

# **Penn State Berks Senate**

## **Monday, October 8, 2018**

**12:15-1:15 PM**  
**Luerssen Room 5**  
**Agenda**

- **Call to Order**
- **Approval of the Minutes of the September 5, 2018 meeting**
- **Announcements and Reports by the Chair**
- **Reports of Officers and University Senators**
  - Vice Chair and University Senator Maurer
  - Secretary and University Senator Zambanini
  - University Senator Ansari
  - University Senator Bartolacci
  - University Senator Snyder
  - SGA President Ryan Morris
  - Student Senator
- **Comments/Announcements by Administrators**
  - Chancellor Hillkirk
  - Associate Dean Larson
- **Informational Reports**
  - Intercollegiate Athletics Committee Meeting Notes, September 17, 2018 (**Appendix A**)
  - Faculty Affairs Committee – Charge 12 (**Appendix B**)
- **Unfinished Business**
- **New Legislative Business**
  - Revision to Fixed Term Promotion Statement, Executive Committee (**Appendix C**)
  - Intercollegiate Athletics Committee – Revision to Standing Rules (**Appendix A**)
- **Forensic Business** – Discussion of Common Meeting Time for Committees
- **Comments for the Good of the Order**
- **Adjournment**

**Penn State Berks Senate**  
**September 5, 2018**  
**12:15-1:15 PM, Room 5, Luerssen Building**

Attendees: Katie Amaral, Mohamad Ansari, Jennifer Arnold, Mike Bartolacci, Tara Beecham, Jill Burk, Valerie Cholet, Tricia Clark, Justin DiAngelo, Maria Fellie, Andrew Friesen, Nathan Greenauer, Jinyoung Im, Ben Infantolino, Samantha Kavky, Ada Lueng, Cesar Martinez-Garza, Clifford Maurer, Catherine Mello, Pauline Milwood, Tami Mysliwiec, Mahdi Nasereddin, Shannon Nowotarski, Meghan Owenz, Dawn Pfeifer Reitz, Alexey Prokudin, Jianbing Qi, Michele Ramsey, Matthew Rhudy, Jeanne Marie Rose, Marissa Ruggiero, Holly Ryan, Jessica Schocker, Allison Singles, Stephen Snyder, Terry Speicher, Ebonie Stringer, Hartono Tjoe, Rosario Torres, Lorena Tribe, Praveen Veerabhadrapa, Bryan Wang, Bob Zambanini (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, David Bender, Kim Berry, Dave Delozier, Lisa Glass, Keith Hillkirk, Janelle Larson, Michelle Mart, Lolita Paff, John Shank (Administration).

**1. Call to Order**

- 2. Additions, Corrections, and Approval of Minutes of April 16, 2018** – The Chair called for additions, corrections to the minutes. Hearing none, a motion was called to approve the minutes, and seconded; *the minutes were approved.*

- 3. Announcements and Reports by the Chair** – The Chair reminded all that after today's meeting, photocopies will no longer be made for future meeting in order to help cut costs in regards to budget issues and for sustainability purposes. Refreshments will not be offered at the Senate meetings for this year; however, we may on occasion have a celebratory refreshment offering (although it will not be the standard).

- **Action Items from Senate Motions Passed January-April 2018, and Administrative Responses (Appendix A)** – This document is a summary of motions that were passed in the spring; it includes a variety of responses from the administration and reflects the Senate's advisory role. There is a mixture of agreement and disagreement; most of the disagreements that administrative had were due to budget considerations. The Chair provided an overview for each committee highlighted in the report and shared that some of these concerns will be rolled back into this year's charges to be re-visited.
- **Update on Executive Committee Plans for the Academic Year** – The Executive Committee will continue to work on any unfinished business during this year. A task that will be added to the Executive Committee is to retain and disseminate Senate policies, decisions and motions. .

