

STAFF SENATE MEETING AGENDA

Wednesday, October 15, 2014, 2:00 pm

Dean B. Ellis Library Boardroom

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Meeting minutes
 - b. Treasurer's report
4. New Business
 - a. Bylaws Committee Update
 - b. Faculty & Staff Appreciation Day
 - c. Pay It Forward
5. Old Business
 - a. Distinguished Staff wall plaque update
 - b. SGOC Proposal vote
 - i. Smoke Free Campus Policy (vote & add comments)
 - ii. Selection of Academic Administrators Policy (vote & add comments)
 - c. Duck Dynasty silent auction
6. Report from the President
7. Open discussion
8. Announcements and Reminders
 - a. Next meeting date November 19, 2014

Last Name	First Name	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
Banks	Talvicko	Present	Present	Present		Present							
Broadway	Paula	Present	Present	Proxy	N	Present							
Brown	Steven	Present	Present	Proxy	o	Present							
Carvell	Jon	Present	Present	Present		Present							
Coggins	Robert	Present	Present	Present		Present							
Coleman	Anthony	Present	Present	Present	M	Present							
Cossey	Jeannie	Present	Present	Present	e	Absent							
Cox	Ellena	Proxy	Present	Present	e	Present							
Crittenden	Tonya	Present	Present	Present	t	Present							
Daniels	Angela	Present	Present	Present	i	Present							
Davis	Debbie	Present	Proxy	Proxy	n	Present							
Davis	Rodney Joe	Present	Absent	Present	s	Proxy							
Eakins	Kasey	Present	Present	Present		Present							
Forrest	Vera	Present	Present	Present		Present							
Fulton	Loretta	Present	Present	Present		Present							
Hampton	Brandy	Present	Present	Present	N	Present							
Locke	Terry	Present	Present	Present	o	Present							
McCain	Carla Marie	Present	Present	Proxy		Present							
Novalick	Jennifer	Present	Present	Proxy	M	Present							
Phillips	Hope	Present	Present	Present	e	Present							
Ponce	Carolyn Ann	Proxy	Present	Present	e	Present							
Rouse	Elizabeth	Absent	Absent	Present	t	Present							
Scott	Connie	Absent	Present	Present	i	Present							
Tate	Randall	Present	Present	Present	n	Present							
Turner	Nikki	Present	Absent	Proxy	s	Proxy							
Wakefield	Elizabeth	Proxy	Present	Present		Present							
Wright	Debra					Present							

Proxies

May-14 Elena Cox - Kim Parker; Elizabeth Wakefield - Joyce Mann; Carolyn Ponce - Dean Murry

Jun-14 Debbie Davis - Lou Adams; Nikki Turner - Excused Absence ASU Business

Jul-14 Debbie Davie - Lout Adams Ray; Paula Broadway - Laken Daniels; Steven Brown - Nick Wallace; Calra McCain - Rebecca Bridges; Jenniver Novalick - Gail Rasberry

Aug-14 No Meeting

Sep-14 Nikki Turner - Jessic Daniels; Rodney Davis - Mia Sheppard

Oct-14

Nov-14

Dec-14

Jan-15

Feb-15

Mar-15

Apr-15

Arkansas State University Staff Senate
Meeting September 17, 2014

The Arkansas State University Staff Senate met on Wednesday, September 17, 2014, in the Boardroom, 8th Floor of Library on the ASU-Jonesboro campus. Staff Senate President, Angela Daniels called the meeting to order at 2:12p.m.

In attendance: Talvickeo Banks, Paula Broadway, Steven Brown, Jon Carvell, Robert Coggins, Anthony Coleman, Ellena Cox, Tonya Crittenden, Angela Daniels, Debbie Davis, Mia Sheppard proxy for Rodney Davis, Kasey Eakins, Vera Forest, Loretta Fulton, Brandy Hampton, Terry Locke, Carla McCain, Jennifer Novalick, Hope Phillips, Carolyn Ponce, Elizabeth Rouse, Connie Scott, Randall Tate, Jessica Daniels proxy for Nikki Turner, Elizabeth Wakefield, and Debra Wright.

July Minutes:

Minutes were approved; motion by Randall Tate, second by Loretta Fulton.

July & August Treasury:

Reported by Talvickeo Banks. Approved.

