

## DELTA STATE UNIVERSITY FACULTY SENATE 2005-2006

### DIVISION OF ACCOUNTANCY, CIS, AND FINANCE

Mr. Jim Brown                      Until 5/1/2007  
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Phone: 4191                        Email: [jbrown@deltastate.edu](mailto:jbrown@deltastate.edu)

Dr. Darry Hardy                    Until 5/1/2006  
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### DIVISION OF ART

Mr. Ky Johnston                    Until 5/1/2006  
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### DEPARTMENT OF SPEECH AND HEARING SCIENCES

Ms. Gloria Brister                 Until 5/1/2007  
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### DIVISION OF BIOLOGICAL AND PHYSICAL SCIENCES

Dr. Jeff Duguay                    Until 5/1/2007  
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Dr. Keith Hughes (Secretary)     Until 5/1/2006  
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Phone: 4242                        Email: [khughes@deltastate.edu](mailto:khughes@deltastate.edu)

### DEPARTMENT OF COMMERCIAL AVIATION

Dr. Julie Clark (Past Chair)       Until 5/1/2006  
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Phone: 4216                        Email: [jclark@deltastate.edu](mailto:jclark@deltastate.edu)

### DIVISION OF COUNSELOR EDUCATION/PSYCHOLOGY

Dr. Darlene Crone-Todd            Until 5/1/2006  
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### CENTER FOR RURAL SCHOOL LEADERSHIP AND RESEARCH

Dr. Cheryl Cummins (V-Chair)      Until 5/1/2006  
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Dr. Jenetta Waddell                Until 5/1/2007  
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Phone: 4386                        Email: [jwaddell@deltastate.edu](mailto:jwaddell@deltastate.edu)

### DIVISION OF FAMILY AND CONSUMER SCIENCES

Dr. Tommy Taylor                   Until 5/1/2007  
Office: Ewing 115                 DSU Address: Box 3273  
Phone: 4319                        Email: [ttaylor@deltastate.edu](mailto:ttaylor@deltastate.edu)

### DEPARTMENT OF HISTORY

Dr. Tom Boschert                    Until 5/1/2006  
Office: Bailey 217                 DSU Address: Box 3162  
Phone: 4175                        Email: [tboschrt@deltastate.edu](mailto:tboschrt@deltastate.edu)

### DIVISION OF HEALTH, PE, AND RECREATION

Dr. Duke Barnes                    Until 5/1/2006  
Office: Wyatt 101                 DSU Address: Box B-2  
Phone: 4561                        Email: [dbarnes@deltastate.edu](mailto:dbarnes@deltastate.edu)

### DIVISION OF LANGUAGES AND LITERATURE

Ms. Renelda Owen                 Until 5/1/2007  
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Phone: 4063                        Email: [rowen@deltastate.edu](mailto:rowen@deltastate.edu)

Dr. Marilyn Schultz                Until 5/1/2006  
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### LIBRARY SERVICES

Ms. Joi Phillips                    Until 5/1/2007  
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### DIVISION OF MANAGEMENT/MARKETING/BUSINES

Dr. Lawrence Magee                Until 5/1/2007  
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### DEPARTMENT OF MATHEMATICS

Dr. David Hebert                    Until 5/1/2007  
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Phone: 4508                        Email: [dhebert@deltastate.edu](mailto:dhebert@deltastate.edu)

### DEPARTMENT OF MUSIC

Dr. Ed Bahr                         Until 5/1/2006  
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Phone: 4607                        Email: [ebahr@deltastate.edu](mailto:ebahr@deltastate.edu)

### SCHOOL OF NURSING

Ms. Debbie Allen (Chair)          Until 5/1/2006  
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### DEPARTMENT OF SOCIAL SCIENCES

Dr. Mark Bonta                     Until 5/1/2007  
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### DEPARTMENT OF SOCIAL WORK

Ms. Margaret Tullos                Until 5/1/2006  
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## DELTA STATE UNIVERSITY FACULTY SENATE PROXIES 2005-2006

### DIVISION OF ACCOUNTANCY, CIS, AND FINANCE

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Mr. Eckward McKnight    Until 5/1/2007  
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### DIVISION OF ART

Mr. Cetin Oguz            Until 5/1/2006  
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### DEPARTMENT OF SPEECH AND HEARING SCIENCES

Ms. Gina Jenkins         Until 5/1/2007  
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### DIVISION OF BIOLOGICAL AND PHYSICAL SCIENCES

Ms. Jill Harper            Until 5/1/2006  
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Dr. Jira Katembe         Until 5/1/2007  
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### DEPARTMENT OF COMMERCIAL AVIATION

Mr. Charlie Mercalf      Until 5/1/2006  
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### CENTER FOR RURAL SCHOOL LEADERSHIP AND RESEARCH

Dr. Vicki Hartley         Until 5/1/2006  
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Dr. Lynn Varner            Until 5/1/2007  
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### DIVISION OF FAMILY AND CONSUMER SCIENCES

Dr. Cam McMillen         Until 5/1/2007  
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### LIBRARY SERVICES

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### DEPARTMENT OF MATHEMATICS

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### DEPARTMENT OF MUSIC

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### DEPARTMENT OF SOCIAL WORK

Ms. Alinda Sledge         Until 5/1/2006  
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### DEPARTMENT OF HISTORY

Dr. Greg Hospodor        Until 5/1/2006  
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Phone: 4173                Email: [hospodor@deltastate.edu](mailto:hospodor@deltastate.edu)

## **FACULTY SENATE COMMITTEES**

### **Committee on Elections**

Joi Phillips (Library 07)  
Mark Bonta (Social Sciences 07)  
Jim Brown (ACC/CIS/FIN 07)  
Darlene Crone-Todd, Chair (Counselor Ed 06)  
----- (School of Nursing)

### **Committee on Committees**

Larry Magee, Chair (Mgt/Mar/BA 07)  
Tommy Taylor (Fam/Con. Sci 07)  
Margaret Tullos (Social Work 06)

### **Committee on General Academic Affairs**

Renalda Owen, Chair (Lang & Lit 07)  
Ed Bahr (Music 06)  
Tom Boschert (History 06)  
Duke Barnes (HPER 06)  
Darry Hardy (ACC/CIS/FIN 06)

### **Committee on Finance**

David Herbert (Math 07)  
Jenetta Waddell (Curr, Inst, Ldshp & Res 07)  
Keith Hughes, Chair (Biol & Phys Sci 06)

### **Committee on University Services**

Gloria Brister (Aud & Speech Path 07)  
Jeff Duguay, Chair (Biol & Phys Sci 07)  
Marilyn Schultz (Lang & Lit 06)  
Ky Johnston (Art 06)

All committees (except Committee on committees) are hereby charged to meet and elect a chair by September 28, 2005 and please notify [dallen@deltastate.edu](mailto:dallen@deltastate.edu). Chairs will be added to the Faculty Senate Executive Committee. Thank you for your willingness to serve.

## Committee on Elections

Joi Phillips (Library 07)  
Mark Bonta (Social Sciences 07)  
Jim Brown (ACC/CIS/FIN 07)  
Darlene Crone-Todd (Counselor Ed 06)  
----- (School of Nursing)

From the Faculty Senate Constitution:

### **Section 7**

A Committee of Elections shall be responsible for allocating Faculty Senate representation and for conducting elections. The committee shall consist of one Faculty Senator from each of the following: The School of Arts and Sciences, The School of Business, The School of Education, The School of Nursing and the Library. Members of the committee will be elected by the senators representing their respective schools or the Library. Members of this committee shall be responsible for supplying the Committee of Elections with a list of the Eligible Faculty in each unit of their respective schools or the Library. This committee shall elect its chair.

