She said this document only had 3 guaranteed positions for faculty. There was one position for faculty from each of Gender Studies, African American Studies, and the Faculty Senate. She said it may be the case that the chairs from the college committees may end up being faculty, but there is no guarantee. She said there are over 45 faculty between Gender Studies and African American Studies. She said these faculty specialize in the study of race/ethnicity or gender/sexuality and it seems like it may be a missed opportunity and it is concerning to her to see such little faculty representation. Ms. Forbes replied she believes it is important to point out that the Diversity Leadership Council is a guiding council. She said her recommendation to the deans is that the chairs of the committees be faculty members. She said the other important thing to understand is that there will be task

forces developed. She said the Diversity Leadership Council will not be the only voices heard and the council is there to guide the work. She said she has had the opportunity to consult with other SEC institutions and MSU is one of the few that does not already have a council that looks like this. Through discussions with the institutions that do have this structure, she has noted that it allows them to come together in a way that allows the work to be done.

Senator Eakin asked what the timeline is for the development of the councils. She also asked who the point people to contact at the college level if faculty are interested in serving in this capacity. Ms. Forbes replied the goal is for the council to launch in January 2021. She said the dean for each college would be the point of contact unless they have assigned the task to someone else. She said some colleges already have diversity committees such as the College of Business. Information will be distributed as the details are sorted out.

Senator Gregory asked what the university policies are for indigenous peoples. She asked what initiatives are in place to recruit this group. Ms. Forbes replied a Native American Student Association was created in the spring semester. She said there has been discussion of specialized preview days much like we do for Latinx. She said she is also working with Extension Services on some recruitment opportunities.

Senator Tagert asked if there was a point of contact established to assist in the recruiting of students if grants are sought. Ms. Forbes replied Tyrel Jernigan is the Coordinator of Diversity Initiatives. She said he works with departments and units on campus to help with recruitment opportunities.

Dr. David Shaw, Provost and Executive Vice President

Dr. Shaw began by saying he hoped the senators get a sense of what he and Dr. Keenum have known for quite some time, that Ra'Sheda Boddie-Forbes is the exactly the right person we want in this role. He said, in reference to Senator Tagert's earlier question, there is discussion ongoing about how to set up the organizational chart for the new division. He said he does not want the organization to create another silo. The organizational structure will show the linkages between the new division and the existing divisions. Dr. Shaw said when creating the promotion package for justification to Human Resources, the position description ran to 4 pages in length. He said this speaks to the expectations that we have for this institution as well as Ms. Forbes.

Dr. Shaw said the search process for the Vice President for Research and Economic Development was underway before Covid-19 struck. The search committee had already solicited applications for the position and begun the process of narrowing the slate of candidates. The committee has restarted the process and has approached the previous applicants to determine their interest in the position. They have also evaluated several others whose applications have arrived in the interim. The initial interviews will be conducted virtually and are slated to begin in the next few weeks. The hope is to have the finalists identified before the Thanksgiving break.

Dr. Shaw said the search committee for the Vice President for the Division of Agriculture, Forestry, and Veterinary Medicine has been constituted and was set to hold the first meeting on March 26th. He said due to the pandemic, the process was halted. Dr. Shaw said, in consultation with Dr. Keenum, it was decided to reinstate the process. The position description has been finalized and posted. He said the first committee meeting was held last week and was a brainstorming session to determine the characteristics desired in the individual selected for this position. Dr. Shaw said the optimistic timeline is to begin evaluating applications on December 1st and to complete the initial selection of candidates by the holiday break. This would lead to scheduling the first round of interviews shortly after the new year begins and having the finalist interviews sometime around mid-February.

Dr. Shaw said the search for the Dean of Education has been advertised. He said he checked with the committee chair, Dean Bourgeoise, earlier in the week and she is very enthusiastic about the number and quality of applicants received so far. Dr. Shaw said he is anticipating on-campus interviews to be conducted for this position shortly after the start of the new year.

Dr. Shaw said the Dean of the University Libraries search has been initiated. He said recently elections were held to identify the faculty representation on the committee. The structure of the committee will be 9 elected faculty members with 6 of them being from University Libraries and 3 from the Faculty Senate. The remaining 8 positions will be appointed. He said Dr. Peter Ryan has agreed to chair the committee. The Student Association and the Graduate Student Association have been approached to provide a nominee. Three staff from the library will be appointed to the committee as well. The remaining spots are still being considered and include individuals external to the university. Dr. Shaw said he hopes to have the appointments finalized in the next couple of days. The hope is to have the position posted around the first of November. Applications can begin to be screened in February and the hope is to conduct the on-campus interviews before the end of the spring semester.

Dr. Shaw said he has had some great conversations with the Faculty Senate leadership, deans, and associate vice presidents over the past few weeks about what the spring semester needs to look like compared to what we might remember as normal. He said he wants to collectively look at the experiences from the spring and fall semesters to do the best job we possibly can. Dr. Shaw said we have learned a great deal this semester. We have learned about things that did not work as well as we wished they would have, and positive experiences from things that were successful. He said this is a conversation the entire MSU community needs to have as we plan for the upcoming spring semester. Dr. Shaw said one of the goals moving forward is to move back toward AOP 12.09 with regard to class attendance. He said he has heard from so many faculty that we are not seeing class attendance and participation at the level we need for our students to be successful. Dr. Shaw said we are at the point where we are much more comfortable that we are providing a safe learning environment from a health standpoint on campus. Dr. Shaw said we need to offer more face-to-face classes. He said the limited classroom spaces limit the number of face-to-face classes which can be taught. Dr. Shaw said

unless something changes dramatically between now and January, which he is not expecting, face coverings will be mandated for the spring semester and social distancing will be required. Dr. Shaw said this semester allowed us to determine how the alternative classroom spaces are working, and this allows us determine which spaces will be used for instruction moving forward. He said some spaces will not be used and some spaces previously identified but not used will be utilized. The target for the spring semester is to hold 70% of classes in a face-to-face format. This was the goal for the fall semester as well. We were able to come close to this goal in the fall but did not quite get there. The goal is to go to more face-to-face instruction, while realizing some classes fit better online than others and understanding there will need to be medical accommodations and individual needs that will need to be addressed. We need to hold our students to a higher standard from an attendance perspective to make sure they are the best prepared for their learning outcome. Dr. Shaw said his message to the deans and department heads is to work with the faculty and learn from the experiments we had in the spring and the experiments currently ongoing to do the best job utilizing technology where it makes sense while not overburdening the faculty. Dr. Shaw said he understands the burden that has been put on faculty. He said he has received considerable input from parents recently who want us to go back to face-to-face instruction. He said a lot of this has to do with the progress reports which were recently released.

Dr. Shaw said we are trying to make progress on the student evaluation of teaching. He said Jeff Dean had a number of conflicting situations and asked to step down as chair. Michael Seymour has agreed to assume the chair position of the task force. He said the task force is really moving forward now and he is excited to hear the progress they are making and the conversations they are having. Dr. Shaw said he had hoped for a recommendation from the task force by the beginning of summer but due to Covid-19, this did not happen. He said, due to the pandemic, there is no way to safely handle the thousands of paper evaluations. Dr. Shaw said he and the task force ask for faculty forbearance for this semester as the electronic evaluation system will be used for all classes. Dr. Shaw said he wanted to reiterate that he is very excited about the conversations occurring within the task force particularly with regard to deemphasizing the role that student evaluations play and emphasizing some more appropriate tools.

Senator Zuckerman said her question deals with general flexibility as a result of the pandemic. She said she had to submit a grant proposal for her graduate program and realized she would be unable to meet the deadline and subsequently asked for a 1-2 hour extension from the Graduate School. This request was denied and after submitting the proposal the evening of the deadline, learned her submission would not be considered. She said they informed her that she was not alone and that other graduate coordinators were unable to submit their proposals on time. She said she realizes it would be incredibly difficult to write a policy regarding flexibility but asked that consideration be given to flexibility particularly when it relates to internal deadlines. Senator Zuckerman said this relates to work-life balance, faculty mental health, and retention of faculty. She asked that the university consider encouraging this flexibility. Dr.

Shaw replied he is disappointed to hear of this situation. He asked Senator Zuckerman to provide him with details so he could look into it further. He said he can point all the way back to the faculty town hall discussion held in the summer where he and Dr. Keenum stressed the need for flexibility and compassion. He said he realizes the workloads are unsustainable and is looking forward to remedying this situation as best we can for the spring semester. Dr. Shaw said priorities need to be set and some things just may not be able to be completed. He said this year more than ever, faculty should take advantage of the other category on the review to discuss the impact of this year on productivity.

Senator Zuckerman said her department is hiring tenure-track faculty this year and after a meeting with Human Resources she learned there are no protocols in place to address hiring during the pandemic. She asked that additional guidance be developed with regard to hiring which addresses such things as travel, possibilities for or waiving on-campus visits, recording meetings, and so on. Dr. Shaw replied he would be more than happy to have conversations about the development of additional protocols in the hiring process. One thing he has discussed with Human Resources is allowing for the flexibility between departments in the hiring process. He said some departments have said on-campus interviews are critical to their area while others have stated it would not be acceptable or normal in their area to bring someone to campus during the pandemic. He said he doesn't want to give guidance that is too restrictive and winds up creating a problem for some units. Dr. Shaw said he would address this with the task force.

Senator Gregory said she has been hearing faculty more concerned about student evaluations this semester than they were in the spring. She said this is largely due to attendance. She asked if there could be an official announcement or way that faculty can indicate they do not wish to have the spring and fall semester student evaluations counted in this year's annual review. She said the concern is that IHL has mandated that comments be shared and while department heads have been told to be compassionate, there is no guarantee of that. Dr. Shaw said he appreciates the comment and shares the concern. He said he has already had this conversation with the department heads and stressed this, but he would like to consult with the President and see what can be put in writing to reinforce this message.

Senator Williams said the student section at the football game did not appear to be following the distancing guidelines. Dr. Shaw replied there have been a lot of meetings this week to address this situation and determine the next steps to take. He said there was a compound set of problems that contributed to this. He said students were entering with general admission tickets and migrating to the student section. The seating arrangement must be altered for upcoming games. Dr. Shaw said even the number of student tickets distributed is being examined. He said he fully expects the plans made this week for the next game will make it look very different. He said we have to do a better job of policing and enforcement moving forward.