New Business:

- a. Lori Roach introduced new affirmative action officer, Alexia Whitaker.
- b. President Angela Daniels challenged senators to be thinking of ways that staff senate can increase retention at ASU. Opened to floor for discussion and suggestions. Robert Coggins suggested inviting SGA to our monthly meetings. Angela Daniels suggested a possible lunch with SGA to discuss opportunities. Sub-committee formed. Members include: Kasey Eakins, Robert Coggins, Loretta Fulton, and Debra Wright.
- c. Increase involvement in athletics – SGA extended an invitation to Staff Senate to drop by the SGA tailgate area for the Homecoming game. Employee appreciation football game is Saturday November 8th. Inquiries about discounted tickets, food, and t-shirts were made. Staff Senate would provide volunteers to organize/distribute shirts and tickets if the Chancellor's office needed any extra help.
- d. New SGOC Policies were discussed. Smoking of Tobacco Products; Promotion, Retention, and Tenure Committee Procedure; System Policy on Patents; Internal and Academic search process for ASU Faculty Handbook. There were additional discussions on the smoke free policy changes. Concerns of prohibiting electronic cigarettes and vaping devices might discourage those trying to stop smoking. Lori asked for senators to share the proposal with their constituents to get feedback before voting takes place during the October meeting.
- e. Benefits Fair discussion – Suggestions for Staff Senate booth were stipend flyers, catastrophic leave handouts, and employee appreciation football game information. The benefits fair will be held October 30th from 10:00-3:00.

Old Business:

- a. Employee Evaluation Handout – Human Resources is in the process of creating printed forms for employees and supervisors. Steven Brown inquired about official training for all supervisors.
- b. New constituent listing for senators – Talvickeo to send out new listing by Thursday (9/18/2014).
- c. SGOC Committee seats – Debbie Davis offered to serve on the Disability Services Committee, Elizabeth Wakefield and Steven Brown volunteered to serve on the Staff Hearing Committee, Carolyn Ponce

offered to serve on the Bookstore Advisory Committee if Haley Rogers could not. (*Haley Rogers accepted appointment to the Bookstore Committee 9/19/2014.*) If there are any other senators that are willing to fill any open committee seats, please contact Angela Daniels or Randall Tate.

Report from the President: Changes have been proposed to the Inclement Weather Policy. Angela will send out an electronic version of changes for review.

Open Discussion:

- a. Carolyn Ponce asked if documents could be sent out a few days earlier to all senators, so that senators could have more time to communicate information to their constituents.
- b. New staff senate shirts – sample sizes available following meeting. These will be short sleeved polos with the new AState logo.
- c. Hope Phillips announced that the bylaws committee would give an update at the October meeting. The committee called in several past staff senate presidents to discuss issues. They plan to have a document ready to present at the next meeting, so that a vote can be held in November.
- d. The next meeting date is scheduled for September 17th in the Library Boardroom.
- e. Motion to adjourn was made by Angela Daniels at 2:50; seconded by Carolyn Ponce.

**Arkansas State University
Staff Senate Treasurer's Report
September 30, 2014**

Balances as of 30-September-2014

University E & G Accounts

Staff Senate - 1

110000-120008-1630

		Beginning Balance	Debit/Credit	Remaining
	Balance Forward	\$2,675.00		
	Letterhead and Envelopes		\$ (205.00)	
				<u>\$2,470.00</u>

Santa's Wolves Agency Account

930002-390000-5000

	Balance Forward	\$942.93		
			\$0.00	
				<u>\$942.93</u>

ASU Foundation Accounts

Santa's Wolves

200067

	Balance Forward	\$36,567.83		
	September Contributions		\$ 578.44	
				<u>\$37,146.27</u>

Staff Senate Discretionary

200069

	Balance Forward	\$15,940.60		
	Donation - will be moved to Educational Assistance Account		\$ 300.00	
				<u>\$16,240.60</u>

Staff Senate Educational Assistance

230139

	Balance Forward	\$1,321.72		
	September Contributions		\$58.29	
				<u>\$ 1,380.01</u>

STAFF SENATE CONSTITUTION

Mission Statement

The mission of the Staff Senate is to represent Arkansas State University non-faculty employees and to serve in an advisory capacity to the Chancellor of ASU-Jonesboro with respect to all matters concerning staff.

The Staff Senate is intended to provide a forum for all employees with fringe benefits. The Staff Senate will endeavor to participate constructively in matters that benefit the University and the staff it represents.

