

**Proposals that have passed and have been implemented by the Faculty Senate during the  
2012-2013 Academic Year**

- The Faculty Senate By-laws that had been submitted in November 2012 were approved by the Board of Regents in March 2013.
  - The Faculty Senate accepted responsibility for the election of the Emerson Teacher of the Year Award in September 2013. This will be an ongoing process under the Senate.
  - The Faculty Senate goes on record and hereby notifies the Administration and the Board of Regents that the Harris-Stowe State University Faculty Senate is not the elected body to collectively bargain for the terms and conditions of employment for the regular full-time faculty. (May 2013)
  - The Faculty Senate formed a Finance Committee to study the financial opportunities for the future of the University. (May 2013)
  - Although it was understood that the considerable work of updating the Faculty Manual would proceed with no monetary compensation, the Faculty Senate will continue to work to complete the Manual.
  - The Senate joined the Missouri Association of Faculty Senates by paying the required yearly dues to the organization. (February 2013)
  - A review of changes in the General Education Program was presented which would bring the curriculum offerings in line with the Missouri State requirements for General Education. (April 2013)
  - The Faculty Senate website, email contact and MYHSSU discussion page proposed in 2012 became fully operational and able to post and encourage transparent information to the entire faculty in August 2013.
  - The Faculty Senate accepted responsibility for the organization and reporting of the University Standing Committees. This responsibility was offered by the Office of the Academic Vice President in March and will become operational at the Fall Institute.
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**Summary of ideas and strategies which the Faculty Senate discussed at length during the 2012-13 academic year.**

These concerns need to be transformed into Standard Operating Procedures for the University either through the Faculty Handbook revisions, through specific actions of the Standing Committees or through continued study by the Faculty Senate:

- Travel policy and application for professional development need to be written on a single sheet.
  - There should be a written policy to allow faculty to audit classes at the university at no charge. These audited classes would encourage faculty development.
  - Software solutions for timely reporting by the Faculty Senate and the Standing Committees are being studied.
  - Studying shared governance provisions in other universities through the MAFS and the AAUP will support new ideas.
  - The Senate needs to get existing copies relating to procedures regarding the Faculty Standing Committees, Organizational Charts, and procedure and transparency through the revised Faculty Manual.
  - The Senate needs a budget to fund the activities of the Faculty Senate.
  - The University needs adjunct pay equity with recognition for years of service
  - Shared Governance procedures need a system for documenting petitions and proposals which have been made in Standing Committees and the Faculty Senate and their deposition
  - The University needs better university-wide financial transparency
  - The Faculty is concerned about the changes in schedules for classes in this 2013 Spring Semester:
    - a. classes were cancelled too early and missed interested students
    - b. class times were changed without consultation with instructors
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### Proposals which came to the Faculty Senate in 2012

- The HSSU Professional Staff be represented on the Faculty Senate with a seated, non-voting member. This resolution ensures that the Professional Staff, an integral part of HSSU, may voice their concerns and recommendations in support of the University, its mission, and commitment to its students.

Further, this motion recommends that the professional staff provide a fair and impartial means of nominating and electing a non-voting professional staff member to the Faculty Senate, forwarding the elected person's name to the Faculty Senate for confirmation and recognition by October 3, 2012.

**ACTION: THE FACULTY SENATE VOTED NOT TO ACCEPT THE PROPOSAL, BUT IT RESOLVED TO CONSIDER IT AT A LATER DATE.**

- **Be It Resolved:** the adjunct faculty be represented on the Harris-Stowe State University Faculty Senate with a seated, non-voting member. This resolution ensures that the adjunct faculty, an integral part of HSSU, may voice their concerns and recommendations in support of the University, its mission, and commitment to its students.

Further, this motion recommends that the adjunct faculty, as coordinated through respective colleges/schools, provide a fair and impartial means of nominating and electing a non-voting adjunct faculty member to the Faculty Senate, forwarding the elected person's name to the Faculty Senate for confirmation and recognition by October 3, 2012.