**4. Reports of Officers and University Senators**

- **Vice Chair and University Senator Maurer** – There currently is a question in-regard to the eligibility for fixed-term promotion committee. The Faculty Affairs Committee will discuss this at their meeting next Monday in the hopes of coming to a quick solution and will be shared with the Executive Committee at their meeting on September 17.
- **Secretary and University Senator Zambanini** – The Secretary extended welcomes to all new faculty present. A major goal for this academic year will be to lead the efforts in gathering and disseminating Senate information online.
- **University Senator Ansari** – Senator Ansari shared a phone call conversation from a month ago in which a retired colleague mentioned a rumor that retired faculty and staff would be losing access to Penn State e-mail. Senator Ansari spoke with Provost Jones who provided the following response: No. Many changes regarding the management of e-mail will be forthcoming. In

particular, current retirees will continue to have e-mail access, but will be pinged on a regular basis to ask if they wish to keep their account accurate (if the individuals do not respond after several attempts, their account will be removed from the system). Moving forward, PSU accounts will not be offered as a retiree benefit. When the benefit was introduced, few options existed for e-mail, but that has changed significantly, and people should be using their personal accounts for non-PSU activity as we expect employees to do.

- **University Senator Bartolacci** – No report.
- **University Senator Snyder** – No report.
- **SGA President Ryan Morris** – Not present.
- **Student Senator** – Not present.

## 5. Comments/Announcements by Administrators

- **Chancellor Hillkirk**

- The Chancellor and Kim Berry were recently at University Park for the last round of interviews with prospective architectural firms. The Chancellor plans to attend next Friday's Board of Trustees meeting when the announcement will be made. That announcement will kickoff what will be a very busy year in terms of series of meetings and consultations on behalf of the architects. This project reflects over a \$26 million commitment with most of the dollars coming through the University. Housing and Food Services has committed \$2 million, which will focus on finishing the second floor of the Perkins Students Center. Our students have committed \$1.3 million, which will come from the student facilities fee. Additional philanthropic gifts are anticipated, and will play a key role. This project will be both exciting and transformative for our campus.
- Another program that is about to go live is the Cohen-Hammel Fellows Scholarship. This program will enable us to go out and recruit exceptional students who will spend their entire academic career at Penn State Berks. This is made possible by gifts from Vic and Dena Hammel as well as Irv and Lois Cohen, each couple contributing \$1.5 million with a \$1 million match from the University to support the scholarship side of the program. Each fellow will be given a \$7,000 annual scholarship. In addition, there will be a program endowment that will support the student's education.
- As Chair Mart previously referenced, we have a budget challenge. It is reflective of our decrease in enrollment, last year as well as this year. I want to thank everybody for their work in helping us together to address this both in terms of managing our budget but also in terms of addressing the enrollment decline. On a positive note, our transfer numbers continue to grow. We have nearly 200 upper-division students who transferred to Penn State Berks this fall. What we need to address is our first-year students. This decrease is due in part to increased competition with other Penn State campuses. In a meeting this morning with the other four area colleges, all of us are dealing with these challenges. The other challenge concerns our international student numbers. This is not surprising given the rhetoric we currently see. We will continue to do everything we can to support and recruit international students. We have received the green light from both Vice President Hanes and Provost Jones as well as the College of Nursing to continue pursuing the student market we have already begun to secure the baccalaureate degree in nursing at Penn State Berks. We will do that in partnership with Penn State Health St. Joseph. We anticipate that degree will bring an additional 200-300 students to Penn State Berks.
- The ROTC will take place at Penn State Berks for the first time in several years. We look forward to re-learning that relationship.

- Another area that we will be exploring in parallel with the Beaver Community is adding additional intercollegiate sports, which has implications to recruit outstanding student athletes.
- This season is fall recruitment season. There are several fall open houses as well as admissions 101 programs scheduled.
- I would also like to welcome new faculty who are here today and were unable to join us at our State of the College program last month. I hope you are getting off to a good start and that we have an opportunity to connect soon.
- In-regard to Dr. Ansari's comments concerning retired faculty and e-mail accounts, I also have expressed concern about that and appreciate Dr. Ansari's efforts. One of things I have shared with the Provost and others at the retreat last month was that retired faculty and staff tend to be very supportive of Penn State and Penn State Berks. In this age, it doesn't make sense that we would not want them to be digitally connected to us. Many create scholarships and are supportive in so many other ways. We will continue to work on behalf of our retired colleagues.
- **Interim Associate Dean Larson**
  - The first ACUE meeting will take place tomorrow.
  - I also echo the chancellor's thanks if you have been supportive with the budgets. This is a time to be creative and resourceful knowing that it won't last forever. Everyone's efforts are greatly appreciated.
  - Another system change that is in the works is from IBIS to SYMBA. They are currently looking for faculty volunteers who would like to be pilots for the new program. Please let me know if you are interested.
  - We are no longer doing contracts for course overloads. Deb Moller is currently sending e-mails to individuals to whom this applies. If you have not heard from her by the end of this week or if there is a discrepancy, you should contact Deb.