Organizational Structure

The Staff Senate is representative of the following six (6) categories of staff on the ASU-Jonesboro campus:

- I. Staff Senate representation is based on the six Equal Employment Opportunity (EEO) categories for full-time employees, with categories EEO 10 (Executive Managerial/Administrative) and EEO 30 (Professional Non-Faculty) combined. The senator apportionment shall be one (1) senator for each 35 employees. No section shall have fewer than two (2) senators.
- II. The specific number of senators sitting on any Staff Senate will be determined prior to each election by polling the Office of Human Resources by February 1. The number of senators will be determined by dividing each category number by 35. Any portion over a whole digit will result in another senator for that category.

ARTICLE 1 - NAME

This governance organization shall be known as the Staff Senate of Arkansas State University- Jonesboro.

ARTICLE 2 - OBJECTIVE

The objective of the Staff Senate is to represent the non-faculty employees of Arkansas State University- Jonesboro in an advisory capacity to the Chancellor of ASU-Jonesboro with respect to all matters pertaining to non-faculty employee relations and to provide a means of communication to disseminate information to non-faculty employees of the University.

ARTICLE 3 - AUTHORITY

Point 1 - Powers

The Staff Senate shall exercise general legislative powers for the staff.

Point 2 - Governance

This Constitution shall govern the Staff Senate and shall be modified with a two-third majority vote to support the purpose of the Staff Senate.

Point 3 - University Approval

Any change in the Constitution adopted by the Staff Senate shall be enacted with the approval of the Chancellor.

Point 4 - University-Wide Actions

University-wide actions determined and adopted by the Staff Senate shall be approved by the Chancellor prior to enactment, except in matters where the Chancellor has given sole jurisdiction to the Staff Senate.

ARTICLE 4 - MEMBERSHIP

Point 1 - Criteria

The membership of this organization shall be open to all non-faculty employees with fringe benefits up to the level of Vice Chancellor. The Chancellor and Vice Chancellor(s) shall not be eligible for membership.

Point 2 - Membership in Other Governance Organizations

University employees who are eligible to be represented by the Staff Senate may not be represented by other campus governance organizations. Employees who hold both a staff position and faculty rank are, according to the Faculty Handbook, section 1.b.5, defined as members of the faculty and are therefore represented by Faculty Senate.

Point 3 - Activation of Membership

Employees are eligible to be represented or hold membership in the Staff Senate upon activation of their fringe benefits.

ARTICLE 5 - REPRESENTATION

Point 1 – Representative Classifications

Employees of the University are represented in six categories which are defined by the equal employment opportunity (EEO) job classifications and shall represent the benefitted employees.

Point 2 - Ratio of Representation

The ratio of representation shall be one (1) senator representative per every 35 benefitted employees within the six EEO categories, with no fewer than two representatives per category.
The categories are:

Service/Maintenance
Skilled Crafts
Technical/Paraprofessional
Secretarial/Clerical

Professional Non-Faculty
Executive Managerial/Administrative (This category is combined with Professional Non-Faculty)
HR Ex-Officio

Point 3 - The Human Resource Representative's duties:

- serve in an advisory capacity as a non-voting, ex-officio member
- verify staff employee numbers by EEO category according to Article 5, Point 2 - Representative Apportionment
- other duties as deemed necessary

STAFF SENATE BYLAWS

ARTICLE 1 - REPRESENTATIVE ELECTION AND ATTENDANCE

Point 1 - Term of Office

A "term year" is defined as May 1 through April 30. Representatives will be elected to serve a three-year term beginning May 1, and ending April 30. In order to establish a staggered term of office, the charter representatives within each category will serve staggered terms where approximately one-half of the representatives serve a two-year term and the remaining representative(s) in each category serve a three-year term. Representatives will serve their term in reclassification and/or promotion.

Point 2 - Election of Representatives

The election process will be coordinated by the Vice President and the election committee. Every year the Vice President will present the election calendar to the Staff Senate at the November meeting. This calendar will provide dates of the EEO list collection, the nomination process, and the election process; culminating with the notification of all new senators of their election by April 1. New senators will attend the April meeting as guests in order to introduce themselves to the Senate and assist in the transitional process.

Point 3 - Re-election of Representatives

Representatives may not hold two consecutive elected terms. Re-elections may take place one year after the expiration of an elected term.

