

Faculty Senate Minutes #7

May 3, 2016

Members and Senators Present: K. Lawrence, M. McGuire, P. Gipson, W. Miller, R. Spitzer, D. West, A. Fitz-Gibbon, D. VanLangen, A. Blavos, J. Kobritz, R. Borden, A. Dearie, T. Hanford, G. Rinefierd, K. Pristash, Z. Newswanger, P. Schroeder, E. Bitterbaum, M. Prus, D. Duryea, G. Sharer, S. Anderson, M. Braun, C. Widdall.

Members and Senators Absent: J. Hartsock, D. Kilpatrick, N. Karkov, L. Brady, S. Shi-Strause, O. White, M. Seyfried, R. Powell, T. Phillips, N. Kane.

I. Approval of Minutes: The Minutes from April 19th were approved by the Senate.

II. Senate Actions: There were not any Senate actions.

III. Chair's Report: K. Lawrence announced Faculty Senate elections for the 2016-2017 academic year have been voted on and approved. The chair also announced that the Faculty Senate calendar for next academic year will be sent out via email soon. K. Lawrence reminded committee chairs that annual committee reports are due to K. Lawrence no later than June 1st, 2016. The chair thanked S. Anderson, parliamentarian, as well as A. DeChellis, corresponding secretary, for all their work this semester; she also acknowledged all the members of the Steering Committee, including K. Pristash who is leaving the Senate, for their commitment to the Faculty Senate. K. Lawrence also reminded members and senators that there is still a crucial need for a Vice Chair, as well as a Secretary for Faculty Senate.

IV. Vice Chair's Report: Vacant.

V. Treasurer's Report: No report.

VI. Secretary's Report: Vacant.

VII. President's Report: E. Bitterbaum

- Announced his involvement with Teacher of the Year Award for Cortland County.

- Reported that the college has received two grants from the state; the first grant is to help with the college's program to work with local school districts, while the other is to help with SUNY Cortland's program to work with community colleges in an effort to encourage community college students to attend a four year university.
- Health Management degree in the works (hopefully it may be ready for the Fall semester.).
- Reminded members that there are four commencement ceremonies coming up (three undergraduate, and one graduate ceremony.). President Bitterbaum strongly encouraged participation from faculty members.

VIII. Standing Committee Reports:

Student Affairs Committee: T. Phillips, Chair – No report.

Academic Faculty Affairs Committee: A. Fitz-Gibbon, Chair – No report.

Planning Committee: M. DiVita, Chair – No report.

Educational Policy Committee: C. Widdall, Chair – No report.

Professional Affairs Committee: K. Pristash, Chair – No report.

Area Senator: No report.

Student Senator: M. Braun – Reported that there are SGA members who are interested in being student representatives for any of the Faculty Senate committees, if that is something the committees would be interested in having.

IX. Other Committee Reports:

Committee on Teaching Awards: K. Lawrence, Chair – No report.

Committee on Teaching Effectiveness: J. Walkuski, Chair – No report.

College Research Committee: B. Hodges, Chair – No report

General Education Committee: J. MacNamara, Chair – No report.

Graduate Faculty Executive Committee: J. Curtis, Chair – T. Hanford recapped the GFEC's report from our last meeting on behalf of the chair of GFEC, Jena Curtis. He explained that the GFEC has proposed a continuous enrollment policy for graduate students. This policy would require graduate students who wish to take a semester off to enroll in a tuition-free zero credit course for that particular semester; the purpose of this policy would be to let the student's academic department know that he or she are still actively enrolled at the university (See *Appendix D*). The proposal was then voted on, and was unanimously approved.

Committee on Committees – No report.

X. Unfinished Business:

Academic Faculty Affairs Committee – A. Fitz-Gibbon presented his committee's proposal regarding the changes made to Chapter 230.00 of the College Handbook. The proposal on Chapter 230.00 was voted on and approved by Faculty Senate (See *Appendix II.*).

XI. New Business: R. Borden made a motion that there be a way for faculty members who are running for Faculty Senate to express his or her purpose for wanting to be a member of Faculty Senate (Ad-hoc Committee). The motion was seconded by Z. Newswanger, and discussion ensued. Faculty Senate then voted on motion, which in turn was approved with a vote of 8:5. After the vote approving the formation of an ad-hoc committee to look at Election Practices for Faculty Senate, the Chair, K. Lawrence announced that the committee will begin their work in the Fall 2016 semester and anyone interested in participating should self-nominate. To date one person, R. Borden, is interested. Members of this ad-hoc committee do not have to be members of the senate to participate. Anyone interested should contact K. Lawrence by August 20, 2016.