Senator Welch said it is his understanding that graduate students can use tuition waivers for the Winter Intersession, but they will not have the full tuition waivers for the spring semester. He asked if it was possible to see our way around this and allow graduate students to retain full tuition waivers for the spring if they attend the Winter Intersession. He said the graduate students are not able to collect research right now and it would be beneficial for them to get some more classroom instruction out of the way now so they can focus on the research when it becomes available. Senator Welch said we are doing a great job of functioning during the pandemic, but he worries that complacency will start to creep in. He asked if there are plans to launch a campaign to reinforce the guidelines and increase the willingness to comply. Dr. Shaw said there will absolutely be a push to reiterate the guidelines and reinforce compliance. He said we are doing very well and if we let up we will be back in the position of having to find an alternative to do what we do. Dr. Shaw said, in response to Senator Welch's first question, he is very sympathetic to the situation outlined, but the Winter Intersession has to pay for itself. He said this would represent a significant hit to our already tight budget. Dr. Shaw said administration explored and tried to provide as much flexibility as possible for being able to take a class now and backing off of classes in the spring, but there is a cap in place for the tuition waivers.

Senator Spurlin said the Meridian Division of Business formulated course offerings for the Winter Intersession and were told that they would not be able to offer courses during this term. He asked Dr. Shaw to speak about the decision-making process for which divisions are allowed to offer Winter Intersession courses. Dr. Shaw replied that this is news to him. He said he was not aware of anyone being told they could not offer courses during the session. He said he would have to look into why that was communicated.

President Robichaux-Davis said there is a question in the chat portion of Webex asking about the off-campus parties of 100 students which were approved by the Task Force. Dr. Shaw said the Task Force has discussed how to keep things healthy and safe and have even exceeded the CDC and the Governor's guidance. He said the Task Force also realizes there are a number of things in our student's lives which have been put on hold. With this in mind, the Task Force has piloted some gatherings with specific guidelines in place to determine if they are effective moving forward. He said the gatherings being discussed are part of this pilot program. One of the guidelines was that random testing would be performed on the participants. If the participant was selected for testing and refused the test, they were excluded from the event. The Task Force is evaluating the results of these pilot gatherings and will come to a decision at some point in the future. Dr. Shaw said the Task Force also has a random testing program in place. Many of our peers have even larger random testing programs. He said through recent conversations he has learned that all of the SEC institutions and most of the IHL institutions have seen a decrease in the number of positive cases on their campuses recently. The 2 IHL institutions that have seen a slight uptick in cases are Alcorn State University and the University of Southern Mississippi who both recently allowed students back to campus.

Senator Sebba asked if a third party was employed to help find candidates for the College of Education Dean Search. Dr. Shaw replied, through consultation with the search committee chair, it has been determined that the pool of candidates already received is rather numerous and of high quality. Senator Sebba asked if there is any sense of if faculty will be able to be physically present for the on-campus interviews. Dr. Shaw replied that he anticipates there will be an opportunity for faculty to attend on-campus interviews in person or remotely if they so choose.

Senator Winer asked if any more details will be provided regarding the surveillance testing and asked if this testing will be part of the mitigation and prevention efforts moving forward. Dr. Shaw replied the plan to this point is to do the surveillance testing and the testing of those attending the gatherings to gather data to make informed decisions about the plan moving forward. He said he is not sure what the future plan will be for surveillance testing. Having the testing completely in-house is a game changer. It allows for very short turnarounds of results. Dr. Shaw said the Task Force is also looking into how to have a more refined antigen testing capability. There is some difficulty with procuring supplies to support this initiative.

Senator Kelly asked if it may be worth dropping formal evaluations for faculty for 2020 given how unevenly certain burdens have fallen across the faculty, particularly female faculty. Those faculty who wish to be reviewed can arrange for an evaluation with their department head and forego a formal record. Dr. Shaw said it is an intriguing idea. He said he can think of several pros and cons right offhand. He said his concern is it could create some unintended consequences. He said he has made a note of the question and it needs to be thought about together.

President Robichaux-Davis asked if the Vice President for Student Affairs, Dr. Regina Hyatt, had any additional comments. Dr. Hyatt thanked the senators for all they have done and continue to do as we move forward through the fall semester. Dr. Hyatt reiterated Dr. Shaw's earlier comment that there is a balance that we are trying to strike between allowing students to have some semblance of normal student life and the student experience, and keeping everyone safe and healthy. She said the students understand the nuances that come from their ability to go to venues around town as regular citizens and engage in activities we would possibly be concerned about. Trying to create some structure around student life activities has been important. There have been several events over the last couple of weekends that went quite well. She said they were not all parties, but included team building events and retreats as well. Dr. Hyatt said we have been actively engaged in asymptomatic testing and have so far identified 2 residence halls. Student organizations have also been tested such as the band and ROTC. She said we want to continue to think through where we should employ asymptomatic testing.

Dr. Hyatt said she feels it is important to reemphasize that the work of access, diversity, and inclusion is everyone's work. She said she is very thankful for Ms. Forbes and her team and how they will be helping all of us to advance in this area. Dr. Hyatt said she is always available for individuals to reach out and communicate any questions or concerns they have.

REPORT OF THE FACULTY SENATE PRESIDENT

Since our last meeting, the College of Engineering elected a new senator, Dr. Lauren Priddy, to finish out the term of former Senator Ganesh Bora who has left MSU. Please join me in welcoming Dr. Priddy, who is an Assistant Professor in the Department of Agricultural and Biomedical Engineering, to the Robert Holland Faculty Senate. We now have a full 50-member Senate.

A majority of the university standing committees on which I serve have met this past month, but weekly COVID-19 meetings, preparations for Spring 2021, and ongoing discussions concerning COVID-19 remain a priority. Having made it successfully through the first half of this semester, it is clear that what we are doing as an MSU community to prevent the spread of COVID-19 is working. We have learned some lessons thus far this semester that we will address for Spring 2021 as we work towards offering more face-to-face courses than were offered this semester. I'm very proud of the student body, staff, and faculty for how they continue to practice the Cowbell Well safety measures of wearing face coverings whenever social distancing is not possible, maintaining social distancing as much as possible, washing hands frequently, and using the sanitizing wipes provided to us to help keep our classroom spaces clean. I remain grateful to our administration for the priority that they give to making sure everyone remains employed during this time. While we are all dealing with many levels of stress, at least we have not had to worry about remaining employed.

The Fall 2020 General Faculty Meeting was held at the Hunter Henry Center on September 22nd. Although we had technical difficulties and were not able to live-stream the entire meeting, the entire meeting was recorded and has been posted to the RH Faculty Senate website. It was also broadcast multiple times on the MSU TV station. If you have not yet viewed this meeting, I hope you will consider doing so. As always, Dr. Keenum's address was thorough, informative, and affirming of all of the great things we have going on here at Mississippi State University.

By the end of the day on Friday, October 9th, you will receive a survey from me asking about various aspects of the Student Evaluation/Opinion of Teaching surveys. Please respond to this survey and reply by Wednesday, October 14th so that I can pass along the results to OIRE.

Once again this year, the RH Faculty Senate will host the nominations for the SEC Faculty Achievement Awards. Please watch for an email asking for nominations and please consider nominating colleagues who are Full Professors and have taught predominantly undergraduates. Details of the nomination requirements will be forthcoming via email.

In light of the shortened semester, I encourage you to take time to reflect on your own successes and lessons learned for this semester once classes have ended. I hope as you begin to think about the Spring 2021 semester, you will use these successes and lessons learned to enhance and strengthen your teaching, research and service.

Status of AOPs:

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

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

Reports from Committees on which I Serve:

Athletic Council – This council met on September 9th. Brent Fountain is the new chair. Christine Jackson, the Executive Director of Athletic Academics, reported that this past year our athletes collectively earned the highest grade point average on record. Overall, 108 student athletes had a 4.0 grade point average and 122 student athletes graduated during the 2019-2020 academic year. For this football season, the football players' helmets for all football programs across the state of Mississippi will include a sticker "Stronger Together". "Stronger Together" will also be painted along the sidelines of our football field. In terms of football tickets, the bowl of the stadium will be at 25% capacity while the premium areas will be at 50% capacity. We will play 10 SEC football games this year with 2 open dates built into the schedule in the event that we have to postpone a game because of COVID-19. Other fall sports that will be played with limited fan attendance will be soccer and volleyball. We will compete in 8 soccer games, 4 of which will be at home with up to approximately 263 "seats" available for fans. The volleyball team will also compete in 8 games with two matches a week for 4 weeks. Approximately 500 fans will be allowed to attend each volleyball game. Social distancing and various facial covering requirements will be in place at all sporting events. All athletes who play a fall sport will receive an extra year of eligibility. Overall, it will be a very tight year financially for athletics due to the impact of COVID-19.

COVID-19 Future Planning Task Force – Since the last meeting of the RH Faculty Senate, our discussions have focused primarily on gradually allowing student groups to host events for up to 100 students at off campus outdoor venues with face covering and social distancing requirements in place along with random testing of those students attending such events, random testing of students living in on-campus housing, as well our plans for Spring 2021. A new Dashboard for COVID-19 information has been created and is now live. This new Dashboard presents COVID-19 testing and positive case data in a line graph format, including a 7-day rolling average of positive cases, so that trends can be followed. Additional information from our meetings continues to be provided by the Provost through emailed updates, as well as other email correspondence from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation or plans for next semester, please

send them my way or communicate them directly to Drs. Hyatt and Shaw. We continue to discuss each and every concern at our meetings.

Diversity Council – This council has not met yet.

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

Executive Enrollment Management Committee – This committee met on September 23, 2020. Enrollment updates were given which indicated that overall, our enrollment remains higher than ever. We appear to be heading towards a record enrollment of over 23,000. Retention rates look good as well. The Honors College now has a podcast, “Honorable Mentions” that is available on iTunes, Spotify, Amazon Music, and other venues. The average ACT of our Honors College students is 31 and the average entering high school grade point average is 4.01. We currently have 2,330 honors students. Dr. Ryan reported that the Graduate School enrollment is 16% of the total MSU enrollment with the goal being 20%. He also noted that 28.5% of our graduate students receive some type of financial assistance. Regarding Undergraduate Recruitment and Admissions, our freshman applications are up 2% from a year ago. Additional information about our enrollment data can be found at <https://ir.msstate.edu/research/unofficial.php>.

Game Day and Special Events – This committee met on September 23rd and September 30th, primarily in preparation for the opening football game against the University of Arkansas held on Saturday, October 3rd. The Longest Student Health Center requested permission to set up a flu-shot tent by the student gate, but the committee agreed to table this request until after the Arkansas game. MSU Police Chief Rice noted that there had been no big issues concerning tailgating violations at other SEC schools hosting home games during the first weekend of SEC football. He did not anticipate that we would have any big issues either. The Famous Maroon Band will consist of 100 members for each game and will be seated in Section 15 and spread apart to maintain appropriate social distancing. Student guidelines and protocols for attending football games have been developed and will be shared via email and various social media outlets. Gates will open two hours and fifteen minutes prior to kick-off. All gameday information can be found at www.hailstate.com/gameday and www.hailstate.com/feature/COVID.

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

Master Plan Development and Advisory Committee – This committee has not met since July 1st.

