



Board of Trustees Meeting Agenda

Monday, April 28, 2014

*Jeffrey R. Holland Centennial Commons
Zion Room*

Executive Session - 8:00 a.m.

General Session - 8:30 a.m.

1	Agenda
2	Minutes
3	Action Items: Administrative Services
4	Policies
5	Academic Services
6	Academic Program Proposals
7	Academic Program Three-Year Follow-Up Reports
8	Discussion/ Information Items

**DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons
Monday, April 28, 2014
Executive Session (Trustees Only) – 8:00 a.m.
General Session (All Meeting Attendees) – 8:30 a.m.**

A G E N D A

[*] = Handout Included

I. EXECUTIVE SESSION

II. WELCOME / INTRODUCTIONS / THANK YOUS (Chair Steven G. Caplin)

- A. Thank you to Carlos Morgan, Outgoing Trustee and DSUSA President
- B. Introduction of Gregory Layton, Incoming Trustee and DSUSA President
- C. Introduction of New DSUSA Executive Council
- D. Introduction of Nijat Aniyev, 2014 Student Speaker; and Marjorie Ann Eno, 2014 Valedictorian
- E. Welcome Kelle Stephens, President of the Dixie Applied Technology College
- F. Welcome Representatives of the Press and Other Visitors
- G. Thank You to the Following:
 - Dr. Robert Carlson, Outgoing Faculty Senate President
 - Kathleen Briggs, Outgoing Classified Staff Association President
 - Ken Richmond, Outgoing Exempt Staff Association President
- H. Welcome to the Following:
 - Dr. Nate Staheli, Incoming Faculty Senate President
 - Dr. Erin O'Brien, Incoming Faculty Senate President-elect
 - Sylvia Bradshaw, Incoming Classified Staff Association President
 - Mace Jacobson, Incoming Exempt Staff Association President

III. SPECIAL REPORTS AND PRESENTATIONS (Chair Caplin)

- A. Report on DSU Trip to Tanzania (Dr. Brent L. Hanson, Dean of the School of Visual and Performing Arts)
- B. Board of Trustees' Excellence in Education Award Presentations to the following Retiring Employees:
 - Timothy P. Eicher, Associate Professor of Family Consumer Science and Education
 - Janet L. Hansen, Associate Professor of Mathematics
 - Dr. Brent L. Hanson, Professor of Theatre Arts, and Dean of the School of Visual and Performing Arts
 - Dr. Philip B. Lee, Professor of Business, and Dean of the School of Business and Communication
 - Scott L. Mortensen, Associate Professor of Mathematics
 - Daphne Selbert, Dean/Director of the Dixie State University Library at the Holland Centennial Commons
 - Peter VanValkenburg, Associate Professor of Geology

IV. PRESIDENT'S REPORT (President Stephen D. Nadauld)

A. Proposed Board of Trustees Meeting Dates for 2014-2015:

- **Friday, September 19, 2014**
- **Friday, November 21, 2014**
- **Friday, January 30, 2015**
- **Friday, March 21, 2015**
- **Monday, April 28, 2015**

B. General Update

V. ACTION ITEMS

A. Approval of Minutes (Chair Caplin)

- ***Friday, March 21, 2014**

B. Administrative Services

- ***Investment Report (Scott Talbot/Cheri Capps)**
- ***Budget Report (Paul Morris/Bryant Flake)**

C. Policies (Pam Montrallos)

- ***Policy 3-3: Faculty Categories**
- ***Policy 3-7: Faculty Reviews**
- ***Policy 3-9: Faculty Professional Development Program**
- ***Policy 3-18: Faculty Salaries**
- ***Policy 3-26: Early Retirement/Phased Retirement**
- ***Policy NEW: Campus Safety and Security**
- ***Policy NEW: Sexual Assault, Relationship Violence, & Stalking**

D. Academic Services (Bill Christensen)

- ***Request for Approval of Valedictorian/Student Speaker:**
 - ✓ **Marjorie Ann Eno – Valedictorian (Representing Baccalaureate Degree Graduates)**
 - ✓ **Nijat Aniyev – Student Speaker (Representing Associate Degree Graduates)**
- **Request for Approval of 2014 Dixie State University Graduates**
- ***Request for Approval to Award a Posthumous Bachelor's Degree in Criminal Justice on behalf of Jennie Ann Kartchner**
- ***Request for Approval of Emeritus Status for Retiring Faculty Members**
- ***Request for Approval of Continuing Status/Post-Tenure Review**

E. Academic Program Proposals (Bill Christensen/David Wade)

- **Dixie State University (Bill Christensen)**
 - ✓ ***Faculty Center for Teaching & Learning Excellence**
- **School of Business and Communication (Philip Lee)**
 - ✓ ***Modification of eMarketing Certificate**
- **School of Health Sciences (Carole Grady)**
 - ✓ ***BS Health Information Management**
 - ✓ ***AAS Health Information Management**
- **School of Humanities (Don Hinton)**
 - ✓ ***Digital Forensics Minor**
 - ✓ ***Criminology Minor**

- E. **Academic Program Proposals (Continued)**
- **School of Science and Technology (Eric Pedersen)**
 - ✓ ***BS Chemistry**
 - ✓ ***Colorado Plateau Field Institute**
 - ✓ **New Emphases:**
 - ~ ***CIT with Digital Design**
 - ~ ***Integrated Studies with Digital Design**
 - ~ ***CIT with Web Design & Development**
 - ~ ***Integrated Studies with Web Design and Development**
 - ✓ **Rename Emphases:**
 - ~ ***CIT with Software Development [Renamed from Computer Science]**
 - ~ ***Integrated Studies with Software Development [Renamed from Computer Science]**
 - ✓ **Discontinue Emphases:**
 - ~ ***CIT with Visual Technology**
 - ~ ***Integrated Studies with Visual Technology**
 - **School of Visual and Performing Arts (Brent Hanson)**
 - ✓ ***Art Minor**
 - ✓ ***Art History Minor**
 - ✓ ***Theatre Minor**
 - ✓ ***Fine Arts Department Restructure**
- F. **Academic Three-year Follow-up Reports (Bill Christensen/David Wade)**
- ***BA/BS Music Education 2014**
 - ***AAS Physical Therapist Assistant 2014**
 - ***Theater Program 2014**

VI. BOARD OF TRUSTEES COMMITTEE REPORTS

- A. **Audit Committee – David Clark/Hal Hiatt/Max Rose**
- B. **Finance/Investment Committee – Steve Caplin/David Clark/Jon Pike**
- C. **Government Affairs Committee – Jon Pike/David Clark/Christina Durham/Hal Hiatt**
- D. **Academic Programs Committee – Elisabeth Bingham/Julie Beck/Christina Durham/Carlos Morgan/Max Rose/Gail Smith**
- E. **DXATC Board Liaison – Jon Pike**
- F. **NAC Representatives – Gail Smith/Elisabeth Bingham/Steve Caplin**

VII. DISCUSSION / INFORMATION ITEMS

- A. **Institutional Advancement (Christina Schultz)**
 - ***Commencement Program and Convocation Information**
 - ***DOCUTAH Overview and Timeline**
 - **Report on DOCUTAH Events and Outreach – May and June, 2014**
 - ***OC Tanner 2014 Summer Concert Series**
 - ***Bookmark of DSU Art Exhibits**
- B. **Development (Brad Last)**
 - ***Development Office Donation Report**
 - **General Update**

- C. DSU Student Association
 - Outgoing Student Government Report (Carlos Morgan)
 - Incoming Student Government Report (Gregory Layton)

- D. General Updates
 - Alumni Association (Hal Hiatt)
 - Athletics (Jason Boothe)
 - Classified Staff Association (Kathleen Briggs)
 - Exempt Staff Association (Ken Richmond)
 - Faculty Senate (Nate Staheli)
 - Student Services (Frank Lojko)

VIII. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- *Final Exams* – Thursday through Wednesday, April 24-30, 2014
- *Board of Trustees Meeting* – Monday, April 28 @ 8AM, Zion Room
- *Dixie College Foundation Meeting* – Monday, April 28 @ 4PM, Wade Alumni House
- *Council of Presidents Meeting* – Tuesday, April 29 @ 12PM, The Gateway/SLC
- *Philip Lee Retirement Social* – Tuesday, April 29 @ 2-4PM, Zion Room
- *President & Margaret Nadauld Farewell Social* – Tuesday, April 29 @ 4-7PM, Gardner Center Ballroom [Program at 5:30PM]
- *Dixie Awards* – Thursday, May 1 @ 6-9PM, Eccles Fine Arts Center
- *Commencement Day* – Friday, May 2, 2014
- *President Nadauld Speaks to DSU Colleagues* – Monday, May 5 @ 12PM, Taylor 156
- *Executive Staff Meeting* – Tuesday, May 6 @ 9AM, South Admin Conference Room
- *Preservation Workshop [Caring for Family History Materials]* – Thursday, May 8 @ 2-4PM, HCC325
- *Storm Club Golf Tournament* – Tuesday, May 13, 2014
- *Board of Regents Meeting* – Friday, May 16 @ Weber State University
- *Memorial Day Holiday* – Monday, May 26, 2014
- *Executive Staff Meeting* – Wednesday, May 28 @ 1:30PM, South Admin Conf Room
- *PAC West Conference Meetings* – Wednesday through Friday, May 28-30 @ Newport Beach, CA
- *Independence Day Holiday* – Friday, July 4, 2014
- *Pioneer Day Holiday* – Thursday, July 24, 2014
- *Pre-Fall Inservice Meetings* – August 18-22, 2014
- *Fall Semester Begins* – Monday, August 25, 2014
- *Labor Day Holiday* – Monday, September 1, 2014
- *China Photo Retreat* – September 1-15, 2014
- *DOCUTAH Film Festival* – September 2-6, 2014
- *University Council Meeting* – Thursday, September 4 @ 3PM, South Admin Conf Room
- *Back-to-School Convocation* – Sunday, September 7 @ 7PM, Cox Auditorium

IX. LUNCHEON IN THE GARDNER CENTER COTTAM ROOM

X. NEXT BOARD OF TRUSTEES MEETING – POSSIBLY FRIDAY, SEPT. 19, 2014

**MINUTES OF THE DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons
Friday, March 21, 2014
8:00 a.m. – Executive Session
9:00 a.m. – General Session**

BOARD MEMBERS PRESENT:

Steven G. Caplin (Chair) – Participated by phone
David Clark (Vice Chair)
Julie Beck
Elisabeth Bingham – Participated by phone
Christina Durham
Hal Hiatt (Alumni Association President)
Carlos Morgan (DSUSA President)
Jon Pike
Max Rose
Gail Smith

ALSO PRESENT:

President Stephen D. Nadauld
Del Beatty – Dean of Students
Jason Boothe – Athletic Director
Kathleen Briggs – President of the Classified Staff Association
Debra Bryant – Accreditation Liaison Officer
Cheri Capps – Director of Accounting
Robert Carlson – President of the Faculty Senate
Michael Carter – Assistant Attorney General/Legal Counsel
Bill Christensen – Executive Vice President/Chief Academic Officer
Bryant Flake – Executive Director of Budget
Jyl Hall – Public Relations and Publications Coordinator
Brent Hanson – Dean of the School of Visual and Performing Arts
Don Hinton – Dean of the School of Humanities
Jeannine Holt – Former Member of the Board of Trustees
Kevin Jenkins – Reporter from *The Spectrum*
Marilyn Lamoreaux – Assistant to the President
Brad Last – Vice President of Development
Philip Lee – Dean of the School of Business and Communication
Frank Lojko – Vice President of Student Services and Government Relations
Paul Morris – Vice President of Administrative Services
Eric Pedersen – Dean of the School of Science and Technology
Ken Richmond – President of the Exempt Staff Association
David Roos – Executive Director of Enrollment Services
Sherry Ruesch – Executive Director of Campus Services
Brenda Sabey – Dean of the School of Education
Christina Schultz – Vice President of Institutional Advancement
Tevita Sekeni II – Intern Public Relations Officer for DSU Enrollment Services
Daphne Selbert – Dean/Director of Library Services
Arlene Sewell – Director of IT Operations
Becky Smith – Dean of Academic and Community Outreach
Nate Staheli – President-elect of the Faculty Senate
Kelle Stephens – President of the DXATC
Scott Talbot – Assistant Vice President of Business Services
Martha Talman – Policy Officer
David Wade – Academic Program and Curriculum Director

I. WELCOME

At 8:06 a.m., David L. Clark, Vice Chair of the Dixie State University (DSU) Board of Trustees, welcomed everyone to the meeting. He said Chair Steve Caplin and Trustee Elisabeth Bingham were participating by phone. Trustee Bingham is in Florida for her daughter's wedding, and Chair Caplin is home recuperating from back surgery. Vice Chair Clark called for a motion to move into Executive Session for the purpose of discussing personnel and/or real estate issues.

MOTION BY HAL HIATT, DULY SECONDED BY JULIE BECK, TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND/OR REAL ESTATE ISSUES.

Action: Approved unanimously, by a show of hands.

II. EXECUTIVE SESSION

At 9:08 a.m., Vice Chair Clark called for a motion to adjourn the Executive Session.

MOTION BY JON PIKE, DULY SECONDED BY CHRIS DURHAM, TO ADJOURN THE EXECUTIVE SESSION.

Action: Approved unanimously, by a show of hands

III. GENERAL SESSION – WELCOME/INTRODUCTIONS

At 9:16 a.m., Vice Chair Clark again welcomed everyone and introduced the following:

- **Newly-elected Student Body Officers.** President said it is a thrill to introduce student body officers. Trustee Carlos Morgan, outgoing student body president, let them introduce themselves. **Greg Layton** is the new student body president. He is a senior English major. He has been in student government for two years, and is currently over the Academic Senate. He has also been the News Editor and Scholarship Writer at the *Dixie Sun*. He is excited to work with everyone. **D'Andre Matthews** is a junior from Las Vegas. He started school here in 2009, worked in student government, and then served a Church mission. He is a biology major and hopes to go to medical school. He is the Academic Vice President, and he is thrilled to work with Greg. **McKell Price** is currently finishing her sophomore year. She is a Communication major. She has been in student government since last year, and this year served as Health Science Club Representative. Next year she will be Vice President of Clubs. **Jordon Sharp** is the student government advisor and he said he has the best job on the planet. Carlos has been exceptional, and Jordan wanted to thank him. It is a great honor to be a part of this. Carlos said, just for the record, that occasionally student body presidents are concerned about those replacing them – but we have a great Executive Council next year! Vice Chair Clark thanked Carlos for his service this year.
- **Jyl Hall, New Public Relations and Publications Coordinator.** Jyl said she worked recently at *The Spectrum* before coming here. She went to the University of Kansas. President welcomed Jyl and said she is going to be really good at her job.
- Vice Chair Clark welcomed **Kevin Jenkins**, a reporter from *The Spectrum*.

IV. REPORTS AND PRESENTATIONS

Vice Chair Clark introduced the following individuals, who gave presentations:

- **Review of Legislative Session and Funding.** Frank Lojko, Vice President of Student Services and Government Relations; and Brad Last, Vice President of Development and Member of the Utah House of Representatives reviewed the recent legislative session. Frank summarized the FY2015 Budget DSU is receiving: **Ongoing Funds: \$3,249,000** – Mission-Based Funding: Institutional (Acute) Equity; **\$278,900** – Mission-Based Funding: Distinctive Mission; **\$2,000,000** – University Status Appropriation; **\$452,800** – Compensation Appropriations; **\$286,900** – Other Appropriations; **\$900,000** – 4% Tuition Increase = **\$7,167,600 Total**. We also receive **One-time Funding of \$1,000,000** for Land Banking (East Elementary School). Frank expressed thanks to our legislative leadership. He said now that we have the money to acquire the seven acres and East Elementary, it would be our ninth building to be built or renovated since he started here at Dixie State College in 2000. He gave a history of the building money

DSU has received. President Nadauld said he doesn't think there has ever been a more successful year in the legislature. He compared it to bowling a 300 game. We all bowled a 299 – we had asked for a \$50,000 appropriation to DOCUTAH, but we should be able to find money to fill that in. Brad Last wanted to thank people. He said Frank is very effective in his work in the legislature. He has a slightly persistent and consistent and effective way of doing his work. Equity funding doesn't just happen. It is an idea that Senator Urquhart had and he was able to get the presidents to stand together. Sometimes we just get lucky. Brad said Speaker Becky Lockhart had a big initiative she wanted, and as that fell apart Higher Ed was there with well-reasoned requests and were the beneficiaries. He mentioned the stellar work of Frank, Steve Urquhart, Don Ipson, etc. Vice Chair Clark said it was a great year.

- **2014-2015 DSU Catalog Presentation.** Dr. David Wade, Academic Program and Curriculum Director, said it is nice to follow that great news with some more great news. Every year we produce a catalog; what's unique about this year is that we have gone to a system that will deliver great dividends. We are on track to "Go Live" on April 1st. It has been a fantastic effort – close to 100 contributors, 310 pages, and 500+ hours of work. This new system calls for a workflow. At the end of the day we have more eyes reviewing. It will be more up to date, and we will be able to add addendums. We can update catalogs as programs are approved. The system also allows for one-time changes and promulgates through Banner and DegreeWorks. Also, this will be much easier next year and in the future. He went to a conference a couple of weeks ago, and 100+ institutions are using this software. Trustee Max Rose said in the olden days the catalog was a paper book. President wanted to remind everyone that David is Alton Wade's son and comes with a great pedigree. He represents extremely well a number of new hires who are eager, totally competent, and completely engaged in the institution. DSU is getting better on a daily basis in part because of these wonderful new hires.
- **Accreditation Update by Dr. Debra Bryant, Accreditation Liaison Officer.** Dr. Bryant said she is thrilled with what David is doing with the catalog – it helps with accuracy and helps us meet accreditation requirements. She said we have been waiting for the magical document from the Northwest Commission of Colleges and Universities (NWCCU) that says yes, our accreditation has been reaffirmed. The letters are at the end of Section II in the agenda books. Vice Chair Clark said these two letters speak volumes and represent hours and hours of work. Thank you, Debra. She then asked everyone to look at the screen to see the Great Colleges to Work For survey – the most extensive survey the Dixie State has ever done. It will come out Monday, and all faculty and staff will have a chance to have their voices heard.
- **Report on Recruiting Trip to American Samoa.** Dr. David Roos, Executive Director of Enrollment Services; Arlene Sewell, IT Operations Director; and Tevita Sekeni, Communication Department Intern, all went to American Samoa. Vice Chair Clark said he works for a financial institution that uniquely helped save the currency of American Samoa 19 months ago. David Roos said it has been an exciting ride to see the growth in other parts of the world. Since 2004 we have been exploding with China and Hong Kong and other areas. He highlighted the numbers. We have a fairly large Samoan community in St. George. We had 46 students from Hawaii in 2006 and now have 109 students. Our athletic teams go to Hawaii to compete, so we could use that synergy. Why American Samoa? Our first approach should be the importance of higher education – come to DSU or go somewhere else (soft sell approach at first). He showed a video about the importance of higher education. He said this was a powerful video that he and Arlene Sewell and Tevita (who is from Tonga) showed at the beginning of their recruiting meetings. The three of them went to 10 different high schools. The principals knew they were coming and were excited. They brought all sizes of DSU shirts. He showed a clip of a high school singing their school song. They were great singers. Tevita has such a connection with the students. He sings opera. He has received many Facebook and twitter postings. David said they received an amazing, spontaneous response that he didn't anticipate. Arlene had connections with a TV program, and they appeared on morning talk shows and on radio stations. In the evenings they would meet with parents. They brought back 110 applications, so we should get 10 or 15 students from this visit. Many students expressed a desire to come to DSU. A lot of the students there know and want to go to BYU, but now that they know about DSU, many would like to come here. Tevita greeted everyone and thanked Dr. Roos and Frank Lojko for the opportunity to go to American Samoa to share the importance of higher education. It was amazing to see how parents and students would like to know about DSU and how the students could take their degrees back to AS to run the country. Thank you, he said. Arlene Sewell said she relocated here two years ago from American Samoa. She is grateful her family found St. George, and to

have had the opportunity to go back home and share her experience about transitioning to St. George (she has five children and a nephew she takes care of). She said St. George is a great place for Polynesian students to transition to America. She is in IT, but to have the opportunity to go back home to recruit was something she is very thankful for. People there thanked her for coming home to share the great news. She is excited to serve the students who are coming here. She will join the mentoring program and will help partner existing students with Pacific Islanders. She is so grateful to work here at this institution. David said over there everyone knew Arlene. He appreciates Frank and the President for their leap of faith to allow them to go, but the return on investment is real. President said we had 11 or 12 international students a few years ago, and this fall we should have about 250, on our way to 500. The leavening of the loaf comes from these wonderful people; heterogeneity of our campus. He said we have over 1100 applications from California right now for fall. They won't all come, but that just boggles his mind to think about where we are right now. This outreach to the Pacific Islands is superb. Arlene's son made a great contribution to football – he was player of the year in high school, and she has five more behind him. Thank you all!

V. PRESIDENT'S REPORT (President Stephen D. Nadauld)

President Nadauld mentioned the following in his report:

- President said you heard from Frank Lojko about our success at the legislature. We will be putting a budget together. We won't budget all the money we have received, but we will use our best judgment to provide some money for the next few years. He is also excited about the money for East Elementary.
- The policies and procedures that we have followed for the last few years were appropriate then, but as we've grown Martha Talman, our Policy Officer, has taken the responsibility to oversee policies. In the next few months we'll be almost where we need to be with updating and revising campus policies.
- The fun part of his job is to watch the Clock Tower going up right now. We just need to put the skin and glass and lights on. The Dedication/Celebration ceremony will be held on April 10th at 7:30 p.m.

Thank you, Vice Chair Clark said. We look forward to the party.

VI. ACTION ITEMS

Approval of Minutes

Vice Chair Clark called for a motion to approve the minutes of the Board of Trustees meeting held on Friday, January 31, 2014.

MOTION TO APPROVE BY CHRISTINA DURHAM WITH ONE CORRECTION: ON PAGE 9 UNDER ACADEMIC PROGRAMS, IT SHOULD READ: HER COMMITTEE *WILL* WORK WITH DAVID. JULIE BECK SECONDED THE MOTION.

Action: Approved unanimously.

ADMINISTRATIVE SERVICES

Investment Report

Scott Talbot, Assistant Vice President of Business Services, and Cheri Capps, Director of Accounting, presented the Investment Report found behind Tab 4. Cheri said to focus on the graph for December because it is the end of the quarter. We are doing a little bit better than the first quarter with investment earnings of \$469,392. If we take the half year projection and double it we are looking at \$938,784, which is quite good compared to last year at this time. These reports represent what we are required to submit to the Trustees. Scott said it is good to see the income up a little bit. Regarding Morgan Stanley at 1.31%, that is because we are closing that out at the end of April. The other two folks are doing pretty well. Vice Chair Clark asked if that would be moved into the University of Utah. Scott said part of it will be used for scholarships and the rest will go into the UofU. Vice Chair Clark called for a motion to accept the Investment Report.

MOTION BY GAIL SMITH, DULY SECONDED BY CHRISTINA DURHAM, TO APPROVE THE INVESTMENT REPORT, AS PRESENTED.

Action: Approved unanimously.

Budget Report

Paul Morris, Vice President of Administrative Services, and Bryant Flake, Budget Executive Director, came to the table. Paul said our current budget is in good shape, so when you complement that with the new budget allocations, we are in a very good place. Bryant said we have good news with the current year budget, as well. Very little has changed compared to the report from the last meeting. Actual collections for the year are just slightly under, but we still have summer tuition to post. We should be able to count on an additional million. President reminded everyone that Bryant is one of those wonderful new hires. He has been so well accepted on campus by everyone he works with. On behalf of the Trustees, thank you for your great work, Vice Chair Clark said. He called for a motion.

