Faculty Senate
2015-2016 Report

Submitted by
Chadia Affane Aji, Ph.D.
Professor, Mathematics
Chair of Faculty Senate

Introduction
The Senate acts as an advisory and consultative body to the President and other administrative officers on any matter affecting the academic mission of the University. Faculty Senate functions in accordance with the Constitution of the Senate. The Senate’s role is to ensure a transparent and inclusive shared governance environment for the faculty.

This report summarizes the efforts, activities, and achievements of the Faculty Senate (FS) during the 2015-16 academic year.

Background
The FS is composed of 30 faculty members. The number of Senators from each academic unit is proportional to the size of the faculty. Senators meet every first working Monday of the month from September to April. The Chair of the FS presides at the meetings. In each FS meeting, Senators discuss concerns or issues raised by faculty members and determine/discuss recommendations and resolution of such matters. It is the responsibility of the Senators to communicate and disseminate the information discussed in the monthly meetings to all faculty members in their respective departments/units.

For the first time in the history of Tuskegee University, the Senate is fully engaged with the President of Tuskegee University, the Provost/Vice President for Academic Affairs, and other Vice Presidents and administrative leaders to achieve and fulfill the mission of Tuskegee University. President Johnson invites the Chair of the Senate to his very important committees meetings such as the Executive Council, Budget Steering, and Council of Deans committees. This is in alignment with President Johnson’s commitment to transparency of governance. The Chair of the Senate promptly communicates pertinent information from these meetings to the Senators who in turn inform their colleagues in the respective departments.

Standing Committees
As stated in the Constitution: The faculty as a whole, “has the primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.” The faculty delegates these responsibilities to its duly elected representatives who serve as its Executive Body and who shall constitute the Faculty Senate.

The Standing Committees play a very important and effective role in the academic governance of the University. Senators elect the Chairs of the Standing Committees. Following is a summary of activities for each committee.

Executive Committee / Faculty Senate Officers
The Executive Committee (EC) consists of the Chair of the Senate: Dr. Chadia Affane Aji, Vice-Chair: Dr. Rhonda Collier, and the Executive Secretary: Ms. Kimberly Baylor Bivins. The Chair of the Senate held monthly meetings with the EC prior to the monthly FS meeting. The EC identified agenda items for the FS meeting. The Chair of the FS also shared with the EC the information from the important university committees meetings.

**Academic Personnel Services Committee (APSC)**
Per the Constitution of FS, Academic Personnel Services Committee (APSC) shall concern itself primarily with policy matters and guidelines for administrative implementation pertaining to: faculty salaries, ranking, tenure, insurance, promotion and retirement. During the year 2015-16, APSC’s primary function was with respect to tenure and promotion of the faculty members of the University. The committee is headed by Dr. Mahesh Hosur.

Starting this academic year (2015-16), the tenure and promotion application process is all electronic. Fillable tenure and promotion application forms were developed and posted on the FS University website under resources. Workshops were held for the potential applicants to inform them of the process. Dr. Aji, Chair of the FS developed these forms and also conducted the workshops as well as one-on-one meetings with faculty. A video file of the same is also posted on the FS University web page. Faculty members were also informed to refer to the FS web page for the timeline included in the tenure and promotion process.

In total there are 24 applications for promotion and 14 applications for tenure. The APSC reviewed these applications and submitted its recommendations to the office of the Provost for the follow up actions according to the established timeline.

**Academic Affairs Committee (AAC)**
The AAC reviews requests for new courses and new programs and forwards its recommendations to the Provost. The AAC is chaired by Dr. Shawona Daniel. The committee processed seven (7) applications for new courses and one (1) application for program modification during this academic year. No application has been received for new programs.

**Instruction Committee (IC)**
The IC chaired by Dr. Virda Lester acted on a request from the School of Education. The School of Education received information from the Alabama State Department of Code indicating that the state-mandated grade point average (GPA) for all students admitted to Schools of Education shall be 2.75. To be in compliant to adhere to the State Department of Code's state-mandated 2.75 GPA for students seeking admission to Tuskegee School of Education programs, beginning 2016, the IC voted approval of the request.

**Research and Graduate Studies Committee (RGSC)**
The RGSC chaired by Dr. Vijaya Rangari is revising the graduate handbook this academic year. An action plan is to add new Ph.D. programs from Agriculture and Veterinary medicine to the handbook.

**Grievance Committee (GC)**
The Tuskegee University GC reviews issues relating to grievances submitted by members of the Faculty. Dr. Catherine Gayle, Associate Professor and Chair of the Department of Social Work, chairs this committee. During the 2015th academic year, the GC reviewed one case and submitted its recommendations to the Provost-Dr. Cesar Fermin.

