CALL TO ORDER – Steve Madden, Chair

ROLL CALL – Deborah Breede, Secretary

APPROVAL OF MINUTES – April 1, 2015

CONSENT AGENDA – attached

PRESIDENT, PROVOST, AND OTHER ADMINISTRATIVE REPORTS

EXECUTIVE COMMITTEE REPORT

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

A. The July meeting of the Faculty Senate will be held on Wednesday, July 8, at 1:30 p.m. in WALL 309. This will be the second Wednesday of the month due to the Independence Day holiday during the first week.

B. Administrative Actions 31-38 were generated and approved without stipulations from the April 1, 2015 meeting. Refer to the April 1, 2015 Order of Business for complete details on these proposals.

AA 31: Approval of all items on the April 1, 2015 Consent Agenda.
AA 32: Approval for changes to the Senior Privilege (Undergraduate Enrollment in Graduate Courses) section in the catalog.
AA 33: Approval to accept changes to the Faculty Senate bylaws concerning the parliamentarian’s duties and closed (executive) sessions. This motion required and received approval from University Counsel.
AA 34: Approval to accept minor changes to the 2015-2016 Faculty Manual.
AA 35: Approval to accept changes to II. E. Organization and Procedures of Regular Faculty (Standing) Committees for the 2015-2016 Faculty Manual.
AA 36: Approval to accept changes to the Nominations and Elections Committee’s membership and purpose for the 2015-2016 Faculty Manual.
AA 37: Approval to accept changes to IV. Faculty Responsibilities and Rights for the 2015-2016 Faculty Manual.
AA 38: Approval to accept changes to “Part-Time” for the 2015-2016 Faculty Manual.
C. CCU Mission Statement Revision (for senate information only)

The following revisions were approved by the Board of Trustees on July 19, 2014.

**Coastal Carolina University Mission Statement**

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the immediate area region, Coastal Carolina has grown with the region to become a mid-sized regional comprehensive university with a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to maintaining a population of 8,000-12,000 students by building baccalaureate; selective master's undergraduate and specialist graduate degree programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services; and a Ph.D. program in Marine Science. Coastal Carolina fully embraces its leadership role as a regional center of economic and intellectual resources, lifelong learning, cultural and recreational opportunities, and athletic programs.

As Coastal Carolina executes this mission, it recognizes its responsibility to be a role model to the community and to the professions by assuring fair and honest treatment of people with whom it interacts and sustainable stewardship of resources entrusted to it, adopting the highest standards of integrity and accountability, and in committing itself to excellence through continuous assessment and improvement.

*Original approved by the Coastal Carolina University Board of Trustees on April 18, 1997.*

*Update adopted by the Coastal Carolina University Board of Trustees on December 14, 2007.*

*Update adopted by the Coastal Carolina University Board of Trustees on June 7, 2012.*

*Update approved by the Commission on Higher Education on October 4, 2012.*

*Update adopted by the Coastal Carolina University Board of Trustees on July 19, 2013.*

*Update approved by the Commission on Higher Education on October 3, 2013.*

*Update adopted by the Coastal Carolina University Board of Trustees on July 19, 2014.*
VII. COMMITTEE REPORTS

The following Standing Committees have submitted their annual reports for the 2014-2015 academic year. The reports are included as attachments in the e-mail with the May business items. The remaining committee reports will be included as attachments with the July business items.

- ad hoc Faculty Manual Committee
- Core Curriculum Committee
- Distance Learning Committee
- Faculty Grievance Committee
- Nominations and Elections Committee
- Student Life Committee

VIII. OLD BUSINESS

XI. NEW BUSINESS

A. Elections for the Faculty Senate Executive Committee

B. Student Life Committee

1. Motion to accept the changes for the 2015-2016 Code of Student Conduct (moved and seconded out of committee):

The Code of Student Conduct document, with tracked changes, is provided in the attachment to the Order of Business titled: “2015-2016 Code of Student Conduct (with changes)”.

C. Graduate Council Committee

1. Motion to approve a Master of Education in Special Education program (moved and seconded out of committee):

College of Education
Proposal for a new graduate program.