K. Lawrence thanked all Faculty Senate members and senators for another great year.

Meeting was adjourned at 2:01pm on 5/3/16

Minutes submitted by: Amy M. DeChellis

Appendix I

Graduate Catalog: Academic Policies

Continuing Enrollment Policies

This proposal replaces the ‘Continuous Enrollment Policy for Culminating Activity’ section, with ‘Continuing Enrollment Policies’

Continuing enrollment requires, at minimum, the enrollment in one graduate-level course per semester of the program. Students in summer-only programs are required to enroll continuously during consecutive summers until the coursework and requirements are met. Graduate students who are not engaged in a culminating activity and who plan to suspend their studies for one or more semesters, may enroll in a zero-credit continuing enrollment course to maintain status or take an official leave of absence from the College.

Continuing enrollment registration does not qualify for full time enrollment certification and may not be used for loan deferment purposes. Students who suspend their studies for any reason are encouraged to consult with a financial aid counselor to determine the impact on financial aid, loan deferment and financial liability.

Students who enroll in a culminating activity such as a thesis, project or comprehensive examination and do not complete by the end of the initial semester of registration for the experience, but who are making satisfactory progress on the culminating activity will receive an incomplete and must register for XXX 697: Extension of Graduate Culminating Activity (prefix according to program) each subsequent semester until completion of the culminating activity. The extension of Graduate Culminating Activity will be a one-credit-hour course with an S, U grading mode. Repeatability of Extension of Graduate Culminating Activity and extensions of incompletes are governed by existing College policies regarding degree completion at the graduate level.

Any matriculated graduate student who discontinues enrollment, unless granted a leave of absence, must petition for reactivation to the graduate program.

All degree requirements must be completed within five years of first enrollment in courses required for a degree program, even if such enrollment is on a non- matriculated basis. If a student has exceeded the five-year time limit after an absence from the College and reactivation is approved, the applicant will be required to meet any new requirements for admission, as well as any new requirements for the degree at the time of reactivation.

(Underlining is existing catalog text and policy in ‘Continuous Enrollment Policy for Culminating Activity’ ‘Requirements for the Award of Master's Degrees or Certificates of Advanced Study’)

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'Requirements for the Award of Master's Degrees or Certificates of Advanced Study')

Appendix II

CHAPTER 230: Criteria for Promotion of Academic Faculty

- [230.01 College Guidelines for Promotion](#)
- [230.02 Educational Qualifications for Promotion](#)
- [230.03 Promotion Criteria](#)
- [230.04 Application of Promotion Criteria](#)
- [230.05 External Review Promotion Process](#)

230.01 COLLEGE GUIDELINES FOR PROMOTION

Promotion to any rank above that of instructor serves as a form of recognition of individual merit and thereby strengthens individual departments, the College and the University. With respect to individual merit, promotion should be regarded both as recognition that an individual has achieved and maintained a level and quality of professional excellence appropriate to the rank sought and as a judgment that the individual is capable of maintaining and improving that level of work in the future. Recommendations for promotion should, therefore, provide specific reasons why a colleague should be promoted rather than merely ask if reasons exist why s/he should not be promoted. In light of these considerations, not all faculty members should expect to receive promotion to senior ranks during the course of their career at the College.

230.02 EDUCATIONAL QUALIFICATIONS FOR PROMOTION

A. A faculty member must possess the doctoral degree or its equivalent as defined in section B, below, in order to be eligible for promotion beyond the rank of instructor, except as provided in Section C, below..

B. As used in this document, the term “appropriate degree” shall refer to:

- the conventionally defined PhD, EdD, DPE, or similar academic degree,
- foreign degrees ruled equivalent by the appropriate SUNY agency.
- degrees widely recognized as terminal in a given profession (e.g. JD, MFA, MLS, MBA)
- degrees or other educational qualifications defined by the Academic Faculty Affairs Committee suitable for the purpose of rank-to-rank promotion.

Degree granting institutions should be recognized by the appropriate accrediting bodies or a SUNY agency.