## 6. Motions from Committees

- **Approval of Penn State Berks Senate Meeting Dates, Executive Committee (Appendix B)** – The Chair called for comments; hearing none, the motion was called to a vote; *the motion was approved.*
- **Approval of the Chairs of the Standing Committees of the Penn State Berks Senate (Appendix C)** – The Chair provided an overview into the process for selecting chairs for the committee. The Chair called for comments; hearing none, the motion was called to a vote; *the motion was approved.*
- **Revision to the Standing Rules of the Penn State Berks Senate, Executive Committee (Appendix D)** – The Chair indicated that we have a constitution and standing rules that work as a package. The standing rules are more of the day to day functioning of the Senate and periodically there may be the need to amend to improve the functioning of the Senate. The motion as outlined was reviewed. The Chair called for additional comments. A grammatical error was noted to change members to member and for the language to read: *At the request of any committee member, the chair will call for a vote to go into executive session.* The Chair called the motion for a vote; *the motion was approved.*

## 7. Informational Reports

- **Committee Roster of the Penn State Berks Senate, Executive Committee (Appendix E)** – The Chair indicated there is one vacancy at this time and is waiting back to hear from one faculty member. Messages were sent to all chairs requesting they contact committee members as soon as possible and schedule their meetings. They were also asked to include the Chair at their first

meeting to discuss the charges going forward. The Chair called for additional comments. A member of the committee pointed out a correction in-regard to the expiration dates listed on the document. This will be corrected by the Secretary.

- **Committee Charges, Penn State Berks Senate, Executive Committee (Appendix F)** - The Chair provided an overview noting many of the charges brought forward stemmed from e-mails received to the Executive Committee during the summer. The Chair emphasized the first groups of charges for each committee written in regular font are the standing charges and there every year, and the charges at the end of the list that are in italics are the annual charges that the Executive Committee has asked the committees to address. Committee are asked to focus on the annual charges each year as opposed to going off a standing list of multiple charges. A tentative calendar was shared with committee chairs which provides a timeline of when to report back their charges. This timeline was set to space out the charges throughout the academic year.

8. **Unfinished Business** – None.
9. **New Legislative Business** – None.
10. **Forensic Business** – None.
11. **Comments for the Good of the Order** – None.
12. **Adjournment**

(APPENDIX A)

**Intercollegiate Athletics Committee (IAC; 2018-2019)**

(Members: Edwin Sauer, Marietta Scanlon, Catherine Catanach, Erin Johnson, Katie Amaral, Jessica Schocker, Joe Webb, Lisa Deibler, Adrian Munteau, ?students & Praveen Veerabhadrapa/Chair)

*2018-19 Charges:*

1. Responsible to the Berks Senate for all intercollegiate athletic programs at the Berks Campus as they relate to the University's academic and educational objectives.
2. Shall include all teams and individuals representing the Berks Campus with significant off-University activity.
3. Shall consider policies on eligibility of students for intercollegiate athletics; approve intercollegiate athletic schedules as they affect academic standards and distribute this approval to the University-wide Intercollegiate Athletics Committee; and help promote a sound academic climate for the intercollegiate athletic programs at Berks campus.
4. Shall meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.
5. Shall serve also as an advisory committee to the Chancellor of the Berks campus on the operation of the intercollegiate programs.
6. Subject to the general authority of the Chancellor of Berks, it shall initiate new policies, or review existing policies, which govern these intercollegiate athletic programs. While these policies shall guide the Department of Intercollegiate Athletics and administrators at Berks, the Committee shall not act in an administrative or executive capacity.
7. Shall develop recommendations to the Chancellor of the Berks campus on matters affecting the North Eastern Athletic Conference (NEAC), the other Penn State Division
8. 3 campus athletic programs, the University-wide Intercollegiate Athletic Committee, the NCAA, and other national athletic governance bodies in which the University holds membership and shall work closely with the faculty representatives in establishing the University's formal vote to these organizations.
9. At the request of the Chancellor of the Berks campus the committee may consider other issues affecting the various athletic programs under the Chancellor's jurisdiction.
10. Shall report on its activities to the Berks Senate at least annually.
11. Prepare informational report for all faculty (to be disseminated annually) regarding university and NCAA rules that impact on academics.
12. *Investigate communication between student athletes and faculty about absences due to games/competitions; consider ways to standardize practices. Prepare legislative report with recommendations. [Oct]*