Title of proposed program and degree: M.Ed. in Special Education.
Semester and year of first graduates: Spring 2018.
Number of students projected in first two semesters: 22.
Use of technology: The program will be offered primarily via distance education through asynchronous course delivery. However, student interaction with faculty and other students will be supported through discussion forums and weekly synchronous meetings. In addition, based on student need, courses may be offered in a hybrid format (e.g., some face-to-face meetings).
Proposed Catalog Description:
The Master of Education in Special Education (M.Ed.) is a 30-33 credit hour professional graduate degree program that serves experienced teachers who obtained an undergraduate degree and are licensed in any area of education, and who wish to be collaborative instructional leaders who are knowledgeable, effective, reflective, and responsive to equity and diversity. The program of study focuses on advanced preparation of teachers in Emotional Disabilities, Intellectual Disabilities, Learning Disabilities, Severe Disabilities, or Twice Exceptional (Emotional Disabilities/Gifted and Talented or Learning Disabilities/Gifted and Talented). Candidates who successfully complete the proposed program and pass relevant Praxis exams will be licensed in grades PreK-12 in one of the concentration areas.

Curriculum
Prerequisite: EDSP 692 Foundations and Services for Exceptional Learners (3)

A. CORE COURSES (18 Credits)
   - EDUC 607 Research for Today’s Schools ........................................3
   - EDSP 600 Applied Behavior Analysis ................................................3
   - EDSP 606 Instructional Design in Special Education ............................3
   - EDSP 630 Single-case Research .......................................................3
   - EDSP 640 Behavior Management .....................................................3
   - EDSP 641 Comprehensive Assessment for Exceptional Learners ............3

B. CONCENTRATION COURSES (12-15 Credits) ................................. 12-15

   Choose one concentration

   Twice-Exceptional (Gifted and Talented and Learning Disabilities) (15 Credits)
   - EDUC 608 Nature and Needs of Gifted and Talented Students (3)
   - EDUC 609 Introduction to Curriculum and Instruction for Gifted and Talented Students (3)
   - EDSP 690 Specific Learning Disabilities (SLD): Nature and Needs (3)
   - EDSP 691 Instructional Procedures for Students with Learning Disabilities (3)
   - EDSP 697 Practicum in Special Education (3)

   Twice-Exceptional (Gifted and Talented and Emotional Disabilities) (15 Credits)
   - EDUC 608 Nature and Needs of Gifted and Talented Students (3)
   - EDUC 609 Introduction to Curriculum and Instruction for Gifted and Talented Students (3)
   - EDSP 670 Characteristics of Learners with Emotional and Behavioral Disabilities (3)
   - EDSP 671 Methods/Procedures for Learners with Emotional and Behavioral Disorders (3)
   - EDSP 697 Practicum in Special Education (3)
Emotional Disabilities (12 Credit Hours)
EDSP 670 Characteristics of Learners with Emotional and Behavioral Disabilities (3)
EDSP 671 Methods/Procedures for Learners with Emotional and Behavioral Disorders (3)
EDSP 635 Advanced Topics in Special Education (3)
EDSP 697 Practicum in Special Education (3)

Intellectual Disabilities (12 Credit Hours)
EDSP 680 Characteristics of Individuals with Intellectual Disabilities (3)
EDSP 681 Methods for Teaching Students with Intellectual Disabilities (3)
EDSP 635 Advanced Topics in Special Education (3)
EDSP 697 Practicum in Special Education (3)

Learning Disabilities (12 Credit Hours)
EDSP 690 Specific Learning Disabilities (SLD): Nature and Needs (3)
EDSP 691 Instructional Procedures for Students with Learning Disabilities (3)
EDSP 635 Advanced Topics in Special Education (3)
EDSP 697 Practicum in Special Education (3)

Severe Disabilities (15 Credit Hours)
EDSP 610 Characteristics of Students with Severe Disabilities (3)
EDSP 615 Instruction of Students with Severe Disabilities (3)
EDSP 620 Language and Communication Skills for Students with Severe Disabilities (3)
EDSP 635 Advanced Topics in Special Education (3)
EDSP 697 Practicum in Special Education (3)

Articulation and Inter-institutional Cooperation
This is a freestanding program with no agreements. The Spadoni College of Education graduate programs accept up to 12 graduate credit hours (with a B or better) of qualifying coursework for transfer students.

