

**Winthrop University Faculty Conference 30**  
**November, 2018**  
**2:00 p.m., Barnes Recital Hall, Conservatory of Music**

**Agenda**

- I. Approval of Minutes for September 28, 2018 Faculty Conference (*see Appendix I*)
- II. Report from the Chair  
Michael Lipscomb
- III. Report from the Provost/Vice President for Academic Affairs  
Debra Boyd
- IV. Academic Council  
Jo Koster (*Supporting Material in Appendix II*)
- V. Committee Reports
  - a. Rules Committee: Bylaws and Policy Proposals  
Zach Abernathy (*Supporting Materials in Appendix III*)
- VI. Report on the Budget  
Justin Oates, Vice President and Chief Financial Officer

VII. Report on Enrollment  
Eduardo Prieto, Vice President of Access and Enrollment

VIII. Task Force on Tenure and Promotion Protocols  
Michael Lipscomb (*Supporting Materials in Appendix IV*)

IX. Registrar, Office of Records and Registration  
Gina Jones

X. Unfinished Business

XI. New Business

XII. Announcements

XIII. Adjournment

Faculty Conference Membership (333) 35%= 117 20%= 67

## **Appendix I**

**Winthrop University Faculty Conference  
28 September, 2018**

**2:00 p.m., Kinard 018**

Agenda

- I. Approval of Minutes for August 18, 2018 Faculty Conference (Minutes to Follow). Faculty voted to approve the minutes from the last meeting with the change to the name of Shelia Burkhalter. The Faculty Conference Secretary made the change and emailed the corrected minutes to Dr. Lipscomb.
- II. Report from the Chair: Dr. Michael Lipscomb.
  - a. Dr. Lipscomb reported there has been no formal Board meeting; the next meeting will happen before the next Faculty Conference meeting.
  - b. Dr. Lipscomb thanked President Mahony, who met with CVPA and will meet with other colleges Nov. 19<sup>th</sup>, and praised the ongoing work on communication between administration and faculty.
  - c. Dr. Lipscomb addressed proposed bylaws changes coming up from the Rules committee, explaining these are part of his effort, along with FCUP, to build and institutionalize lines of communication. The goal of these changes is to institutionalize the overlap between chairs on FCUP and FCUL so there is a chain of continuity; we do not want changes and communication lost when either chair rolls out of that position.
- III. Report from the President: Dr. Dan Mahony
  - a. The State of the University address will be Oct. 16<sup>th</sup> at 11:00. There, Dr. Mahony will address the Strategic Plan and where we are currently in reaching the goals it sets out.
  - b. Enrollment is down this fall: the deficit is really about 150 degree-seeking students. Dr. Mahony said that looking at degree-seeking students is the most important, because that has the most impact. Some revenue shortfall we are able to make up, but this may be greater than \$500,000, so we're going to try to absorb it.
    - i. To do so, centrally, the University will not fill Jeff Perez's now vacant position and possible other vacant positions.
    - ii. In our unrestricted net position, we went from 10 to 20 million dollars. This is not money just sitting around to be used for any purpose; it has specific purposes, like the Institutional Capital Project Fund for facility projects.
    - iii. The administration will look at all other possible avenues for meeting our budget shortfall before resorting to additional departmental cuts.
    - iv. Winthrop is also seeking to sell the Coke building, which brings in 1.45 million.
    - v. Some revenue enhancements can happen this year. Online programs will add to this as well.
    - vi. Challenges remain; for example, public service grants give tuition for free to children of military killed in service. The state enforces this but does not cover the funding. Winthrop covers roughly 1.75 million. State legislators are looking at how to support universities here.

- vii. Housing revenue is also down. We are down on enrollment and more local students live at home; they can be exempted from the two-year live-on-campus rule if they live within 50 miles of campus. Campus Walk is also full. We have lost 180 on-campus students.
- viii. Questions: Dr. Greg Oakes jokingly asked whether we have plans to put in a pool like Campus Walk. Dr. Mahony laughingly acknowledged our current pool has no sunbathing capacity like Campus Walk's. Question: What are we doing to advertise? Dr. Mahony said we are limited to about \$150,000 on advertising and are trying to spend it as best we can; there are faculty on the committee on how we are going to spend that money. Website redevelopment is also a big part of advertising. Question: Is there a limit on the public service grant? Dr. Mahony responded we are not sure about that answer and will have to check. We cannot control it and we don't know until they actually enroll, which makes it hard to plan financially. Dr. Lipscomb added that FCUP met this past week and advertising came up; they will continue to explore this matter with Drs. Mahony and Boyd.

IV. Report from the Provost/Vice President for Academic Affairs: Dr. Debra Boyd

- a. The GNED review is beginning. The committee is comprised of Drs. Peter Judge (chair), Kristen Abernathy, Alice Burmeister, Sherell Fuller, Kelly Richardson, Gloria Jones, Amanda Hiner, and Ms. Katarina Moyon. The committee is looking at whether our GNED program creates barriers for students to enroll at Winthrop.
- b. The CHE ACAP group approved our new Bachelor of Professional Science program; it must be approved by a licensing group. ACAP also approved concentrations to our MBA and BS in Nutrition. Dr. Boyd thanked people who have worked to get these through.
- c. In terms of the competitive compensation situation, Dr. Boyd said administration talked about doing a RFP process for the state. Sibson Consulting was awarded the bid to help us develop a number of things related to compensation and the classification system. This group will help us develop a fiscally sound compensation program aligned with the external market; develop a compensation philosophy, including a definition of a comparison market; a market assessment of faculty and staff jobs, salary structure and development, including appropriateness of job assignments, salary guidelines, and policies guidelines; and an implementation strategy. As we begin this process, it may have an impact this year or not; it is a long process. Sibson will be interviewing key stakeholders, groups of faculty and staff.
- d. Question: Dr. Jason Tselentis, CVPA, asked, "When we're interviewed by Sibson, should we bring up contact hours? More specifically, the distinction between credit and contact hours?" Dr. Boyd said yes, they will ask you questions; bring up what you need to. Question: Dr. Siobhan Brownson, CAS, asked whether total comp includes health benefits. Dr. Boyd answered, yes, salary, benefits, etc. Question: Dr. Adolphus Belk, CAS asked, "The firm has contacts at other institutions in the state; do we know what's happened at those institutions where the consulting firm has worked after they've worked there?" Dr. Boyd answered that we know faculty and staff have been happy at two she is aware of, though she is not at liberty to say which they were. Sibson can say. Question: Dr. Marsha Bollinger, CAS asked: "Will adjunct pay be part of the conversation?" Dr. Boyd

answered, probably not, but a subgroup will be looking at that across the institution and at our competitors. With this study we have an obligation to look at what it tells us about our fulltime faculty. Question: Dr. Frank Pullano, CAS: “What’s our cyber-empowerment initiative? What are these two positions and what will the salary be?” Dr. Boyd answered that we have advertised two positions to bring in two experts on cyber security—they will do training, workshops, and eventually degree programs and certificates. These will bring in revenue. The salary is over \$100,000 for each position. We are not looking for newbies but for people who can come in and jumpstart programs to generate revenue. Dr. Mahony added they were covered on things they brought into the institution and anything they generate would be helpful to others. Dr. Boyd said we are looking at generating revenue to cover costs over time plus generate money for other programs. Question: Dr. Jo Koster, CAS: “At Academic Council you told us about moving the grading deadline; will you speak to that please?” Dr. Boyd said it’s time intensive and person intensive for the Registrar’s office to make sure everything’s in and run reports to see who can return, who can keep scholarships, etc. We need to balance the work of Records and Registration staff with the desire of faculty to have more time to grade so they can offer more involved final exams. We can look at what happens before—do we start earlier? Or do we push out the afterwards? Winthrop used to have no final exams; when it was instituted it became a part of our semester. Many faculty see others not doing exams; others feel the exams they give can’t allow students to show their learning at the end of term; we can talk about using the last day or last week of class to do that. There is a problem if some are using the exam period and others are not. We need to talk about whether we still value the concept of the exam period or not and how to go forward. We also need to look at peer institutions and how they do this.

- V. Academic Council: Dr. Jo Koster (Supporting Material, to Follow, in Appendix I)
  - i. Curriculum approved is in the following appendix. One class was returned to the submitting department to clarify grading standards. For GENED two courses have been recertified—no vote was required. Faculty voted to approve—MCOM 304 for Global credit. See attached report. Dr. Abernathy brought up transfer credit: in the 1970’s, students could only transfer 15 general studies program hours. Rules has struck this out. Students have to have at least 25% of their hours here; the college is the final voice on what can come in towards a degree.
  - ii. Questions: There is a problem with students getting distracted at cultural events. Why not reduce the number of cultural events and have students participate in something after the cultural event? Dr. Koster handed that one to Dr. Lipscomb, Cultural Events chair, who said they would be happy to talk about it.
- VI. Committee Reports
  - b. Rules Committee: Bylaws and Policy Proposals: Dr. Zach Abernathy (Supporting Materials in Appendix II)

- i. Faculty were asked to vote on whether to put a recommended policy change related to post-tenure review suggested by the Task Force on Tenure and Promotion Protocols on the agenda for our next meeting. Rules approved revised language that clarify the standards used for this review and other outdated language. They also would like to change the label of “Vice President for Academic Affairs” to “Chief Academic Officer.” Other changes are repetitions of those. Dr. Lipscomb said this is a policy change, which only requires a one-step process, but since it deals with tenure process, we are doing it in a two-step process. Faculty voted to place this on the agenda for the next meeting.
- ii. Bylaws changes related to Faculty Conference bylaws to address the growing role FCUP has been playing recently. Question: Do you want to add that the intent is for the chair of FCUP to stagger with the chair of FCUL? Yes, those two chairs will stagger on a two-year basis. Q: is there any issue with the fact that there is a bylaw change calling faculty to a meeting in the summer and we’re not on contract in the summer? Yes, Dr. Lipscomb said it is good it is in writing because it is then there for someone who’s going to be on FCUP to know. Probably folks who meet during the summer are not going to be all the faculty on FCUP. It is known upfront and it is agreed upon by any participating faculty; summer meetings are important because they assure that timely business related to faculty concerns is addressed. Question: I am unsure the status of the chair: are people being compensated for this work during the summer? I believe faculty should not be required to work on uncompensated time. Dr. Abernathy said we could revise this, and Dr. Tara Collins, Psychology, remarked that we can vote to change that language again at the November meeting. Dr. Lipscomb mentioned the chair of FC and chair of FCUP got together to do this without being told to last summer. Q: Dr. Wanda Koszewski, Nutrition, asked, why are we putting in that they have to meet a certain number of times? Dr. Abernathy answered administrators wanted to hear more regularly from the faculty and this would allow faculty to have a more regular voice. He added, “I view this as a positive thing.” Dr. Lipscomb added that if the next President did not want to meet with faculty as Dr. Mahony wants to, it protects us. There is always business to attend to. Dr. Siobhan Brownson, English, mentioned the history: this was a 6 ½ hour meeting once a semester; meeting regularly and during the summer looks much better. Q: Dr. Tara Collins, Psychology, brought up the fact that many faculty have commitments outside of work; mandatory meetings during the summer will disenfranchise those people with families or people to take care of. Dr. Dwight Dimaculangan asked, would it be possible to compensate faculty when they are off contract? Dr. Lipscomb answered that for one hour it might be a gigantic hassle for a minimum amount of return. Dr. Dimaculangan asked, hassle for whom? and he pointed out this sets a precedent that faculty are expected to work without compensation. Dr. Lipscomb suggested we strike language related to a required summer meeting from the policy. Dr. Jo Koster reminded faculty that all they were discussing is whether to put it on the docket for next time and suggested maybe these concerns could be

directed to the Rules committee. Dr. Lipscomb agreed and said this discussion may help us when we look at it again next time. Q: Dr. Jeannie Haubert asked, do we know if we have trouble getting people on this committee? Dr. Lipscomb stated that this has not been a problem. Faculty voted to put it on the agenda for next meeting.