From the Faculty Senate Bylaws:

### **Section 7. The Committee of Elections**

- A. Members of the Committee of Elections will serve throughout their term or terms of office as senators.
- B. Elections to fill vacancies will be carried out in the respective school caucuses held during the organizational meeting, or during the next meeting after a vacancy is reported to the Senate Chair.
- C. Members of the Committee will elect the Chair at the first meeting after the organizational meeting of the Faculty Senate.

### **Section 9. Committees**

- 2. Committee of Elections conducts the elections of the Faculty Senate as provided under the Constitution of the Faculty Senate of Delta State University.

## Committee on Committees

Larry Magee, Chair (Mgt/Mar/BA 07)

Tommy Taylor (Fam/Con. Sci 07)

Margaret Tullos (Social Work 06)

From the Faculty Senate Bylaws:

### **Section 9. Committees**

#### 3. Committee on University Standing Committees

- a. The committee shall be composed of three Faculty Senate members appointed by the Chair. No two committee members shall be from the same school or the Library;
- b. Members of the Committee shall serve throughout their term or terms of membership in the Faculty Senate;
- c. When necessary, new members of the committee will be appointed by the Chair at the first meeting following the conclusion of the organizational meeting or the next meeting after a vacancy is made known to the Senate Chair;
- d. The Committee members will elect their chair each year at their first meeting following the conclusion of the organizational meeting of the Faculty Senate;
- e. The Committee is charged with the responsibility of selecting candidates from the University faculty for membership on the following university standing committees:

Academic Achievement

Academic Computer Usage

Academic Honors

Attendance

Credentials

Faculty Tenure Appeals

Library

Oral, Aural, & Visual History

Press

Research

Scholarships/Awards

Special Programs

Student Publications

Writing Across the Curriculum

Writing Proficiency Examination Appeals

The Committee's recommendations will be submitted to the Faculty Senate at the September meeting, at which meeting the Faculty Senate will act upon their recommendations. The roster of candidates adopted by the Faculty Senate will be recommended to the President for appointment to the designated University standing committees for a term of twelve months from the date of their appointment. In addition, the Committee shall be allowed to appoint a faculty member to other University committees including, but not limited to, the following;

Athletic

Faculty & Staff Benefits

Graduate Council Long Range Planning Teacher Education Council

- f. In the event an appointee to one of the University standing committees is unable to serve, the Committee on Standing Committees will recommend a replacement to the Executive Committee of the Faculty Senate. Upon the Executive Committee approval of the replacement, the name of the new appointee will be sent to the President;

## **Committee on General Academic Affairs**

Renalda Owen (Lang & Lit 07)  
Ed Bahr (Music 06)  
Tom Boschert (History 06)  
Duke Barnes (HPER 06)  
Darry Hardy (ACC/CIS/FIN 06)

From the Faculty Senate Bylaws:

### **Section 9. Committees**

4. Committee on General Academic Affairs whose responsibilities will include, but are not limited to, such matters as academic freedom and tenure, teacher evaluation, curriculum and university policies;

## **Committee on Finance**

David Herbert (Math 07)  
Jenetta Waddell (Curr, Inst, Ldshp & Res 07)  
Keith Hughes (Biol & Phys Sci 06)

From the Faculty Senate Bylaws:

### **Section 9. Committees**

5. Committee on Finance whose responsibilities will include, but are not limited to, such matters as faculty compensation, fringe benefits and the budget;

### **Committee on University Services**

Gloria Brister (Aud & Speech Path 07)

Jeff Duguay (Biol & Phys Sci 07)

Marilyn Schultz (Lang & Lit 06)

Ky Johnston (Art 06)

From the Faculty Senate Bylaws:

#### **Section 9. Committees**

6. Committee on University Services whose responsibilities will include, but are not limited to, such matters as athletics and recreation, bookstore, food services, housing and traffic.



**Attendance and Grievance Appeals**  
**(formerly Attendance Appeals)**

**Diane Blansett – Liaison**

Cheryl Ballard  
Bevaline Black  
Thomas Boschert  
Jim Brown  
Lynn Byrd  
Robert Fleming  
Sharon Ford  
Bert Herbison  
Cooper Johnson  
Paula Laws  
Susan Lee  
Lawrence Magee  
Charles Metcalf  
Betty Mixon  
Cameron Montgomery  
Christie Rocconi  
K. P. Sridharan  
Charles Wagoner  
William Tony Wilson  
-Student Kemisha Gaddy  
-Student Emily Jennings  
-Student Darby Lamb  
-Student Robert Smart

**Courtesy Committee**

**Mary Jane Ervin – Liaison**

Patsy Burchfield  
Ben Burgos  
Henry Lynn Byrd  
Kimberly M. Dean  
Betsy Elliott  
Vicki Fioranelli  
Levenia Maxwell-Barnes  
Betty Mixon  
Donna Palacious  
Lisa Sandifer – Treasurer  
Myrtis Tabb  
Yvonne Tomek  
Stella Woods – Vice Liaison

**Faculty and Staff Benefits**

**Clint Wood – Liaison**

Phyllis Bunn  
Becky Foster  
Lisa Giger  
Paul Hankins  
Janice Haynes  
Elaine Lambert  
Anna Long  
Betty Mixon  
Ann Margaret Mullins  
Sheryl Stump

**Graduation**

**Vicki Hartley – Liaison**

John Alvarez  
Vicki Bingham  
Michael Mounce

**Health and Wellness**

**John Alvarez – Liaison**

Duke Barnes  
Scottie Moore Batts  
Bevaline Black  
Richard Houston  
Susan Lee  
Wayne Lee, Jr. – Secretary  
Bill Marchant  
Paula Norris  
Melinda Rush  
Louise Seals  
Corlis Snow  
Tommy Taylor  
Lee Virden  
Milton Wilder  
-Student Cassie Cole  
-Student Sarah Herrick

**Honors Day (formerly**  
**Academic Honors Recognition)**

Cameron McMillan  
John Quon  
Jim Tomeck  
Julie Jackson  
-Student Rebecca Carter  
-Student Tracey Scott

**Library**

**Susan Allen Ford – Liaison**

Ed Bahr  
Nina Baghai-Riding  
Cheryl Cummins  
Joe Garrison  
Becky Grammer  
Lawrence Magee  
David Schubert  
Louise Seals  
K. P. Sridharan  
-Student Tyrone Dedwylder  
-Student Valerie Orcutt

**Research**

**Charles Smithhart – Liaison**

Reid Jones – Academic Research Coordinator  
John Alvarez  
Laurie Barfitt  
Mark Bonta  
Matthew Buckley  
Jeannie Falkner  
John green  
Jennie Gunn  
Keith Hughes  
Scott Hutchens  
Lathryn Lewis  
Malcom McEwen  
Bobby Moore  
Michael Mounce  
Mark Steele  
Charles Wagoner  
(This list does not include the IRB subcommittee members)

**Safety and Environment**

**Rick Torgenson – Liaison**

Nina Baghai-Riding  
Mark Bonta  
Carolyn Elkins  
Elsie Lynn Ervin  
Samuel Faulkner  
Leslie Griffin  
Carlisle Meek  
Charles Metcalf  
Louise Seals  
-Student Tosha Hayes  
-Student Laney McNeer  
-Student Whitney Robertson

**Service Learning**

**Beverly Moon – Liaison**

Karen Bell  
Luther Borwn  
Barry Campbell  
Catherine Hayes  
Jan Haynes  
Stephen King  
Anna Long  
Deborah Moore  
Lisa Pinkerton  
Dorothy Shawhan  
Jeff Slagell  
Alinda Sledge – secretary