D. Academic Affairs

1. Motion to approve a Bachelor of Arts in Art History program (moved and seconded out of committee):

College of Humanities and Fine Arts, Department of Visual Arts
Proposal for a new undergraduate program.

Title of proposed program and degree: Bachelor of Arts in Art History.
Semester and year of first graduates: Spring 2020.
Number of students projected in first two semesters: 14.
Proposed Catalog Description:
ART HISTORY MAJOR
Degree: Bachelor of Arts

The Bachelor of Arts in Art History is an interdisciplinary approach to visual and material culture. Art History exposes students to the inherently related disciplines of the humanities. It fosters fundamental research skills, good writing, and the ability to critically evaluate diverse imagery and ideas.

A maximum of 51 credits may be applied toward satisfying the Foundation Courses and Major Requirements in Art History. Students must earn a grade of C or better in each course used to satisfy Major Requirements.

I. CORE CURRICULUM (39-44 Credits) .......................................................... 39-44

II. FRESHMAN GRADUATION REQUIREMENT (0-3 Credits)
Minimum grade of C is required.
UNIV 110 The First-Year Experience ............................................................. 0-3
UNIV 110 is required for all new entering freshmen and for new transfer students with fewer than 12 transfer credit hours unless the transfer student has satisfactorily completed a college transition course.

III. FOUNDATION COURSES (18 Credits)
ARTS 103 Fundamentals of Art ................................................................. 3
ARTS 104 Fundamentals of Art II ............................................................... 3
ARTD 110 Introduction to Digital Techniques ........................................... 3
ARTH 105 History of Western Art I............................................................ 3
ARTH 106 History of Western Art II .......................................................... 3
ARTH 107 History of Art Outside the Western Tradition .............................. 3

IV. MAJOR REQUIREMENTS (33 Credits)
ARTS or ARTD courses:
Choose two ARTS or ARTD 200 level or above courses (6 Credits) ..........6
ARTH 250 Concepts in Art History .......................................................... 3

ARTH courses (24 Credits): at least two courses must be Non-Western
(6 credits), such as ARTH 219, ARTH 266, ARTH 311, ARTH 345,
and ARTH 360 ......................................................................................... 24
Choose six credit hours at the 200 level (6)
Choose six credit hours at the 300 level (6)
Choose six credit hours at the 400 level (6)
Choose one from the following: (3 Credits)
ARTH 341 Modern Art 1840-1940 (3)
ARTH 342 Post-Modern and Contemporary Art (3)
ARTH 497 Art History Senior Capstone (3)

V. COGNATES (12 Credits) ........................................................................ 12
Cognates must be upper level (300 or 400 level) from outside the major.

VI. ELECTIVES (10-18 Credits)................................................................. 10-18

TOTAL CREDITS REQUIRED.................................................................120

D. ad hoc Faculty Manual Committee

1. Motion for changes to the post-tenure review process requiring a vote of the full faculty and the Board of Trustees. (Moved by Renee Smith and seconded by Brian Bunton):

The ad hoc Faculty Manual Committee would like to make the following motion for changing the post-tenure review process as described in the 2014-2015 Faculty Manual to allow Assistant/Associate Professors/Librarians to decline the exceptional rating in post-tenure review. Presently, Professors and Librarians may forego the exceptional rating if they do not want to undergo external review. Assistant/Associate Professors/Librarians who intend to seek promotion prior to their fourth year following post-tenure review, should be permitted to forego the exceptional rating when it is in their interest to do so.

