

**MINUTES**  
**University Faculty Council**  
**University of Mary Washington**

**November 9, 2010**

**Members Present:** Ernest Ackermann (Chairperson), Andrew Dolby, Leigh Frackelton, Kimberley Kinsley, Mary Beth Mathews, Marie McAllister, George Meadows, Angela Pitts, Suzanne Sumner, Jo Tyler (Secretary); President Richard Hurley, College of Arts and Sciences Dean Richard Finkelstein, College of Business Acting Dean Larry Penwell, College of Education Dean Mary Gendernalik-Cooper

**Members Absent:** Provost Jay Harper

**Guests:** John St. Clair, Margaret Mi, Carol Garmon

1. Call to Order. The meeting was called to order at 4:00 p.m. in the Red Room of the Woodard Campus Center by Ernest Ackermann, Chair.

2. Reading and Approval of Minutes. Members had received the minutes of the previous meeting of October 5, 2010, so a formal reading of the minutes was dispensed with. Ernest Ackermann called for additions or corrections. There being none, Marie McAllister moved that the minutes be approved as submitted, and Suzanne Sumner seconded the motion. The minutes were approved unanimously by voice vote.

3. President's Report. The President gave a summary of the recommendations expected later this month from the Governor's Commission on Higher Education Reform. Included among the recommendations are: increasing in-state enrollments; increasing programs in science, technology, engineering and mathematics; increasing research; increasing online and distance learning; increasing 3-year degrees and year-round programming. The Commission is proposing financial support for institutions which address these goals and penalties for institutions which do not. The President characterized these initiatives as "the new normal" and called for a University-wide discussion beginning in January to put these recommendations into context for UMW as a liberal arts institution. Other recommendations of the Commission include establishing a "rainy day fund" for higher education and establishing a 67/33 ratio of state/institution funding sources.

President Hurley also summarized a recent report about UMW's productivity; we are at the top of the list among 25 of our peer institutions.

Asked about the status of SCHEV, the President said that while some politicians are calling for it to be replaced, he doesn't think this will happen. There is a new executive director in place.

4. Provost's Report. President Hurley announced that the Provost is in Asia looking at opportunities for increasing international enrollment. The trip is sponsored by English Language Services, an organization that would do recruiting and provide English language instruction. The Provost is checking out the quality of their programs to see if it is a viable option for us.

5. College of Arts and Sciences Dean's Report. Richard Finkelstein announced that work on an honors program is on schedule, with several forums planned on both campuses this month. The goal is to have a program that is closely aligned with UMW core values. It will include an internship component, rigorous courses, and freshman honors seminars. They are also looking at resource needs and ways to include transfer students. The final proposal is expected in January. In response to questions, the Dean mentioned that details about directorship of the program have not yet been elaborated, and that there are no students involved at this stage but that students and alumni should be involved as the plans progress.

Other points of interest under discussion in CAS include procedures for sabbaticals and ideas about Master's degrees in areas such as GIS, international studies, computer science, and science education.

6. College of Business Dean's Report. Larry Penwell announced that the COB faculty have approved their promotion and tenure procedures and have developed a revised undergraduate curriculum. These policies are now ready to be reviewed by University-level committees, once those committees are in place. The aim is to have the curriculum revisions finalized by March in time for inclusion in the 2011-2012 Catalog. The COB is planning to work on the MBA curriculum next year.

7. College of Education Dean's Report. Mary Gendernalik-Cooper announced that two new certificate programs have been approved by the COE faculty and are now ready to be reviewed by a University-level oversight committee on curriculum. She also announced that the COE promotion and tenure policies are nearing final form and are expected to be approved in the next few days.

8. Chairperson's Report. Ernest Ackermann submitted his report in writing (Attachment 1).

9. Faculty Handbook Committee Report. In reviewing John Morello's notes about the second meeting of the Faculty Handbook Committee (Attachment 2), the UFC agreed to provide handbook wording for sections relating to the University-level committee structure with the expectation that the Handbook Committee would polish the wording for final inclusion in the Handbook. At the suggestion of Ernest Ackermann, the UFC also asked that the Handbook Committee reconsider its definition of a quorum for meetings of the General faculty to ensure representation of all colleges.