- iii. Last item: COB changes on their bylaws—see attached report. They have made some formatting changes to restructure college-level committees to combine roles and eliminate unnecessary committees. Faculty voted to approve.
  - c. Personnel Committee: Electronic Election Announcement and Floor Nominations: Dr. Scott Werts (Supporting Materials in Appendix III). We need one more member for University Faculty Personnel to replace Dr. Casey Cothran. Motion to close nominations passed. We will vote online; vote by Monday at 5:00 through the Qualtrix link emailed to you shortly after the meeting.
  - d. Task Force on Tenure and Promotion Protocols: Dr. Michael Lipscomb: Faculty will take up the proposal related to post tenure review for a vote next meeting. That is not the only thing we are going to propose; there is another draft of recommendations that we will bring to this body in the spring semester. The committee sought feedback from various communities through town meetings last year; we will do that again. There will be a core set of recommendations we bring forth to this body that have to do with most germane matters related to tenure and promotion. This task force will also create groups to deal with specific issues so they can investigate problems as we move towards the next set of town hall meetings.
- VII. Registrar, Office of Records and Registration: Ms. Gina Jones: Ms. Jones was not here. Interim grading opened today; all are due by October 4<sup>th</sup> (full term and ACAD courses). Advising begins October 17.
- VIII. Bookstore Manager Updates: Ms. Chelsea Havner: Right now cost is the number one reason students are not purchasing textbooks. The option of used books is very helpful. Ms. Havner reminded faculty to send in adoptions. She discussed Loudcloud courseware, which combines high-quality operational education resources with student and instructor resources, learning slides, videos and tools. She will be sending out emails to set up appointments; if you have books that could use this, set up a demo appointment when you get the email. First day/inclusive access: if this is something your pub rep mentions, let us know; we are happy to be part of it but it may be something that takes over a month to set up. Dr. Jeannie Haubert, Sociology, mentioned that in the Dean's Council meeting they discussed how, for students to be able to make the best choice on their courses, they can choose courses where they can afford the textbook if they know prices before they register, which means we get our textbook orders in in October: Q: Is Amazon a price matcher? Yes, but it cannot be a third party seller on Amazon.
- IX. Unfinished Business None
- X. New Business None
- XI. Announcements:

- i. Dr. Ginger Williams, the Winthrop Food Conference is in February—paper, poster, and panel, abstracts due November 2. Please plan to participate and encourage students to participate. John T. Edge, food historian, will be the keynote speaker. There will be a dinner and art exhibit in the gallery, only \$20 for faculty.
- ii. Dr. Cheryl Fortner-Wood said the call for applications for McNair went out October 12. She announced due dates for student applications and faculty recommendations due. McNair is a wonderful program; please encourage students who might be interested in graduate school to talk with us to determine their eligibility.
- iii. Dr. Kelly Costner reminded faculty of the November 1 Friends of Dacus dinner.
- iv. Dr. Leigh Poole, Director of the International Center, reported the center has worked with many areas around campus to complete hiring of faculty and staff. The Passport Caravan is at the Oct 23 common time, honoring 100 plus Winthrop students selected to receive a free passport. Nov 5-9 is International Education Week, with a tea November 8<sup>th</sup> during common time in Dinkins Lobby; it's free. Come get some tea.
- v. Dr. Debra Boyd followed up with an answer to the public service grant question asked earlier: Ms. Michelle Hare said until a student reaches 27 or is no longer pursuing an undergraduate degree, the children of veterans can come back for a second degree. Children of veterans who have been injured or killed are eligible.
- vi. Dr. Kristen Wonderlich on University United Way campaign: Look for an email; it's through October and November. United Way supports many agencies throughout York County, with whom many of our students intern quite frequently.

XII. Adjournment

## **Appendix II**

### **Report From Academic Council**



# Academic Council Report to Faculty Conference

November 30, 2018

# Curriculum Actions: No vote required

ACCT111
ACCT211
ACCT311
ACCT411
ANTH316
ANTH540
ARTT112
BIOL302

EDUC331
EDUC332
EDUC333
ENGE390
GRNT340A
HDFS500
LEAD120G
LEAD120M

MATH393
NUTR529
NUTR531
NUTR535
NUTR536
SOCL311
SOCL312
SOCL320
SOCL337
SOCL341

SOCL213	213. Social Inequalities (3)
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Revise and resubmit as 'modify'

# Program changes approved (no FC vote required)

Program	Department	Action
BA-ARTS	Fine Arts	Modify program
BA-ENGL-CSST	English	Modify program
BFA-ARTS	Fine Arts	Modify program
BS-NUTR-DIET	Human Nutrition	Modify program

# GNED Recertifications (no vote required)

- **NATURAL SCIENCE**

- GEOL 210 – Historical Geology
- GEOL 211 - Historical Geology Lab
- GEOL 270 - Dinosaurs
- NUTR 221 – Human Nutrition
- PHYS 211 – Physics with Calculus I
- PHYS 250 – Matter and Energy
- PHYS 253 – Astronomy
- PHYS 256 - Musical Acoustics

- **SOCIAL SCIENCE**

- PLSC 201 – American Government
- PLSC 202 – State and Local Government
- PLSC 205 – International Politics
- PLSC 207 – Comparative Politics
- PLSC 260 – Model United Nations

# GNED New Inclusions (vote required)

## **NATURAL SCIENCE**

### **Physical:**

PHYS 201 – General Physics I

## **GLOBAL**

ANTH 301 - Cross-Cultural Perspectives

ANTH 321 - Cultures of Latin America

ANTH 322 - Ancient Civilizations of the Americas

ANTH 324 - Amerindian Warfare and Ritual Violence

ANTH 326 - Native Peoples and the Environment

## **SOCIAL SCIENCE**

ANTH 301 - Cross-Cultural Perspectives

ANTH 321 - Cultures of Latin America

ANTH 322 - Ancient Civilizations of the Americas

ANTH 324 - Amerindian Warfare and Ritual Violence

ANTH 326 - Native Peoples and the Environment

Just a reminder...

- Some courses are awaiting recertification because the departments need to submit amended syllabi. Please be kind to the GNED Committee and respond to these requests as quickly as you can so that we have accurate information for students.

# Component reviews for 2018-19

- Humanities and Arts ad hoc committee:
  - Alice Burmeister
  - Adam Glover
  - Kristen Wonderlich
- Technology ad hoc committee:
  - Matt Hayes
  - Marguerite Doman
  - Jason Tselentis

## Other AC business..

- The Council of Student Leaders brought forward questions about extending the Study Day period to two days; about the logic behind departmental course rotations; and about finding alternative means, beyond those currently existing, where students could communicate with their Deans and colleges.
- AC looked at a first draft of an attendance policy for online and hybrid courses but decided it needed more wordsmithing, which is going on. In the course of this, AC also agreed to look at the “responsibility for determining if an absence is excused” clause as well, in light of disability accommodations and other legal concerns.



# Modifications to the Cultural Events Policy

- Some of the webpages have been revised to clarify requirements.
- The process for appealing CE decisions has officially been assigned to “the Chief Academic Officer or his/her designee;” this was the practice before but was not written down.
- The Cultural Events coordinator was specifically given permission to approve events listed on the suggested off-campus events list in the absence of a committee meeting.
- After considerable debate, AC struck the 2-year cut-off date for applying for CE credit for travel experiences.

- AC sent the CE committee back to departments where students seem to be earning a large number of event credits through their own performances and clarify how CE and academic credit are awarded for these performances; they will then bring a specific proposal to AC about whether there should be a limit on the number of credits from such performances that can count towards the student's total.
- AC decided that it was not necessary to require that proposed events be aimed 'in some defensible fashion' at Winthrop students since this might limit opportunities; AC will trust to the discretion of the CE committee to approve appropriate events.

And finally, AC approved the following statement to be read/included in programs at CEs:

**At Winthrop, we seek to cultivate a sense of responsibility grounded in our respect for one another, as both students and members of our larger communities. To that end, we ask all audience members to show their respect to the performers, presenters, and fellow audience members at this event by avoiding disruptive behavior, including the use of personal electronic devices during the performance, presentation, or discussion portions of this event. Any audience member unwilling to follow these expectations may be asked to leave the event. Students asked to leave an event will not receive Cultural Event Credit for attending the event.**

Finally, about grading policies....

- AC discussed the possibility of an automatic drop policy for students who fail to attend classes, but ultimately decided that the negatives (especially the potential impact on Pell Grant recipients) outweighed the positives.
- At the same time, we are continuing to investigate the possibility of assigning the grades of earned/unearned Fs or Us; if you have opinions on this subject, please share them with Jen Disney, who is the point person on this investigation.

## Additional Meeting of AC scheduled...

- We have scheduled an additional meeting of AC for Friday, January 18, at 2 PM in the Polly Ford Conference Room (West Center) to continue a conversation begun by the Grade Group and University College regarding plus/minus grading. If you have particular concerns about this subject, we encourage you to convey them to your AC representatives so that your voices can be heard in our discussions.

## Appendix III

### Bylaws and Policy Proposals

#### A. Post Tenure Review Policy Change Recommendation:

Post Tenure Review--Effective ~~2014-2015~~2018-2019 Academic Year

##### Policy Description

A post-tenure review process was first established at Winthrop in response to the mandate in Act 359 (1996), South Carolina's performance funding legislation that public institutions of higher education include in their faculty performance review systems periodic peer evaluation of tenured faculty members. In line with the AAUP's definition<sup>1</sup>, the Post-Tenure Review Process at Winthrop is a system focused on sustaining faculty development beyond the point at which tenure is granted.

~~Therefore~~Therefore, the process is focused on sustaining faculty involvement in all aspects of the University and providing support for all faculty members as identified through the review process.

To receive a "Satisfactory" post-tenure evaluation, the tenured faculty member should provide evidence ~~that of continuing commitment to discharging academic duties conscientiously and with professional competence e-level of activity associated with the rank held has been maintained throughout the years~~ since the initial tenure decision ~~or, promotion, or~~ previous post-tenure review<sup>1</sup>. This involvement should include a record of promoting *Student Intellectual Development*, continued *Scholarly Activity*, and ongoing *Professional Stewardship*. Further, the faculty member should provide evidence of a record of sustained academic responsibility.

##### Policy Procedures

All tenured faculty will participate in post-tenure review every six years. Faculty members will be reviewed six years after the year in which their tenure was effective, a post-tenure review was conducted, or a promotion was awarded. ~~Outcomes and recommendations from the post-tenure process will be used in merit raise decisions.~~

In the case of faculty seeking promotion during the year in which a post-tenure review is scheduled, the faculty should submit application materials based on the timeline for promotion established in Annual Timeline for Review Procedures at Winthrop. If promotion is granted then the post-tenure review is deemed to be satisfactory and the faculty member will stand for post-tenure review again in 6 years. If promotion is denied, the faculty member will stand for post-tenure review in the following academic year.

Exceptions to the six-year cycle of post-tenure review are as follows:

- Faculty who sign statements of an intention to retire (including TERI separation dates) within

<sup>1</sup> <https://www.aaup.org/report/post-tenure-review-aaup-response>

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two years after they are scheduled for post-tenure review will not participate. Faculty exercising this option must complete a post-tenure review during the academic year following rescission of an intention to retire.