**Special Programs**

**Mark Butler – Liaison**

Pat Brown  
Mary Lenn Buchanan  
Betsy Elliott  
John Ford  
Susan Allen ford  
Becky Grammer  
Edith McMillen  
Margaret Tullos  
Clifton Wingard  
-Student Erica Cobb  
-Student Magda Gonzalez

**Student Organizations**

**Leigh Smith – Liaison**

Julie Clark  
Cheryl Cummins  
Elsie Lynn Ervin  
Julia Hobby  
Teresa Houston  
Elise Jenkins  
Ronnie Mayers  
Sandy Rakes  
Linda Ross  
Arlene Sanders  
Tommy Sledge  
Paul Starkey  
Rose Strahan  
Lynn Varner  
Vicki Webster  
William Tony Wilson  
-Student Katie Goldman  
-Student Mary Claire Kennison

**Student Publications**

**David Salinero – Liaison**

Rori Herbison  
Elise Jenkins  
Cooper Johnson  
Bill Moses  
Patricia Roberts  
Elizabeth Sarcone  
Dorothy Shawhan  
Clint Wood  
-Student Landry Barbieri  
-Student Deborah Brick  
-Student Leslie Mullis  
-Student Lynn Nichols  
-Student Ashley Robertson

**Teaching Excellence**

**Karen Fosheim – Liaison**

Vicki Bingham  
Julie Campbell  
Bobby Moore  
Lynn Varner  
Jennifer Wilson  
-Student Sara Farris  
-Student Leslie Mullis

**Technology Across the Curriculum  
(formerly Academic Computer Usage)**

**David Salinero – Liaison**

Henri Lynn Byrd  
Barry Campbell  
Richard Coghlin  
Darlene Crone-Todd  
Jerry Kandies  
Susan Lee  
Betty Mixon  
Bobby Moore  
Lisa Oswald  
Joi Phillips  
John Tiftickjian  
Stella Wear  
Vicki N. Webster  
-Student Will Everitt  
-Student Deborah Brick

**Writing Across the Curriculum**

Tim Colbert  
Vicki Hartley  
Rori Herbison  
Gregory Hospodor  
Maud Kuykendall  
Charles Metcalf  
Bobby Moore  
Marilyn Schultz  
Betty Sylvest  
Jenetta Waddell  
Wilton Wilder

DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING

September 8, 2005

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Julie Clark	David Hebert	Joi Phillips
Marilyn Schultz	Ed Bahr	Duke Barnes
Margaret Tullos	Tom Boeschert	Jeff Duguay
Ky Johnston	Renelda Owen	Jim Brown
Darlene Crone-Todd	Jenetta Waddell	Larry Magee

I. Call to Order. The meeting was called to order at 3: 30 P.M. by the Chair.

II. Approval of September Agenda. Senator Clark motioned that the agenda be approved. Senator Crone-Todd seconded the motion. The motion passed unanimously.

III. Approval of April 2005 Minutes. Senator Crone-Todd motioned that the April 2005 minutes be approved with revisions to the Senator Present section. Senator Duguay seconded the motion. The motion passed unanimously.

IV. Overview of OIT. Chair Allen yielded the floor to Glenn Trammel, Director of the

Office of Information Technology, for a brief overview of OIT. Mr. Trammel reported that he had met with the University Cabinet three weeks ago and provided a similar update. The following items were reported by Mr. Trammel:

- OIT has 17 full time employees and is looking to hire another person to provide WebCT support and Helpdesk support.
- 28 smart classrooms/conference rooms are now functioning
- 17 technology carts are available
- A faculty resource center is now available online to provide best tips and practices to faculty developing online courses
- WebCT integration with Banner is being completed. This will allow for automated class roster builds and student WebCT account creations
- Cycle 1 of computer replacements for faculty and staff was completed during the summer.
- Fiber optics cable has been implemented to Physical Plant, Whitfield Gym, Cassity Hall and Campus residences. Ongoing projects of OIT are:
- Development of a storage area network for faculty and students.
- Development and Implementation of a complete disaster recovery plan with redundant backup processes.
- Deployment of fiber optic cable to Chadwick-Dickinson.
- Beginning of cycle 2 of faculty and staff computers.
- Role out voice mail system for the campus.

Senator Magee asked Mr. Trammel to elaborate on his comments about the use of key server technology for reduction in software liscencing fees.

Mr. Trammel stated that the key server technology would enable OIT to better track software usage which could result in significant savings by reducing the number of licenses needed for software such as MS Office, Autocad, or SPS.

Senator Crone-Todd then asked about the projected savings that could be realized by using the key server technology. Mr. Trammel stated that it was hard to project since there will be some consultation between administration and faculty on number of licenses required and the number that is actually purchased.

Senator Hebert inquired about what happens if all of the licenses for a particular application are being used. Mr. Trammel responded that the user would receive a message saying that the application was not available. Senator Hebert then asked if there was any way to monitor usage to prevent one user from monopolizing a particular application. Mr. Trammel replied that the system would monitor amount of time a particular application was being utilized by a licensee and that safeguards could be placed so that one person could not hoard a particular application.

Senator Clark asked about the timing of implementing the key server technology. Mr. Trammel replied that the technology would need to be purchased first.

Senator Bonta asked Mr. Trammel if the University was locked into purchasing Gateway computers. Mr. Trammel answered that the University was not required to purchase Gateway computers but for price and support, Gateway was the best choice at this time.

Senator Magee then remarked that he liked the new University web page. Mr. Trammel replied that the University Web oversight committee and Collegis had worked very hard on the new Web page for DSU.

Without any further questions from the Senate, Mr. Trammel yielded the floor back to Chair Allen.

#### V. Chair's Report:

University Cabinet: Chair Allen reported that at Cabinet an update of the IHL organizational chart had been presented. Also, IHL had named Tom Meredith as the new Commissioner. Finally, a list of recommendations for proposed renovations was presented with the science building being the top priority.

Academic Council: Chair Allen reported that the DSU catalog is now online. Additionally, a Faculty technology Institute has been established on campus. Chair Allen reported that changes to the tenure and promotions policy were discussed and that the plagiarism policy had been revised. The Academic Council also began to assess how credit hour production will be calculated. Chair Allen reported on items that had been brought forward at both Academic Council and at the University Cabinet meeting.

Staff Committee.

Beverly Lindsey, Executive Secretary of Staff Council, presented the Staff Council report. The Staff Council officers for 2005 -2206 are: Elsie Lynn Ervin - Chair, Emily Weaver- Chair Elect, Vicki Fioranelli - Past Chair, and Tyrone Jackson - Ombudsman.

The issues that Staff Council will be focusing on this year are: (1) Increase in staff salary, (2) Define DSU family atmosphere, (3) Programs to motivate workers, and (4) increased sharing of information among staff and faculty.

-

#### VI. Committee Reports.

Senator Magee, Chair of the Committee on Committees, presented a handout with the assignment of DSU faculty members to the various University Standing Committees. Senator Magee noted that some of the names on the list were those of individuals no longer employed by DSU. Also, Senator Magee noted that there were 5 students listed as members of the Student Publications committee and that there should only be 4 student members. Senator Boeschert motioned that the lists be forwarded on to the Provost. Senator Magee seconded the motion. The motioned past with Senator Hebert abstaining.

Senator Crone-Todd reported that the Graduate Academic Council had met. At this meeting SACS accreditation guidelines were discussed. Senator Crone-Todd also mentioned that the credentials of the full and part time faculty who teach graduate level courses are being gathered.

#### VII. Old Business.

Chair Allen asked if there were any comments regarding the proposed changes to the tenure and promotions policy. With no comments, the Senate moved on to discuss New Business.