Current language (pp. 57-58, 2014-2015 Faculty Manual) with proposed revisions in red and highlighted:

c. The Evaluation Process for Exceptional Ratings:

Assistant/Associate Professors/Librarians and Professors or Librarians who believe that they merit a rating of exceptional must ensure that adequate evidence of performance at a high level is contained in the file submitted to the College/Library Promotion and Tenure Committee in accordance with College/Library policies.

Additionally, based on evidence provided by the candidate, either the College/Library Promotion and Tenure Committee or the Dean may recommend that any candidate pursue an exceptional rating through the process described below. Candidates cannot pursue an exceptional rating without recommendation from one or both of these parties.

Candidates holding the rank of Professor or Librarian who have received a recommendation to pursue an exceptional rating from the College/Library Promotion and Tenure Committee and/or the Dean have two options:

The Candidates can may forego the external review process and have their file forwarded to the Provost with a rating of favorable, or they can pursue the rating of exceptional by undergoing the external review process outlined below.
Candidates holding the rank of Assistant/Associate Professor/Librarian who have received a recommendation to pursue an exceptional rating from the College/Library Promotion and Tenure Committee and/or the Dean have two options:

Candidates may decline the exceptional rating and have their file forwarded to the Provost with a rating of favorable, or they can pursue the rating of exceptional which will prevent them from applying for promotion to Professor/Librarian until the fourth year subsequent to receiving the exceptional rating (see V. G.).

2. Motion to accept minor changes for the 2015-2016 Faculty Manual for the “V. Appointments, Promotion, and Tenure” section (moved by Renee Smith and seconded by Brian Bunton):

VI. Appointments, Promotion, and Tenure

A. Terms of Employment

In circumstances when a faculty member begins or ends employment within a semester, the daily rate of compensation will be calculated in accordance with the Coastal Carolina University policy. [p. 39]

Outside employment of a professional nature during normal working hours is permitted only when in compliance with the policies put forth in section IV. V. B. 4. [p. 40]

Employment and compensation in excess of an employee's regular salary for temporary, part-time contractual, honoraria, or consultative service performed for any State agency is considered “dual employment” and must be approved by the SC State Budget and Control Board (University Policy HREO-132). [p. 40]

Faculty members who feel that action with regard to their salaries is inadequate may request further review of their records by submitting documentation they deem appropriate for consideration by the President. Only after following the procedure described in this section may the faculty member initiate a grievance according to the Faculty Grievance Procedure (see section IV. V. C.). [p. 40]

B. Appointments

2. English Proficiency Requirement (English Fluency in Higher Education Act, SC Legislature) [p. 40]

Students with specific concerns about an instructor’s English language proficiency should schedule a meeting with the immediate supervisor of the instructor involved. [p. 41]
4. **Search Procedures** [p. 41]

The existence of new positions and vacancies is established by agreement of the President, the Provost, and the Dean of the College/Library. After consultation with faculty in the appropriate discipline, the Dean will establish a search committee that will consist of at least two faculty members from the same or related discipline (in accordance with College/Library policies). The Dean will not be a member of the committee, but will assume leadership of the search process and is expected to:

- Determine and convey the relevant College/Library policies and procedures, procedural guidelines.
- Ensure compliance with affirmative action policies and HR policies.
- Communicate qualifications and criteria expected of a successful candidate as specified in the position announcement/advertisement.

5. **Nepotism Policy**

All appointments will be made strictly on the basis of merit. No relative by blood or marriage within the fourth degree of any faculty or staff member, nor any unmarried member of the faculty member’s household may be appointed to any position under that faculty or staff member's jurisdiction unless the position in question could not otherwise be properly filled. In such situations, an exception must be made only on an emergency, temporary basis and shall require the advance approval of the President and the SC State Budget and Control Board ([University Policy HREO-113](#)). [p. 41]

C. **Faculty/Associated Faculty Ranks and General Promotion Guidelines**

...  
After a promotion or appointment, faculty members will be expected to serve a minimum of three years in that particular rank prior to being considered for tenure or promotion. This expectation can be waived in unusual circumstances upon approval by the Provost in consultation with the appropriate dean. A faculty member who unsuccessfully seeks promotion to the rank of Professor or Librarian must wait two full years from the time of application before applying for promotion again. [p. 42]