MOTION BY JULIE BECK, DULY SECONDED BY GAIL SMITH, TO APPROVE THE BUDGET REPORT, AS PRESENTED.

Action: Approved unanimously.

Burns Arena North Office Addition Construction Request

Vice President Paul Morris had Sherry Ruesch, Executive Director of Campus Services, come to the table. The purpose of this next agenda item behind Tab 4 is to present this office addition for official approval to start the process. What we are proposing to do is build a two-story office addition directly north of and adjoining the Burns Arena. We've had MRW Architects look at it. We can put a two-story office there. We will just finish the lower east side, and then over time we will have 60-70 new offices. When he came to campus a year ago he didn't anticipate needing to find additional office space. Our Administration Building (North and South) is over-prescribed. We have need for this new space. Initially, we will put Campus Security and Human Resources in there. HR has employees in the North and South Administration Building, and the Holland Building. The current Campus Security Building is two old real estate trailers on a foundation, covered with stucco – so we have a real need for this space. We can do this quite reasonably – \$2.1 million for the shell; 18,000 sq. ft. of office space. The front and sides will be mostly glass. It will have access to streets interior to campus, and we won't lose parking or green space. We don't lose anything that would be used for anything else. It has good curb appeal and will tie into the building well. Then we'll demolish the current Campus Security building. We are asking for your approval today. This item is on the Regent agenda for a week from today, and if passed it will then go to the Building Board. This will be a DFCM project that the State will oversee and help us with. He asked the Board to consider this proposal. Trustee Rose said this sounds great. Trustee Hiatt asked about a drain along there. President said the resolution of that is included in the price. We will reroute the drain (which was put in in 1985). Vice Chair Clark was complimentary, and said he thinks this is probably quintessential Dixie State – making the best use out of something, doing it less expensively, getting a big bang for the buck. President said that is correct, and it is driven by the dramatic increase in the number of staff and faculty we have hired. Also, office buildings are practically impossible to get funding for, so this was a great way to handle the need. It will be a great addition to the campus, at a really good price.

MOTION BY CHRISTINA DURHAM, DULY SECONDED BY HAL HIATT, TO APPROVE THE BURNS ARENA NORTH OFFICE ADDITION REQUEST, AS PRESENTED.

Action: Approved unanimously.

Dixie State University FY2014 Master Plan

Sherry Ruesch said the next item is the Campus Master Plan. She is the chair of this committee, which is made up of many people from campus. This plan uses existing campus corridors and followed all the guidelines. One of the guidelines is #10, developing housing to promote campus life. We will use technology to enhance the classroom space we need. There will always be a need for space. These guidelines were outlined by VCBO when we hired them to do our Master Plan several years ago. Sherry included an existing campus map in the proposal. We have 101 acres on the main campus, and East Elementary would be a great addition. This master plan has a few changes from last year's plan. Our first priority is a PE/Student Recreation Building, which didn't get funded. We hope to get it funded next year. Our second priority is the Burns Arena North Addition, the clock tower is third, and a student housing location is fourth. Sherry pointed out some other changes in the map, including the removal of the addition to the Gardner Center from last year's master plan. Trustee Julie Beck asked if there is a plan down the road

to address the Administration Building. President said first of all the reason we're giving the master plan overview is because we are required to get a campus master plan approved by the Board of Trustees each year. He stepped to the map and talked about the future. First of all, with DSU now being a regional university and the growth of the county and student populations in Utah, and our outreach across the sea, etc., he thinks of us being 12,000 students in 2020 compared to 8,500 or 9,000 now. We have looked at classroom utilization and we will be fine. We need the physical education space, which will double for a wellness center. The students are going to spend \$13 million on combined physical education and health and wellness in the new space. We found that it was going to be inefficient to try to incorporate what was needed into the Gardner Center (this takes care of that). We are going to get Banner money back to the state budget and off the backs of the students through student fees. Regarding the Administration Building, the best thing would be to tear it down and build something else there. There are quite a few new building sites, and any new building would be four or five stories. Another site for a new building is the old Family Science Building (now the Performing Arts Building [PAB]). Another site is the NIB (old Institute Building). The Harmon North Plaza could be used as a site for a building or housing, etc. Also, the area south of the Hazy Building could be used for a new building. We could easily get a couple of academic buildings on the East Elementary site if we chose to do that. We need a dedicated soccer field, and we could put that soccer field north of the ball field. In summary, as we look around campus we have enough building site work to keep us busy for the next 30 years. Parking will become an issue – right now the cost of parking is \$20,000 per parking space. We won't see parking structures on our campus for quite a while. We can accommodate growth to 20,000 students. We have more space than we will have funding for new buildings. We think we have a great campus plan. Paul said we're also working on Searle Drive, which is our new pedestrian freeway. We are going to tree-line that walkway before commencement. President said we are going to change the commencement route – we will line up and come down the pedestrian freeway, past the clock tower, through Holland Plaza, etc. Exciting times, Vice Chair Clark said. Sherry said she also includes the Hurricane Center in our Master Plan. Trustee Rose asked about the Zion Amphitheater. We are going to keep it. Vice Chair Clark called for a motion.

MOTION BY CARLOS MORGAN, DULY SECONDED BY GAIL SMITH, TO APPROVE THE 2014 CAMPUS MASTER PLAN, AS PRESENTED.

Action: Approved unanimously.

STUDENT SERVICES

Policy 5-37: Alcohol, Tobacco, and Other Drugs (ATOD)

Vice President Frank Lojko said this policy has been through our review process, and he asked for the policy to be passed. It is different than what we have asked previously. President said the Clery Act places requirements on campuses. Alcohol and Tobacco are mentioned in this policy. He said Martha Talman, Policy Officer, spent days and days studying the Clery Act, and with that as a backdrop she created a new policy on this issue. It meets the requirements of the Clery Act, but tries not to be more inclusive than the Clery Act requires. As Frank said, it has been through our policy review processes. Frank said the addendum allows for changes. Trustee Beck said she is grateful for this policy.

MOTION BY JULIE BECK, DULY SECONDED BY CHRISTINA DURHAM, TO APPROVE POLICY 5-37: ALCOHOL, TOBACCO, AND OTHER DRUGS, AS WRITTEN.

Action: Approved unanimously.

Trustee Durham said this was interesting to read. ATOD is a new acronym. This is well thought out. President said that was the approach for the tobacco-free campus – for people to get healthy.

ACADEMIC SERVICES

Early Retirement Requests – All Effective July 1, 2014

- **Scott L. Mortensen – Associate Professor of Mathematics, and Math Department Chair.** Dr. Bill Christensen, Executive Vice President and Chief Academic Officer, said if these individuals had served linearly rather than concurrently, it would take us back to the beginning of the college.

- **Dr. Brent L. Hanson – Dean of the School of Visual and Performing Arts.**
- **Dr. Philip B. Lee – Interim Dean of the School of Business and Communication.**

MOTION BY MAX ROSE, DULY SECONDED BY HAL HIATT, TO APPROVE THE EARLY RETIREMENTS OF SCOTT L. MORTENSEN, DR. BRENT L. HANSON, AND DR. PHILIP B. LEE, EFFECTIVE JULY 1, 2014, AS REQUESTED.

Action: Approved unanimously.

Brent said it has been such a pleasure to be here all these years. He has had wonderful opportunities and his experiences have been deeply satisfying. He loves his job still, but is excited for new opportunities.

Policy 5-15: Extra-Institutional Credit

Vice President Bill Christensen said this policy is a rewrite of the different ways in which students can receive credit for work not done at DSU. He expects this is also a policy that will be dynamic as we move into new areas. We are finding with the increase in non-traditional students that we are looking at ways we can reasonably give credit for experiences outside the normal academic structure. Students can bring that experience here and receive credit for it. Trustee Beck said she is especially happy about what is being done for military credit. President said on our horizon are big changes that we are anticipating in respect to online digital delivery. The change in mentality from seat time for credit to competency for credit, could have a huge impact on our delivery means. It won't be business as usual. Bill said we are trying to lead out in those initiatives. Trustee Beck asked if we have an idea of how this will impact our budget. President said initially it will have very little impact, but more eventually. Bill said our approach is to increase our ability to educate students by the use of these means. Vice Chair Clark called for a motion.

MOTION BY CHRISTINA DURHAM, DULY SECONDED BY HAL HIATT, TO APPROVE POLICY 5-15: EXTRA-INSTITUTIONAL CREDIT.

Action: Approved unanimously.

VII. BOARD OF TRUSTEES COMMITTEE REPORTS

Chair Caplin asked for reports from the following Trustees Committees:

Audit Committee. Committee Chair David Clark, with Committee Members Hal Hiatt, Max Rose, and Scott Talbot. Vice Chair David Clark said we have not had an Audit Committee meeting since the last Board of Trustees meeting. We had a very modest travel report from President Nadauld. The lengthy part of the meetings are that the state auditors are on our campus doing their annual audit. We are at the end of this institutional audit. We have a unique challenge here, because of the Foundation audit (auditing done pro bono by a community auditor). Scott Talbot said the auditors have completed field work, and next Friday they will let us know the timetable for their report. Trustee Hiatt asked if it is a requirement for the institution to be tied to the audit of the Foundation. Scott said in almost every institution the two audits are tied. Vice Chair Clark said it is an outlier – we are different and separate enough that the case could be made either way. Trustee Jon Pike had stepped out to sing the national anthem to start off the Indy Mini race. He said the race has been held over the past 14 years (the SkyWest employee scholarship fund receives \$500,000 worth of scholarships, many of which are to DSU, and \$1 million benefits United Way Dixie). It is a good cause and a lot of fun. The race used to be held on our campus. The USA is the most generous country in the world. And Utah has more charitable contributions and service hours than any other state by a substantial margin. Three counties – including Washington County- are the best in the state.

Finance/Investment Committee. Committee Chair Steve Caplin, with Committee Members David Clark, Jon Pike, and Scott Talbot. Trustee Chair Caplin said this was covered by an action item earlier. Vice Chair Clark said we did have a meeting with the UofU people. Scott Talbot said we will be meeting in the next couple of months with Soltis. President interjected that we have been working with our students in the finance area, and asked for money so the students could invest and manage it. Paul said on Monday he and Rick Palmer, Senior Development Officer, met with the Masons for loan funds, which have been sitting underutilized for a number of years. They wondered if the Masons would repurpose this and help fund the student investment fund, which was set up in the 80s. We and the Masonic Lodge do not have solid records, so we approached their foundation to ask if we could repurpose the arrangement. We spent three hours

together. They are very astute. We wanted to use \$80,000 for the investment fund the students managed – we want 75% to go to general scholarships, and 25% to grow the endowment fund to a full endowment so it could provide a full scholarship every year. The Masons were very appreciative and they are behind what we are doing, and they invited us to apply for an additional grant. They want to make this happen. The Masons took them on a tour of the Masonic Temple. It was a great adventure and a lot of fun. President thanked Paul. Hal Anderson, head of Soltis, is going to be an adjunct and help the students with this investment opportunity.

Government Affairs Committee. Committee Chair Jon Pike, with Committee Members David Clark, Christina Durham, and Hal Hiatt. Trustee Pike said Frank went through the list of funding, which is fantastic. Trustee Pike was happy to see a plan with mission-based funding, etc. The A Team, Vice Chair Clark said.

Academic Programs Committee. Committee Chair Elisabeth Bingham, and Committee Members Julie Beck, Christina Durham, Carlos Morgan, Max Rose, and Gail Smith. Trustee Bingham said they hadn't had an update since the last meeting. Trustee Durham said she and Trustee Smith met with Bill Christensen, Trustee Hiatt, and Nate Staheli just looking for ways to have incoming faculty feel more welcome and better introduced into the community. They discussed putting together a welcome packet that addresses idiosyncrasies in language and culture, and welcoming them. Trustee Durham said she has served as adjunct faculty in certain places, and she knows that people can feel disenfranchised. Some feel like insiders and some feel like outsiders. Thinking of those issues, she wondered if we could put together a larger community. We are starting to get some foundational work done on that. Trustee Bingham said she appreciates them doing that. Trustee Smith thanked Bill and Nate for the wonderful job they are doing connecting with faculty and bringing them together.

DXATC Board Liaison. Trustee Pike said we are privileged to have the DXATC President, Kelle Stephens, here today. This Board just met Wednesday. They are working on a program for their new campus on Ridge Top (the old airport). Things are going really well. Kelle does a fantastic job for her team. Kelle said they are working with Method Studio and with the Tooele campus, etc. on this roughly \$28-30 million dollar project. SWATC in Cedar got their funding for their building. We're next on the list.

NAC Representative. Trustee Gail Smith is the official NAC representative, but Trustee Bingham and Chair Caplin also attend NAC meetings. Trustee Smith was out of town for this meeting and Trustee Durham attended for her. Trustee Durham said it was a wonderful opportunity. President Nadauld gave an overview of campus during his tenure and it was amazing. NAC members paid a great tribute to him – his vision, statesmanship, his love for Dixie that was evident to all. He will be sorely missed as he moves on. She said people wanted to maintain those ties and friendships, and she echoes that – she has been amazed at the creative ways and things that get done – the clock tower project and paver projects with the essay contest for paver quotes, etc. Trustee Smith said she got a text from Trustee Durham that Jacob gave a great presentation. Trustee Smith didn't know, but it was her son Jacob who did the presentation.

VIII. DISCUSSION/INFORMATION ITEMS

STUDENT SERVICES

Student Services Annual Report of Accomplishments and Customer Services

Vice President Frank Lojko said he will provide everyone with the Student Services Annual Report and other reports in book and CD form.

Students Services Updates re: Retention Initiatives, Enrollment, Career Center, etc.

- **Enrollment.** Frank said the Board of Regents and the Utah System of Higher Education don't like numbers to be given out before they are officially released, so Frank reported preliminary numbers. We have hired Royall & Company to help us increase enrollment. Last year we had 3,500 freshmen; this year we had 7,093. In the admission process, we had 1,772 last year and 2,823 this year. Regarding out-of-state applications, we had 1,139 from California, 555 from Arizona, 473 from Nevada, 380 from Hawaii, 264 from Idaho, and 48 from American Samoa. We are having a lot of students applying and completing applications. We have a lot of interest that will filter down. We won't release our projections, but the crucial part is that we are focusing on retention. We will make a presentation to the Regents next Friday highlighting our retention and mentoring efforts.

- **Career Center.** The Career Center has been doing an excellent job. Several hundred students participated in recent campus employment fairs, etc. Trustee Hiatt asked if we foresee a time when we could be maxed out on students. Frank said our plan is very comprehensive in that we work very closely with academics – we let them know every section that fills up, responses from areas around the country, etc. President said our enrollment this last fall declined by 5.5% from the previous fall. We do have capacity to handle more students, and with the money we got we will hire more faculty so we can accommodate more students with more sections. What we do with Royall is to tell them to recruit in certain areas. Their job is to generate X number of applications. They are doing their job. We have faculty and classroom capacity. It is about the same cost for a parent in California to pay for tuition, room and board in St. George as to just pay tuition in California. We hope we don't have a tsunami on our hands. That would tax us. But we believe we have a plan in place to handle the anticipated/expected numbers who actually come. It is important to have high impact. With the cost of registering students, etc., the real numbers could be the problem. It's a good problem to have, Vice Chair Clark said.

DEVELOPMENT

Development Office Donation Report

Brad Last, Vice President of Development, said he has been with Frank at the legislature, so Rick Palmer, Senior Development Officer, has been doing a lot. It has been a busy time.

University Fund

Brad said they have a drive to get faculty and staff to donate to the University Fund, and the percentage gain will look great because they had no one participating before. The goal is to get the numbers up.

Fire & Ice Gala Report

This was another amazing event this year. It is a great effort among the Foundation, alumni, student alumni, and some amazing volunteers – Marcia Wade, Dorothy Orton, Pat Western, Diane Prince, etc. And if you ever need an amazing event, talk to Hal. He had silver trees on the table. The trees originated in Rockville, and they looked beautiful. It was truly amazing. SunRiver Ballroom always looks so great for this event.

Sorenson Legacy Foundation

Brad said the Sorenson name is on many institutions throughout the state. There will be a public announcement in about one month about this.

Dixie State University Endowment Pool

Brad said when he got here and then Rick became involved, they realized there were many endowments with unknown details. They continue to work on this and have made a lot of progress contacting families.

President's Society Reception and Dinner

Brad said they have an event coming up on Saturday, April 19th – the President's Society Reception and Dinner. This event hasn't been held for years. It is being revived because it is a good opportunity for the President to thank major, lifetime donors. The Clock Tower will be finished, and we will honor our donors.

INSTITUTIONAL ADVANCEMENT AND CULTURAL ARTS

Commencement Information

Christina Schultz, Vice President of Advancement and Chair of Commencement, said Commencement is on Friday, May 2nd at 10:00 a.m. in the Burns Arena. We are rerouting the processional, so the robing of platform guests will now be in Gardner Center, not the South Administration Building.

- **Honorees.** Our speaker this year is the Right Reverend Carolyn Tanner Irish. Bishop Irish and Cheri Atkin will receive Honorary Doctor of Humanities Degrees. Our Distinguished Citizens are Gail Bunker, Frank Habibian, and Terri Kane.
- **Convocation Schedule.** Christina said this schedule has changed. We have added the School of Visual and Performing Arts. Please let Marilyn know which Convocation you would like to participate in.

DOCUTAH Special Screenings

Christina said there will be special DOCUTAH screenings:

- April 25 in Kayenta – *The Art of Street Painting*. Two of the four street painters will be attending.
- April 27-29 – a three-day event in memory of the Jewish Holocaust victims.
- Some screenings were held in middle schools and high schools.

Cultural Arts Events and Community/International Outreach

Christina referred to:

- March 27 in the Eccles Concert Hall – *Traveling Shoes*: a one-woman show by Janice Brookes depicting eight Black American women of history.
- April 7-12 – A Chinese Symphony Orchestra group of 50 individuals will be here from Dalian, China. They will be doing masters classes with music classes and with elementary and high schools, touring the area. On Saturday, April 12 they will be presenting an orchestra concert with traditional instruments. Glenn Webb and DSU are partnering with the Washington County School District Chinese Immersion Program. Dalian is like the Silicon Valley of China.

Vice Chair Clark said this is great, Christina.

GENERAL UPDATES

DSU Student Association

Carlos Morgan said he would only be here for one more meeting. He showed a Prezi presentation of some of the things the DSUSA had done since the last meeting, and what they plan to do before we meet again. His presentation was called, *Winding Down – Thank you!*

- **The American Authors Concert** on the old airport hill went really well. It wasn't just a concert, it was mixed with a dance party and a lot of other things. We had 2500 people attend – there were a lot of high school students and little kids. Carlos said this was a great opportunity for us to improve relations between us and the community. American Authors, the band, continue to climb and do really well. There were no expletives. There was a Paint Fight Dance after the concert, and it was crazy. The evening was a little cold, but fun. Trustee Pike said from the City's perspective, the City Council and police were nervous, but it went really well and he applauds all involved. With maybe a few minor tweaks, if DSU wants to do it again, that's a big deal. It's a worry, but there was a great partnership among the St. George PD and DSU Security and the student leaders. Trustee Hiatt asked about the noise. Del Beatty, Dean of Students, said during the loudest part of the concert, he went to the north side of the runway and he couldn't hear the concert on the south end of the runway. Trustee Pike said they didn't have any complaints, which was good news.
- **Elections.** Carlos said the new Executive Council members all came up through the ranks of student government, similar to his path to student government. He is excited to have them for next year.
- **Remodels** will be initiated. Planning meetings will be starting soon.
- **"We are Dixie" signs** are being finished; there are still businesses to be contacted.
- **Renovation of the Testing Center Parking Lot.**
- **Non-smoking Effects** – many different institutions are inquiring about our smoke-free campus. UVU, USU and WSU are working on it. We are trendsetters. Del said UVU and USU are looking at having totally smoke-free campuses, but WSU is looking at having smoking areas.
- **D-Week** is the next big event. Carlos said this is his favorite week of the entire school year. So many fun things happen during this week – the Great Race, D-Queen Pageant, etc. The theme is "We Are Dixie" – it doesn't matter where we're from, we are all part of Dixie. He said they are looking at implementing a new tradition with the clock tower.
- **Challenges moving forward:** One is finding new student government officers for next year. Also, it is a challenge sometimes to keep motivated; he said they want to finish what they started at the beginning of the year. **He looks forward to finishing strong.**
- **Thank you!!**

Vice Chair Clark asked Carlos what his next steps are. Carlos said he had applied for law schools, but he thought maybe he should take a year and decide. He is looking for internships. He is not going to jump directly into graduate school. Law is one area he is considering; an MBA is another one. It is scary and

exciting. Vice Chair Clark thanked Carlos and said we all wish you well. We appreciate your leadership and ambition.

Alumni Association

Trustee Hal Hiatt, Alumni Association Director, mentioned the following in his report:

- He passed out post cards that were sent to DSU alumni, inviting them to come to the world record event. The post card said, "We are Popping 750 Poppers." This event will be held on April 10th at 6:00 p.m. in the Burns Arena, followed by the Clock Tower Dedication. As we're doing the world record, there will be a cake honoring president and Mrs. Nadauld.
- On April 17 at 6:00 p.m. at the Tanner Fountain there will be free popcorn and snow cones at the Easter Egg Hunt – to thank faculty and staff for their hard work and service.

Athletic Services

Jason Boothe, Athletic Director, reported the following:

- Baseball and softball seasons are underway. Baseball is ranked 25th.
- Basketball made the playoffs for the fifth consecutive year, and for the third time they didn't make it past the first round.
- Tomorrow at 10:00 a.m. in Hansen Stadium is the Football Scrimmage.
- We are involved in spring sports!
- Trustee Hiatt said he appreciates all the social media.

Classified Staff Association (CSA)

Kathleen Briggs said she had a lot of exciting things to report:

- She, Pam, and Martha, etc. are working on the Staff Evaluation Policy. There was a weakness about staff evaluations in our accreditation report. Kathleen said she and Martha and Pam and their committee have worked well together and they have developed new policies on how effective and regular evaluations should be done. We can see this as a huge benefit to performance and morale. The policy was brought to both staff association boards, and it passed. It now goes through the university entities, and then to staff employees themselves. When implemented, it has a marvelous promise of training, starting with communication. This is going well; it is not a threatening thing.
- She and Sylvia Bradshaw, CSA President-elect, spent a day in Salt Lake City at the UHESA Conference. Actually being there and seeing the legislature in action was very interesting. Standing next to her was someone hoping to get the Autism Bill passed.
- In CSA, they have experimented with virtual meetings where the agenda is published, have email votes, etc. Things are working out well and they can get a lot done.
- Coming down the pike is a new Service Committee, and Jack Freeman is the chair. He has asked that we head up a faculty and staff initiative to help our campus heal from the effects of the freeze. We are going to try to save some plants, etc.

Vice Chair Clark thanked Kathleen very much for her report and her great service.

Exempt Staff Association (ESA)

Ken Richmond reported on the following:

- He said the Exempt Staff has been working hard to get through a few things. Most of what we are working on is welcoming in new members since instituting the policy that all exempt staffers are members of the association, not just those paying dues. No more dues are being taken out, but they have asked the individuals to coordinate with the Development Office to continue to deduct the equivalent of their old membership dues to go into the scholarship fund. We have 160-170 members and had 75 people there. They felt good about that. The Membership Committee has now become the Scholarship Committee.
- They have also been working on the evaluation policy. They worked with Martha and the ESA Board. They gave some good ideas to Martha. It will help with performance and morale.
- They have also gotten involved with health and wellness issues on campus, and have partnered with IHC on wellness issues.
- They are in the middle of accepting nominations for new Board members. Our president-elect, Mace Jacobson, will be here next year at Board of Trustees meetings.