#### VIII. New Business.

In new business, the Senate considered changes to the Senate's meeting schedule for October and December. The proposed meeting dates were October 6th and December . Senator Bahr motioned that the dates be changed as proposed and Senator Hebert seconded the motion. The motion passed without objection.

Also, Chair Allen passed out a list of the Faculty Senate Committees and their respective members. She asked that the committees meet and elect a Chairperson by September 28th and report this information to the chair.

With no further business before it, the Senate adjourned at 4:45 P.M.

Keith J. Hughes, Ph.D.  
Associate Professor of Biology  
Delta State University

DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
MINUTES

October 6, 2005

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Julie Clark	David Hebert	Joi Phillips
Cheryl Cummins	Ed Bahr	Mark Bonta
Margaret Tullos	Greg Hospodor (Proxy)	Jeff Duguay
Ky Johnston	Renelda Owen	Jim Brown
Darlene Crone-Todd	Jenetta Waddell	Larry Magee

I. Call to Order. Chair Allen called the meeting to order at 3: 32 P.M.

II. Approval of October 2005 Agenda. The October 2005 agenda was passed by unanimous consent.

III. Staff Council Report. Emily Weaver, Chair Elect of Staff Council, reported that Staff Council had met and had organized a number of committees to examine topics of concern to DSU Staff. She noted that Staff Council was ready for a fun filled and productive year.

IV. Presentation by Dr. John Thornell, Provost - Delta State University. At the request of the Faculty Senate Chair, Dr. Thornell met with the Senate to speak about the scholarship component of the Tenure and Promotions Policy at Delta State University. Dr. Thornell stated that the establishment of an Annual Report of Scholarship Commitments for Tenure and Promotion form would help to alleviate the ambiguity about what constitutes scholarly activity by a faculty member. Dr. Thornell stated that each faculty member would set their own scholarship goals and the annual progress towards achieving these goals would indicate a faculty members scholarly progress. Dr. Thornell, at the request of the Senate, added two additional weeks to the comment period for the faculty. He also stated that he would like to have the "win-win" policy in place by Nov. 1 so that faculty members affected by this policy could begin to produce their list of scholarship goals for the 2005-2006 academic year.

V. Approval of September 2005 Minutes. Senator Clark motioned that the September 2005 minutes be approved with minor editorial revision. The motion was seconded by Senator Crone-Todd. The motion was passed by the Senate.

VI. Chair's Report. Chair Allen reported that University Cabinet was updated on the "Year of Cleveland" festivities that will be occurring during the 2005 -2006 year. Also, the University Cabinet was informed that the budget has been postponed due to the special legislative session that was held in response to Hurricane Katrina and its impacts on the state budget.

Chair Allen reported that Academic council discusses the guidelines for tenure and promotion as they are written in the faculty handbook, including discussion of Dr. Thornell's Annual Report of Scholarship Commitments for Tenure and Promotion form.

VII. Committee Reports.

Committee on Elections. Senator Crone-Todd, Chair of Committee on Elections, reported that the committee had received information on how the upcoming elections should proceed.

Committee on Finance. Senator Hughes, Chair of the Committee on Finance, reported that the committee on finance had met and felt that the faculty need to have a voice during the development of the 2006 - 2007 DSU budget. A motion calling for faculty involvement in the budget decision making process will be put forward at the next Senate meeting.

VIII. Old Business. No comments regarding the proposed changes to the tenure and promotion policy were made. Chair Allen reminded the Senate that Dr. Thornell had extended the deadline for comment to October 21 and that any comments should be sent to Dr. Thornell.

IX. New Business. There were several items of new business that were discussed.

- Chair Allen informed the Senate that she would be putting forward a motion to amend the Faculty Senate by-laws to rectify the lack of representation that occurs when a department with a single senator is elected to be Chair. Her motion would allow for the filling of positions with a representative from that department.

- Some issues concerning the bookstore were brought to the Senate's attention. Senator Hughes motioned that the Director of the Bookstore be invited to the next Senate meeting to address these issues. Senator Crone-Todd seconded the motion. The motion passed unanimously.

- The lack of a Faculty Room in the Union was discussed. Senator Hebert motioned that this matter be deferred to the University Services Commission and that a report be given at the next Senate meeting. Senator Crone-Todd seconded the motion. The motion passed without any objection.

- Several Senators spoke to the proposed utilization of key server software to assist in determining the number of software licenses that DSU needs to purchase. Senator Hughes motioned that an ad hoc committee composed of Senators Bonta, Magee, Hebert, and Clark bring these concerns to Glenn Trammel, OIT Director. Senator Clark seconded the motion. The motion passed without objection.

- Chair Allen stated that she would bring to Academic Council the concerns of the Senate regarding the conflict between the Annual Retirement reception and senior musical recitals.

- Chair Allen also said that there was no report at this time about the paper recycling program at DSU.

With no further business to consider, the Senate adjourned at 5:00 P.M.



DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
November 11, 2005

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
David Hebert	Joi Phillips	Cheryl Cummins
Ed Bahr	Jeff Duguay	Tom Boschert
Ky Johnston	Renelda Owen	Julie Campbell
Jenetta Waddell	Julia Hobby	

I. Call to Order. Chair Allen called the meeting to order at 3:50 P.M.

II. Approval of November 2005 Agenda. The November 2005 agenda was passed by unanimous consent.

III. Presentation by Griffin Hites and Michele Adams of the DSU Bookstore.

Griffin Hites and Michele Adams of the DSU bookstore addressed the Senate about the book ordering, book availability and book purchasing policies of the bookstore. Ms. Adams apologized for the problems that the bookstore had at the beginning of the semester due to her short period of tie with Follette and her on the job training. When asked about the number of textbooks that are purchased for a course, Mr. Hite and Ms. Adams stated that 100% of the requested textbooks are not ordered. Rather, past history of book sales, age of book, and competition all play a role in the number of books that are ordered for each course. Ms. Adams and Mr. Hite informed the Senate that when there is a shortage of books, the bookstore tries to order the additional requested copies as soon as possible and that the average turnaround time is 3-4 days. The Senate was also informed that a student who receives financial aid can have money put to their Okra Card so that they can purchase books even though the student has not received their financial aid at the time of the book purchase.

IV. Approval of October 2005 Minutes. Senator Bahr motioned that the recommendation from a Senate visitor to Dr. Thornell that examples of portfolios with acceptable scholarship be provided for the faculty be included in the October 2005 minutes. Senator Duguay seconded the motion and the motion passed unanimously. Senator Brister then motioned that the minutes be accepted with the motioned revision. Senator Bahr seconded the motion. The minutes were approved unanimously.

V. Chair's Report. Chair Allen reported that University Cabinet discussed the opening of a Mississippi Delta Community College campus in Merigold. President Hilpert plans to meet with Dr. Larry Bailey, President of MDCC, and it was reported to be said that, "MDCC will have a building in Merigold." This issue will be presented to Dr. Tom Meredith, Commissioner of IHL, when he visits the campus.

The 2nd annual Delta health Expo was held and over 500 individuals took part in this activity.

The Okra Card is now being accepted off campus and Dr. Moorhead had sent faculty and staff a \$2.00 off coupon so that they could visit the renovated cafeteria.

Chair Allen reported that Academic council had approved a GIS course for inclusion in the general education curriculum. She also reported that the winter faculty technology institute would be held in January. Also discussed at academic council were concerns about the proposed changes to the funding formula used by IHL to determine the DSU budget.

#### VI. Committee Reports.

University Services Committee. Senator Jeff Duguay reported that he had been elected as chair of this committee.

