

**AGENDA**  
**Faculty Meeting**  
**April 12, 2005 – McNair Auditorium -- 3:45pm**

- I. Call to Order
- II. Approval of Minutes
- III. Elections (*A copy of the slate appears beginning on page 13 of the attachment.*)
- IV. Report from Jay Kispert, Vice-President of Financial Affairs
- V. Executive Committee Report
- VI. Report from the Faculty Senate (*See the attachment for proposals. See the appendix for supporting materials*)
  - A. Items A., 1-4, are changes to the Francis Marion University catalog.
    - 1. Item I from the Department of English, Modern Languages, and Philosophy concerns the addition of ENG 369, Sex, Gender, and Literature.
    - 2. Item II from the Department of Fine Arts contains various changes to course descriptions, a change to admission requirements to the Art Education Program, and the addition of ART 498, Visual Art Internship.
    - 3. Item III from the Department of Psychology concerns the addition of PSY 312, Human Sexuality.
    - 4. Item II from the Honors Committee includes an addition of courses which may count for credit toward the Honors degree.
  - B. Item B (*pages 7-12 of the attachment*) contains proposed revisions to the Francis Marion University Faculty Handbook.
- VII. Approval of Candidates for Graduation (*Beth McLean distributed list by e-mail on April 1, 2005.*)
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Adjournment

## Report from the Faculty Senate

### I. Proposal from the Department of English, Modern Languages, and Philosophy:

**ADD**, on page 87 of the current catalog, after **350 Introduction to the Study of Cinema**, the following:

**369 Sex, Gender, and Literature (3)** (Prerequisite: 200) As Needed. Focuses on utilizing gender theory to examine various texts; considers interactions between male and female in literature, in terms of both writer and reader, and how the constructed identities of gender, sexuality, and textuality shape and relate to one another.

### II. Proposals from the Department of Fine Arts:

#### A. **CHANGE:**

1. The catalog listing for “100 Chorus”, page 98:

#### **FROM:**

**100 Chorus (1:3)** F,S. Carries credit at the rate of 1 hour per semester (semesters need not be consecutive). Music of many style periods is rehearsed and performed. No more than 3 semester hours of ensemble music (Music 100, 120, 125, 130, 140, 150, and/or 160) may apply toward graduation requirements.

#### **TO:**

**100 Chorus (1:3)** (Prerequisite: Students must be able to demonstrate the ability to read music in audition with the choral director during the first week of classes) F,S. Carries credit at the rate of 1 hour per semester (semesters need not be consecutive). Music of many style periods is rehearsed and performed. No more than 3 semester hours of ensemble music (Music 100, 120, 125, 130, 140, 150, and/or 160) may apply toward graduation requirements.

2. The catalog listing under “Major”, page 99:

#### **FROM:**

3. a) Design specialty: Theatre 302, 303, 402, and either Theatre 497 or 3 semester hours from the performance specialty.

**TO:**

3. a) Design specialty: Theatre 302, 303, 402, and either 309 or 3 semester hours from the performance specialty
3. The catalog listing for “209 Costume Crafts”, page 100:

**FROM:**

**209 Costume Crafts (3:2-2) AF.** Basic training in costume design and construction with an emphasis on current trends. Lecture and illustration of present design-construction methods.

**TO:**

**209 Costume Crafts (3:2-2) AF.** Basic training in costume crafts and construction with emphasis on current trends. Lecture and illustration of present design-construction methods.

4. The catalog listing for “THEA 210”, page 100:

**FROM:**

**210 Theatre Practicum (1) F, S.** A laboratory experience in all aspects of theatre production-performance, technical and/or business. Four hours of the practicum are required of a major for graduation.

**TO:**

**210 Theatre Practicum (1) F, S.** (Prerequisite: Theatre major or minor or permission of department) A laboratory experience in all aspects of theatre production-performance, technical and/or business. Four hours of the practicum are required of a major for graduation.

