



**Faculty Senate Executive Committee**  
Tuesday, February 10, 2015  
9:00a.m. – 11:00a.m. – Adelbert Hall, Room M2

AGENDA

|            |  |                          |
|------------|--|--------------------------|
| 9:00 p.m.  | Approval of Minutes from the January 13, 2015 Executive Committee Meeting, <i>attachment</i>                             | R. Ritzmann              |
| 9:05 a.m.  | President and Provost Announcements  | B. Snyder<br>W. Baeslack |
| 9:10 a.m.  | Chair's Announcements  | R. Ritzmann              |
| 9:15 a.m.  | By-Laws Committee: Honorary Degree Nomination Provision, <i>attachment</i>   | D. Carney                |
| 9:20 a.m.  | By-Laws Committee: Discussion of Handbook Provision Relating to Return of Faculty Appointment Letters, <i>attachment</i> | D. Carney                |
| 9:30 a.m.  | Report from Subcommittee Discussing Tenure Issues  | S. Russ                  |
| 9:40 a.m.  | Standing Committee Report: FSCUE   | J. Ruhl                  |
| 9:55 a.m.  | Committee Member Report: CAS   | G. Weiss                 |
| 10:00 a.m. | Committee Member Report: WSOM  | S. Case                  |
| 10:05 a.m. | Possible End of Year Budget Meeting  | R. Ritzmann              |
| 10:10 a.m. | Approval of Faculty Senate Agenda, <i>attachment</i>   | R. Ritzmann              |

**Faculty Senate Executive Committee  
Minutes of the February 10, 2015 Meeting  
Adelbert Hall, Room M2**

**Committee Members in Attendance**

Bud Baeslack, Provost  
Susan Case, WSOM  
Carol Fox, LAW (substituting for Juscelino Colares)  
Peter Harte, SOM  
Roy Ritzmann, CAS, Vice Chair  
Sandy Russ, CAS, Past Chair  
Barbara Snyder, President  
Gillian Weiss, CAS

**Others Present**

Nicole Deming, Chair, Faculty Personnel Committee  
David Carney, Chair, Committee on By-Laws

**Absent:**

Robert Savinell, CSE, Chair  
Zina Kaleinikova, SODM  
Carol Musil, SON  
Alexis Abramson, CSE  
Sonia Minnes, MSASS

**Call to Order**

Professor Roy Ritzmann, vice chair, Faculty Senate, called the meeting to order at 9:00 a.m.

**Approval of Minutes**

The minutes of the January 20, 2015 meeting of the Faculty Senate Executive Committee were reviewed and approved. *Attachment*

**President's Announcements**

President Snyder explained the process by which a decision is made to close the university due to inclement weather. Since 80% of our students live on campus, CWRU may not close as often as other schools. It is up to individual faculty if and when to make up cancelled classes.

**Provost's Announcements**

The Provost reported that a draft of the accreditation assurance argument has been sent to the Deans for comment. Any feedback should be directed to Vice Provost Don Feke.

**Vice Chair's Announcements**

The vice chair did not make any announcements.

### **Report from Subcommittee Discussing Tenure Issues**

Professor Sandy Russ reported on the discussion from the subcommittee considering tenure-related issues. The subcommittee made the following recommendations:

1. Refer to Committee on Faculty Personnel – monitoring the required percentage of tenure-track to non-tenure track faculty in constituent faculties.
2. Refer to Committee on Faculty Personnel - when search committees for faculty hiring should be mandatory.
3. Refer to the Provost's office - monitoring compliance with affirmative action policies when hiring tenure-track and non-tenure track faculty.

The Executive Committee agreed to refer these matters as recommended by the committee.

### **Standing Committee Report: FSCUE**

Professor John Ruhl, chair of FSCUE, was ill and unable to attend the meeting.

