I. CALL TO ORDER – Steve Madden, Chair

II. ROLL CALL – Deborah Breede, Secretary

III. APPROVAL OF MINUTES – March 4, 2015

IV. CONSENT AGENDA – attached

V. PRESIDENT, PROVOST, AND OTHER ADMINISTRATIVE REPORTS

VI. EXECUTIVE COMMITTEE REPORT

Steve Madden, Chair, to present the Executive Committee Report.

A. Administrative Actions 23-26 and 29-30 were generated and approved without stipulations from the March 4, 2015 meeting. Administrative Actions 27 and 28 were approved with stipulations as noted in red below. Refer to the March 4, 2015 Order of Business for complete details on these proposals.

AA 23: Approval of remaining items on the March 4, 2015 Consent Agenda (the proposal for a new undergraduate course, POLI 205: Introductory Statistics for the Political and Social Sciences, was removed from the consent agenda and placed under new business for discussion).

AA 24: Approval of a certificate in Sustainability.

AA 25: Approval to revise the 2015-2016 Undergraduate Catalog covering admissions requirements for international students.

AA 26: Approval to add language to the 2015-2016 Undergraduate Catalog establishing a Credit Sharing policy.

AA 27: Approval to create the Faculty Manual Review Committee as a Standing Committee. Approved with the following stipulation: “strike the Faculty Senate Recorder. The duties of the Faculty Senate Recorder are not to serve on Standing Committees”.

AA 28: Approval to accept minor revisions to the 2015-2016 Faculty Manual. Approved with the following stipulation: “see stipulation on AA-27. Revise the Faculty Manual Review Committee’s membership section according to the stipulation on AA-27”.

AA 29: Approval to accept changes to the Faculty Senate bylaws.

AA 30: Approval for POLI 205 (Introductory Statistics for the Political and Social Sciences) as new undergraduate course.
VII. COMMITTEE REPORTS

VIII. OLD BUSINESS

A. Academic Affairs Committee

This motion was postponed from the March 4, 2015 meeting.

1. Motion to approve changes to the Senior Privilege (Undergraduate Enrollment in Graduate Courses) section of the Undergraduate Catalog (moved and seconded out of committee):

Explanation: Senior Privilege is a little-used, relatively obscure process allowing undergraduates to enroll in graduate classes. It currently requires five approval signatures. The goal of this change is to make Senior Privilege enrollment (to be called Transitional Study after this proposal passes) more common and less cumbersome. This change is occurring in tandem with graduate program development where Transitional Study becomes integral to the advising process thus creating a quick and more efficient transition of our students from undergraduate to graduate studies.

2014-2015 UG catalog, page 46

Senior Privilege (Undergraduate Enrollment in Graduate Courses)

Transitional Study

Qualified undergraduate students may enroll for graduate course credit in Fall or Spring semesters only in courses numbered 500 through 699. Transitional Study involves undergraduates enrolling in graduate courses. Students who have earned a minimum of 90 credits and are within 30 credit hours of completing the requirements for the bachelor’s degree or who have an earned bachelor’s degree may be permitted to enroll in course or courses for graduate credit. The students must Students are typically expected to have a minimum grade point average of 3.0 on a 4.0 scale and be adequately prepared for graduate work in the field concerned as determined by the Graduate Program Director/Coordinator. Some programs may require supporting documents demonstrating the student is prepared for graduate study. Graduate courses available for Transitional Study are numbered 500-699. Transitional Study allows qualified undergraduates 1) to pursue advanced studies enhancing their undergraduate degree, or, 2) to begin work towards completing a graduate degree, certificate, or endorsement. Credits earned through Transitional Study can only be used to satisfy one degree, undergraduate or graduate. The application of credit, once chosen, cannot be changed.