5. The catalog listing for “303 Theatre Management”, page 100:

**FROM:**

**303 Theatre Management (3) AS,** Study in the basic concepts and methods in the management of theatres. Emphasis on the specific role and duties of a stage manager within the production process. Also to include the theory and practice of theatre administration objectives: organization, season budget, schedule, personnel, publicity, box office, and house management.

**TO:**

**303 Theatre Management (3)** (Prerequisite: 202 and 301 or permission of the department) AS. Study in the basic concepts and methods in the management of theatres. Emphasis on the specific role and duties of a stage manager within the production process. Also to include the theory and practice of theatre administration objectives: organization, season budget, schedule, personnel, publicity, box office, and house management.

6. The catalog listing for “391 Script Analysis”, page 100:

**FROM:**

**391 Script Analysis (3:2-2)** (Prerequisite: English 390 or permission of the department) AS. Course builds on the fundamentals of writing for the stage. Students will read and analyze existing plays for production value as they are developing original scripts through various workshop techniques.

**TO:**

**391 Script Analysis (3)** (Prerequisite: English 200) AF. Fundamentals of play analysis for the purposes of performance and production. Specific plays will be read and analyzed from all production perspectives, regardless of theatrical specialization. Emphasis will be placed upon the analysis of form, content, style, genre, characterization, and the identification of potential production problems.

**B. ADD:**

1. The following to catalog listing before the statement “Note: Students must schedule a conference in the School of Education to discuss the professional certification program”, page 97:

**ADMISSION TO THE ART EDUCATION PROGRAM IN THE DEPARTMENT OF FINE ARTS**

A student must make application for admission to the Art Education Program in the Department of Fine Arts upon successful completion of 30 semester hours to include the following:

- 1) have a cumulative grade point average of at least 2.5 in all undergraduate courses taken at Francis Marion University;
  - 2) have completed ARTE 312;
  - 3) have completed one beginning level studio course from ART 207, 208, 210, 230;
  - 4) have completed one foundation art history course from ARTH 220, 221;
  - 5) have at least a 2.75 grade point average in all ART, ARTH, and ARTE courses attempted;
  - 6) have passed the Praxis I: Reading, Writing, and Math assessment; and
  - 7) have positive recommendations from the Art Education faculty.
2. ART 498 to the current catalog, page 102:

**498 Visual Art Internship (3)** (Prerequisite: Permission of the department and internship agency, senior status, and successful completion of 36 semester hours in the major at a minimum grade point average of 3.0 in all Visual Arts courses and 2.5 cumulative grade point average in all courses taken at Francis Marion University). Internship will be awarded according to merit and availability determined by the department when the student meets the prerequisite. A student otherwise unqualified may be awarded an internship provided he/she presents clear and convincing evidence of extraordinary circumstances which the Visual Arts faculty deems worthy of an exception.

**III. Proposal from the Department of Psychology**

**ADD**, on page 127 of the current catalog, after **311 Sport Psychology**, the following:

**312 Human Sexuality (3)** (Prerequisite: 206 or permission of department) SU Survey of important issues in sexuality including sexual development, reproductive sexuality, social issues in sexuality, and dimensions of sexual expression.

**IV. Proposal from the Honors Committee:**

- A. **ADD** on page 173 of the current catalog the phrase in bold under item 3: “and three hours of the Honors Independent Study (491-499) or acceptable substitutes.”
- B. **ADD** on page 174 of the current catalog the wording in bold at the end of the description of 491-499:

**“497 Special Studies (3 hours) in various disciplines and PRS 499 Advanced Study may be taken for Honors credit, by special arrangement, in place of 491-499. Grades below B do not count toward credit for the Honors degree, although they do count toward regular degree requirements.”**

**Students who successfully complete the Washington Semester Program may count 3 credit hours of POL 497-H WS, ENG 498-H WS, or PSY 310-H WS in place of 491-499. Grades below B do not count toward credit for the Honors degree, although they do count toward regular degree requirements.”**