...  
II. Non-tenure Track Appointments with Academic Titles: Rights and privileges applicable to non-tenure track appointments are outlined in the Faculty Manual ([see section V. B](#)). These appointments may be renewable and are not eligible for tenure. Continuation of these appointments does not constitute de facto tenure. [p. 43]

...
II. Temporary Appointments with Research Titles: These are temporary appointments of persons hired on a semester-to-semester or academic year basis depending on the needs of the University. Appointees are not eligible for tenure, and employment is not governed by the Faculty Manual.

a. Research Assistant/Associate Professor, or Research Professor: These positions apply to individuals of substantial professional caliber who are engaged primarily in research. The research professor has usually earned a doctoral degree and has considerable experience in the research field (This title may be extended to a visiting appointment.). [p. 45]

D. Tenure/Promotion/and Reappointment of Non-tenure Track Positions [p. 45]

1. Tenure Regulations and Reappointment (remove hyphen in Re-appointment)

... c. No later than the first Friday in April prior to the mandatory date for tenure consideration, a faculty member will be notified in writing by the Provost to declare the intention to seek tenure and/or promotion and to submit a current file, forwarded through appropriate channels for its consideration. [p. 46]

... m. Untenured faculty who are appointed to the position of Department Chair, Assistant/Associate Dean, or Assistant/Associate Director of the Library will be eligible for tenure under the guidelines for their faculty rank. (see section VI. D. l. e.). [p. 47]

E. Promotion and Tenure Procedures

... 6. Each College will have a college promotion and tenure committee consisting of tenured faculty representing each Department. The College Promotion and Tenure Committee must have a minimum of three members. Members are to be elected by the full-time tenured and tenure-track faculty of their Departments. In the event a Department does not have an eligible faculty member to serve, it will elect a full-time tenured colleague from another Department within the College. Candidates for promotion and/or tenure, candidates undergoing post-tenure review, Department Chairs/Supervisors, Assistant Deans, Associate Deans, faculty with administrative appointments (as defined IV. E. 1.), members of the University Promotion and Tenure Committee, and the Chair of the Faculty Senate are not eligible to serve on college promotion and tenure committees. [p. 49]

7. The Library will have a Library Promotion and Tenure Committee consisting of at least three full-time tenured members from the Library. If
there are not three Library faculty members eligible to serve on this committee, then membership will be drawn from full-time tenured colleagues from any of the academic colleges. Members are elected by a vote of the full-time tenured and tenure track faculty of the Library. Candidates for promotion and/or tenure, candidates undergoing Post-tenure review, Assistant Directors, or Associate Directors faculty with administrative appointments (as defined IV. E. 1.), members of the University Promotion and Tenure committee, and the Chair of the Faculty Senate are not eligible to serve on the Library Promotion and Tenure Committee. [p. 49]

12. The College/Library Promotion and Tenure Committee letters are addressed and forwarded, along with the candidates’ files, to the Dean. After reviewing each file, the Dean will write a letter of recommendation based on both the College/Library promotion and tenure criteria and the promotion and tenure criteria stated in the Faculty Manual. This letter is placed in the candidate’s file. The Dean’s decision to recommend or not to recommend is communicated reported to the College/Library Promotion and Tenure Committee. The Dean will meet with and inform the candidate of to discuss the College/Library Promotion and Tenure Committee’s recommendation citing the committee’s letter, the recommendation of the Department Chair/Supervisor, and the recommendation of the Dean. At that meeting, the candidate will be given copies of these letters.