Undergraduate students may earn graduate credit provided:
Students wishing to pursue Traditional Study must:
1. Complete and submit the Application for Prior to registering, a Non-Degree Graduate Admission to the Office of Graduate Studies. Application is completed with the Office of Admissions;

2. Complete and submit the Application for Traditional Study to the Office of Graduate Studies. For credit to be applied to an undergraduate degree this form must be signed by the student’s advisor, the Graduate Program Director/Coordinator, by the course(s) Dean and by the Director of Graduate Studies. For graduate credit only this form must be signed by the Graduate Program Director/Coordinator, the course(s) Dean and by the Director of Graduate Studies. A Senior Privilege form is obtained from the Dean of the College where the desired course is housed;

3. Limit the total credits earned under Traditional Study to 12. A Registration form for the graduate course, a copy of the student’s transcript, and a copy of the student’s undergraduate registration for the semester in which the graduate course will be taken are attached to the senior privilege form;

4. Limit the total credits (undergraduate and graduate) taken in Fall or Spring to 16; limit the total credits (undergraduate and graduate) taken in Summer I or Summer II to 9. Signatures and action taken by the student’s adviser, the Department Chair of the student’s major, the Dean, and Graduate Program Coordinator are on the senior privilege form;

5. Indicate clearly how the credits will be applied (e.g., as undergraduate, or as graduate credits). The academic course load does not exceed 16 credit hours including the proposed graduate course in the semester the graduate course is taken; and

6. The total number of graduate credits acquired through senior privilege does not exceed 12 credit hours;

7. The student must specify whether the credit earned through senior privilege will be applied towards his/her undergraduate or graduate degree. Credit can only be used to satisfy the requirements of one degree level and cannot be changed.

XI. NEW BUSINESS

A. Candidates for the Office of Ombuds

B. Presentation on the EAP program

C. Graduate Council Committee

1. **Motion to approve changes to the requirements for international students to graduate programs in the 2015-2016 Graduate Catalog (moved and seconded out of committee):**

This request is to change the graduate catalog for 2015-2016 in two ways: (a) adjust admission requirements for international students to graduate programs at Coastal Carolina University in two ways and (b) provide a clear statement about the Conditional Letter of Admission as it relates to graduate program applications:
1. Remove the requirement of the Confidential Financial Statement to complete an application for admission (and move it to requirement for visa support document issuance only) – changes shown in blue on the recommended change to graduate catalog;

2. Expand the range of qualifying documents to support English language proficiency – changes shown in yellow on the recommended change to graduate catalog; and

3. Include explicit notification in the catalog about Conditional Letter of Admission – changes shown in green on the recommended change to graduate catalog.

The current and proposed language for the graduate catalog and rationale for each change are provided in the attachment to the Order of Business titled “Motion 1_Requirements for International Students to Graduate Programs”.

D. Faculty Manual ad hoc Committee

1. **Motion for changes to the Faculty Senate bylaws requiring a three-fourths vote of the membership of the Faculty Senate:** (moved by Renee Smith and seconded by Brian Bunton):

   A. Add instructing senate in parliamentary procedure to parliamentarian’s duties. (p. 13)

2. Executive Committee of the Faculty Senate: Membership, Elections, and Duties

   d. The Parliamentarian is appointed by the Chair of the Faculty Senate from the membership of the faculty and has the following duties:

   - To maintain a familiarity with *Robert’s Rules of Order* and the Faculty Manual.
   - To assist in ensuring that parliamentary procedure is followed at senate meetings, including instructing the body on proper procedure.
   - To meet with the Executive Committee of the Faculty Senate.

B. **Add language about closed (executive) sessions.** (p. 14)

3. Meetings

   a. Regular Meetings

   ...  

   b. Closed (Executive) Sessions
Closed (or executive) sessions, which are restricted to members of the body, may be held only for the following reasons:

- Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of a member of the faculty, staff, or administration.
- Discussion of the academic standing, academic records, or discipline of a student.

Prior to commencing a closed session, the committee will vote to enter into the session, and if such vote is favorable, the presiding officer will announce the purpose of the closed session. Any formal action proposed in closed session must be voted upon in public session in order to be enacted. The definition of “closed session” is subject to changes in the Freedom of Information Act enacted by the General Assembly of the State of South Carolina.

b. c. Special Meetings

2. **Motion to accept minor changes for the 2015-2016 Faculty Manual: (moved by Renee Smith and seconded by Brian Bunton):**

A. **Restrict eligibility for distinguished service recognition to those faculty who have a minimum of ten years of continuous service.** (p. 8)

3. **Faculty Titles Conferred at Retirement or on Leave**

   To recognize a **minimum of ten years of continuous** distinguished service to the University, the Board of Trustees may confer upon faculty during their final year of service, or upon retirement, the following distinguished and/or Emeritus ranks or titles. These ranks and titles are a privilege and not a right.

