

College of Arts and Sciences Faculty Assembly

Agenda

August 15, 2023 10:00 AM

Kinard 018

- I. Welcome & Introduction of Officers – Dave Pretty
- II. Approval of Minutes from the March 3, 2023 Meeting ([Appendix A](#))
- III. Celebration of College Award Recipients – Takita Sumter
 - 2023 College of Arts & Sciences Scholarship Excellence Award – Amanda Hiner, *English*
 - 2023 Lynn Harand Outstanding Advisor – Nathaniel Frederick II, *Mass Communication*
 - 2023 Outstanding Undergraduate Research Mentor Award – Mike Sickels, *Sociology*
- IV. CAS Curriculum Committee
- V. Nominating & Rules Committee
- VI. New Faculty, Newly Promoted/Tenured Colleagues, Faculty in New Roles – Dept. Chairs
- VII. Old Business
- VIII. New Business
 - I. Tenured & Promotion Guidelines Update - Greg Oakes ([Appendix B](#))
- IX. Remarks from the Dean – Takita Sumter
- X. Announcements
- XI. Adjournment

Note: Quorum (35% of full-time faculty) is 49 faculty members for Faculty Assembly.
The minimum attendance to do business (20% of full-time faculty)
is 28 faculty members.
The meeting will be in person in Kinard 018.

Appendix A –

College of Arts and Sciences Faculty Assembly
Minutes
Kinard 018
March 3, 2023 2 p.m.

- I. Welcome—Adam Glover
 - a. Call to order (after Graduate Faculty meeting) at 2:10 PM.

- II. Approval of Minutes from January 13, 2023, meeting (Appendix A)
 - a. Approved

- III. CAS Committees
 - a. CAS Curriculum Committee (Appendix B)—Valerie Jepson and Jason Hurlbert
 - i. Changes approved.

 - b. CAS Nominating and Rules Committee—Brent Woodfill (*Voting for committee vacancies will be conducted via a Qualtrics survey. The survey will be sent out this afternoon and will close on Monday, March 6 at 5 p.m.*)
 - i. Curriculum committee
 1. Remove Casey Cothran from list because she is in ENGL

 - ii. Academic Council
 1. Add Kori Bloomquist

 - iii. CAS Personnel
 1. Add Kori Bloomquist

 - iv. Education Preparation
 1. Add Margaret Gillikin

 - v. Freedom, Tenure, and Promotion
 1. Add David Meeler

 - vi. Academic Conduct

1. Add Trent Kull

IV. Update on Competency-Based Education—Greg Oakes, Tracy Griggs, and Bettie Parsons Barger

- a. Presentation of a new delivery method. The plan is to make the degree program designed by learning outcomes rather than courses. It's a supplement to adult and professional learning for students age 24 and up. The plan is for COE and BPS in the near term, but it could expand into undergraduate education in CAS.
- b. Some questions and discussion.

V. Update from D&I Committee—Hope Lima

- a. No discussion or questions before the vote
- b. Vote on College statement being posted publicly--approved
- c. Vote on optional inclusion on syllabi—approved
- d. Some updates on current events

VI. Old Business

- a. None

VII. New Business

- a. None

VIII. Remarks from the Dean—Takita Sumter

- a. Issue of academic freedom
- b. Advising updates, reminders, etc. from Adria Belk
- c. Follow-up on President's visit to CAS on Feb. 23
- d. Another agreement with Kaplan viz. prep courses
- e. Reminder about award nominations
- f. Budget issues
 - i. We have decreased fulltime faculty lines
 - ii. Plan to increase course caps in some appropriate places
 - iii. Talk about GNED holistically

IX. Announcements

X. Adjournment

a. Adjourned at 4:00 PM.

Appendix B –

Tenured & Promotion Guidelines Update

Re the question: When a faculty member is granted credit toward tenure, does the promotion review period extend likewise into the faculty members previous institution?

Summary

I find little specification of University or College policy that directly addresses this question. Typically, in our policies, where policy governing credit toward the tenure review period is stated, there is no mention of any bearing on the promotion review period. Where tenure and promotion review periods are otherwise referenced, policy centers on which years' faculty annual reports and supervisor evaluations are to be included; but no mention is made in these passages of the specific case where credit towards tenure has been granted. In addition, both Tenure and Promotion policies state that when applying for tenure and promotion concurrently, two distinct sets of letters (from the candidate, committees, etc.) are required – but again no mention is included here of periods of review and how they may compare.

The following documents would seem relevant and I note such reference to period of review as they contain:

- University Tenure Policy: This policy specifies allowable credit toward tenure; in doing so, however, no reference is made to the period of review for promotion. The Tenure policy also indicates that when going up for tenure and promotion at the same time, two distinct sets of letters are to be written (i.e., by candidate, committees, etc.).
- University Promotion Policy: This policy states that faculty annual reports and supervisor evaluations to be included in the application are those beginning with the year of appointment or with the most recent promotion. In cases where the previous appointment/promotion is more than five year past, this policy states that the annual reports and evaluations of at least the most recent five years are to be included. The Promotion policy also indicates that two sets of letters are required when going up for both tenure and promotion, but makes no other reference to a relationship of promotion process to tenure process.
- University Promotion/Tenure Portfolio Preparation: This document, dated 2013, reiterates the requirements for which annual reports and evaluations found in the separate Promotion and Tenure policies – with the one difference that the two are mentioned together. Nevertheless, no attempts is made here to distinguish the tenure review period, as including any time credited, from the promotion review period.