#### VII. Old Business. Several items of old business were discussed.

- Academic Council was going to incorporate the "win-win" scholarship aims policy into the tenure and promotion policies that are in the faculty handbook.
- Senator Brister reported that she had spoken to Dr. Blansett about the faculty dining room in the Union. Dr. Blansett has set aside a room on the 2nd floor of the Union, West Lobby for use as the faculty dining room.
- The ad hoc committee on software licensing had not met with Glenn Trammel, Director of OIT.
- The date for the annual retirement reception is set by human resources. Dr. Moorhead stated that a better job of coordinating the retirement reception and other campus activities would be undertaken.
- Chair Allen reported that she had not spoken to Paul Lindsey about the paper recycling program at Delta State University.

#### VIII. New Business. Several items of new interest were discussed.

- Chair Allen spoke to Kay Stricklin about the grant advertisements that are sent to the faculty and staff. Ms. Stricklin informed Chair Allen that she forwards the grant advertisements to the appropriate departments and that the faculty IS NOT required to apply for any of the forwarded grants; rather, the Office of Sponsored Research is acting as a clearinghouse for this information.
- Chair Allen talked to Bevaline Black, Director of the O.W. Reilly Health Center about the reduced hours and services that are provided to the university. Ms. Black informed Chair Allen that the staff of the Health Center can not provide the services as they have in the past due to the budgetary problems facing the Health Center.
- Chair Allen stated that she would inquire as to when the faculty/staff directory for 2005-2006 would be available.
- The Senate voted to change the January, April and May meeting dates to January 19, April 6, and May 4, 2006.

With no further business to consider, the Senate adjourned at 4:15 P.M.



**DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
December 1, 2005**

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Darlene Crone-Todd	Joi Phillips	Cheryl Cummins
Ed Bahr	Jeff Duguay	Tom Boschert
Larry Magee	Renelda Owen	Julie Clark
Marilyn Schultz		

I. Call to Order. Chair Allen called the meeting to order at 3:37 P.M.

II. Approval of December 2005 Agenda. Senator Crone-Todd motioned that the agenda be approved as presented. Senator Duguay seconded the motion. The December 2005 agenda was passed unanimously.

III. Approval of November 2005 Minutes. Senator Boschert motioned that the November 2005 minutes be approved with minor editorial changes. Senator Crone-Todd seconded the motion. The motion to approve the November 2005 minutes was passed.

IV. Chair's Report. Chair Allen reported that University Cabinet discussed a number of campus related events that were occurring during the month of December. Also discussed was the offering of a small business course at the Greenville Higher Education Center.

Chair Allen reported that Academic Council discussed the winter intercession courses that were being offered. Additionally, the winter faculty technology institute and associated events were discussed.

V. Staff Council. Emily Weaver presented the Staff Council report. She reported that Staff Council meets year round and that each month an Employee of the Month is chosen.

VI. Old Business. Several items of old business were discussed.

Chair Allen asked if there were any comments to the proposed amendment that would change Section 6 of the Senate by-laws. Senator Magee suggested that the proposed amendment be worded so that any department or division that loses a voting member in the Senate due to the election of that representative as the Faculty Chair would be able to elevate the proxy for that department or division to the vacated Senate seat. Senator Boschert motioned that the amendment be approved as put

forward by Chair Allen. Senator Crone-Todd seconded the motion. The motion was passed by a vote of 12-1 with 1 abstention.

Chair Allen reported that she had spoken to Paul Lindsey about recycling on the Delta State University campus. Mr. Lindsey informed Chair Allen that paper recycling would resume during the Spring 2006 semester.

Chair Allen informed that Senate that the Faculty Staff directories had been delivered. Senator Crone-Todd stated that faculty and staff phone numbers were still being listed in the directory despite requests not to do so. Several Senators voiced concerns over the time in getting the directories to the faculty and staff.

With no further business to consider, the Senate adjourned at 4:00 P.M.

DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
January 19, 2006

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Darlene Crone-Todd	Joi Phillips	Cheryl Cummins
Ed Bahr	Jeff Duguay	Tom Boschert
Larry Magee	Renelda Owen	Julie Clark
Margaret Tullos	David Hebert	Mark Bonta
Jim Brown	Julia Hobby	Ky Johnston
Jenetta Waddell		

I. Call to Order. Chair Allen called the meeting to order at 3:32 P.M.

II. Approval of January 2006 Agenda. Chair Allen requested that the agenda be amended to include an e-mail she received from the Faculty Senate Chair at Mississippi State University discussing the current search for a new president at Mississippi State University. The Senate agreed to this request and this item was placed in the New business section of the agenda.

III. Approval of December 2005 Minutes. Senator Boschert motioned that the December 2005 minutes be approved. Senator Bahr seconded the motion. The motion to approve the December 2005 minutes was passed.

IV. Chair's Report. Chair Allen reported that University Cabinet had discussed the renovation of buildings on campus and when these renovations were scheduled. Also discussed was a request from the IHL for best practices used by universities in the areas of education, technology, and administration.

Chair Allen reported that Academic Council would meet next week.

V. Staff Council. Emily Weaver reported that Staff Council had decided to participate in the MS walk as part of Staff Council's Year of Cleveland activities.

VI. Committee on Elections. Senator Crone-Todd asked the Senate to make sure that the roster of faculty eligible to serve as Senators/Proxies for each department or division was correct. Any changes should be forwarded to Senator Crone-Todd.

VII. Old Business. Senator Clark reported that she had met with Glenn Trammel regarding the issue of site licenses and key server software usage. Senator Clark reported that Mr. Trammel stated that none of the Microsoft Office applications were being considered for monitoring by the key server software at this time.

Chair Allen turned the floor over to Dr. Bill Hays, Professor of English, for comments regarding the proposed amendment to Section 6 of the Senate by-laws. Dr. Hays provided some historical insight into how

the framers of the by-laws determined proportional representation by departments or divisions. Dr. Hays noted that the proposed amendment would unravel the process of proportionality that the framers had worked so hard to achieve. Senator Tullos motioned that Dr. Hays supply his remarks to the Chair for dissemination to the faculty so that his concerns could be considered before a faculty member cast their vote for or against the amendment. Senator Duguay seconded the motion. The Senate agreed to the motion. Senator Hebert motioned that the voting on the amendment to Section 6 of the Senate by-laws be suspended until the end of March. Senator Magee seconded the motion. The Senate passed the motion unanimously.

VIII. New Business. A faculty member requested that the Senate discuss the amount of time given to faculty to calculate and turn in final grades. This faculty member suggested that at least one business day be given to the faculty to complete these tasks. Senator Hebert motioned that the Chair invite the registrar to the next Senate meeting to discuss this matter. Senator Boschert seconded the motion. The motion was carried.

Chair Allen relayed to the Senate an e-mail she received from the Faculty Senate President at Mississippi State University decrying the secret nature of the MSU Presidential Search. Senator Clark motioned that the Chair forward to the Senate the correspondence which she had received before the Senate takes action on this issue. Senator Crone-Todd seconded the motion. The motion passed.

With no further business to consider, the Senate adjourned at 5:00 P.M.

DELTA STATE FACULTY SENATE MINUTES - 01/19/2006

DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
February 9, 2006

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Darlene Crone-Todd	Joi Phillips	Cheryl Cummins
Ed Bahr	Jeff Duguay	Tom Boschert
Larry Magee	Renelda Owen	Julie Clark
Ky Johnston	David Hebert	Tommy Taylor
Alinda Sledge	Mark Bonta	

I. Call to Order. Chair Allen called the meeting to order at 3:33 P.M.

II. Approval of February 2006 Agenda. Senator Boschert motioned that the agenda be approved as presented. Senator Crone-Todd seconded the motion. The February 2006 agenda was passed unanimously.