B. **From pp. 10-11, delete the following text that refers to Standing Committee membership. It should not appear in the section describing Senate representation.**

   Should a new College be formed, it should elect its senators to serve in staggered terms. If a new College has no faculty who can claim that College as their administrative home, the full faculty will elect two senate representatives for that College. A College is considered to possess sufficient faculty to elect senate and regular (standing) faculty committee representatives when the Executive Committee receives a list of five (5) faculty members whose titles, duties, and administrative home reflects primary affiliation with that College. In cases where a faculty member holds a joint appointment in more than one
College, she/he must declare in writing which College serves as the administrative home for the purpose of the Faculty Senate and regular (standing) faculty committee representation. If a College/Library does not have sufficient numbers of faculty for full representation on regular (standing) faculty committees, the Dean (in consultation with the Executive Committee of the Faculty Senate) will determine which committees will have representation and at what level that representation will be. These representatives will be appointed by the Dean in consultation with the Executive Committee until the College is eligible to elect its own representatives as outlined above.

3. Motion to accept changes to II. E. Organization and Procedures of Regular Faculty (Standing) Committees for the 2015-2016 Faculty Manual: (moved by Renee Smith and seconded by Brian Bunton):

A. Change heading/name of committee category (p.15)

E. Organization and Procedures of Regular (Standing) Faculty Committees

The membership, terms of office, structure, and duties of regular (standing) faculty committees at Coastal Carolina University may be altered only by action of the faculty acting as a whole or through the Faculty Senate.

B. Changes to regular (standing) committees “Membership” (p. 16)

1. Membership

Regular (Standing) faculty committees consist of two types of faculty membership—elected members and appointed members. Elections and appointments will be in accordance with the procedures stated below (see Vacancies and Elections). Election to a faculty committee requires a plurality vote of the faculty. Administrators are eligible to be elected to serve on faculty committees under either of the following explicit conditions:

- Department Chairs/Supervisors may be elected or appointed to serve on any faculty committee with the exception of the University Promotion and Tenure Committee and the Faculty Grievance Committee.

- Administrators may be appointed as representatives of the administration for service on those faculty committees that have administrative membership.

An administrator will be defined as any faculty member who is regularly employed by the University on more than a nine-month appointment,
excluding librarians and coaches, or as any faculty member who has supervisory responsibility for faculty including decisions regarding salary, scheduling, promotion and/or tenure, overall performance evaluation, or other matters that may affect the welfare of individual faculty members.

[Moved from senate section] If a College/Library does not have sufficient numbers of faculty for full representation on regular (standing) faculty committees, the Dean (in consultation with the Executive Committee of the Faculty Senate) will determine which committees will have representation and at what level that representation will be. These representatives should be eligible to serve as elected members of the committee and will be appointed by the Dean in consultation with the Executive Committee until the College/Library is eligible to elect its own representatives as outlined above.

Students who serve on faculty committees will have voting rights on all committees except the Academic Affairs Committee. Student members must be enrolled full-time and above the rank of freshman. Students are appointed by the Student Government Association.

A faculty member may not serve on more than two regular (standing) faculty committees at one time.

C. Changes to “Vacancies” (p. 16)

2. Vacancies and Elections

Anticipated vacancies due to the expiration of terms will be filled by election in the spring semester in accordance with the guidelines described in the charge of the Nominations and Elections Committee (p. ref).

Elections require a plurality vote of the eligible faculty.

Mid-term replacements for elected members of regular (standing) faculty committees will be filled by special election; mid-term replacements for appointed members will be filled by appointment as described in the committee membership. The new member of the committee will serve the remainder of the term of the person they replaced.

D. Changes to “Terms of Service” (p. 17)

3. Terms of Service

The term of service on regular (standing) faculty committees, for both elected and appointed members, will be for three years except where noted. Members are expected to serve the entirety of their terms except in rare instances and for special circumstances. Student representatives will serve
one-year terms. When a new committee is established, the terms are staggered to allow for a regular pattern of rotation.