· Faculty who take personal leave (e.g., sick leave, maternity leave, etc.) for longer than one semester may request through the Vice President for Academic Affairs that their review be deferred for a period appropriate to the duration of leave taken. The Vice President/Chief Academic Officer of the institution (hereinafter, Chief Academic Officer will be used to refer to that for the institution) will rule on the deferral in consultation with the faculty member's dean and department chair and inform the faculty member in writing of the year in which post-tenure review will take place. This deferral does not apply to faculty who have received sabbatical leaves or other leaves for development purposes.

· Faculty members who wish to request that their review be rescheduled (for example, because of a sabbatical or other leave for development purposes which will take them away from campus ~~during the year post-tenure review is scheduled~~) should make their request in writing to the Vice President for Academic Affairs/Chief Academic Officer, who will consult with the dean and department chair and inform the faculty member in writing whether the review will be rescheduled.

· Department chairs, associate deans, and assistant deans who are not full-time administrators will be reviewed according to the schedule and procedures for faculty members. Post-tenure review for full-time administrators holding faculty rank will be deferred. Regular review of full-time administrators is conducted through alternative processes involving faculty and staff from multiple units. Such faculty will stand for post-tenure after three annual review cycles in a position that is not full-time administration.

The Office of the Vice President for Academic Affairs/Division of Academic Affairs will maintain the post-tenure review schedule, notify the deans who will inform the faculty members when their post-tenure reviews will take place, and update annually the time-line for review. See calendar on Academic Affairs webpage

### Required Materials

The Post-Tenure Review Portfolio will include the following items:

1. A statement from the faculty member outlining work and development in the areas of *Student Intellectual Development*, *Scholarly Activity*, *Professional Stewardship*, and academic responsibility since the last tenure, promotion, or post-tenure review. Each category should include tables or lists clearly outlining activities. The faculty member is encouraged to describe any noteworthy accomplishments and to describe activity where the impact or time needed may not be apparent to reviewers.
2. A statement of the faculty member's goals and plans for involvement and development over the next six years.

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3. Annual reports from all years since last review (including student evaluation data, chair/immediate supervisor evaluations, and dean evaluations).
4. Peer evaluations, if available.
5. Current vita.
6. Information about the outcomes of any sabbatical leave awarded during the six-year, post-tenure review period.
7. Supporting documents pertinent to the review.

If desired by a faculty member, the committee may send evidence of *Student Intellectual Development, Scholarly Activity, Professional Stewardship*, and academic responsibility to one or more reviewers outside the University. External reviewers will be selected by the committee in consultation with the faculty member being reviewed.

**Post-Tenure Review Committee.**

All members of post-tenure review committees will be tenured Winthrop faculty. No faculty member will serve on a post-tenure review committee in the year in which he or she is scheduled for post-tenure review. For review of faculty members, the committee will consist of one member from the candidate's department if available, one member external to the department, and preferably a second member from the candidate's department. For review of chairs and other administrators without full-time administrative duties, the committee will consist of one member from the candidate's academic department if available; one additional member from the academic unit in which the candidate serves, and one chair, assistant dean, or associate dean from another academic unit.

The faculty member should submit a list of possible committee members to the department chair consistent with the composition described above. Review committees will be selected by the department chair in such a way that the majority of members come from the faculty member's list of possible candidates. The department chair will submit the list of committee members to the dean, who will approve the committee as complying with post-tenure review policies and procedures. The dean will notify the chair and faculty member of the composition of the committee. The faculty member can appeal to the dean the appointment of any committee members who are not selected from the list provided.

The review committee will write a post-tenure review report evaluating the faculty member's performance and including a rating of "Satisfactory" or "Unsatisfactory." The report will provide evidence for the committee's rating and suggestions for future performance and development. The committee will send copies of the report to the faculty member under review. A copy of the report and the post-tenure portfolio will be forwarded to the department chair or to the direct supervisor in cases of faculty in administrative roles. If the faculty member wishes to



provide a written response, the faculty member must submit this response to the department chair/direct supervisor within two weeks of the notification of the decision.

The department chair or direct supervisor will review the committee report and portfolio, write a response, and forward all materials to the dean. The dean will also review all materials and reports, write a response, and forward information/materials as described below to the [Vice President for Academic Affairs](#) [Chief Academic Officer](#). All statements will be sent to the faculty member as the portfolio moves to the next level of review.

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### Satisfactory Reviews

In the case of a “Satisfactory” review, the committee’s report will document areas in which the faculty member has excelled and make recommendations for future performance and development. In the case of a “Satisfactory” evaluation, the committee report cannot be overturned nor the rating changed to “Unsatisfactory” by the chair/supervisor or the dean. A copy of the report and all supporting statements will be kept in the dean’s office. A list of faculty members who have received “Satisfactory” post-tenure reviews in a unit will be forwarded annually to the [Vice President for Academic Affairs](#) [Chief Academic Officer](#).

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### Unsatisfactory Review

In the case of an “Unsatisfactory” review, the committee’s report will document ways in which the faculty member’s performance of specific duties and roles is unsatisfactory and will include a development plan.

The development plan must include:

- realistic goals and expectations for performance;
- activities to improve performance;
- a timeline for completing the development plan that allows for two annual review cycles by chairs/supervisors and deans –that address the development plan;
- suggested resources to support the plan; and
- methods for assessing achievement of the goals and expectations, including peer and student evaluations of performance.

In the case of unsatisfactory reviews each response from the chair/direct supervisor and dean will include an indication of agreement or disagreement with the committee report. Further, copies of the responses will be forwarded to both the faculty member and the chair of the post-tenure review committee. The dean will forward all materials to the [Vice President for Academic Affairs](#) [Chief Academic Officer](#). The [Vice President for Academic Affairs](#) [Chief Academic Officer](#) will respond in writing to the dean and the faculty member indicating agreement or disagreement with the committee report.

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If the department chair, dean, or [Vice President for Academic Affairs](#) [Chief Academic Officer](#) disagrees with the “Unsatisfactory” rating or with aspects of the development plan, they will discuss such disagreements. If two of them agree to either change the rating to “Satisfactory” or to modify the development plan, such changes will be made and communicated to the review committee and the faculty member.

If the department chair, dean, and **Vice President for Academic Affairs** Chief Academic Officer agree with the “Unsatisfactory” rating, another review of the faculty member’s performance will be conducted after the completion of the development plan. The department chair will retain a complete copy of the materials submitted for the review, the committee report, and any statements from the faculty member, department chair, dean, and **Vice President for Academic Affairs** Chief Academic Officer.

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### Appeals Process

The Committee on **Academic Freedom and Tenure** Academic Freedom, Tenure, & Promotion will serve as the appeals committee in all cases involving post-tenure review.

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*Basis for Appeals.* A faculty member may appeal the results of a post-tenure review rating for any of the following reasons:

- An appeal on the basis that the procedures and timetable posted were not followed or that the post-tenure review committee was improperly constituted or improperly directed, which resulted in an incorrect finding or recommendation.
- An appeal of the substance of the committee’s evaluation of the faculty member’s performance as “Unsatisfactory.” Such appeals should reflect a set of unusual or extraordinary circumstances and will require considerable supporting evidence, particularly in cases in which the review committee, department chair, dean, or **Vice President for Academic Affairs** Chief Academic Officer concurred in the evaluation.

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- An appeal of the development plan, requesting an adjustment of the plan recommended by the review committee and approved by the **Vice President for Academic Affairs** Chief Academic Officer

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*Possible Courses of Action.* Depending on the nature of the appeal, the Committee on **Academic Freedom and Tenure** Academic Freedom, Tenure, & Promotion may recommend:

- that the evaluation of the post-tenure review committee be allowed to stand;
- that the development plan recommended by the review committee be revised; or
- that a new committee be constituted and the review process repeated in the following year, using the procedures established for all post-tenure reviews.

*Procedures for Appeals.* Any faculty member who desires to appeal should notify the **Vice President for Academic Affairs** Chief Academic Officer within five days of notification. Then within two weeks of receiving the **Vice President** Chief Academic Officer’s evaluation and development plan, the faculty member must forward to the President and the Committee on **Academic Freedom and Tenure** Academic Freedom, Tenure, & Promotion:

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- A letter outlining the basis for the appeal and stating the desired outcome (revision of development plan or review by a —new post-tenure review committee).
- The entire post-tenure review package, including the committee’s report, any response from the faculty member, and the reports from the department chair, the dean, and the **Vice President for Academic Affairs** Chief Academic Officers.

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Within two weeks of receiving the appeal materials, the Committee on ~~Academic Freedom and Tenure~~ [Academic Freedom, Tenure, & Promotion](#) will forward its findings to the President, the [Vice President for Academic Affairs](#) [Chief Academic Officers](#), the dean, the department chair, and the faculty member. The committee's report should reflect the basis and evidence for the appeal and recommend one of the courses of action listed above.

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Within two weeks of receiving the report from the Committee on ~~Academic Freedom and Tenure~~ [Academic Freedom, Tenure, & Promotion](#), the President will report to the Committee, the [Vice President for Academic Affairs](#) [Chief Academic Officers](#), the dean, the department chair, and the faculty member whether the development plan should be revised, whether a new review should be completed in the next academic year, or whether the post-tenure review committee's evaluation should be allowed to stand. Should the President not respond to the Committee's recommendation within two weeks, the Committee's recommendation will be allowed to stand.

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If this process results in a "Satisfactory" rating, the dean's office will maintain a copy of all reports and supporting statements.

If the appeals process upholds an "Unsatisfactory" rating, the faculty member begins the development plan and will be reviewed again according to the timeline established in the development plan.

### **Second Review after an Unsatisfactory Evaluation**

The second review will take place within three months of the completion deadline communicated in the development plan. If feasible, the committee that conducted the original review will be reconvened to conduct the second review. If a committee member is unavailable for the second review, a replacement will be chosen by the department chair in consultation with the faculty member.

The following materials will be provided to the committee by the faculty member and department chair:

- a complete copy of the materials from the first review;
- a statement from the faculty member delineating the activities undertaken during the development period with a self-evaluation of the outcomes;
- annual reports from all years since last review (including student evaluation data, chair/immediate supervisor evaluations, and dean evaluations);
- information on *Student Intellectual Development*, *Scholarly Activity*, *Professional Stewardship*, and/or academic responsibility needed to indicate progress identified in the development plan;
- copies of the results of any assessments required by the development plan;
- a statement from the chair documenting resources provided to support the development plan;
- an updated vita; and
- any other materials addressing progress within the context of the development plan.

The committee reviews the materials above and decides whether the faculty member has made significant progress toward addressing the problems identified in the initial “Unsatisfactory” review. The committee writes a report clearly indicating the recommendation and reasons for the decision. This report is forwarded to the chair and dean as established in post-tenure reviews to allow for statements to be provided. As in “Satisfactory” evaluations, this information is reported to the **Vice President for Academic Affairs** Chief Academic Officer by the dean.

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If the committee returns an “Unsatisfactory” evaluation on the second review, the faculty member may add a response to the committee report within two weeks of notification. As in the case for regular post-tenure review, the response from the chair/direct supervisor and dean will include an indication of agreement or disagreement with the committee report.

Further, copies of the responses will be forwarded to both the faculty member and the chair of the review committee. The dean will forward all materials to the **Vice President for Academic Affairs** Chief Academic Officer.

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The **Vice President for Academic Affairs** Chief Academic Officer will respond in writing to the dean, the chair, the faculty member, and the review committee indicating agreement or disagreement with the report.

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If the department chair, dean, and/or **Vice President for Academic Affairs** Chief Academic Officer disagrees with the “Unsatisfactory” rating, they will discuss the rating. If two of them agree, the rating will be changed to “Satisfactory.”