**ACTION: THE FACULTY SENATE VOTED NOT TO ACCEPT THE PROPOSAL, BUT IT RESOLVED TO CONSIDER IT AT A LATER DATE.**

- All faculty senate bills will be enumerated by the Secretary starting with "SB" followed with dual chronology starting 1,2,3,4..etc in order of the bills introduced followed by 2012, 2013, 2014 for the respective year the bill was adopted; and,
- All bills that are ratified be published in an online faculty handbook on a quarterly basis, and that they be published in a paper faculty handbook on a bi-annual basis.
- Any individual, vendor or solicitor is free to speak to students and employees, to hand out samples and literature on the circle of the main campus of the university, between Gillespie and Bosley Halls provided that they obtain permission from the Office of Student Activities.

Megaphones and amplifiers are prohibited unless sponsored by a student group and given permission by the Office of Student Activities.

- It is not necessary for book-buyers or other guests of the faculty to obtain permission to come on campus.
- The faculty senate shall have the power to appoint a committee charged with contract negotiation and a yearly review of faculty benefits. While the committee will be made up of faculty members, the faculty senate reserves the right to bring in outside experts whose experience in labor and contract law is beyond the general skills of committee members. The President of the faculty senate will introduce the appointed committee to the President of the university and members of the Board of Regents and help to arrange a negotiation session.
- All faculty and instructors shall have 10 working days following the end of the academic semester to complete their grading. Grades will be due at 12:00 p.m. on the tenth day after the final examination period.
- The President of the faculty senate, or a representative appointed by the President, shall arrange for presentation time on the Board of Regents monthly agenda. This new practice shall begin in September, 2012.

**ACTION: The Faculty Senate voted to defer consideration of these proposals until the pressing issues of By-Laws and Website construction were complete.**

- **It is resolved that whenever a college or school dean of the university awards a department a new faculty position or a chance to replace an existing faculty position:**
  - 1) The departmental chair notifies the other members of the department of the award within 2 weeks of its being granted in writing.
  - 2) There is a discussion at the next department meeting concerning the wording of the advertisement for the position. Subsequently, the chair drafts the advertisement and presents it to the faculty for a vote and possible revisions at the following department meeting.
  - 3) Once the department agrees upon the wording of the advertisement, the advertisement will be posted internally as well as in *The Chronicle of Higher Education* and in the newsletters of whichever learned society journals are deemed appropriate.
  - 4) Curriculum vitae (CVs) are received by the department no later than eight weeks before Spring Commencement.<sup>1</sup>

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<sup>1</sup> If this is not possible, the advertising for and selection of the new faculty member will be carried over to the next faculty year. A one year appointment may be granted at the discretion of the dean. However, members of the

- 5) Members of the department jointly create a rubric in which CVs are scored.
- 6) All members of the department will review and score all CVs.
  
- 7) The candidates with the top three average scores will be invited for an interview. If one or more of the candidates declines an interview, they will be replaced by candidates with the next highest scores.
- 8) The interview process will begin no later than four weeks before the end of spring semester classes and conclude no later than the end of the last week of spring semester classes.
- 9) The interview process will involve at the minimum the following:
  - a) A two hour interview involving the entire department
  - b) A luncheon/dinner meeting with interested members of the department
  - c) An hour interview with the departmental chair
  - d) A half hour interview with the college/school dean
  - e) A half hour interview with the Academic Vice President
  - f) A half hour interview with the President
  - g) An hour lecture/presentation by the candidate on a topic of his/her choice that is open to the university at large
  - h) A one hour question and answer session with students in the program closest to that of the candidate's. Students will be encouraged to forward their written comments to the department after the session
- 10) After the interview process has concluded for all invited candidates, the faculty of the department will meet as a body and vote to determine which candidate they will recommend to the college/school dean and the administration as the new member of the department.

**ACTION: The Faculty Senate voted to defer consideration of this proposal. A revised version of this proposal will become part of the Faculty Manual.**

It is resolved that beginning in April of 2015 that all departmental chairs in all colleges and schools at Harris-Stowe State University are elected by their departmental colleagues for a three year term. It is further resolved that departmental chairs may only serve two consecutive terms.

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department must approve the granting of the appointment after a review of the candidate's CV and an interview where all department members are notified and invited.

**ACTION: The Faculty Senate voted to defer consideration of this proposal. A revised version of this proposal will become part of the Faculty Manual.**