Committee members elected or appointed prior to the beginning of the term to be served during the next academic year begin their term of service on the first day of classes of the new academic year following their election or appointment. Committee members elected or appointed after the beginning of the new academic term begin their service immediately.

The specified term of service (one year, two years, or three years) ends on the first day of classes of the new academic year.

E. Changes to “Meetings” (p. 17)

4. Meetings

Every regular (standing) faculty committee meets at least four times during the academic year, except for University Promotion and Tenure and Faculty Grievance, which will meet at least once each year. Meetings of these committees are open to faculty, administrators, staff, students, and the general public. Closed sessions, which are restricted to members of the committee, may be held only for the following reasons:

- Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of a member of the faculty, staff, or administration.

- Discussion of the academic standing, academic records, or discipline of a student.

Prior to commencing a closed session, the committee will vote to enter into the session, and if such vote is favorable, the presiding officer will announce the purpose of the closed session. Any formal action proposed in closed session must be voted upon in public session in order to be enacted. The definition of "closed session" is subject to changes in the Freedom of Information Act enacted by the General Assembly of the State of South Carolina.

F. Changes to “Committee Chair Responsibilities” (p. 17)

6. Committee Chair Responsibilities

Unless stated otherwise below, the Chair is elected from among the voting members who have completed one or more years of service or who have served a previous term on the committee. The election of the Chair takes
place no later than September 30. The term of the chair is one year. No person may serve more than two consecutive terms as Chair.

At the start of the term, the chair will confirm membership with each committee member, verify the accuracy of the roster, and report it to the chair of Nominations and Elections and the Vice Chair of the Faculty Senate. The chair will review the previous year’s annual report and direct the membership to the relevant policies and procedures for conducting the committee’s business.

The Chair conveys reports and brings recommendations made by the committee to the Faculty Senate.

At the end of each academic year, the Chair presents a written report to the senate summarizing the committee’s yearly activities, unfinished business, and recommendations for future business. The Chair is responsible for publishing dates and locations of all meetings (including the meeting agenda) no later than 24 hours prior to the meeting as per University policy, for forwarding all committee minutes to the Vice Chair of the Faculty Senate once approved by committee, and for filing the annual report by the end of the academic year.

In cases where the workload of a committee is excessive, the committee will elect a vice Chair who will perform strictly defined duties for that academic year. The Executive Committee of the Faculty Senate will be informed of such an election and provided with information concerning the duties of the Vice Chair. If the increased workload is not of a temporary nature, the committee will vote to change the charge of the committee in the Faculty Manual to include a Vice Chair, stipulating which duties the Vice Chair will be responsible for. Such changes will be submitted to the Faculty Manual Review Committee for review, then the Faculty Senate for approval. In no case will a committee elect co-chairs.

4. **Motion to accept changes to the Nominations and Elections Committee’s membership and purpose for the 2015-2016 Faculty Manual:** (moved by Renee Smith and seconded by Brian Bunton):

12. Nominations and Elections

Membership: Three elected from the faculty at large.

Purpose: This committee solicits and approves nominations to regular (standing) faculty committees presents a slate of at large nominations to the faculty at least one week in advance of the final faculty meeting of the academic year. This committee is responsible for supervising the elections at
this meeting, and in the event that new committees are formed, for convening their first meetings of the following year. This committee also notifies the Colleges and Library of all outgoing members of the Faculty Senate and regular (standing) faculty committees in March so that elections can be held by the end of April.

Purpose: This committee (1) notifies the Colleges/Library of all outgoing members of the Faculty Senate and standing faculty committees in March; (2) coordinates and approves nominations to standing faculty committees and the Faculty Senate at least one week prior to the elections to be held in the Colleges/Library; (3) presents at-large nominations to the faculty at least one week prior to elections; (4) coordinates and supervises elections to standing committees and the Faculty Senate such that they will be completed by April 30 each year; (5) coordinates any special elections for vacancies on Faculty Senate and standing faculty committees; (6) convenes the first meeting of any newly created committee and oversees their election of a chair; and (7) coordinates with the Vice Chair of the Faculty Senate and the Senate Recorder to maintain current rosters for the Faculty Senate and the standing faculty committees.