III. Approval of January 2006 Minutes. The January 2006 minutes were approved by unanimous consent.

IV. Presentation by Jeff Slagell. Jeff Slagell, Interim Director of the Roberts-LaForge Library at Delta State University, presented to the Senate remarks concerning the purchase of computer software that can be used to detect plagiarism. Mr. Slagell asked that the Senate pass a resolution in support of the purchase of the TurnItIn Software which could be presented to the University Cabinet at their next meeting. Senator Crone-Todd put forward the motion that the Faculty Senate was in support of purchasing the TurnItIn software. Senator Owen seconded the motion. The motion was passed unanimously.

V. Presentation by John Elliott. John Elliott, Registrar of Delta State University, presented remarks regarding the turning in of grades at the end of the semester. Mr. Elliott remarked that the end of the semester is a busy time for his office and that the quicker faculty can calculate and post final grades the quicker his office can perform their necessary reports. Mr. Elliott reported to



the Senate that he would extend the deadline for turning in final grades to noon of the Monday following finals week.

VI. Chair's Report. Chair Allen reported that Academic Council was informed of this year's faculty prize winners for teaching, service, and research. The winner's of these awards will be made public at the February DSU Foundation Board meeting. Chair Allen reported that University Cabinet discussed the compilation of best practices at DSU to be submitted to IHL.

VII. Staff Council. No Staff council report was presented.

VIII. Committee Reports. Senator Crone-Todd reported that the Committee on Elections was in the process of sending out requests to the faculty to have their names removed from the 2006 ballots if they are not interested in serving as a Senator. Senator Crone-Todd reported that the voting for the 2006-2007 terms would be in March.

IX. Old Business. Senator Crone-Todd proposed that the Chair announce to the Senate whenever members of the media are present. Senator Hughes seconded the motion. The motion passed.

Senator Owen made a motion that the Senate reconsider the vote on the proposed amendment to Section 6 of the Senate by-laws. Senator Duguay seconded the motion. The motion passed. Following Senators comments about the necessity of the proposed amendment, Senator Magee motioned that the Senate rescind the proposed amendment to the by-laws. Senator Owen seconded the motion. The motion was voted on and was carried by a 14 - 1 vote.

X. New Business. Senator Hughes presented the concerns of one of his colleagues regarding international students to the Senate. No action was taken by the Senate on this matter.

With no further business to consider, the Senate adjourned at 4:00 P.M.

**DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
March 9, 2006**

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Darlene Crone-Todd	Joi Phillips	Cheryl Cummins
Ed Bahr	Jeff Duguay	Tom Boschert
Larry Magee	Renelda Owen	Julie Clark
Jenetta Waddell	David Hebert	Tommy Taylor
Marilyn Schultz	Mark Bonta	

I. Call to Order. Chair Allen called the meeting to order at 3:36 P.M.

II. Approval of March 2006 Agenda. Chair Allen requested that the Senate allow her to reorder the agenda. The request was granted without objection.

III. Approval of February 2006 Minutes. The February 2006 minutes were approved by unanimous consent.

IV. Staff Council. Emily Weaver reported that Staff Council was preparing for Staff development Day on May 25th. Ms. Weaver also noted that faculty can come to the monthly Staff Birthday party hosted by Staff Council.

V. Chair's Report. Chair Allen informed the Senate that University Cabinet had reviewed the proposals for the Bryce Griffis Funds. Also discussed at Cabinet was a review of the Congressional Fellows program and ways to increase the family atmosphere at Delta State University.

Chair Allen reported that the TurnITIn plagiarism software was discussed at Academic Council and that funds for the purchase of this software were approved. Also discussed at Academic Council were the schedules for the NCAA basketball tournament, a review of the ROMEA conference, merit pay, curriculum changes and evaluations of the administration.

VI. Committee Reports. Senator Crone - Todd communicated to the Senate that the Committee on Elections would be sending out the ballots for the 2006- 2007 Senate elections. Senator Crone-Todd also notified the Senate that her spot on the Graduate Council would need to be filled for the upcoming academic year.

VII. Address of the Senate by Dr. John Thornell, Provost of Delta State University. Dr. Thornell spoke to the Senate about the implementation of a merit based pay raise. Dr. Thornell stated that this is a mandate of the new IHL Commissioner. According to Dr. Thornell, each department will be asked to develop a list of criteria that exemplify meritorious service. These criteria, when met, would enable a faculty member to receive a pay raise when given by the Legislature.

Another issue discussed by Dr. Thornell was the student evaluation document that was sent to the faculty. Dr. Thornell stated that the evaluations will not replace departmental evaluations but the university wide assessment tool is necessary for the evaluation of teaching effectiveness. Dr. Thornell suggested that the university wide evaluation could be included as evidence of teaching excellence in a faculty member's portfolio.

VIII. New Business. Chair Allen asked for the Senate's comments regarding the draft student evaluation documents that had been sent to the faculty. She announced to the Senate that the comments would be brought forward at the next Academic Council meeting.

With no further business to consider, the Senate adjourned at 5:00 P.M.

DELTA STATE UNIVERSITY  
FACULTY SENATE MEETING  
April 6, 2006

SENATORS PRESENT:

Gloria Brister	Debbie Allen	Keith Hughes
Darlene Crone-Todd	Jeff Slagell	Cheryl Cummins
Ed Bahr	Jeff Duguay	Tom Boschert
Ky Johnston	Renelda Owen	Julie Clark
Darry Hardy	David Hebert	Margaret Tullos
Marilyn Schultz	Mark Bonta	Duke Barnes

I. Call to Order. Past Chair Clark called the meeting to order at 3:30 P.M.

II. Comments from Dr. John Hilpert, President, Delta State University.

Dr. Hilpert spoke to the Senate about a wide range of issues. The majority of his comments dealt with the proposed merit pay system that will be put in place for the upcoming pay raise. Dr. Hilpert conveyed to the Senate that a new funding mechanism has been established that funds universities based on credit hour production. While DSU will not see a cut in funding, Dr. Hilpert explained that the DSU budget may not increase when other state institutions have increases in their budgets. Another item of note was the high cost of utilities at DSU and the proposed tuition increase.

III. Comments by Dr. William Moorhead, Vice President for Business Affairs.

Dr. Moorhead presented to the Senate a list of building and renovation activities that are slated to begin at DSU in the near future. The top priority is the renovation of the Caylor-White-Walters Science building. The renovation of Kethley Hall is set to begin this summer along with a street resurfacing program. A number of projects that have been completed this year are: Court of Governors dormitories, resurfacing of roofs, ADA improvements across campus, and completion of the Family and Consumer Science kitchen.

IV. Comments by Dr. Paul Starkey, Dean of Graduate and Continuing Studies. Dr. Starkey discussed with the Senate the newly devised survey instrument that will be used to evaluate teaching by the students. The results of the surveys will be collected and distributed to the Chairs for discussion with faculty. Also, the results of the surveys can be used to support claims of teaching effectiveness by the faculty. Dr. Starkey communicated to the Senate that the results of the surveys could be used by department chairs in the determination of merit pay raises.

V. Approval of the March 2006 minutes. Senator Bahr asked that the recommendations by the Senate that were made about the student evaluation form be added to the minutes.

Senator Boschert motioned that the minutes be approved with the inclusion of said recommendations. Senator Hebert seconded the motion. The minutes were approved.

VI. Staff Council. Emily Weaver reported that DSU Staff picnic was set for April 25th. Also, a book scholarship had been established by Staff Council. Finally, Ms. Weaver urged the faculty to attend the annual Faculty/Staff birthday party on April 10th by Staff Council.