### **By-Laws Committee: Honorary Degree Nomination Provision**

Professor David Carney, chair of the By-Laws Committee, presented revisions to the Honorary Degree provision of the Faculty Handbook. The changes had been proposed by the Provost's office and were unchanged by the By-Laws Committee. The revisions provide the honorary degree committee with greater flexibility in the number of nominations, and allows the degree to be awarded other than at commencement or other major university convocation in the case of unusual circumstances. The Executive Committee voted to include these revisions on the agenda for the Faculty Senate meeting. *Attachment*

### **By-Laws Committee: Discussion of Handbook Provision Relating to Return of Faculty Appointment Letters**

The Executive Committee had charged the By-Laws Committee with clarifying the Faculty Handbook provision regarding return of faculty appointment letters. The Handbook provides that if the university does not receive notice of acceptance by a faculty member, of his/her appointment terms, that the faculty member's appointment may be terminated by notice given within 60 days of the delivery of the appointment form. Prof. Carney, chair, sought guidance from the Executive Committee on their intent. The Executive Committee discussed the need to account for situations in which it may not be prudent for a faculty member to sign and return his/her appointment letter as required under the current rules (e.g. a faculty member is disputing his/her raise), while also taking into consideration the university's need to staff courses on a timely basis.

### **Committee Member Report: CAS**

Professor Gillian Weiss, CAS, reported on three main areas of concern at the College of Arts and Sciences:

- 1) Student Curriculum- Many more students in the CAS are enrolled in the sciences and pre-med than in humanities and social sciences. Also, many students are satisfying their general education requirements off-campus through study abroad programs, advanced placement courses and with transfer credits. Prof. Weiss is collecting data on the number of students with advanced placement credits with assistance from the Office of Institutional Research.
- 2) Infrastructure Issues- Faculty in the CAS are concerned about the quality of buildings and insufficient classroom space. President Snyder commented that Clark Hall is being renovated in stages.
- 3) Allocation of costs for the construction of the Maltz Performing Arts Center.

Prof. Weiss also asked to see the results of the survey conducted by the President's office last September which had been sent to faculty from the CAS. The President agreed to release the survey results.

#### **Committee Member Report: WSOM**

Professor Susan Case, WSOM, reported on her discussion with Dean Widing of the Weatherhead School of Management. With respect to curricular issues the Dean is concerned about the formula for revenue-sharing at the graduate level. He would like to see the policy reviewed and possibly changed to make it easier for graduate students to take classes outside their home schools. There is also concern by some faculty members about the number of non-tenure track faculty teaching classes at WSOM (approximately 25% of classes are taught by non-continuing instructors) and about class sizes at WSOM. Many of the classes have 60 or more students enrolled. A class with fewer than 20 students will be canceled which causes difficulties for faculty who are then required to teach an extra class the following semester. There are also issues regarding the WSOM course block and the rigidity of course scheduling.

Dean Widing would like to see a ratio of 2/3 tenured to 1/3 non-tenured faculty at WSOM. The school has not reached this goal yet. He will ensure a fair hiring process for all WSOM faculty in compliance with university guidelines. The Dean values non-tenure track faculty and is considering the possibility of offering multi-year contracts instead of annual contracts as well as developing an evaluation system similar to the one used for tenure-track faculty.

Provost Baeslack said that the University Budget Committee had concluded that the effect of the current revenue-sharing formula at the graduate school level was not sufficiently problematic to warrant a change. All schools should continue to work with each other as part of a team.

The Provost also said that each school's culture is different and that with respect to tenure matters, the school's policies should be reflected in its by-laws.

#### **End-of-the-Year Budget Meeting**

The Executive Committee discussed whether to hold an end-of-the-year budget meeting for faculty senators. Prof. Russ said that last year's meeting had been very useful and she was in

favor of scheduling it again this year. The Provost said that the administration's goal is to be as transparent as possible with respect to the university's finances and was in favor of an annual budget meeting. A suggestion was made to solicit questions before the meeting. The Executive Committee agreed to notify the Faculty Senate about the budget meeting.

The Executive Committee discussed whether a report on updates to the university's Sexual Misconduct Policy should be added to the Faculty Senate meeting agenda. A White House task force has mandated that colleges and universities make a number of changes to their sexual misconduct policies. The Executive Committee agreed that a representative from the university's Office of General Counsel should be invited to update the Senate on the changes.

President Snyder suggested that Vice President of Student Affairs, Lou Stark, report to the Senate on efforts being made to educate the student body about the sexual misconduct policy, including showing the video that is part of fall orientation. The Executive Committee agreed that this would be useful.

#### **Approval of Faculty Senate Agenda**

The agenda for the February 26, 2015 Faculty Senate meeting was approved with the additional items described in the above paragraph.

The meeting was adjourned at 10:45 a.m.

Approved by the Faculty Senate Executive Committee

A handwritten signature in cursive script, appearing to read "Rebecca Weiss".