5. Motion to accept changes to IV. Faculty Responsibilities and Rights for the 2015-2016 Faculty Manual: (moved by Renee Smith and seconded by Brian Bunton):

A. Changes to “Classroom Procedures” (pp. 28-29)

A. Faculty Responsibilities

1. Classroom Instructional Procedures

In order to maintain academic credibility, integrity, and consistency in classroom procedures, all faculty members must perform the following duties:

a. Write and distribute a syllabus for each course taught. All syllabi must include the course objectives, student learning outcomes, grading procedures, instructor’s office hours, and attendance policies (refer to the University Catalog statement on "Class Attendance").

b. Direct instruction and examinations toward the completion of stated objectives and to return exams graded work promptly.

c. Maintain consistency between course content and the course description in the current University Catalog.
d. Make available to students throughout the semester a current evaluation of their progress, including student inspection of examinations and papers graded work. All final examinations and final papers not returned to the student must be retained by the instructor of record for at least one calendar year and be made available to the student for inspection upon request.

e. Conduct classes according to the published schedule. In the event that a class must be canceled, the faculty member must notify the Department Chair/Supervisor or the Office of the College Dean before the scheduled class meeting.

f. Schedule and post reasonable office hours for student conferences. The minimum number of expected office hours per week is determined by the Dean of the College.

g. Be available for student advisement during registration periods and to keep current with curriculum changes that influence the advising process. (In addition, faculty members are expected to maintain accurate files for each advisee.)

h. Promote a work and educational environment free from harassment.

i. Assist in providing program accessibility to self-identified qualified students with disabilities by making reasonable accommodations for the disability, as coordinated through the Office of Accessibility and Disability Services (www.coastal.edu/disabilityservices).

j. Assure that online courses comply with the expectations described in the distance learning policy (ACAD-133).

k. Protect the privacy of students as defined in the Family Educational Rights and Privacy Act of 1974 by:

- Knowing the contents of the University’s FERPA policy (located online at www.coastal.edu/registrar/ferpa.html).
- Never posting grades for students by social security number or student ID (instead, employing computer systems that ensure students see only their own grades and not those of their classmates).
- Never taking attendance by distributing or displaying a class roster containing social security numbers or student ID number.
- Never giving out academic information to anyone over the phone.
B. Changes to “Examination and Grading Policy” (p. 25)

2. Examination and Grading Policy

During exam week, faculty members are expected to give final examinations or the equivalent in all classes. Final examinations are given each semester in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been obtained from the authorized College Dean and is reported to the Provost. This provision applies to all examinations except laboratory examinations. Laboratory examinations may be held the last full week of class.

C. Insert heading, insert reference to Code of Ethical Conduct, correct typo, update cross references, and add cross reference in Faculty Code of Conduct. (p. 26)

4. Codes of Conduct

a. Code of Ethical Conduct (passed by Senate July 10, 2013)

All members of the faculty are expected to conduct themselves in accordance with the University’s Code of Ethical Conduct.

http://www.coastal.edu/legal/codeofethicalconduct/

b. Code of Faculty Conduct and Academic Responsibility (passed by the Faculty Senate 7/7/2010)

Faculty members are expected to maintain and expect to experience a working environment free from harassment or discrimination based on race, color, gender, identification/expression, sexual orientation, age, disability, veteran’s status, creed, or national origin. Faculty members must maintain and experience the highest standards of professional ethics and academic/creative honesty. Violations of these standards include, but are not limited to: breach of confidentiality in matters concerning tenure and promotion, hiring, matters of personal privacy protected by law, regulation or university policy, assigning grades based on considerations other than the academic, creative, or performance criteria outlined in the course syllabus; claiming intellectual achievements which are not of one’s own creation; misrepresenting the nature of publications or creative works by claiming...
that such works are blind-refereed or juried when they are not; claiming to serve as an officer or board member of a professional society or association when one is not or including another’s intellectual/creative contributions in one’s works without assigning proper credit, breach of confidentiality in matters concerning tenure and promotion, hiring, and other personnel matters of a sensitive nature; and knowingly falsifying or altering University records/documents. These and other such forms of misconduct may be grounds for suspension without pay, sanctions such as mandatory counseling, denial of tenure and/or promotion, loss of employment during the probationary period, and may constitute grounds for the forfeiture of tenure. A faculty member may be terminated for cause at any time during the probationary period (see section VI H. for Forfeiture of Tenure regulations and what constitutes cause for termination).

