

DIVISION OF NATURAL SCIENCES AND MATHEMATICS MEETING MINUTES
DECEMBER 7, 2010

The meeting was called to order by Division Chair Steve Taylor at 3:37, meeting in NS 122.

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Mike LeMaster, Bryan Dutton, Erin Baumgartner, Scott Beaver, Patty Flatt, Don Ellingson, Rahim Kazerouni, Klay Kruczek, Mike Ward, Jeff Myers, Steve Taylor, Niki Winslow.

II. APPROVAL OF NOVEMBER MINUTES

Approval of the November minutes was tabled until the January meeting due to a lack of a quorum and general finals-week business.

III. ANNOUNCEMENTS

- a. Sabbatical requests / proposals; (use interactive *.pdf, print on “hot pink paper”, the Division chair forwards to the Dean 12/15/10 (see p. 5-6 of handout). Requests have been trickling in.
- b. Spring 2011 schedule revisions and summer 2011 schedule are due to Niki on January 3, 2011 (due to the Dean on Jan. 140: 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on January 21). Steve has sent out an updated excel template which should be used to make all schedules uniform.
- c. Faculty Development Grants: Major Research Grants, Due Jan. 28, 2011, Spring Travel, due April 1, 2011.
- d. NSM Division Spring Travel Grant Deadline: April 26, 2011.
- e. AIC Infrastructure Proposals: Equipment Proposals Feb. 1, 2011; “Major Remodels” April 1, 2011 (see handout p. 7-10). NSM has an entire plan, all inclusive. This will be discussed by the administration in early January.
- f. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- g. Catalog changes / minor edits due in Dec. and Jan., via Dean’s office and Julie Harding.
- h. Reminder: 2010—11 annual classroom observations of NTT, adjunct faculty. Adjunct files are generally lacking annual reviews, updates are needed.
- i. Reminder: Faculty Course Load Equivalents (“contact hours”) – New term-by-term reporting effort to Dean. Steve compiled these analyses for fall term based on information provided by the department heads, the same will be needed for winter and spring. This type of accounting needs to become part of the routine scheduling process.
- j. WOU Finance Information Committee: Wed. Dec. 8, 12 PM, Columbia Room for Mark Weiss report.
- k. Campus Conversation on Accreditation: Thurs., 9 December 2010, 3:30-5:00 pm, Columbia Room. Discussion will center on where we are in the accreditation process. Some deadlines have been moved up. Meetings have not been well attended, difficult timing.
- l. PURE/Academic Showcase – May 26, 2011; Faculty senate support/ Provost call for room/schedule flexibility.
- m. Niki announcements – please be responsive to schedule due dates in January; Susanne Kinney has said all camera purchases are to be made through UCS.

IV. OLD BUSINESS

- a. The Provost and Dean acknowledged receipt of the division equipment and capital improvement plan which Steve submitted in November.
- b. LAS Dean Special Projects Requests – Taylor submitted the list to the Dean, proposers need to follow-up for action. Four or five requests have been submitted. Now is a good time to follow up on requests and lobby for action.

- c. NSM Division Fall Travel: \$2300 (out of \$4000 budgeted for year) awarded to 6 faculty, avg. supplement = \$387/person; total requested from division = \$2900.
- d. Spring 2010 NSM By-Laws Revisions Follow-up (final draft was distributed at this meeting)

V. NEW BUSINESS

- a. Identification of NSM courses for use of the “RP” grade designation – “Regular Progress” (Student is making regular progress towards class completion, to replace use of “Incomplete” for classes that systematically require multiple terms to complete (e.g. internships, independent studies, special summer courses)). Faculty should make a list of courses that qualify for RP option, e.g. Steve’s summer field course. Not every course would qualify. The question came up if the RP would revert to a letter grade. Klay will bring up with ARC.
- b. Online SIR Evaluation: www.wou.edu/portal; use paw-print username/login; “Evaluate my Courses”. Mike Ward said the process issue is still unclear. Erin and Mike Ward are on the SIR committee, the Union will be working on this process as well.

VI. REPORTS

- a. NSM budget update (see handout page 14). All is on track for this time of year.
- b. Faculty Senate – reported by Mike LeMaster. At the 11/9/2010 faculty senate a Gerontology major proposal passed. A faculty senate resolution was sent to PEBB in regards to benefits. There is discussion of a new “English as a foreign language” teaching certificate for those who will work internationally. ARC has been charged with reviewing incomplete grade changes, etc. It is a work in progress. There may be an OUS audit coming in the near future. There is an 18 month report that will go to the Secretary of State, focusing on FTE, productivity, faculty evaluations.
- c. Faculty Development Committee – no one on committee in attendance at meeting. Most recent awards have been made.
- d. AFT/WOU Faculty Union: Scott Beaver reporting. There will be a union meeting sometime between 1/11 and 1/13/2011 regarding bargaining. Issues: Faculty Development is not well-funded. Hamid made a spreadsheet summarizing faculty development awards in recent years. AFT will try to close the gap created in salaries. They are also trying to push for a 2-year contract for NTT faculty of .5 or above. Phil expressed a desire to create a new Faculty Development line item specifically for NTT faculty. The Union’s first bargaining priority is to maintain current benefits. The College of Education representatives are discussing summer compensation, work load issues. The first week of February will be the first meeting between the Union and Administration. Scott commented that the sabbatical process is under scrutiny and the union will be monitoring for any changes by the administration. The Social Scientists list of issues was presented by Jeff Myers. Jeff requested people email him a list of comments or union concerns they would like to have included prior on the action list. One item that came up is an OAR that precludes faculty from using student-funded facilities, without being charged a user fee. This came up with regards to using the new Health and Wellness Center at a reduced rate from that being proposed. Scott finalized the conversation by stating that there are 1.5 months to solidify the union position prior to going to the table with Admin.
- e. Curriculum Committee – The proposed Biology changes passed.
- f. PRC – file review and actions will resume in January. Faculty files have been submitted, process is in place, reviews are under way.
- g. ARC Report –Does a D- currently satisfy in regards to P/NC? Committee felt a pass should be a C. They would like to change the criteria for a pass to a C.
- h. Academic Infrastructure Committee – no report.
- i. Master Planning Committee – no report. One meeting has been held.

- j. Faculty Searches – Status Report from Biology, Mathematics (see pg. 15 – note from Dean to Search Committees). Math is currently reviewing files. They will most likely contact candidates until January. The Dean sent an email clarifying record-keeping procedures for search committees. Biology received ~70 applications for Irja's replacement position..
- k. PURE – Showcase in May. Bryan will be sending out a call for programs in early winter term.
- l. Other – Student Technology Committee – NSM student rep. – Nicole McLaughlin, see page 16 of handouts. There is approximately \$1 million available in funds.

Sarah: reporting on a two-year \$1 million grant for textbook rental. David McDonald is heading up this project, any one interesting in the project can contact him. Sarah will send out a link for the cost of the books. Basically the bookstore will rent books. Sarah is one of two faculty representatives on the committee. It is estimated that the books will rent for 40% of their cost, and should be available to any student interested in the program.

The meeting was adjourned at 4:48 p.m.

4:50

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

December 7, 2010; NS122 3:30 PM – NOTE ROOM CHANGE!