## Notes from the IAC Meeting (September 17, 2018)

- The current IAC believes in representation of student athletes as there hasn't been representation in the committee. IAC strives to *create a platform for student athletes* so that they can *express their thoughts, share their experiences and voice their concerns*. On prior request, two student athletes (Dalton Hughes, senior baseball student-athlete & Jess Rozick, senior softball student-athlete) accompanied Athletic director- Lisa Deibler to the meeting. IAC greatly appreciated Lisa Deibler's effort in escorting student athletes to the meeting.
- Athletic Director- Lisa Deibler reported on the success of Berks athletics for the 2017-2018 year especially at North Eastern Athletic Conference (NEAC) and made it evident that the *past year was an exceptionally good year for Berks*. IAC congratulated Berks athletics, teams, coaches and student athletes on their achievements.
- The committee reviewed 2017-18 IAC report that was submitted to the Executive on March 22, 2018. The committee particularly noted that charges #3 & 4 were repeated 'as-is' in the current charges. 2017-18 IAC had addressed these charges and made specific recommendations to the Executive on these charges in its 2017-2018 report-

#3 Shall consider policies on eligibility of students for intercollegiate athletics; approve intercollegiate athletic schedules as they affect academic standards and distribute this approval to the University-wide Intercollegiate Athletics Committee; and help promote a sound academic climate for the intercollegiate athletic programs at Berks campus.

2017-18 IAC Report: The schedule approval is not possible for the Fall-semester as this committee is not fully formed before the start of the semester. The committee recommends to change the terminology to 'review' instead of 'approve'.

#4 Shall meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.

2017-18 IAC Report: Student athletes do not currently have membership on the committee. Presently, the committee is made up of faculty, various athletic staff (including a varsity coach), the Director of Student Affairs and student senators. The committee recommends inclusion of student athletes in the committee, and/or receive views of student athletes through Director of Athletics during committee meetings.

[It is to be noted that the past 2016-2017 IAC report had recommended that charge #3 be removed due to similar reasons]

### ▪ **Current IAC charges and particularly #12 was discussed.**

During the meeting, Lisa Deibler emphasized about student athletes' awareness of 'Class excuse form' ([https://www.psuberksathletics.com/documents/2017/7/13/Class\\_Excuse\\_Form.doc](https://www.psuberksathletics.com/documents/2017/7/13/Class_Excuse_Form.doc)) and it's use based on the each instructor's preference. Student athletes do a fantastic job (to quantify: >98-99%) informing their instructor about their athletic contests well in advance. Previously, there have only been a handful of matters when a student missed a laboratory especially in Science and Engineering related courses (for example, when some sort of cell/tissue-culture which takes couple of days-weeks to grow. It becomes very difficult to replicate the same experiment) was involved. To-date, student athletes submit the class excuse form if it is preferred by the course instructor. It was also highlighted that Athletics would be able to verify as-and-when required and have done so in the past whenever an instructor communicated with them. Mixed views were obtained from the student athletes: the form was 'always' used by Jess, and 'never' used by Dalton. Both

were not opposed to use the form if mandated. The form states that – *This “Class Excuse Form” constitutes the official excuse form, which shall be presented to the instructor of the class being missed due to an athletics event. The student-athlete remains responsible for making up the material being missed.* The details of the student and the sport/date of athletics event are filled. After the form is signed by both the instructor and the student the student generally retains the form (with the possible risk of losing). It was identified that the form is not being filed or documented by any office at Berks (the form doesn’t land on any desk, currently).