Should the candidate wish to address the assessments and recommendations noted in any of these letters, the candidate may write a letter responding to these specific issues and provide it to the Dean for inclusion in the file. The letter must be submitted to the Dean within seven (7) calendar days beginning on the day of following the meeting with the Dean. [p. 50]

13. If the candidate elects to continue with this process, the complete file will be forwarded by the Dean to and thereafter housed in the Provost’s Office where it will be kept for the remainder of the process. No files will be accepted after the published deadline. Once the file has been received in the Provost's Office, the candidate may not withdraw from the promotion and tenure process, and no materials may be added to or removed from the file. [p. 51]

F. Promotion to Senior Instructor and Senior Teaching Lecturer

1. No change will be made to the promotion regulations described herein except by a simple majority vote of the full voting membership of the faculty of the University, by recommendation of the Provost, President, and final approval by the Board of Trustees. [p. 52]
G. Post-Tenure Review

Associate Professors/Librarians who are awarded a rating of exceptional for post-tenure review are not eligible to apply for promotion to Full Professor/Librarian until the fourth year subsequent to receiving the exceptional rating.

4. The letter will be placed in the file and submitted to the Dean by the internal deadline. The vote tally will be submitted to the Dean under separate cover. [p. 57]

7. After this meeting, the dean will submit the complete file to the Provost who will evaluate the file. [Change each of the following conditional to a bulleted list:]
   - If the Provost agrees with the recommendations of the College/Library Promotion and Tenure Committee and the Dean, the Provost will compose a letter assigning that rating to the candidate and add it to the candidate’s personnel file.
   - If the Dean and the committee have conflicting recommendations, the Provost will meet with the Dean and the Chair of the committee to discuss these differences. Subsequent to this meeting, the Provost will make the final decision, compose the letter assigning that rating to the candidate, and add it to the personnel file.
   - If the Provost does not agree with the recommendation of the Dean and the committee, the Provost will compose a letter recommending an alternative rating, include it in the file and forward the complete file to the President. The President will meet with the Provost, Dean, and the Chair of the committee to discuss these differences. Subsequent to that meeting the President will make the final decision. The President will assign the rating and a letter reflecting the rating will be added to the personnel file by the Provost. [p. 57]

c. The Evaluation Process for Exceptional Ratings:

Assistant/Associate Professors/Librarians and Professors or Librarians who believe that they merit a rating of exceptional must ensure that adequate evidence of performance at a high level is contained in the file submitted to the College/Library Promotion and Tenure Committee in accordance with College/Library policies. [p. 57]

... 

d. The Application Procedure for an Exceptional Rating:

Assistant and Associate Professors/Librarians should only follow steps 3 and 4 outlined below. Full Professors/Librarians should follow all the steps outlined below.
1. The candidate will submit a list of at least three but not more than five possible referees in the candidate’s discipline from outside the University (along with contact information for each referee on the list) to the Dean. The Dean will meet with the Chair/Supervisor from the candidate’s area to discuss appropriate referees for the file. At that meeting additional referees will be considered in addition to those supplied by the candidate in keeping with College/Library policies and procedures. Three referees will be chosen, with at least two coming from the list supplied by the candidate. If an insufficient number of the outside referees from the candidate’s list are available, the candidate will be asked to submit additional names until two referees proposed by the candidate agree to review the file. The candidate will also submit additional names in the event that the first list does not produce two available referees. [p. 58]

2. …

3. The file containing the three college evaluation letters and any new materials added by the candidate must be submitted to the Provost’s Office no later than the last Friday in February. Any referee review letters will be added to the file by the Dean no later than the third Friday in March. The Provost and the University Promotion and Tenure Committee will consider the applicant’s file and the opinions of the referees (if any) to determine whether or not to validate the exceptional rating. Regardless of the outcome, whether positive, negative, or split, the President will be informed of the result of this process and will make the final determination. [p. 58]

4. If the exceptional rating is not awarded, the individual will receive a favorable rating. Once the process is completed the candidate will be notified by the Provost of the results of the review and asked to retrieve the file from the Provost’s Office. Any letters from external referees will be removed from the file and stored in the Office of the Provost. [p. 58]

5. Once the process is completed the candidate will be notified by the Provost of the results of the review. Any letters from external referees will be removed from the file and stored in the Office of the Provost. The candidate will then be asked to retrieve the file from the Provost’s Office. [p. 59]

H. Forfeiture of Tenure and Termination for Cause [p. 60]

…

d. Fraudulent misrepresentation of professional credentials, accomplishments, or experience in connection with initial hiring, or in the submission of materials for publication, or for professional presentations, or for evaluation for annual review, promotion, tenure, or post-tenure review or annual reviews. [p. 60]
e. Habitual neglect of duty, including failure to achieve a favorable rating one year after receiving an unfavorable rating in the post-tenure review process as outlined in section VI.G. [p. 60]

h. Demonstrable *bona fide* reduction in staff; provided that such a reduction is performed pursuant to section IV. B. 9. [p. 60]

2. ...