- C. **ADD** on pages 75 (Biology); 78 (Chemistry); 87 (English, Literature); 89 (French); 94 (Spanish); 100 (Theatre); 102 (Art); 106 (History); 114 (Math); 118 (Physics); 128 (Psychology); 132 (Sociology); 142 (Economics); 144 (Finance); 146 (Management); 148 (Management Information Systems); 154 (Computer Science); 162 (Education); 172 (International Studies) of the current catalog:  
The wording in bold at the end of each description of 497 Special Studies:  
**“May be taken for credit (3 hours) towards the Honors degree by special arrangement.”**
- D. **ADD** on page 95 of the current catalog:  
The wording in bold at the end of the description of PRS 499 Advanced Study:  
**“May be taken for credit (3 hours) towards the Honors degree by special arrangement.”**
- E. **ADD** on page 124 of the current catalog:  
The wording in bold at the end of the description of POL 497 Special Studies:  
**“A research product in Track B may be taken for credit (3 hours) towards the Honors degree by special arrangement.”**

## HANDBOOK REVISIONS

Proposed deletions are shown as ~~strike-throughs~~; proposed additions are shown in ***boldface italics***. Page numbers apply to the *FMU Faculty Handbook* as revised in 2003-2004. In January 2004, Provost Chapman and Faculty Chair Wages asked Ken Autrey and Ben Kyer to serve as an ad hoc committee to work on revisions in the handbook that would clear up inconsistent and unclear sections. The original revisions were themselves revised through a series of meetings with various faculty and administrators in fall 2004.

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 Page 25

### 1. Temporary Appointments

Temporary appointments are for specifically limited terms, clearly stated at the time of appointment. The rank of faculty members holding temporary appointments is qualified by the terms “temporary” or “visiting,” as appropriate, and the rank of lecturer may be used.

If a faculty member who has held full-time temporary appointment is moved into a tenure-track position, ~~a maximum of three years' worth of that faculty member's years of temporary service should count as part of the probationary period, unless the faculty member's academic duties change appreciably with the move from temporary to tenure-track service.~~ ***up to five years of full-time teaching experience at Francis Marion University may be used in partial fulfillment of the time requirement for acquiring tenure.*** It is the responsibility of the faculty member's *school or* department to recommend how many years' worth of service should be credited toward his or her probationary appointment. ***At the time of appointment to a tenure-track position, contracts will specify both the credit for previous service toward tenure and the tenure decision date. The time to the tenure decision date shall begin with the first tenure-eligible contract at Francis Marion University.***

Page 26-27

**ADD** following the paragraph labeled “B. Part-time Appointments”:

### **Definitions of “Termination,” “Nonrenewal,” “Nonreappointment,” and “Dismissal”**

In this handbook, “termination” refers to dismissal of a faculty member for cause (which may include moral turpitude), financial exigency, discontinuance of a program or department, or any medical condition making it impossible to perform assigned duties. “Moral turpitude” is defined as behavior that would evoke condemnation by the academic community generally. “Nonrenewal” and “nonreappointment” apply to probationary or temporary appointments and refer to the University’s decision not to renew a contract. “Dismissal,” a more general term, refers to termination or nonrenewal/nonreappointment.

Page 27

### ~~Terminal Notice or Salary~~ **Termination Notice**

If an appointment is terminated, the faculty member will receive ~~salary or~~ **notice and commensurate salary** in accordance with the following schedule: at least three months if the final decision is reached by March 1 (or three months prior to the expiration) of the first year of probationary service; at least six months if the decision is reached by December 15 of the second year (or after nine months but prior to eighteen months) of probationary service; at least one year if the decision is reached after eighteen months of probationary service or if the faculty member has tenure.

This provision ~~for terminal salary or notice~~ need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude or other adequate cause. ~~For the purpose of these regulations "moral turpitude" is defined as behavior that would evoke condemnation by the academic community generally.~~ On the recommendation of the Academic Freedom and Tenure Grievance Committee or of the President of the University, the Board of Trustees and other state approving bodies (as required by law) may take into account the length and quality of service of the faculty member in determining what (if any) payments will be made beyond the effective date of dismissal.