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As mandated by the Commission on Higher Education, if a faculty member fails to make substantial progress toward the performance goals outlined in the development plan within the specified time frame of the development plan and does not receive a “Satisfactory” on the subsequent review, the **Vice President for Academic Affairs** Chief Academic Officer can require that the development plan be continued for a specific time frame to include two complete annual review cycles or can recommend that the institution initiate procedures for dismissal of the faculty member, as outlined in the Winthrop University *Faculty Manual*.

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## **B. Bylaws Changes Related to the Faculty Committee on University Priorities**

Proposed FCUP Changes to FC Bylaws

### Article VII, Section 1

**Membership.** Membership in the Faculty Conference for at least one year by the beginning of their appointment is required for election to any standing committee of Faculty Conference unless otherwise stated. Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference, and vacancies shall be filled by election for the

remainder of the unexpired term (see Article VII, Section 6). ~~Membership on the Faculty Committee on University Priorities, which meets with university administrators and considers topics of strategic importance to the university, shall be for staggered four-year terms.~~ Members of standing committees of Faculty Conference who have served complete terms may not succeed themselves. The date for the formal commencement of new terms for committee members shall be the beginning date of the nine-month appointment. From time to time the Faculty Conference, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Faculty Conference.

#### Article VIII, Section 8

**University Priorities.** This committee shall be responsible for ~~meeting at least once per semester with the President and the other Executive Officers of the University to provide~~ providing a faculty perspective on admissions policy, planning, objective setting, and resource allocation, as well as other areas that are important to the University's future.

The committee shall consist of eight voting members and one non-voting ex officio member: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. All members of this committee must be tenured. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the Faculty Committee on University Life shall serve as an ex officio member without a vote. The Chair of the University Priorities Committee shall attend open meetings of the Finance Committee of the Board of Trustees.

~~Membership on the Faculty Committee on University Priorities (FCUP) shall be for staggered four-year terms. To achieve this staggering, current members may serve two-year, three-year or four-year terms. Once a regular rotation of staggered four-year terms has been established, then the transitional language in the sentence immediately preceding will cease to be operative; along with this sentence, it will be removed from the Bylaws. The chair shall be elected, by the members of FCUP, to a two-year term that is staggered with the Chair of Faculty Conference. The Chair of the Faculty Committee on University Priorities, the Chair of Faculty Conference, and at least one elected member of the Faculty Committee on University Priorities shall be responsible for meeting with the President and, as appropriate, other Executive Officers of the University at least three times each semester and once over the summer to provide updates about topics that are under the committee's charge. All members of the Faculty Committee on University Priorities shall attend at least one of the meetings each semester with the President and, as appropriate, other Executive Officers of the University.~~

### **C. CVPA Bylaws Changes**

Revised by CVPA Faculty Assembly  
August 18, 2015

## **BYLAWS OF THE FACULTY ASSEMBLY OF THE COLLEGE OF VISUAL AND PERFORMING ARTS**

### **Article I - NAME**

The name of this organization shall be the Faculty Assembly of the College of Visual and Performing Arts.

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## **Article II - RESPONSIBILITIES**

### Section 1.

The Faculty Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the academic programs, policies and regulations of the College of Visual and Performing Arts, within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University, the Dean of the College of Visual and Performing Arts, or by appropriate administrative officers of Winthrop University.

### Section 2.

The Faculty Assembly shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

### Section 3.

The Faculty Assembly shall be the principal legislative body of the College of Visual and Performing Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly, to the Secretary of the Faculty Conference, and to the Rules Committee of the Faculty Conference. All actions of the Faculty Assembly are subject to review by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.

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## **CVPA Bylaws. Article III - MEMBERSHIP**

All faculty members of the College of Visual and Performing Arts who hold membership in the Faculty Conference shall be members of the Faculty Assembly. Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of Faculty Conference. The eligibility of an individual who does not hold membership in the Faculty Conference shall be determined by the Faculty Assembly.

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## **CVPA Bylaws. Article IV - OFFICERS**

### Section 1.

The Dean of the College of Visual and Performing Arts shall be the presiding officer of the Faculty Assembly.

Section 2.

The Vice Chair of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 3.

The Secretary of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 4.

The Parliamentarian of the Faculty Assembly shall be appointed annually by the presiding officer.

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**CVPA Bylaws. Article V - MEETINGS**

Section 1.

The Faculty Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester; special meetings may be called by the Dean or by twenty-five percent of the members of the Faculty Assembly.

Section 2.

A quorum shall consist of a simple majority of the members of the Faculty Assembly.

Section 3.

The agenda of scheduled meetings shall be prepared by the office of the Dean and distributed to the membership at least one week prior to each meeting. Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting and distributed to the membership at least one week prior to special meeting.

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**CVPA Bylaws. Article VI - CONSTITUENT COMMITTEES**

Section 1. Faculty Advisory Committee

- a. The Faculty Advisory Committee shall be responsible to the Dean and to the Faculty Assembly for appropriate reports and recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly. Matters related to specific curriculum items or personnel issues may not be referred to the Faculty Advisory Committee. The committee shall meet at the call of its Chair. Responses to matters referred to the Advisory Committee by the Faculty Assembly shall be reported to the Assembly. Responses to matters referred to the Advisory Committee by the Dean shall be reported to the Dean and may be reported to the Assembly as deemed appropriate.

- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and shall elect its own chair. Term of office shall be two years. Terms shall be staggered.

## Section 2. Curriculum Committee

- a. The Curriculum Committee of the College of Visual and Performing Arts shall be responsible to the Faculty Assembly for appropriate reports and recommendations concerning academic programs, policies, regulations, and instruction and curricula within the College, exclusive of strictly graduate matters.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered. The Assistant/Associate Dean shall serve as chair of the committee without vote.

## Section 3. Petitions Committee

- a. The Petitions Committee of the College of Visual and Performing Arts shall be responsible to the Faculty Assembly for appropriate reports and recommendations concerning all undergraduate petitions within the College, exclusive of graduate petitions. The petitions committee acts on petitions from individual undergraduate students for variations from departmental and College degree program requirements. All actions on petitions shall be reported to the dean's office.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered. The CVPA Student Services Coordinator shall serve as chair of the committee without vote.
- c. Committee action will be communicated in writing to the student, to the appropriate department chair(s), and to the Office of Records and Registration. If a petition is denied, the student may choose to resubmit an amended version of the original petition to the Petitions Committee or appeal the denial to the Dean of the College of Visual and Performing Arts.

## Section 4. Personnel Committee

- a. The Personnel Committee shall be responsible for recommendations to the Faculty Assembly concerning membership in the Faculty Assembly and for advice to the dean concerning promotions in academic rank and the granting of tenure in accord with procedures described elsewhere in these bylaws. The committee shall be responsible for recommendations regarding procedures and conditions of elections, the staggering of terms of office, and the nominating of at least two (2) qualified persons for each office subject to election by the Faculty Assembly, except as elsewhere provided. The committee shall poll the faculty two weeks prior to presenting its slate of nominees in order to receive expressions of interest in committee service.



- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and shall elect its own chair. Membership shall be limited to faculty members holding tenure. No one in an administrative position (including department chairs) may serve on the CVPA Personnel Committee. Service on the University Faculty Personnel Committee and the CVPA Personnel Committee is mutually exclusive. If a department does not have any eligible members available to represent their department on the CVPA Personnel Committee then the vacancy shall become a CVPA at-large position for the remainder of term. Term of office shall be two years. Terms shall be staggered.

#### Section 5. International Arts Committee

- a. The International Arts Committee shall serve as a liaison with the Dean and the Faculty to foster increased international activities for the students, CVPA faculty and Winthrop community. The committee shall meet at the call of its Chair. Responses to matters referred to the International Arts Committee by the Dean shall be reported to the Dean and may be reported to the Faculty Assembly as deemed appropriate.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and the CVPA Coordinator of Student Services and CVPA Associate Dean. Term of office shall be two years. Terms of the faculty representatives shall be staggered. The CVPA Associate Dean shall serve as chair of the committee.

#### Section 6. CVPA Exhibition Committee.

- a. The CVPA Exhibition Committee will work with the Director to oversee the implementation of the College and the Fine Arts - Design departmental exhibition policies, and to foster the Galleries Programs as an integral component of the University Mission.
- b. The committee shall consist of eight (8)\* voting members including six (6)\* faculty and two (2) student members. The composition of the CVPA Exhibition Committee will consist of one (1) faculty member from the Department of Fine Arts for a three-year term to be elected by the Department of Fine Arts Faculty; one (1) faculty member from the Department of Design for a three year-term to be elected by the Department of Design Faculty; one (1) CVPA faculty member from Music or Theatre and Dance for a three-year term to be elected by the CVPA Faculty Assembly; one (1) faculty member from the College of Education, Business or Arts and Sciences for a two-year term to be appointed by the Dean of CVPA; the Gallery Director (serving as Chair, voting); the Assistant Gallery Director (serving as Vice-Chair, voting)\*; one (1) Fine Arts student for a one-year term to be appointed by the Fine Arts Chair; and one (1) Design student for a one-year term to be appointed by the Design Chair.

\* When there is an Assistant Gallery Director. If there is not an Assistant Gallery Director, the committee shall consist of seven (7) voting members including five (5) faculty and no Vice-Chair.

#### Section 7. CVPA Bylaws Committee.

- a. The Bylaws Committee shall be responsible to the Dean and to the Faculty Assembly for an annual review of these *Bylaws* and for reviewing recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered.

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**CVPA Bylaws. Article VII - GRADUATE FACULTY BOARD**

Section 1.

The Graduate Faculty Board shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the exclusively graduate academic programs, policies and regulations of the College of Visual and Performing Arts, within limitations prescribed by the Graduate Faculty Assembly of Winthrop University; (3) such additional matters as shall be referred to it by the Graduate Faculty Assembly of Winthrop University, the Dean of the College of Visual and Performing Arts, or by appropriate administrative officers of Winthrop University.

Section 2.

The Graduate Faculty Board shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3.

The Graduate Faculty Board shall be the principal legislative body for graduate programs in the College of Visual and Performing Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly, to the chair of the Graduate Council, and to the chair of the Faculty Conference. All actions of the Graduate Faculty Board are subject to review by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.

Section 4.

All faculty members of the College of Visual and Performing Arts who hold membership in the Winthrop University Graduate Faculty Assembly shall be members of the Graduate Faculty Board. The eligibility of an individual who does not hold membership in the Graduate Faculty Assembly shall be determined by the Graduate Faculty Board.

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**CVPA Bylaws. ARTICLE VIII - Graduate Committee**

Section 1.

The Graduate Committee shall be responsible to the Graduate Faculty Board of the College of Visual and Performing Arts and shall serve as the curriculum and petitions committee for the College's graduate program. The committee will make recommendations to the Graduate Faculty Board regarding exclusively graduate curriculum and petitions matters.

Section 2.

The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly elected by the Faculty Assembly. Membership shall be limited to graduate faculty. Term of office shall be two years. Terms shall be staggered. The CVPA Director of Graduate Studies shall serve as chair of the committee without vote.

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**CVPA Bylaws. Article IX - PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the College.

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**CVPA Bylaws. Article X - AMENDMENTS**

These bylaws can be amended at any regular meeting of the Faculty Assembly by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Faculty Conference of Winthrop University.

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**CVPA Bylaws. Article XI - RATIFICATION**

Section 1.

These bylaws shall be operative upon ratification by the Faculty Assembly and are subject to ratification by the Faculty Conference of Winthrop University.

Section 2.

These bylaws shall supersede all previous bylaws operative in the discipline areas included in the College of Visual and Performing Arts.