Point 4 - Senate Vacancies

When a vacancy occurs on the Staff Senate for reason(s) other than the expiration of a term, the Vice President will appoint the top vote recipient from a ranked list of alternates within the EEO category from the most recent election. If no alternates are available, there will be a new election within the EEO category. Once the Staff Senate is notified of the vacancy and is aware that no alternates are available, the Vice President will send a notification to all members of the EEO Category to contact the Staff Senate if they are willing to serve. Those who respond will be part of an election within that category only, and the winner will fill the vacant seat. The other respondents will be placed on an alternate list for future vacancies. In either case, the temporary replacement member will be asked to serve until the expiration of the vacant term, and the position will be permanently filled in the next regular election. The appointed representative may stand for election at that time.

Point 5 - Attendance Abuse

If in a term year, a representative accumulates three absences, the Staff Senate will be notified of the absences. The Staff Senate may then determine if the absences are excused and may declare the position vacant. Vacancies will be filled according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies. If absences are determined excused, the member may remain on the Staff Senate.

Appropriate action may be taken by the Executive Committee, with the advice and consent of the Senate, if attendance abuse is identified.

Point 6 - Assignment of Proxies

Senators forced to be absent from a Staff Senate meeting may assign their proxy to another staff member from the same EEO category. To encourage staff to be more involved in the Staff Senate, the proxy must be assigned to a non-Senator employee.

ARTICLE 2 – DUTIES OF SENATORS AND OFFICERS OF THE EXECUTIVE COMMITTEE

Point 1 – Senators

All senators are responsible for the following:

- attend all meetings; however, if an absence is necessary, the senator should identify and send a proxy to the meeting
- participate in Staff Senate and/or SGOE Committees
- communicate through e-mail all Staff Senate notifications, including agendas and meeting minutes
- assist with Staff Senate events

Point 2 - Executive Officers

The executive officers of the Staff Senate are the President, Vice President, Vice President for Communication, Secretary, Treasurer and Immediate Past President.

Point 3 - Elected Officers

The officers to be elected each term year are the President, Vice President, Vice President for Communication, Secretary, and Treasurer. The officers are elected by secret ballot at the May Staff Senate meeting. Only new and continuing members are eligible to vote. Those receiving the greatest number of votes for each position are declared the officers.

Point 4 - Officer Vacancy

Should any officer's position, other than the President, become vacant during the term year, a senator will be elected by the Staff Senate to fill the vacant officer position for the remaining term year. (A temporary replacement from the appropriate EEO category will be appointed to fill any senator vacancy, according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies.) If the position for President becomes vacant, the Vice President assumes the duties of the President for the remainder of the term year.

Point 5 – Officers' Duties

A. The **President's** duties:

- act as official spokesperson for the Staff Senate
- preside over all regular meetings of the Staff Senate
- organize the agenda for each meeting
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the Vice-President
- appoint committees as deemed necessary
- A pool of parliamentarians is to be identified by the President each year. These individuals should not be Staff Senators, and their responsibility shall be to answer questions concerning procedure and to resolve any procedural conflicts

B. The **Vice President's** duties:

- execute the duties of the President in the President's absence
- supervise the nomination and election process, including: 1) adjust representative apportionment, if necessary, 2) create the election calendar in order to fill open seats by April 1, and 3) supervise the counting of ballots and notification to elected representatives
- implement the Senator replacement process if there is a vacancy
- notify the Staff Senate of senator absences according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the President
- other duties as deemed necessary

C. The **Vice President for Communication's** duties:

- maintain email distribution list of non-faculty benefitted employees
- maintain Staff Senate's social media groups
- make all Staff Senate postings on ASU Daily Digest
- relay information to non-faculty employees as directed by Staff Senate President
- be designated recipient of emails sent via "contact Staff Senate" link on our website
- be designated "reply to" person for all input requested from employees unless otherwise determined by President
- maintain archived copies of the approved minutes of at least three years' meetings on Staff Senate website
- other duties as deemed necessary

D. The **Immediate Past President's** duties:

- serve in an advisory capacity as a non-voting, ex-officio member of both the Senate and Exec Committee
- assist with transition of new President and archival information
- other duties as deemed necessary

E. The **Secretary's** duties:

- Prepare minutes of each Staff Senate meeting
- distribute approved minutes to appropriate parties
- maintain a record of senator absences

- maintain Staff Senate records
- maintain permanent copies of Staff Senate approved minutes
- other duties as deemed necessary

F. The **Treasurer's** duties:

- maintain and present monthly statements to the Staff Senate to ensure accurate financial statements are maintained
- verify and present all bills to the Staff Senate President for approval
- pay approved bills promptly
- other duties as deemed necessary

Point 6 – Executive Committee

A. Members

The following individuals constitute the Executive Committee of the Staff Senate: President, Vice President, Vice President for Communication, Secretary, Treasurer, Immediate Past President (ex-officio member).