Page 27

### ~~Voluntary Termination~~ **Resignation by a Faculty Member**

If a member of the faculty desires to ~~terminate~~ **resign from** an existing appointment or to decline a renewal, in the absence of notice of **termination or** non-renewal, he or she shall give notice not less than three months, if his or her rank is instructor or assistant professor, and not less than four months, if his or her rank is higher, before the end of his or her duties during an academic year, exclusive of a summer session.

Page 27

Procedures for Hearing Grievances Related to Academic Freedom and Tenure, **as well as Cases Involving Dismissal for Cause**

## Page 28

**DELETE** the heading, “Jurisdiction of the Academic Freedom and Tenure Grievance Committee,” and move the following paragraph(s) up, making it paragraphs #2, 3, and 4 under “A. Academic Freedom and Tenure Grievance Committee”:

The Academic Freedom and Tenure Grievance Committee generally hears complaints from ~~these~~ seven categories of faculty: (1) ~~tenured~~ faculty who have received notification from the institution that proceedings have been initiated to dismiss them for cause, (2) tenured faculty who have received notification from the institution that proceedings have been initiated to dismiss them on grounds of financial exigency, (3) faculty who ~~are on probationary appointments who~~ believe their ~~dismissal~~ **nonreappointment** is a violation of their academic freedom, (4) faculty who believe they have been terminated unfairly because of discontinuance of a program or department not mandated by financial exigency, (5) faculty who believe they have been terminated unfairly for medical reasons, (6) faculty who believe they have been victims of discrimination in nonreappointment, and (7) faculty who have not been terminated but who believe that their academic freedom has been abridged.

The complaints of non-tenured faculty whose terms have not expired and ~~where~~ **whose** academic freedom is not at issue are more properly heard by the Faculty Grievance Committee, since neither issues of academic freedom nor of tenure are involved.

In cases that do not fall clearly into one of the categories above, the Academic Freedom and Tenure Grievance Committee shall convene to determine if it has jurisdiction over the complaint.

## Page 28

**Committee Preliminary Procedures**

When questions about the fitness of a faculty member, the termination of a faculty member, or the abridgment of a faculty member's academic freedom arise, ~~the following procedures will be followed:~~

**ADD** here the paragraph currently under “Preliminary Procedures” on page 29.

**ADD** here “Formal Hearing Procedures” from page 29, with the following modifications:

2. Formal proceedings before the Academic Freedom and Tenure Grievance Committee may be instituted by either the President of the University or the faculty member involved **through consultation with the Chair of the Faculty.**
3. Service of notice of hearing with specific charges in writing will be made **by the Provost** at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause (in cases of dismissal for cause) or contests the institution's actions to dismiss ~~or not to reappoint~~ him or her (in cases of dismissal ~~or non-reappointment~~ for reasons other than cause), the Academic Freedom and

Tenure Grievance Committee will evaluate all available evidence and rest its recommendation upon the evidence of the record. The faculty member will supply at his or her own expense a copy of his or her complaint and all written evidence to each member of the committee and to each party to the complaint, as well as an additional copy for the University's records.

....

8. The hearing committee will grant adjournments to enable either party to investigate evidence as to ~~which~~ **about** which a valid claim of surprise is made.
9. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration **and school or department involved** will cooperate with the hearing committee in securing witnesses and making available documentary and other evidence. The faculty member and the ~~administration~~ **adversary** will have the right to confront and cross-examine all witnesses.

## Page 28

### 1. Procedures for Cases in Category 1: ~~Tenured~~ Faculty Who Have Received Notification from the Institution that Proceedings Have Been Initiated to Dismiss Them for Cause

In cases involving termination for cause ~~of an appointment with continuous tenure (as well as in cases involving dismissal during the period of temporary appointment)~~, the burden of proof that adequate cause for dismissal exists rests with the institution and will be satisfied only by clear and convincing evidence in the record considered as a whole. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.