…

Procedures: When a faculty member is alleged to have violated the code of conduct, the Chair/Supervisor should be informed of the alleged violation and presented with evidence of the violation as soon as possible. If the alleged violation includes discrimination, harassment, or is of a sexual nature, the EEO Officer must be informed by the Chair/Supervisor. If the alleged violation concerns research misconduct, the Chair/Supervisor will report it to the Chair of the University Research Council to determine if the alleged violation should be investigated under the Research Misconduct Policy procedures. (See coastal.edu/research/ors/compliance.html)

…

If the Provost agrees that the course of action is appropriate, she/he will inform the Dean in writing, who will then pursue the recommended course of action. The faculty member may appeal the decision by informing the President that she/he wishes to appeal through the grievance procedures contained in this manual (see section IV C.). The formal Appeal Process will commence at the time the grievance committee is convened to hear the appeal (Step 3, part a).

D. Minor corrections to the Student Code of Conduct (pp. 27-29)

Hearing Process:

a. Student-Faculty Hearing

Within ten (10) business days of receiving knowledge of a possible violation, the student will receive notice in writing of:
The alleged violation,

A summary of student rights and responsibilities,

The date, time, and location of student-faculty hearing, which will take place no later than ten (10) business days from the date of notice. If the violation occurs within the last two weeks of a semester or during a period between semesters, the hearing will occur as soon as practical the following semester. Faculty may give an incomplete for the course if a violation is pending.

Unusual circumstances may warrant adjustments in the timeline.

Participants at a student-faculty hearing will include the instructor and the accused student, and may also include the student(s), faculty, or staff member(s) who observed and reported the infraction. At the request of the faculty member or student, an Academic Integrity Officer may be present at this meeting. The Chair of the Department of the course in which the incident occurred should not attend this meeting as they may be involved in the resolution process if the student decides to appeal the decision of the instructor.

The Office of Academic Integrity will receive all reports of alleged violations. Students who have been found in violation of a previous offense (academic or non-academic) will be referred to the College Academic Integrity Committee CAIC for sanctioning. More serious sanctions will automatically be considered for students with more than one violation.

Academic Sanctions:

Following the student-faculty hearing, the faculty member may impose one (1) or more of the following sanctions when a student is found in violation:

- Written warning.
- Grade of F on the assignment.
- Grade of FX in the course. (If a penalty grade of FX is imposed in the course, the student will not be able to drop the course, petition a grade change or use the grade forgiveness policy.)
- Mandatory attendance at an academic integrity workshop.
• Other educational sanctions (in consultation with the Academic Integrity Officer).

6. Motion to accept changes to “Part-Time” for the 2015-2016 Faculty Manual: (moved by Renee Smith and seconded by Brian Bunton):

Justification: The expression “part-time” is not used by the University. In consultation with HR, the following edits are recommended.

A. Under “Scholarly Re-assignment” (p. 32)

c. The Chair/Supervisor will draft a statement on the merits of the proposal and demonstrate that the duties of the faculty member can be reassigned to other faculty or part-time employees. This merit and budget impact statement along with the application will be forwarded to the Chair of the Faculty Welfare and Development Committee. In the event that a Department Chair/Supervisor applies for scholarly reassignment leave, a suitable replacement will be appointed by the Dean prior to the application deadline. In the event that a Dean applies for scholarly reassignment, a suitable replacement will be appointed in consultation with the Provost.

B. Under “Faculty Performance Review” (p. 33)

7. Faculty Performance Review

All faculty members will be evaluated by their Department Chair/Supervisor and/or Dean as determined by College/Library policy. Department Chairs/Supervisors, Deans, and other administrators will each be evaluated by their immediate supervisor. Part-time Associated faculty will be evaluated based on their assigned duties in accordance with College/Library policies and procedures. The frequency of these evaluations will be no less than once per year. Each full-time member of the Members of the faculty (as described in VI. C. 1) will receive an annual written evaluation of her/his performance following College/Library policies and procedures. The review will cover the period from the date of filing the annual report for the previous year until the date of filing the annual report for the current year. The review will be based on the criteria for promotion and tenure outlined in this manual and the College/Library and/or Department performance expectations elaborations documents. The annual review will become part of the faculty member's permanent record that is used in making decisions regarding annual merit raises, promotion, tenure, and post-tenure review.