**Continuing Education and Outreach Committee (CEOC)**
The CEOC chaired by Dr. Marilyn Tourne main activity of this academic year was to strengthen communication amongst different departments and organizations on TUs campus. There is a strong disconnect among different colleges, departments, faculty, and students. There are many student organizations on campus that 1) are unaware of potential opportunities occurring in other departments, and 2) are simply unaware of the necessity to become a recognized organization. For this reason, the CEOC decided to act as central hub for all organizations (recognized/unrecognized) on TUs campus. The CEOC has been taking measures to help those organizations which are not recognized, become recognized. A long-term goal of the CEOC is to engage with the City of Tuskegee and possibly with neighboring universities.

**Special Committees**

**Faculty Handbook Revision Committee (FHRC)**
This special committee was formed in February 2015, by 2014-15 Senate to revise the faculty handbook. The FHRC is chaired by Dr. M. Javed Khan. The committee received input from Provost Fermin. After completing the revision which included the input from Provost Fermin, the committee met with Dr. Fermin on Nov. 5, 2015 to discuss the changes. The part pertaining to employment practices was provided on Nov. 5, 2015 to the Director of Human Resources (DHR) to ensure compliance with the University HR policies and procedures. After receiving the comments/recommendations from the DHR on Feb. 16, 2016, the draft is currently under review by the general faculty. The final draft will then be submitted to the President through the provost for review and approval before submission to the Board of Trustees for their approval.

**Constitution Revision Committee (CRC)**
The CRC chaired by Dr. Rhonda Collier is reviewing the current Constitution. The committee has recommended the following amendments: a) the addition of an officer (i.e. Parliamentarian) and b) the replacement of inactive Senators (i.e. Senators who missed and didn’t send representatives three or more FS meetings). These amendments will be formally presented to the FS during March meeting for a vote.

**Other Business**
1) **FS Web page**
The FS webpage was redesigned by Dr. Aji in July 2015. Among other improvements, it includes a section of resources such as the Faculty Handbook, Senate Constitution, Tenure and Promotion forms and timeline, and a roster of the Senators with their names linked to their webpages.

2) **Football Ticket**
In the past, faculty members were granted free admission to football games. To generate some revenue for the athletics department, as of this academic year (2015-16) a faculty shall purchase a maximum of two tickets with 50% discount of the general admission price.

3) **SACSCOC**

February 26, 2016
Faculty members are aware of the SACSCOC warning and reaffirmation for accreditation. This information and the reporting timeline are posted on the Tuskegee University web page under University Accreditation. Dr. Aji, the Chair urged Senators during every FS meeting to inform and encourage their colleagues in their respective departments to support the data collection activities for the SACSCOC reaffirmation. Faculty credentials, students learning outcomes, and programs outcomes will provide evidence to be in compliance with SACSCOC requirements.

4) Programs Review Policy and Procedure
On the direction of the President, Dr. Aji, the Chair of the FS, developed with the assistance of several faculty members a draft for Programs Review Policy and Procedure. This draft was submitted for review by the administration.

5) Teaching Online
One of the five strategic priorities of the President is to move the University towards a fully inaugurated 21st century campus. An important element of this initiative is to have high quality online courses. As a result of which, additional revenue for the University will be generated. Therefore, the Chair of the FS reiterated this aspect in every FS meeting and urged the faculty to get training for developing and deploying online courses that are in compliance with the standards of Quality Matters.

6) Zero Based Budget (ZBB)
The Chair of the FS explained the ZBB process in several meetings of the Senate. Included in the explanation was also the aspect of the separation of the basic and research (external funding) budgets into separate accounts to improve the accounting processes.

7) Faculty and Staff Fundraising Appeal
The Chair of the FS explained the importance of the 100% participation by the faculty in the fund raising efforts and requested not only the Senators to give but also asked them to encourage their colleagues to participate in this extremely important activity. This request was reiterated in all meetings since the launch of the campaign.

8) Academic Calendar
The Chair of the FS was a member of the Academic Calendar Committee for preparing the 2016-17 calendar. The committee was provided input based on discussion in the FS meetings regarding the length of the semesters and its impact on the duration of the winter break. A fall break was added to this 2016-17 calendar based on a survey of the faculty by the office of the Provost.

9) General Faculty Meeting
The faculty handbook states that at least two faculty general meetings shall be held per year. However, only one general faculty meeting, which was part of the fall All University Conference, was held for the last many years. This year’s faculty Senate has endeavored to follow the policies and procedures of the Constitution and the faculty handbook. Therefore, a spring General Faculty Meeting has been reinstituted. This year’s second meeting convened on February 24, 2016. The meeting provided an opportunity to all faculty to interact with President Johnson.

10) Academic Affairs: Online Applications
Starting this academic year, all documents of the AAC for processing new courses and new programs will be made available as fillable forms on the FS webpage under resources. This initiative, which will be completed by Dr. Aji-Chair of the FS, will affectively move the process to fully electronic format.