Parking and Traffic Regulations Committee – This committee has not met since my last report.

Sustainability Committee - This committee met on September 30th. Thus far in the fiscal year, our waste numbers have slightly increased and our recycling numbers have seen a minimal decrease, overall. One of our goals for this year is to see a decrease in contamination, facilitated through education and training. Projected Sustainability Event include Green Week, October 19-23, 2020; Dorm Wars, a student hosted sustainability event; and America Recycles

Day, November 15th. Project Sustainability Projects include Website Improvements, a Cartridge/Toner Recycling Program, Mapping Recycle/Waste Bins, and the Retrofitting of Buildings to include Waste and Recycling options (i.e., McCool, McCain, Allen).

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

Met September 17th

Committee on Campus Access –

Has not met since I have been assigned to the committee.

Community Engagement Committee –

Email received on September 1 stated that we will have “No meetings in the Fall 2020 semester”. I do not anticipate having a report for this committee for the remainder of the Fall 2020 semester.

Master Plan Development and Advisory Committee –

Has not met since I have been assigned to the committee.

Textbook Committee –

Has not met since I have been assigned to the committee.

Undergraduate Research and Creative Discovery Committee –

Has not met since I have been assigned to the committee.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE

1. AOP 12.01 Academic Add-Drop (Academic Affairs)
2. AOP 12.22 Undergraduate Student Courseload (Academic Affairs)
3. AOP 13.22 Guidelines for Adjunct Faculty Visiting Faculty Visiting Scholar and Visiting Executive Appointments (Faculty Affairs)

4. Letter of Request: Teaching Loads, Online Teaching: RE:AOP 13.23 Faculty Workload (Faculty Affairs)

Hearing no discussion, President Robichaux-Davis called for the vote to send the items to their indicated committees for further review. The motion from the Executive Committee to send the items to their indicated committees passed by unanimous electronic vote.

STANDING COMMITTEE REPORTS

Academic Affairs

1. AOP 12.17 Undergraduate Academic Fresh-Start or Academic Amnesty

Secretary Follett, on behalf of the Academic Affairs Committee, presented the committee report on AOP 12.17.

The motion from the Academic Affairs Committee to accept AOP 12.17 as presented passed by unanimous electronic vote.

2. AOP 13.03 Responsibilities in Instruction and Curriculum and Attendance at Class

Secretary Follett, on behalf of the Academic Affairs Committee, presented the committee report on AOP 13.03.

Senator Pelaez said she is concerned about the requirement in item 12 that requires faculty to provide significant assessment within the first 30 days of class. She said having a significant assessment in the first 30 days of her Spanish class may hurt the students since they are still learning the language. Secretary Follett said while the language in item 12 is new to this policy, it has been pulled directly from AOP 12.01 Academic Add-Drop. This was done to make all of the items relative to responsibilities of the instructor accessible in one location.

The motion from the Academic Affairs Committee to accept AOP 13.03 as presented passed by unanimous electronic vote.

Ancillary Affairs	No Report
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Charter & Bylaws	No Report
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Faculty Affairs

1. AOP 13.09 Credentials for Teaching

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the committee report on AOP 13.09.

Senator Eakin said with regard to recommendation #4 d, it may be beneficial to say, "experience teaching online courses at Mississippi State University". She said someone who

has taught online at other institutions may not have taught with the best practices we ask of our online instructors. She asked that this be considered as a friendly amendment. Secretary Follett said he believes if an online instructor has taught online significantly elsewhere and did not do it appropriately, they would not pass the CTL evaluation. He said if they taught elsewhere and do pass the evaluation, why not let them teach. He said the CTL evaluation is required to be accredited to teach online. Senator Eakin withdrew her friendly amendment.

Senator Williams said he would like to discuss recommendation #2. He said his wife has a master's degree in Public Policy and Administration. Part of her research is to look at how public administrators are portrayed in mass communication. She teaches Public Speaking for the Department of Communication since she has more than 18 hours of communications classes. He said recommendation #2 requires a doctorate or master's degree in the teaching discipline or a related discipline. Senator Williams said this could prevent someone such as his wife from teaching Public Speaking since Public Policy and Administration is not a related discipline. Senator Williams made a friendly amendment to reword recommendation #2 to say "The instructor of record must possess a doctorate or master's degree. Additionally, the instructor of record must possess a concentration in the teaching discipline or a related discipline of at least 18 graduate semester hours". Senator King said she teaches students who want to teach at the Community College level and the wording she uses is "must have at least 18 graduate hours in the teaching field". Senator Sherman-Morris asked Senator Williams if he would agree to the following language: "The instructor of record must possess a doctorate or master's degree with at least 18 graduate semester hours in the teaching discipline." Senator Williams accepted Senator Sherman-Morris' suggested edit.

The motion from the Faculty Affairs Committee to accept the committee report on AOP 13.09 as amended by the friendly amendment, passed by unanimous electronic vote.

Student Affairs

No Report

University Resources

1. AOP 11.01 Shackouls Honors College

Senator Marrett, on behalf of the University Resources Committee, presented the committee report on AOP 11.01.

The motion by the University Resources Committee to accept AOP 11.01 as presented passed by unanimous electronic vote.

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

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

The motion to adjourn passed by unanimous electronic vote at 4:45 p.m.

Submitted for correction and approval.

Randy Follett, Secretary

Jason Cory, Administrative Assistant II

INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President
Dr. Dana Franz, Chair, University Committee on Courses and Curricula
Dr. Clifton Story, Executive Director, University Health Services
Dr. Brent Fountain, Faculty Athletic Representative
Dr. David Shaw, Provost and Executive Vice President

REPORT OF THE FACULTY SENATE PRESIDENT

It is hard to believe this is our last meeting of 2020! It seems like yesterday we were beginning the semester and focusing on “can we just make it to Labor Day”! Now, here we are with only ten days left until the end of this one-of-a-kind semester. As I have said before, thank you for all you have done to make this semester a success. Without the dedication of you and all of our faculty and staff, this would not have been possible. As we end this semester and throughout next semester, we must continue to follow the protocols established months ago in order to remain healthy, but I am confident that we will do so.

Many of the university standing committees on which I serve have met this past month, but weekly COVID-19 meetings and preparations for Spring 2021 have remained a priority. We continue to discuss ways to ensure that our students and everyone in the MSU community remain healthy and continue to adhere to the mitigation strategies currently in place. Using some of the lessons learned this semester, we are in discussion about attendance policies for Spring 2021 as well as safely returning to more in-person meetings. The COVID-19 Website will soon be updated to remove documents that are now updated and to update documents that should remain. We will continue to employ the safety measures of wearing face coverings, maintaining social distancing, washing hands frequently, and using the sanitizing wipes provided to us to help keep our workspaces and classrooms clean. As I learn of colleagues across the country with programs that are being shut down due to circumstances related to COVID-19, I remain filled with gratitude for our administration who has made it a priority that everyone remains employed during this time. While we are all dealing with many levels of stress, I am so thankful that our employment is not a cause of worry.

This past week was Homecoming and while it was certainly a different homecoming, evidence of this was certainly seen around campus and through the “Stay Homecoming” social media campaign. The MSU Alumni Association used “#StayHomecoming” to share with alumni various videos and homecoming week challenges. It was nice to see such festivities and spirit during a time when the usual festivities could not take place.

We are currently hosting the nominations for the SEC Faculty Achievement Awards. Please consider nominating colleagues who are Full Professors and have taught predominantly undergraduates. Details of the nomination requirements are on the Faculty Senate website.

As this semester comes to an end, I wish each of you a Happy Thanksgiving! I encourage you to spend some time to reflect on your own successes and lessons learned for this semester and build in some “down time”. I hope after taking some time to slow down a bit, that you are energized and then ready to plan for the Spring 2021 semester using the successes and lessons learned from Fall 2020 to strengthen your teaching, research and service. To those of you teaching in the Winter Intersession, thank you and I hope it is a huge success. Based on the number of course offerings and the number of students taking advantage of this opportunity, it looks to be a huge success already.

Status of AOPs:

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

AOP	Title	Date
10.05	Nepotism	12/5/2012
10.08	Classroom Regulations	4/26/2016
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
31.02	Legal Resident Status	2/5/2013

Reports from Committees on which I Serve:

Athletic Council – This council met on October 14th. Dr. Angel Brutus from the Athletics Department’s Counseling and Sports Psychology Program was a guest speaker. She shared with us how the student athletes are supported from a counseling perspective. They use a three-tiered approach: Education, Prevention, and Intervention. Christine Jackson, the Executive Director of Athletic Academics, gave us a report on advising for Fall 2020 which included a breakdown by college of the majors of all student athletes. The College of Education has the most student athletes, then the College of Arts and Sciences, and the College of Business. John Cohen also spoke to us, reporting how successful the first football game was, as well as the soccer and volleyball games.

COVID-19 Future Planning Task Force – We will be offering drive-through COVID testing for students near the end of the semester to prevent them from potentially being positive when they return home. We will also be suggesting that they self-quarantine before returning back to campus in January. Additional information from our meetings continues to be provided by the Provost through emailed updates, as well as other email correspondence from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation or plans for next semester, please send them my way or communicate them

directly to Drs. Hyatt and Shaw. We continue to discuss each and every concern at our meetings.

Diversity Council – This council has not met yet.

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

Executive Enrollment Management Committee – This committee met on October 20, 2020. Enrollment updates were given which indicated that overall, our enrollment remains higher than ever. Retention rates look good. The addition of 10 more Navigators and an additional graduate assistant in the Office of Student Success seems to have helped. Reporting of progress grades is up across all campuses. We are seeing more problematic upperclassmen than in the past. They are feeling overworked and are being impacted by isolation anxiety. Our undergraduate admissions for Spring 2021 are slightly up; transfer applications are slightly up, as well. Applications for Fall 2021 are down, overall. Our recruiters are making as many school visits as they can, hosting many virtual events, as well as some campus events. The “Preview Day” type events have been scaled down, but these “Fall Fridays” events have been successful.

Game Day and Special Events – This committee met on October 14th and November 4th primarily to discuss football game day operations. The first game day was nearly flawless. We learned a lot, but it went as smooth as possible. Mask wearing inside the stadium is still a concern, but overall, everyone is adhering to the required policies. There were no parking issues or traffic issues. None of the first aid stations were used. Cashless transactions worked great and we received lots of great feedback concerning the concession offerings. The Famous Maroon Band was moved for the next home game so that a reconfiguration of student tickets was possible. Students will be required to sit in pairs or groups of four, at most. This worked well for the game against Texas A & M. The new Mississippi state flag was flown at the Homecoming Game against Vanderbilt. Student tickets were scanned at only one gate for homecoming. Like previous half-time performances this season, the homecoming presentation will be via video. Gates will open two hours and fifteen minutes prior to kick-off. All gameday information can be found at www.hailstate.com/gameday and www.hailstate.com/feature/COVID. We are now starting to work on plans for basketball games. There will be a buffer section between the court/teams and the fans.