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF NOVEMBER MINUTES p. 2-4.

III. ANNOUNCEMENTS

- a. Sabbatical requests / proposals; (use interactive *.pdf, print on "hot pink paper" Div. Chair to Dean 12/15/10) (note: when applying for three terms of sabbatical spread over multiple years, all three terms and years are to be included on the one sabbatical request). p. 5-6.
- b. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2011 (due to Dean on Jan. 14); 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on Jan. 21).
- c. Faculty Development Grants: "Major Research Grants: Due Jan. 28, 2011, Spring Travel, due April 1, 2011.
- d. NSM Division Spring Travel Grant Deadline: April 26, 2011.
- e. AIC Infrastructure Proposals: Equipment Proposals Feb. 1, 2011; "Major Remodels" April 1, 2011. p. 7-10.
- f. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- g. Catalog changes / minor edits due in Dec. and Jan., via Dean's office and Julie Harding.
- h. Reminder: 2010-11 annual classroom observations of non-tenure track, adjunct faculty.
- i. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean.
- j. WOU Finance Information Committee: Wed. Dec. 8, 12 PM, Columbia Room.
- k. Campus Conversation on Accreditation: Thurs., 9 December 2010, 3:30 – 5:00 p.m., Columbia Room.
- l. PURE/Academic Showcase – May 26, 2011; Faculty senate support/ Provost call for room/schedule flexibility.
- m. Niki/Office Coordinator announcements – Spring 2011 / 2011-2012 scheduling; camera purchases via UCS. p. 11-13

IV. OLD BUSINESS

- a. Division equipment and capital improvement plan – Taylor submitted to Administration.
- b. LAS Dean Special Projects Requests – Taylor submitted to Dean, proposers need to follow-up for action.
- c. NSM Division Fall Travel: \$2300 (out of \$4000 budgeted for year) awarded to 6 faculty, avg. supplement = \$387/person; total requested from division = \$2900.
- d. Spring 2010 NSM By-Laws Revisions (final draft for distribution)

V. NEW BUSINESS

- a. Identification of NSM courses for use of the "RP" grade designation – "Regular Progress" (Student is making regular progress towards class completion, to replace use of "Incomplete" for classes that systematically require multiple terms to complete (e.g. internships, independent studies, special summer courses))
- b. Online SIR Evaluation: www.wou.edu/portal; use paw-print username/login; "Evaluate my Courses".

VI. REPORTS

- a. NSM Budget Update p. 14
- b. Faculty Senate Nov. 9, Nov. 23 meetings – Feb 6
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: files submitted, process in place, reviews under way.
- g. Academic Requirements Committee
- h. Academic Infrastructure Committee
- i. Master Planning Committee
- j. Faculty Searches – Status Report Biology, Mathematics p. 15 – NOTE FROM DEAN TO SEARCH COMMITTEES
- k. PURE – Showcase in May
- l. Other – STUDENT TECHNOLOGY COMMITTEE – FYI/PROPOSALS FROM NICOLE, NSM STUDENT. REP. p. 16

VII. FINAL COMMENTS AND ADJOURNMENT (Happy Holidays and Winter Break!)

Committee D. Macdonald

SALE

TEXT BOOK

PILOT TEXTBOOK REVIEW PROGRAM

2yr \$1 x 10⁶ GRANT

DEPT. OF ED.

**NATURAL SCIENCES AND MATHEMATICS DIVISION
MEETING MINUTES FROM NOVEMBER 2, 2010**

The meeting was called to order at 3:37 in HSS 334. In attendance: Steve Taylor, Bryan Dutton, Kristin Latham, Mike LeMaster, Karen Haberman, Ava Howard, Sarah Boomer, Bill Schoenfeld, Laurie Burton, Mike Ward, Scott Beaver, Klay Kruczek, Patty Flatt, Arlene Courtney, Niki Winslow.

I. ROLL CALL / APPROVAL OF AGENDA

Agenda was approved.

II. APPROVAL OF OCTOBER MINUTES

October minutes were approved as written.

III. ANNOUNCEMENTS

- a. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/19/10). Everyone involved has been notified.
- b. Sabbatical requests / proposals; (should submit "pink form" to Div. Chair / Dean by 12/15/10). Use the pink forms, not the new Provost forms.
- c. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2011 (due to Dean on Jan. 14); 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on Jan. 21).
- d. Fall Preview Day II -- Sat. Nov. 13. Arlene, Jeff Myers, Karen Haberman and Ava will participate.
- e. Faculty Development Grants: Friday, November 5 by 5 p.m. in the Provost's Office. Klay had a little trouble with the electronic form, got the link from Julie Harding. You can use the paper form. Let Arlene know if you submit via electronic form so she can check to be sure it got through. The grants are for meetings/travel grants and research.
- f. NSM Division Travel Grant Deadlines: November 23, 2010 and April 26, 2011. Jeff Templeton will coordinate division travel one week after Faculty Development decisions has been made, around November 23.
- g. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011).
- h. AIC "Small" Building Remodel Requests (~<\$10,000) Due Nov. 5) Gay Timken sent out new forms for the AIC process, due Nov. 5. Cycle I are small jobs, (more than paint).
- i. Niki Announcements -- new Tenure Track FTE process, mentioned later in the meeting.
- j. Committee assignment list -- LACC ad hoc committee is being disbanded. Kristin is substituting for Pete since he has a time conflict.

IV. OLD BUSINESS

- a. Draft NSM Division equipment and capital improvement plant (for multiple use -- internal and external). See pg 5-8 of handout. We've had a list totaling approximately \$700,000, which is dwindling since projects are being completed and checked off the list. NS 114 is due for a smart room conversion, NS 201 is scheduled for a remodel, NS 103 is on the physical plant's list for remodel. All departments except Mathematics have varying levels of equipment / instrumentation requests. Ava asked about a different type of scantron machine that would analyze results. Steve asked Ava to take the lead and investigate scantron machine rental options through the bookstore contract. Taylor will compile a memo to the

administrative stake holders and send out the division infrastructure plan for review. The Division infrastructure plan will form the basis for requests and action items throughout the year.

- b. LAS Dean's "Special Project" Requests. Student travel and research and legitimate requests in this category. Target levels for Dean proposals are in the several hundred to \$2,500 range. Requests were submitted by Mathematics (Kruczek), Biology (Dutton, Howard), and Earth Science (Taylor). Taylor will bundle requests in a memo and forward to the Dean. Proposers are encouraged to follow-up with the Dean directly to lobby for action.
- c. Provost sabbatical request forms follow-up. Use the pink forms. Plan ahead.

V. NEW BUSINESS

- a. Non-tenure track (adjunct) annual faculty reports – "required" as per CBA (Article 8, Section 3, Part D); due June 15, 2011 along with TTT faculty, using NSM Division report template. All departments are asked to encourage adjuncts to submit annual reports in June.
- b. Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean's Office. Steve has a spreadsheet with information off Banner with an extra column. Department heads will need to complete the form and provide a course load accounting for all faculty every term.
- c. Catalog edits / minor changes due in Dec. and Jan. – please review and forward changes to dept. chairs. These are minor changes such as typos, not curriculum changes. These changes need to go to Julie Harding soon.