10. Extended Rules of Order for UFC Meetings. In discussion of the proposal previously tabled (see Minutes of the September 7, 2010 UFC meeting), Jo Tyler recommended some clarifications of the wording. Mary Beth Matthews moved that the rules be approved with the recommended revisions (Attachment 3), Marie McAllister seconded the motion, and it was approved by a unanimous voice vote.

11. University-level Governance Structure. The UFC first took up discussion of the schematic prepared by Andrew Dolby (Attachment 4). It was agreed that the one "open arrow" would be changed to a solid arrow and a note would be added that the business and reporting of all committees would be open and transparent. In discussion it was pointed out that all of the advisory committees (such as the Writing Intensive Committee) would report directly to the

UFC. Suzanne Sumner pointed out that the schematic does not include any reporting from the University-level committees to the governing bodies of the three colleges. There was general agreement that there needs to be common access to the reports of all University-level committees, perhaps through a UFC website.

In discussing some of the comments received, one issue that generated discussion was the term “oversight”, which raised concern from a few faculty members. Another point raised in discussion had to do with the relations between such committees as Academic Resources and Budget Advisory. It was agreed that these issues would be addressed in drafting the charges for each of the committees.

A procedure was established to draft Handbook wording for each of the University-level committees. Pairs of elected UFC members will work on drafts for each committee and bring proposals to the December UFC meeting.

Larry Penwell moved that the University Faculty Governance Schematic be approved as a superstructure for further development. The motion was seconded by Marie McAllister. Following discussion, the motion was revised to approve the list of committees represented on the schematic chart, and that details of the charge for each committee, its reporting channels, etc. be worked out during the process of drafting Handbook language. Mary Beth Matthews called the question, Suzanne Sumner seconded, and the motion, as revised, was approved by a unanimous voice vote.

12. Distance and Blended Learning. John St. Clair explained that there has been an advisory committee working on some policies and procedures related to issues in this area. For example, one proposal is for faculty to fill out a form if they want to teach a course that is 50% or more online. He recommended that the newly proposed Curriculum Committee be charged with establishing procedures to ensure quality of online courses in preparation for our SACS review.

13. University Oversight Committee for Faculty Evaluation Matters. Ernest Ackermann announced that the representatives on this committee from each college are as follows:

Professor Carol Garmon, College of Arts and Sciences

Professor Margaret Mi, College of Business

Professor Marie Sheckels, College of Education

He then called for nominations for the representative from the UFC. Marie McAllister nominated Andrew Dolby. The nomination was seconded by Kimberly Kinsley. Jo Tyler moved that the nominations be closed. Ernest Ackermann announced that Andrew Dolby was elected to the committee by acclamation.

In discussion relating to the promotion and tenure policies and procedures for each college, Larry Penwell raised a question of how these policies would be incorporated into the Handbook. Ernest Ackermann recommended that this be determined by the Faculty Handbook Committee.

14. Information Technology Advisory Committee. Ernest Ackermann announced that Dana German has asked that a committee be appointed to advise the Vice President for Information Technologies. This committee would be different from the Academic Resources Committee just approved as part of the University Governance Schematic. The UFC agreed that members for this new committee should be appointed within each college. Ernest Ackermann will contact the heads of the college governing bodies to get members selected. In discussion it was agreed that

since this committee serves within the Information Technologies Division, it would not be included in the University Governance Schematic just approved.

15. Master Plan. President Hurley explained that there have been some expressions of concern about the proposed master plan, particularly in relation to replacement of older buildings, so the University is slowing the process somewhat and will have the consultants come back with some alternate proposals.

16. Adjournment. There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Jo Tyler, Secretary

UFC Chairperson Report  
November 9, 2010

Jo Tyler, Marie McAlister, and I worked together to produce the rationale and text of “UFC Motions Regarding Promotion and Tenure, with Rationale,” sent to all teaching faculty on October 19, 2010. I asked the faculty representatives to the UFC and Dean of each College to help in nominating a person from their College to the University Oversight Committee for Faculty Evaluation Matters. Please note that we have to select one person from our membership to serve on that committee. I have received several comments regarding that committee which I have forwarded to you, and Suzanne Sumner has also forwarded comments from the open meeting CoAS Faculty Senate.

Andrew Dolby and I met on November 1, 2010 to discuss the University-level committee structure. Andrew has effectively taken the lead in this, preparing a rationale, a schematic, and presenting the proposal to the open meeting mentioned above. The proposal has also been distributed to each College. We are discussing this plan at our meeting, and I hope we can move forward.