C. Under “Faculty Reduction-in-Force Policy” (p. 35)

c. To develop a plan for faculty reduction only after exploring and implementing alternatives. The plan will adhere to the following guidelines:
that all part-time and temporary associated faculty positions be eliminated first,

that all tenured faculty positions be given priority over non-tenured positions, unless non-tenured faculty are functioning in an area which is judged by the committee to be essential to the mission of the University and in an area which cannot be filled by a tenured member,

that reductions be made in a fair and consistent manner,

that the plan be approved by a majority vote of the faculty,

that the Provost and President approve the plan,

that the Board of Trustees approve the plan.

D. Under “Faculty Grievance Procedure” (p. 36)

A formal grievance may be filed by any employee holding faculty rank or title. In this section the term “grievant” refers to Visiting Assistant, Associate, Professor/Librarian; Teaching Associate; Teaching Lecturer; Senior Teaching Lecturer; Instructor; Senior Instructor; Assistant, Associate, Professor/Librarian; Professor; Librarian; and academic administrators who hold faculty rank.

Grievances are limited to issues concerning denial of due process, failure of proper notification in reference to changes to the terms of employment, or breach of academic freedom. The University also extends the right to a fair review of any request or complaint arising from the denial of academic freedom to all persons teaching a for-credit class, whether on a full-time or part-time basis.

E. Under “Associated faculty” (p. 44)

It is expected that part-time or adjunct associated faculty will have qualifications of regular full-time faculty with regard to academic preparation, experience, and performance. As a minimum qualification, all part-time associated faculty members must have completed at least 18 graduate hours in the relevant discipline and hold a master’s degree or meet the established alternative qualifications. This applies to the employment of any faculty member teaching courses for credit. Exceptions to this policy may be allowed for those teaching physical education activities courses, or those who have distinguished experience in their field. Exceptions to this policy must be approved by the authorized Dean and the Provost.

F. Under “Tenure/Promotion/Reappointment of Non-tenure Track Positions” [sic.] (p. 47)

i. Armed forces personnel performing teaching assignments, Teaching Associates, part-time faculty members, Associated faculty, senior lecturers, senior instructors, instructors, and individuals otherwise employed by the University are not eligible for tenure. If Associated Faculty are
administratively reappointed to the rank of Assistant Professor, previous years’ service may not be applied towards the probationary period for tenure.

G. Under “Leave” (p. 66)

1. Annual Leave

Full-time, permanent members of the academic staff Employees on a twelve-month appointment may accumulate annual leave at the rate of one and one-quarter days per month of continuous employment in accordance with the University’s Annual Leave Policy (http://www.coastal.edu/policies/policyDetails.html?x=169). After ten years of service, employees earn additional annual leave for each year in excess of ten years of service up to a maximum accrual of thirty days per calendar year. Part-time permanent, classified employees earn annual leave on a pro rata basis. All time taken for vacation, personal business, and other annual leave must be reported and will be deducted from accrued leave.

H. Under “Leave” (p. 67)

2. Sick Leave

For the purposes of calculating sick leave and other issues pertaining to compensation, the normal work day of a full-time faculty member is considered to be seven and one-half (7 ½) hours per day. Permanent Faculty members who are scheduled to work at least one-half of the scheduled work week on a paid status at least one-half of the working days in the month accrue sick leave in accordance with the University’s Sick Leave Policy. Faculty of the University are eligible to earn sick leave.

Sick leave is accrued at the rate of one and one-quarter work days per month (9.375 hours) of active employment (9 months for regular faculty and 11 months for faculty on 11 month contracts). Part-time permanent faculty earn sick leave on a pro-rata basis. The maximum sick leave which may be accrued is 195 days; however, the maximum sick leave which may be carried over into a new calendar year is 180 days.

X. QUASI COMMITTEE OF THE WHOLE

XI. OTHER

XII. ANNOUNCEMENTS

XIII. GOOD OF THE ORDER

XIV. ADJOURNMENT