VI. REPORTS

- a. NSM Budget report – see page 9 of handout.
- b. Faculty Senate – Mike LeMaster report: there have been two faculty senate meetings this term. University enrollment as of 10/12 was 6,233. Senate Bill 442 calling for conversion to semester system was nixed. We may be seeing financial audits in the divisions. The Provost's office has requested summary reports from all faculty members who have taken sabbatical in the past 5-10 years. Some reports are filed, some are missing. Taylor forwarded an email accounting for NSM from the Provost's office. Steve will send out the list of missing reports. New/Old business: admin endorses Showcase; Music wants C as a minimum grade; the Gerontology degree will be put to a vote. The WOU financial committee and student media boards are missing a faculty representative, Scott volunteered (I assume for the financial board).
- c. Faculty Development – see above notes in today's minutes
- d. AFT/WOU Faculty Union – Scott Beaver reporting. Scott said they had a good bargaining meeting, with a discussion of maintenance of benefits; 45% of faculty have responded to the bargaining questionnaire; there are work-load concerns; any one with ideas/suggestions for bargaining issues should contact Scott or other team members. Faculty are feeling overworked with an increase in committee work and scholarship expectations. Phil Wade and others are looking into NTT adjunct issues.
- e. Curriculum Committee (Division and Campus) – Laurie Burton reporting. The campus curriculum committee has met once. Sarah has found issues with the biology curriculum package and resubmitted. A Gerontology degree has been proposed by Psychology. Laurie said she mentioned in the campus CC that all new business should be tabled and sent back to the divisions for discussion prior to voting, but that did not move forward in the campus cc. A Crime Analysis Certification was

on the agenda, but the committee ran out of time and the faculty sponsor, Terry Gingerich, was not at the CC meeting. There will be a duplication issue with GIS courses in CJ, Earth Science, and Geography. Laurie spoke with Terry Gingerich and suggested he speak to Steve about the GIS classes and also change the language about mathematics in the proposal. Terry agreed to both. Laurie has detailed notes on the overlap. The catalog deadlines from Admissions is driving a perceived need for early submission to campus curriculum committee.

- f. PRC – Klay is chair. PRC has convened and scheduled review dates for tenure and promotion files (see p. 10 of meeting packet). Three-year review and promotion can be done at the same time, in the same report.
- g. LACC/Gen. Ed Review Committee – Bryan said he could find the report from Tom Bergeron for the faculty senate meeting posted online, the LACC committee is to be disbanded.
- h. Academic Requirements Committee – Klay reporting. The Incomplete grade question made it to the senate. The first proposal is that a student has one year to complete an incomplete grade. If it is not completed it reverts to an F. The second is that an incomplete grade will remain on a student's record. Most OUS schools do not keep the I on the record once a grade has been given. The question is under consideration with faculty senate now. Nancy France is looking at standardizing incomplete notification. There is also a question of what grade constitutes a pass in P/NC course. 70% or a C- is a fairly standard grade for a Pass in P/NC. Bryan said the Committee on Committees is to explore Bergeron's report, of saddling the ARC with LACC work and evaluation. Bergeron will attend the next ARC meeting to speak about the document. The report recommends that the ARC take on assessment of the LACC curriculum. Klay has a more detailed report on this.
- i. AIC: Infrastructure Improvement Requests: Nov. 5 Small Remodel; Feb. 1 Equipment; April 1 Major Remodel. AIC is asking for more professional proposals, not a lot of piecemeal requests. They want requests more organized into a larger vision. Steve advised the chair that we have four departments in our division, whereas some divisions are more like a single department. The total funds available for AIC distribution is between \$200,000 and \$250,000 for the year.
- j. Master Plan Committee – Laurie reported that there are very few faculty members on this committee: Diane Baxter, Hamid Bahari-Kashani, Bryan Castor, Laurie Burton. Administration and the Physical plant personnel constitute most of the committee. The committee is revising the master plan. Laurie mentioned a new science building and lack of faculty representation on the committee.
- k. Faculty Searches – Math – plans on interviews in late January and February, Biology in January. Math would like to consider a visiting professor to cover math sabbaticals. The suggested salary range for a visiting professor should be step 1 of assistant professor.
- l. PURE – Academic Showcase, May 26, 2011. The journal idea is moving forward, should be completed by the end of this term. Bryan said they are moving toward mandatory electronic submissions.
- m. Other – a grant was received to implement a textbook rental program. Sarah volunteered to email the Dean regarding this issue, and serve as faculty rep.

4:55 The meeting was adjourned.

WESTERN OREGON UNIVERSITY

APPLICATION AND CONTRACT FOR SABBATICAL LEAVE OREGON STATE BOARD OF HIGHER EDUCATION

Institution: _____ Date: _____

To the Oregon State Board of Higher Education:

I, _____, hereby apply for sabbatical leave
from _____, to _____, for the purpose of:

on a yearly salary basis during period of leave of _____ % salary in accordance with the *Administrative Rules* of the State Board of Higher Education governing such leaves.

My salary rate for the fiscal year is \$ _____ on the basis of _____ months of service for _____ full time equivalency.

I have been a member of the faculty at _____ for _____ years, holding academic ranks with full-time service as follows for the years indicated (*Omit years on part-time service. For leaves based on other than full-time service, attach exhibit showing computation of eligibility and salary.*):

My previous sabbatical leaves have been as follows: (if none, check here ☐.)

From _____ to _____; From _____ to _____

From _____ to _____; From _____ to _____

Indicate the number of pages of attachments incorporated into this contract by reference _____

Eligibility, service, and salary data verified for institution by: _____

Name and Title (Please type) _____

If granted sabbatical leave, I hereby agree to abide by the Board of Higher Education's *Administrative Rules* in effect as of the date of this agreement, covering such leave, which rules are incorporated into and made a part of this application and contract. For convenience, the Board's rules in effect as of July 1, 1987, are set forth on the reverse side of this sheet.

I hereby further agree to remain in the service of the Oregon State Board of Higher Education for at least one year after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with the Board within the period of one year after the expiration of my sabbatical leave, I agree to refund to the Board within three months the amount paid during this period of sabbatical leave; provided, however, that, in case of my permanent disability or death, due to ill health or accident, neither I nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

Approved:

Head of Department _____

Signature of Applicant _____

Dean or Director _____

Applicant Present Rank or Title _____

Vice President or Dean of Academic Affairs _____

Department _____

President _____

Executive Vice Chancellor _____

Date: _____

Prepare this form in triplicate on pink paper. For distribution, after execution, to applicant, President, and Provost.

AMENDMENTS TO THIS CONTRACT

When signed by all parties, this document becomes a contract. Cancellation of the leave, change in dates, purpose or any other conditions must be approved by all signatories of this agreement. Cancellations should be made by letter. Other changes may be made on copies and initiated by all signatories or a substitute agreement marked "revised" may be submitted.

5

WESTERN OREGON UNIVERSITY

ADMINISTRATIVE RULES ON SABBATICAL LEAVE

580-21-200 Purposes of Sabbatical Leave. (1) Sabbatical leave is granted to staff members of academic rank for purposes of research, writing, advance study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicant's field or related scholarly or professional activities. Since sabbatical leave is a privilege and not a right, it is granted only when it can be shown that the applicant is capable of using this period in a manner which will provide greater service to the institution and to the state.