Kim Kinsley, Jo Tyler, and I met with the Executive Committee of the Board of Visitors, President Hurley, and Marty Wilder on October 26, 2010. We discussed matters related to compensation, sabbaticals, and support for professional activities. We presented three salary tables, that I have sent to you. We stressed how appropriate and competitive compensation, sabbatical opportunities, and support for research and other professional activities were necessary to maintain the quality of the University and to help us fulfill President Hurley's goal that UMW be the best public liberal arts university in the nation. We also discussed issues related to the development and implementation of promotion and tenure guidelines as well as transition plans in each College.

I had the opportunity to attend the October 29, 2010 meeting of the faculty of the College of Education. During that meeting I expressed my views that while we faculty may be in different Colleges, we are all members of the Faculty of the University of Mary Washington. The CoE faculty discussed the promotion and tenure guidelines for their College. President Hurley and Provost Harper also attended the meeting.

The Board of Visitors meets on November 19 and 20, and I will attend. You have received a copy of my report to them. Please feel free to give me your suggestions related to the topics in the report or other topics that I may raise with the BOV.

I appreciate the work that we all do related to our duties on the UFC. We are engaged in developing policy and structures in several important areas. You've seen most of the feedback I've received regarding our work and some of you have shared comments you've received with me. It seems to me that it is appropriate and helpful to share these comments, with permission from the author(s), among our group. As we move forward we'll likely be hearing more from our colleagues. Sharing the feedback can help us to formulate appropriate responses and policy.

**SECOND MEETING, UNIVERSITY FACULTY HANDBOOK ADVISORY COMMITTEE**  
 Summary of Meeting Held on November 8, 2010

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**1. Review of sections of the current *Faculty Handbook*.** Committee members were assigned the task to review particular pieces of the *Handbook* and to report (a) sections with typos in need of correction, (b) sections where policy changes might be needed, and (c) sections where new language needed to be written to better express our intent. In yesterday's meeting, the Committee dealt with these sections:

- A. Alan Heffner's and George Greene's comments on Section 1 & 5
- B. Beverly Epp's comments on Section 2
- C. Review Morello's rewrite of section 3 and Betsy Lewis's comments on section 3 (up through 3.16).

These were the major issues resulting from this discussion:

- Several places were identified as in need of clearer writing – these will not be listed here.
- Do our current reappointment letters, when signed, really establish a contract in light of the fact that these letters do not state any consideration (salary)? This question has been referred to the AG's office.
- When do certain actions require the President's approval, and when do actions stop with the Provost's approval. Example: in §1.8.1, the policy is that chairs must be tenured unless the President grants an exception. Should that be the Provost instead?
- The appeals process for annual performance evaluation needs to make clear that a faculty member has the right to write a letter of exception when the dean changes the faculty member's merit evaluation score turned in by the chair. It should be clear where this letter goes, and when it is due. Right now, the fact that letters of exception to the dean or provost are due on the same day introduces confusion into how this appeals process works in cases where the exception is to something the dean (not the faculty member's chair) did.
- New language was recommended for establishing general faculty meeting quorums, and for the provision to allow the Provost to grant an exception to the numerical RTA limits imposed on Colleges and departments (see the back page for the complete text of these statements).
- The Academic Affairs Council will be asked to examine the language in **§3.9.3 (Statement of Principles Regarding Salaries for Newly Hired Faculty)** to see if it is workable in light of the new multi-college organization at UMW.
- Most of the revision of §2 cannot happen until the university committee structure is settled. The Handbook Committee needs to know if the UFC will write the language defining new committees (membership, duties, etc.) or will the Handbook Committee do that?

**2. The Committee will hopefully meet on Monday, November 22 (time to be arranged) to continue work reviewing various sections on the *Handbook*.** Here is next week's agenda:

- A. Jo Tyler's rewrites of section 7 and section 4.
- B. Nina Mikhalevsky's proposed new language for the grievance policy, the policy on "financial exigency," and dismissal for cause. (NOTE: because these rewrites substantially lengthen policies that are in the Handbook now, the committee has agreed in principle with putting these policies into a separate section of the Handbook so that it will be easier for people to find these policies and to read through them.)