Information Technology Council – This council met on October 6th and November 3rd. ITS is working on putting the P& T document online and hosting a Promotion and Tenure Repository System. The College of Engineering has been piloting this system and it has been demo-ed for all the deans. It uses an Extender Banner document center to house promotion and tenure documents. It required t-factor authentication. The October update of WebEx included a “Hard Mute” function. Since March, there have been over 6.4 million minutes of WebEx meetings! We will be having a Network Refresh for both wired and wireless networks. Forty additional classroom upgrades because of a \$1 million upgrade approval. We will be developing a new Firewall Operating Policy and a new Mobile Operation Policy. Steve Parrot has agreed to be one

of our guests for the January Senate Meeting to give us an update on all things pertaining to ITS.

Master Plan Development and Advisory Committee – This committee has not met since July 1st.

Parking and Traffic Regulations Committee – This committee has not met since my last report.

Sustainability Committee – This committee has not met since my last report.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

October 2020 Meeting

- Held on October 20th

November meeting has been moved to November 19th.

Community Engagement Committee –

Email received on September 1 stated that we will have “No meetings in the Fall 2020 semester”. I do not anticipate having a report for this committee for the remainder of the Fall 2020 semester.

Committee on Campus Access –

Has not met since I have been assigned to the committee. (updated 10/8/2020)

Master Plan Development and Advisory Committee –

There were no agenda items for a November meeting, so no meeting was held. Has not met since I have been assigned to the committee.

Textbook Committee –

Has not met since I have been assigned to the committee.

Undergraduate Research and Creative Discovery Committee –

Has not met since I have been assigned to the committee.

REPORT FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE

1. [AOP 12.04 Final Examination Policy](#) (p. 57)
2. [AOP 12.09 Class Attendance and Reporting Absences](#) (p. 60)
3. [AOP 13.01 Emeritus Appointments](#) (p. 64)

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

1. AOP 12.01 Academic Add-Drop

Report to the Robert Holland Faculty Senate

Academic Affairs Committee

Report on AOP 12.01 Academic Add/Drop

November 6, 2020

Background

AOP 12.01 Academic Add/Drop was brought to Faculty Senate after going through an ordinary four-year review at the Associate Deans and Academic Deans Councils. It was assigned to the Academic Affairs committee at the October meeting of the senate. The changes which those councils proposed were based on clarification of specifics related to the timing of adds and drops, and the student's responsibility for associated fees. The only change proposed by Academic Affairs is a cleaning up of the language on item F regarding significant evidence or assessment of class performance.

Recommendation

Academic Affairs recommends that AOP 12.01 be accepted as edited, including the changes proposed by the associate deans and deans, as well as our change in the wording on item F.

Discussion

The single change that we proposed is shown in our draft document, and is based on our recent recommendation for a change in this same language as shown in AOP 13.03 Responsibilities in Instruction and Curriculum and Attendance at Class. We do not have any issues with any of the other changes that were proposed by the Associate Deans Council or the Academic Deans Council.

Committee Members: Randy Follett (Chair), Robert Banik, Brian Davis, Alexis Gregory, Rebecca Long, Erdogan Memili, Andy Perkins, Chien Yu



AOP 12.01: Academic Add/Drop

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to stimulate a greater sense of responsibility and commitment in students relative to choice of courses, course requirements, and the decisions to drop courses; and to establish an add/drop policy that consists of a definitive set of guidelines.

POLICY/PROCEDURE

I. Regular Sessions

A. Add/Drop without penalty – A student has through the fifth class day (by 11:59 pm, Central Time Zone) into the semester to drop a course and until the sixth class day (by 8:00 am, Central Time Zone) to add a course without being assessed a fee or academic penalty.

B. Add after 8:00am on the sixth class day -- An Add/Drop form must be used. The student must obtain the Professor's/Instructor's, Advisor's and Dean's approval for adding (registering for) classes after the registration period has ended. Each class added late will be assessed a fee, and the student will be responsible for any additional tuition and/or course fees^[RP1].

A-C. Add after a Force Drop -- -- An Add/Drop form must be used. The student must obtain the Professor's/Instructor's, Advisor's and Dean's approval for re-adding the course.

B-D. Drop after the fifth class day through the 36th class day into the semester – A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a grade of W on his/her academic record, and will be assessed a fee. The advisor who permits the drop will specify its effective date.

C-E. Drop after the 36th class day into the semester – A student cannot drop courses after this period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide an undergraduate student with significant assessment of his/her performance. (Claims of lack of assessment within the designated time period must include documentation from the instructor of record.) A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A student receiving permission to drop will receive a grade of W^[GT2] on his/her academic record and be assessed a fee.

D-F. Instructors of record are expected to provide an undergraduate students with significant evidence or assessment of his/her/their class performance within the first 30 class days of the semester.

II. Other Session Formats

Sessions with other formats follow the same rules as in Section I, but with the cutoff dates as shown in Table 1. "Add Day" shows the last day to add without being assessed a fee or academic penalty, "Drop

Day” shows the last day to drop without a grade, “Drop with W Day” shows the last day to drop with a [grade of “W”](#). As in the case for regular sessions, a drop with a grade of “W” requires advisor permission, and the student will be assessed a fee. The requirement for providing significant assessment has the same date as the last day with a [grade of “W”](#) [RP3].

Table 1. Cutoff dates for sessions with other formats

Format	Add Day	Drop Day	Drop with W Day
5-week Session	2	2	14
10-week Session	3	3	28
Shortened Format (10 -15 class meetings)	2	2	5
Shortened Format (16 -24 class meetings)	2	2	9

III. Relationship to the Honor Code

Students who violate the Honor Code Council Procedure are not allowed to drop a course or to withdraw from the University in an attempt to escape honor code violation consequences. The University Registrar is authorized to reinstate a dropped or withdrawn course on a student’s schedule (and assess appropriate tuition and fees) should a student attempt to avoid the honor code sanction.

REVIEW

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

REVIEWED:

Executive Vice Provost and
Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

2. AOP 12.22 Undergraduate Student Courseload

Report to the Robert Holland Faculty Senate

Academic Affairs Committee

Report on AOP 12.22 Undergraduate Student Course Load

November 6, 2020

Background

AOP 12.22 Undergraduate Student Course Load came to Faculty Senate as the result of a normal four-year review with minor changes proposed by the Associate Deans Council and the Academic Deans Council. It was assigned to the Academic Affairs Committee at the October meeting of the senate.

Recommendation

The Academic Affairs Committee recommends adoption of AOP 12.22 with the changes recommended by the Associate Deans and Academic Deans Councils, along with moving item 1 to now be item 3. These changes are shown in our draft of the AOP.

Discussion

The previous policy listed as item 1 in the AOP is a specification of limits for students who are on probation, and more logically would fit in next to the policy on students who are entering with low ACT scores (item 4). This would leave the first two items as listings of the “normal” limits for a regular semester or a summer session, and seems like more of a positive start to the policy. The changes recommended by the associate deans and the deans are not substantive in nature, and merely serve to clarify the existing policy.

Committee Members: Randy Follett (Chair), Robert Banik, Brian Davis, Alexis Gregory, Rebecca Long, Erdogan Memili, Andy Perkins, Chien Yu



AOP 12.22: Undergraduate Student Course Load

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the policy regarding student course load at Mississippi State University.

POLICY/PROCEDURE

The following policies will apply:

1. ~~A student on academic probation (AOP 12.15 Academic Probation, Suspension and Dismissal for Undergraduate Students) should be~~ is limited by his or her academic advisor^[RP4] to an enrollment of 16 credit hours (including ensemble and academic support/developmental classes^[RP5].)
2. 1. Students in good academic standing can take a total of up to 19 credit hours per semester without special permission. Requests to take 20 or 21 credit hours total must be approved at the level of Advisor, Department, and Dean. Requests to take 22 or more credit hours total must be approved at the levels of Advisor, Department, Dean, and Provost.
2. A student in a ~~five~~ five-week summer session may take one course in addition to the normal maximum load (two courses) if his or her cumulative MSU Grade Point Average is between 3.0 and 4.0 and if he or she secures approval at the levels of Advisor, Department, and Dean.
3. A student on academic probation (AOP 12.15 Academic Probation, Suspension and Dismissal for Undergraduate Students) is limited ^[RP6]to an enrollment of 16 credit hours (including ensemble and academic support/developmental classes^[RP7].) ^[RF8]
4. An entering first-year student with low ACT scores or sub-scores is required to take appropriate developmental and/or learning skills courses and should schedule them within the first two semesters of enrollment, and should be limited by his or her academic advisor to an enrollment of 16 credit hours (including ensemble and academic support/developmental classes^[RP5].)
5. Any exceptions to points 1, 2, 3, and 4 above or special circumstances not covered by points 1, 2, 3, and 4 above ~~would~~ requires approval at the levels of Advisor, Department, Dean, and Provost.

REVIEW

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

the Provost and Executive Vice President.

REVIEWED:

Executive Vice Provost and
Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

ANCILLARY AFFAIRS

CHARTER & BYLAWS

FACULTY AFFAIRS

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

Report to the Robert Holland Faculty Senate

Faculty Affairs Committee

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

November 13, 2020

Background

AOP 13.09 Credentials for Teaching was assigned to committee at the March 2020 senate meeting. It had been modified to include a new section on program coordination. We recommended other changes to AOP 13.09 at the October 2020 meeting, but recommend that the section on program coordination be added to AOP 12.08

Recommendation

We recommend the information that was previously inserted into AOP 13.09 regarding degree coordination be moved to AOP 12.08. In doing so, we also recommend

1. Adding a new section (5) with introductory text
2. Including language in this text section about compensation/release.
3. Modifying the requirements of a program coordinator. Specifically, we removed the expectation that the degree program coordinator will also lead efforts to modify curriculum or facilitate assessment. The other responsibilities were as they came to the committee on AOP 13.09.

Discussion

We recommended adding the information about program coordination to AOP 12.08 because it did not fit that well in an AOP dealing with faculty credentials. AOP 12.08 also discusses policy guiding undergraduate degrees, graduate degrees and the curriculum review process, so this AOP seemed like the best fit. The introductory text was added to provide context. Because

program coordination is often a large service commitment, we included language that program coordination will be included in the annual review process and that coordinators may be compensated. The specific language was based on the document about shared governance located on the Provost's website (<https://www.provost.msstate.edu/pdf/gadh-shared-governance.pdf>, p. 8).

Changes in responsibilities we made to the ones provided to Faculty Senate originally were to the lines addressing curriculum review and program assessment. Most departments have separate curriculum review committees and program coordinators may or may not be a member of these. We do see the advantage of a program coordinator participating in curriculum review, but not to the extent of leading it. Similarly, if a department does not now require a coordinator to lead program assessment, we did not believe these duties should shift to the coordinator. Finally, we included attendance in graduate coordinator workshops to maintain consistency.