Rebecca Weiss  
Secretary of the University Faculty

## **PROPOSED REVISIONS FOR DISCUSSION:**

### **X. Guidelines for Awarding Honorary Degrees\***

An honorary degree is a means of recognizing excellence in any valued aspect of human endeavor, including the realm of scholarship, public service, and the performing arts. The conferring of an honorary degree is the University's way of recognizing those persons who have exemplified in their work the highest ideals and standards. By awarding such degrees to persons outside the University, an interest in and connection with the larger community is maintained.

Nominations are to be submitted to a faculty committee appointed by the president after consultation with the Nominating Committee of the Faculty Senate. The faculty committee, chaired by the provost of the University, will have representation from each constituent faculty. ~~Between~~ Approximately five and ten<sup>i</sup> nominations will be recommended by the faculty committee to the Executive Committee of the Faculty Senate. Those approved by the Executive Committee, acting for the University Faculty, and by the president<sup>ii</sup> will be ~~transmitted to the president for submission submitted~~ to the Board of Trustees. The candidates approved by the Board of Trustees ~~will~~ may<sup>iii</sup> be invited by the president to come to Case Western Reserve University to receive an honorary degree.

The faculty committee will begin its work early and will be ready to receive nominations from individuals by October 1. The recommendations will be submitted to the Executive Committee of the Faculty Senate no later than November 20.

A nomination should include a brief statement detailing accomplishments of the candidate that are especially worthy of recognition and giving reasons why the University should confer the degree.

Although not always possible, if the Commencement Speaker is to be awarded an honorary degree, it is hoped that selection of the speaker will occur early enough to allow the process to proceed on schedule.

Restrictions include:

- A. An honorary degree will not be conferred on a person who is currently a member of the faculty, the staff, or the Board of Trustees.
- B. Except in unusual circumstances<sup>iv</sup>, an honorary degree will be awarded only at the commencement or other major university convocation.
- C. The number of honorary degrees awarded on any one occasion will be limited to no more than six.

*\*approved by the Board of Trustees 8/10/88.*

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<sup>i</sup>eliminate minimum to allow committee to nominate number sufficient to populate the pipeline and maintain selectivity from among nominees, the number and quality of which fluctuate from year to year

<sup>ii</sup> the president determines final recommendations

<sup>iii</sup> Does not bind current administration to invite choices of an earlier administration, nor to honor an approved potential recipient about whom disqualifying information is revealed

<sup>iv</sup> accommodates recipient's inability to receive award in person, and retains intention that presentation occur at major event

## Faculty Handbook, Chapter 3, Part One

(see Article I, Sec. A, Par. 2)

### ***ARTICLE I. Appointments, Reappointments, Resignations, Promotions, and Tenure\* \*\****

(Except for special faculty appointments, all appointments, all promotions and all tenure and tenure transfer recommendations require approval of the Board of Trustees before a notice of appointment, promotion, tenure award, or tenure transfer may be issued to a faculty candidate. Special faculty appointments may be made by an authorized administrative officer of the University.)

#### **Section A. Notices of Appointment**

1. The classification and terms of each faculty appointment shall be specified in a written appointment form delivered to the faculty member in advance of each academic year (or in advance of the effective date of the appointment). Initial appointments shall be described in detail in letter format. Regardless of when the appointment begins, every full-time tenured, tenure track and non-tenure track appointment term shall have an end date of June 30th. Part-time and special faculty appointments may have an end date appropriate for the appointment. The form shall be signed by an authorized administrative officer of the University (appropriate dean, the provost, the vice president for medical affairs, or the president) and shall include a section to be signed in acceptance by the appointee and returned.
2. Acceptance or declination of appointment or resignation by the faculty member shall be made not later than April 15, or 30 days after delivery of the appointment form, whichever occurs later. Resignation shall become effective at the end of the faculty member's appointment term unless the University agrees to special conditions in advance and in writing. Should the University not receive notice of acceptance of appointment terms from the faculty member, it may terminate the appointment by giving notice to the faculty member any time after sixty days of the date of the delivery of the appointment form. Such notice of termination of the appointment is adequate if mailed to the faculty member's latest address on file with the University, return receipt requested.
3. At the time of the initial appointment, the faculty member shall be provided with a general written description of 1) the criteria by which his or her performance will be judged and 2) the teaching, research and scholarship, and service required to maintain faculty status and for renewal of appointment, promotion, and/or tenure, as applicable.