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**College of Visual and Performing Arts Bylaws**  
**APPENDIX A**

**COLLEGE OF VISUAL & PERFORMING ARTS SCHOLARSHIP STATEMENT**

*(Approved by CVPA Faculty Assembly, 4/19/2018)*

~~The College of Visual and Performing Arts defines scholarship as creative scholarly activity. This terminology appropriately recognizes the broad scope of activities undertaken by artist/scholars in an academic setting.~~

~~Examples of such work for tenure and/or promotion portfolio and annual report may include but not be limited to the following:~~

~~1. Creative endeavors~~

- ~~• Performances~~
- ~~• Compositions~~
- ~~• Residencies~~
- ~~• Exhibitions~~
- ~~• Films/Videos/Multimedia~~
- ~~• Commissions~~
- ~~• Contracts~~
- ~~• Competitions~~
- ~~• Literary works~~
- ~~• Showeases~~
- ~~• Workshops~~
- ~~• Recordings~~

~~2. Academic presentations~~

- ~~• Conferences~~
- ~~• Seminars~~
- ~~• On-campus colloquia~~
- ~~• Museums, Arts Centers etc.~~
- ~~• Other college and university campuses~~
- ~~• National, regional and local organizations, clubs etc.~~

~~3. Academic publications~~

- ~~• Journals~~
- ~~• Conference proceedings~~
- ~~• Scholarly books~~
- ~~• Scholarly texts~~

~~4. Grants and Awards~~

~~5. Demonstrated research resulting in change such as departmental, college, or university level procedures~~

~~6. Special Cases (See CVPA Bylaws, Appendix B & C for details—These activities may be considered Scholarly and Creative ONLY when an individual is reassigned and the activities have been pre-arranged with Department Chair AND Dean.)~~

~~The above listing implies no ordering of priority.~~

~~This statement recognizes that in a university environment characterized by academic freedom and individual~~

~~autonomy, it is the responsibility of each faculty member to establish and maintain a program of creative scholarly activity. Activities that are related to the discipline identified in a faculty member's contract will be considered in making judgments related to individual welfare.~~

~~Accordingly, faculty are expected to maintain a program of creative scholarly activity that is consonant with these guidelines, the mission of Winthrop University, and the role of the College of Visual and Performing Arts. Consideration of creative scholarly activity will be part of all judgments related to promotion, tenure and the awarding of merit salary increases.~~

Faculty are expected to maintain a program of scholarly and creative activity that is in accordance with the guidelines as written in the College's bylaws, meets departmental or program criteria, and supports both the role of the arts at Winthrop, and the mission of the university. The College of Visual and Performing Arts views scholarly activity to include creative endeavors and is more broadly defined to include research, scholarship, and creative or professional practice.

Peer review is a valuable measure of scholarly and creative ability. Established scholars and creative or professional practitioners should be widely recognized among the leaders in their disciplines or fields, regionally, nationally, and/or internationally. Every candidate for promotion and tenure should have produced scholarship and/or creative work that is viewed as exemplary and accomplished by colleagues. Although departments and programs will differ as to the quantity of work expected, and the form it takes, quality – that the creative scholarly work presented in the portfolio meets or exceeds the College and University standards of excellence – carries more significance than quantity.

Candidates must demonstrate that they are pursuing an active scholarly, creative, or professional agenda—one that shows strong promise of yielding answers to fundamental questions, problems, or challenges in their discipline or field. Because CVPA houses professional creative disciplines, departments and programs must make the case to the university that the portfolio presented (which may contain different types of evidence than is found in the traditional academic portfolio) is exemplary and accomplished. In other words, while the evidence may differ for a candidate in a professional versus a creative discipline, standards of excellence applied for tenure or promotion remain the same. The customary academic measure provided by publications and papers may be augmented or replaced by other considerations, such as professional achievements, professional performances, completed design projects, and/or creative works of art.

Evidentiary Sources of such work for tenure and/or promotion portfolios and annual reports include:

1. As provided by each academic unit within the College, clarified by faculty within the unit, and consistent with college and university policies, procedures, and guidelines;
2. As referenced in Winthrop University's Roles document, Section I: Faculty Roles at Winthrop, B: Scholarly Activity; and
3. Special Cases. (See CVPA Bylaws, Appendix B & C for details; these activities may be considered scholarly and creative only when an individual is reassigned and the activities have been pre-arranged with Department Chair and Dean.)

The CVPA Scholarship Statement recognizes that in a university environment characterized by academic freedom and individual autonomy, it is the responsibility of each faculty member to establish and maintain a program of scholarly and creative activity—one that is consonant with departmental guidelines, the mission of Winthrop

University, and the role of the College of Visual and Performing Arts. Consideration of scholarly and creative activity will be part of all judgments related to promotion, tenure, and the awarding of merit salary increases.

**College of Visual and Performing Arts Bylaws**  
**APPENDIX B**

**PROCEDURES AND POLICIES FOR PROMOTION CONSIDERATION**

*(Approved by CVPA Faculty Assembly, TBD)*

Policies relating to promotion follow the general regulations for promotion provided in the Winthrop University Faculty Manual. However, many of the details of those procedures are not specified in the manual. The following summarizes those procedures and policies as they apply to the College of Visual and Performing Arts.

Any policy or procedure stated herein that is in conflict with the policies and procedures of Winthrop University as stated in the Winthrop University Faculty Manual or subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

**INITIATION OF CONSIDERATION\***

As stipulated in the Winthrop University Faculty Manual, a promotion review form will be made available to all faculty according to the review timeline established in Winthrop's Annual Timeline for Review Procedures updated annually to reflect changes in the calendar. A faculty member requesting promotion review shall return the form to the Department Chair by the date stated on the form. In the absence of exceptional circumstances, failure to meet that deadline shall constitute waiver of promotion review. Any faculty member who believes that he/she is ready to be considered for promotion is encouraged to consult with the Department Chair concerning eligibility. However, any faculty member who wishes to be considered for promotion may prepare and submit materials for review.

Faculty should be especially mindful of deadlines related to the promotion process which are:

- June 1 - Faculty members return promotion review forms to their Department Chairs
- September 1 - Deadline for faculty to submit promotion materials for review

**If the faculty member fails to meet either of these deadlines (submission of the promotion review form or submission of the promotion portfolio), the faculty member will not be allowed to apply for promotion that year.**

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.

**DEPARTMENTAL PROMOTION COMMITTEE**

For each faculty member being considered for promotion, a committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college (if possible), will be formed (as specified by the college) and convened at the request of the department chair to review the portfolio and to determine whether to recommend the faculty member for promotion.

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\* Not included in this process is ~~non-tenure track, multi-year~~, visiting and adjunct faculty. For these faculty, the department chair recommends a change in status to the dean, who recommends to the Vice President for Academic Affairs who, if he/she concurs, recommends the status change to the President for approval.

If there are insufficient qualified faculty members within a department to constitute a committee, or, if for other reasons it seems desirable to the chair and/or candidate for promotion to have extra-departmental representation, the Department Chair, in consultation with the Dean, shall appoint an inter-departmental committee for this purpose. A majority of the members of this committee should, whenever possible, be members of the candidate's department.

When committee appointments are made, one member of the committee, preferably from the candidate's department, should be named acting chair by either the department chair or dean. The committee chair shall receive all materials submitted by candidates for promotion including materials submitted to and forwarded by the Department Chair.

When a Department Chair is to be considered for promotion as a faculty member, the Dean, in consultation with the chair of the College of Visual and Performing Arts Personnel Committee, shall appoint a special personnel committee. That committee shall meet the number and eligibility requirements stated above and shall ordinarily contain some faculty members outside the chair's department. At least one member (if eligible) from within the Chair's department shall be appointed to the committee.

#### PROMOTION COMMITTEE PROCEDURES

- 1) The committee shall consider all materials submitted by the faculty member and shall review the faculty member's annual reports and evaluations. Neither the candidate nor any other individual may appear in person before the committee.
- 2) It is the role of the committee to clarify any discipline-specific information concerning *Scholarly and Creative Activities* or *Professional Stewardship* that is provided in the faculty member's portfolio for reviewers unfamiliar with the norms of the discipline.
- 3) The committee in its formal deliberations shall sit alone without the Department Chair present. The committee may request to meet with the Chair or Dean for clarification of information. Additional information, which the committee deems necessary, shall be requested through and by the committee chair.
- 4) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process. No minutes of transactions or deliberations of the committee shall be kept.
- 5) Additional materials may include items from sources outside the Winthrop University community (such as external letters of support). These materials must appropriately documented (on letterhead, with original signatures, etc.) and included in the candidate's portfolio when submitted.
- 6) The committee shall evaluate the candidate in accord with the criteria in this document and in the Winthrop University Faculty Manual.
- 7) The committee shall, after deliberation, prepare a report and make a recommendation to the Department Chair (or Dean when considering the promotion of a Department Chair) for or against promotion for each faculty member under consideration. This report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activities [as related to the College of Visual and Performing Arts scholarship statement], and Professional Stewardship*) as appropriate for the rank held. A positive recommendation shall require a vote of a majority of the committee.
- 8) When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. If different members dissent in different ways, more than one



minority report may be submitted. All committee members must sign either the primary report or minority report.

- 9) Note: No material may be added to the portfolio at any juncture during the review process without the approval of all prior review bodies.

#### ACTIONS OF THE DEPARTMENT CHAIR

The department chair reviews all materials and submits a report and recommendation, along with all of the materials, to the College of Visual and Performing Arts Personnel Committee. This review should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly Activity, and Professional Stewardship*). The chair may clarify faculty member claims with regard to the discipline and department norms that may not be evident to a reviewer from another unit or discipline. After reviewing the recommendation of the department personnel committee, the Department Chair shall forward his/her recommendation, either positive or negative, to the College of Visual and Performing Arts Personnel Committee. The Chair's recommendation must contain a statement of justification and rationale for disagreement, if any, with the recommendation of the department personnel committee. A copy of the Chair's recommendation shall be placed in the candidate's folder.

#### ACTIONS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS PERSONNEL COMMITTEE

The College of Visual and Performing Arts Personnel Committee shall follow the procedures specified above for departmental personnel committees, substituting "Dean" for "Department Chair." The committee response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. The college committee recommendation can refer to previous recommendations and documents from the department committee and Chair. When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. In the case of academic units without department level review committees, the unit committee may clarify faculty member claims with regard to the discipline that may not be evident to a reviewer from another unit or discipline. The committee shall place a copy of its recommendation, including a statement of justification, in the candidate's folder and forward all materials to the Dean.

#### ACTION BY THE DEAN

The Dean shall review the recommendations of the departmental personnel committee, the Department Chair, and the College of Visual and Performing Arts Personnel Committee, and formulate a recommendation for or against promotion. Performing Arts Personnel Committee and formulate a recommendation for or against promotion. The Dean's response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. In most cases, a rationale pointing to previous reports is sufficient. In cases of disagreement within and among the review bodies, the dean must clarify and address the issues of disagreement.

The Dean shall privately notify the faculty member of all recommendations in accordance with the procedures specified in the Winthrop University Faculty Manual.

When the Dean's recommendation is positive, all materials are submitted to the Vice President for Academic Affairs.

When the Dean's recommendation is negative, no materials are submitted. Rather, the Dean discusses with the faculty member strengths and weaknesses identified in the review process. If the Dean disagrees with a positive College of Visual and Performing Arts Personnel Advisory Committee recommendation in two consecutive years, the promotion package is forwarded to the Vice President for Academic Affairs, unless the faculty member requests otherwise within thirty (30) days of notification.

