



FACULTY SENATE

Faculty Senate Meeting Agenda
Friday, September 28, 2018, 1:00 p.m.

Ledbetter Rooms B & C, Donaghey Student Center

- I. Welcome and Roll Call
- II. Review of Minutes
- III. Airing of Grievances (2 minute limit)
- IV. Introduction of New Topics (2 minute limit)
- V. Announcements
- VI. Election of Faculty Senate Representative for Faculty Governance Committee
- VII. Election of Administrator to Faculty Appeals Council
- VIII. Reports
 - A. Executive Committee – Amanda Nolen
 - B. Chancellor’s Report – Andrew Rogerson
 - C. Provost’s Report – Velmer Burton
 - D. Planning and Finance Committee - Rosalie Cheatham
 - E. Faculty Governance Committee – Rosalie Cheatham/Andrew Wright
 - F. Undergraduate Council – Mike Tramel
 - G. Graduate Council – Karen Kuralt
 - H. Council on Core Curriculum and Policies – Belinda Blevins-Knabe
- IX. Old Business
 - None
- X. New Business
 - A. **Motion FS_2018_15.** Undergraduate Council (Legislation. 3/5 Majority vote at two meetings - second vote verbatim the first vote, no second required, first vote) Modify constitution to clarify routing of undergraduate program closures

Be it resolved to amend Article III of the Constitution of the University Assembly of UA Little Rock pertaining to the Undergraduate Council as follows (underline indicates addition, strikethrough indicates deletion):

In academic units organized into departments and colleges and schools, all **proposals for undergraduate curriculum** ~~changes in curricula~~ and degree programs shall be routed to department, college, or school curriculum committees; to college or school faculties; and to the Undergraduate Council. In academic units not organized into such departments and colleges and schools, routing shall be according to analogous process certified to the Undergraduate Council by the executive vice chancellor and provost. **Proposals for undergraduate program closures that originate as a result of program review or low productivity pursuant to UA Board Policy 620.1 shall be reviewed by program faculty, college or school curriculum committees, and college or school faculties before routing to the Undergraduate Council.** Recommendations of the Undergraduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Undergraduate Council. Proposals not reviewed by the Faculty Senate or having passed Faculty Senate review shall be routed to the executive vice chancellor and provost, the chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

Commentary: Adding the language proposed in FS_2018_15 and FS_2018_16 provides clarity for the process of proper notification and routing for program closures and the role of the Undergraduate and Graduate Councils in that process. Those proposals are to follow the same process as a proposal to close a program for any other reason, as specified in UA Board Policy 620.1, "A recommendation for deletion, suspension, or significant expansion or modification of any program made as a result of either type of review [low productivity or substantive evaluation] shall be reviewed by the faculty of the program involved, the administrative head of the college, school, or other unit in which the program is located, the campus governing body, the chief academic officer, and the Chancellor."

- B. Motion FS_2018_16.** Graduate Council (Legislation. 3/5 Majority vote at two meetings - second vote verbatim the first vote, no second required, first vote) Modify constitution to clarify routing of graduate program closures

Be it resolved to amend Article III of the Constitution of the Constitution of the University Assembly of UA Little Rock pertaining to the Graduate Council as follows (underline indicates addition, strikethrough indicates deletion):

Proposals for graduate programs and courses ~~that which~~ originate with program department faculties shall be routed to college or school curriculum committees, to college or school faculties, and to the Graduate Council. In academic units not organized into departments, colleges, or schools, routing shall be according to analogous process certified to the Graduate Council by the executive vice chancellor and provost. **Proposals for graduate program closures that originate as a result of program review or low productivity pursuant to UA Board Policy 620.1 shall be reviewed by program faculty, college or school curriculum committees, and college or school faculties before routing to the Graduate Council.** Recommendations of the Graduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by

the Graduate Council. Proposals not reviewed by the Faculty Senate or having passed Senate review are routed to the executive vice chancellor and provost and chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

- C. **Motion FS_2018_17.** Honors and Awards Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) Faculty Excellence Awards Policy

Be it resolved to amend policy 403.8 Faculty Excellence Awards per the mark-up in Appendix A (underline indicates addition, strikethrough indicates deletion);

Be it further resolved that upon approval, implementation of changes to policy 403.8 will be effective as of August 2018.