3. ...

The committee will send via USPS certified mail a written copy of its decision to the Provost and the faculty member (including its reasons for its decisions) within three (3) calendar days via U. S. Postal certified mail of concluding its deliberations. Should the Provost wish to pursue the termination process, she/he will send a letter via U. S. Postal USPS certified mail informing the faculty member of her/his intention to terminate employment within five (5) calendar days of receipt of the Faculty Welfare and Development Committee recommendation letter. That letter will include a precise statement of specific charges. The letter will also inform the faculty member of the right to request a hearing to appeal these charges before the University Promotion and Tenure Committee. [p. 61]

4. ...

5. ...

c. Hearing Process Requirements: The procedures below delimit the nature and scope of the inquiry as an official University process. The committee hearing is not a formal court of law; therefore, the rules of evidence and rights to make motions will be those and only those stipulated below. The committee will not be bound by the strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable and comprehensive evidence available. [p. 63]

... 2. No less than ten (10) calendar days prior to the hearing, each party will deliver a written list of witnesses and evidence to the other. The faculty member will be afforded the opportunity to obtain necessary witnesses, cross examine witnesses, and present relevant documentary or other evidence. The Provost will cooperate with the committee in securing witnesses and making documentary and other evidence available in a timely manner. [p. 63]

... 6. All hearing information may will be exempt under the provisions of the Freedom of Information Act unless deemed otherwise by law. [p. 64]

I. Graduate Faculty

Faculty involved in teaching graduate courses or mentoring graduate students must be designated as members of the Graduate Faculty at CCU and should have an earned doctorate/terminal degree in the teaching discipline or a related discipline. While the specific requirements may vary by college or academic...
program, generally, individuals applying for membership to the Graduate Faculty at CCU must demonstrate:

- Potential and planned contributions to graduate studies, and
- Sustained contributions to the discipline through research, scholarship or creative activity, or
- Sustained professional activity, or
- Unique expertise.

and

- Potential and planned contributions to graduate studies. [p. 65]

Faculty submit a current C.V. to the Dean of the College with a cover letter describing (1) which items on the C.V. are relevant to the graduate degree program(s)/courses offered in the college and (2) plans for future contributions to graduate studies. The appropriate Graduate Studies committee of each College reviews the applications and makes recommendations to the Dean of the College. The Dean reviews the recommendations and informs the faculty whether or not they have been appointed to the Graduate Faculty. The Dean of the College maintains the option to appoint Graduate Faculty depending on program needs as articulated by Program Coordinators/Directors and may consider historical contributions to graduate study in the appointment process. The term of appointment to the Graduate Faculty is for 3 years, after which faculty must reapply.

[¶] Upon appointment and reappointment to the Graduate Faculty, each faculty member will be awarded a stipend. The Office of Graduate Studies will maintain and distribute as needed the current listing of Graduate Faculty at CCU (http://www.coastal.edu/graduate/index.html). All new faculty members hired beginning Fall, 2014 will be reviewed during the first semester of employment and will be notified by the Dean regarding their Graduate Faculty status before the end of that first semester. College representatives to Graduate Council must be members of the Graduate Faculty (IV.F.9). [pp. 65-66]

E. Executive Committee

1. **Motion to accept a resolution moved and seconded out of the Executive Committee.** (Steve Madden will provide the resolution at the meeting.)

X. QUASI COMMITTEE OF THE WHOLE

XI. OTHER

XII. ANNOUNCEMENTS

XIII. GOOD OF THE ORDER

XIV. ADJOURNMENT