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



AOP 12.08: REQUIREMENTS FOR DEGREES, ACADEMIC MINORS, CERTIFICATE PROGRAMS, AND ACADEMIC CONSORTIAL/CONTRACTUAL AGREEMENTS

PURPOSE

The purpose of this Academic Operating Policy (AOP) is to establish requirements for different degrees and to provide the basis for establishing and maintaining academic minors and certificate programs which both recognize successful completion of course work area(s) other than a student's academic major.

POLICY/PROCEDURE

1. **Degree Programs.** A degree program is defined by the Mississippi Institutions of Higher Learning as a course of study with a prescribed set of requirements which a student must complete. It is identified by a specific degree title and a specific major subject matter area. Mississippi State University (MSU) offers baccalaureate, master's, educational specialist, Doctor of Philosophy, Doctor of Education, and Doctor of Veterinary Medicine degrees. All courses and curricula are subject to the review and approval of the University Committee on Courses and Curricula; additionally, the Graduate Council will review and approve courses and curricula at the graduate level. Faculty members representing all of the MSU colleges serve on these committees. All courses and curricula are also subject to review and approval by the Academic Deans Council.

Undergraduate degrees. All baccalaureate degrees offered by MSU must comply with the guidelines established by the Board of Trustees of the Mississippi Institutions of Higher Learning. All undergraduate degree programs must have a minimum of 120 semester hours and typically no more than 124 hours. Exceptions for exceeding the 124 can be requested based on discipline-specific accreditation and licensing standards and other standards in certain disciplines. All baccalaureate programs must meet or exceed the university's general education requirements.

Graduate Degrees. The five graduate degrees have length requirements as follows:

- All master's degrees at MSU must have a minimum of 30 semester hours. The master's degree with a thesis option requires 24 hours of graduate course work and 6 hours of earned research/thesis hours. Any non-thesis master's option must contain a minimum of 30 hours of graduate course work.
- The educational specialist degree requires 30 semester hours of graduate credit above the master's degree. The educational specialist degree with a thesis option requires 24 hours of graduate course work and 6 hours of earned research/thesis hours. Any non-thesis educational specialist option must contain a minimum of 30 hours of graduate course work.

- The Doctor of Philosophy degree requires at least three academic years beyond the bachelor's degree to meet the course requirements. Also required for the Doctor of Philosophy are a dissertation and a minimum of 20 semester hours of research for the dissertation. Each academic unit which administers a degree program leading to the Doctor of Philosophy will determine, if any, the research and special skill requirements for the degree. The academic unit will notify the Dean of the Graduate School of any new skill requirements or any changes in current requirements.
 - The Doctor of Education degree requires at least three academic years beyond the bachelor's degree or a minimum of 90 semester hours beyond the bachelor's degree to meet the course requirements. Also required for the doctorate of education are a dissertation and a minimum of 20 semester hours of research for the dissertation.
 - The Doctor of Veterinary Medicine degree is a professional degree, and it requires a minimum of the equivalent four academic years, including two academic years of hands-on clinical education.
2. **Minors.** An academic minor is a designation of a group of courses in an approved academic area in which a student can gain recognition for the completion of a required number of credit hours. Minors are optional at the undergraduate level but may be required in certain graduate degree programs. Minors can only be granted concurrently and in conjunction with the granting of a degree from Mississippi State University.

The following conditions apply to minors:

- A minimum of 15 credit hours is required for an undergraduate minor and a minimum of 9 credit hours is required for a minor at the master's level and 12 credit hours at the doctoral level.
- At least one-half of the hours in the undergraduate minor and two-thirds of the hours in a graduate minor must be taken at MSU.
- A minimum grade point average of 2.0 is required in all courses taken as part of an undergraduate minor, while a minimum 3.0 is required in all courses taken as part of a graduate minor.
- A department or academic unit granting a minor may specify majors for which students cannot earn that minor. Otherwise, students are free to pursue any approved minor.
- Academic units can establish additional requirements that go beyond those specified in this policy.
- The establishment of all undergraduate minors must be approved by the

University Committee on Courses and Curricula and by the Provost and Executive Vice President.

- A student must declare intent to complete requirements for a minor prior to the declaration to graduate.
 - Completion of a minor will be noted on a student's academic transcript.
3. **Certificate Programs.** An academic certificate program is a thematic grouping of courses in which students can attain recognition for the completion of a required number of credit hours. It is distinct from a minor in that it is not necessary for the granting of a certificate to be tied to the granting of a degree although individual certificate programs may make that requirement.

Unlike minors, which tend to be in areas where there are majors, certificate programs can be interdisciplinary and are often in areas in which the university offers no major.

The following conditions apply to certificates:

- A minimum of 12 credit hours in a program are required for a certificate.
 - At least 50% of the hours earned in a certificate program must be taken at MSU.
 - A minimum grade point average of 2.0 is required in all courses taken as part of an undergraduate certificate program, while a minimum 3.0 is required in all courses taken as part of a graduate certificate program.
 - Certificate programs can be established with additional requirements that go beyond those specified in this policy.
 - A committee or oversight body must be established that administers the certificate program.
 - The establishment of all certificate programs must be approved by the University Committee on Courses and Curricula, the Provost and Executive Vice President, and the Assistant Commissioner of the Institutions of Higher Learning for Academics and Student Affairs.
 - A certificate may be granted independent of a degree or in conjunction with a degree if so specified by the certificate program.
 - Completion of a certificate program will be noted on a student's academic transcript.
4. **Review and Approval of Courses and Curricula.** Any addition, modification, or deletion of a course, or a degree program, or any formal and coherent grouping of courses (to include concentrations, minors, and certificate programs) is subject to the review and approval of the University Committee on Courses and Curricula and the

Academic Deans Council. These changes are subject to the review of the Graduate Council when offered at the graduate level.

The following definitions shall be used to determine if review is required:

- **Degree:** The most general designation assigned to a graduate or undergraduate program of study. The degree is usually awarded by a College or School.
- **Major:** A subdivision of a degree. The major usually resides within a Department.
- **Degree Program:** The combination of degree and major.
- **Concentration:** A subdivision of a major. It is a formal and coherent grouping of courses beyond the core of the major that allows a student to focus on a specialty area.
- **Emphasis:** An informal grouping of courses within a concentration that provides a direction for advisors and students wishing to pursue a particular aspect of their chosen concentration. Emphases are not tracked or indicated on the student's transcript.
- **Minor:** A formal and coherent grouping of courses primarily outside the major designed to provide the student with specialized training. Minors are offered, and administered, by a department in an already-established area of study (recognized by the existence of a major, or course prefix), and are not generally available to students pursuing a major within the same department.
- **Certificate:** A formal and coherent grouping of courses taken outside the context of a degree program. If completed within a degree program it is usually considered a minor.

5. Coordination of Degree Programs.

Each department will select at least one member of the faculty to serve as degree program coordinator for its graduate and undergraduate program(s). The department head, in consultation with the degree program faculty, will coordinate the selection process. Program coordination will be included in the annual review process, and it is typical for departments to give a course release in recognition for service as either the undergraduate or graduate coordinator. Undergraduate and graduate coordinators on 9-month contracts may also receive compensation from the department (typically the equivalent of teaching a class in summer school) if they perform duties for these positions in the summer. Any compensation or release from teaching will be agreed upon by the faculty member, department head, and dean. Any faculty member serving as coordinator (whether undergraduate degree program coordinator, graduate degree program coordinator, or both) must meet the following qualifications and responsibilities; additional qualifications and responsibilities will be determined by the department head and/or

dean.

Undergraduate Degree Program Coordinators

Qualifications and responsibilities in collaboration with the department head(s)/dean

- Be academically qualified in the field
- Ensure the degree program adheres to all University policies
- Lead degree program facultyParticipate in curriculum review and development
—Review all course and curriculum proposals for the degree program
- FacilitateParticipate in the annual assessment of the degree program
- Participate in university undergraduate degree program coordinator workshops

Graduate Degree Program Coordinators

Qualifications and responsibilities in collaboration with the department head(s)/dean

- Be academically qualified in the field and be a member of the graduate faculty
- Ensure the degree program adheres to all University policies
- Interact with the Dean of the Graduate School to ensure adherence to all Graduate School policies and procedures
- Lead degree program facultyParticipate in curriculum review and development
—Review all course and curriculum proposals for the degree program
- FacilitateParticipate in the annual assessment of the degree program
- Participate in university graduate degree program coordinator workshops

6. **Academic Consortial/Contractual Agreements.** Agreements which allow students to obtain academic credit which broadens their educational experience, while aligning with the mission of Mississippi State University.
 - A. Consortial relationship—formal arrangement between Mississippi State University and one or more institutions of higher learning to share the responsibility for delivery of courses/programs meeting mutually agreed upon academic quality standards.
 - B. Contractual agreement/formal arrangement between Mississippi State University and another institution(s) of higher learning for receipt of courses, programs, or other academic credit delivered by the other institution(s).
 - C. All academic consortial/contractual agreements must be approved by the Provost and Executive Vice President. The agreements will be on file in the Office of the Provost and Executive Vice President.
 - D. The Associate Provost for Academic Affairs will be responsible for a periodic review of the academic consortial/contractual agreements to ensure compliance

and alignment with the university’s mission.

- Agreements which specify an evaluation date will be reviewed accordingly.
- Agreements which do not specify a review cycle will be evaluated biannually.

REVIEW

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

REVIEWED:

Executive Vice Provost and Dean of Graduate School	Date
Provost and Executive Vice President	Date
President, Robert Holland Faculty Senate	Date
Director, Institutional Research and Effectiveness	Date
General Counsel	Date
<u>APPROVED:</u>	
President	Date

2. AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar, and Visiting Executive Appointments

Report to the Robert Holland Faculty Senate

Faculty Affairs Committee

Report on AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments

November 13, 2020

Background

AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments was assigned to committee at the October 2020 senate meeting. It had been modified to clarify the conditions of a visiting scholar/scientist appointment.

Recommendation

We recommend approving AOP 13.22 with the following minor revisions.

1. Replace “scholars, professionals and executives” with “people” in the first line under Policy/Procedure.
2. Replace the word “programs” with “these missions.”
3. Add a sentence to the second paragraph to add clarity regarding the guidelines and written agreement.
4. Change the placement of the word “Dean” in the section on Visiting Scholars to better reflect the order of approvals.

Discussion

We believe our edits improve clarity or in the case of the first recommendation make the language more concise.

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



AOP 13.22: GUIDELINES FOR ADJUNCT FACULTY, VISITING FACULTY, VISITING SCHOLAR AND VISITING EXECUTIVE APPOINTMENTS

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executive Appointments.