B. Responsibilities

The Executive Committee meets regularly to develop agendas for the Staff Senate, to respond to requests for information and advice, and to develop goals and policies which the Staff Senate seeks to implement.

C. Powers

The Executive Committee has the power to:

- call special meetings
- approve expenditures of the Staff Senate
- perform duties as are specified in the Bylaws
- set the hour and date of meetings

ARTICLE 3 - MEETINGS

Point 1 - Frequency

The Senate meets monthly, upon the request of the executive committee, or by a 2/3 majority request of the members.

Point 2 – Attendance

All meetings of the Staff Senate are open meetings.

Point 3 - General Assembly

A campus-wide open meeting may be held each year with an assembly of employees representative of all work shifts *while maintaining adequate coverage* in appropriate duty areas.

Point 4 - Time Provision

Members are allowed reasonable time away from regular duties to attend Staff Senate meetings and functions, University meetings, and to conduct Staff Senate business.

Point 5 - Quorum

A simple majority, one-half plus one ($1/2 + 1$) of the Staff Senators constitutes a quorum authorized to transact business.

Point 6 - Voting

Voting by Staff Senators shall be by voice, except when deemed otherwise by the President.

ARTICLE 4 - COMMITTEES

Point 1 - Standing Committees

- A. Distinguished Performance Award and Recognition Committee
- B. Staff Picnic Committee
- C. Educational Stipend Award Committee
- D. Election Committee

Point 2 - University Committees

Representative members appointed as necessary.

Point 3 - Ad Hoc Committees

- A. Constitution & Bylaws Committee
- B. Special Events Committee

Point 4 - Membership

Committee members may be appointed from within the Staff Senate, as well as from staff members at-large. Effort should be made to include employees from difference EEO categories and divisions throughout the university. Committee members appointed from the staff at-large have voting rights *within their assigned committee(s) only*.

ARTICLE 5 - ACTION ON BYLAWS

Point 1 - Adoption

Adoption of Bylaws is by 2/3 majority vote of the Senate.

Point 2 - Amendment

These Bylaws can be amended at any regular meeting of the Staff Senate by a 2/3 majority vote of the members provided that the amendment has been submitted in writing at the previous regular meeting.

Point 3 - Review

An ad-hoc committee of three (3) representatives appointed by the President every three (3)

years reviews the constitution and bylaws.

ARTICLE 6 - PARLIAMENTARY AUTHORITY

Point 1 - Written Authority

The latest edition of *Robert's Rules of Order, Newly Revised*, governs the Staff Senate in all cases where the Bylaws are silent.

Point 2 - Deviation of Authority

If the Staff Senate wishes to deviate from an adopted parliamentary rule of order, the Staff senate may create a special rule of order by a simple 2/3 majority vote of its members, which supersedes any conflicting rule of parliamentary authority.

Amended - April 1999, May 2001, September 2004, March 2007, January 2008, October 2010

Arkansas State University - Jonesboro

Effective Date: 08/01/10

Number: 03-05

Section: Administration

Subject: Smoking of Tobacco Products

Smoking is prohibited on [the campuses of](#) state-supported institutions of higher education in accordance with [Arkansas Act 734, A.C.A 6-60-801, et. seq.](#), known as the Clean Air on Campus Act. Smoking is defined as inhaling, exhaling, burning, or carrying any of the following: (a) lighted tobacco products, including cigarettes, cigars, and pipes; and (b) other lighted combustible plant material. [Arkansas State University-Jonesboro also bans smokeless tobacco and all vaping devices including electronic cigarettes.](#) This [Act prohibition](#) covers all buildings and property of Arkansas State University. This operating procedure sets out the enforcement procedures which will be followed by the University.

Compliance

It is the responsibility of all members of the ASU community and visitors to comply with the Clean Air on Campus Act [and Jonesboro Operating Procedures](#). Violations will be dealt with in a manner that is consistent with the law and university procedures. There will be no reprisals against anyone reporting violations of the Act.