- Through the Dixie Awards website they are accepting nominations for Outstanding Exempt Staff Members of the Year.

Vice Chair Clark expressed appreciation to Ken and Kathleen and asked them to please let the staffers know of the Board's appreciation.

Pedometer Challenge

President said Del Beatty and the Student Services area challenged Executive Staff members, and Del's area won. The Exec Staff could challenge the Trustees. Del said it is for a two-week period. Two thousand steps is one mile. Del was in Disneyland for four days and walked 11 miles a day. President said he lost his pedometer in his yard, and walked 10 miles trying to find it, but there's no record of it. Trustee Pike said the IHC goal is 10,000 steps a day.

Faculty Senate

Dr. Robert Carlson, Faculty Senate President, mentioned the following in his report:

- Martha has been working on a lot of policies that have to do with faculty issues. There will be some fairly significant changes. They are very grateful for the administration, for Michael Carter on legal issues, etc. Robert has been happy to see a group effort, working together toward common goals.
- He said he was absent from the meeting where Nate met with Trustees Durham and Smith to reach out to faculty. Many faculty, for example, have never attended an open access university. We want them to feel more a part of the community.
- He said they are having elections for new faculty leadership. They have four nominations for the next president-elect; all nominees are very well-respected faculty from across campus. We will announce the new president-elect officially on the last day of the month.
- This has been a banner year for faculty and professional development. He said they have used more professional development funds than any past year. The faculty are very excited about attending conferences and presenting, even internationally, and keeping current in their fields. We are really excited about this.

Academic Vice President Bill Christensen thanked Robert for his work on the Faculty Senate. This has been a banner year with all the policy issues. Robert is unique in his ability to get into the details; he has represented the faculty well. He has taken the time to go through the details of policies. President added his compliments, too. He and Robert sat down about a year ago, and Robert's observation about needing to work on our policies encouraged the President to respond positively. As far as faculty development is concerned, we realized that we can continue to put money toward it in the future. Robert will help distribute the money. President thanked Robert on the policy front and in the faculty development area.

CONCLUDING REMARKS

- Vice Chair David Clark asked for any concluding remarks.
- President Nadauld said to remember that the next time we meet will be for breakfast a week from today with the Regents, and then at the final Trustees meeting on Monday, April 28th.
- Vice Chair Clark referred everyone to the Calendar of Events in the agenda books. He called for a motion to adjourn.

MOTION BY HAL HIATT, DULY SECONDED BY JON PIKE, TO ADJOURN THE GENERAL SESSION OF THE DIXIE STATE UNIVERSITY BOARD OF TRUSTEES MEETING.

Action: Approved unanimously.

The meeting was adjourned at 11:58 a.m.

IX. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- ***Board of Trustees Meeting – Friday, March 21 @ 8AM, Zion Room***
- ***Executive Staff Meeting – Tuesday, March 25 @ 9AM, South Admin Conference Room***

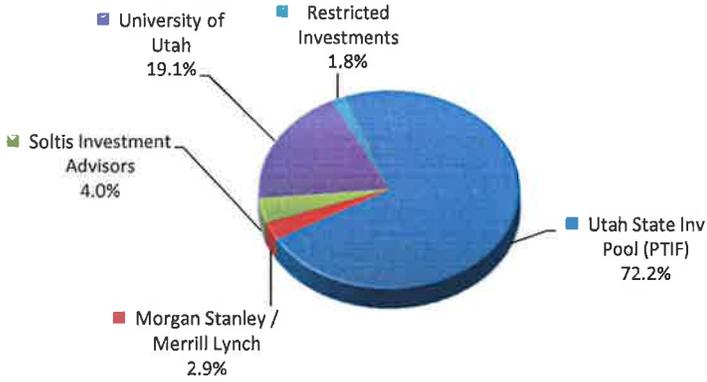
- *31st Annual Juanita Brooks Lecture featuring Richard E. Turley Jr. – “Clash of the Legal Titans: The First Trial of John D. Lee”* – Wednesday, March 26 @ 7PM, St. George Tabernacle
- *StepUP to Higher Education* – Thursday, March 27 @ 6-8PM, Gardner Ballroom
- *“Traveling Shoes: A One-woman Show Depicting 8 Women of History”* – Thursday, March 27 @ 7PM, Eccles Concert Hall
- *Board of Regents Meeting* – Friday, March 28 @ Dixie State University
- *Interfaith Program featuring Former Governor Michael Leavitt* – Sunday, March 30 @ 6PM, Cox Performing Arts Center
- *Sterling Scholar Competition and Banquet* – Thursday, April 3, 2014. Banquet at 5PM, Gardner Ballroom
- *D Week* – April 7-12, 2014
- *Storm Club Luncheon* – Tuesday, April 8 @ 12PM, Gardner Ballroom
- *Dedication of University Tower* – TBA
- *Dalian (China) Symphony Orchestra Concert* – Saturday Evening, April 12 @ Mainstage Theatre
- *University Council Meeting* – Thursday, April 17 @ 3PM, South Admin Conference Room
- *Presidential Society Banquet* – Saturday, April 19 @ 6PM, Zion Room – Reception @ 6PM; Banquet and Entertainment @ 7:30PM
- *Raging Red Concert/Tribute to President Nadauld* – Tuesday, April 22 @ 7:30PM, Cox Performing Arts Center
- *All Sports Banquet* – Wednesday, April 23 @ 6PM, Gardner Ballroom
- *Board of Trustees Meeting* – Monday, April 28 @ 8AM, Zion Room
- *Council of Presidents Meeting* – Tuesday, April 29 @ 12PM, The Gateway/SLC
- *Dixie Awards* – Thursday, May 1, 2014
- *Commencement Day* – Friday, May 2, 2014
- *Storm Club Golf Tournament* – Tuesday, May 13, 2014
- *Board of Regents Meeting* – Friday, May 16 @ Weber State University
- *Fall Semester Begins* – Monday, August 25, 2014
- *China Photo Retreat* – September 1-15, 2014
- *DOCUTAH Film Festival* – September 2-6, 2014
- *Back-to-School Convocation* – Sunday, September 14 @ 7PM, Cox Performing Arts Center

- X. 12:00 P.M. – LUNCHEON FOR ALL MEETING ATTENDEES IN THE GARDNER CENTER COTTAM ROOM IMMEDIATELY FOLLOWING THE MEETING
- XI. NEXT BOARD OF TRUSTEES MEETING – MONDAY, APRIL 28, 2014

INVESTMENT REPORT

July 1, 2013 to March 31, 2014

Investment Allocation



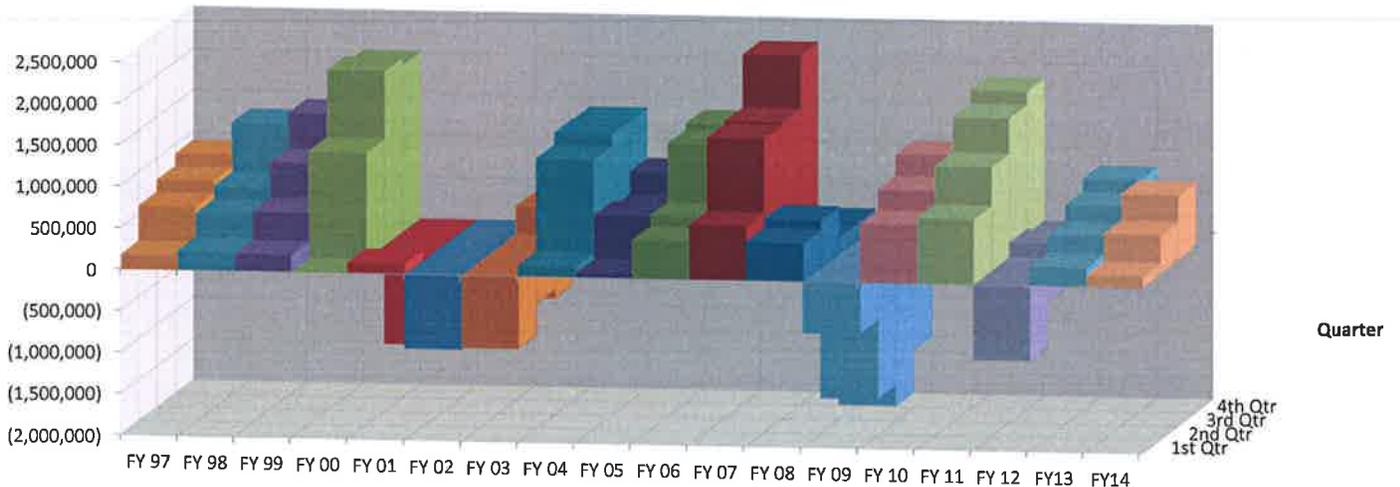
Investment Portfolio	Current Investment Allocation	Rate of Return
Utah State Inv Pool (PTIF)	\$ 27,960,512	0.48%
Morgan Stanley / Merrill Lynch	1,119,718	3.59%
Soltis Investment Advisors	1,543,023	6.55%
University of Utah	7,413,034	7.86%
Restricted Investments	694,761	1.40%
Total	\$ 38,731,048	2.51%

Investment Earnings

Investment Earnings	Amount
Interest & Dividends	\$ 321,596
Realized Capital Gain (Loss)	(17,660)
Unrealized Capital Gain (Loss)	479,218
Total	\$ 783,155



Comparison of Fiscal Year-To-Date Quarterly Earnings





INVESTMENT REPORT

July 1, 2013 to March 31, 2014

	Market Value 07/01	Market Value Mar	YTD Realized Income	YTD Unrealized Income	YTD Total Income	YTD Rate of Return
<i>Cash or Cash Equivalents</i>						
Utah State Inv Pool (PTIF)	20,661,742	27,434,934	99,165	-	99,165	0.48%
PTIF - Endowment Pool	523,575	525,577	2,002	-	2,002	0.38%
Total	21,185,317	27,960,512	101,166	-	101,166	0.48%
<i>Money Managers</i>						
Morgan Stanley / Merrill Lynch	1,080,909	1,119,718	11,839	26,970	38,809	3.59%
Solitis Investment Advisors	1,420,772	1,543,023	(17,077)	110,201	93,124	6.55%
University of Utah	6,872,573	7,413,034	182,604	357,857	540,462	7.86%
Total	9,374,254	10,075,775	177,366	495,029	672,394	7.17%
<i>Restricted Investments</i>						
Morgan Stanley - Bonds	563,800	573,091	24,931	(15,640)	9,292	1.65%
WF - Restricted Investments Fund	120,647	121,670	474	(162)	312	0.26%
Total	684,446	694,761	25,405	(15,801)	9,603	1.40%
Grand Total	31,244,018	38,731,048	303,937	479,227	783,164	2.51%

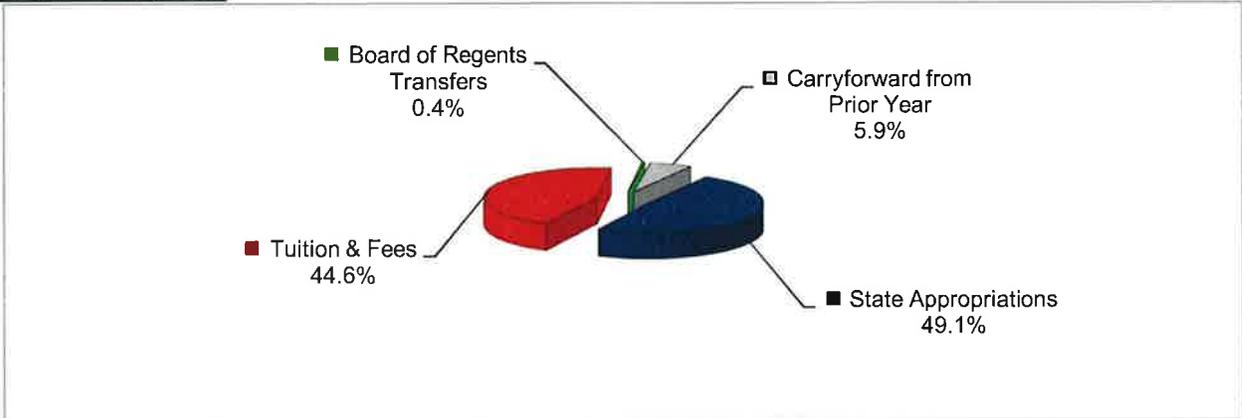


INVESTMENT REPORT

July 1, 2013 to February 28, 2014

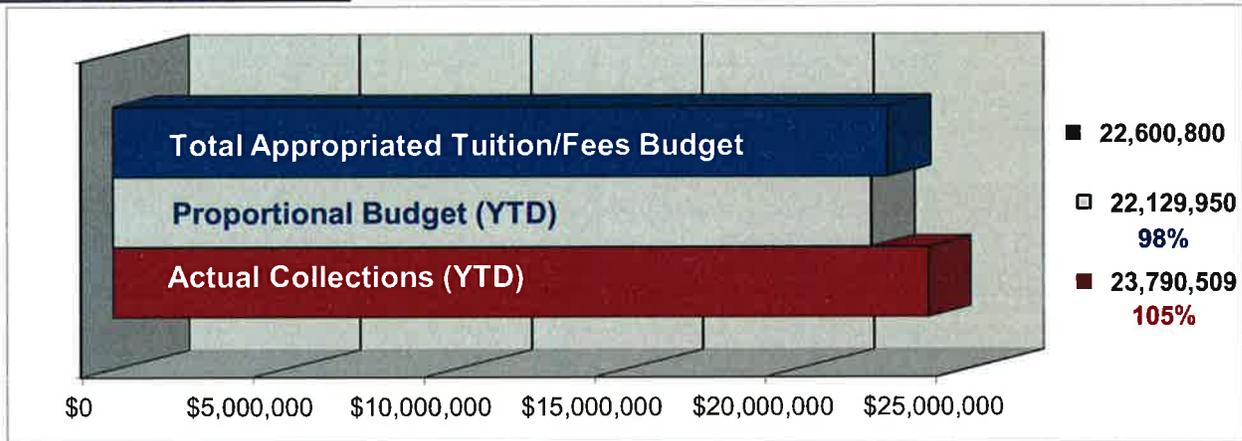
	Market Value 07/01	Market Value Feb	YTD Realized Income	YTD Unrealized Income	YTD Total Income	YTD Rate of Return
<i>Cash or Cash Equivalents</i>						
Utah State Inv Pool (PTIF)	20,661,742	28,409,817	86,872	-	86,872	0.42%
PTIF - Endowment Pool	523,575	525,353	1,778	-	1,778	0.34%
Total	21,185,317	28,935,171	88,649	-	88,649	0.42%
<i>Money Managers</i>						
Morgan Stanley / Merrill Lynch	1,080,909	1,120,462	11,273	28,279	39,553	3.66%
Solitis Investment Advisors	1,420,772	1,552,900	(16,890)	119,891	103,001	7.25%
University of Utah	6,872,573	7,352,230	121,800	357,857	479,657	6.98%
Total	9,374,254	10,025,591	116,183	506,027	622,210	6.64%
<i>Restricted Investments</i>						
Morgan Stanley - Bonds	563,800	577,302	24,930	(11,428)	13,502	2.39%
WF - Restricted Investments Fund	120,647	120,304	455	(142)	313	0.26%
Total	684,446	697,606	25,385	(11,570)	13,815	2.02%
Grand Total	31,244,018	39,658,368	230,218	494,457	724,675	2.32%

REVENUE SOURCES

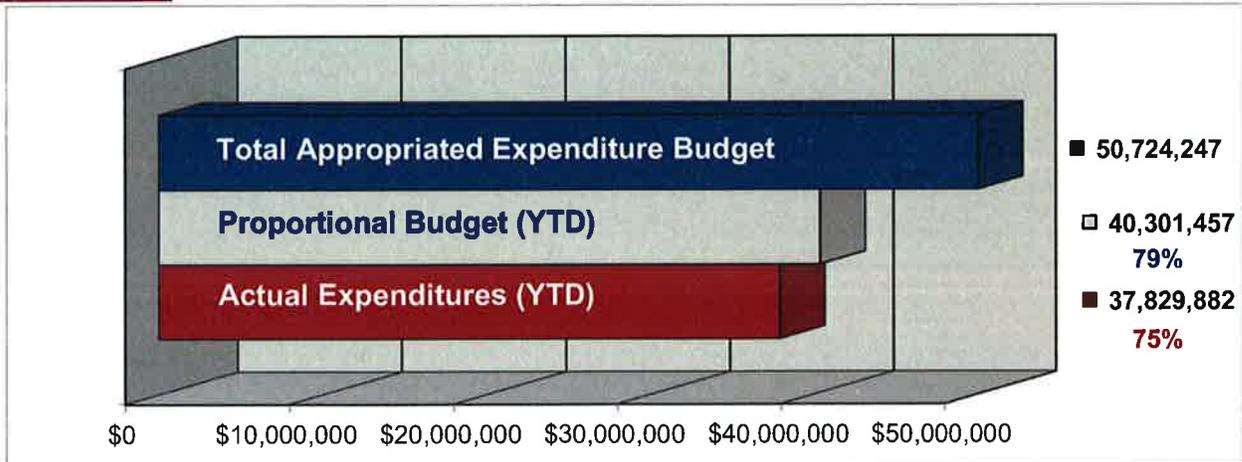


Total Budget - \$50,724,247

TUITION & FEE COLLECTIONS



EXPENDITURES





DIXIE STATE UNIVERSITY
STATEMENT OF REVENUES AND EXPENDITURES

April 16th, 2014

79% of Fiscal Year Lapsed - 21% Remaining

REVENUE SUMMARY

	Budget	Total Collections	Collections Above/(Below) Budget	Percent of Budget Collected
<u>Revenues</u>				
State Appropriations	24,899,200	19,782,926	(5,116,274)	79%
Tuition, Fees & Other	22,600,800	23,790,509	1,189,709	105%
Board of Regents Transfers	208,287	208,287	0	100%
Budget Carryover	3,015,960	3,015,960	0	100%
Total Revenues	50,724,247	46,797,682	(3,926,565)	92%

EXPENDITURE SUMMARY

	Budget	Total Expended & Encumbered	Remaining Budget Balance	Percent of Budget Expended
<u>Operational Expenditures</u>				
Instruction	2,822,959	2,373,163	449,796	84%
Public Service	193,705	73,996	119,709	38%
Academic Support	1,646,889	1,080,749	566,140	66%
Student Services	1,528,576	933,587	594,989	61%
Institutional Support	2,828,944	1,503,291	1,325,652	53%
Physical Plant	3,396,834	2,571,724	825,110	76%
Other General Fund	4,658,047	2,314,749	2,343,297	50%
Total Operational Expenditures	17,075,953	10,851,260	6,224,694	64%
Salaries & Benefits	33,648,294	26,978,623	6,669,672	80%
Total Expenditures	50,724,247	37,829,882	12,894,365	75%

**DIXIE STATE UNIVERSITY
POLICIES AND PROCEDURES**

Section: **3-Faculty**

Policy No: **3**

Approved: **12/1/95**

Revised: **9/26/96**

Revised: **1/22/10**

Policy: **FACULTY CATEGORIES**

3-3 FACULTY CATEGORIES

I. Membership of the Faculty

- A. The faculty shall consist of regular faculty, ~~library faculty~~ *professional faculty*, and auxiliary faculty. *All faculty must be committed to the teaching, service, scholarship, research, and creative mission of the institution.*

i. Full-time faculty receive a written letter of appointment at the time they are hired specifying their status, rank or position as appropriate, and the length of their probationary period. The letter of appointment will direct them to the Faculty Review policy for a schedule of required reviews and more information on review criteria.

II. Regular Faculty

- A. ~~Tenured and Tenure Track Faculty:~~ Appointees to the regular faculty shall commit to the teaching, service, scholarship, research, and creative endeavors of the institution. ~~They shall be eligible for tenure. Tenured, and tenure-track faculty shall include the ranks of professors, associate professors, assistant professors, and instructors. Members of this category have full voting rights in faculty matters~~

~~A. Probationary Regular Faculty:~~ *Full-time regular faculty who have not completed the required probationary period and/or have not successfully completed the Final Probationary Review are probationary faculty. Probationary regular faculty will be designated as tenure-track or probationary continuing status at the time of appointment. Probationary faculty are at-will employees.*

i. Tenure-track faculty have earned the terminal degree required in their discipline of appointment. Tenure-track faculty include the ranks of professor, librarian, associate professor, associate librarian, assistant professor, and assistant librarian.

ii. Probationary continuing status faculty have earned a master's degree but have not earned the terminal degree required in their discipline of appointment. Probationary continuing status faculty include the ranks of associate professor, assistant professor, and instructor.

1. Probationary continuing status faculty who earn the terminal degree required in their discipline of appointment will be transferred to tenure-track status.

B. Tenured Faculty: Post-probationary status for full-time faculty members who have earned the terminal degree required in their field of appointment and have been awarded the rank of professor, associate professor, assistant professor, librarian, associate librarian, or assistant librarian. Tenured faculty members have full voting rights on faculty matters, including tenure, corresponding to their rank.

C. Continuing Status Faculty: Post-probationary status for full-time faculty members who have not earned the terminal degree required in their field of appointment and have been awarded the rank of associate professor or assistant professor. Continuing status faculty members have some voting rights on faculty matters corresponding to their rank but do not have voting rights regarding tenure.

i. Continuing status faculty who earn the terminal degree required in their discipline of appointment may apply for tenure in the next cycle of faculty reviews.

~~III. Non-Tenure-Track Professional Faculty: Appointees to the regular faculty shall commit to the teaching, service, scholarship, research, and creative endeavors of the institution. Post-probationary status for full-time faculty members appointed to positions rather than academic ranks, hired outside the faculty salary schedule based on professional skills rather than academic credentials, and/or appointed outside an academic department. Such faculty members They are shall not be eligible for tenure, continuing status, or promotion through rank advancement. Non-tenure-Professional track-faculty positions may include but are not limited to the ranks of associate professors, assistant professors, instructors, lecturers, lecturer/advisors, in residence faculty, clinical faculty, and instructional technologist/designers. If they are employed full-time in this capacity, members of this B. Professional track faculty members category have some voting rights in faculty matters, but those rights do not include matters regarding tenure, continuing status, or rank.~~

i. Probationary professional faculty have not completed the required probationary period and/or have not successfully completed the Final Probationary Review. Probationary faculty are at-will employees.

III. — Library Faculty

- ~~A. Appointees to the library faculty shall commit to and support the institution's teaching program, service to the institution and community, and professional growth and scholarly or creative activity. Full time library faculty shall be eligible for tenure. Library faculty shall include the ranks of librarian, associate librarian, and assistant librarian. If they are full-time employees, members of this category have full voting rights in faculty matters.~~

IV. Auxiliary Faculty

- A. *To retain the flexibility to adjust programs and to meet changing needs and to employ faculty with more specialized foci, auxiliary faculty may be appointed to position to a variety of position.*

i. All auxiliary faculty are at-will employees whose appointments may be terminated before the conclusion of the limited term, unless specific contractual provisions otherwise govern. Auxiliary faculty are ineligible for tenure, continuing status, and promotion through rank advancement. Appointment to an auxiliary faculty position is without significance for the achieving or holding of tenure or continuing status in a future appointment. Auxiliary faculty do not have voting rights on faculty matters. Professional development opportunities for auxiliary faculty are limited.