AREAS TO BE REVIEWED AND MATERIALS TO BE SUBMITTED FOR PROMOTION CONSIDERATION - DEFINITIONS AND EXAMPLES-

When applying for promotion, faculty members are expected to submit materials that demonstrate accomplishment in the areas of *Student Intellectual Development*, *Scholarly and Creative Activity*, and *Professional Stewardship*, as well as the fulfillment of Academic Responsibility.

The candidate requesting consideration for promotion shall submit the following materials:

- 1) A current vita indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.
- 2) A statement by the faculty member requesting consideration for promotion, in which the faculty member may include any arguments which he or she thinks supportive of the case for promotion.
- 3) Copies of the annual reports of the faculty member for either (a) each year of the candidate's probationary period at Winthrop or (b) each year of the candidate's tenure at Winthrop since his/her last promotion. **These reports must include chair and dean evaluations/comments.**
- 4) Copies of Student Evaluations covering a minimum of five years prior to the application for promotion.
- 5) Optional: up to three evaluations written by professional peers and/or former students.
- 6) The faculty member should address all appropriate areas of review (*Academic Responsibility*, *Student Intellectual Development*, *Scholarly and Creative Activity*, and *Professional Stewardship*) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.
- 7) Copies of all publications and/or papers produced either (a) in the years of the candidate's probationary status at Winthrop or (b) since the candidate's last promotion. In the case of scholarly or creative activity which is not developed in written form the candidate should submit materials appropriate to the medium of the scholarly or creative activity.
- 8) A document outlining goals and objectives for the next six years focusing on how the faculty member plans to sustain involvement and activities related to Student Intellectual Development, Academic Responsibility, Professional Stewardship, and Scholarly and Creative Activity.

Additional materials that support the request for promotion (refer to section addressing promotion in the Winthrop University Manual). This material may include letters or comments from individuals outside the Winthrop University campus.

When applying for promotion, faculty members are encouraged to have a portfolio of work that demonstrates effectiveness and accomplishment in the areas of *Academic Responsibility*, *Student Intellectual Development*, *Creative and Scholarly Activity*, and *Professional Stewardship*. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process. The examples below should not be viewed as the only means for participation or as a list of specific expectations.

### ACADEMIC RESPONSIBILITY

Academic Responsibility is an area of responsibility that spans all the traditional areas of faculty evaluation, and includes involvement of faculty in ways that support the institutional mission, maintains the function of the University and sustains the faculty role in shared governance. All faculty members are expected to be academically responsible to their students and peers as a baseline for service in their academic departments.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists (e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Academic Responsibility includes but is not limited to activities such as: academic registration support, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees. Chairs and deans should ensure equitable distribution of assignments among faculty; and faculty should be supported in ways that allow for free exchange of ideas, broad participation, and balanced work expectations.

In addition to activities related to academic responsibility, there are certain other professional responsibilities that are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include such things as adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and copyright, treatment of human subjects in research, final exam schedule, meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

### STUDENT INTELLECTUAL DEVELOPMENT

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Courses, Program, Curriculum

- Development of course, curriculum, or program
- Development of instructional materials (e.g., syllabi, assignments, software, original course supplements)
- Instructional practices and assessment methods (e.g. lecture seminar, online (blackboard), rubrics etc.)
- Effective use of class time
- Connections made between instruction and program goals
- Course updates to maintain relevance and enhance teaching methods
- Curricular revision efforts
- Engagement of students in service learning (e.g. performance at local schools, clubs, senior centers, etc.)

2. Evaluation and Assessment

- Implementation of high expectations for students (e.g., course tasks that require thinking at various levels of cognition, demonstration of specific skills and/or techniques, course assessments that measure student learning at various levels of cognition, impact on student development associated with University Level Competencies, etc.)
- Response and reflection on teaching methods and evaluations
- Response and reflection on performance (individual or group), exhibition design, and/or other *Student Intellectual Development* activity from supervisors, peers etc.
- Evidence of student progress toward learning outcomes for course and/or program
- Participation in goal assessment for courses, students, and programs

3. Other

- Leading student groups on field experiences or international experiences
- Student mentoring activities (e.g., undergraduate and graduate research, career direction, information literacy)

## SCHOLARLY AND CREATIVE ACTIVITY

Refer to Appendix A.

~~Examples of such work for the promotion portfolio may include but not be limited to the following:~~

~~1. Creative endeavors~~

- ~~• Performances~~
- ~~• Compositions~~
- ~~• Exhibitions~~
- ~~• Commissions~~
- ~~• Contracts~~
- ~~• Competitions~~
- ~~• Residencies~~
- ~~• Recordings~~
- ~~• Literary works~~
- ~~• Showcases~~

- ~~Workshops~~
- 2. ~~Academic presentations~~
  - ~~Conferences~~
  - ~~Seminars~~
  - ~~On-campus colloquia~~
  - ~~Museums, Arts Centers etc.~~
  - ~~Other college and university campuses~~
  - ~~National, regional and local organizations, clubs etc.~~
- 3. ~~Academic publications~~
  - ~~Journals~~
  - ~~Conference proceedings~~
  - ~~Scholarly books~~
  - ~~Scholarly texts~~
- 4. ~~Grants and Awards~~
- 5. ~~Demonstrated research resulting in change such as departmental, college, or university level procedures~~
- 6. ~~Special Cases (the following may be considered as scholarly and creative activities ONLY when an individual is re-assigned and the work to be done has been pre-arranged with Department Chair AND Dean.)~~
  - a. ~~Scholarship of Integration (helping non-specialists make connections to a discipline or explorations that examine information in a new way)~~
    - ~~Systems/reports that require synthesis of expertise and exploration of data~~
    - ~~Integration of knowledge for the development of cross-disciplinary experiences, the creation of which required faculty to engage in significant study outside their area of expertise (e.g. development of new programs or courses, study needed to develop new research experiences for students)~~
  - b. ~~Scholarship of Application (use of knowledge to solve specific problems (e.g. new professional certifications resulting from significant exploration, design of assessment, etc.))~~
    - ~~University processes, internal course materials used across sections~~
  - c. ~~Scholarship of Teaching (work that affects the students with whom they engage, expanding what is known of the discipline, its connections and related problems)~~
    - ~~original curriculum and materials for professional development programs or continuing education programs~~

### PROFESSIONAL STEWARDSHIP (Service)

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Service to the Profession
  - a. Professional Organizations (Executive board positions, memberships, etc.)
  - b. Adjudication, Consultation, and Advisory Roles
  - c. Fostering education in area of expertise
    - Donation of expertise
2. Service to the Institution

- a. Committees (membership and/or chair)\*
    - Departmental
    - College
    - University
  - b. Service to Institution
    - Advisory Role
    - Consulting Role
    - Special Assignment by Chair, Dean, etc.
    - Program development
    - Participation in any academic evaluation process
    - Recruiting\*\*
    - Work for departmental, college, or university use
      - Performances
      - Photography
      - Recordings (sound or visual)
      - Digital (websites, power points, etc.)
      - Literature (Pamphlets, flyers, etc.)
3. Service to the Community
- a. Community committees and task forces
    - Membership
    - Advisory/consultation role
  - b. Community organizations, churches, schools, etc.
    - guest lectures
    - presentations
    - demonstrations
    - workshops
    - performances
    - showcases
    - fund raising
    - pet rescue
  - c. Donations to community organizations
    - Blood donations
    - Food (food drives, etc.)
    - Time (work in a soup kitchen, etc.)
    - Furniture, etc.

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\* Service on committees usually falls under the category of “academic responsibility.” However, there may be examples of committee service that exceed the basic minimum responsibilities of professional faculty. Faculty may wish to count this service as professional stewardship if there is clear evidence that their work and efforts went beyond these basic responsibilities.

\*\* Participation in some basic recruitment activities (Preview Day, First Look Friday, Winthrop Day, etc.) falls under the category of “academic responsibility.” However, there may be examples of recruitment activities that go beyond these minimal expectations. Faculty may wish to count activities as professional stewardship if there is clear evidence that their work and efforts exceed these types of minimal expectations.

- Original curriculum and materials for professional development programs or continuing education programs

**College of Visual and Performing Arts Bylaws**  
**APPENDIX C**

**PROCEDURES AND POLICIES FOR TENURE CONSIDERATION**

*(Approved by CVPA Faculty Assembly, TBD)*

Policies relating to tenure consideration follow the general regulations provided in the Winthrop University Faculty Manual. However, some of the details of those procedures are not specified in the manual. The following summarizes those procedures as they apply in the College of Visual and Performing Arts.

Any policy or procedure stated herein which is in conflict with policies and procedures of Winthrop University as stated in the Winthrop University Manual for Faculty Members or in subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

**INITIATION OF CONSIDERATION**

Consideration of a faculty member for tenure normally occurs during the sixth year of probationary service, including years of previous service credited toward the seven years of probationary service at Winthrop University. Timelines for the review process are provided by the Office of the Vice President for Academic Affairs and are updated annually to reflect changes in the calendar. A faculty member standing for tenure submits to the department chair a tenure portfolio prepared according to the guidelines of the University and those listed later in this document. 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.

**DEPARTMENTAL TENURE COMMITTEES**

For each faculty member being considered for tenure, a committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college will be formed and convened at the request of the department chair to review the tenure portfolio and to determine whether to recommend the faculty member for tenure.

If there are insufficient faculty members within a department who meet the qualifications for the committee, the Chair, in consultation with the Dean, shall appoint a special interdepartmental committee for this purpose. The Chair shall ordinarily name mostly members of the department of the faculty member(s) to be evaluated.

If a Department Chair is to be considered for tenure (as a faculty member), the Dean shall appoint a special committee to consider the matter. This committee shall meet the number and eligibility requirements stated above and shall ordinarily include some faculty members outside the department of the chair under consideration, provided that at least one member (if eligible) from within the department of the chair shall be appointed to the committee.

When the departmental committees referred to above are appointed, the person appointing them shall name one member of the committee as chair.

**DEPARTMENT TENURE COMMITTEE PROCEDURES**

- 1) The committee shall consider all materials submitted by the faculty member. Neither the candidate nor any other individual may appear in person before the committee.



- 2) It is the role of the departmental committee to clarify any discipline-specific information concerning *Scholarly and Creative Activities* or *Professional Stewardship* that is provided in the faculty member's portfolio for reviewers unfamiliar with the norms of the discipline.
- 3) The committee in its formal deliberations shall sit alone without the Department Chair present. The committee may request to meet with the Chair or Dean for clarification of information. Individual members of the committee should not seek or receive information. Additional information that the committee deems necessary shall be sought through the committee chair.
- 4) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process. **No minutes of transactions or deliberations of the committee shall be kept.**
- 5) Supportive materials may include items from sources outside the Winthrop University community. All information must be obtained in written form so that it may be added to the materials in the candidate's folder.
- 6) The committee shall evaluate the candidates in accord with the criteria in this document and in the Winthrop University Faculty Manual.
- 7) The committee shall, after deliberation, prepare a report and make a recommendation to the Department Chair (or Dean when considering the promotion of a Department Chair) for or against tenure for each faculty member under consideration. This report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activities [as related to the College of Visual and Performing Arts scholarship statement], and Professional Stewardship*) as appropriate for the rank held. At this juncture no material may be deleted from the portfolio. At any stage of the review process, no material may be added to the portfolio without the approval of all prior review bodies. A positive recommendation shall require a vote of a majority of the committee.
- 8) When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. At any stage of the review process, no material may be added to the portfolio by the candidate without the approval of all prior review bodies).

#### ACTIONS OF THE DEPARTMENT CHAIR

The Department Chair reviews all materials and submits a report including a recommendation for or against tenure, along with all of the materials, to the College of Visual and Performing Arts Personnel Committee. The chair's report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly Activity, and Professional Stewardship*). The Chair shall include the reasons for agreeing or disagreeing with the committee recommendation. The Chair may clarify a faculty member's claims with regard to the discipline and department norms that may not be evident to a reviewer from another unit or discipline.