C. Under exceptional circumstances a faculty member lacking an appropriate degree may offer an equivalent body of independent scholarship or creative work in order to demonstrate a mastery of subject matter sufficient to be considered for promotion. Such a body of scholarship would ordinarily include a published monographic work or a series of articles or papers in scholarly journals. A faculty member in the performing or fine arts, or in a comparable discipline, may offer a body of creative work that has received independent College Guidelines for Faculty professional recognition. In all cases, the burden of proof that the body of work is truly equivalent rests with the faculty member and with the recommending department.

The educational qualifications set forth in paragraphs 3, 4 and 5 of [section 230.03](#) may be waived only for those faculty members who satisfy the requirements set forth in [section 230.03](#), paragraph 8.

230.03 PROMOTION CRITERIA

As used in this document, the term criteria shall mean the standards established for evaluating candidates for promotion.

Any instructor, assistant professor, or associate professor who meets the educational qualifications set forth above and who satisfies the criteria for the next higher rank shall be eligible for promotion.

Criteria for rank of assistant professor shall include:

- a. A demonstrated ability (i) to organize and carry out courses of instruction in a manner that is intellectually sound and effective in terms of student learning, and (ii) to assume a broad range of professional responsibilities for the educational development of students;
- b. A demonstrated ability to undertake a potentially productive program of intellectual inquiry, research, or creative work (The completion of the appropriate degree will normally satisfy this criterion.);
- c. A demonstrated willingness to accept and discharge service responsibilities within the department or the College or to the community.

Criteria for the rank of associate professor shall include:

- a. A demonstrated and continuing ability (i) to develop areas of instruction in a manner that is intellectually sound and effective in terms of students learning, and (ii) to discharge in an effective manner a broad range of professional responsibilities for the development of students;
- b. A demonstrated ability to undertake and successfully carry out a productive program of intellectual inquiry, research or creative work and to do so with a degree of intellectual or creative excellence;
- c. A demonstrated and continuing service to the department and the College, the University or community in a manner that makes a significant contribution to the overall excellence of the institution and to the community of which it is a part.

Criteria for the rank of professor shall include:

- a. A demonstrated and continuing ability (i) to develop areas of instruction in a manner that is intellectually excellent and significantly effective in terms of student learning, and (ii) to make a substantial contribution to the educational development of students;
- b. A demonstrated and continuing ability to undertake and successfully carry out a serious and productive program of intellectual inquiry, research or creative work and to do so in a way that makes a contribution to the intellectual, scholarly or artistic community;
- c. A demonstrated and continuing service to the department and the College, the University or the community in a manner that makes a significant contribution to the overall excellence of the institution and to the community of which it is a part.

The criteria contained in paragraphs 3-5 should not be interpreted to exclude any meritorious service not mentioned that contributes to the achievement or excellence in the areas of scholarly activity, teaching and university service.

For disciplines to whose activities the above criteria cannot be reasonably adapted, equivalent criteria shall be determined by the discipline or department in question and approved by a properly designated faculty body. In all cases, the burden of proof that the criteria are equivalent shall rest with the discipline or department in question.

A person who does not meet the criteria described above may be eligible for promotion if exceptional circumstances are judged to warrant advancement. Such circumstances could include an exceptional record of achievement in the areas of teaching and service, combined with evidence of a satisfactory record of scholarly activity. The burden of proof that such achievements are of truly exceptional quality rests with the faculty member and with the recommending department.

230.04 APPLICATION OF PROMOTION CRITERIA

In this document the term recommendation shall refer to a written statement conveying (a) the recommender's decision or recommended decision concerning a personnel matter; (b) the specific reasons for the recommended decision or decisions; (c) the evidence and other pertinent data supporting the decision or recommended decision. Recommendations shall provide specific reasons and supporting evidence justifying why a colleague should be promoted. For purposes of this section "recommender" shall be defined as that person or committee obliged by the College policies and procedures to provide a personnel decision or recommendations.

Evidence of accomplishments in scholarship, teaching and service, since the time of initial appointment or since the last promotion, whichever is more recent, shall be given primary consideration in all recommendations.