Commentary: For the past two years the faculty senate has approved a provision allowing the Chancellor to make minor revisions to the Faculty Excellence Awards. The Honors and Awards Committee recommends revising the policy to accept the changes.

XI. Open Forum

XII. Adjourn

The UA ~~Little Rock LR~~ Foundation Fund Board in 1988 instituted a series of annual awards to recognize and reward faculty excellence in three specified areas of performance: teaching, research or creative endeavors, and professional and public service. Recognition is accorded at the college level and at the University level. Each award consists of a framed certificate and a cash gift of \$1,000 at the college level and at the university level, ~~\$5,000 10,000~~ **each** for teaching, and ~~\$5,000~~ in research or creative endeavors, and public service.

College winners are recognized and University winners are announced at the Faculty Excellence Ceremony each spring.

I. Nature and Categories of Awards

A. Award for excellence in teaching.

This award is to recognize, encourage, and reward superior classroom teachers—individuals whose command of their respective disciplines, teaching methodologies, communications skills, concern for student performance, and commitment to the learning process exemplify the teacher/mentor model. The award is not intended to be a popularity contest. It is designed to distinguish those teachers who maintain high expectations of their students and who ensure academic rigor in their courses.

B. Award for excellence in research or creative endeavors.

This award is to recognize, encourage, and reward those individuals whose research or creative endeavors have been particularly successful and are so recognized locally, regionally, and nationally. The results of these efforts should have contributed to the expansion of knowledge and/or the quality of life, and/or encouraged additional research.

C. Award for excellence in public service.

This award is to recognize, encourage, and reward those individuals who have brought credit to the ~~University of Arkansas at UA~~ **UA** Little Rock through their successful efforts in applying the content or skills of their academic disciplines in service to the community, state, or nation in areas of public interest. This award is designed to distinguish those persons whose achievements in serving the public interest by the application of their disciplinary expertise to problems and issues external to campus have been particularly successful and are so recognized locally, regionally, or nationally.

II. Number and Frequency of Awards

A. Award for excellence in teaching.

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- **The award for excellence in teaching may be shared when the achievements being recognized result from joint efforts.**

B. Award for excellence in research or creative endeavors.

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- The award **for excellence in research or creative endeavors** may be shared where the achievements being recognized result from joint efforts.

C. Award for excellence in public service.

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- **The award for excellence in public service may be shared when the achievements being**

recognized result from joint efforts.

D. The term “college/schools” refers to each college or school that has representation in the UA Little Rock Faculty Senate.

III. Selection

A. Eligibility.

- Persons with faculty status as defined in the current faculty handbook, except for the adjunct and visiting categories, holding full-time faculty appointments who have completed five or more full years of service to the University may be nominated; faculty who have administrative responsibilities are eligible if their teaching duties are 50% or more of their work assignment for the academic year in which they are nominated.
- Faculty members who are otherwise qualified for the teaching award but who are not administratively a part of one of the ~~seven named~~ colleges/schools shall be eligible through the award process of the college/school that offers the courses such faculty teach.
- The most recent five years of accomplishments comprise the record to be documented, presented and reviewed in the selection process.
- Persons may not receive an award of the same category for a period of three years.

B. Nominations.

- Persons considered for awards shall be identified through a process of nomination.
- The nomination process shall be open – i.e., any person may nominate a faculty member for any of the awards.

C. Selection committees – college-level awards.

- There shall be a selection committee within each college/school.
- The size and composition of the committee shall be as follows:
 - A. One representative chosen by the faculty from each department within the college/school.
 - B. One student member.
 - C. One alumni member.
- In colleges/schools which are not organized departmentally, the faculty shall develop a method for faculty representation.
- The manner of choosing the student and alumni members shall be determined by the college/school faculty.
- Individuals who serve as administrators with the title of department chair (or its equivalent) and at higher levels of administration are not eligible to serve on the selection committee.
- Individuals who are nominated for an award may not serve on the selection committee.

D. Selection committee – University-level awards.

- **The UA Little Rock Board of Visitors will serve as the external selection committee for the university-level awards.**
- ~~There shall be a single external national selection committee composed of seven members.~~
- ~~No member shall be employed by the University of Arkansas at Little Rock.~~
- ~~The Chancellor shall appoint the external national selection committee.~~
- ~~The composition of the committee shall be national in scope and broadly representative of~~

~~the disciplines in the colleges/schools in the University.~~

- ~~• Committee members may be selected from the academic and nonacademic spheres of endeavor.~~
- ~~• Committee members shall receive an appropriate honorarium.~~

IV. Procedure

A. Administration of the award process.

Administrative support for the award process shall be the responsibility of the Office of the Provost.