#### ACTIONS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS PERSONNEL COMMITTEE

After the Department Chair has added the statement to the folder, the materials shall be submitted to the chair of the College Personnel Committee which shall meet to consider all candidates submitted by Chairs as well as those coming from special committees (if any) to consider applications from Department Chairs.

This committee shall then follow the procedures specified above for departmental committees. Where reference is made in those procedures to the Department Chair "the Dean" shall be substituted. The committee reviews all materials and submits to the dean a report including a recommendation, along with the portfolio and all previous reports. The college committee's response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. The college committee's recommendation can refer to previous recommendations and documents from the department committee and chair. When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. In the case of academic units without department level review committees, the college committee may clarify faculty member claims with regard to the discipline that may not be evident to a reviewer from another unit or discipline.

After completing its written evaluation(s) of the candidate(s) for tenure, the committee shall submit the folder(s) to the Dean.

### ACTION BY THE DEAN

After receiving the folder(s) with recommendation(s) from the departmental committees, the Department Chairs and the College of Visual and Performing Arts Personnel Committee, the Dean reviews all materials, creates a written response, and forwards all materials to the Vice President for Academic Affairs. The dean's response must include a clear statement indicating the recommendation for or against tenure and must highlight pertinent information or clarification for subsequent review bodies. In most cases, a rationale pointing to previous reports is sufficient. In cases of disagreement within and among the review bodies, the dean must clarify and address the issues of disagreement.

### CONFIDENTIALITY OF THE PROCESS OF REVIEW

During the period of consideration of a faculty member for tenure, actions and recommendations of the various committees, the Department Chairman, and the Dean will be held in complete confidence.

### AREAS TO BE REVIEWED AND MATERIALS TO BE SUBMITTED FOR TENURE CONSIDERATION - DEFINITIONS AND EXAMPLES-

When applying for promotion, faculty members are expected to submit materials that demonstrate accomplishment in the areas of *Student Intellectual Development*, *Scholarly and Creative Activity*, and *Professional Stewardship*, as well as the fulfillment of Academic Responsibility.

The candidate for tenure shall submit the following materials:

- 1) A current vita indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.
- 2) A statement by the faculty member requesting consideration for tenure, in which the faculty member may include any arguments which he or she thinks supportive of the case for tenure.
- 3) Copies of the annual reports of the faculty member for each year of the candidate's probationary period at Winthrop. **These reports must include chair and dean evaluations/comments.**

- 4) Copies of Student Evaluations covering all years since original appointment.
- 5) Optional: up to three evaluations written by professional peers and/or former students.
- 6) The faculty member should address all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activity, and Professional Stewardship*) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.
- 7) Copies of all publications and/or papers produced in the years of the candidate's probationary status at Winthrop. In the case of scholarly or creative activity, which is not developed in written form, the candidate should submit materials appropriate to the medium of the scholarly or creative activity.
- 8) A document outlining goals and objectives for the next six years focusing on how the faculty member plans to sustain involvement and activities related to Student Intellectual Development, Academic Responsibility, Professional Stewardship, and Scholarly and Creative Activity.

Additional materials that support the request for tenure (refer to section addressing tenure in the Winthrop University Manual). This material may include letters or comments from individuals outside the Winthrop University campus.

When applying for tenure, faculty members are encouraged to have a portfolio of work that demonstrates effectiveness and accomplishment in the areas of *Academic Responsibility, Student Intellectual Development, Creative and Scholarly Activity, and Professional Stewardship*. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process. The examples below should not be viewed as the only means for participation or as a list of specific expectations.

### ACADEMIC RESPONSIBILITY

Academic Responsibility is an area of responsibility that spans all the traditional areas of faculty evaluations, and includes involvement of faculty in ways that support the institutional mission, maintain the function of the University and sustain the faculty role in shared governance. All faculty members are expected to be academically responsible to their students and peer as a baseline for service in their academic departments.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists (e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Academic Responsibility includes but is not limited to activities such as: academic registration support, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees. Chairs and deans should ensure equitable distribution of assignments among faculty; and faculty should be supported in ways that allow for free exchange of ideas, broad participation, and balanced work expectations.

In addition to activities related to academic responsibility, there are certain other professional responsibilities that are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include such things as adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and copyright, treatment of human subjects in research, final exam schedule, meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

### **~~Student Intellectual Development (Teaching), Creative and Scholarly Activity, and Professional Stewardship (Service)~~**

~~When applying for tenure, faculty members are encouraged to have a portfolio of work that demonstrates accomplishment in the areas of *Student Intellectual Development (Teaching), Creative and Scholarly Activity, and Professional Stewardship (Service)*. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process.~~

~~Examples of *Student Intellectual Development (Teaching), Creative and Scholarly Activity, and Professional Stewardship (Service)* are provided at the Department, College and University College levels (see below). These examples should not be viewed as the only means for participation or as a list of specific expectations.~~

### STUDENT INTELLECTUAL DEVELOPMENT (Teaching)

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Courses, Program, Curriculum
  - Development of course, curriculum, or program
  - Development of instructional materials (e.g., syllabi, assignments, software, original course supplements)
  - Instructional practices and assessment methods (e.g. lecture seminar, online (blackboard), rubrics etc.)
  - Effective use of class time
  - Connections made between instruction and program goals
  - Course updates to maintain relevance and enhance teaching methods
  - Curricular revision efforts
  - Engagement of students in service learning (e.g. performance at local schools, clubs, senior centers, etc.)
2. Evaluation and Assessment
  - Implementation of high expectations for students (e.g., course tasks that require thinking at various levels of cognition, demonstration of specific skills and/or techniques, course assessments that measure student learning at various levels of cognition, impact on student development associated with University Level Competencies, etc.)
  - Response and reflection on teaching methods and evaluations
  - Response and reflection on performance (individual or group), exhibition design, and/or other *Student Intellectual Development* activity from supervisors, peers etc.
  - Evidence of student progress toward learning outcomes for course and/or program
  - Participation in goal assessment for courses, students, and programs
3. Other
  - Leading student groups on field experiences or international experiences

- Student mentoring activities (e.g., undergraduate and graduate research, career direction, information literacy)

## SCHOLARLY AND CREATIVE ACTIVITY

Refer to Appendix A.

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. ~~Creative endeavors~~

- ~~Performances~~
- ~~Compositions~~
- ~~Exhibitions~~
- ~~Commissions~~
- ~~Contracts~~
- ~~Competitions~~
- ~~Residencies~~
- ~~Recordings~~
- ~~Literary works~~
- ~~Showcases~~
- ~~Workshops~~

2. ~~Academic presentations~~

- ~~Conferences~~
- ~~Seminars~~
- ~~On-campus colloquia~~
- ~~Museums, Arts Centers etc.~~
- ~~Other college and university campuses~~
- ~~National, regional and local organizations, clubs etc.~~

3. ~~Academic publications~~

- ~~Journals~~
- ~~Conference proceedings~~
- ~~Scholarly books~~
- ~~Scholarly texts~~

4. ~~Grants and Awards~~

5. ~~Demonstrated research resulting in change such as Departmental, college, or university level procedures~~

6. ~~Special Cases (the following may be considered as scholarly and creative activities ONLY when an individual is re-assigned and the work to be done has been pre-arranged with Department Chair AND Dean.)~~

- d. ~~Scholarship of Integration (helping non-specialists make connections to a discipline or explorations that examine information in a new way)~~
  - ~~Systems/reports that require synthesis of expertise and exploration of data~~
  - ~~Integration of knowledge for the development of cross-disciplinary experiences, the creation of which required faculty to engage in significant study outside their area of expertise (e.g. development of new programs or courses, study needed to develop new research experiences for students)~~
- e. ~~Scholarship of Application (use of knowledge to solve specific problems (e.g. new professional certifications resulting from significant exploration, design of assessment, etc.)~~
  - ~~University processes, internal course materials used across sections~~
- f. ~~Scholarship of Teaching (work that affects the students with whom they engage, expanding what is known of the discipline, its connections and related problems)~~

- ~~original curriculum and materials for professional development programs or continuing education programs~~

### PROFESSIONAL STEWARDSHIP (Service)

Examples of such work for the promotion portfolio may include but not be limited to the following:

5. Service to the Profession
  - a. Professional Organizations (Executive board positions, memberships, etc.)
  - b. Adjudication, Consultation, and Advisory Roles
  - c. Fostering education in area of expertise
    - Donation of expertise
6. Service to the Institution
  - a. Committees (membership and/or chair)\*
    - Departmental
    - College
    - University
  - a. Service to Institution
    - Advisory Role
    - Consulting Role
    - Special Assignment by Chair, Dean, etc.
    - Program development
    - Participation in any academic evaluation process
    - Recruiting\*\*
    - Work for departmental, college, or university use
      1. Performances
      2. Photography
      3. Recordings (sound or visual)
      4. Digital (websites, power points, etc.)
      5. Literature (Pamphlets, flyers, etc.)
7. Service to the Community
  - a. Community committees and task forces
    - Membership
    - Advisory/consultation role
  - b. Community organizations, churches, schools, etc.
    - guest lectures
    - presentations
    - demonstrations
    - workshops
    - performances
    - showcases

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\* Service on committees usually falls under the category of “academic responsibility.” However, there may be examples of committee service that exceed the basic minimum responsibilities of professional faculty. Faculty may wish to count this service as professional stewardship if there is clear evidence that their work and efforts went beyond these basic responsibilities.

\*\* Participation in some basic recruitment activities (Preview Day, First Look Friday, Winthrop Day, etc.) falls under the category of “academic responsibility.” However, there may be examples of recruitment activities that go beyond these minimal expectations. Faculty may wish to count activities as professional stewardship if there is clear evidence that their work and efforts exceed these types of minimal expectations.

- fund raising
- pet rescue
- c. Donations to community organizations
  - Blood donations
  - Food (food drives, etc.)
  - Time (work in a soup kitchen, etc.)
  - Furniture, etc.
  - Original curriculum and materials for professional development programs or continuing education programs

## **Appendix IV**

### **Timeline of the Task Force on Tenure and Promotion Protocols      November 12, 2018**

#### **Introduction:**

The concerns that led to the formation of the Task Force on Tenure and Promotion Protocols were first brought to the attention of John Bird, the former Chair of Faculty Conference, by the Faculty Committee on Academic Freedom and Tenure (now Academic Freedom, Tenure, and Promotion), concerns that were echoed by several members the University Personnel Committee. These concerns were related to tenure and promotion cases that had come before those bodies (over several years) and which revealed tensions and ambiguities in how protocols were being interpreted by faculty and administrators. Faculty raised further concerns regarding the requirements and protocols associated with Pre-Tenure and Post-Tenure Reviews. Based on a meeting with John Bird and the Chair of the Academic Freedom, Tenure, and Promotion Committee, I agreed to address these concerns with the President and the Provost upon taking over the role of Chair of Faculty Conference.

#### **Summer and fall 2017:**

Michael Lipscomb, Chair of Faculty Conference, communicated the concerns expressed by various faculty regarding tenure and promotion protocols to the President and the Provost during the summer of 2017. The President and Provost expressed agreement that a review of these protocols would be appropriate in order to consider tensions and ambiguities identified by faculty. They also believed it was time to review those protocols in relation to the Roles and Rewards statement adopted by Faculty Conference in 2011.

The Provost and Chair of Faculty Conference agreed that a task force should be formed to review tenure and promotion protocols.