### 3. NEW LANGUAGE PROPOSED (VARIOUS SECTIONS)

**2.1.3 Special General Faculty Meetings** Special General Faculty meetings may be called by the President of the University or the Provost; at least three days notice in writing shall always be given, except that the President or the Provost may call an emergency meeting at any time to deal with a specific issue. Such an emergency meeting shall have plenary powers but shall not be bound by the rules on order of business. Submission of a petition with the signatures of ten members of the faculty above the rank of instructor with at least one member from each college and representing five or more departments shall be sufficient for a General meeting of the faculty to be called. Any action of the University Faculty Council may be debated at such meeting, subject to the requirements contained in §2.5. The rulings of the General Faculty at these meetings will be final, subject to approval by the Board of Visitors.

**2.1.8 Quorum** ~~Seventy-five~~ One hundred members of the *general faculty*, representing at least ten departments, shall be a quorum for the transaction of business. A smaller number may only adjourn.

**3.1.3 Renewable Term Appointments (RTA)** RTAs are nontenure-track appointments that may be renewed for an indefinite period of time. These appointments are at the rank of lecturer or senior lecturer. With the exceptions spelled out in §3.3.3, faculty at these ranks enjoy the same rights, privileges, and responsibilities as tenure-track members. All faculty/coaching appointments in the Department of Athletics, Health and Physical Education made after August 16, 1998, are at these ranks. Appointments at these ranks elsewhere are made at the request of the department in which the appointment will be made, and they require the concurrence of the dean and the Provost. No person appointed to a tenured or tenure-track position may be moved to a renewable term faculty appointment. Individuals appointed to tenure-track faculty positions who are denied tenure are not eligible for appointment at these ranks. Further, no person in a renewable term faculty appointment may be moved to the tenure-track without a competitive, national search. Numbers of faculty appointed at these ranks outside the Department of Athletics, Health and Physical Education ~~Department~~ will not exceed a total of ten percent of the number of all tenured faculty appointments in the college. In addition, no more than twenty percent of the faculty in any one department may be appointed at these ranks. If requested by the college dean, the Provost may grant an exception to allow the total number of RTA appointments in a particular college or department to exceed the limits described above. All exceptions must be based on sound programmatic needs. The option for an exception will be available until August 16, 2016. After that date, the limits of no more than ten percent of the number of tenured faculty appointments in the college and no more than twenty percent of the faculty in any one department will apply without exception.

**Throughout §3 (and in one place in §1)**, this sort of language about the appointment letter and how it becomes a contract appears: “By signing, dating, and returning the appointment letter to the Human Resources Office (HRO), a faculty member indicates acceptance of the employment offer and thereby establishes his or her employment contract with the University for the ensuing academic year.”

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#### COMMITTEE MEMBERSHIP:

- Elizabeth F. Lewis, Department of Modern Foreign Languages, College of Arts & Sciences
  - Nina Mikhalevsky, Department of Classics, Philosophy, and Religion, College of Arts & Sciences
  - G. Robert Greene, Department of Management & Marketing, College of Business
  - Alan G. Heffner, Department of Management & Marketing, College of Business
  - Dale L. Wright, Department of Curriculum & Instruction, College of Education
  - Beverly D. Epps, Department of Foundations, Leadership, & Special Populations, College of Education
  - Jo Tyler, Department of Foundations, Leadership, & Special Populations (UFC representative)
  - John T. Morello, Associate Provost (Committee Chair)
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*John T. Morello*

# EXTENDED RULES OF ORDER FOR THE UNIVERSITY FACULTY COUNCIL

Proposed November 9, 2010

## 4. CONDUCT OF BUSINESS FOR UNIVERSITY FACULTY COUNCIL

**4.1 Order of Business** The agenda of University Faculty Council meetings will be set by the Chairperson, with assistance provided by the Secretary. The agenda will be distributed to all members of the Council and all teaching faculty at least two working days before a scheduled meeting. The Chairperson may include additional items on the agenda after it has been distributed. The order of business in regularly scheduled meetings of the UFC will include the following: Call to order; reading of and approval of Minutes; Reports from President, Provost, Deans; Chair's report (e.g., from meetings w/ admin, other committees, groups); reports from University-level standing committees; Reports from UFC subcommittees/study groups; other unfinished business; other new business; announcements; adjournment. Written reports are preferred.