(2) The policy on sabbatical leaves shall be uniform for all Department institutions insofar as possible.

Statutory Authority: ORS 351.070. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-205 Eligibility for Sabbatical Leave. (1) An academic staff member may be considered for sabbatical leave only after having been continuously employed in the Department of Higher Education at half-time or more for six academic or fiscal years at the rank of instructor or above. A series of annual appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence. However, an authorized leave of absence does not count as a year of service for purposes of the six-year requirement for sabbatical eligibility, nor does it prejudice the staff member's right to consideration for sabbatical leave. Academic staff members employed on academic-year appointments may be considered for subsequent sabbatical leaves after completing six years of continuous service following return from the last sabbatical leave; or, in the alternative, may be considered for any one of the three types of sabbatical leave listed in rule 580-21-230 after six years of continuous service following return from the last sabbatical leave. Cases involving mixed terms of service, or other irregular conditions, may be adjusted by administrative officers in accordance with the principles set forth in this division.

(2) Sabbatical leave privileges may be granted to staff members in special positions of responsibility and trust, even though those staff members do not hold academic rank. Recommendations for sabbatical leave for persons not otherwise qualified may be made in exceptional cases at the discretion of individual Presidents.

(3) For purposes of determining eligibility for sabbatical leave, time spent by a staff member on an authorized military leave from a Department institution shall be considered as institutional service, with the understanding that during the military leave the staff member is considered to have the same academic rank held at the commencement of the leave.

(4) Salary received by an academic staff member during sabbatical leave will be a percentage (determined by OAR 580-21-225 or 230) of the staff member's annual rate multiplied by the average FTE at which the staff member was appointed during the eligibility years immediately preceding the sabbatical leave. For purposes of this rule, eligibility years are the years of continuous employment that result in the staff members eligibility for sabbatical leave.

Statutory authority: ORS 351-070. Hits: Filed and Eff. 6-5-78 as HEB 3-1978; filed 4-22-87, eff. 7-1-87 as HEB 4-1987

580-21-210 Approval of Sabbatical Leave. Sabbatical leave shall be granted only if approved by the President and the Provost.

Statutory Authority: ORS 351.070. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-215 Sabbatical Leave Reports. During the period of sabbatical leave the staff member shall inform the Provost in writing if any change is made in the program for sabbatical leave as outlined in the application. At the end of the sabbatical leave the staff member shall submit a report of the accomplishments and benefits resulting from the leave, filing copies with the Department Head, the Dean, and the Provost.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-220 Obligation To Return. Each staff member in applying for sabbatical leave shall sign an agreement to return to the institution for a period of at least one year's service on completion of the leave.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-225 Length of Leave for Academic Year Staff. Staff members employed on an academic year basis are eligible for one of the following types of leave:

- (1) Academic year staff other than the University of Oregon School of Law faculty:
 - (a) One academic year (three terms) on 60% salary during the period of sabbatical leave;
 - (b) Two-thirds of an academic year (two terms) on 75% salary during the period of sabbatical leave;
 - (c) One-third of an academic year (one term) on 85% salary during the period of sabbatical leave.
- (2) Academic year staff at the University of Oregon School of Law:
 - (a) One academic year (two semesters) on 50% salary during the period of sabbatical leave;
 - (b) One-half academic year (one semester) on 100% salary during the period of sabbatical leave.

Statutory Authority: ORS 351.07, 240.240(4). Hist: Filed and Eff. 3-21-84 as HEB 3-1984

580-21-230 Length of Leave for Fiscal Year Staff. Staff members employed on a fiscal-year basis are eligible for one of the following types of leave:

- (1) One year (twelve months) on 60% salary during the period of sabbatical leave;
- (2) Two-thirds of a year (eight months) on 75% salary during the period of sabbatical leave;
- (3) One-third of a year (four months) on 85% salary during the period of sabbatical leave.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 1-19-83 as HEB 3-1983

580-21-235 Cost of Sabbatical Leaves. The cost of granting sabbatical leaves shall be financed within the funds allotted to the institutions.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

580-21-240 Supplementing of Sabbatical Incomes. Staff members on sabbatical leave may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation does not interfere with the objectives of the sabbatical leave.

Statutory Authority: ORS 351.07. Hist: Filed and Eff. 6-5-78 as HEB 3-1978

(Adopted by the State Board of Higher Education, March 14, 1939; amended August 9, 1949, April 22, 1952, March 8-9, 1965, April 24, 1974, May 26, 1978, December 17, 1982, February 24, 1984 and March 20, 1987)

Subject: **[All Faculty/Staff] AIC equipment proposal information
& forms**

To: allfacstaff@wou.edu

Date: 11/30/10 09:46 PM

From: Gay Timken <timkeng@wou.edu>

Greetings!

Please find attached the documents needed to prepare proposals for equipment requests through AIC. All proposals are due Feb. 1 in hard copy format, delivered to Gay Timken (NPE mailbox or NPE 216). Please provide your AIC representative or me an electronic copy (no signature required) as well.

We ask that proposals are more complete / thorough this year, much as would be expected for an internal grant through Faculty Development as well as external granting agencies, mostly because this process will continue to be more competitive. Proposals seeking funding for IT and/or audiovisual equipment are required additional steps, so please note these steps in the guidelines as well as on the proposal; and please give Tricia Flaherty at least 2 weeks lead time in finding price quotes.

If you have questions, please feel free to ask your AIC representative or me.

Best wishes for finals week and beyond!

AIC committee

7

AIC Proposal for Equipment Acquisition - Scoring Rubric

Proposal Division _____ Proposal faculty _____ Proposal # _____

AIC Representative _____ Date reviewed _____ Equipment Item _____

	4				3		2		1		Comments
	Very High				High		Medium		Low		
Depth - Impact on Teaching (I)											
Breadth - Impact on Teaching (I)											
Depth- Impact on scholarship / creative activity (I)											
Breadth - Impact on scholarship / creative activity (I)											
Timeliness of request (II)											
Sustainability of equipment & funding for maintenance (III)											
Other funding (III)											
Total Column Score											Final overall score:

(I) = Described the impact on classroom instruction, research or creative activity. Included a description of both the breadth (e.g., benefits to other disciplines) and depth of the impact (necessity to a particular program).

(II) = Provided rationale for the timeliness of request and described the critical or cost-saving reason to prioritize this item for this FY?

(III)= Described other funding sources (e.g., external; course fees) sought and/or obtained (if appropriate) and how the concerns surrounding sustainability for long term maintenance have been thought through / met?

ACADEMIC INFRASTRUCTURE COMMITTEE
Proposal for Remodel/Renovation and Equipment Acquisition
2010-2011

GUIDELINES

The Academic Infrastructure Committee (AIC) is a Faculty Senate Committee that collects and reviews requests for remodeling or renovating existing facilities (e.g., classrooms, offices, laboratories, etc.) at Western Oregon University. AIC also collects and reviews requests for equipment items that exceed a Division's ability to acquire from its annual budget. The AIC reviews proposals each year and makes recommendations to the relevant staff within the University's Finance and Administration Division. Determinations as to which proposal may be funded rests with the Executive Vice President for Finance and Administration, after determining available resources and prioritizing needs with the President's cabinet.