In cases involving termination for cause ~~of an appointment with continuous tenure (as well as in cases involving dismissal during the period of temporary appointment)~~, a faculty member who has been notified by the ~~institution~~ **Provost** that proceedings have been initiated to dismiss him or her for cause should first seek informal redress of grievances according to the ~~following procedures:~~ **“Preliminary Procedures” above. Following that process, “Formal Hearing Procedures” may be followed if necessary.**

## Page 31

The Formal Hearing Procedures to be followed in category 2 are identical to those listed in category 1. In addition, issues in the formal hearing may include:

- (i) The existence and extent of the condition of financial exigency. The burden will rest on the administration to prove the existence and extent of the condition. The findings of a faculty committee in a previous proceeding involving the same issue may be introduced.

## Page 31

### 3. Procedures for Cases in Category 3: Faculty ~~Who Are on Probationary Appointments~~ Who Believe Their Nonreappointment Is a Violation of Their Academic Freedom

The burden of proof that ~~dismissal~~ *nonreappointment* of a faculty member while on probationary or temporary appointment is the result of violation of academic freedom rests with the ~~terminated~~ *nonreappointed* faculty member. The faculty member making the complaint will request a written statement of reasons for ~~termination~~ *nonreappointment* from the administration and is responsible for stating the grounds upon which his or her allegations of violation of academic freedom are based. If the faculty member succeeds in establishing a *prima facie* case, it is incumbent upon those who made the decision against reappointment to come forward with evidence in support of their decision.

Faculty who are ~~terminated~~ *not reappointed* while on probationary or temporary appointment and who believe their nonreappointment is a violation of academic freedom should first seek informal redress of grievances according to the Preliminary Procedures listed ~~in category 1~~ *above* with the exception that any faculty member who alleges that a decision against reappointment was based significantly on considerations violative of academic freedom will submit a statement that the faculty member agrees to the presentation, for the consideration of faculty committees, of such reasons and evidence as the institution may allege in support of its decision. The faculty member then has the right to a formal hearing before the Academic Freedom and Tenure Grievance Committee.

~~The Formal Hearing Proceedings to be followed in category 3 are identical to those listed in category 1.~~

## Page 32

A faculty member may appeal a proposed relocation or termination resulting from a discontinuance. He or she should first seek informal redress of grievances according to the Preliminary Procedures listed ~~in category 1~~ *above*. He or she then has the right to a formal hearing before the Academic Freedom and Tenure Grievance Committee.

~~The Formal Hearing Procedures to be followed in category 4 are identical to those listed in category 1.~~

## Page 32

If the faculty member believes that he or she has been terminated unfairly for medical reasons, the faculty member should first seek informal redress of grievances in accordance with the Preliminary Procedures listed ~~in category 1~~ *above*, with the exception that the Academic Freedom and Tenure Grievance Committee will, instead of conducting a full hearing, ultimately review the evidence (if the faculty member so requests) before a final decision is made by the Board of Trustees on the recommendation of the administration.

Page 33

A faculty member who alleges that a decision against his or her reappointment was based significantly on discriminatory considerations will first seek informal redress of grievances according to the Preliminary Procedures listed ~~in category 4~~ **above**, with the exception that any faculty member who alleges that he or she was the victim of discrimination in nonreappointment will submit a statement that the faculty member agrees to the presentation, for the consideration of the faculty committees, of such reasons and evidence as the institution may allege in support of its decision. The faculty member then has the right to a formal hearing before the Academic Freedom and Tenure Grievance Committee.

~~The Formal Hearing Procedures to be followed in category 6 are identical to those listed in category 4.~~

Page 33

Once the Academic Freedom and Tenure Grievance Committee has determined that the case is within its jurisdiction, it shall immediately ask the Mediation Committee to inquire informally into the situation in order to attempt to effect a resolution of the matter. If such resolution cannot be achieved, the Mediation Committee will submit a non-binding recommendation to the Academic Freedom and Tenure Grievance Committee, and the faculty member will have the right to a formal hearing before the Academic Freedom and Tenure Grievance Committee. The hearing will be conducted in accordance with the applicable portions of the Formal Hearing Procedures, no. ~~3-2-9 and 11-12,~~ **as listed in category 4.**

### Standing Committee Election Ballot

All seats will be for three year terms. Please make sure you darken the circle indicating that you are voting for each election.