Enforcement of Clean Air on Campus Act [and Jonesboro Operating Procedure](#)

1. Anyone observed violating or suspected of being in violation of the Clean Air on Campus Act [or Jonesboro Operating Procedure](#) may initially be given a respectful verbal warning.
2. If university police determine that an offense has occurred, an officer will issue a written warning. This will allow the violator to review the Act [and Operating Procedure](#) and adhere to [it them](#) in the future. In addition to the written warning, if the violator is a faculty, staff, or student member of ASU, the violation will be reported to the employee's supervisor or to the Office of Student Conduct.
3. University police will issue a citation to District Court on the second or subsequent offense. In addition to the citation, if the violator is a faculty, staff, or student member of ASU, the violation will be reported to the employee's supervisor or to the Office of Student Conduct.

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Approved by Chancellor's Executive Council – 07/26/10

Reviewed on 07/09/13.

	A	B	C	D	E	F
1	Shared Governance Proposal Review Process					
2						
3	Proposal: <u>14FA-01</u>	Date Received: <u>September 8, 2014</u>				
4	Smoke Free Campus Policy			Expedited (39 Business Days)	Full (64 Business Days)	Extended (93 Business Days)
5	Is Proposal a SGOC Issue?	SGOC Establish Disposition		2 Days	3 Days	5 Days
6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Due By:	Due By:	Due By:
7	Responsible Assigned Committee:			9/10/2014		
8	<u>Building and Grounds Committee</u>	SGOC Forward to Responsible Committees and SGCs		2 Days	3 Days	5 Days
9				Due By:	Due By:	Due By:
10	Type of Review:			9/12/2014		
11	<input checked="" type="checkbox"/> Expedited	SGCs Send Comments to Responsible Committee		7 Days	14 Days	21 Days
12	<input type="checkbox"/> Full			Due By:	Due By:	Due By:
13	<input type="checkbox"/> Extended			9/23/2014		
14		Responsible Committee Prepare Final Draft. Send to SGOC		7 Days	14 Days	21 Days
15	Handbook Issue: <input type="checkbox"/> Yes <input type="checkbox"/> No			Due By:	Due By:	Due By:
16	Constituency Groups:	Approve Y/N		10/2/2014		
17	<input checked="" type="checkbox"/> Faculty Senate			2 Days	3 Days	5 Days
18	<input checked="" type="checkbox"/> Staff Senate	SGOC Sends Final Draft to Constituency Groups for Final Up/Down Vote		Due By:	Due By:	Due By:
19	<input checked="" type="checkbox"/> Dean's Council			10/6/2014		
20	<input checked="" type="checkbox"/> Chair's Council	Consistency Groups Vote & Notify SGOC		7 Days	14 Days	21 Days
21	<input checked="" type="checkbox"/> SGA			Due By:	Due By:	Due By:
22	<input checked="" type="checkbox"/> GSC			10/15/2014		
23	<input type="checkbox"/> Vice Chancellor(s)	SGOC Tally Votes & Sends Final Report		2 Days	3 Days	5 Days
24	Notes:			Due By:	Due By:	Due By:
25				10/17/2014		
26		Chancellor Review & Response		10 Days	10 Days	10 Days
27				Due By:	Due By:	Due By:
28				10/31/2014		

14FA-03

Date: February 11, 2014

Sponsor/Proposer: ASU Faculty Senate

Issue: Revised guidelines for the selection of Academic Chairs, Academic Deans, Academic Vice-Chancellors (Vice-Chancellor for Academic Affairs including Provost), and Chancellors

Rational: To clarify the processes for internal and academic searches

Existing ASU Faculty Handbook Language

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will made will be determined by consultation between the dean and the Executive Vice Chancellor and Provost in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Executive Vice Chancellor and Provost and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Executive Vice Chancellor and Provost for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. When screening has been completed, the committee should consult with the dean or Executive Vice Chancellor and Provost for chair and dean positions to determine which candidates should be invited for interviews. Candidates will reflect racial, ethnic and gender diversity.

Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Executive Vice Chancellor and Provost as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

Proposed ASU Faculty Handbook Language

II.f. Selection of Department Chairs and Academic Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will be determined by consultation between the dean and the Executive Vice Chancellor and Provost in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Executive Vice Chancellor and Provost and the Chancellor.