There are three proposal cycles for the 2010-2011 academic year. Funding for proposals needs to be spent by the end of the fiscal year (June 30), with the exception of some remodel/renovation projects.

- Cycle 1: Due November 5, 2010 (5:00pm) and is specific to smaller remodel/renovation projects, but requiring consultation with an architect. A project of this type could be completed by June 30, 2011.
- Cycle 2: Due February 1, 2011 (5:00pm) and is specific to equipment needs. Equipment would need to be purchased by June 30, 2011.
- Cycle 3: Due April 1, 2011 (5:00pm) and is specific to *major* remodel/renovation projects with a potential start date of spring/summer 2012.

Proposals will not be reviewed if they are lacking the appropriate signatures, deemed incomplete or lacking thorough information to adequately score and rank.

Proposals will be scored using the *AIC Proposal Scoring Rubric*, so please use that tool in the preparation of proposals and make every attempt to be as thorough as possible. Committee members will review the requests for impact, feasibility and timeliness. Their recommendations will be forwarded to the administration promptly after evaluation and ranking. The AIC committee will be informed of work or purchasing that receives favorable review but that must be delayed and of work or purchasing that is denied with a rationale. The AIC will be responsible for informing those who requested the remodel/renovation or equipment acquisition of the results shortly after final administrative decisions have been approved.

Proposals to the AIC should be made on the attached forms (Proposal document (MS Word) and AIC Budget Template (Excel)). Please submit Cycle 2 proposals by February 1, 2011 in paper format (with signatures) to AIC Chair, Gay Timken, in HPE. Please provide your division representative and Gay Timken with an electronic copy of your proposal, which will then be posted for all AIC committee members to review.

NOTE for Cycle 2 Proposals: Proposals that include IT and/or audiovisual equipment are required to attend to two additional steps as outlined below:

- Submit a 'Purchase Request' through www.wou.edu/purchaserequest to Tricia Flaherty (ICT 009; 8.8904; flahert@wou.edu).
 - When prompted with the question "Other information we should know about this product", please include a statement such as the following: *"This purchase request is being submitted to AIC for funding; due date is February 1 for AIC"*. It is also important to click "Submit Order" when you are finished.
 - Please give Tricia at least two weeks to attend to your request.
- Please include the price quote received via email from Tricia's office with your final proposal documents by February 1, 2011.

The AIC will collect proposals and review them during the month received. The AIC will then forward their recommendations to relevant staff members according to the list below (with a copy of any recommendation sent to Eric Yahnke, Director of Budget & Payroll, yahnkee@wou.edu, AD 305, phone ext 88459

Remodel/Renovation Proposals will be sent to Mr. Tom Neal, Director, Physical Plant, nealt@wou.edu, PP117, phone ext. 88043

Electronic Equipment Proposals will be sent to Mr. Bill Kernan, Director, Computing Services, kernanb@wou.edu, ITC009, phone ext. 88154

Specialized Equipment Proposals (e.g., laboratory, music equipment and so forth) will be sent to Mr. Mark Weiss, Executive Vice President for Finance and Administration, weissm@wou.edu, AD207G, phone ext. 88175

10/5	Revisions to Winter Term schedule due to Dean's office
10/11	Summer planning packets sent to Chairs
10/22	Completed Winter schedule of classes due from deans to Provost office
	Division chairs identify faculty eligible for tenure, promotion/continuation on tenure track
10/30	Saturday - Fall Preview Day I
11/13	Saturday - Fall Preview Day II
11/19	CLAS fixed-term/part-time winter hire sheets due to Dean's Office
11/19	Faculty promotion/tenure/continuation files due to Division Chairs
11/15-11/19	Registration for Winter Term
11/24	Requests for 2011-2012 fee changes due to Provost Office
11/24	2nd year annual tenure files due to Dean's Office
11/25-11/26	Thanksgiving Holiday - University closed Thursday and Friday
11/29-12/3	On-line Faculty Evaluations
12/3	2nd year annual tenure files due to Provost Office
7	NSM Fall assessment reports due to Div. Chair; draft template handed out at 9/23 meet.
12/6-12/10	Final Exams
12/10	9-month faculty sick leave reports due
12/14	Tuesday - Grades due 10 am
12/15	Sabbatical requests due to Dean's Office
	Non-renewal notification of 2nd year annual tenure faculty sent by Provost
12/15	Wednesday - Spring term corrections, Summer schedule to Niki
12/20	Sabbatical requests due to Provost Office
12/24-12/27	Christmas Holiday - University closed Friday & Monday
12/31/2010	Friday - New Year's Holiday - University closed
1/3	Monday - Classes begin
1/3/2011	2011-2012 schedule to Niki in Excel spreadsheet (accepted before 1/3 of course)
1/14	Revisions to Spring & Summer schedule due to Deans office
1/14	Registration ends for all students
1/17	Monday - MLK Holiday, University closed
1/20	2011-2012 class schedule due to Deans office
1/22	Winter Preview Day I - Saturday
1/28	All promotion/tenure/continuation files other than 2nd year due to Dean
2/1	Provost office sends request for nominations for Pastega Faculty Awards

2/2	Completed Spring & Summer schedule of classes from Dean due to Provost Office
2/11	All promotion/tenure/continuation files other than 2nd year, including unfavorable promotion/tenure/continuation recommendations due to Provost office
2/14	Monday 2011/2012 catalog revisions requested by Provost Office
2/15	Tuesday - CLAS fixed-term/part time hire sheets due to Dean's Office
2/19	Saturday - Winter Preview Day II
2/21-2/25	Registration for spring & summer term
2/21	Revisions to Fall 2011 schedule due to Niki
2/28-3/11	Paper & online faculty evaluations
3/1	Pastega Faculty awards nominations due to Provost
3/4	Notification to faculty receiving unfavorable tenure/promotion recommenda. sent by Provost
3/7	Revisions to Fall 2011 schedule due to Deans office
3/15	Notification of non-renewal of 1st year faculty sent by Provost
3/14-3/18	Final Exams
3/18	Written request for review of unfavorable tenure/promotion recommendations due to Provost
3/21	MONDAY - Grades due by 10 am
3/24	Thursday - Admissions Spring Break visiting day
3/21-3/25	Spring break
3/25	Provost sends out Regalia order forms
3/28	Classes begin
4/1	Deadline to submit changes for 2011-2012 catalog
4/8	Registration ends for all students
4/12-4/13	Draft 2011-2012 catalog review at WUC
4/16	Spring Preview Day I - Saturday
4/18	Monday 2010-2011 NSM922 & Grant Purchase (orders) deadline - to Niki
4/18	Last week for UPRC to convene
4/20	Deadline for Regalia orders to Provost Office
4/25	Projected 2010-2011 LAS part-time hire sheets due to Deans office
4/26	Final 2011-2012 schedule of classes due from deans to Provost Office
5/6	Faculty notification of promotion/tenure/continuation decisions sent by President
5/6	Admissions Spring Visit
5/11	On-Campus Admitted Student Reception