~~ii. Appointment to an auxiliary faculty position is without significance for the achieving or holding of tenure. Auxiliary faculty shall do not have the right to vote on faculty matters, including matters regarding appointment, retention, tenure or promotion, or on individual personnel decisions relating to appointment, retention, tenure or promotion *although their participation in matters of faculty governance is welcomed.*~~

iii. Appointees to the auxiliary faculty shall be individuals include part-time faculty, adjunct faculty, clinical faculty, term-appointed faculty, and others. Professional development funding is not offered on the same basis as regular faculty.

iv. Appointments to the auxiliary faculty can only be made for limited terms.

- B. *Part-time contract faculty are term appointed to budgeted positions of .50 - .74 FTE. Part-time contract faculty have instructional and professional duties similar to regular faculty responsibilities, but those with the responsibilities are proportional to their appointment.*

i. Part-time contract faculty can be given the following honorary ranks:

- 1. Assistant Professor – has earned terminal degree required in discipline.*

2. Instructor – has earned a master’s degree but terminal degree in discipline is not required.

3. Lecturer – does not require a master’s degree.

4. Lecturer/Advisor – position devoted to instruction and advising.

ii. The use of honorary ranks does not infer that part-time faculty have the same voting rights in faculty matters as regular or non-tenure track faculty. Part-time faculty are not eligible for tenure or rank advancement.

iii. Part-time faculty are not required to maintain professional portfolios or undergo faculty review. However, departments are responsible for conducting evaluations of all part-time faculty on the same schedule as that which is required for full-time faculty.

C. Adjunct faculty who participate in the institution’s academic program and make a substantial and necessary contribution to those academic activities in varying roles, but, whose continuing Adjunct faculty may only be employed part-time on a semester-by-semester basis. No expectation of continuing employment is given or implied. The non-instructional professional activities of adjuncts are limited. Adjunct instructors are non-full time faculty whose professional efforts are devoted to teaching. Adjunct librarians are part-time librarians with specific duties, which may include instruction. professional activities do not span the full range of responsibilities of regular faculty members. Therefore, professional development funding is not offered on the same basis as regular faculty.

D. Part-time clinical faculty are instructors who use their professional expertise in a practice context and/or whose primary professional responsibility is conducted in a clinical, professional, or practicum setting.

E. Term-appointed faculty are appointed in full-time or part-time positions for a specific period of time. Positions include but are not limited to regular faculty ranks, lecturer, visiting faculty, sabbatical replacement faculty, in residence faculty, and temporary faculty.

i. Full-time term appointed faculty have the same range of instructional duties and professional responsibilities as other full-time faculty.

ii. The use of honorary ranks does not infer that term-appointed faculty have the same voting rights in faculty matter as regular or non-tenure track faculty.

F. Other auxiliary faculty may include a variety of part- and full-time faculty positions outside the scope of tenured, continuing status, or professional faculty positions.

G. Faculty emeriti are considered auxiliary faculty although they retain certain rights corresponding with their esteemed position. (Refer to Policy 3-38 Faculty Emeriti)

- B. To retain the flexibility to adjust programs and to meet changing needs and to employ faculty with more specialized foci, auxiliary faculty may be appointed to positions including adjunct instructors, adjunct assistant professors, adjunct associate professors, adjunct professors, adjunct librarians, clinical instructors, term appointed lecturers, term appointed lecturer/advisors, term appointed faculty, temporary faculty, sabbatical replacement faculty, visiting faculty, and faculty emeriti.
- C. Auxiliary faculty shall not have the right to vote on faculty matters and shall not have tenure or the expectation of tenure.
- D. Responsibilities and Rights
- E. Terms
 - i. Appointments to the auxiliary faculty are for limited terms only. All annual auxiliary faculty appointments end automatically each June 30.
 - a. Ongoing budgeted funding is not necessary for auxiliary faculty positions.
 - b. Clinical and adjunct faculty may only be employed part-time on a semester by semester basis. No expectation of continuing employment is given or implied
- F. Early Termination
 - i. Auxiliary faculty members' appointments may be terminated before the conclusion of the limited term, unless particular contractual provisions otherwise govern.
- G. Categories
 - i. Adjunct instructors, adjunct assistant professors, adjunct associate professors, and adjunct professors whose primary professional efforts are devoted to teaching.
 - ii. Term appointed Lecturer/advisors appointed as faculty are instructional faculty whose primary professional efforts are devoted to teaching and advising.
 - iii. Clinical faculty are instructional faculty whose primary professional expertise is in the practice context or whose primary professional responsibility is conducted in a clinical, professional, or practicum setting.
 - iv. Term appointed faculty, temporary faculty, term appointed lecturers, and sabbatical replacement faculty are employed in one year appointments. In most cases, such auxiliary faculty have responsibilities similar to those of regular faculty, but without continuing appointment.
 - v. Visiting faculty are appointed on a limited term, contractual basis.
 - vi. Faculty emeriti (Refer to Policy 3-38)

DIXIE STATE UNIVERSITY POLICIES AND PROCEDURES MANUAL	Section: 3-Faculty
	Policy No: 7
	Approved: 10/27/95
	Revised: 03/15/01 Revised: 05/02/08
Policy: FACULTY REVIEWS RETENTION, PROMOTION, AND TENURE	

3-7 Faculty Reviews (*formerly known as Retention Promotion & Tenure; also incorporates 3-48 Continuing Status / Post-Tenure Reviews*)

Note: The scope of this revision was so large that the usual strikethrough and replace method of presenting new and revised policy content proved untenable. Instead, current policies 3-7 and 3-48 were inserted intact by section following revisions.

- New text is in regular font
- Strikethrough is current 3-7 Faculty Retention, Promotion, and Tenure
- Strikethrough *italics* is current 3-48 Continuing Status / Post-Tenure Review

Section 1: Definitions

Section 2: Review Criteria

Section 3: Faculty Portfolios

Section 4: Committees

Section 5: Schedule of Reviews

Section 6: Intermediate Probationary Review

Section 7: Final Probationary Review

Section 8: Promotion Review

Section 9: Post-Probation Review

Section 10: Addenda

Section 1: Definitions

- I. Candidate** – A full-time employee with a faculty appointment who submits a portfolio for a required or optional review under this policy.
- II. Continuing Status** – Continuing status denotes post-probation status for faculty members who have not earned the terminal degree required in their discipline of appointment at the end of their probationary period. Faculty members appointed to ongoing positions but have not earned the terminal degree required in their discipline of appointment who are and demonstrate excellence in teaching and exhibit a strong commitment to serving students, colleagues, the department, the institution, and the greater community can be awarded Continuing Status after the appropriate probationary period and reviews. Faculty members who have earned the terminal degree required in their discipline of appointment will apply for tenure. Granting continuing status after the probationary period acknowledges that faculty members are highly valued by the institution, are competent in their disciplines, and are capable of continued excellence in teaching, service, and scholarly, research or creative contributions as appropriate to their role statement. Continuing status faculty members have specific rights and responsibilities regarding institutional and faculty governance. Because granting continuing status is regarded as a critical personnel decision, it is imperative that a thorough, responsible screening be part of the process of granting continuing status. Continuing status faculty members are required to undergo Post-Probation Review although they are not eligible for Post-Probation Review increases, which are reserved for tenured faculty.
- A. Faculty appointed to as probationary continuing status or continuing status positions may hold the academic ranks of associate professor, assistant professor, and instructor.
 - B. If a probationary continuing status faculty member earns the required terminal degree prior to applying for continuing status, s/he will apply for tenure instead, with years of service credited equally and no change in the probationary period. An official transcript showing the required terminal degree must be sent by the awarding institution to the Human Resources Office.
 - C. If a faculty member receives the terminal degree required in the discipline of appointment after having been awarded continuing status, s/he may elect to submit an application for tenure in the review cycle following degree posting or in any year thereafter. An official transcript showing the required terminal degree must be sent by the awarding institution to the Human Resources Office.
 - i. A continuing status faculty member who chooses to apply for tenure once s/he becomes eligible would still be considered non-probationary and would incur no employment jeopardy by applying.
 - D. Specific faculty positions, including professional positions and all positions outside academic departments, are ineligible for tenure. A new faculty member's letter of appointment indicates if the position if the faculty member will be eligible for continuing status or tenure after a successful Final Probationary Review .
- III. Day** – Within this policy, “day” refers to a “calendar day” unless “business day” is specified. A day when the University is open for business, excluding weekends and holidays, is considered a business day.
- IV. Deadlines** – A non-business day is a day on which the University is not open for business. If a deadline included in this policy falls on a non-business day, the deadline will be changed to the next business day.
- V. Faculty** – For the purposes of this policy, a faculty member is a full-time employee with any type of faculty status as defined in Policy 3.3 Faculty Categories.

VI. Non-Compliance – Failure to submit an Intermediate Probationary, Post-Probation, and Final Probationary review portfolio according to the schedule outlined in this policy will result in disciplinary action as outlined in DSU Policy 3-4 Code of Faculty Rights & Responsibilities, up to and including non-reappointment or termination in accordance with Policy 3-5 Faculty Termination Policy.

VII. Probation – A six (6)-year period of probationary employment is required for faculty appointed to ongoing, full-time positions. Scheduled evaluations and reviews during the probationary period evaluate performance and provide constructive feedback as faculty progress. The contracts of faculty members who do not meet the standards of the department or the expectations of the institution may be subject to non-renewal of contract accordance with Utah Board of Regents policy R481, Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review, and DSU policy 3-5 Faculty Termination at any time during their probationary period. Probationary faculty members are at-will employees.

- A. The institution is permitted, within the limits of academic freedom, statutory law, and constitutional law, the utmost discretion in determining who will be retained for tenure and continuing status appointments. Probationary faculty members are appointed on an annual basis according to the following schedule in accordance with Utah Board of Regents policy R481:
- i. During the first academic year of service, notice of non-reappointment will be given not later than March 1 of the first year of academic service, or at least three months in advance of termination.
 - ii. During the second and subsequent years of academic service, notice of non-reappointment will be given not later than December 15 of the academic year, or at least six months in advance of termination.
 - iii. The formal probationary period for faculty members whose appointment begins after September 1 (midyear appointments) starts at the beginning of the following academic year on July 1.
 - iv. Serving as a department chair during the probationary period has no impact on the length of the probationary period. A post-probation faculty member with rank in a DSU academic department who accepts appointment as a dean or other full-time administrative position retains faculty status, rank, and tenure during his/her administrative appointment, but is not considered to have a current faculty appointment. Years served as a dean or other full-time administrative position can accrue toward rank advancement as applicable, although application for such advancement may not be submitted while the individual is serving in a non-faculty appointment, and Post-Probation Reviews are not required while a faculty member serves in as a dean or in another administrative position. (See DSU Academic Structure Policy 3-28.)
 - v. A probationary faculty member who accepts a full-time administrative position relinquishes his/her faculty status, with the exception that s/he may negotiate to have prior years of faculty service counted toward post-probation status and rank advancement if s/he accepts a faculty position immediately after serving in the administrative position.
 - vi. No credit toward tenure, continuing status, or non-probationary status can be awarded for term appointments or non-full time positions at DSU or other institutions.
 - vii. Certain situations such as family medical leave or military duty may merit temporarily suspension of the probationary period. The faculty member must make a written request for approval of the suspension to the chair, the dean and the Vice President of Academic Services.

Periods of duty spent off campus or on scholarly activity or educational leave are counted as part of the probationary period unless other written agreement is made.

B. In specific circumstances and solely at the discretion of the University, a new faculty member who has both exceptional qualifications and experience at a regionally accredited institution may be awarded a reduction in the probationary period with the written approval of the Dean, the Vice President of Academic Services, and the President.

i. A one (1) to two (2) year reduction is allowed based on the amount and quality of documented previous tenured experience. The maximum two (2) year credit allows an experienced, exemplary faculty member to undergo the required Intermediate Probationary Review in the second as opposed to third year and the required Final Probationary Review in the fourth rather than the sixth year. Any exception made in extraordinary circumstances must be approved in writing by the Dean, Vice President of Academic Services, and the President.

ii. A reduced probationary period may only be awarded at the time of appointment and may not be negotiated after that point.

~~i. Probation / Retention: A probationary period is required for all individuals appointed to regular faculty ranks prior to the granting of tenure. Reviews shall be scheduled during this probationary period to evaluate the academic performance of non-tenured individuals, to provide constructive feedback on their academic progress, and to terminate the appointment of those who do not meet the standards of the department and the expectations of the institution after their initial appointments.~~

VIII. Professional Faculty – Post-probationary status for full-time faculty members appointed to positions rather than academic ranks, hired outside the faculty salary schedule based on professional skills rather than academic credentials, and/or appointed outside an academic department. Such faculty members are not eligible for tenure or continuing status.

Professional faculty positions may include but are not limited to professional faculty, lecturer, lecturer/advisor, in residence faculty, clinical faculty, and instructional technologist / designer. Professional faculty members have some voting rights in faculty matters, but those rights do not include matters regarding tenure, continuing status, or rank. Faculty in these positions who demonstrate excellence in fulfilling their role assignment and who exhibit a strong commitment to serving students, colleagues, their department, the institution, and the greater community can be awarded Non-Probationary Status after the appropriate probationary period and reviews. Professional faculty members are required to submit Intermediate Probationary, Final Probationary, and Post-Probation reviews according to the schedule outlined in this policy. Professional faculty members are not eligible for promotion in the form of rank advancement. Professional faculty members are required to undergo Post-Probation Review although they are not eligible for Post-Probation Review salary increases, which are reserved for tenured faculty.

IX. Post-Probation – Faculty members who have completed the probationary period may be awarded tenure, continuing status, or non-probationary status after a Final Probationary Review.

X. Promotion – Promotion in faculty rank is the acknowledgement by the institution of excellence in performance of teaching and service, professional competence and responsibility, and/or scholarly research or creative work as appropriate to the faculty member's role statement. Faculty members eligible for promotion, which is also referred to as rank advancement, may apply in the sixth year of full-time Tenure-Track, Tenured, Probationary Continuing Status and/or Continuing Status employment after the last review. Length of service alone should not create an expectation of promotion. Faculty appointed to Professional positions do not hold rank and they are therefore ineligible to apply for promotion (see Professional Faculty).

A. Members of the faculty appointed to tenure-track positions who hold the terminal degree required in their discipline of appointment may be awarded tenure and the following ranks: assistant professor, assistant librarian, associate professor, associate librarian, professor, and librarian.

B. Members of the faculty appointed to probationary continuing status positions who have earned a master's degree but do not hold the required terminal degree required in their discipline of appointment may apply for and be awarded continuing status and the following ranks: instructor, assistant professor, and associate professor.

~~ii. Promotion: Promotion in rank is the acknowledgment by the institution of excellence in performance in teaching and service; professional competence and responsibility; and scholarly, research or creative work.~~

XI. Rank – Academic ranks include the titles instructor, assistant professor, associate professor, professor, assistant librarian, associate librarian, and librarian. These titles are reserved for tenure-track, tenured, probationary continuing status, and continuing status faculty who have received that academic appointment in an academic department. All faculty members receiving these ranks must have earned a master's or doctoral degree.

A. A new faculty member who has earned the terminal degree required in his/her discipline of appointment typically begins service at the rank of assistant professor. A new faculty member who has not earned the terminal degree required in his/her discipline of appointment typically begins service at the rank of instructor. A new library faculty member typically begins service at the rank of assistant librarian. A professional faculty member is not appointed to an academic rank but is hired in a specific position.

B. Based on documented prior experience, a new faculty member may be appointed at a higher rank. A number of factors may be used in consideration of appointment at higher rank, including the relevance, quality, and quantity of the prior experience. Such an award is an exception to policy, is made solely at the discretion of the University, and cannot be negotiated after the faculty member's appointment. Appointment at higher rank must be approved in writing by the dean, the Vice President of Academic Services, and the President. Appointment at higher rank has no bearing on a faculty member's probationary period.

XII. Retention – A probationary faculty member is retained when s/he is offered employment for the following academic year, either through direct reappointment or the absence of non-reappointment.

XIII. Review – A faculty review is the process of peer and administrator examination of a faculty member's portfolio for the purpose of appraising the faculty member's performance in his/her duties and responsibilities as outlined in the faculty member's role statement, the Code of Faculty Rights and Responsibilities (Policy 3-4), and other applicable University policies.

XIV. School – A school within the University is usually organized under a dean. However, in this policy, a School Faculty Review Committee refers to faculty members who have been grouped together for purposes of voting on faculty review matters. Schools under deans may be subdivided as provided in this policy, but in no case will faculty members in a department be assigned to separate schools. Faculty members without appointment in an academic department will be assigned a school for the purpose of faculty reviews, and reasonable effort will be made to continue that assignment throughout the faculty member's appointment.

XV. Tenure – Faculty members appointed to ongoing tenure-track positions who have earned the terminal degree required in the discipline of appointment by the time of the Final Probationary Review and who demonstrate excellence in teaching and exhibit a strong commitment to serving students, colleagues, the department, the institution, and the greater community can be awarded tenure after the appropriate probationary period and reviews. Granting tenure after the probationary period acknowledges that faculty members are especially valued by the institution, are competent in their disciplines, and are capable of continued excellence in

teaching, service, and scholarly, research or creative contributions as appropriate to their role statement. Tenured faculty members have specific rights and responsibilities regarding institutional and faculty governance. Because granting tenure is regarded as the University's most critical personnel decision, it is imperative that a thorough, responsible screening be part of the tenure-granting process. Tenured faculty may apply for promotion and are required to submit portfolios for Post-Probation Reviews as scheduled. Tenured faculty members who receive favorable Post-Probation Reviews are eligible for salary increases as outlined in the Faculty Salary Policy (3-18).

~~iii. Tenure: Faculty members are expected to exhibit an equally strong commitment to serve students, colleagues, the department, the institution, and the greater community. Granting tenure acknowledges that faculty members are especially valued by the institution, are competent in their disciplines, and are capable of continued teaching, service, and scholarly, research, or creative contributions as appropriate to their job description and role. Because granting tenure is regarded as the College's most critical personnel decision, it is imperative that a thorough, responsible screening process be followed in the tenure-granting process.~~

XVI. Tenure-Track– The probationary period for faculty members in full-time ongoing positions identified as tenure-track wherein the appointed faculty member holds the terminal degree required in his/her discipline of appointment and is projected to meet the expectations of and must apply for tenure in the final year of the probationary period. Tenure-track appointments must be made within an academic department at one of the following academic ranks: assistant librarian, assistant professor, associate librarian, associate professor, librarian, or professor.

XVII. Terminal Degree – The level of and/or specific academic degree required for tenure as well as for various academic appointments at DSU. Academic disciplines may have specific standards listed in an addendum to this policy, but the minimum standards at DSU are:

- A. Faculty members must have earned a master's degree to earn continuing status and/or to be awarded the rank of instructor, assistant professor, assistant librarian, associate professor, or associate librarian.
- B. Faculty members must have earned the terminal degree required in their discipline of appointment to earn tenure, the rank of professor, and/or be eligible for post-probation salary increases.
- C. Utah Board of Regents Policy R312 includes the following restrictions.
 - i. The master's degree is the standard requirement for faculty teaching general education courses.
 - ii. Faculty teaching upper-division courses will have earned or be working toward the appropriate terminal degree for their field and specialty.

Section 2: Review Criteria

- I. The professional judgment of a faculty member's peers and colleagues is a significant factor in faculty self-governance. Typically, faculty members are reviewed based on standard or additional criteria for teaching, service, and, as applicable, scholarly, research, or creative work. All faculty members are required to satisfactorily perform the duties and responsibilities detailed in the faculty member's role statement in fulfillment of the University's mission. All members of the faculty are expected to perform their duties in accordance with the Code of Faculty Rights & Responsibilities (Policy 3-4), including statements on ethics and responsible conduct. Documentation must be provided to substantiate the portfolio and allow review based on applicable criteria. Reviews involve both quantitative and qualitative information. Portfolios are evaluated on a case by case basis.

- A. Standard criteria are applied as appropriate to the candidate's role statement and those criteria may be altered as needed based on a candidate's duties as listed in the role statement. Candidates are not necessarily reviewed on the same criteria, and criteria are not weighted equally.
- B. Departments and/or schools may submit substitute or add criteria based on required or specialized activities for any subgroup of faculty. Such additional criteria must be approved by a majority of the full-time faculty in the organizational unit, must be submitted to Academic Council for approval, and must be linked from this policy as addenda before implementation.
- C. Student evaluations will be considered to the extent that a faculty member's role statement includes teaching. Student evaluations of faculty members whose role statement does not include or emphasize teaching but who teach overload courses will be considered supplemental in the faculty review process.
- D. Teaching typically includes effective instruction and teaching and learning activities; pedagogical technique and/or innovation; fair and timely evaluation of student work; quality feedback to students; maintaining professional competencies; teaching preparation; judgment in selecting and emphasizing course content to fulfill programmatic and institutional objectives; providing students with a broad scholarly perspective; offering constructive feedback to students and challenging them to do their best; openness and receptivity to students and their ideas; and willingness to work with colleagues to fulfill departmental and/or program goals. Documentation supporting teaching usually includes proficiency in curriculum development as demonstrated through instructional materials such as syllabi and assignments, tests, exams, etc., as well as examples of student work produced as a result of excellent teaching.
- E. Faculty members are required to perform service on two levels: professional service to the University and service to outside organizations and/or the community. Service activities are not expected to constitute the major emphasis in a role statement for tenure-track faculty members.
- i. All faculty members are expected to maintain office hours and be available to students and colleagues to conduct University business. Required additional professional service to the University typically includes but is not limited to advising and mentoring students; participating in shared governance in the form of membership on committees and attendance at meetings on and off campus; administrative duties; working on curriculum development, program review, and assessment; attending commencement ceremonies; and engaging in other service to the University. Documentation supporting professional service to the University usually includes letters from committee chairs showing participation on committees; samples of curriculum development, program review, and assessment; and examples of student interaction and engagement.
 - ii. Service to outside organizations and the community typically includes but is not limited to participation in regional and national professional organizations and activities, including holding appointed or elected office in such organizations; professionally related volunteer work and positions; public speaking and/or information dissemination involving professional expertise; and outreach and engagement activities supporting the University mission.
- F. Scholarly, research, or creative work is evaluated as appropriate to the candidate's discipline and role statement. Such work typically includes applied and theoretical research; creative activities which produce new works of art, music, or literature; publication of peer-reviewed work; and serving as an editor for a scholarly publication, all of which if used as evidence by a candidate as part of a portfolio, should be complementary to the individual's disciplinary assignment.

- G. Faculty members are expected to demonstrate a strong commitment to serve students, colleagues, the department, the University, and the greater community. Granting tenure, continuing status, or non-probationary status acknowledges that faculty members have made significant contributions appropriate to their role statement toward fulfilling the University's mission; are especially valued by the institution; have developed an established record demonstrating teaching effectiveness in their disciplines; and are capable of continued teaching, service, and scholarly, research, or creative contributions.
- H. Faculty members who have received tenure, continuing status, or non-probationary status are expected to demonstrate the same strong commitment to serve students, colleagues, the department, the University, and the greater community throughout their careers at DSU. Post-Probation Review criteria are the same as for other reviews.
- I. Intermediate Probationary, Tenure, and Continuing Status reviews are based on the cumulative work of a faculty member to the date of application. Promotion and Post-Probation reviews focus on the faculty member's accomplishments since his/her last promotion.