POLICY/PROCEDURE

Utilization of talents and expertise of ~~scholars, professionals and executives~~ people from external organizations greatly enhances the ability of a university to conduct its teaching, research and service missions. Access to highly qualified people who complement the skills of university faculty, staff and administrators is a cost- effective way of enhancing ~~programs~~ these missions. There are four types of external appointments: Adjunct Faculty, Visiting Faculty, Visiting Scholar/Scientist and Visiting Executives. All individuals invited to campus as a visitor or in any of the above capacities must abide by applicable university policies. Additionally, those individuals invited to campus by means of a formal external appointment to participate in and perform in research/scholarly activities at the university as a collaborator must have a written agreement in place.

Each initiating ~~Department~~ department, unit or ~~College~~ college must have written guidelines for the appointment of Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executives prior to engaging in such programs.-In addition to these general guidelines, the host unit must include in the written agreement with the individual any specific resources (e.g. office space, administrative staff support, etc.) the unit will provide and any expectations for the individual's activities and deliverables while in residence at MSU..

Adjunct Faculty appointments are ~~courtesy appointments~~ awarded to individuals who do not currently hold a faculty position in the department or unit, but who are qualified for an academic appointment and have the potential to contribute to the mission of the unit. These appointments may be external or internal to MSU. Adjunct faculty are not reflected in the budget of the appointing unit and ~~may or may are typically~~ not ~~be~~ remunerated for services. Appointments are initiated at the department or unit level and submitted to the college dean for approval. There should be a fixed term of appointment of three ~~or less~~ or less years with the possibility for reappointment. If approved, the dean will inform the initiating department and the Provost of the appointment. The Provost will inform the Department of Human Resources Management. Adjunct faculty, unless otherwise employed in the university, are not employees and are not entitled to employee benefits; they may be provided access to university facilities, but this will depend upon circumstances related to the appointment and will be specified at the time of appointment. Responsibilities are usually less than those associated with a Visiting Faculty position.

Visiting Faculty are employed by the University as a means of accommodating a particular temporary need in instruction, research, or other professional activities of the unit in which they are appointed. Appointments are initiated at the department, unit, or college level where the person will teach, assist with the conduct of research, or provide a professional service and are submitted to the usual levels of approval for university employment. Such appointments are active for a specified period of time, not expected to exceed one year, and may not exceed a maximum cumulative appointment of two years.

Visiting Scholar/Scientists appointments are based upon an individual's possession of knowledge and experience in a given field considered complementary to the ongoing efforts of the unit. Appointments for Visiting Scholars/Scientists may be initiated by an academic department, college or other unit of the University. Approval of the appointment is required by the MSU collaborator, ~~Dean~~, Department Head, Director (if applicable), ~~Dean~~, and the appropriate Vice President. Requests must be justified on the basis to benefit MSU. The expected time of service ranges from ~~a few~~ two weeks to one year. An extension beyond one year must be approved by the ~~Dean~~, Department Head, Director (if applicable), ~~Dean~~, and appropriate Vice President, and will be granted only for compelling circumstances. Visiting Scholars/Scientists are not employees and are not entitled to employee benefits, ~~although arrangements may include limited funds for expenses such as travel, supplies, etc.~~ A department may ~~elect~~ agree to provide a ~~non-salary~~ stipend to defray the cost associated with the Visiting Scholar/Scientist's collaboration with the University for supplemental research expenses for the Visiting Scholar, but the Visiting Scholar/Scientist should ~~note~~ cannot be paid as an intermittent worker. Appointments for Visiting Scholars/Scientists may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President and, if applicable the initiating college Dean or unit Director is required; the appointment letter should specify the expected duration of participation by the Visiting Scholar/Scientist and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

Visiting Executive status is offered to individuals with exceptional leadership and management experience from education, government, business or industry whose appointment is considered beneficial to the University. Appointees are normally expected to serve for one year, but the appointment may be renewed by mutual agreement. Visiting executives are not employees and are not entitled to employee benefits, although arrangements may include limited funds for expenses such as travel, supplies, etc.

Appointments may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President and, if applicable the initiating college Dean or unit Director is required; the appointment letter should specify the expected duration of participation by the Visiting Executive and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

REVIEW

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

REVIEWED:

Associate Provost for Academic Affairs

Provost and Executive Vice President

President, Robert Holland Faculty Senate

Assistant Vice President and Director
Institutional Research and Effectiveness

General Counsel

APPROVED:

President

3. Update: Clinical/Instructional Task Force

Clinical/Instructional Task Force report and recommendations

Charge from Provost Shaw: “Develop recommendations on how the university can best support the academic program through non-tenure-track faculty with a stronger teaching load, how we can adequately and fairly evaluate these faculty, and how we can have a clear process for promotion for these faculty.”

At the November 8, 2019 meeting, Faculty Senate requested, and Provost Shaw agreed, to include additional consideration of and recommendations for:

1. A pathway of promotion for Lecturers
2. A pathway of promotion for Instructors

The task force reports the need for adjustments in faculty titles to better reflect their roles and contributions to the mission of MSU. The charge (stated above) has several components and the task force took a sub-committee approach to look at several issues including, benchmarking other universities, defining current practices, and rules for hiring within the recommendations presented. The task force recommends the university provide multiple non-tenure-track options that carry a heavier teaching load, two of which are currently offered, but need modifications, and the addition of a professorial track with an emphasis on teaching.

The current possible teaching tracks are Lecturer and Instructor, neither of which have promotional opportunities. The task force recommends opportunities for promotion for faculty within these ranks to enhance retention. The task force reviewed other SEC and peer institutions and have developed the following recommendations:

Recommendation #1: Addition of Senior Lecturer:

In an effort to give adjunct faculty, also known as Lecturer, a path for advancement, the committee recommends the addition of **Senior Lecturer**.

Requirements for promotion to Senior Lecturer:

- A Lecturer will be eligible and may apply for promotion to Senior Lecturer after 10 fall/spring semesters.
- Departments will determine the appropriate promotion standards, with an emphasis on teaching undergraduate classes.
- Department heads will determine appropriate financial compensation within their budget.

Recommendation #2: Addition of non-tenure track ranks for Instructors:

In an effort to provide a pathway for promotion for permanent, non-terminal degreed Instructors, the task force recommends a path similar to that of tenure-track faculty using the following guidelines:

Instructor
Instructor II
Senior Instructor

Individuals appointed to the Instructor ranks are not required to meet the standards for terminal degrees. Departments will determine promotion standards within the following guidelines:

1. 0% required research expectations.
2. Time in rank equivalent to tenure-track.
3. Current Instructors will be allowed to count current years toward promotion.
4. Departments will have discretion to hire with years toward promotion.
5. Department heads will determine appropriate financial compensation within their budget.

Recommendation #3: Addition of a non-tenure-track teaching rank:

In an effort to provide a teaching intensive professorial track, the task force recommends adding a non-tenure-track rank structure for faculty who are appointed with a majority responsibility for teaching at the undergraduate and graduate levels. The purpose of this track is to provide a department with the ability to hire professorial ranks of professionals to teach without the responsibilities of research.

Teaching	or	Professor of Practice
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(either title may be used)

Assistant Teaching Professor		Assistant Professor of Practice
Associate Teaching Professor		Associate Professor of Practice
Teaching Professor		Professor of Practice

Individuals appointed to the teaching ranks must meet the standards for terminal degrees. Departments would determine promotion standards within the following guidelines:

1. Minimum of 50% teaching responsibilities with 0% research expectations, though individuals may request up to 50% release for other scholarly activities.
2. Time in rank will be equivalent to tenure-track.
3. Financial compensation for promotion will be uniform across all units and must be consistent with those of other academic faculty.

Recommendation #4: Clarification of Clinical ranks

Assistant Clinical Professor
Associate Clinical Professor
Clinical Professor

Individuals appointed to the Clinical ranks must meet the standards for terminal degrees. Departments would determine promotion standards within the following guidelines:

1. Minimum of 50% clinical responsibilities, though individuals may request up to 50% release for other scholarly activities.
2. Time in rank will be equivalent to tenure-track.
3. Financial rewards for promotion will be uniform across all units and must be consistent with those of other academic faculty.

Clinical ranks are to be used for teaching in a true clinical setting. Potential, but not limited to, departments that may choose to use the clinical rank: Veterinary Medicine, Psychology, Food Science, Nutrition & Health Promotion.

All faculty employed by the University are expected to participate to some degree in service activities within the university, the discipline, and/or the community as well as meet high standards of professional integrity, collegiality and objectivity, and to further the goals of their unit and the

University. In addition, a person of faculty rank must have a strong commitment to higher education and the mission of Mississippi State University, and a willingness to assume the responsibilities and obligations appropriate to a university employee (see Faculty Handbook, https://www.provost.msstate.edu/pdf/faculty_handbook).

Recommendation #5: Minimum requirement of 50% tenure-track/tenured faculty in any department

In order to preserve the integrity of the tenure-track professorial system, the task force recommends an update to the faculty handbook or university policies requiring each academic department to maintain a minimum of 50% faculty in the tenure system.

Moving forward:

These recommendations will be forwarded to Provost Shaw for comment and suggestions. Once the Provost approves, the final recommendation will be sent to the President of Faculty Senate for final revisions, approval, and voting of the full faculty.

Recommendation #1:

The recommendation for a promotional track for Lecturers does not require faculty approval because Lecturers are not members of the general faculty. This recommendation would need final approval of the Provost and President, likely with discussion to develop an AOP with approval of the Faculty Senate, Associate Deans Council, Deans Council, and Executive Council.

Recommendations #2, 3, 4 and 5:

These recommendations require a change in the Faculty Handbook, Section III-A. Organization of the Faculty: Charter. The following changes will be necessary if a vote to move forward with this recommendation is approved by either the officers of the general faculty or by a petition signed by 25 voting members. If either of these conditions are met, the following changes will be presented to the full faculty for approval by a majority vote of the eligible voting faculty:

Instructor is currently listed as the first rank in each of the following faculties: Academic, Extension, and Clinical. The addition of a rank structure for the Instructor level would replace the Instructor position at each of the current ranks.

The new composition would become, with the majority approval of the voting faculty:

Instructor

Instructor
Instructor II
Senior Instructor

Academic (reserved for tenure-track faculty)

Assistant Professor
Associate Professor
Professor

Extension

(reserved for Division of Agriculture, Forestry, and Veterinary Medicine non-tenure-track appointments)

Assistant Extension Professor
Associate Extension Professor
Extension Professor

Research

(reserved for research intensive non-tenure-track appointments)

Assistant Research Professor
Associate Research Professor
Research Professor

Clinical

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

Assistant Clinical Professor
Associate Clinical Professor

Clinical Professor

Teaching or Professor of Practice

(reserved for teaching intensive, non-tenure-track appointments; either title may be used)

Assistant Teaching Professor

Assistant Professor of Practice

Associate Teaching Professor

Associate Professor of Practice

Teaching Professor

Professor of Practice

STUDENT AFFAIRS

1. AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Material

Report to the Robert Holland Faculty Senate Student Affairs Committee

AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Materials November 13 , 2020

Background

AOP 10.14 was revised and returned to the Robert Holland Faculty Senate for review. Review of AOP 10.14 is scheduled to occur every four years or whenever circumstances require an earlier assessment.