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5/12	Request for fee changes for 2011-2012 due to Provost office
5/14	Early Bird Transfer Student registration Saturday
5/16	Final 2011-2012 catalog to printer
5/16-5/20	Registration for summer and fall term
5/26	Thursday - Academic Excellence Showcase
5/30	Monday - Memorial day holiday - University closed
6/1-6/3	Online faculty evaluations
6/3	Annual Faculty reports due to DPRC & Division chair
6/6-6/10	Final exams
6/10	Notification of commitment to rehire adjunct faculty sent by Colleges
6/11	Saturday - Commencement
6/10	Last day of fiscal year to do PO's/ Business Office date - they will not take PO's after Please don't wait until the last minute to do ordering.
6/14	Within division - faculty annual report due to div chair
6/14	Tuesday - Grades due by 10 am
6/20	Summer Sessions begin
6/24	Friday - SOAR
7/4	Monday - Independence Day Holiday - University closed
7/8-7/9	SOAR Friday and Saturday
7/15	First 4-week summer session ends
7/18	Second 4-week summer session begins
7/19	Tuesday - Grades due 10 am for first 4-week summer session
7/23	Department reports due to div chair
7/23	SOAR - Saturday
7/29	Friday - 6 week summer session ends
8/2	Tuesday - grades due 10 am for 6-week session
8/8	Division report due
8/12	Second 4-week session ends
8/16	Grades due 10 am second 4-week session

Budgeted amount for Supplies and Services NSM902

\$52,314

Expense \$52,314

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

\$47,314

Telecom (Phones and Networking)	9,463	\$24,000
Copiers	3,492.41	\$10,000
Office Supplies & Book Store		\$3,000
Postage	41.15	\$500
Duplicating Services	26.8	\$300
Faculty travel		\$4,000
Physical Plant - work orders	137.35	\$2,500
Telecommunication wiring	105	\$1,000
Miscellaneous	424.32	\$2,014

(- 2350⁰⁰) = Fall Supplement

TOTAL ESTIMATED GENERAL EXPENSES

\$47,314

MATHEMATICS

NSM902 Starting

\$5,000

Money already spent NSM902

\$653

NSM941 Lab Fees

\$5,000

SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies

NSM941 Lab fees expended

\$0

Balance

Total balance

\$9,347

SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2009

\$165,000

BIOLOGY

NSM922 Starting

\$55,384

\$55,384

Summer lab fees rolled over into 2010-11

\$4,500

Money already spent

\$20,560

Balance

\$39,324

EARTH & PHYSICAL SCIENCE NSM922 Starting

\$45,080

\$45,080

Summer lab fees rolled over into 2010-11

\$1,400

Money already spent

\$11,386

Balance

\$35,094

CHEMISTRY

NSM922 Starting

\$28,336

\$28,336

Summer lab fees rolled over into 2010-11

\$1,300

Money already spent

\$4,923

Glass breakage

\$107

Balance

\$24,820

NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD

STUDENT LAB NETWORK

NSM922 Starting

\$5,000

\$5,000

Money already spent

\$2,160

Balance

\$2,840

STUDENT PAPER

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$0

Balance

\$5,500

FIELD TRIP

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$2,492

Balance

\$3,008

EQUIPMENT REPAIR

NSM922 Starting

\$2,500

\$2,500

Money already spent

Balance

\$2,500

Medequip (Still)

NSM922 Starting

\$3,800

\$3,800

Willamette Water (Softener)

NSM922 Starting

\$450

\$450

NW Natural Gas

NSM922 Starting

\$250

\$250

\$4,500

Contingency 8% of Total NSM922 Budget

\$13,200

\$13,200

TOTAL

\$165,000

Subject: **comment about record keeping for faculty searches**

Date: 11/18/10 02:03 PM

From: Stephen Scheck <schecks@wou.edu>

To: baharih@wou.edu, frankek@wou.edu,
leadlej@wou.edu, seabrim@wou.edu,
zygmonz@wou.edu, jcm@wou.edu, liuj@wou.edu,
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freemanm@wou.edu, hoffmak@wou.edu,
freemanm@wou.edu, hoffmak@wou.edu,
keulksg@wou.edu, yehnerc@wou.edu,
Dean Office <hillk@wou.edu>,
Judy Vanderburg <vanderj@wou.edu>

Dear search committee members,

I wished to clarify with you the need to maintain search committee candidate scoring records that, upon conclusion of the search, will be filed with HR for permanent storage.

Please do not be disconcerted about this new process...the records we need to save are scoring notations for all applicants for why they were eliminated from the candidate invite pool. For many candidates it may be something as simple as "does not meet terminal degree requirements, does not have content experience advertised, does not have prior teaching experience, gave unacceptable pre-invite phone interview, etc."

Your committees may continue to use whatever scoring rubric that your departments/divisions have employed in the past; the main difference is we will file these rubrics with HR. Search committee names do not have to be on the material containing evaluative comments--names can be redacted, or other candidate summary reports created for submission to HR.

The documented reasons for why a candidate was eliminated--and the final candidate hired--will be required as supporting evidence for applying for a H-1B Visa, should the individual hired not be a US citizen or permanent resident at time of making the appointment offer. This documentation is a Federal requirement, so we must comply.

Should you have any questions, please do not hesitate contacting me, Kathy Hill or Judy Vanderburg.

Best wishes on your searches,

--Steve

--

Stephen H. Scheck, Ph.D.

Dean, College of Liberal Arts and Sciences
Western Oregon University
345 North Monmouth Avenue
Monmouth OR 97361
503-838-8226
fax: 503-838-8034

Subject: **meeting**

To: Steve Taylor <taylors@wou.edu>

Date: 12/06/10 06:17 PM

From: Nicole Molten <nmolten08@wou.edu>

Hello Dr. Taylor,

Basically the gist of what the "Student Technology Advisory Committee" wants the WOU faculty to know is that we are a group of "faculty" and students who determine how funds for technology related educational needs are met. How it works is that any person, student or faculty, can write a proposal for funding. (Proposals do not need to be formal or long, just clear on what they want, what its for, and how it will impact students). Proposals can be given to anyone on the committee; For example emailed to Bill or handed to me (financial officer) etc. If there is staff that are unfamiliar with the Student Technology Advisory Committee and wants to know more about it, there is a link <http://wou.edu/admin/studenttech/> with a helpful video that talks about the mission and what the committee has accomplished recently such as the green dorms.

If you need more information for your meeting, please let me know, I will be checking my email frequently.

Thank you again for brining this up at your faculty meeting!

~Nicole McLaughlin

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BYLAWS

Natural Sciences and Mathematics Division

ARTICLE 1

Organization

Section 1. The division shall be organized into four departments: biology, chemistry, earth and physical science, and mathematics.

Section 2. The division shall normally meet once each month during the academic year.

Section 3. The division bylaws shall conform to the WOU Faculty Governance Charter.

ARTICLE II

Committees

Section 1. Professional Concerns Committee.

A. Membership.

1. The committee shall be made up of four members. One faculty member shall be elected from each department of the division by that department.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall formulate procedures, policy, and criteria to be used in the evaluation of faculty for salary, promotion, tenure, reappointment, and hiring.
2. The committee shall initiate or review programs for enhancing the professional growth of faculty members.
3. The committee shall receive and consider requests and make recommendations for sabbatical leaves.
4. The committee will serve as a divisional grievance committee.
5. The committee shall be responsible for bylaw review and revision.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department concerned shall elect a new member to serve out the remainder of the term.