B. Criteria

~~i. Content and approval. The College shall formulate and distribute to all faculty members a statement of criteria to be used in retention, promotion, and tenure reviews. These criteria shall address the qualifications of candidates with respect to the areas of teaching and service, as well as scholarship, research, and creative accomplishments, and who, in addition, demonstrate excellence in at least one of these three areas as defined by the goals established between the faculty member and department chair. The statement shall be consistent with applicable provisions of college regulations, faculty regulations, and faculty responsibility as well as professional codes if appropriate, and with the purpose of the College as stated in the State Higher Education System Regulations.~~

~~ii. Standard for the criteria. The criteria shall emphasize the institution's commitment to superior intellectual attainment and responsible faculty conduct. In carrying out their duties in teaching, service, and research or other creative activity, faculty members are expected to demonstrate the ability and willingness to perform as responsible members of the faculty, as defined in the Faculty Rights and Responsibilities policies. The criteria are not weighted equally. Dixie State College of Utah highly values teaching and service activities. The examples listed are not comprehensive, and a faculty member's criteria may be based on individual employment terms.~~

~~a. Academic Preparation: In order to be eligible to receive tenure, a faculty member must hold a terminal degree as defined by college criteria for each discipline.~~

~~b. Teaching: Typically includes effective instruction and classroom activities, evaluation of student work, program planning, curriculum development, course development, pedagogical technique, etc. All candidates for retention, tenure, and promotion must show evidence of excellent teaching and professional expertise.~~

~~e. Service: There are two kinds of activities that comprise faculty service: those that serve the institution and those that serve outside organizations. Activities designed to govern and improve the institution, including student advising, academic planning and administration, and faculty governance are often typified by active committee work. All candidates for retention, tenure, and promotion must show evidence of significant service to the institution.~~

~~d. Scholarship, research, creative accomplishments: applied and theoretical research; creative activities which produce new works of art, music, or literature; publication of peer-reviewed work; serving as an editor for a scholarly publication are a few of the activities that can be~~

considered in this category, all of which, if used as evidence by a candidate for retention, tenure, and promotion should be complementary to the individual's disciplinary assignment.

e. Assessments of teaching and service, as well as scholarship, research, and creative accomplishments as appropriate. Reviews may include the candidate's conduct as a responsible member of the faculty.

iii. Previous accomplishments. Prior accomplishments, such as research publications or teaching experience, shall not substitute for a continuing record of accomplishments during the period under review.

iv. Retention. The probationary period will be six (6) years of full-time, tenure-track service at Dixie State College.

a. The institution is permitted, within the limits of academic freedom, statutory law, and constitutional law, the utmost discretion in determining who will be retained for tenure appointments. Appointments for probationary faculty are made on an annual basis according to the following schedule in accordance with Utah Board of Regents policy:

1. In accordance with Utah Board of Regents policy 3.10.1, during the first academic year of service, notice of nonreappointment shall be given not later than March 1 of the first year of academic service, or at least three months in advance of termination.

2. In accordance with Utah Board of Regents policy 3.10.2 and 3.10.3, during the second and subsequent years of academic service, notice of nonreappointment shall be given not later than December 15 of the academic year, or at least six months in advance of termination.

b. For mid-year appointments faculty probation period will start at the beginning of the next academic year which is July 1.

c. Suspension of the probationary period. Certain situations such as family medical leave or military duty may temporarily suspend the probationary period, and the faculty member must make a written request for approval of such action. Periods of duty spent off campus or on scholarly activity/sabbatical leave are usually counted as part of the probationary period and therefore do not stop the tenure clock. Approval must be given in writing by the dean, vice president and president.

d. Reduced probationary period. At the time of hire, a candidate who has exceptional qualifications based on previous tenured experience may negotiate to have up to two years of prior equivalent professional service accepted towards completion of probationary period. This allows an experienced, exemplary faculty member to undergo tenure review in the fourth rather than the sixth year. Approval must be given in writing by the dean, vice president, and president. *[Removed from policy. See attached procedure "Guidelines"]*

v. Promotion. Promotions to next rank will be considered in the sixth year of full-time tenure-track employment. However, length of service alone should not create an expectation of promotion.

vi. Tenure. Tenure-track faculty members continue on tenure track while holding administrative positions.

Section 3: Faculty Portfolios

I. The University requires that all documentation regarding and in support of a candidate's review portfolio be housed in the specified electronic system. All full-time employees with faculty appointments are required to maintain a current portfolio in the electronic portfolio system, whether or not a review is imminent. Since reviews are based largely on a faculty member's performance and activities in the period since the last review, it is logical that documentation and information that is outdated (e.g. relevant only to the period prior to the last review) will be periodically removed. The portfolio should include documentation of all aspects of a faculty member's assignment as detailed in the annual role statement. Before undergoing a review, the candidate is responsible to ensure that his/her electronic portfolio includes the following:

- A. Human Resources form indicating eligibility, terminal rank in discipline, and faculty member's educational attainment. This form is not required for Post-Probation Reviews.
- B. Recent curriculum vitae with appropriate dates, activities, and references to documentation grouped into categories in a logical manner that supports the University's criteria for review of portfolios.
- C. Role statements for all years under review.
- D. Dean's Report, which is an honest and frank assessment by the faculty member's dean as to how the faculty member is progressing in the quantity and quality of teaching, service, fulfillment of role statement, and other activities, duties, and responsibilities relevant to the review process. The assessment should reflect on the faculty member's role statement(s) and both current and cumulative accomplishments while employed at DSU and must include a recommendation as to the faculty member's retention ; tenure, continuing status, or non-probationary status; and/or promotion as appropriate.
- E. Written results of all previous portfolio reviews, including letters and /or reports issued by the School Faculty Review Committee, University Faculty Review Committee, Post Probation Faculty Review Committee, and Vice President of Academic Services. All documentation in this category should be maintained throughout the faculty member's employment at the University and may not be removed as outdated.
- F. Letters and/or reports from the School Faculty Review Committee, University Faculty Review Committee, and Vice President of Academic Services received throughout the current review process must be added to the portfolio before the next level of review can commence.

II. It is the responsibility of the faculty member to ensure that all required evaluations outlined in DSU Policy 3-4 Code of Faculty Rights & Responsibilities are included in the portfolio:

- A. Student Evaluations: According to the DSU Code of Student Rights & Responsibilities (Policy 5-33), students have the right to evaluate every course in which they enroll. Faculty members must ensure that student evaluations from all courses taught in the candidate's two main semesters of appointment (typically Fall and Spring) are included in the electronic portfolio.
- B. Peer Evaluations: Two per year during the first two years of appointment and minimum one per year in subsequent years.
- C. Supervisor Evaluations: Two per year for the first two years of appointment and minimum one per year in subsequent years.
- D. Self-Evaluation: Minimum one per year near or at the end of the academic year.

III. Evidence to support teaching criterion, as appropriate to role statement:

- A. Samples of syllabi.

- B. Examples of faculty member's pedagogical techniques.
- C. Samples of assignments, quizzes, exams, and other methods of evaluating student learning outcomes.
- D. Examples of student work, particularly written and/or research-based work.
- E. Evidence of assessment activities.

IV. Evidence to support service criterion:

- A. Documentation of service to the institution.
- B. Evidence of relevant service related to the institution's mission to the profession, to the community, or to outside organizations.

V. Other documentation:

- A. Documentation of professional development, including required post-award reports.
- B. If desired or required by role statement, evidence of creative or scholarly activity, including research, publication, artwork, curriculum development, etc.
- C. General letters of support or recommendation as desired.
- D. Copy of Professional Development Plan, if one has been implemented. Refer to Policy 3-4 Code of Faculty Rights & Responsibilities for more information about Professional Development Plans.

VI. The following must be included in the portfolio before the next-level review can be completed, and these documents should permanently remain in the portfolio. In addition, any formal, written response to the above listed documents submitted by the candidate must be included in the portfolio.

Level of Review	Documents Required Before Review
School Faculty Review Committee	<ol style="list-style-type: none"> 1. Letter from the candidate to Chair of School Faculty Review Committee. 2. Human Resources form indicating eligibility, terminal rank in discipline, faculty member's educational attainment, etc. 3. Dean's Report.
University Faculty Review Committee	<ol style="list-style-type: none"> 1. Letter from Chair of School Faculty Review Committee to University Faculty Review Committee.
University Post-Probation Review Committee	<ol style="list-style-type: none"> 1. Letter from candidate to Chair of University Faculty Post-Probation Review Committee. 2. Dean's Report.
Vice President of Academic Services' Review	<ol style="list-style-type: none"> 1. Letter from University Faculty Review Committee or Post-Probation Faculty Review Committee to Vice President.

VII. Any member of a School Faculty Review Committee has the right to access the electronic portfolio of a faculty member who has submitted an application to that committee and to participate in the review,

regardless of voting rights, rank, or discipline. In order to facilitate the required rigorous and thorough review, access should be offered in the most convenient method possible. All faculty members eligible to participate in the review should have access to relevant portfolios through their office computers. Deans and the Vice President of Academic Services or their designee(s) have the right to review the electronic portfolio of any faculty member under their jurisdiction at any time.

IV. Candidate's Portfolio

Proper preparation and completeness of each candidate's portfolio are essential for the uninterrupted progress through all the stages of the review process. Required components are identified below.

A. Structure of the portfolio. The portfolio is envisioned as a notebook which is growing throughout a faculty member's probationary period at the College. However, a physical notebook is not the only method allowable; for example, an electronic file or other format may be used alone or as a supplement. The portfolio shall be cumulative and kept current as described below.

B. Curriculum vitae. The candidate's portfolio is expected to provide a current and complete curriculum vitae, which is organized in a clear and coherent manner, with appropriate dates of various items and logical groupings of categories related to the college's retention, tenure and promotion criteria.

C. Reviews and recommendations. The candidate shall include the recommendations from all previous reports submitted by all voting levels in formal reviews, i.e., department and college retention, tenure, and promotion advisory committees; letters from chairs, deans, vice presidents, and the president. Teaching, supervisor, peer, and student evaluations and letters or reports from all informal reviews should also be included.

i. The past reviews and recommendations in the portfolio for promotion to Professor shall include the candidate's vita at the time of the previous promotion (or at appointment if hired as Associate Professor); all reports and recommendations from tenured faculty reviews, and teaching evaluation summaries since the previous promotion (or appointment). If that promotion or appointment was more than five years earlier, teaching evaluation summaries should be included for at least the most recent five years.

D. Faculty responsibility. Letters of administrative reprimand and any findings, decisions, or recommendations from college committees or officials arising from relevant concerns about the faculty member must be included in the candidate's portfolio, as well as actions taken to address any deficiencies and/or negative reports. Similarly, candidates will want to include positive evidence of accomplishment.

E. Evidence of service and research/scholarship/creative activity. The candidate is expected to provide evidence of service as well as research, scholarship, and creative accomplishments.

F. Other written statements. Any other written statements from the candidate, faculty members in the department, department chairperson, the associate dean, dean or interested individuals, which are intended to provide information or data of consequence for the formal review of the candidate, must be placed in the portfolio before the Division Promotion and Tenure Committee considers the case.

G. Review of portfolio. The candidate's portfolio shall be made available to those eligible to participate in Division Promotion and Tenure Committee voting for a reasonable time period before the vote will take place.

III. Review Portfolio: Each member of the faculty is responsible for maintaining an up-to-date and complete professional portfolio based on current institutional guidelines formulated by the College Retention, Promotion, and Tenure Committee. The portfolio is the primary source of information for the College Post-Tenure Review Committee. Standards may differ based on appointment, discipline, rank, etc. However, all portfolios should contain thorough documentation covering at least the five years immediately prior to the review, and typically including at least the following:

A. Report(s) from previous continuing status / post-tenure review, or, if the faculty member is undergoing the first review after tenure award and/or promotion, documentation from Division and College Promotion and Tenure committees, Dean, and Vice President of Academic Services regarding that application.

B. Current position description and vita.

C. Evaluations from administrative supervisors, peers, and one's self.

D. Recommendations from supervisors (chair, dean/associate dean).

E. Evidence of teaching competence, pedagogical innovation and improvement, curriculum development, and student evaluations of instruction

F. Evidence of continued professional development.

G. Evidence of service to the institution, including student advising, faculty governance, and academic planning and administration, often typified by active committee work.

H. Evidence of service to outside organizations within the profession or service to the community designed to advance the mission of the College.

I. As desired, evidence of scholarship, research, and creative accomplishments complementary to the individual's disciplinary assignment.

Section 4: Committees

I. For the purposes of this policy, confidential information is that which not generally known to the public. The confidentiality of information related to the processes outlined in this policy is to be respected. The confidentiality extends indefinitely, not just during the review period. Members of all committees and others with access to this information participate in the process with the understanding that all matters related to faculty reviews, including deliberations and voting results, must remain confidential. The rule of confidentiality does not expire. Even after a review is completed, committee members are prohibited from discussing any actions, deliberations, and recommendations of the committee, or any information about candidates derived from the review process. Individuals who violate this confidentiality will be considered in violation of DSU policy and may be subject to disciplinary action.

A. Candidates under review are discouraged from directly approaching committee members concerning disposition of their review beyond any supervisor and/or mentor relationship previously established between two members of the faculty. This does not preclude social, business, and casual interaction where the candidate's application and the process are not discussed. This does not prohibit a committee chair or administrator from requesting more information from a candidate when needed.

B. Although the University respects the need for confidentiality in the review process, it makes no guarantee toward that end.

II. The School Faculty Review Committee will deliberate and provide written recommendations regarding applications for Intermediate Probationary, Final Probationary, and Promotion reviews for all faculty assigned to that School Faculty Review Committee. The Committee has the responsibility to recommend non-reappointment of a probationary faculty member who, in the judgment of the committee, has not made satisfactory progress toward tenure, continuing status, or non-probationary status as appropriate. The School Faculty Review Committee is comprised of the faculty in the school(s), with the right to vote on a specific candidate's application determined by this policy.

- A. School Faculty Review Committees are organized by the Vice President Academic Services, the Faculty Senate, and the Office of Human Resources in consultation with organizationally affected faculty. To ensure an equitable and legal faculty review process, as well as compliance with applicable employment laws, regulations, and other University policies, a subset of a School Faculty Review Committee may only be established with written permission from the Vice President of Academic Services and the Office of Human Resources.
- i. Organizational units may not create any review process or committee outside of those specifically designated by this policy although they are encouraged to foster mentorships and to develop and distribute specific departmental criteria to be applied by School and University Faculty Review committees. Any such specific criteria must be approved by Academic Council and included as an addendum to this policy.
 - ii. The necessity may arise for the University to combine established committees to accommodate relevant variations in organizational composition such as a limited number of tenured faculty members, absence of full professors, Equal Opportunity requirements, etc.
- B. Within the membership of the School Faculty Review Committee, voting rights are dependent on an individual faculty member's status and rank except as limited by the single vote rule, which states that no individual may cast more than one vote on a candidate's application in the same academic year. Voting members of the University Faculty Review Committee should not cast votes in the School Faculty Review Committee although the non-voting chair of the University Faculty Review Committee is eligible to vote in his/her assigned School Faculty Review Committee. Votes should be based on comprehensive review of each candidate's portfolio and application of appropriate criteria. A quorum, consisting of two-thirds of the faculty members eligible to vote on a candidate's application, is required for all votes.

VOTING ELIGIBILITY BY FACULTY STATUS				
Faculty Member Voting Eligibility	Candidate submitting Intermediate Probationary Review	Candidate applying for Non-Probationary Professional Status	Candidate applying for Continuing Status	Candidate applying for Tenure
Tenured	Y	Y	Y	Y
Continuing Status	Y	Y	Y	N
Professional Track	Y	Y	N	N
Probationary*	N	N	N	N

*Includes tenure-track, probationary continuing status, and probationary professional faculty.

- i. Intermediate Review: In each School Faculty Review Committee, all tenured and continuing status faculty members, regardless of rank, discipline, or probationary status, are eligible to participate in the consideration of and to vote on recommendations for candidates applying for retention (Intermediate Review).
- ii. Tenure Review: In each School Faculty Review Committee, all tenured faculty members, regardless of rank or discipline, are eligible to participate in the consideration of and to vote on recommendations for candidates applying for tenure.
- iii. Continuing Status Review: In each School Faculty Review Committee, all tenured faculty members and faculty members with continuing status, regardless of rank or discipline, are

eligible to participate in the consideration of and to vote on recommendations for candidates applying for continuing status.

iv. Promotion Review: In each School Faculty Review Committee, all probationary, tenure-track, tenured, and continuing status faculty members of equal or higher rank as that for which the candidate has applied, regardless of discipline, are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of promotion. Other committee members may participate in the consideration of candidates for promotion but may not vote.

1. Professors and librarians are eligible to vote on all candidates for promotion.
2. Associate professors and associate librarians are eligible to vote on candidates applying for associate professor, associate librarian, and assistant professor.
3. Assistant professors and assistant librarians are eligible to vote on candidates applying for assistant professor.
4. Faculty members appointed outside of an academic department and/or without an academic rank listed above are ineligible to vote on matters of promotion

VOTING ELIGIBILITY BY ACADEMIC RANK			
Rank of Voting Faculty Member	Candidate applying for Assistant Professor	Candidate applying for Associate Professor / Associate Librarian	Candidate applying for Professor / Librarian
Professor / Librarian	Y	Y	Y
Associate Professor / Associate Librarian	Y	Y	N
Assistant Professor / Assistant Librarian	Y	N	N
Instructor / appointment without one of the academic rank listed above	N	N	N

C. The Chair of the School Faculty Review Committee must be a tenured faculty member. The Chair will be elected by all full-time probationary and post-probation School faculty (as defined by the membership assigned to a specific school for the purposes of implementing this policy) and will serve a three year term. A chair may be reelected and succeed him/herself in subsequent terms.

i. No faculty member scheduled for a mandatory review by the School Faculty Review Committee during the three-year term may be elected as chair. The chair may not submit an optional review to the School Faculty Review Committee during his/her period in office.

1. The School Chair remains a voting member of the School Committee at the level indicated by his/her rank.
2. A faculty member scheduled for a Post-Probation Review during his/her period in office is eligible to serve as chair of the School Faculty Review Committee.

3. The Chair of a School Faculty Review Committee may not simultaneously serve in any capacity on any other review committee or any appeals committee or hearing board that might be called upon to hear an appeal of a review process or outcome.
- ii. Deans and department chairs are not eligible to serve as Chair. Deans do not vote at any level of the faculty review process, but department chairs retain voting rights appropriate to their rank and status.
- iii. The chair of the University Faculty Review Committee is responsible for ensuring that an election for a new School Faculty Review Committee chair are completed by March 15 in the last year of the previous chair's term. If, by March 15 in the last year of a chair's term, a new chair has not been elected, the dean(s) of the affected school(s) will appoint an eligible faculty member chair to serve as chair for a one-year term.

C. ~~Division Promotion and Tenure Committee~~

i. ~~Committee membership.~~

~~a. Promotion. In each division all regular faculty members of equal or higher rank as that proposed for the candidate for promotion are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of promotion. Other faculty members may participate in the consideration of candidates for promotion but may not vote.~~

~~1. Promotion to Full Professor. Only regular faculty members within the school [dean level] with the rank of full professor are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of promotion to full professor. Other faculty members may participate in the consideration of candidates for promotion but may not vote.~~

~~b. Tenure. In each division, all tenured faculty members, regardless of rank, are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of tenure. Other faculty members may participate in the consideration of candidates for tenure but may not vote.~~

~~c. Single vote rule. No individual may cast a vote in the same academic year in any person's case in more than one capacity (e.g., as an administrator, as member of division committee, as a member of college committee).~~

~~d. The necessity may arise for the College to combine divisions within schools or to combine schools within the institution to accommodate relevant variations in organizational composition such as a limited number of tenured faculty, absence of full professors, etc.~~

~~ii. Chairperson. The chairperson of the Division Promotion and Tenure Committee shall be elected annually from the tenured members of the division. In this election all regular faculty members with the rank of professor, associate professor, assistant professor, and instructor shall be entitled to vote. The associate dean and department chairs are not eligible to chair this committee.~~

III. The University Faculty Review Committee is comprised of representative elected tenured members of the faculty.

A. The University Faculty Review Committee will deliberate and provide written recommendations regarding applications for Intermediate Probationary, Final Probationary, and Promotion reviews for

all University faculty. The Committee has the responsibility to recommend non-reappointment of a probationary faculty member who, in the judgment of the committee, has not made satisfactory progress toward tenure, continuing status, or non-probationary status as appropriate.

- i. Based on comprehensive review of each candidate's portfolios and application of the appropriate criteria, all members of the University Faculty Review Committee are eligible to vote on all applications, regardless of rank.
 - ii. A quorum of two-thirds of the voting members of the University Faculty Review Committee is required for each vote.
 - iii. Deans and department chairs are not eligible to serve as on the University Faculty Review Committee.
 - iv. The single vote rule applies to voting members of the University Faculty Review Committee such that no individual may cast more than one vote on a candidate's application in the same academic year. Voting members of the University Faculty Review Committee should not cast votes in their School Faculty Review committees although they may participate in that review. The chair of the University Faculty Review Committee is eligible to vote in the School Faculty Review Committee of his/her appointment.
- B. The University Faculty Review Committee will consist of a minimum of nine (9) tenured faculty members elected from representative divisions of the faculty at large. Deans and department chairs may not serve on the University Promotion and Tenure Committee during their appointment or assignment to administrative office. The members will serve staggered three-year terms.
- i. The voting members of University Faculty Review Committee will be representative of all Schools within the University. Committee members must be tenured faculty members who have been elected for three-year terms by the full-time regular faculty assigned to each School. One-third of the committee members' terms will expire each year. Committee members may be reelected and succeed themselves as representatives.
 - ii. The Faculty Senate is responsible for holding elections to populate the University Faculty Review Committee. If, at the end of an academic year (June 30), the Faculty Senate has not fully populated the University Faculty Review Committee, the Vice President of Academic Services and the deans will appoint an appropriate number of eligible representative faculty members to serve one-year terms on the committee.
 - iii. No faculty member may simultaneously serve as chair of the School Faculty Review Committee and as a member or chair of the University Faculty Review Committee.
 - iv. If requested by the chair of the University Faculty Review Committee, the Vice President of Academic services will designate a mutually agreed-upon individual to serve as a non-voting secretary to the committee during that president's term in office. The secretary can be either a faculty or staff member as requested by the chair. The secretary is under the same confidentiality restraints as all other committee members.
 - v. No faculty member scheduled for a mandatory review by the University Faculty Review Committee during his/her three-year term of office may be elected as chair of that committee. No faculty member may submit an optional review that will go to the University Faculty Review Committee during his/her period as a member or chair of that committee.

1. Faculty members scheduled for a Post-Probation Review during that period are eligible to serve as members of the University Faculty Review Committee.
 2. The chair of a School Faculty Review Committee may not simultaneously serve in any capacity on any other review committee or any appeals committee or hearing board that might be called upon to hear an appeal of a review process or outcome.
- C. The Vice President of Academic Services and the Faculty Senate President will jointly designate a tenured professor to act as a non-voting chair of the University Faculty Review Committee for a three year period. Such appointment must be made by February 15 in the last year of the previous chair's term. An individual chair may not immediately succeed him/herself in the position of chair.
- D. Department chairs, deans, and other University administrators may not attend meetings or participate in the deliberations of the University Faculty Review Committee except by specific invitation from the committee.

VII. ~~College Promotion and Tenure Committee~~

~~A. Responsibility. The College Promotion and Tenure Committee will act on promotion, intermediate, and tenure reviews and will provide written recommendations regarding reappointment at the intermediate review, advancement in rank at a promotion review, and award of tenure at the tenure review. The committee also has the responsibility to recommend the nonreappointment of a probationary faculty member who is not, in the judgment of the committee, progressing satisfactorily toward tenure.~~

~~B. Membership. The College Promotion and Tenure Committee will consist of nine tenured, elected faculty members. Deans, associate deans, and department chairs may not serve on the College Promotion and Tenure Committee during their appointment to administrative office.~~

~~C. Chairperson. The vice president for academic services and the Faculty Senate president shall designate a tenured, full professor to act as ex officio chairperson.~~

~~D. Election to the committee. The faculty members of College Promotion and Tenure Committee shall be elected by the regular faculty for three year terms. One third of the faculty terms shall expire each year. Committee members may be reelected and succeed themselves as representatives.~~

III. Post-Probation Review is intended to monitor, evaluate, and facilitate continued faculty development consistent with fulfillment of the University mission and goals in compliance with relevant Board of Regents policies. Assessment and accountability are ensured and enhanced by regular, comprehensive evaluation of each faculty member's performance in all aspects of his/her role.