Report on AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Materials

Recommendation

The Student Affairs Committee recommends amending the current draft of AOP 10.14 to include the following revisions.

Revision #1

Add information to Item 5. to a) qualify statements about receiving competitive quotes to state “if such competitive and current materials exist” and b) to direct readers to the location of information about the University’s Textbook Approval Committee. Also, removed comma after Dean’s Office.

When revenue from the sale of textbook(s) or instructional material goes directly to a unit, the unit will be required to obtain no fewer than two competitive quotes for equivalent and current material from mainstream vendors, if such competitive and current materials exist. The cost to the student for the textbook or instructional material must be less than the least expensive competitive price for equivalent and current material, if such competitive and current materials exist. Approval for the adoption of the textbook (s) or instructional material that generates revenue for the unit must be obtained from the University’s Textbook Approval Committee. The current committee is listed in the directory of standing

committees page on the Mississippi State University webpage. Once approved, the request must be submitted to the department's Dean's Office^[ED9] and then to the Office of the Provost for final approval.

Committee Members

Deborah K. Eakin (Chair), Tom Carskadon, Gnaneswar Gude, Missy Hopper, Patty Lathan, Fred Musser, Angela Savage, Ted Wallace



AOP 10.14: THE ADOPTION AND SALE OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish a Mississippi State University textbook policy consistent with IHL Board policy 617 and to standardize the policy on the sale of textbooks and other instructional materials. This policy provides the means by which the University addresses and balances the issues of textbook and required material costs for students with faculty academic freedom in publishing and choosing textbooks and other required materials; maintaining the academic integrity of the curriculum and ensuring compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.

POLICY/PROCEDURE

Textbook and Other Instructional Material Adoption

In this policy, the term textbook and other instructional materials includes various course materials, including software, electronic files, supplemental materials, and course packs.

1. Adoption Deadlines

- The deadline for adoption of textbooks shall be 30 calendar days before the beginning of the pre-registration period so that affiliated bookstores have sufficient time to meet the HEOA posting requirements. Courses and or course sections added to the schedule (late) during or after the pre-registration period will include textbook adoption information as the course and sections are added to the schedule.
- The adoption process will include an indication of whether a textbook and other instructional materials are required or recommended and should include to the extent possible whether an alternate (e.g., earlier) edition of the textbook may be used. Timely adoption of textbooks is required for the following course types: lecture, lecture/lab, laboratory, and recitation/discussion. These course types, as designated and defined by the IHL Data Dictionary, are generally assumed to be courses with textbook requirements. Any other courses at Mississippi State University that historically require textbooks shall be included in this adoption policy.
- Department heads will be responsible for ensuring that all pertinent courses under their authority have adoptions submitted by the deadline, even in instances where no instructor has been assigned for a course section as of the announced adoption deadline date.

- Departments are strongly encouraged to adopt the same course materials for all sections of each course.

2. Minimum Adoption Periods - In this section, textbook refers specifically to a book that is resalable, as opposed to one-time usage materials (e.g., workbooks, common reading books) or books that have limited resale value. Exceptions to this policy require approval by the respective dean level, after recommendation from a department head. Deans are required to record and report to the Textbook Committee the number of textbook adoption exceptions they grant each semester.

- Mississippi State University requires a minimum three-year adoption period for lower division courses (courses numbered 2999 and below). Exceptions to this policy may include instances when editions go out of print, when substantive changes are made in either the course description or the textbook, or when there is a significant change in the body of knowledge pertinent to the course.
- Mississippi State University recommends a minimum textbook adoption period of at least two years for upper division, graduate and professional courses (all courses numbered 3000 to 9999). Mississippi State University recognizes that, to provide current scholarship in a global marketplace, upper division courses will have more advanced and changing content, that students often wish to build a personal library of books in their major, and that there is a more limited potential for establishing a favorable local buy-back market for such upper division textbooks. Because of these factors, this policy will balance the benefits of a minimum adoption period with the selection of the best available textbook.

3. Dissemination of Textbook Information - Mississippi State University in conjunction with affiliated bookstores shall:

- Provide faculty with information and tools for the selection of textbooks, including pricing information and the availability of alternative formats for course materials (e.g., whether textbooks are available in electronic versions) and of separately available components of a bundled textbook.
- Provide students with tips on purchasing textbooks, including the availability of electronic versions, the availability of unbundled textbook components, buy-back and exchange policies, price-matching policies and will include an explanation of the significance of ISBNs, to entering freshmen during orientations or within 30 days before the beginning of the fall semester.
- Provide faculty and students with results from surveys of student satisfaction with textbooks.

4. Assessment of Progress

- The Provost and Executive Vice President will appoint a Textbook Coordinator and a Textbook Committee. The Textbook Committee, chaired by the Textbook Coordinator, will be responsible for the implementation and administration of this policy.
- The Textbook Committee shall develop procedures to assess the success of the above practices in containing the costs of textbooks. These procedures shall include analyses and reports appropriate to assessing compliance with this policy, as well as identifying and improving system and institutional practices.
- The Textbook Committee will review and monitor the number of textbook adoption exceptions approved each semester by each college dean.
- Assessment strategies shall include: the inclusion of questions on student surveys about the value of assigned textbooks; production of reports of the extent of compliance of each institution with the adoption deadlines; information about the costs of the textbooks for the top twenty (highest enrollment) courses; the volume of buy-back purchases at the affiliated bookstores; the number of electronic versions of textbooks being used; and surveys (student and faculty) of the ability of the affiliated bookstore to provide adequate stocking of books.
- Annually, the textbook coordinator will submit such assessment information as required by the assessment plan as an annual assessment report to the IHL Commissioner or his/her designee.
- The annual assessment report will be made available on the website of the subject institution, as well as on the System website.

5. Conflicts of Interest in Sale of Textbooks and Other Instructional Materials

- Mississippi State University encourages faculty members to write, publish and create instructional materials. Before the adoption of textbooks and other instructional materials from which royalties could constitute a conflict of interest, approval must be obtained from the departmental textbook adoption committee, which can be a committee of the whole or an established departmental committee. The existence of such a committee is necessary to reduce the potential for conflicts of interest.
- When revenue from the sale of textbook(s) or instructional material goes directly to a unit, the unit will be required to obtain no fewer than two competitive quotes for equivalent and current material from mainstream vendors, if such competitive and current materials exist. The cost to the student for the textbook or instructional material must be less than the least expensive competitive price for equivalent and current material, if such competitive and current materials exist. Approval for the adoption of the textbook (s) or instructional material that generates revenue for the unit must be obtained from the University's Textbook Approval Committee. The current committee is listed in the directory of standing committees page on the

Mississippi State University webpage. Once approved, the request must be submitted to the department's Dean's Office^[ED10] and then to the Office of the Provost for final approval.

- No faculty member may charge or collect remuneration for educational materials directly from the students.
- If any potential conflict of interest is brought forward as a result of sales of textbooks or other educational materials, the Provost and Executive Vice President, in consultation with appropriate individuals, the Deans Council, Faculty Senate, and Student Government (undergraduate and graduate), will appoint a committee to hear the case and advise the Provost on a course of action.
- Copyright clearance must be obtained by the issuing department or faculty, where necessary, for compilations to be resold through the MSU Bookstore. University General Counsel or employees of the MSU Bookstore may assist in this process, if desired.
- Royalties may not be paid to individual faculty for compilations he/she produces for copy and resale through the MSU Bookstore.

REVIEW

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

REVIEWED:

Associate Provost for Academic Affairs

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Assistant Vice President and Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

2. AOP 12.10 Recognition of Undergraduate Achievement

**Report to the Robert Holland Faculty Senate
Student Affairs Committee
AOP 12.10 RECOGNITION OF UNDERGRADUATE ACADEMIC ACHIEVEMENT
November 14, 2020**

Background

AOP 12.10 was revised and returned to the Robert Holland Faculty Senate for review. Review of AOP 12.10 is scheduled to occur every four years or whenever circumstances require an earlier assessment.

Report on AOP 12.10 RECOGNITION OF UNDERGRADUATE ACADEMIC ACHIEVEMENT

Recommendation

The Student Affairs Committee recommends amending the current draft of AOP 12.10 to include the following revisions:

Revision #1

The Student Affairs Committee recommends that the paragraph in question that was added to the original AOP 12.10 be removed. The added paragraph removes the advantage of mechanisms such as academic amnesty and academic fresh start from allowing students to have their subsequent GPA achievement recognized at graduation. We think this excludes students from the benefits afforded by these policies.

Revision #2

Item 1. Add “at MSU”, “no”, and “and no” as indicated below:

Recognition for outstanding academic achievement is accorded to full-time undergraduate students each regular semester. For these purposes, a student must complete at least twelve (12) semester hours of coursework **at MSU** with **no** incomplete grades **and no** grades lower than C. The levels of recognition are:

Revision #3

Item 3. Recommend to adopt the addition of F-Grade forgiveness for recognition of Stephen D. Lee Scholar, which is awarded for all A’s. Insert “a” as indicated below:

Students completing the requirements for the baccalaureate degree who have earned the grade of A or S in all courses attempted through the end of the semester before graduation, will be recognized as a **Stephen D. Lee Scholar** at the University’s commencement exercise. Courses taken at Mississippi State University and all transfer courses will be used to determine eligibility for recognition. In order to qualify as a S. D. Lee Scholar, **a** student cannot invoke the following policies: academic amnesty, academic forgiveness, academic fresh-start, **or F-Grade forgiveness for the University Studies degree.**

Committee Members

Deborah K. Eakin (Chair), Tom Carskadon, Gnaneswar Gude, Missy Hopper, Patty Lathan, Fred Musser, Angela Savage, Ted Wallace

AOP 12.10: RECOGNITION OF UNDERGRADUATE ACADEMIC ACHIEVEMENT

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding of the criteria used to recognize undergraduate academic achievement at Mississippi State University.

