



## **VI. UNFINISHED BUSINESS:**

Super Revised Continuance Procedures Feb '08

### **FS Motion 2008-2-01:**

It was moved and seconded that the following paragraph replace paragraph 3 under **B**.

3. The Departmental/Division Continuance Committee will consist of the tenured members of the department or division except the department chair and/or associate dean. The Committee will meet and consider the strengths and weaknesses of the faculty candidate for continuance.

In the event that the number of tenured faculty members in a department and/or division is fewer than five (5), the committee shall be comprised of three (3) tenured members of the department and/or division.

In the event that the number of tenured members in a department and/or division is fewer than three (3), the committee shall be comprised of the department and/or division's tenured members plus the department and/or division's most senior faculty to create a committee of five (5). (Such a committee could be comprised only of the five senior members of the department and/or division if the department and/or division has no tenured faculty.)

In the event that a department and/or division is too small to create such a committee, then that department and/or division may create a committee of three (3) comprised of the tenured members of the department and/or division and the most senior members of the department and/or division to bring the committee number up to three (3). (Such a committee could be comprised only of the three senior members of the department and/or division if the department and/or division has no tenured faculty.)

In any case, the committee will not include the individual under consideration and first year faculty members.

The Departmental/Division Continuance Committee shall select one of its own recommending members to chair the meeting. Following discussion of the candidate, a vote is taken on recommendation to "Grant" or "Deny" Continuance. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Majority rule decides the recommendation. In the case of a tie vote (including abstaining votes which count as "Deny") the recommendation is deny. The vote will be confidential. The committee chair will hold on to the ballots until the conclusion of the entire continuance process.

The committee chair shall record the recommendation, compile a written summary of the rationale, share the summary with the committee for approval, and sign the recommendation. Once the committee chair has prepared this report, it must be forwarded to the Department Chair/Associate Dean by October 15.

The motion passed by voice vote.

**FS Motion 2008-2-02:**

It was moved and seconded that “Chair” in the first line of **B. 4** be changed to “Department Chair/Associate Dean.”

The motion passed by voice vote.

**FS Motion 2008-2-03:**

It was moved and seconded that in the second line of **B. 4** the words “and not the numerical vote” be inserted after the words “committee recommendations.”

The motion passed by voice vote.

**FS Motion 2008-2-04:**

It was moved and seconded that Under \*Departmental Continuance Committee considerations, replace

all four bullets

with

“If the individual under consideration is the chair of the department, then the chair of the Departmental Continuance Committee forwards the summary report to the Dean of the appropriate school (step # 5 would not be a part of the continuance process of a chair).

The motion passed by voice vote.

**FS Motion 2008-2-05:**

It was moved and seconded that the attached Department/Division Continuance Summary of Committee Chair Continuance Recommendations form be approved for the Continuance process.

The motion passed by voice vote.

## **VII. NEW BUSINESS:**

### **FS Motion 2008-2-06:**

It was moved and seconded that the following be accepted as the Instructional Materials Policy for Southwestern Oklahoma State University.

### **INSTRUCTIONAL MATERIALS POLICY**

#### **BACKGROUND AND/OR RATIONALE:**

In order to comply with Oklahoma State Statute (70 O.S., Section 3218.8); the following policies are proposed:

#### **INSTRUCTIONAL MATERIALS in the Library**

An effort will be made to place textbooks in the Al Harris Library to provide access to required, instructional materials for undergraduate classes with many sections that enroll large numbers of students and access to unusually expensive textbooks. These materials will be on two-hour reserve at the Al Harris Library. Courses whose materials are included will be posted on the library website or a site developed specifically for communicating textbook information for SWOSU.

#### **INSTRUCTIONAL MATERIALS POLICY – University Bookstore**

The University Bookstore shall:

- Provide students with the option of purchasing instructional materials that are unbundled when possible, and disclose to faculty and staff the costs to students of purchasing instructional materials. This information will be available at the University Bookstore website. A public website for locating publisher's web site is located here: <http://www.booksinprint.com/bip/default.asp>; and
- Actively promote and publicize book buy-back programs.