A. The Post-Probation Faculty Review Committee will perform continuing reviews of the portfolios of post-probation faculty members according to a regular schedule.

B. The Post-Probation Faculty Review Committee will be comprised of at least five (5) tenured faculty of full rank (professor or librarian) with appropriate representation from various academic areas.

i. The five (5) committee members will be elected for three (3) year terms on a staggered basis.

ii. The Faculty Senate is responsible for holding the elections to populate the Post-Probation Faculty Review Committee. All full-time, tenured, tenure-track, continuing status, and probationary faculty are

eligible to vote, regardless of discipline or rank. If, at the end of an academic year (June 30), the Faculty Senate has not fully populated the Post-Probation Faculty Review Committee, the Vice President of Academic Services and the deans will appoint an appropriate number of eligible representative faculty members to serve one-year terms.

- iii. No faculty member scheduled for a review by the Faculty Post-Probation Review Committee may serve on the committee or as chair during that year. The members and chair of the Faculty Post-Probation Review Committee may not submit a review to the committee during their term of office.
- iv. Department chairs and deans are not eligible to chair or be members of the Post-Probation Review Committee during their appointments.

- C. The Vice President of Academic Services and the Faculty Senate president will jointly designate a tenured full professor to act as a non-voting chair for a three-year period. Such appointment must be made by May 1 in the last year of the previous chair's term. An individual may not immediately succeed him/herself in the position of chair, although s/he may serve as a member of the committee prior to or immediately after serving as chair.
- D. No supervisor of a faculty member under review may participate in the committee's review, other than in the form of administrative evaluations included in the faculty member's portfolio and letters written at the faculty member's request. Department chairs, deans, and other University administrators may not attend meetings or participate in the deliberations of the University Faculty Review Committee except by specific invitation from the committee.

~~IV. Committee: The College Post-Tenure Review Committee, consisting of tenured faculty, shall perform continuing reviews.~~

~~A. The non-voting chair of the College Post-Tenure Review Committee will be jointly selected from the tenured faculty of full rank (full professor) by the Vice-President of Academic Services and the Faculty Senate President. The chair shall serve in this capacity for three (3) years and may not be reappointment for a second term immediately after the first.~~

~~B. Department chairs, associate deans, and deans are not eligible to chair or be members of the College Post-Tenure Review Committee during their appointments.~~

~~C. No supervisor of a faculty member under review may participate in the committee's review, other than in the form of administrative evaluations included in the faculty member's file and letters written at the faculty member's request.~~

~~D. No faculty member scheduled for a review by the College Post-Tenure Review Committee may serve on the committee during that year.~~

~~E. The College Post-Tenure Committee shall be comprised of five (5) full rank (full professor) tenured faculty with appropriate representation from various academic areas.~~

~~F. The five (5) committee members will be elected for three (3) year terms on a staggered basis, with no more than three (3) of the committee positions scheduled for election in a given year.~~

~~G. Elections will be held by the Faculty Senate, and all full-time, tenured, tenure-track, continuing status, and probationary continuing status faculty are eligible to vote.~~

IV. Faculty Hearing Board

- A. The Faculty Hearing Board will hear appeals of promotion decisions made by the Vice President of Academic Services as needed. A probationary faculty member who receives a notice of non-reappointment may not appeal that notice. A probationary faculty member who receives a notice of non-reappointment may not appeal any promotion decision.
- B. Composition and selection of members of the Faculty Hearing Board as well as the procedures of that board are detailed in the Faculty Rights & Responsibilities Code (Faculty Code, Policy 3-4).
- ~~D. The Promotion and Tenure Appeal Committee shall consist of five (5) tenured full professors elected annually from those who do not concurrently serve on the College Promotion and Tenure Committee or as department chair, associate dean, or dean.~~
 - ~~i. The Committee shall elect a chair from its members.~~

Section 5: Schedule of Reviews

- I. DSU requires all faculty members to undergo a set of regular and rigorous reviews throughout their careers. Faculty members must maintain a current portfolio in the required electronic format at all times and must submit it for review according to the following schedule:
 - A. Intermediate Probationary Review
 - i. Required of all full-time faculty members to take place in the Fall semester of midpoint year in the probationary period, typically the third year unless prior years of tenured service have been accepted to reduce the probationary period.
 - 1. A Letter of Intent signaling a faculty member's intent to apply must be submitted to the Chair of the School Faculty Review Committee by April 1 prior to the required review that will take place during Fall semester.
 - ii. A successful Intermediate Probationary Review alone should not create an expectation of tenure, continuing status, or non-probationary status being awarded in the future. Faculty members remain on probationary status until and unless they are removed from probationary status by being awarded tenure, continuing status, or non-probationary status.
 - B. Final Probationary Review
 - i. Required of all full-time faculty members to take place in the Fall semester of the last year of the probationary period. Faculty members are required to be reviewed in order to receive tenure, continuing status, or non-probationary status. Tenure, continuing status, or non-probationary status, if approved, goes into effect at the onset of the following academic year (July 1).
 - 1. A Letter of Intent signaling a faculty member's intent to apply must be submitted to the chair of the School Faculty Review Committee by April 1 prior to the review that will take place during Fall semester.
 - C. Promotion Reviews
 - i. Faculty members eligible for rank advancement may apply by undergoing a Promotion review in every sixth Fall semester until final available rank is attained. New rank, if approved, goes into effect at the onset of the academic following year (July 1).

1. A Letter of Intent signaling a faculty member's intent to apply must be submitted to the chair of the School Faculty Review Committee by April 1 prior to the required review that will take place during Fall semester.

D. Post-Probation Reviews

- i. Required of full-time faculty when a tenured, continuing status, or non-probationary faculty member has not been reviewed during the previous five-year period. The review takes place in the Fall semester of the sixth year since the previous review, unless the faculty member is eligible for and chooses to apply for promotion.

1. A Letter of Intent signaling a faculty member's intent to submit a portfolio for Post-Probation Review must be submitted to the chair of the Faculty Post-Probation Review Committee by September 1 in the year of the required review.

- E. Additional reviews may be required as specified in a Professional Development Plan. Professional Development Plans are not required of all faculty members. Refer to Policy 3-4 Code of Faculty Rights & Responsibilities for more information.

II. The Intermediate Review, Final Probationary Review, and a Post-Probation Review are mandatory. A faculty member who fails to submit a required letter and/or make a complete and current portfolio available for review according to the schedule listed in this policy will be considered in violation of this policy, which will result in disciplinary action as outlined in DSU Code of Faculty Rights & Responsibilities (Policy 3-4), up to and including non-reappointment or termination in accordance with the Faculty Termination Policy (3-5).

II. Reviews

~~A. Portfolio. All faculty members will compile in a portfolio documentation of their teaching excellence, service, and scholarship, research, or creative endeavors while at DSC. The portfolio must also contain all evaluations, reports of annual reviews, and intermediate or tenure reviews. The portfolio will be used in making rank and tenure decisions as well as post-tenure reviews.~~

~~B. Probationary Faculty. During the first two years of the probationary period, a supervisor evaluation, peer evaluation, and student opinion surveys will be completed each semester and a self-evaluation will be completed near the end of each year. The third through sixth year of the probationary period, a supervisor evaluation, peer evaluation, student opinion surveys, and self-evaluation will be completed once per academic year.~~

~~C. Intermediate Review. An intermediate review by the Division Promotion and Tenure Committee will be held in the fall semester of the third year of the probationary period unless previous years of service have been accepted. If prior years of service have been accepted to reduce the probationary period, the review will take place at the mid-point of the reduced probationary period. The Division Promotion and Tenure Committee will render a decision regarding the retention of the tenure-track status of the faculty member, which will be forwarded to the appropriate associate dean and dean.~~

- ~~i. A successful intermediate review alone should not create an expectation of tenure being awarded in the future. Faculty remain on probationary status until tenure is awarded.~~

~~D. Promotion Review. For those seeking promotion, the Division Promotion and Tenure Committee can hold a promotion review no sooner than the fall semester of the sixth year after the previous rank advancement. The committee will render a decision regarding the candidate's advancement, which will be forwarded to the appropriate associate dean and dean. After tenure is awarded, subsequent promotion reviews will be done only at the request of the faculty member.~~

~~E. Tenure Review. A tenure review will be held in the fall semester of the last year of the probationary period. Based on the faculty member's portfolio, which shall include recommendations from the department chair, the Division Promotion and Tenure Committee will render a recommendation regarding whether to grant tenure to the faculty member. This recommendation will be forwarded to the appropriate associate dean and dean~~

Section 6: Intermediate Probationary Review: An Intermediate Probationary Review is mandatory at the midpoint of the probationary period for all probationary faculty members, and portfolios must be submitted according to the established schedule.

I. School Faculty Review Committee

- A. A faculty member required to undergo an Intermediate Probationary Review must obtain a signed form from Human Resources noting the candidate's current rank and status as well as his/her eligibility for rank advancement and/or tenure, continuing status, or non-probationary status. The form, which also includes the faculty member's educational credentials as evidenced by official transcripts on file and the terminal degree required in the faculty member's discipline, must be included in the portfolio.
- B. On or before April 1 prior to the required Intermediate Probationary Review, the candidate must submit a written letter of intent to the chair of the School Faculty Review Committee. The letter must request the appropriate review(s) and give permission to the chairs of the School and University Faculty Review committees to make the candidate's electronic portfolio available during the following Fall semester to all faculty eligible to participate in the review. The candidate must also upload this letter into his/her portfolio.
- C. On or before August 21, the chair of the School Faculty Review Committee will make available the portfolios of all candidates who have requested and are eligible for review and invite written comments from any interested party. Only the portfolios of faculty members who are eligible for review will be reviewed. At that time, the chair informs all eligible voters of the date(s) on which the vote will occur and method that will be used for voting. Voting must be concluded by September 10.
- D. On or before September 15, the chair of the School Faculty Review Committee will send a written report to the chair of the University Faculty Review Committee, which will include the final tally of the voting and the number of votes required for a quorum. This report must be concomitantly sent to the candidate, who is responsible for ensuring that a copy is added to his/her electronic portfolio. At the same time, the report will be made available for all voting members of the School Faculty Review Committee to review.
- E. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal review portfolio in response to the recommendation of the School Faculty Review Committee. Written notice of this option will be included in the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the chair of the University Faculty Review Committee by September 21. If the candidate submits a written statement to the chair of the University Faculty Review Committee by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

III. Notice to involved individuals

~~A. Faculty Request. To initiate the process for intermediate or tenure review or consideration for promotion, the faculty member will submit a written request to the chair of the Division Promotion and Tenure Committee by September 1 of the academic year in which he/she is to be reviewed, according to the eligibility requirements listed in this policy.~~

~~B. Notice to candidate. Each candidate for retention, promotion, or tenure shall be given at least 15 days advance notice of the Division Promotion and Tenure Committee vote and an opportunity to submit any information the candidate desires the committee to consider.~~

~~C. Notice to division faculty. At least 15 days prior to the Division Promotion and Tenure Committee vote, the committee chairperson shall invite any interested faculty member in the department to submit written opinions and/or comments to be included in the file of each candidate to be considered, stating the reasoning behind the opinions and comments. Such communications will be added to the file and kept confidential.~~

~~Action by the Division Promotion and Tenure Committee~~

~~A. Portfolio review. The Division Promotion and Tenure Committee chairperson shall make available candidates' portfolios for review and invite relevant written comments.~~

~~B. Quorum. A quorum of a Division Promotion and Tenure Committee for any given case shall consist of two-thirds of its members who are eligible to vote, except that any member unable to vote because of a formal leave of absence or physical disability shall not be counted in determining the number required for a quorum.~~

~~C. Absentee voting. Whenever practicable, the committee chairperson shall advise all members on leave or otherwise absent of the proposed action and shall request their written opinions and votes. Absentee votes will be counted the same as other votes but must be received prior to the meeting at which the vote is taken.~~

~~D. Limitations on participating and voting. Associate deans, deans, and other administrative officials who are required by this policy to make their own recommendations in an administrative capacity may submit evidence, judgments and opinions or participate in discussion. By majority vote the committee may hold an executive session, from which nonvoting participants may be excluded. Associate deans, deans, and other administrative officials who cast votes or give recommendations in their administrative capacities shall not vote at the division level.~~

~~E. Committee report. After due consideration, a vote shall be taken on each candidate for retention, promotion, or tenure, with a separate vote taken on each proposed action for each candidate. The chairperson shall make a record of the vote and the findings of the Division Promotion and Tenure Committee regarding each candidate. This report, signed by the chairperson shall be made available for inspection by the committee members. An inspection period of not less than two business days shall be provided for the committee members to approve the report or suggest modifications. A recommendation, based on the Division Promotion and Tenure Committee's vote, shall be included in the candidate's file.~~

~~F. Notice to candidate. Prior to forwarding the file to the associate dean, the Division Promotion and Tenure Committee chairperson shall send an exact copy of the committee recommendation to that candidate.~~

~~G. Forwarding files. The chairperson shall forward the entire portfolio for each individual candidate to the appropriate associate dean and dean.~~

~~H. Candidate's right to respond. The candidate shall have the opportunity at this time, but not the obligation, to add a written statement to his/her formal review file in response to the recommendation of the Division Promotion and Tenure Committee. Written notice of this option shall be included with the copy of the committee recommendation that is sent to the candidate. If the candidate chooses to add such a statement to the file, that statement must be submitted to the dean within seven (7) days of the date upon which the committee's report was sent to the candidate. If the candidate submits a written statement to the dean within this time limit, the candidate's statement shall be added to the review file.~~

~~I. Confidentiality. All committee votes and deliberations are personnel actions and should be treated with confidentiality in accordance with all applicable policies and state and federal laws.~~

~~VI. Action by associate dean and dean [Removed entirely – replaced by dean’s report in portfolio]~~

~~A. Recommendations. After studying the entire portfolio including the Division Promotion and Tenure Committee report relating to the candidate, the associate dean and dean shall each prepare written recommendations to be included in the file on the retention, promotion, or tenure of each candidate, including specific reasons for the recommendation.~~

~~B. Notice to candidate. Prior to forwarding the file to the College Promotion and Tenure Committee, the associate dean and dean shall send an exact copy of their evaluation of each candidate to that candidate.~~

~~C. Candidate’s right to respond. The candidate shall have the opportunity at this time, but not the obligation, to add a written statement to his/her formal review file in response to the evaluations of the associate dean and/or dean. Written notice of this option shall be included with the copy of the associate dean’s and/or dean’s evaluation, which is sent to the candidate. If the candidate chooses to add such a statement to the file, that statement must be submitted to the associate dean and/or dean within seven (7) days of the date upon which the associate dean’s and dean’s evaluation is sent to the candidate. If the candidate submits a written statement to the chair of the College Promotion and Tenure Committee within this time limit, the candidate’s statement shall be added to the review file without comment by the associate dean or dean.~~

~~D. Forwarding files. The dean shall forward the entire portfolio for each individual candidate to the College Promotion and Tenure Committee.~~

II. University Faculty Review Committee

A. The University Faculty Review Committee will review each candidate’s portfolio referred to it in order to determine if the School Faculty Review Committee reasonably applied University and other relevant criteria for retention and tenure, continuing status, and non-probationary status as well as the use of applicable written substantive and procedural guidelines. The University Faculty Review Committee will make its recommendation in a report based upon its assessment whether the School Faculty Review Committee recommendation is supported by the evidence presented. This report, signed by the chair, will be made available for inspection by the committee members before it is forwarded to the Vice President of Academic Services.

B. On or before November 1, the chair of the University Faculty Review Committee will forward a report on each Intermediate Probationary Review candidate to the Vice President of Academic Services. The report will contain a recommendation on the retention of the candidate and an assessment of the candidate’s progress toward tenure, continuing status, or non-probationary status as appropriate.

C. Concomitant to sending the report to the Vice President of Academic Services, the University Faculty Review Committee will send its report to the candidate and to the candidate’s dean.

D. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee. Written notice of this option will be included with the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Vice President of Academic Services by November 7. If the candidate submits a written statement to the Vice President of Academic Services by that date, the candidate’s statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

VIII. Action by College Promotion and Tenure Committee

A. ~~Recommendations of the College Promotion and Tenure Committee.~~ The College Promotion and Tenure Committee shall review the file of each case referred to it and shall determine if the Division Promotion and Tenure Committee reasonably applied the college criteria for retention, promotion, and tenure and the written substantive and procedural guidelines to each case. The College Promotion and Tenure Committee shall make its recommendations on an individual's retention, promotion, or tenure based upon its assessment whether the Division Promotion and Tenure Committee recommendation is supported by evidence presented. The College Promotion and Tenure Committee shall use the college criteria in making its assessment. This report, signed by the chairperson shall be made available for inspection by the committee members. An inspection period of not less than two business days shall be provided for the committee members to approve the report or suggest modifications.

B. ~~Attendance and participation at meetings.~~ Neither the dean nor the associate dean concerned shall attend meetings of or participate in the deliberations of the College Promotion and Tenure Committee except by invitation of the committee.

C. ~~Notice to candidate.~~ Prior to forwarding the file to the vice president of academics, the College Promotion and Tenure Committee shall send an exact copy of its report of each candidate to that candidate and to the respective dean and associate dean.

D. ~~Candidate's right to respond.~~ The candidate shall have the opportunity at this time, but not the obligation, to add a written statement to his/her formal review file in response to the report of the College Promotion and Tenure Committee evaluation. Written notice of this option shall be included with the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the file, that statement must be submitted to the vice president within seven (7) days of the date upon which the College Promotion and Tenure Committee report is sent to the candidate. If the candidate submits a written statement to the vice president within this time limit, the candidate's statement shall be added to the review file.

E. ~~Forwarding files.~~ The entire file for each individual will be forwarded to the VP Academics.

III. Vice President of Academic Services

A. The Vice President of Academic Services will review each candidate's portfolio, taking into consideration the recommendations from the School and University Faculty Review committees, consultations with the faculty member's dean and department chair as needed, and any other relevant factors. The Vice President of Academic Services will use the appropriate criteria in order to prepare a final recommendation to the President with respect to the candidate's retention and progress toward tenure, continuing status, or non-probationary status, stating reasons therefore.

B. On or before December 15, the Vice President of Academic Services will send each Intermediate Probationary Review candidate either a letter of continued probationary appointment for the following year or non-reappointment. At the same time, an exact copy of this report will be sent to the faculty member's dean, and the chairs of the School Faculty Review and University Faculty Review committees.

C. Because probationary faculty members are at will-employees, a probationary faculty member who receives a letter of non-reappointment in accordance with this policy, the Faculty Termination Policy (3-5), and relevant Board of Regents policy may not appeal.

IX. Action by Vice President

~~A. Vice President's decision. In all cases of retention, promotion and tenure, the Vice President shall prepare a final recommendation to the President with respect to the candidate's retention, promotion, and/or tenure, stating reasons therefore.~~

~~B. Notification of decision. The vice president shall send an exact copy of his/her report of each candidate to that candidate, and the dean, associate dean, appropriate division promotion and tenure committee, and the College Promotion and Tenure Committee.~~

~~C. Intermediate and tenure reviews are mandatory. Faculty members who are not awarded tenure will not be reappointed, in accordance with nonreappointment policy.~~

Section 7: Final Probationary Review: A Final Probationary Review is mandatory in the final year of the probationary period for all probationary faculty members, and portfolios must be submitted according to the established schedule.

I. School Faculty Review Committee

- A. A faculty member required to undergo a review must obtain a signed form from Human Resources noting the candidate's current rank and status as well as his/her eligibility for tenure, continuing status, or non-probationary status and for rank advancement. The form, which also includes the faculty member's educational credentials as evidenced by official transcripts on file and the terminal degree required in the faculty member's discipline, must be included in the portfolio.
- B. On or before April 1 prior to the required Final Probationary Review, the candidate must submit a written letter of intent to the chair of the School Faculty Review Committee. The letter must request the appropriate review(s) and give permission to the chairs of the School and University Faculty Review committees to make the candidate's electronic portfolio available during the following Fall semester to all faculty eligible to participate in the review. The candidate must also upload this letter into his/her portfolio.
- C. On or before August 21, the chair of the School Faculty Review Committee will make available portfolios of all candidates who have requested and are eligible for review and invite written comments from any interested party. Only the portfolios of faculty members who are eligible for review will be released. At that time, the chair informs all eligible voters of the date(s) on which the vote will occur and method that will be used for voting. Voting must be concluded by September 10.
- D. On or before September 15, the chair of the School Faculty Review Committee will send a written report to the chair of the University Faculty Review Committee, which will include the final tally of the voting and the number of votes required for a quorum. This report must be concomitantly sent to the candidate, who is responsible for ensuring that a copy is added to his/her electronic portfolio. At the same time, the report will be made available for all voting members of the School Faculty Review Committee to review.
- E. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal review portfolio in response to the recommendation of the School Faculty Review Committee. Written notice of this option will be included in the copy of the committee report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the chair of the University Faculty Review Committee by September 21. If the candidate submits a written statement to the chair of the University Faculty Review Committee by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

- F. The University may at times need to combine two or more School Faculty Review Committees to ensure that there are sufficient faculty of full rank to vote on a candidate's application for promotion to professor or librarian. In those cases, the School Committees will only be combined for the necessary votes and will conduct independent votes for other matters.

II. University Faculty Review Committee

- A. The University Faculty Review Committee will review each candidate's portfolio referred to it in order to determine if the School Faculty Review Committee reasonably applied University and other relevant criteria for retention, tenure continuing status, and post-probation status as well as the use of written substantive and procedural guidelines. The University Faculty Review Committee will make its recommendation about a candidate's tenure, continuing status, or non-probationary status in a report based upon its assessment whether the School Faculty Review Committee recommendation is supported by the evidence presented. This report, signed by the chair, will be made available for inspection by the committee members before it is forwarded to the Vice President of Academic Services.
- B. On or before November 7, the chair of the University Faculty Review Committee will forward a report on each candidate to the Vice President of Academic Services. The report will contain a recommendation on the retention of the candidate and an assessment of the candidate's request to be awarded tenure, continuing status, or non-probationary status as appropriate.
- C. Concomitant to forwarding the report to the Vice President of Academic Services, the University Faculty Review Committee will send its report to the candidate and to the faculty member's dean.
- D. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee. Written notice of this option will be included in the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Vice President of Academic Services by November 14. If the candidate submits a written statement to the Vice President of Academic Services within this time limit, the candidate's statement will be included in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

III. Vice President of Academic Services

- A. The Vice President of Academic Services will review each candidate's portfolio, taking into consideration the recommendations from the School and University Faculty Review committees, consultations with the faculty member's dean and department chair as needed, and any other relevant factors. The Vice President of Academic Services will use the appropriate criteria in order to prepare a final recommendation to the President with respect to the candidate's tenure, continuing status, or non-probationary status, stating reasons therefore.
- B. On or before December 15, the Vice President of Academic Services will send to each Final Probationary Review candidate either a recommendation for tenure, continuing status, or non-probationary status as appropriate or a notice of non-reappointment. At the same time, the recommendation or notice will be sent to the University President and faculty member's dean.
 - i. A faculty member whose application for tenure, continuing status, or non-probationary status is not approved will not be reappointed in accordance with the Faculty Termination Policy (3-5).