Recommenders shall take into consideration all supporting evidence presented by the candidate or by the recommending department. Examples of the types of evidence ordinarily considered appropriate in each area are listed below. (Note: activities that are consistent with the College's mission and strategic plan are legitimate activities within the scope of professional obligations. They should be evaluated and entered under whichever categories on the personnel action form are appropriate for the specific activities.);

These lists should not be taken to exclude any evidence of meritorious accomplishment not specifically mentioned. While some types of evidence may be more important than others, it is the function of the recommender to judge the weight and quality of each item of evidence.

a. Teaching

student evaluations of courses and field work
student recommendations
colleague observations
recognition by colleagues
independent student scholarship
curriculum development
off-campus recognition
academic advisement and counseling
contribution to institutional change
interdisciplinary instruction
honors and awards for teaching
course development
work with student organizations
developing instructional materials
postgraduate student performance
course outlines
internationalization and globalization
outdoor and environmental education
development of service-learning courses, and in the integration of teaching with service
integration of undergraduate research, including community-based research
participation in learning communities
multiculturalism, diversity and inclusion
civic education
sustainability

b. Scholarly, Intellectual and Creative Achievements

books, monographs, edited books
publication in scholarly and intellectual journals
presentations of papers and research reports
completion of unpublished work
encyclopedia entries
work in progress including exploratory research
artistic achievements as demonstrated by recitals, shows, performances and exhibitions
editorial service for scholarly journals
community-based research
reviews of manuscripts and books in the discipline
grant awards and fellowships
reputation among colleagues as demonstrated by letters, citations, reviews and other honors
participation in proceedings or learned societies
consultative work or institutional research enhancing one's scholarship
speeches, workshops, presentations
service to professional and learned societies
scholarly work that involves developing students as scholars
research and publications on pedagogy
research and publications pertaining to curricular development
scholarship that integrates teaching and/or service

c. Service to the Department, College and University

administrative work
faculty governance
service to off-campus populations
contribution to institutional change
institutional research
work with the community, including community-based research
external reviews
integration of service with scholarship and/or teaching

4. Using the criteria set forth above, all recommendations shall be based upon qualitative as well as quantitative considerations in the areas of scholarly activity, teaching, and university service. Primary but not exclusive weight shall be given to the areas of scholarly activity and teaching, except as provided in paragraph 230.03 (8). In evaluating a candidate's work to determine whether a favorable recommendation is warranted, all recommenders shall consider and all recommendations shall explicitly address the following questions and provide supporting evidence with respect to scholarly activity, teaching, and university service, unless promotion is sought under the exception established in paragraph 230.03 (8):

Has the candidate's past work achieved a level and quality of excellence appropriate to the rank sought?

Does the candidate demonstrate promise of continuing growth and continuing excellence in the future?

(Approved by President Jones, Feb. 6, 1978)

230.05 EXTERNAL REVIEW PROMOTION PROCESS

1. Definitions and Statement of General Philosophy

As used herein, External Review will refer to the solicitation of an evaluation of the scholarly, intellectual and creative achievement as outlined in [Section 230.04](#) by qualified professionals from outside SUNY Cortland. Unless otherwise indicated, the term professor or librarian will refer to the rank beyond associate professor or associate librarian, that is, the rank of full professor or full librarian.

The External Review Promotion Process applies only to those individuals who have begun their tenure-track academic appointment at SUNY Cortland after Aug. 15, 2009, and are applying for promotion from associate professor or associate librarian to professor or librarian. This external review process will be evaluated by the Faculty Senate within six years of its first application.

Individuals in the review process are expected to bear in mind the broad mission of SUNY Cortland, the definition of professional obligation contained in the Policies of the Board of Trustees, the diversity of disciplines and of departmental practices, and the weight significance of past practices when including external review in their processes. Recommending bodies (i.e., departmental personnel committees, school personnel committees) and individuals (i.e., chairs of departments, the director of libraries, deans, provost and president) shall take care that undue weight is not given to letters from external reviewers. They shall not be regarded as determinative, but as providing additional data for the candidate's promotion application. The goal of the External Review Promotion Process is to provide another perspective on the candidate's promotion application for the benefit of the candidate, personnel review committees, and recommending individuals at the College.

2. External Review Promotion Process Requirements

Each department is required to develop its own external review policies to include in their personnel policies. The department policies will conform to these parameters:

The external review policies are required only for individuals applying for promotion from associate professor or associate librarian to professor or librarian.

The candidate will have the responsibility for selecting the reviewers and soliciting and receiving the external letter(s) of review, ability to review those letter(s), and responsibility for including them with the promotion application.

To provide context for their review, external evaluators shall be provided with a copy of Chapter 230: Criteria for Promotion of Academic Faculty (inclusive of sections 230.01-230.05).

No more than three letters shall be required under the provisions of this External Review policy. Departments may stipulate as few as one letter be required in their promotion policies.