VII. Chair's Report. Past Chair Clark presented the Chair's report. A number of items had been discussed at the Cabinet and at Academic Council. These issues were merit pay system, funding formula of IHL, a review of the faculty merit pay forms, a discussion of the Academic Excellence Conference, limiting instructor overloads, and review of applications for the Kosan Award.

VIII. Committee Reports. Senator Hebert informed the Senate that Graduate Academic Council had reviewed applications for the Jack Kent Cooke scholarship. Senator Hebert also noted that some chairs are not submitting names of graduate faculty in time for approval by the graduate academic council.

IX. New Business. Past Chair Clark relayed to the Senate that the Faculty Handbook was being reviewed by attorneys. She also asked the Senate for nominees to the officer positions of the Senate.

With no further business to consider, the Senate adjourned at 5:00 P.M.

Delta State University  
Faculty Senate Emergency Meeting  
April 28, 2006

**Senators Present:**

Jim Brown	Gregory Hospodor	David Hebert
Darry Hardy	Duke Barnes	Ed Bahr
Jeff Duguay	Renelda Owen	Debbie Allen
Cheryl Cummins	Marilyn Schultz	Mark Bonta
Jenetta Waddell	Joi Phillips	
Tommy Taylor	Larry Magee	

1. Chair Allen called the meeting to order at 12:05 PM.
2. Chair Allen recognized Robert Smith, member of the press reporting for *The Cleveland News Leader* newspaper.
3. The floor was opened to discuss the recommendation from Faculty Senate about the merit evaluation process.
  - a. Senator Schultz motioned that the peer review process be eliminated from the merit pay evaluation. Senator Hardy seconded. Motion passed unanimously.
  - b. Senator Hospodor moved to amend #3 to read, "...This committee should consist of no less than one-half faculty." Senator Hardy seconded.
  - c. Senator Herbert motioned to accept #3 as amended. Senator Duguay seconded. Motion passed unanimously.
  - d. Senator Magee motioned that the deadline be extended to Monday, May 8, 2006 for faculty activity reports to be received by Chairs. Senator Taylor seconded. Motion passed unanimously.
  - e. Senator Hardy motioned that the recommendation from Faculty Senate be accepted (see below). Senator Brown seconded. Motion passed.

The Faculty Senate resolves that the merit evaluation process is flawed. We, the Senate, recommend three proposals to remedy these and future issues.

- 1) The deadline be extended to Monday, May 8, 2006 for faculty activity reports to be received by Chair.
  - 2) The peer review process is problematic, and therefore should be eliminated.
  - 3) That a committee be formed, beginning in Fall 2006, to produce a fair and equitable merit process that should be included in the policy and procedure and/or faculty handbook. This committee should consist of no less than one-half faculty.
4. Meeting adjourned at 1:00 PM.

DATE: April 28, 2006

TO: Dr. John Hilpert  
Dr. John Thornell

FROM: Debbie Allen  
Faculty Senate Chair

RE: Faculty Senate Recommendations

The Faculty Senate resolves that the merit evaluation process is flawed. We, the Senate, recommend three proposals to remedy these and future issues.

- 1) The deadline shall be extended to May 8, 2006 for faculty activity reports to be presented to their chairs.
- 2) That the peer review process is problematic and therefore, should be eliminated.
- 3) That a committee be formed, beginning in Fall 2006, to produce a fair and equitable merit process that should be included in the policy and procedure manual and/or faculty handbook. This committee should consist of no less than one-half faculty.

**Proposed Policy on Merit Pay for Faculty  
Delta State University  
DRAFT**

I. Purpose and Distribution

The purpose of this policy is to provide an objective merit review process that will serve as a basis for annual merit pay increases.

- A. Merit dollars will be transmitted from the Provost to the Deans and Director of Library Services as a percent of total salary budget when available.
- B. Deans and Director of Library Services will distribute funds to departments, but may retain a small percentage of salary money to address equity issues.

II. Departments

- A. The Chair has the authority and responsibility to determine merit increases with the approval of the Dean. However, the Chair will be required to follow certain procedures as outlined below.
- B. Each unit shall develop an objective merit pay distribution plan which will be reviewed by the Dean and Provost for consistency with University policy. The plan shall include a mechanism for faculty review and should include procedures for evaluation that meet the following criteria:
  - a. The review procedure should evaluate and give significant recognition to contributions in teaching, scholarship, service, creative activity, and professional competency.
  - b. The evaluation should reflect performance over the current academic year.
  - c. Merit pay should generally be distributed in dollar increments rather than as a percentage of salary.
  - d. The Chair shall report to the Dean his or her final salary recommendations.
  - e. Each faculty member shall be informed by the Dean of the amount of the raise that was ascribed to merit. Faculty may request a meeting with the Dean to receive an explanation of the merit pay decision.

III. Implementation and Review

- A. Each academic unit will have a merit pay plan on file in the Dean's office. Notice of approval shall be given to the originating unit and a copy of the approved plan shall be transmitted to the Office of Academic Affairs.
- B. All unit plans will be subject to the applicable policies of the Board of Trustees, State Institutions of Higher Learning.



1 DELTA STATE UNIVERSITY POLICIES AND  
2 PROCEDURES FOR PROMOTION FOR TEACHING  
3 FACULTY

4 ACADEMIC RANKS

5 Delta State University faculty appointments are at the ranks of Professor, Associate Professor,  
6 Assistant Professor, and Instructor. Minimum standards for these ranks are given below:

7 Instructor: A Master's degree in the appropriate field.

8 Assistant Professor: A terminal degree in the appropriate field and potential for  
9 achievement in teaching, scholarship, and service.

10 Associate Professor: (1) Seven years of university teaching experience, at least three of  
11 which must be at the rank of Assistant Professor. (2) Evidence of effectiveness in  
12 teaching. (3) Evidence of scholarship or creative activities. (4) Evidence of  
13 professional, university, and community service.

14 Professor: (1) Twelve years of university teaching experience, at least five of which  
15 must be at the rank of Associate Professor. (2) Evidence of sustained effectiveness in  
16 teaching. (3) Evidence of substantial accomplishment in scholarship or creative  
17 activities which has led to recognition in professional circles at the regional or national  
18 level. (4) Evidence of leadership in the form of service to the community, the  
19 profession, and the university.

20 **CRITERIA FOR AWARDED PROMOTION**

21 Decisions in favor of awarding promotion are made in recognition of accomplishments in

1 response to the following criteria: teaching, scholarship, and service, as well as the appropriate  
2 academic background for a tenure appointment. Each of the criteria is defined below.

### 3 **TEACHING DEFINED**

4 Delta State University is primarily a teaching institution. Therefore, effective teaching and efforts  
5 to support an environment where teaching and learning are nurtured are considered essential  
6 requirements for consideration for promotion. Effective teachers demonstrate qualities which  
7 may include the following: high academic standards, concern for learning, a thorough  
8 knowledge of the subject, good organization of subject matter and course syllabi, incorporation  
9 of research in instructional settings, excellent communication skills, respect toward students,  
10 fairness in examinations and grading, and willingness to experiment with new teaching methods.  
11 Contributions to the teaching, learning, and academic support environment include, but are not  
12 limited to, developing and implementing new courses and programs, developing instructional  
13 materials, using new technologies and methodologies for accessing information, and  
14 incorporating new strategies for enhancing student learning.