- ii. If the faculty member's department chair and dean and the Vice President of Academic Services believe the candidate has the capability to improve his/her portfolio to the point where it could be approved, the faculty member can, at the sole discretion of the University, be offered a single one-year extension of the probationary period in which to do so. The faculty member remains a probationary employee and must resubmit his/her portfolio for a second Final Probationary Review in the next cycle, beginning with submitting a new letter of intent by April 1.
- iii. In the case of such an extension, any decision on an application for promotion must be postponed until the next year.
- iv. When an extension has been granted, a Professional Development Plan must be submitted to the Vice President of Academics for approval within 60 days.
- iv. Nothing prohibits the University from implementing the Faculty Termination Policy (3-5) in cases where such a one-year extension has been granted.

C. Because probationary faculty members are at will-employees, a probationary faculty member who receives a letter of non-reappointment in accordance with this policy, the Faculty Termination Policy (3-5), and relevant Board of Regents policy may not appeal.

IV. President

- A. The recommendation of the Vice President of Academic Services with respect to the tenure, continuing status, or non-probationary status of a faculty member will be transmitted to the President for action. After reviewing the recommendation and giving such consideration to the candidate's portfolio as the President deems necessary under the circumstances, the President will make a decision about the faculty member's tenure, continuing status, or non-probationary status.
- B. The President will present a recommendation about the candidate's application for tenure, continuing status, or non-probationary status to the Board of Trustees.

~~XI. Action by President~~

~~A. If no appeals have been filed, the recommendation of the vice president with respect to retention, promotion, and/or tenure of a faculty member shall be transmitted to the president for action. After reviewing the recommendation, giving such consideration to the documents in the candidate's file as the president deems necessary under the circumstances, the president shall make a decision about retention, promotion, and/or tenure. The president shall present recommendations granting promotion and/or tenure to the Board of Trustees.~~

V. Board of Trustees

- A. The DSU Board of Trustees will confirm or deny the President's recommendations regarding tenure, continuing status, or non-probationary status. The President will advise the candidate, the Vice President of Academic Services, and the faculty member's dean of that decision. A decision to award tenure, continuing status, or non-probationary status is not official unless and until it has been approved by the Board of Trustees.
- B. A faculty member whose tenure, continuing status, or non-probationary status request is denied by the Board of Trustees after December 15 will be given an appointment for one final year of employment in fulfillment of the Board of Regents notice of non-reappointment policy.

C. Tenure, continuing status, or non-probationary status if approved, goes into effect July 1.

~~B. Confirmation by Board of Trustees. The Board of Trustees will confirm or deny the president's recommendations regarding promotion and tenure. The president shall advise the candidate, the vice president, the dean and the associate dean of that decision. A decision to award tenure is not official unless and until it has been approved by the Board of Trustees.~~

~~C. A faculty member whose tenure request is denied by the Board of Trustees shall be given a one-year appointment in fulfillment of the Board of Regents notice of nonreappointment policy.~~

Section 8: Promotion Reviews: A Promotion Review is not mandatory and is undertaken only at the request of an eligible faculty member. Any portfolio submitted must be in accordance with the established schedule.

I. School Faculty Review Committee

- A. A faculty member opting to apply for promotion must obtain a signed form noting the candidate's current rank and status as well as his/her eligibility for tenure, continuing status, non-probationary status, and/or rank advancement. The form, which also includes the faculty member's educational credentials as evidenced by official transcripts on file and the terminal degree required in the faculty member's discipline, must be included in the portfolio.
- B. On or before April 1 prior to the required review, the candidate required to undergo a review must submit a written letter of intent to the Chair of the School Faculty Review Committee. The letter must request the appropriate review(s) and give permission to the chairs of the School and University Faculty Review committees to make the candidate's electronic portfolio available during the following Fall semester to all faculty eligible to participate in the review. The candidate must also upload the letter into his/her portfolio.
- C. On or before August 21, the Chair of the School Faculty Review Committee will make available portfolios of all candidates who have requested and are eligible for review and invite written comments from any interested party. Only the portfolios of faculty members who are eligible for review will be released. At that time, the chair informs all eligible voters of the date(s) on which the vote will occur and method that will be used for voting. Voting must be concluded by September 10.
- D. On or before September 15, the Chair of the School Faculty Review Committee will send a written report to the Dean supervising the candidate, which will include the final tally of the voting and the number of votes required for a quorum. This report must be concomitantly sent to the candidate, who is responsible for ensuring that a copy of the report is uploaded into his/her electronic portfolio. At the same time, the report will be made available for all voting members of the School Faculty Review Committee to review.
- E. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal review portfolio in response to the recommendation of the School Faculty Review Committee. Written notice of this option will be included in the copy of the committee recommendation that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the chair of the University Faculty Review Committee by September 21. If the candidate submits a written statement to the Chair of the University faculty review Committee by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.
- F. The University may at times need to combine two or more School Faculty Review Committees to ensure that there are sufficient faculty of full rank to vote on a candidate's application for promotion to

professor or librarian. In those cases, the School Committees will only be combined for the necessary votes and will conduct independent votes for other matters.

II. University Faculty Review Committee

- A. The University Faculty Review Committee will review each candidate's portfolio referred to it in order to determine if the School Faculty Review Committee reasonably applied University and other relevant criteria for promotion as well as the use of written substantive and procedural guidelines. The University Faculty Review Committee will make its recommendation about a candidate's retention in a report based upon its assessment whether the School Faculty Review Committee recommendation is supported by the evidence presented. This report, signed by the chair, will be made available for inspection by the committee members before it is forwarded to the Vice President of Academic Services.
- B. On or before November 7, the chair of the University Faculty Review Committee will forward a report on each candidate to the Vice President of Academic Services. The report will contain a recommendation on the candidate's application for promotion.
- C. Concomitant to sending the report to the Vice President of Academic Services, the University Faculty Review Committee will send its report to the candidate and to the faculty member's dean.
- D. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee. Written notice of this option will be included in the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Vice President of Academic Services by November 14. If the candidate submits a written statement to the Vice President of Academic Services by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

III. Vice President of Academic Services

- A. The Vice President of Academic Services will review each candidate's portfolio, taking into consideration the recommendations from the School and University Faculty Review committees, consultations with the faculty member's dean and department chair as needed, and any other relevant factors. The Vice President of Academic Services will use the appropriate criteria in order to prepare a final recommendation to the President with respect to the candidate's promotion, stating reasons therefore.
- B. On or before December 15, the Vice President of Academic Services will send a letter to the University President regarding the promotion application of each faculty member who was reviewed. At the same time, an exact copy of this report will be sent to the faculty member's dean, and the chairs of the School Faculty Review and University Faculty Review committees.

IV. Appeals Process

- A. A faculty member with tenure, continuing status, or non-probationary status may appeal a negative recommendation from the Vice President of Academic Services regarding an application for promotion. The appeal must be filed in writing to the chair of the Faculty Hearing Board within 30 days of the notification being sent.
 - i. A probationary faculty member does not have the right to appeal non-reappointment. If a probationary faculty member applies for promotion at the same time as s/he submits a portfolio

for a tenure or continuing status review, the reviews will be done together although separate outcomes for each application will result. If a probationary faculty member applies for promotion at the same time as submitting a portfolio for the Final Probationary Review, any result of the Promotion Review will be null if the faculty member is not reappointed. A non-reappointed probationary faculty member may not appeal a promotion or non-reappointment decision.

- B. Appeals of recommendations from Vice President of Academic Services concerning a candidate's application for promotion may also be initiated by a majority of either the School Faculty Review Committee or the University Faculty Review Committee if the recommendation of the Vice President of Academic Services opposes their own previous vote. The appeal must be made to the Faculty Hearing Board within 30 days of the Vice President of Academic Services' report. Authorized committee members initiating an appeal may have access to the entire portfolio to assist in determining whether an appeal should be filed and/or constructing the appeal.
- C. Appeals can be made on one or more of the following bases.
 - i. Procedural irregularities which were likely to have substantially and adversely affected the recommendation at any level.
 - ii. Bias on the grounds of personal prejudice, especially whether consideration of the faculty member's case was adversely affected by discrimination.
 - iii. A violation of the faculty member's right of academic freedom as defined in the Code of Faculty Rights & Responsibilities (Policy 3-4).
- D. The Faculty Hearing Board's composition and procedures are outlined in the Code of Faculty Rights & Responsibilities (Policy 3-4).
- E. The Faculty Hearing Board will review the portfolio and any other documentation submitted, conduct hearings as it deems appropriate, and make a recommendation to the University President either to uphold the previous decision or request reconsideration beginning at the level of the School Faculty Review Committee, the University Faculty Review Committee, or the Vice President of Academic Services.
- F. If the appeal is denied and the previous decision upheld, the original decision not to recommend promotion will be final.

~~X. Appeals~~

~~A. Appeal by faculty member. There is only one opportunity for a faculty member to appeal and that is an appeal of the vice president's recommendation. A faculty member may appeal a Vice president's negative tenure and/or promotion decision to the Promotion and Tenure Appeal Committee within 20 days of the notification being sent.~~

- ~~i. Probationary faculty do not have the right to appeal nonreappointment.~~

~~B. Other appeals. Appeals of the vice president's recommendation on promotion and/or tenure may also be initiated by a majority of either the Division Promotion and Tenure Committee or the College Promotion and Tenure Committee, or by the associate dean or the dean, when the vice president's recommendation opposes their own recommendation. The appeal must be made to the Promotion and Tenure Appeal Committee within 20 days. Authorized parties initiating an appeal may have access to the entire file.~~

~~C. Appeals can be made on one or more of the following bases:~~

~~i. Procedural irregularities which were likely to have substantially and adversely affected the recommendation at any level.~~

~~ii. Bias on the grounds of personal prejudice, especially whether consideration of the faculty member's case was adversely affected by discrimination.~~

~~iii. A violation of the faculty member's right of academic freedom as defined in policy.~~

~~E. The Promotion and Tenure Appeal Committee shall review the file, conduct hearings as it deems appropriate, and make a recommendation to the College president either to uphold the previous decision or request reconsideration beginning at the level of the Division Promotion and Tenure Committee, the College Promotion and Tenure Committee, the associate dean, the dean, or the vice president~~

~~F. If the appeal is denied and the previous decision upheld, the original decision not to recommend tenure or promotion shall stand.~~

V. President

A. The recommendation of the Vice President of Academic Services with respect to the promotion of a faculty member will be transmitted to the President for action. After reviewing the recommendation and giving such consideration to the candidate's portfolio as the President deems necessary under the circumstances, the President will make a decision about the faculty member's promotion.

B. The President will present a recommendation about the candidate's application for promotion to the Board of Trustees.

VI. Board of Trustees

A. The DSU Board of Trustees will confirm or deny the president's recommendations regarding promotion. The President will advise the candidate, the Vice President of Academic Services, and the faculty member's dean of that decision. A decision to award promotion in rank is not official unless and until it has been approved by the Board of Trustees.

B. New rank, if approved, goes into effect July 1.

Section 9: Post-Probation Reviews

I. Post-Probation Reviews are mandatory and portfolios must be submitted according to the established schedule. All tenured and continuing status faculty members who have not undergone a Promotion, Final Probation, or Post-Probation Review during the previous five (5) years will undergo a Post-Probation Review during the Fall semester of the sixth year. The basic standard for appraisal will be the competent and conscientious discharge of duties as specified by the faculty member's role statement, as well as established departmental, school, and/or University standards and policies.

A. Incorporating and building on regular student, supervisor, peer, and self-evaluations, the Post-Probation Review process is intended to assess the expectation that faculty members must demonstrate continued achievement of professional goals, ongoing professional development, and maximum contributions to the University, particularly in the areas of teaching effectiveness, scholarly effort, service, and professionalism.

B. Reviews can be delayed for a year for various reasons, but such delays require the agreement of the faculty member, the faculty member's department chair and dean, and the Vice President of Academic Services.

C. The Post-Probation Review process is not the same as the process of applying for Intermediate Probationary, Final Probationary, or Promotion review. Nothing in this process should construe jeopardy to the faculty member under review. The standard for dismissal of a tenured or continuing status faculty member remains just cause as outlined in the Faculty Termination Policy (3-5).

i. While evidence used in the Post-Probation Review might also be used in construction of cause for termination, in no case does the institutional burden of proving cause for dismissal shift to the faculty member having to show cause for retention. The academic freedom of the faculty member being reviewed will be protected throughout the review process.

I. Purpose: Post-tenure review is intended to monitor, evaluate, and facilitate continued faculty development consistent with fulfillment of the College mission and goals. Assessment and accountability are ensured and enhanced by regular, comprehensive evaluation of each faculty member's performance in all aspects of his/her role.

II. Continuing Status / Post-Tenure Review: Tenured and continuing status faculty shall undergo a review at least once every five (5) years. Faculty members who have not applied for rank advancement within the previous five (5) years, or who received terminal rank five (5) years previous, shall undergo a continuing review. The basic standard for appraisal shall be the competent and conscientious discharge of duties as specified by the faculty member's assignment, as well as established departmental or school standards.

A. Incorporating and building on other regular reviews such as student, administrator, peer, and self, the continuing review process is intended to assess the expectation that faculty exhibit continued achievement of professional goals, ongoing professional development, and maximum contributions to the College, particularly in the areas of teaching effectiveness, scholarly effort, service, and professionalism.

B. Upon implementation of this policy, reviews for faculty will be scheduled on a staggered basis until all faculty can be placed on a five-year rotation, beginning with faculty with the longest interim since a previous review.

C. Reviews can be delayed for a year for various reasons, but such delays require the agreement of the department chair, dean/associate dean, and Vice President of Academic Services.

D. The continuing status / post-tenure review process is not the same as the process of applying for tenure or promotion. Nothing in this process should construe jeopardy to the faculty member under review. The standard for dismissal from a tenured or continuing status position remains just cause. While evidence used in the continuing status / post-tenure review might also be used in construction of cause for dismissal, in no case does the burden of proving cause for dismissal shift to the faculty member having to show cause for retention. The academic freedom of the faculty member being reviewed shall be protected throughout the review process.

E. The review process will be conducted with all reasonable effort in maintaining confidentiality throughout and after the review process. However, absolute confidentiality is not and cannot be guaranteed.

II. University Faculty Post-Probation Review Committee

A. The faculty member under review will submit his or her portfolio to the chair of the University Post-Probation Faculty Review Committee by October 1 in the sixth year following the previous review, or sooner if required by a Faculty Development Plan.

- B. Not later than December 1, the University Post-Probation Faculty Review Committee will respond with a written report to the faculty member being reviewed, to the faculty member's department chair and dean, and to the Vice President of Academic Services.
- i. The written report will include the conclusion of the committee as to whether the faculty member being reviewed is meeting or exceeding standards and therefore is recommended for a favorable review, or whether there are substantive concerns or deficiencies which the faculty member must correct and therefore is recommended for an unfavorable review, as well as the bases for such conclusions.
 - ii. The committee should note specific areas of notable success and must note any specific areas needing improvement, may provide suggestions as to means and benchmarks for improvement, and, if the faculty member did not receive a favorable review, the required time schedule for future reviews.
- C. At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee evaluation. Written notice of this option will be included with the copy of the report that is sent to the candidate from the Chair of the Post-Probation Faculty Review Committee. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Vice President of Academic Services by December 15. If the candidate submits a written statement to the Vice President of Academic Services by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

III. Vice President of Academic Services

- A. Not later than February 15, the Vice President of Academic Services will prepare a final recommendation to the President with respect to the post-probation reviews of faculty, including his/her recommendation regarding any salary increase, and a copy will be sent to the faculty member and the faculty member's department chair and dean.
- i. If the review is unfavorable, the faculty member, working with the faculty member's department chair and dean, will develop a written Professional Development Plan, addressing strategies and actions for correcting noted deficiencies during the next year.
 1. The Professional Development Plan must be submitted to the Vice President of Academic Services by March 15 and must be approved not later than April 15.
 2. In no case will a Professional Development Plan limit the institution's ability to implement the Faculty Termination policy.

IV. Appeals Process

- A. A faculty member may appeal a negative recommendation regarding a Post-Probation Review from the Vice President of Academic Services. The appeal must be submitted in writing to the chair of the Faculty Hearing Board within 30 days of the notification being sent.
- B. Appeals can be made on one or more of the following bases.
- i. Procedural irregularities which were likely to have substantially and adversely affected the recommendation at any level.

- ii. Bias on the grounds of personal prejudice, especially whether consideration of the faculty member's case was adversely affected by discrimination.
 - iii. A violation of the faculty member's right of academic freedom as defined in policy.
- C. The composition and procedures of the Faculty Hearing Board are outlined in the Code of Faculty Rights & Responsibilities (Policy 3-4).
- D. The Faculty Hearing Board will review the portfolio and any other documentation submitted, conduct hearings as it deems appropriate, and make a recommendation to the University President either to uphold the previous decision or request reconsideration beginning at the level of the Post-Probation Review Committee or the Vice President of Academic Services.
- E. If the appeal is denied and the previous decision upheld, the original decision not to recommend promotion will be final.

Review and Report Process:

A. — The faculty member under review shall submit his or her file to the chair of the College Post-Tenure Review Committee by October 1 in the fifth year since the previous review or advancement in rank, or sooner if required by a Faculty Development Plan.

B. — Not later than December 1, the College Post-Tenure Review Committee shall respond with a written report to the faculty member being reviewed, to the department chair, and to the dean/associate dean.

i. The written report shall include the conclusion of the committee as to whether the faculty member being reviewed is meeting or exceeding standards and therefore receives a favorable review, or whether there are substantive concerns or deficiencies which the faculty member must correct and therefore receives an unfavorable review, as well as the bases for conclusions.

ii. The committee should note specific areas of notable success and must note any specific areas needing improvement, may provide suggestions as to means and benchmarks for improvement, and, if the faculty member did not receive a favorable review, the time schedule for future reviews.

C. — The faculty member under review has the opportunity to send a response with comments and/or challenges regarding the report to the Vice President of Academic Services not more than 10 days after the report was sent.

D. — Not later than February 15, the Vice President of Academic Services shall prepare a final recommendation to the President with respect to the continuing status/post-tenure review, including his/her recommendation regarding a salary increase, and a copy shall be sent to the faculty member.

[This section has been moved to the revised 3-18 Faculty Salary Schedule policy.]

i. Typically, and based on the Faculty Salary Schedule (Policy 3-18) and available funding, faculty receiving favorable reviews receive a 2% increase in base salary to begin July 1.

ii. An individual faculty member may receive only one continuing review increase in any five (5) year period of time.

iii. An individual faculty member may not receive more than a total of 10% in continuing status/post-tenure review and rank advancement increases within a five (5) year period of time.

~~1. If a faculty member receives a rank advancement increase, s/he may not receive a continuing status increase for five (5) years.~~

~~2. If a faculty member receives a continuing status increase, any rank advancement increase s/he receives within the following five (5) years will be decreased by 2%.~~

~~3. Such limits exclude equity increases and COLA adjustments.~~

~~iv. If the review is unfavorable, the faculty member, working with the appropriate department chair and dean/associate dean, shall develop a written Professional Development Plan, addressing strategies and actions for correcting noted deficiencies during the next year.~~

~~1. The Professional Development Plan must be submitted to the Vice President of Academic Services by March 15 and approved by April 15.~~

~~2. In no case shall a Professional Development Plan limit the institution's ability to implement the Faculty Termination policy.~~

Section 10: Addenda

I. Flow Charts.

A. Intermediate Probationary Review.

B. Final Probationary Review (applying to receive Tenure, Continuing Status, or Non-Probationary Faculty status).

C. Promotion Review.

D. Post-Probation Review.

II. Terminal Degree by Discipline.

III. Sample Schedule of Faculty Reviews.

IV. Blank Schedule of Faculty Reviews.

V. Faculty Portfolio Checklist.

DIXIE STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Section: **3-Faculty**

Policy No: **9**

Approved: **10/27/95**

Revised: **09/21/01**

Revised: **04/21/05**

Policy: ***FACULTY PROFESSIONAL DEVELOPMENT PROGRAM***

Policy 3-9 FACULTY PROFESSIONAL DEVELOPMENT PROGRAM

To include replacement of 3-12 Sabbatical and Educational Leave.

NOTE:

Sections marked in bold italics (***bold italics***) are from Policy Office
Sections marked in italics (*italics*) were submitted by Faculty Senate, 1/6/2014
Sections marked in strikethrough (~~strikethrough~~) are from current 3-9
Sections marked in double strikethrough (~~double-strikethrough~~) are from current 3-12

- I. General***
- II. Funding***
- III. Faculty Professional Development Committee***
- IV. Professional Development Grants***
- V. Sabbatical Leave***
- VI. Educational Stipends***
- VII. Educational Leave***

I. General

A. Recognizing the centrality of teaching excellence to the academic mission of the University, Dixie State University considers its faculty to be one of its greatest resources. One of the goals of the University is to encourage and support faculty professional development endeavors in order to promote academic excellence and rigor and to enhance individual teaching performance.

- i. DSU supports a comprehensive Faculty Professional Development program intended to offer support and assistance to faculty in fulfilling the University's mission and ensuring quality programs. Evidence of sufficient and appropriate professional development is required to achieve post-probationary status and promotion through rank advancement.***
- ii. A faculty member is awarded professional development funding based on peer review by the Faculty Professional Development Committee (PDC), administrative review of a***

specific proposal, and available funding.

- iii. Funds are available to all full-time, non-term appointed faculty. A faculty member on disciplinary probation is ineligible to receive professional development funding in any form. Funds are issued to individual members of the faculty, not allotted to departments, divisions, or schools.*

~~9.1 Purpose of professional development: Dixie State College strives to help students define, shape, and achieve educational and life goals. Recognizing the centrality of teaching excellence to the academic mission of Dixie State College, one of the primary goals of the College is to encourage and support professional development endeavors for faculty that promote excellence in programs and individual teaching performance.~~

- B. Continuing education (CE) is comprised of educational experiences or activities for members of various professional fields that consist of updated and/or specialized information or training, usually not offered for academic credit. Full-time faculty members who are required to maintain licensure or certification in a specific profession are eligible to request continuing education funding through deans and/or departments that may have allocations or other funding to support Continuing Education for specific faculty positions. Faculty Professional Development funds may not be used to support CE.*
- C. All travel required or funded through the Faculty Professional Development Program must conform to 6-4 General Travel and all other applicable policies and procedures.*
- D. Faculty members who receive professional development funds but do not fulfill the specified post-award reporting requirement(s) will be ineligible to apply for any Faculty Professional Development Program funding or opportunities for a period of three (3) years after the original award.*
- E. The award of professional development funds to an individual faculty member does not infer that the individual will be retained or granted tenure, continuing status, non-probationary status, or promotion through rank advancement. Nothing in this policy restricts the right of the University to implement termination provisions found in 3-4 Faculty Termination and/or 3-7 Faculty Review.*

II. Funding

- A. Professional Development Grants are largely dependent on funding from the Faculty Professional Development budget.*
- B. Other professional development opportunities are not funded from the Faculty Professional Development budget. However, if insufficient Professional Development Grants are requested resulting in surplus Professional Development Grant funds at the end of a specific budget year, those funds may also be used for the following, which otherwise must be funded from other sources:*

i. Sabbatical Leave

- 1. Sabbatical Leave is dependent on the availability of sufficient funding, finding suitable replacements, and other factors.*

ii. Educational Stipends

- 1. Educational Stipends are dependent on institutional need, available funding, and other factors.*
- 2. Educational Stipends are not awarded before March 15 for the following academic year.*

iii. Educational Leave

- 1. Educational Leave is dependent on institutional need, available funding, and other factors.*

~~9.2 Funding for professional development activities: Professional development funds are available to help full-time faculty members maintain and improve academic rigor and excellence within the college community in fulfillment of the academic mission of Dixie State College. Funds are available to all full-time faculty, not allotted to departments or divisions.~~

III. Faculty Professional Development Committee

A. Professional development requests, proposals, and applications are reviewed by the Faculty Professional Development Committee, which is comprised of five (5) voting members:

- i. The Committee chair is chosen jointly by the Faculty Senate President and the Vice President of Academic Services. The chair is non-voting except in circumstances of recusal.*
- ii. Five (5) full-time, non-term appointment representative faculty members.*
- iii. The Executive Director of Human Resources or designee serves as an ex officio member.*

B. If a member of the Committee requests any form of professional development funding during the term of committee service, that person will remove him/herself from voting on that category of funding (Professional Development Grant, Sabbatical Leave, Educational Stipend, or Educational Leave) for that review cycle, but may participate in discussion. In cases of such recusal, the committee chair will be eligible to vote.