- CAS Tenure Policy: This policy includes reference to the requirement of separate letters in the case of concurrent application for tenure and promotion. It makes no other reference to any relationship between the two processes.
- CAS Promotion Policy: This policy makes no reference to the tenure process nor to any relationship between that process and the promotion process.

Documentation

From University Tenure policy

Procedures; <https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=381>

“2.0 *Credit toward Probationary Period for Tenure* At the time a tenure-track appointment is made, credit for prior service may be given toward the probationary period for tenure. The number of years of prior service credited toward the six years of probationary service will be stated in the Reasons/Remarks section of the Personnel Action Form. Policies for awarding credit are:

“2.1 Credit may be given for prior service as a temporary faculty member at Winthrop University if the appointment is changed from restricted to regular service.

“ 2.2 Credit may be given for prior full-time academic service at another institution of higher learning at the rank of Assistant Professor or above.

“ 2.3 Credit may be given for prior professional service, other than teaching at another institution of higher learning, when such service is related to the faculty member's appointment at Winthrop.

“ 2.4 Credit will not exceed 3 years except in unusual circumstances.

“2.5 In determining the amount of prior service to be credited to a faculty member, no credit shall be given for summer school teaching at Winthrop or elsewhere.

“8.1 When a faculty member is applying for tenure and for promotion concurrently, a single supporting portfolio for both processes will be used. The letters of application from the faculty member, recommendations from the chair and the dean, and all committee recommendations must be submitted separately, as the review processes for tenure and promotion will occur independently.”

From University Promotion policy

Procedures; <https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=382>:

“2.0 *Portfolio Preparation and Submission* ... When a faculty member is applying for tenure and for promotion concurrently, a single supporting electronic portfolio for both processes will be used and must include the materials indicated in 2.1 (below). The letters of application from the faculty member, recommendations from the chair and the dean, and all committee recommendations must address tenure and promotion separately and must be submitted separately, as the review processes for tenure and promotion will occur independently.

“2.1.4 Annual reports (including student evaluation data, chair/immediate supervisor evaluations, and dean evaluations) beginning with the year of appointment or the last promotion (whichever applies.) If it has been longer than five years since the appointment/last promotion, at least the most recent five years are required.”

Promotion/Tenure Portfolio Preparation guidelines

Both university tenure and promotion policy pages provide a link (“Portfolio Preparation Guidelines” under the Guides tab) to this document:

“For the tenure portfolio, it is required to have the annual evaluations and comments for all the years since entering the tenure track. For the promotion portfolio, it is required to have annual evaluations and comments beginning with the year of appointment or the last promotion (whichever applies). If it has been longer than five years since the appointment/last promotion, at least the most recent five years are required.”

Similar requirements are specified for the inclusion of student evaluations.

CAS Procedures and Policies for Tenure Consideration

<https://www.winthrop.edu/uploadedFiles/artscience/CASTenurePolicyProcedures2021F.pdf>

“Consideration of a faculty member for tenure shall always be an action separate from consideration for promotion, even if the two occur in the same year. A separate letter of application by the candidate and separate letters of evaluation by the departmental and college committees, department chair, and dean are required.”

CAS Procedures and Policies for Promotion Consideration

<https://www.winthrop.edu/uploadedFiles/artscience/CASPromotionPolicyProcedures2021F.pdf>

“Candidates applying for promotion to the rank of Associate Professor should include annual reports and comments beginning with their year of appointment. Candidates whose time in rank exceeds six years must include annual reports, chair’s comments, and dean’s comments covering the last six years; they may include additional years at their discretion.”

Remedy

I suggest amending the two college policy statements as follows:

- Procedures and Policies for Tenure Consideration: Insert a section, directly after “Initiation of consideration”, along the following lines:

Review period

The probationary period of review for tenure consideration is typically the first six years of the faculty member’s tenure-track appointment at Winthrop. In exceptional cases, a faculty member may be granted credit toward that probationary period. In both cases, candidates for tenure should include in their application materials representing work conducted during the probationary period. In cases where credit toward tenure has been granted, this probationary period may include years prior to the beginning of the faculty member’s tenure-track appointment at Winthrop – i.e., a number of years equal to the number of years’ credit granted toward tenure. Thus, for instance, if a faculty member were granted two years’ credit toward tenure, that member’s tenure review period would include the four years’ service at Winthrop plus the two years’ work conducted prior to the Winthrop tenure-track position. All tenure decisions will be based on the candidate’s ability to convey their ability to continue making contributions to the life and mission of Winthrop University.

- Procedures and Policies for Promotion Consideration: Insert a section, directly after “Initiation of consideration”, along the following lines:

Review period

The period of review for promotion consideration typically extends back to the faculty member’s appointment in current rank and no further. In cases where the faculty member’s current appointment began more than five years past, the review period shall include those five years, minimally; at the faculty member’s discretion, the portfolio may include materials from beyond those five years but not from years in a previous rank. In cases where the faculty member was granted credit towards tenure, the period of review for promotion will include only years of service in their Winthrop appointment.