#### Academic Affairs

**1. Yes, I am voting.**

*At large (vote for two)*

2. Keith Best (Fine Arts)

3. Seth Smith (Physics)

4. \_\_\_\_\_

5. \_\_\_\_\_

*College of Liberal Arts (vote for one)*

6. Pamela Rooks (English)

7. \_\_\_\_\_

8. \_\_\_\_\_

*College of Education (vote for one)*

9. Barbara Thayer (Education)

10. \_\_\_\_\_

11. \_\_\_\_\_

#### Academic Freedom and Tenure Grievance (vote for two)

**12. Yes, I am voting.**

13. Glen Gourley (Fine Arts)

14. Charlene Wages (Psychology)

15. \_\_\_\_\_

16. \_\_\_\_\_

#### Academic Support (vote for two)

**17. Yes, I am voting.**

18. Matthew Nelson (English)

19. John Rae (Biology)

20. Don Stewart (Mass Communications)

21. \_\_\_\_\_

22. \_\_\_\_\_

#### Admissions, Advising and Retention (vote for two)

**23. Yes, I am voting.**

24. Alissa Warters (Political Science)

25. Ed Eleazer (English)

26. Lisa Eargle (Sociology)

27. Tom Fitzkee (Math)

28. \_\_\_\_\_

29. \_\_\_\_\_

**Faculty Grievance (vote for two)**

**30. Yes, I am voting.**

- 31. John Summer (Library)
- 32. Mary McNulty (English)
- 33. \_\_\_\_\_
- 34. \_\_\_\_\_

**Faculty Life**

**35. Yes, I am voting.**

*School of Business (vote for one)*

- 36. Kay Lawrimore
- 37. Jerry Bilbrey
- 38. \_\_\_\_\_
- 39. \_\_\_\_\_

*Humanities (vote for one)*

- 40. Scott Kaufman (History)
- 41. Betty Ramey (English)
- 42. \_\_\_\_\_
- 43. \_\_\_\_\_

*Social Sciences & Psychology (vote for one)*

- 44. Susan Ruppel (Psychology)
- 45. \_\_\_\_\_
- 46. \_\_\_\_\_

**Grade Appeals (vote for one)**

**47. Yes, I am voting.**

- 48. Glen Gourley (Fine Arts)
- 49. Damon Scott (Math)
- 50. Tom Fitzkee (Math)
- 51. \_\_\_\_\_
- 52. \_\_\_\_\_

**Information Technology (vote for two)**

**53. Yes, I am voting**

- 54. Hank Richardson (Math)
- 55. Fangjun Arroyo (Math)
- 56. Kris Varazo (Chemistry)
- 57. Robert Brooks (Fine Arts)
- 58. \_\_\_\_\_
- 59. \_\_\_\_\_

**Institutional Effectiveness (vote for two)**

**60. Yes, I am voting.**

- 61. Lisa Eargle (Sociology)
- 62. Larry Anderson (Fine Arts)
- 63. Janis McWayne (Education)
- 64. Brad Johnson (Business)
- 65. \_\_\_\_\_
- 66. \_\_\_\_\_

**Nominating (vote for two)**

**67. Yes, I am voting.**

- 68. Alissa Warters (Political Science)
- 69. Robert Brooks (Fine Arts)
- 70. Joel Thayer (Sociology)
- 71. Don Stewart (Mass Communications)
- 72. \_\_\_\_\_
- 73. \_\_\_\_\_

**Professional Development**

**74. Yes, I am voting.**

*Social Sciences & Psychology (vote for one)*

- 75. Kevin Lasher (Political Science)
- 76. \_\_\_\_\_
- 77. \_\_\_\_\_

*Humanities (vote for one)*

- 78. Meredith Love (English)
- 79. \_\_\_\_\_
- 80. \_\_\_\_\_

*Science and Math (vote for one)*

- 81. Lisa Pike (Biology)
- 82. Hank Richardson (Math)
- 83. Allen Clabo (Chemistry)
- 84. \_\_\_\_\_
- 85. \_\_\_\_\_