#### **INSTRUCTIONAL MATERIALS POLICY – University Textbook Webpage**

The University Textbook Webpage shall:

- Provide students with information on methods for reducing textbook costs.
- Provide students with textbook information for SWOSU classes in a timely manner. This information shall include the ISBN number.

## INSTRUCTIONAL MATERIALS – ONLINE ENROLLMENT

Effective XXXXX, instructional faculty teaching in SWOSU programs should ensure access to the most economical and efficient process for obtaining the very best instructional materials.

- Faculty must place their instructional material adoptions with their departmental representative. This person will 1) encourage faculty to place their adoptions in a timely way; 2) submit adoptions with the University Bookstore and other local bookstores; and 3) place textbook adoptions on the University website including ISBN numbers.
- The University textbook adoption form shall be used. The suggested retail price shall be listed for each required textbook. (include the Library's books in print address here)
- Faculty shall clearly state in the course syllabus their expectations for textbook usage. For example, "The required text is XXXXX. The student is responsible for all material covered in the text unless specifically told otherwise. Use of an alternative text does not remove the responsibility from the student of knowing the material covered in the required text." Faculty are encouraged to allow students to use the most recent **prior edition** of a required, if appropriate.
- No faculty, staff or academic unit shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring SWOSU students to purchase specific textbooks or instructional material required in a course. However, an employee **may** receive:
  - Sample copies of textbooks/instructional materials, instructor copies of textbooks/instructional materials, as long as these are not to be sold by the employee or academic unit.
  - Royalties or other compensation from sales of textbooks/instructional materials that include the writing or work of the employee.
  - Honoraria for academic peer review of instructional materials.
  - Training in the use of instructional materials and technologies.

- Faculty are encouraged to continue good practices to keep instructional costs as low as possible including having electronic reserves in the library when feasible and to require only those materials that will actually be used. Faculty are encouraged to continue learning about and utilizing other emerging technology tools or resources in their courses.

Faculty members are also referred to

<http://www.sos.state.ok.us/documents/Legislation/51st/2007/1R/HB/2103.pdf>

The motion passed by voice vote.

**Further Business:**

There are problems with SPSS. Please address these problems.

**FS Motion 2008-2-07:**

Sense of the Faculty Senate: The Senate believes ITS is understaffed and is currently unable to adequately meet the needs of the faculty. We recognize their efforts.

The motion passed by voice vote.

**FS Motion 2008-2-08:**

It was moved and seconded that FS President investigate ways to market SWOSU to potential new faculty.

The motion passed by voice vote.

**FS Motion 2008-2-09:**

It was moved and seconded that Marion Prichard, Nina Morris, and Viki Craig plan the retirement reception.

The motion passed by voice vote.

1. Dr. Tom Boyd will be the speaker at the President's Leadership Class dinner. Everyone is encouraged to purchase a ticket and attend.
2. Computer Club will have at its next meeting one the top computer science people in the nation as a speaker. The meeting is Tuesday, March 4, 2008 at 5:00 pm in STF 235.
3. Everyone is encouraged to vote on the Weatherford bond issue on Tuesday, March 4, 2008.

**VIII. ADJOURNMENT:**

*Next Faculty Senate meeting: March 28, 2008 2:00 pm, EDU 201*

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**Robin Jones, President**

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**Nancy Penner, Secretary**



## Continuance Committee Report of the Committee Chair

\_\_\_\_\_  
Faculty Member under Consideration

\_\_\_\_\_  
Date of Appointment

Check one below:

Recommend Continuance

Recommend Non-continuance

The Departmental Chair/Associate Dean has the responsibility of sharing the results of the perceived strengths and weaknesses, but not the vote, with the faculty member.

With regard to the instructional effectiveness, scholarly effort, and service to the department and the university:

**What are the candidate's perceived strengths?**

**What are the candidate's perceived weaknesses?**

\_\_\_\_\_  
Signature of the Chair of the Continuance Committee

\_\_\_\_\_  
Date

**This Information is a source of information for the department chair/associate dean and the Dean.**