### 15 **SCHOLARSHIP DEFINED**

16 Delta State University recognizes the important contributions that scholarship makes in the  
17 advancement of a profession or discipline and as an important component of the  
18 teaching/learning process. Scholarly inquiry and learning vary by discipline and are reflected in,  
19 but are not limited to, the following: dissemination of research and scholarly findings through  
20 books, journal articles, monographs, and presentations at professional meetings; presentation of  
21 creative achievements through exhibitions, performances, and publications; development of new  
22 research methodologies; grants or contracts which support scholarly and creative activity;

1 honors and awards for significant scholarly and creative activity, and participation as an editor  
2 and/or referee in support of scholarly and creative publications.

### 3 **SERVICE DEFINED**

4 Delta State recognizes the importance of service as a part of its mission. The service  
5 component is based on performance in three areas: service to the faculty member's academic  
6 profession, service to the University, and public service to the community which is related to the  
7 faculty member's academic discipline. Evaluation shall be based on all three areas although it is  
8 realized that differences in emphasis may exist, depending on the academic discipline.

### 9 **DEPARTMENT/DIVISION TENURE AND PROMOTION**

#### 10 **COMMITTEE**

11 Each academic department/division in the University shall have a standing tenure and promotion  
12 committee. This Committee shall consist of at least three persons. All of the tenured faculty  
13 members of the department/division, excluding the department/division chair, shall serve on the  
14 Committee. If there are not sufficient tenured faculty members within the division/department to  
15 meet this criterion, the tenured faculty, in consultation with the department/division chair, shall  
16 appoint tenured faculty to the Committee to meet the required criterion of at least three persons.

17 The Committee members shall come from tenured faculty within the same college or school or  
18 from tenured faculty in the same discipline outside the University. Candidates for promotion  
19 shall receive notification of the non-departmental appointees to the Committee reviewing their  
20 application prior to the initiation of their review for promotion. Any concerns of the candidate  
21 regarding non-departmental appointees shall be forwarded to the Chair of the University  
22 Tenure and Promotion Committee. The non-departmental members selected shall have

1 approval of the University Tenure and Promotion Committee. The department/division tenure  
2 and promotion committee shall have the responsibility for reviewing portfolios of candidates for  
3 promotion and making recommendations, with reasons, as to whether promotion should be  
4 granted. The committee shall also be responsible, with assistance from the department/division  
5 chair and tenure-track faculty, for recommending promotion procedures and for recommending  
6 guidelines for the portfolio to be used by candidates from that department/division for  
7 promotion or tenure consideration.

## 8 **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

9 The University shall have a standing tenure and promotion committee. This Committee shall  
10 consist of eleven tenured faculty. The Committee shall include three persons from the College of  
11 Arts and Sciences, three from the College of Business, three from the College of Education,  
12 one from the School of Nursing and one from Library Services. No two members shall be  
13 from the same department/division. Members shall be elected by the tenured and tenure-track  
14 faculty in the college or school they represent and shall serve for staggered three-year terms.

15 The Committee Chair shall be elected by the Committee. The Committee shall serve several  
16 functions, including, but not limited to, the following: (1) to advise and consult with the Vice-  
17 President for Academic Affairs on criteria, policies, and procedures related to tenure and  
18 promotion; and (2) to review all tenure and promotion policy recommendations transmitted  
19 from department/division committees for compliance with Board, University, and  
20 department/division policies.

## 21 **TENURE AND PROMOTIONS APPEALS COMMITTEE**

22 The University shall have a standing tenure and promotions appeals committee. The Tenure and

1 Promotions Appeals Committee shall consist of three tenured faculty members at the rank of  
2 Professor. No two members of the Committee shall be from the same college or school, nor  
3 shall they be members of the University Tenure and Promotion Committee. The members shall  
4 be appointed by the Faculty Senate as a standing committee at the beginning of the academic  
5 year and shall serve one-year terms. Committee members shall not hear appeals from members  
6 of their academic department/division. If a member of the Committee cannot hear a particular  
7 appeal, the Faculty Senate shall appoint a temporary replacement.

## 8 **PROCEDURES**

9 **APPLICATION FOR PROMOTION.** Application for promotion will be initiated by the  
10 faculty member. When a faculty member believes that he or she has met the University and  
11 department/division criteria for promotion to the next higher rank, the faculty member shall  
12 notify the chair of the department/division tenure and promotion committee in writing of his or  
13 her desire to be considered for promotion. Application for promotion must be submitted by  
14 February 1 of the year in which the candidate wishes to be considered. Since the probationary  
15 period in a tenure-track position is seven years, and the period of service for promotion to the  
16 rank of Associate Professor is also seven years, a faculty member may apply for tenure and  
17 promotion to that rank simultaneously.

18 **PORTFOLIOS.** Faculty who are eligible for consideration for promotion shall compile and  
19 maintain a portfolio which provides evidence of their accomplishments in response to all three  
20 criteria used to make promotion decisions. These include teaching, scholarship, and service.  
21 Unless otherwise specified in the faculty member's contract, the primary emphasis among the  
22 three criteria shall be teaching. Evaluation shall be based on all three areas, although it is  
23 realized that differences in emphasis may exist, depending on the academic discipline and the

1 nature of the faculty member's assignment. Ultimately, the portfolio must demonstrate an  
2 excellent record of faculty productivity, through performance on the three criteria, which  
3 improves the academic quality of the University. Guidelines and suggestions for portfolios are  
4 available through the department/division chair.

5 **PORTFOLIO REVIEW.** A candidate applying for promotion must submit his/her portfolio  
6 to the chair of the department/division tenure and promotion committee for review no later than  
7 February 1 of the year in which the candidate is requesting consideration for promotion. The  
8 department/division committee for tenure and promotion shall meet and make its  
9 recommendation (with reasons) as to whether promotion should be granted to the candidate  
10 and forward this recommendation to the department/division chair by March 1. The chair shall  
11 also review the portfolio and make a recommendation (with reasons) regarding the award of  
12 promotion and shall transmit both recommendations by March 15 to the appropriate college or  
13 school dean, who shall also make a recommendation regarding promotion. If the dean's  
14 recommendation for promotion is in disagreement with the recommendation of the  
15 department/division committee, it shall be the responsibility of the dean to meet with the  
16 department/division committee to inform the members of such and provide an explanation. The  
17 recommendations from the department/division committee, the chair, and the dean shall be sent  
18 by the dean to the Chair of the University Committee on Tenure and Promotion by April 1.  
19 That Committee shall review the recommendations for compliance with Board, University, and  
20 department/division policies and procedures. In the event procedural problems are discovered,  
21 the Chair of the University Committee on Tenure and Promotion shall meet with the appropriate  
22 college or school dean to seek resolution. The recommendations of the department/division  
23 committee on tenure and promotion, the department/division chair, and the college or school

1 dean, with annotation of any unresolved procedural problems, shall be forwarded by the  
2 college or school dean to the Vice-President for Academic Affairs by April 15. The Vice-  
3 President for Academic Affairs shall forward a promotion recommendation to the President by  
4 May 1, citing any unresolved procedural concerns from the University Tenure and Promotion  
5 Committee, accompanied by the promotion recommendations of the Department/Division  
6 Tenure and Promotion Committee, the department/division chair, and the college or school  
7 dean. The recommendations for promotion submitted by the Vice-President for Academic  
8 Affairs and approved by the President shall be transmitted to the Board of Trustees for  
9 confirmation. Upon Board approval, successful candidates shall be notified in writing by the  
10 President.

11 **APPEAL.** Candidates who are not recommended for promotion shall be notified in writing by  
12 the Vice-President for Academic Affairs by May 1. Faculty members who wish to appeal must  
13 refer the case to the University Tenure and Promotions Appeals Committee by May 15. This  
14 Committee shall hold a hearing within thirty days to review the decision and submit a  
recommendation to the President who shall make a final determination and notify the candidate  
of such in writing.