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Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Executive Vice Chancellor and Provost as appropriate will conduct a modified search, consulting with the

appropriate groups. Such a search may include *steps 1-4 noted below but must include step 5:*

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

5. The College Dean will solicit input on the applicant(s) from all faculty members in the department prior to making a recommendation to the Vice Chancellor and Provost. In the case of a Dean search, the Vice Chancellor and Provost will solicit input on the applicant(s) from faculty members in each department or program area within the unit prior to making a selection. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

Existing ASU Faculty Handbook Language

II.g. Selection of the Executive Vice Chancellor and Provost

When the position of Executive Vice Chancellor and Provost is to be filled, the Chancellor will make the appointment after consultation with representatives from the faculty, academic administrators, academic support staff, and students. Candidates for the position will reflect racial, ethnic, and gender diversity.

Proposed ASU Faculty Handbook Language

II.g. Selection of the Vice Chancellor and Provost

When the position of the Vice Chancellor and Provost is to be filled a determination of whether an external search or an internal appointment will be made by the Chancellor following consultation with the representatives from the faculty including the Executive Committee of the Faculty Senate, academic administrators, academic support staff, and students. The process for an external search will be similar to the Selection of Department Chairs and Deans as noted in Section II.f. When an internal appointment is conducted the Chancellor will seek input from the appropriate constituency groups (Deans Council, Chairs Council, Faculty Senate, Staff Senate, SGA, GSC, external groups, etc.) and consider their recommendations specific to the selection and appointment of the Vice Chancellor and Provost. Candidates for the position should reflect racial, ethnic, and gender diversity. The Chancellor will make the appointment.

When an external search is conducted procedures similar to those set forth for faculty selection will be followed. A search committee will be formed by the Chancellor. Care should be taken to ensure that the search committee is broadly representative of the colleges and the appropriate constituency groups. The search committee will screen applicants. When screening has been completed, the committee will consult with the Chancellor to determine which candidate(s) should be invited for interview(s). Efforts should be made to ensure that the candidate pool reflects racial, ethnic and gender diversity.

Faculty members and members of appropriate constituency groups should be given the opportunity to meet with candidate(s), evaluate their credentials, and express their opinions to the search committee.

The search committee will make its recommendation to the Chancellor. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

	A	B	C	D	E	F
1	Shared Governance Proposal Review Process					
2						
3	Proposal: <u>14FA-03</u>			Date Received: <u>September 8, 2014</u>		
4	Selection of Academic Administrators			Expedited (39 Business Days)	Full (64 Business Days)	Extended (93 Business Days)
5	Is Proposal a SGOC Issue?		SGOC Establish Disposition	2 Days	3 Days	5 Days
6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Due By:	Due By:	Due By:
7	Responsible Assigned Committee:				9/11/2014	
8	Faculty Handbook Committee		SGOC Forward to Responsible Committees and SGCs	2 Days	3 Days	5 Days
9				Due By:	Due By:	Due By:
10	Type of Review:				9/16/2014	
11	<input type="checkbox"/> Expedited		SGCs Send Comments to Responsible Committee	7 Days	14 Days	21 Days
12	<input checked="" type="checkbox"/> Full			Due By:	Due By:	Due By:
13	<input type="checkbox"/> Extended				10/6/2014	
14	Handbook Issue: <input type="checkbox"/> Yes <input type="checkbox"/> No		Responsible Committee Prepare Final Draft Send to SGOC	7 Days	14 Days	21 Days
15				Due By:	Due By:	Due By:
16	Constituency Groups:	Approve Y/N			10/24/2014	
17	<input checked="" type="checkbox"/> Faculty Senate		SGOC Sends Final Draft to Constituency Groups for Final Up/Down Vote	2 Days	3 Days	5 Days
18	<input checked="" type="checkbox"/> Staff Senate			Due By:	Due By:	Due By:
19	<input checked="" type="checkbox"/> Dean's Council				10/29/2014	
20	<input checked="" type="checkbox"/> Chair's Council		Consistency Groups Vote & Notify SGOC	7 Days	14 Days	21 Days
21	<input checked="" type="checkbox"/> SGA			Due By:	Due By:	Due By:
22	<input checked="" type="checkbox"/> GSC				11/18/2014	
23	<input type="checkbox"/> Vice Chancellor(s)		SGOC Tally Votes & Sends Final Report	2 Days	3 Days	5 Days
24	Notes:			Due By:	Due By:	Due By:
25					11/21/2014	
26			Chancellor Review & Response	10 Days	10 Days	10 Days
27				Due By:	Due By:	Due By:
28					12/12/2014	