C. Review and Approval Process

i. The Committee reviews all professional development requests, proposals, and applications, and prioritizes them based on established criteria and available funding.

- 1. Requests, proposals, and applications require the approval of the faculty member's department chair and dean before submission.*
 - 2. Requests, applications, and proposals are submitted to the chair of the Committee.*
 - 3. Incomplete or insufficient requests, applications, and proposals, and those received after a published deadline will not be reviewed until the next deadline for that category of professional development.*
 - 4. The Committee strives to make recommendations for funding distribution that are fair and equitable to all faculty and which give priority activities with the greatest potential for positive impact on students as well as ability to fulfill institutional and other collective goals.*
 - a. A faculty member is not required to disclose a deficiency identified through evaluation in a funding application. The Committee will make every effort to respect the confidentiality of any faculty member whose application includes such a disclosure, but confidentiality cannot be guaranteed. A faculty member with a concern should consult with the appropriate dean.*
- 4.5. After review, the Committee makes a recommendation to the Vice President of Academic Services about which applications should be funded and in what amount.*
- 5.6. The Vice President of Academic Services approves or disapproves professional development awards and informs the faculty member, the faculty member's dean, and Committee chair of the amount funded.*
- a. Sabbatical Leave and Educational Leave require additional approvals from the President of the University and the Board of Trustees prior to being awarded.*

~~9.3 Application process: The procedure for applying for professional development funds is found on the campus website's professional development area. The Faculty Excellence Committee will review and prioritize applications, then recommend to the Academic Vice President which applications to fund.~~

D. Reporting

- i. The Vice President of Academic Services will provide a written report to the Committee chair of the professional development funds from all sources actually distributed to faculty as well as funds pending reimbursement prior to the December and March reviews and at the end of the fiscal year.*
- ii. Annually, the Committee will provide a general report to the faculty on professional development requests received and approved.*

E. The Committee will hold workshops and training as needed to inform faculty of the process and procedures for Faculty Professional Development Program opportunities.

IV. Professional Development Grants

- A. Professional Development Grants are available to help faculty better fulfill their teaching responsibilities by assisting faculty members to stay current in their academic disciplines and to learn and develop current pedagogical techniques. Professional Development Grants are made available annually to help full-time faculty members maintain and improve academic rigor and excellence within the university community in fulfillment of the academic mission of DSU.*
- B. Full-time faculty members are eligible to apply for Professional Development Grants. Faculty members with limited term appointments are ineligible.*
- C. Responsibilities*
 - i. The Committee expects that each applicant will honestly and thoroughly articulate the need underlying the request for a professional development grant and explain how the experience will aid the faculty member in meeting that need. It is the responsibility of the applicant to carefully describe how the proposed experience will meet the required needs and provide benefit for both the faculty member and the University. Committee evaluation of applications will primarily be based on these descriptions. The Committee will prioritize applications based on the faculty member's need and the expected benefit of the professional development experience.*
 - ii. It is the responsibility of the Committee to evaluate all applications on the stated criteria within a timely manner following each application deadline. Evaluation of applications will be conducted without reference to the identities of applicants. When the Committee is unable to fund an applicant's request, notice will be given to the faculty member not more than 14 calendar days after the date applications review was completed.*
- D. Applicants will demonstrate through the application process that a need exists and that the need will be satisfied through the proposed professional development experience. Examples of needs include but are not limited to the following activities, which are not comprehensive and are not listed in order of importance:*

- i. *Learning about new developments within a faculty member's discipline.*
- ii. *Learning about content in order to develop a new course.*
- iii. *Improving one's teaching skills*
- iv. *Contributing to the academic reputation and/or influence of the University.*
- v. *Developing qualifications to teach required courses.*

E. *The following activities are examples of experiences that can be funded through Professional Development Grants. This list is not intended to be comprehensive and the experiences are not ranked in order of importance.*

- i. *Participation in or attendance at a research or professional conference.*
- ii. *Participation in or attendance at a teaching-oriented conference.*
- iii. *Enrolling in courses unrelated to earning a terminal degree.*

9.4 Priorities for funding: A variety of activities may fulfill the purposes of professional development. The committee will prioritize applications within two levels.

9.4.1 Level I activities include but are not limited to the following:

- ~~Activities intended to improve areas of deficiency which have been identified by formal evaluation.~~
- ~~Presentation at meetings and conferences of professional organizations.~~
- ~~Work towards a terminal degree within the faculty member's discipline.~~
- ~~Intellectual contributions to the college community, such as:~~

~~—Conducting symposiums, producing a working paper series, making pedagogical contributions to instructional or administrative practices on campus, expanding programs in response to community need, creating modules that structure a framework for intellectual contributions to pedagogy.~~

9.4.2 Level II activities include but are not limited to the following:

- ~~Participation in a workshop enhancing pedagogical skills of attendee.~~
- ~~Attendance at meetings and conferences of professional organizations within the faculty member's discipline.~~
- ~~9.4.3 If applications exceed available funds, priority will be given to Level I applications. If two applications of similar level compete for limited funds, priority will be given to the applicant who has received the least amount of professional development funds in the previous three years.~~
- ~~9.4.4 A faculty member may apply for professional development funds for the purpose of hiring an adjunct to fulfill part of the faculty member's workload responsibilities in order to allow time~~

to advance Level I activities.

F. The following types expenses are excluded:

- i. Membership in professional organizations unless such membership is inseparable from another allowable fee (registration at a conference, for example).**
- ii. Course work being applied toward a terminal degree.**
- iii. Supporting student research activities.**
- iv. Paying assistants or students.**
- v. Continuing education. (See continuing education section above)**
- vi. Expenses incurred while teaching a travel study or study abroad course.**
- vii. Faculty members who receive an Educational Stipend, or Sabbatical or Educational Leave are ineligible to receive a Professional Development Grant in the same academic year.**

G. The following criteria are used to assess and prioritize requests:

- i. Significance and institutional impact of the need delineated in the application.**
- ii. Potential of the proposed experience to fulfill that need.**
- iii. Ability of the experience to accrue benefit to students.**
- iv. Period of time since the faculty member last received professional development funding. Priority is given to faculty members who have not recently received professional development funding.**

H. A faculty member is not required to disclose deficiencies identified through evaluations in order to secure a Professional Development Grant. Funding for remediation of identified deficiencies may be available from alternate sources.

I. Applications submitted to the chair of the Committee are accepted throughout the year, with deadlines at 5:00 p.m. on each of the following days:

- i. September 15**
- ii. November 15**
- iii. January 15**

iv. March 15

J. When an **application** deadline falls on a weekend or **University** holiday, the deadline will be 5:00 p.m. on the next academic day after the deadline. Applications received after a deadline will not be reviewed until the next deadline.

K. The Committee may deny or postpone applications in earlier review periods as necessary to reserve some funds for applications received later in the academic year.

9.5 Application deadlines: Applications will be accepted throughout the year, with application deadlines on September 1st, December 1st, and March 1st. Applications received after these deadlines will not be reviewed until the next deadline unless time constraints require more immediate action. The committee may deny or postpone applications in the earlier review periods if necessary to reserve some funds for the later ones.

L. Funding Limit

i. Professional development funds are generally limited to \$2,000 per person per *academic* year.

ii. Recommendations for an individual faculty member may not exceed \$6,000 in a three-year period.

M. Additional or alternate funding for professional development experiences may be obtained from other sources.

9.6 Individual funding limits: Professional development funds are generally limited to \$2,000 per person each year. However, applications up to \$6,000 may be recommended under special circumstances. Recommendations for an individual faculty member will not exceed \$6,000 in a three year period. Funding for professional development activities that require more than this limit must be obtained from another source.

N. Post-Award Requirements

i. **Recipients of Professional Development Grants must submit a brief report outlining the activity to the appropriate Dean and the Vice President of Academic Services within 60 calendar days after completion of the experience. Such reports, along with original applications, will be retained by the Vice President of Academic Services.**

ii. **The report of the activity must be included in the faculty member's required online portfolio.**

iii. Faculty members are also encouraged to share information and insights gained through professional development experiences with other faculty members in formal or informal settings.

9.7 Reporting of outcomes: Recipients of professional development funds shall submit a brief report outlining the results of the activity to the Academic Vice President. The report should be submitted within two weeks following completion of the activity. The application and report of the activity will become part of the faculty member's professional development file. Faculty members are also

encouraged to share information and insights gained through professional development activities with other faculty members in formal or informal settings.

V. Sabbatical Leave

A. Sabbatical Leave is a period of time when a faculty member is excused from regular duties associated with their appointment in order to engage in scholarship, research on significant problems or issues, important creative expression, post-doctoral study at another institution, or another approved project. Sabbatical Leave is not a faculty benefit; it is a program for professional development and creativity that benefits the University which is awarded at the University's discretion. Sabbatical Leave is subject to availability of funds and suitable instructional replacements.

~~12.1 A sabbatical leave is a compensated leave of absence for a year, or fraction thereof, for purposes of study, research or other professional development, the object of which is the professional improvement and advancement of faculty members as well as enhancement of their usefulness to the institution. Sabbatical leaves are not available for compensation during summer semesters.~~

B. Full-time tenured or continuing status faculty members with at least six (6) years of full-time faculty service at DSU are eligible to submit requests. Probationary faculty members and faculty members with limited term appointments are ineligible.

- i. A faculty member who is awarded a Sabbatical or Educational Leave may not submit an application for Sabbatical Leave for at least six (6) years after the end of the previous leave.***
- ii. Sabbatical Leave may not be used for the purpose of obtaining a terminal degree in one's discipline of appointment. (See Educational Leave below.)***

~~12.3 A faculty member is eligible to request a sabbatical leave of absence after having completed at least three full years of full-time College service.~~

C. Proposals for Sabbatical Leave must be submitted to the chair of the Faculty Professional Development Committee by October 15 to be considered for the subsequent academic year. Proposals must include provisions for formal dissemination to the University community of the knowledge and/or skills gained through the sabbatical.

12.7 Application Procedure

~~12.7.1 An application for the sabbatical leave should contain a detailed statement of the applicant's plan which might include the institution to be attended, the degree or exact schooling to be obtained, the research or professional project to be conducted, the reason for the applicant desiring such a program, the approximate length of time necessary and applied for, and other essential data to evaluate the request for the leave.~~

~~12.7.2 Applications for one or two semester sabbatical leaves should be submitted to the appropriate division dean by December 1 of the year preceding the academic year in which the sabbatical leave~~

~~is to occur. Applications for leave of one semester should be made at least two semesters before the leave is desired.~~

~~12.7.3 The division dean shall forward the application, with a recommendation as to its disposition, to the Academic Vice President who shall review the application and make a recommendation to the President.~~

~~12.7.4 If the President approves the request, he/she shall submit the request to the Board of Trustees for final approval.~~

~~12.7.5 The applicant will receive written notice of the final decision by April 15 of the academic year preceding the academic year in which the sabbatical leave is to occur.~~

~~12.7.6 A memo of understanding clarifying the conditions of the sabbatical leave, including payment arrangements, agreement to pay the penalty if not returning, and the employee's and the academic vice president's signatures.~~

D. The following criteria are used to assess and prioritize requests:

- i. Potential benefit to the University from the proposed sabbatical activities.*
- ii. Length and quality of the faculty member's service to the University.*
- iii. Relationship of proposed activity to faculty member's area of appointment or assigned duties and potential benefit to students.*
- iv. Previous professional development funding.*

~~12.2 Sabbatical leaves are granted in order that individuals may improve their knowledge and/or skills for the benefit of themselves and Dixie State College. Sabbaticals are granted to recipients usually for the following purposes:~~

~~1. Engagement in research and/or writing in fields of specialization~~

~~2. Course work at an institution of higher learning~~

~~3. Pursuit of training or advanced degree~~

~~4. Pursuit of other professional development activities which would further the faculty member's personal objectives.~~

~~12.8 In case there are more applicants than the needs of the institution and the budget can accommodate, sabbatical leave will be granted in the order of: first, the needs of the institution, second, the needs of the instructor for advanced training, and, third, the length of the applicant's service.~~

E. Funding

- i. A faculty member may be awarded up to 75% of his/her annual base salary for a two-semester Sabbatical Leave, and up to 75% of half of the annual base salary for a one-semester Sabbatical Leave. Sabbatical Leave is not offered during summer semesters.*
- ii. If a faculty member's Sabbatical Leave has been approved by the Board of Trustees but is cancelled due to funding restrictions, the faculty member is entitled to Sabbatical Leave at the earliest possible time without reapplication.*

~~12.4 Salary payments to individuals on sabbatical leave will be calculated on the basis of the salary for the current year and will be made as follows: 30 percent of annual salary when leave is granted following three (3) years of service; an additional 10 percent will be granted for each year of service up to six (6) years, thus equaling 60 percent of annual salary at the end of six years.~~

~~12.4.1 Faculty on sabbatical leave are able to work on grants, but they cannot be paid more than 100% of their salary through the College's payroll.~~

~~12.5 When clearly at the insistence and benefit of the institution, not at the discretion of the individual, a person is not granted leave at a time when he/she becomes eligible and makes formal application, a person may receive an additional 10 percent of his/her current salary for each year of service beyond six years, to a maximum of 10 years. To do so, however, his/her services at the institution must have been required for the proper operation of the institution in the judgment of the College President and the Board of Trustees.~~

F. Conditions

- i. The period of time on Sabbatical Leave accrues toward rank advancement.*
- ii. A faculty member on Sabbatical Leave is eligible to receive all adjustments in salary for which s/he would otherwise qualify and continues to receive University benefits.*

~~12.6 A faculty member on sabbatical leave is covered by fringe benefits and is eligible for consideration for tenure, merit, advancement in rank and for any general or special adjustment in salary received by other faculty members of the College.~~

- iii. Except in extreme circumstances, a faculty member may not defer or cancel an approved Sabbatical Leave less than 60 days prior to the start of the leave period.*
- iv. A faculty member on Sabbatical Leave:*
 - 1. Must disclose all scholarships, subsidies, and grant monies that were provided during the sabbatical period.*
 - 2. May not receive any additional compensation or professional development funding from the University during the sabbatical period.*
 - 3. May accept a fellowship, assistantship, research grant, or similar employment, but in no case shall the compensation from the University and the outside source total*

more than 100% of the amount of the individual faculty member's full-time base salary during the sabbatical period.

4. May receive an allowance, stipend, or grant from non-University sources for transportation, housing, equipment, or materials. Such allowances do not accrue toward total compensation.

v. A faculty member on Sabbatical Leave remains employed by the University and must perform self-evaluations and be evaluated by supervisors according to the requirements of 3-8 Faculty Evaluation.

G. Post Award Requirements

i. A written report to the faculty member's department chair and dean and the Vice President of Academic Services must be submitted not more than 60 days after the end of the Sabbatical Leave.

ii. An oral report to the Board of Trustees is required.

iii. A presentation to the University community is required in order to formally disseminate the knowledge and/or skills gained through the Sabbatical Leave. The presentation must take place not later than the end of the academic year following the leave.

iv. At the conclusion of a Sabbatical Leave, the faculty member is required to return to the University and serve for a length of time at least equal to the sabbatical period or the salary and benefits or s/he will be contractually obligated to repay the University an amount equal to the salary received and the cost of employee benefits received from the University while on Sabbatical Leave.

~~12.9 Upon completion of a sabbatical leave, the recipient shall file with the division Dean and the Academic Vice President a detailed report of activities during the leave and of the extent to which the leave purposes were met.~~

~~12.10 The recipient of the sabbatical leave agrees either to return to serve the institution for at least the year following the leave or to pay a penalty payment equal to 120% of his/her sabbatical leave salary.~~

VI. Educational Stipends

A. Education Stipends are funds issued at the University's discretion to assist an individual faculty member to engage in study toward a terminal degree that will benefit the University in program quality and accreditation. Funding may include tuition, fees, transportation, housing, equipment, or materials.

~~B. 12.16 It is expected that the applicant will apply for and receive at least a tuition scholarship at the degree-granting institution. If these efforts are unsuccessful, Dixie State College will pay the applicant's tuition and fees for the approved curricular plan. It is expected that the candidate will attend graduate school as a full-time student.~~

C. Full-time faculty members who have not earned the terminal degree required in their discipline of appointment are eligible to apply for Educational Stipends. Faculty members with limited term appointments are ineligible.

D. A faculty member cannot be awarded Sabbatical Leave and an Educational Stipend in the same academic year. A faculty member cannot be awarded an Educational Stipend and a Professional Development Grant during the same academic year. Faculty may receive Educational Leave and an Educational Stipend during the same year.

E. Applications must be submitted to the chair of the Faculty Professional Development Committee by December 1 to be considered for the subsequent academic year.

F. The following criteria are used to prioritize requests for Educational Stipends:

i. Institutional need.

ii. Faculty members from departments with an insufficiency of terminally-degreed faculty.

iii. Potential benefit to DSU students.

G. Conditions

a. Verification of attendance/participation and satisfactory academic progress in the form of an official transcript must be provided to the Vice President of Academic Services after each semester of study for inclusion in the faculty member's personnel file.

b. If the faculty member does not show satisfactory progress toward degree, s/he will be contractually obligated to repay the University an amount equal to the Educational Stipend received.

H. The funding limit for an individual faculty member from all University sources is \$2,500 per year and \$10,000 lifetime.

VII. Educational Leave

A. Education Leave is funding awarded at the University's discretion to cover full or partial salary and benefits for a post-probationary faculty member to earn a terminal degree in the faculty member's field of appointment in situations where a program has insufficient terminally-degreed faculty and assisting a current faculty member to obtain a terminal degree is more effective for the University than hiring an additional or new terminally-degreed faculty member. The faculty member on educational leave can be excused from all or some of his/her faculty duties during the Educational Leave. A written agreement between the University and

the faculty detailing specific requirements and expectations as outlined in this policy member is required.

~~12.11 An educational leave is a compensated leave of absence for a year or more, or a fraction of a year, for the purpose of attaining a pre-approved doctorate degree, or other pre-approved terminal degree.~~

C. Full-time faculty members who have not earned the terminal degree required in their field of appointment are eligible to apply for Educational Leave. Faculty members with limited term appointments are ineligible.

~~12.12 Educational leaves are granted so individuals can attain a degree that is required by Dixie State College for accreditation or enhancement of baccalaureate programs. It is intended that this policy would be used infrequently, and would apply only in cases where viable candidates cannot be found through the normal hiring processes.~~

~~12.13 An employee is eligible for educational leave based on the following:~~

~~12.13.1 The Vice President for Academics and the division dean determine that a Dixie State College faculty member is to be selected to go on leave and thereby earn a specified doctorate.~~

~~12.13.2 Employees will be interviewed for interest and availability by the dean and vice president.~~

~~12.13.3 Recommendation for educational leave will be made to the president.~~

~~12.13.4 The president will have the selection approved by the Board of Trustees.~~

C. A faculty member cannot be awarded Educational Leave and Sabbatical Leave during the same academic year. A faculty member on Educational Leave cannot receive Professional Development funding. A faculty member may receive Educational Leave and an Educational Stipend during the same year.

D. Proposals must be received by the Committee by October 15 to be considered for the subsequent academic year.

E. The following criteria are used to prioritize Educational Leave requests:

i. Institutional need.

ii. Faculty members from departments with an insufficiency of terminally-degreed faculty.

iii. Potential benefit to DSU students.

iv. The faculty member's potential for development.

~~12.15. An approved plan for the educational leave should contain a detailed statement of the applicant's proposal, which would include the name of the institution to be attended, a precise description of the proposed academic program, the research or professional project to be conducted, the approximate~~

~~length of time necessary to complete the degree, length of time of work commitment at Dixie State College and other essential data. This plan would be reviewed yearly to ascertain progress and to make appropriate adaptations.~~

~~12.17 The applicant will receive written notice of the final decision by December 15 of the academic year preceding the academic year in which the educational leave is to occur.~~

F. No more than three (3) years of Educational Leave is available to any faculty member. In cases of financial exigency, Educational Leave may be cancelled or postponed by the University.

G. A faculty member on Educational Leave:

i. Is eligible to receive 75 – 100% of base salary but is not eligible to receive any additional compensation or professional development funding from the University other than an Educational Stipend.

~~12.14 An employee on this specifically designated educational leave receives full salary,~~

ii. May accept a fellowship, assistantship, research grant, or similar employment, but in no case shall the compensation from the University and the outside source total more than 100% of the amount of the individual faculty member's full-time base salary during the Educational Leave period.

iii. May receive an Educational Stipend from the University or an allowance, stipend, or grant from non-University sources for tuition, fees, transportation, housing, equipment, or materials. Such stipends and allowances do not accrue toward total compensation.

iv. Is eligible to receive all adjustments in salary for which s/he would otherwise qualify and continues to receive University benefits.

~~is covered by fringe benefits and is eligible for consideration for tenure, merit, advancement in rank and for any general or special adjustment in salary received by other faculty members of the College.~~

v. A faculty member on Educational Leave remains employed by the University and must perform self-evaluations and be evaluated by supervisors according to the requirements of the Faculty Evaluation Policy.

vi. Verification of attendance/participation and satisfactory academic progress in the form of official transcripts must be provided to the Vice President of Academic Services after each semester for inclusion in the faculty member's personnel file. It is expected that the faculty member will complete the terminal degree according to an agreed-upon schedule, which may be revised as needed in consultation with the dean.

1. If the faculty member does not show satisfactory progress toward degree, does not complete the degree according to the agreed-upon or revised schedule, or does not provide official transcripts demonstrating progress or completion, s/he will be contractually obligated to repay the University an amount equal to the salary and

the cost of employee benefits received from the University while on Educational Leave.

H. A period of Educational Leave may not accrue toward tenure, continuing status, non-probationary status, or rank advancement.

I. Post-Award Requirements

i. An oral report to the Board of Trustees is required after the Education Leave.

ii. At the conclusion of an Educational Leave, the faculty member is required to return to the University and serve for a period of time not less than five (5) years.

iii. If the faculty member does not return to the University and serve for at least five (5) years, s/he will be contractually obligated to repay the University an amount equal to the salary actually received and the cost of all benefits received from the University while on Educational Leave, prorated by the number of years actually served after returning from leave.

iv. A faculty member who is awarded Educational Leave may not apply for Sabbatical Leave for during the six (6) years following the end of the previous leave.

~~12.18 Upon completion of an educational leave, the recipient shall file with the division dean and the Academic Vice President a detailed report of activities during the leave and of the extent to which the leave purposes were met.~~

~~12.19 The recipient of the educational leave agrees to return to serve the Dixie State College full-time for at least five years following the educational leave, or to refund salary payments in full, including the cost of benefits, received from Dixie State College during the educational leave.~~