POLICY/PROCEDURE

1. Recognition for outstanding academic achievement is accorded to full-time undergraduate students each regular semester. For these purposes, a student must complete at least twelve (12) semester hours of coursework at MSU with no incomplete grades and no grades lower than C. The levels of recognition are:
 - a. **President's Scholars:** Students who earned a GPA of 3.80 – 4.00.
 - b. **Deans' Scholars:** Students who earned a GPA of 3.50 – 3.79.
2. Long-term outstanding academic achievement is recognized at graduation. Students who have completed at least 60 of the total hours for their degrees at MSU and earned high grade point averages both on their cumulative and MSU coursework will receive the following recognition.
 - a. **Summa Cum Laude:** Students whose averages are 3.80 – 4.00.
 - b. **Magna Cum Laude:** Students whose averages are 3.60 – 3.79.
 - c. **Cum Laude:** Students whose averages are 3.40 – 3.59.

~~If a student invokes one or more of the following policies: academic amnesty, academic forgiveness, ^{JD12} F-Grade forgiveness for the University Studies degree, or academic fresh-start, then the student will not be eligible for academic achievement status, unless grades earned exceed the benefit of these grade re-calculation policies.~~

3.—

4.—

~~5.3.~~ Students completing the requirements for the baccalaureate degree who have earned the grade of A or S in all courses attempted through the end of the semester before graduation, will be recognized as a **Stephen D. Lee Scholar** at the University's commencement exercise. Courses taken at Mississippi State University and all transfer courses will be used to determine eligibility for recognition. In order to qualify as a S. D. Lee Scholar, a student cannot invoke the following policies: academic amnesty, academic forgiveness, academic fresh-start, or F-Grade forgiveness for the University Studies degree.

~~6.4.~~ Students receiving a second baccalaureate degree from MSU will be recognized in the same manner for outstanding academic achievement. In such cases, all coursework (from the first and second degree) will comprise the GPA.

REVIEW

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

REVIEWED:

Associate Provost for Academic Affairs

Provost and Executive Vice President

President, Robert Holland Faculty Senate

Assistant Vice President and Director
Institutional Research and Effectiveness

General Counsel

APPROVED:

President

UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

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AOP 12.04: Final Examination

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy regarding final examinations at Mississippi State University and define the responsibility of the administrators and faculty.

POLICY/PROCEDURE

The Examination Schedule starts with a Reading Day. The purpose of the Reading Day is to allow students time to study and prepare for final examinations. No mandatory activity, meeting, assignment, or event for a class should be scheduled on this day. These restrictions apply to all Mississippi State University classes (e.g., face-to-face, online, etc.).

All examinations shall be held as specified on the examination schedule except classes meeting fewer than two lecture hours per week and/or certain other classes which may be given at particular times by special permission from the Provost and Executive Vice President. Classes meeting fewer than two lecture hours per week and all laboratories will have their examinations at the last regular meeting of the class. Evening classes will have their examination at the regular meeting hour of the class during the examination period. Exceptions to the published examination schedule will be emailed and announced to the affected classes at least 2 weeks prior to final exam week.

When an instructor is teaching more than one section of the same course, permission may be given (by the instructor) to a student registered for the course to take the examination in any one of the sections, provided that procedure does not result in too many examinations for the student in one day.

Asynchronous [distance-online](#) classes will have their examination during the regular (normal five-day, [may span a week-end](#)) examination period. Examinations must be available to [online](#) [distance](#) students for at least 72 hours [between the end of Reading Day and](#) prior to the end of the exam period. Synchronous online classes will follow the normal exam [schedule](#)^[RP13].

Exceptions to the published examination schedule are discouraged. If an exception is deemed necessary, the request must be approved by the respective department head and dean and copies of these approvals placed on file in the dean's office. Approval for a request to change the final exam schedule must be secured at least 2 weeks prior to final exam week.

Three or More Final Examinations in One Day

Students should not have to take more than two final examinations in a given day. To resolve the problem of multiple final examinations, students will initiate the process and administration will become involved if necessary. The rescheduled final examination ideally should be a time that is convenient for both the instructor and the student. The rescheduling should be completed prior to the beginning of the final examination period and the resulting examination must be administered during the final examination period. Any exception to these guidelines must be approved by the Office of the Provost.

Student Responsibilities to Resolve Multiple Examinations: If the schedule has three or

more final examinations scheduled on one day for a student, the student should take the following actions:

- The student should notify all instructors at least two weeks prior to the beginning of the examination period to explore if one of them can easily reschedule an examination.
- If no instructor is willing to voluntarily reschedule a final examination for the student, the student should notify the Office of the Provost so that this issue can be resolved administratively.

Administrative Responsibilities to Resolve Multiple Examinations: If the student contacts the Office of the Provost, the Associate Provost will coordinate the next steps of contacting the associate dean(s) in the college(s) of the student and the professors who are giving the final examinations. The following provisions will apply:

- The affected associate dean(s) will resolve the situation and decide who will reschedule which examination.
- The lead associate dean will be the associate dean representing the college of the student.
- The decision of the lead associate dean on which examination is to be rescheduled will be the final decision.

Students should report any violation of the above policy to the instructor's department head.

REVIEW

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

REVIEWED:

Executive Vice Provost and
Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date



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UNIVERSITY™

AOP 12.09: Class Attendance & Reporting Absences

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the policy related to student class attendance at Mississippi State University.

POLICY

Upon registration, the student accepts the responsibility of attending all classes and completing all in-class and out-of-class work that the instructor formally assigns. When absence from class is essential, the student must inform the instructor through a designated means of communication and provide satisfactory documentation of the impending absence unless prescribed otherwise in the syllabus. If possible, all arrangements should be made prior to the absence. The student should discuss and document the scope and time frame for completion of missed work with the instructor in an agreed-upon timely manner. The student should recognize that failure to comply with this documented, mutually agreed-upon procedure could result in a grade penalty, if prescribed in course syllabus.

A reasonable ^(GT14) attendance policy is the purview of an individual instructor, subject to the limitations described later in the document. A policy should include, but is not limited to, how the instructor defines class attendance, particularly as it pertains to in-class responsibilities that go beyond the student's mere presence in the classroom, how attendance relates to student learning outcomes, the extent of credit or penalty, how excused and unexcused absences are measured, and how all absences are recorded.

Each instructor must describe his or her attendance and participation policy in the course syllabus. If the instructor has a prescribed policy, he or she should describe that policy in class; inform students in writing how attendance will be measured; maintain current, verifiable attendance records; and recognize that failure to comply could constitute grounds for grade appeal.

It is the responsibility of the university to ensure the highest academic standards; to recognize that events occur beyond the personal control of students or faculty; to establish procedures that apply equally to on-campus and distance-learning students; to acknowledge that diverse course offerings and student learning outcomes mandate diverse attendance policies; and to provide procedures that assure appropriate resolutions of disputes.

Best practices would dictate if attendance and participation are used in the evaluation of a student's performance, passing or failing a course should not rest solely on class attendance and participation.

The instructor's department head will supervise all class attendance policies so as to assure compliance with departmental standards and university policy.

PROCEDURES

Excused Absences Defined

These approved excused absences are not subject to instructor discretion in course attendance penalties:

- Participation in an official university activity with authorization from an appropriate administrator sponsoring the activity (e.g., Department Head or higher). If the validity of the activity is questionable, the matter should be referred to the Office of the Provost and Executive Vice President for final resolution.
- Death in a student's immediate family to include a student's parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a student's immediate family (to include parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children) is eligible for excused absences, but is subject to the instructor's discretion.

University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence.

It is the student's responsibility to obtain valid documentation from a physician or clinical psychologist that contains the date and time the student sought medical consultation and/or treatment and present that documentation to the instructor upon returning to class. The instructor may ask the student to obtain verification of their excused absence through the Dean of Students Office.

Excused Absences and Grades

Excused absences shall not result in attendance or grade penalties. Use of a drop grade will be considered as a penalty. When excused absences occur on days of scheduled exams and/or quizzes or other measures of academic progress (e.g., assignments) listed on specific dates in the course syllabus, the instructor will provide a student with an opportunity for a comparable evaluation prior to or after the absence. It is the student's responsibility to initiate a request of making up missed exams or other

measures of academic progress in a timely manner, and the instructor should communicate a response to such requests in a timely manner.

If a student accrues a significant number of excused absences and/or unexcused absences, then the instructor should contact the student about the best course of action regarding the timely completion of the course or withdrawal from the course.

Reporting Absences

Attendance should be reported for all students. Faculty are encouraged to report absences, especially for freshmen, in a timely manner. The university information system (Banner) supports the ability to report absences at any time as frequently as desired. An excused absence is still reported as an absence.

All absences and last dates of attendance (where applicable) will become a part of the student's file in the Registrar's Office. Instructors may report absences to the Division of Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued consecutive absences.

Attendance of Online Classes

Student attendance in an online class should be explained in the course syllabus. A student will be considered to be in attendance in an online class when the student; a) participates in a course activity (e.g., discussion board); and b) is in communication with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance. When students who are enrolled in an online course are aware of necessary absences, they should inform the instructor as soon as is possible so that other arrangements can be made.

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 and Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director, Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date



AOP 13.01: EMERITUS APPOINTMENTS

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide an orderly process for emeritus/a appointments as authorized by the Board of Trustees of State Institutions of Higher Learning.

REVIEW

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

POLICY/PROCEDURE

Faculty members, academic administrators, and such other officers of the University as the President may designate, shall become eligible for the title “Emeritus/a” in connection with their rank when they retire. The emeritus/a appointment is an honorary title, which is to be conferred in recognition of meritorious contribution to the University and/or unit, but with no implied rights and privileges.

The President annually will consider the approval of recommendations for emeritus/a appointments. Nominations of individuals should be sent to the President, through appropriate channels, for consideration for subsequent approval.

In June of each year, the names of individuals retiring or who may have retired within the previous 12 months, with faculty or administrative titles will be sent by the Department of Human Resources Management to the Provost and Executive Vice President ~~or~~ and other appropriate vice president(s) for review. Each individual desiring to be considered for emeritus/a status will be reviewed initially by the originating department or home unit in which emeritus/a status will reside. A recommendation for emeritus/a appointment will be forwarded through appropriate administrative channels for consideration. Academic and Research units should forward petitions through the appropriate chain of command (e.g., Department Head or Division Head, Dean, Provost and Executive Vice President), while administrative units should forward petitions through the relevant chain of command which may include Department Head or Division Head, Dean, Provost and Executive Vice President.

In instances where faculty members, academic administrators, and such other officers beyond one year of retirement from the University who were not nominated or previously considered for (denied) [RP15]emeritus/a status may be nominated for consideration in a subsequent year. The process for recommendation for emeritus/a status will follow the same procedure for recommendation as previously described.

Upon recommendation of the Provost and Executive Vice President, the names will be presented to the President for consideration.

~~Upon recommendation of the Provost and Executive Vice President or Vice President(s), the names will be presented to the President for consideration.~~

The university reserves the right to revoke emeritus/a status due to malfeasance or contumacious conduct. Under such circumstances, the Provost and Executive Vice President may recommend to the President that emeritus/a status be revoked.

REVIEWED:

Executive Vice Provost and
Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director, Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date