The Provost and Chair of Faculty Conference conferred on the make-up of the Task Force. The intention of creating the Task Force was announced at the September 29<sup>th</sup> Faculty Conference assembly in the fall of 2017, and a call for any faculty interested in serving on the task force was announced. The Task Force was assembled to create a balanced group that provides representation for all academic units and for both rank-and-file faculty and administrators.

The Task Force on Tenure and Promotion Protocols held its initial meeting in December, where it agreed on its charge, its work plan, and a schedule of meetings for the spring 2018 semester.

#### **Spring 2018:**

The Task Force met six times for extensive deliberations.

In February, the Chair of the Task Force met with the chairs of college-level personnel committees and the university-level personnel committee.

The Chair of the Task Force met with the College of Business Administration to discuss questions related to the role of faculty governance as it relates to college-level changes in tenure and promotion policies.

The Task Force sought feedback from faculty in a variety of ways, including six town hall meetings across academic units, an online survey, and direct meetings with individual faculty.

Based on feedback from a range of stakeholders, the Task Force unanimously agreed to recommend a revision of the Post-Tenure Review policy as it appears in the Policy Repository/Faculty Manual. That general recommendation was reported at the April 13<sup>th</sup> 2018 Faculty Conference assembly.

#### **Fall 2018:**



The Task Force has met five times for extensive deliberations, and it is scheduled to meet once more this semester on December 7<sup>th</sup>.

The proposed policy revision of the Post-Tenure Review Policy was presented, after vetting by the Rules Committee, to Faculty Conference at the September 28<sup>th</sup> Faculty Conference assembly. The Faculty Conference voted to put the proposed revision on the agenda for a vote at the November 30<sup>th</sup> Faculty Conference assembly.

Representatives from the Task Force met with representatives from the College of Arts and Sciences to discuss concerns about the proposed recommendation to require tenure candidates to submit their pre-tenure review with their portfolio when applying for tenure.

The Task Force sought feedback from faculty in a variety of ways, including scheduling four town halls, creating an online survey, and meeting directly with individual faculty.

**Spring 2019:**

The Task Force will continue to meet in January and February with the aim of presenting proposed changes and emendations to the Policy Repository/Faculty Manual at the February 22<sup>nd</sup> Faculty Conference assembly. At that time, the Task Force will be asking the Rules Committee to review these proposed changes and emendations. The Task Force will then present proposed changes and emendations to Faculty Conference to vote on including the proposed changes and emendations on the agenda for the April 19<sup>th</sup> Faculty Conference assembly.

The Task Force hopes to present proposed changes and emendations to the Policy Repository/Faculty at the April 19<sup>th</sup> Faculty Conference assembly for a vote by that body.

The Task Force aims to present a final report to Faculty Conference no later than the beginning of the 2019 – 2020 academic year, following up on questions of implementation and assessing any additional actions that may be appropriate.

**Faculty Committee on University Life (FCUL) Report, Fall 2018**

(Committee of the Faculty Conference) This committee shall be responsible for examining concerns submitted by faculty members that affect the conduct of university life, and shall have the authority to address these concerns by communicating directly with appropriate administrators and members of the University faculty and staff to understand the concern more fully and to effect a positive resolution to the concern. The committee shall report the concerns received, its findings, and the status of the concerns to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester.

I	I	?
T	C	?
R	C	?
J	C	?
J	C	?
M	C	?
K	C	?
J	C	?
K	C	?

FCUL addressed four (4) concerns that were brought to the committee by faculty during fall 2018 and one (1) concern that remained open from spring 2018. The list of concerns and actions taken in response (in italics) are presented below.

**Item 1. (Closed) Condition of room assigned to University Personnel Committee** – Faculty expressed concerns regarding the room assigned to the university personnel committee. Specifically, they noted that members of this committee must spend hours reviewing tenure and promotion portfolios in a small room in the basement of Kinard, which appears to be a former closet, is unheated, has uncomfortable chairs, and is uncomfortable overall. Faculty members are confined to this room the entire time they are reviewing promotion materials. The faculty member noted that this is very time consuming work, and asked if a more suitable room could be found perhaps in Tillman or another building on campus.

***Resolution:** Dr. Kristen Wonderlich, FCUL committee member, addressed this concern with the Assistant Vice President for Curriculum and Program Support, Mr. Tim Drueke, during spring semester. A search for a space in Tillman to relieve the cramped conditions of the current room located in the basement of Kinard was unsuccessful. A secure room in Tillman Hall, available from December 1st through June 1st, was not found. **Update:** The university personnel committee will continue to use the room in Kinard this year. Next year, faculty will use Interfolio for tenure and promotion applications, so a separate room will not be necessary. Over half of the current applications are accessible through Interfolio, so faculty will spend less time reviewing materials in the designated room this year.*

**Item 2. (Closed) Email retention for retired faculty** - Faculty expressed concern regarding the expiration of retired faculty email addresses upon retirement. Many retired faculty remain professionally active and associate themselves with the university. A campus email address would allow continuity in their work and provide a professional connection with their colleagues.

**Resolution:** *Dr. Marguerite Doman, FCUL committee member, received information from the Vice*

*President of University Advancement, Mr. Evan Bohnen, and Internal Auditor, Ms. Caroline Overcash regarding this concern. Winthrop.edu emails are no longer available to employees after they leave state employment as a requirement of the National Institute of Standards and Technology (NIST) policy adopted by South Carolina. Email forwarding, to a personal email account, for the first six months of retirement is available to retirees to allow time to inform contacts of their new address.*

**NIST Special Publication 800-53 (Rev. 4)**

Security Controls and Assessment Procedures for Federal Information Systems and Organizations

**The organization, upon termination of individual employment:**

a. Disables

information system

access

within [Assignment].

*Emeriti faculty with an office on campus may continue to use their email accounts since they need access to the system to use the internet. This is a small limited population decided by each college.*

*University Advancement Service Manager, Katie Langer, encourages retirees to add their preferred personal email and mailing addresses to the University Advancement database so that we can keep a current record of our retirees and as importantly, so that retirees will receive our electronic newsletters and other communications from the university.*

**Item 3. (Closed) Expiration date of adjunct faculty email** - Faculty expressed concerns regarding the October 1st expiration date of adjunct faculty email. Adjuncts cannot access the system after October 1st if the necessary steps are not taken before hand. The faculty member would like to see the email expiration date extended to the end of the semester rather than having it expire in the middle of the semester.

**Resolution:** *Dr. Marguerite Doman, FCUL committee member, contacted the Assistant Vice President of Computing and Information Technology, Mr. Patrice Bruneau, regarding this concern. The following is Mr Bruneau's response. "As you know, we cannot rely on the ePAFs to determine if an adjunct still needs his or her account. Often, adjuncts start working before the paperwork is done. Similarly, adjuncts who only work one semester per year should not lose their accounts during the semester when they do not work. In both of those cases, if we went by the rules, adjuncts would not have accounts when they need them. As you can imagine, this would be very disruptive for many people. So instead,*

*we use a once-a-year expiration date. We selected October 1st because we did not want to affect the start of school.*

*Technically, we could have picked July 1st; but many adjuncts still do not have their paperwork done by*

*then. August 1st is too close to the start of school, and September 1st is not far enough. Our process is manual, and we often “lose” personnel (staff and students) around the end of the year, so November and December are usually too short. In addition, we need to make sure that we pick a time period when we can help people “fix” issues. (If we expired accounts in December, we would run the risk of users being “stranded” until January.) So we selected October 1st as the least disruptive renewal date. This is required for all adjuncts, whether they are actively teaching at the time or about to teach next semester. When we ask supervisors to request extensions for another year, we follow the age-old principle of checks and balances. If we let users request their own extensions, that could lead to abuse. We are all concerned with cyber security, and “orphan” or “dormant” accounts create a high risk. I understand that sending the annual renewal notices can be annoying, especially if the people are instructing on-going courses at the time. But all we need is an email with the names of people who are still working for Winthrop.”*

**Item 4. (Closed) Dacus Library Digital Commons Policy - Faculty** requested clarification about Winthrop University’s Digital Commons (DC) Open Access Policy - Is there a cross disciplinary committee to review new revisions / updates to DC policy? Can a student publish work in DC without their advisor’s signature? Can submissions to DC be embargoed? Can the embargo be renewed by the author or lifted by the University? Will advanced notice be given if an embargo is going to be lifted? Additional clarification is needed about the copyright statement on the DC submission form.

**Resolution:** *Ms. Jackie McFadden, FCUL chair, examined this concern and contacted Dacus Library’s Digital Services and Systems Librarian, Ms. DeAnn Brame, for clarification.*

*Digital Commons is a cloud-based institutional repository system that facilitates open access discovery and sharing of scholarly and creative works produced by Winthrop University faculty, staff, and students. The Digital Commons submission policy follows the requirements set by the hosting service, BePress.*

*Voluntary submissions to the repository are received from individuals and publishing units on campus. Publishing units are responsible for their own guidelines for publication and submission to the Digital Commons repository. Documents received by Digital Commons are permanently archived and assigned a unique persistent URL that is indexed by Google and other federated search engines. Students can submit creative material at any time without an advisor’s signature. Work produced as a requirement for an academic program or included in a student publication must include a faculty advisor signature and/or adhere to the unit’s established guidelines for submission. Individual units set guidelines for the submission of theses, SOURCE abstracts, and the McNair Bulletin. Students can request an embargo before placing their work in Digital Commons. The initial embargo is in effect for 6 months. Students can request a yearly extension after the initial 6 months. The software program automatically lifts the embargo after the initial 6 months or at the end of the yearly embargo period. Students and/or advisors can request a yearly extension by email. The software program does not send renewal notifications.*

*Students can view the expiration date in Information Commons.*

*Additional information regarding copyright, publishers’ policies, and authors’ rights will be added to the Digital Commons FAQ page. Contact Digital Services and Systems Librarian, DeAnn Brame, for additional information: [bramed@winthrop.edu](mailto:bramed@winthrop.edu)*

**Item 5. (Open) Commemorative event for newly tenured and promoted faculty** - A faculty member wondered whether the Provost's office is still doing the dinner for newly tenured and promoted faculty. Faculty received invitations in late August for a late September event. Dr. Michael Lipscomb spoke with Provost, Dr. Debra Boyd, concerning the continuation of the commemorative dinner usually given by the Provost's Office for newly tenured and promoted faculty. The dinner has not occurred in the past few

years. Dr. Boyd recognizes that tenure and promotion are important milestones in a faculty member's career. She suggests that faculty explore different commemorative options for tenure and promotion.

***Examination:** FCUL committee members collected suggestions for a new commemorative event from faculty in their departments. The committee forwarded the list to Dr. Michael Lipscomb and Dr. Debra Boyd for review.*

### **Prior-year Items**

Several concerns received by FCUL in the prior year (i.e., AY 2017-18) that were deemed "open" in the prior year report were also discussed by the committee this fall. Their status is listed below.

- **(Closed) Concerns regarding the library catalog system** – Dacus Library will move to a shared Ex Libris Library Services Platform (LSP) in 2020 along with 50+ PASCAL member libraries. The statewide Ex Libris Alma platform will replace the current OCLC system. The library migrated to OCLC, rather than eliminating the book budget, when the previous system became too expensive to maintain. Press Release: <https://www.exlibrisgroup.com/press-release/south-carolina-pascal-consortium-selects-ex-libris-alma-and-primo-solutions/>.
- **(Closed) Request for a yearly facilities report on the condition of older buildings and faculty offices** - Facilities Management will give a report at the February 22nd Faculty Conference. Future facilities reports to faculty will be arranged by FCUP and the chair of Faculty Conference.

Submitted by Jackie McFadden, FCUL Chair 2018 - 2019