B. Solicitation of nominations.

- Not later than September 30 of each year, the Provost shall advise members of the campus community of the award process and nominating procedure. The timeline and deadlines for preparation, completion and submission of materials shall be announced as well.
- The Director of Alumni Affairs shall advise the alumni of the University through appropriate alumni publications.
- Information about the awards shall be widely disseminated throughout the community to encourage nominations from the business, professional, and public sectors of the community.

C. Preparation of nomination packets.

- Nominators are responsible for preparation of nomination packets containing information as specified in the attachment, "Preparation and Submission of Nomination Packets." Page limitations are enforced.
- Department chairs or equivalent administrators shall cooperate with nominators in assembling supporting evidence.

D. Submission of nomination packets.

- One copy of each nomination packet for the college-level awards shall be submitted to the college selection committee no later than the date specified in the Provost's announcement.
- One copy of each college-level winner's packet shall be forwarded to the Provost no later than the date specified in the Provost's announcement.

E. Selection committee action.

- College-level selection committees shall meet as necessary in order to complete the selection of the award winners.
- Committee procedures shall be determined by the respective colleges/schools.
- The committee shall review such materials as are submitted in the nomination packet.
- The proceedings of the committees shall be confidential.
- Each college-level committee shall forward one copy of the nomination packets of the winners of the college-level awards to the Provost no later than the date specified in the Provost's announcement

F. The Provost shall forward sets of nomination packets to members of the external national selection committee.

- The members of the selection committee shall advise the Provost of the committee's selections by a date designated by the Provost.
- The proceedings of the committee shall be confidential.
- The announcement of University-level winners shall be made at a suitable University event.

V. Preparation and Submission of Nomination Packets

Nominations must adhere to the following instructions and page limitations to be accepted by the

Provost's Office. Place in a single manila folder one copy of each item described below for each nominee. Clearly identify the name of the nominee on the tab of the folder. Please do not use special folders or binders. Submit the folder to the college or school selection committee by the date specified in the annual solicitation for nominations. Department chairs (or equivalent administrators) are expected to cooperate as needed in assembling the required information.

The contents of each packet should be as follows, minimum 12-point font:

1. Table of Contents
2. Letter of Nomination (limited to ~~four~~ **three** pages). Focus on accomplishments during the most recent five year period.
3. Biographical data. (limited to ~~six~~ **five** pages) Please provide in the order listed; ~~a standard curriculum vitae is inappropriate:~~
 - Name of nominee and award for which nominated
 - Current position (title, rank, department, or unit)
 - Number of years in this position
 - Number of years at ~~the University of Arkansas at Little Rock~~ **UA Little Rock**
 - Degrees held (source and date)
 - Employment history (previous positions, years; list most recent first)
 - Honors and awards
 - Membership in professional and honorary societies (note offices held)
 - List of courses taught in each of the five years prior to nomination. Provide the full course title and not just the course number.
 - Scholarly and Professional Accomplishments: List of articles and books published and professional accomplishments within the last five years (please provide the complete citation). If there are particularly significant accomplishments before the last five years, those may be referenced in the letter of nomination. Do not submit copies of work(s). The selection committee may request these if desired.
 - **Description of the public service activities in each of the five years prior to nomination.**

Only the contents of the packet as specified above will be sent to the members of the **external** ~~national~~ selection committee.

4. Letters of Endorsement: (limited to one page each) Letters of endorsement may be provided from up to **four** ~~six~~ people who can speak to the award criteria. Letters from students who are likely to be subsequently advised or evaluated by the faculty nominee are discouraged. Standard, anonymous student evaluations and individual letters from graduates are appropriate. The perspective or status of the authors of the letters should be clearly identified, either in the letter itself or by the person who prepares the nomination packet as well as their title, e.g., Professor of English, or Alumnus, or Dean of Arts, or Student, etc.

Pages exceeding the limits above will not be considered. The total packet requires a Table of Contents and a maximum of **12** ~~16~~ pages.