Section 2. Personnel Review Committee.

A. Membership.

1. The committee shall be made up of five tenured members. The membership shall consist of the division chairperson, and four tenured faculty members, one elected from each of the four departments of the division in May of the academic year preceding the start the term of office. When a committee member's own status is under consideration by the committee, s/he will be replaced by a tenured member

from their own Department so as not to take part in the committee considerations or recommendations.

2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee. The division chairperson is not eligible to be the committee chairperson.

B. Duties.

1. The committee shall consider and make recommendations to the Dean of the School of Liberal Arts and Sciences on salary, promotion, reappointment, and tenure for division faculty.
2. The committee shall conduct a triennial comprehensive review for reappointment of the division chairperson. Starting with spring term of the second year the committee shall consult with the incumbent, faculty, and students. During the fall term of the third year the committee shall submit its recommendation for or against reappointment of the division chairperson to the faculty of the division for ratification by majority vote of those eligible to vote by secret ballot.
3. In the event that the chairperson is not reappointed or if the office of division chairperson is vacated for any reason, the committee, excluding the incumbent, shall serve as a division chairperson search committee.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department concerned shall elect a new member to serve out the remainder of the term.

Section 3. Curriculum Committee.

A. Membership.

1. There shall be four members on the committee. One committee member will be appointed from each department by the department head.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall serve as a review committee for all existing and new undergraduate courses and programs.
2. The committee shall institute curriculum review and recommend changes in the various division programs in consultation with the faculty of each department.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department head shall appoint a new member to serve out the remainder of the term.

Section 4. Budget and Operations Committee.

A. Membership.

1. There shall be four members on the committee. Each department head shall appoint one member from their department to serve on the committee.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall advise the division chairperson on division expenditures and assist in developing and presenting budget requests to appropriate administrators.
2. The committee shall advise the division chairperson on class scheduling policies.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department head shall appoint a new member to serve out the remainder of the term.

Section 5. Service Committee.

A. Membership.

1. There shall be four members on the committee. Each department head shall appoint a member from their department to serve on the committee.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall plan and provide for good relations and communications with the press, other colleges and departments, and with elementary and secondary schools.
2. The committee shall plan and make recommendations for division seminars, field trips, showcase displays, division brochures, awards, and social occasions.
3. The committee shall be responsible for the planning and arrangements for visitors to the division.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department head shall appoint a new member to serve out the term.

Section 6. College Personnel Review Committee

A. Criteria.

1. The Division will select a member for the College PRC who is not a member of the Division PRC unless no other tenured member is available. The Division Chair may not serve on the College PRC unless no other tenured member is available. No one who is under consideration for promotion may serve on the College PRC.

B. Nomination.

1. The Division Chair will solicit nominations at the first meeting of the Division in September.

C. Election.

1. The faculty members in the Division will vote in secret ballot to select their representative by majority vote.

D. Length of Term.

1. The faculty member shall serve on the college PRC for a three year term.

Section 7. Technology Planning Committee.

A. Membership

1. The committee shall be made up of four members.
2. One committee member shall be elected by each department.

3. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties

1. The committee shall formulate and maintain a technology plan for the division. Technology is here defined to include computers, server systems, peripheral devices, digital projection devices, printers, plotters, digital cameras, scanners, multimedia stations, software, microscopes, global positioning systems, and field/laboratory electronic data collection systems.
2. The committee shall serve as a liaison between the division and the Central Student Technology Fee Committee, University Computing Services, and the University Technology Planning Committee.
3. The committee shall oversee the distribution and administration of external divisional technology funds and equipment. Technology funds and equipment obtained independently through grants are exempt from this oversight.
4. The committee, with assistance from the office coordinator will maintain a database of equipment in the division only as it pertains to Article II, B. 3. above.

C. Length of Term

1. Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department concerned shall elect a new member to serve out the remainder of the term.

ARTICLE III

Division Chairperson

Section 1. Nomination.

- A. Nomination for the office of chairperson may be made by any faculty member of the division. The nominee must be a tenured faculty member or an external candidate. The nomination process shall be coordinated by the personnel review committee. In the event that nominations from off-campus are to be included, the procedures and criteria for such a search will be worked out by the division Personnel Review Committee and the Dean of Liberal Arts and Sciences.
- B. The personnel review committee shall conclude the nomination process by the end of winter term of the third year of a given division chairperson's term of office or at an equally appropriate time should the office of division chairperson be vacated earlier for any reason.
- C. The personnel review committee shall prepare a slate of at least two candidates selected from those nominated by the faculty. The chairperson shall be elected from this slate by majority vote by secret ballot of the division faculty. If no candidate receives a majority vote, an election from a ballot consisting of the two candidates receiving the most votes will be conducted. The division's selection of chairperson will be forwarded for action by the administration. In the event of rejection by the administration of the division's selection, a new nomination and election shall be conducted and the result submitted in a reasonable period of time.

Section 2. Duties of the Division Chairperson. The division chairperson:

- A. oversees all operations of the division.
- B. serves as a liaison between the division and upper administration (i.e., the Dean of Liberal Arts and Sciences and above).
- C. oversees the distribution of the division budget aided by the administrative bookkeeper in consultation with department heads and the advisement of the Budget and Operations Committee.
- D. provides faculty access to annual division budgets and financial records
- E. oversees the assignment of division FTE with advisement from department heads.
- F. serves as a liaison with the Division of Extended Programs.
- G. completes personnel reviews in accordance with contractual obligations.
- H. acts as academic officer for the division with duties including final signatory on administrative paperwork.
- I. serves as a liaison between the division and the registrar and central advising in conjunction with department heads, when appropriate.
- J. receives student concern issues not resolved at the department level.
- K. will convene and chair his/her division meetings at regular intervals.
- L. acts upon the recommendations of the departments for hiring faculty and staff.

Section 3. Term of Office.

- A. The terms of office for the division chairperson shall be three years. Recommendation for reappointment may be made by the divisional Personnel Review Committee as described in Section 2 of Article II. The number of consecutive terms that any Chairperson can serve is limited to two; it is possible to return after a one-term hiatus; a temporary replacement may occur at any time.
- B. The division chairperson's tenure in office may be terminated at any time by mutual consent between the chairperson and the administration.

Section 3. Remuneration.

- A. Extra remuneration for performing the division chairperson duties, independent of quality of performance shall be clearly identified and shall be budgeted as a constant cost of office, rather than as a permanent part of any chairperson's salary.

Section 4. Review for Reappointment.

- A. A triennial review for reappointment of the division chairperson shall be conducted as described in section 2 of Article II.

Section 5. Teaching Load.

- A. The teaching load of the division chairperson shall be reduced to a level recommended by the divisional Personnel Review Committee as appropriate to her/his administrative duties.

ARTICLE IV

Department Heads

Section 1. Election of Department Heads.

- A. The faculty in the departments of the division will each elect, by secret ballot, a department head.

Section 2. Duties of the Department Head.