**4.2 Recognition by Chairperson.** An individual may speak when recognized by the Chairperson. Unless more time is granted by the chair, visitors must conclude their remarks within 5 minutes.

## 5. INTRODUCING MOTIONS AT UNIVERSITY FACULTY COUNCIL MEETINGS

**5.1 Motions from the Floor.** Motions for consideration by the UFC shall be made from the floor by UFC members during regularly scheduled meetings. After being seconded, motions from the floor shall be discussed and considered unless or until the UFC Chair orders referral to a committee or the motion is tabled. Approval of motions from the floor shall be by a majority of those present and voting, upon determination that a quorum is present.

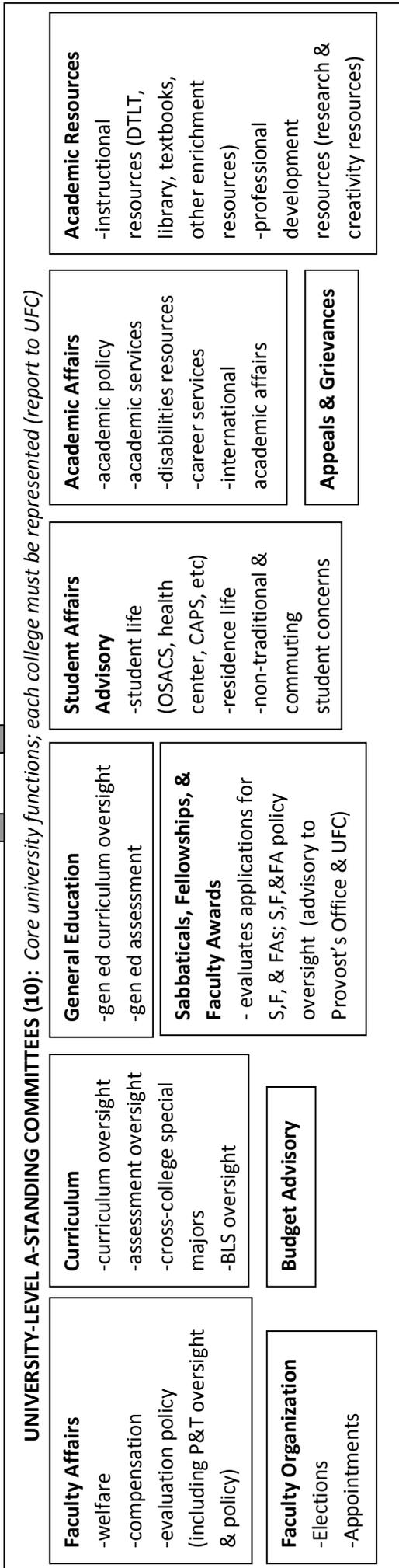
**5.2 Motions Recommended by Report.** Standing committees of the University and *ex officio* members of the UFC may include recommended motions in their reports to the UFC (see sec. 4.1). In order for such recommended motions to be considered by the UFC, the motion must be made from the floor by a UFC member during a regularly scheduled UFC meeting. Debate and consideration of the motion shall follow the procedure in section 5.1.

**5.3** Motions normal to the operations of organized groups but which are not central to the functions of the University (e.g., resolutions of sympathy, congratulations, etc.) may be acted upon immediately.

**5.4.** Every motion shall be reduced to writing if any member of the UFC requires it.

Last updated: Nov. 10, 2010

University Faculty Council



**OTHER UNIVERSITY-LEVEL STANDING ADVISORY AND SPECIAL INTEREST COMMITTEES:** Specific college representation not required (report directly to UFC)

- Writing Intensive
- Speaking Intensive
- James Farmer Multicultural Center
- First Year Seminar
- Distance and Blended Learning
- Teaching Center

**COLLEGE GOVERNING BODIES**  
(submit business to relevant u-level committees)

**Solid arrows:** sends business for review/approval as appropriate

- ◆ Each College constitutes its own Governing Body and determines its by-laws
  - College-level Governing Bodies may submit business/motions directly to the UFC if applicable
- ◆ Each college constitutes its own Curriculum, P&T, and Reinstatement committees and determines their by-laws.
  - Colleges, **at their discretion**, may form additional college-level committees
    - If no college-level committee counterpart exists, depts. submit business directly to College Governing Bodies