- A. Each department head will assist the division chairperson in distributing the division budget.
- B. Each department head will assist the division chairperson by coordinating the scheduling of classes for her/his section.
- C. Each department head will assist the division chairperson by forwarding the recommendations of her/his department for faculty and staff appointments.
- D. Each department head will assist the chairperson by coordinating recommendations for the acquisition of supplies and equipment for her/his department.
- E. Each department head will chair and convene her/his department meetings to be held at least once a quarter during the regular academic year.
- F. Each department head provides faculty access to annual division/department budgets and financial records.
- G. The department heads will execute additional duties assigned by the division chairperson.

Section 3. Term of Office.

- A. The term of office for the department heads will be three years.

Section 4. Remuneration.

- A. Extra remuneration for performing the department head duties, independent of quality of performance, shall be clearly identified and shall be budgeted as a constant cost of office, rather than as a permanent part of any department head's salary.

Section 5. Teaching Load.

- A. The teaching load of each department head shall be reduced to a level recommended by the divisional Personnel Review Committee as appropriate to assigned responsibilities.

ARTICLE V

Review and Evaluation of Faculty

Section 1 Reviews for reappointment, tenure, promotion and salary adjustments (in cases of merit pay decisions).

- A. Candidates for reappointment, tenure, promotion or salary adjustment (in cases of merit pay decisions) shall submit a file documenting how s/he fulfills the relevant guidelines for appointment, tenure, promotion or salary adjustment (in cases of merit pay decisions) contained in the faculty handbook and the collective bargaining agreement. The division chair or his/her designee shall meet in a timely manner with the candidates

to ensure that each candidate is aware of the relevant guidelines and receives advice in assembling an effective file.

- B. The Personnel Review Committee (PRC) of the division shall be responsible for the evaluation of files submitted by the candidate for reappointment, tenure, promotion or salary adjustment (in cases of merit pay decisions). Files shall be evaluated based on the relevant guidelines for appointment, tenure, promotion or salary adjustment (in cases of merit pay decisions) contained in the faculty handbook and the collective bargaining agreement.

The PRC may solicit additional information from the candidate.

Materials not submitted by the candidate nor solicited by the PRC shall be considered by the PRC only if received at least two weeks before the deadline for submission of review files. The candidate shall be given the opportunity to review and respond to unsolicited materials prior to his/her annual submission of a file. However, the names of those submitting materials not solicited by the candidate will be kept confidential upon request of the submitter and the approval of the PRC. No anonymous materials shall be considered by the PRC.

The PRC's recommendation shall be based only on information available to the candidate.

- C. The PRC shall write its recommendation concerning reappointment, tenure, promotion or salary (in cases of merit pay decisions) and forward it, along with the candidate's file to the Dean of Liberal Arts and Sciences for appropriate action.
- D. The candidate shall be provided with a copy of the PRC recommendation to read and initial. The candidate may attach written comments, explanations or rebuttals to the recommendation. Attachments will be forwarded to the Dean of Liberal Arts and Sciences. The candidate shall be afforded time to respond to the PRC recommendation before final action by the Dean of Liberal Arts and Sciences, before the recommendation is forwarded to the Dean, if possible.
- E. The deliberations of the PRC are strictly confidential. PRC members are not to discuss the deliberations with anyone outside the committee.

Section 2. Division Chair Reviews.

- A. As required by the Dean of Liberal Arts and Sciences, the division chair shall review faculty in accordance with the procedures specified by the Dean.
- B. Faculty reviewed by the division chair shall be provided with a copy of the review to read and initial. The candidate may attach written comments, explanations or rebuttals to the review. Attachments will be forwarded to the Dean of Liberal Arts and Sciences with the review.

ARTICLE VI

Appeal Procedure

- Section 1. The procedure for resolving the grievances and appeals of faculty members concerning salary, tenure, promotion, assignments, or scheduling conditions shall normally involve the following series of steps until the grievance is resolved.
- A. The grievant will first consult with her/his department head.
 - B. The grievant will secondly consult with the division chairperson.
 - C. The grievant will thirdly consult with the Professional Concerns Committee. After what it considers appropriate investigation, the committee will give its recommendations to the division chairperson.

Section 2. Student Grievances.

- A. The procedure for resolving the grievances and appeals of students concerning examinations, grades, scheduling, or faculty incompetence or misconduct shall follow the procedure outlined in Section 1 of Article VI if consultation with an individual faculty member will not resolve the problem.

ARTICLE VII

Voting

Section 1. Eligible Faculty.

- A. Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members, as well as in all division meetings. Division agenda items requiring a formal vote will be announced to all eligible members a minimum of 3 business days ahead of balloting. During division meetings, a quorum for in-person votes involving a show of hands or roll call shall consist of a minimum of 40% voting-eligible members. For all other voting processes, including election of division chair, a quorum shall consist of a simple majority of committee, department, or division members.

Section 2. Voting Procedure.

- A. The voting process will normally involve a show of hands, or on request, either by roll call, secret ballot, or by secure electronic media. Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters have cast a ballot, another vote will be scheduled. In the case of a tie vote when all eligible voters have cast a ballot, the division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote. In the case of a vote by secret ballot or secure electronic media, the voting procedure will be closed within 4 business days of opening the poll. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these by-laws and any special rules of order the Division may adopt.

ARTICLE VIII

Records

Section 1. The minutes of division meetings shall be written and distributed to the division faculty and the administration at the decision of the division chairperson or division faculty. These minutes will not include detailed discussion, but will provide a written record of faculty decision and all formal actions.

Section 2. Minutes of department or committee meetings may or may not be required, subject to the wishes of that faculty, other than formal action requiring a written documentation of that action.

Section 3. All formal records shall be filed in the division office.

ARTICLE IX

Amendment

Section 1. An amendment to these bylaws may be proposed by either a majority of the division, present and voting, or by a petition signed by twenty percent of the voting faculty of the division.

Section 2. An amendment thus submitted shall become part of these bylaws when approved by two-thirds of the faculty of the division, subject to the Faculty Senate Approval.



Jeff Myers <jeff.fossil25@gmail.com>

List of non-salary benefits to bargain for

1 message

Eliot Dickinson <dickinse@wou.edu>

Mon, Nov 15, 2010 at 9:48 PM

To: Ryan Hickerson <ryan.hickerson@alumni.carleton.edu>, Jeff Myers <myersj@wou.edu>

Hi Ryan and Jeff,

I've surveyed my colleagues in the social sciences about the non-salary benefits we should bargain for. Here are some of the things they suggested:

- More or more frequent course releases ("reassignment" may be the more appropriate word); a general reduction in teaching; course release specifically for junior faculty
- First quarter of sabbatical year fully paid at 100% of salary (because many can't afford to take a sabbatical)
- create a type of sabbatical stipend to make it easier to afford to take one, i.e. a grant to be spent on whatever you want with few strings attached
- Summer research stipend or grant to be used for anything you want, with few strings attached. This would be called a research stipend, but amount to increased salary
- Increased funding for research
- ✓ Enlarge the faculty development fund and make sure that the course release/reassignment continues to be paid out of this fund
- Reward for overtime work that we do; an improved credit-banking system so that it actually means something
- Waiver of membership dues at the new rec center
- Reduced rates for plays, sports and cultural events on campus
- No late fees at the library or a longer grace period for late books
- Free parking passes
- Invest in the purchase of our graduation robes instead of renting them each year

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