Matt Rhudy (Chair, Academic Affairs) shared the Senate Policy 42-27 as IAC charge #12 which focuses on athletic absences is related to the Academic Affairs committee charge #11, which is related to course absences due to extracurricular activities which are not athletic in nature. Due to this overlap of charges, IAC reviewed and highlighted the relevant points (below)

**Senate Policy 42-27: Accessed on 9/12/2018**

<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/42-00-acquisition-of-credit/#42-27>

### **42-27 Class Attendance**

Regular class attendance is one of the most important ways that students learn and understand course materials. It is a critical element of student success. Accordingly, it is the policy of the University that class attendance is expected and that students should follow the attendance policy of the instructor, as outlined in the syllabus. A student should attend every scheduled class and should be held responsible for all work covered in the courses taken.

Class attendance is expected regardless of the format of the course and this expectation applies equally to students in face-to-face, online, and hybrid courses. Attendance in online courses goes beyond course login and is based on documentable participation in class activities, such as interacting with the instructor, interacting with enrolled students, completing assignments with specific due dates, and/or participate in online discussions on a regular basis. It is the student’s responsibility to complete work early, or make alternate arrangements with the course instructor, if due dates or required work will be missed because of a University-approved absence as described in this policy.

Instructors should provide, within reason, the opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as Martin Luther King Day of Service, field trips, debate trips, choir trips, and **athletic contests**). In addition, instructors should provide, within reason, the opportunity to make up work for students who miss class for post-graduate, career-related interviews when there is no opportunity for students to re-schedule these opportunities (such as employment and graduate school final interviews.) In both cases, **students should inform instructors in advance and discuss the implications of any absence**. Missing class, even for a legitimate purpose, may mean that there is work that cannot be made up, hurting the student’s grade in the class. Likewise, **students should be prepared to provide documentation for participation in University-approved activities**, as well as for career-related interviews, when requested by the instructor.

On reviewing Senate policy 42-27 and the current practices, student athletes (a) inform instructors in advance (b) are prepared to provide documentation (using the class excuse form). Both are already being done.

- 2018-2019 –CCA Athletics Schedules were reviewed (and *retroactively approved*).
- IAC report 2017-2018 prepared by Athletics Director, Lisa Deibler was reviewed.
- Student Athletes-Jess and Dalton reported no other issues.



(APPENDIX B)

**Faculty Affairs Committee**

**Motion to Clarify Berks Promotion and Tenure Policy**

**Background and rationale:**

There was some ambiguity regarding the length of time of the term of the fifth member of the College Promotion and Tenure Committee; the previous iteration of the policy could be read as the fifth appointed member having either a two year or a one year term. In addition, the committee recommends that this fifth appointed seat be used to strive for greater equity and balanced representation on the committee.

**Motion:**

**B-2a. Promotion and Tenure Committee**

Committee Composition. The College Committee will be comprised of five (5) tenured faculty members holding the rank of associate professor, professor and/or equivalent rank. Four will be elected by faculty. The Associate Dean will nominate the fifth member after the election takes place. This appointment shall be for one year and it shall be used to create equity (e. g., division, rank, sex, etc.) on the P&T committee. This nominee must be approved by the Berks Faculty Affairs Committee prior to his/her appointment to the College P&T Committee. Each of the three divisions must be represented by at least one member of the committee, although this requirement may be waived on an exceptional basis when there are too few faculty members at the appropriate ranks eligible for election. No member may serve on more than one level of review of any given candidate. The term of service shall be two years or the time served in fulfillment of a committee vacancy. Terms shall be staggered to ensure continuity of membership.

(APPENDIX C)

## **Penn State Berks College Fixed-Term Promotion Statement**

The fixed-term promotion policies of Penn State Berks contribute to academic excellence and are consistent with the Berks campus's mission of providing a high quality education for its students; fostering teaching, research, creative activity, and scholarship; providing service to the University; and enhancing the intellectual, cultural, and economic lives of the community. These promotion guidelines are to be reviewed in light of the mission of Penn State Berks. Innovative responses to the challenges inherent in our mission are encouraged.

The Pennsylvania State University policy governing fixed-term promotion (AC-21) states that it is the responsibility of each academic unit within the University to develop its own specific expectations and standards as the operational basis for promotion recommendations. The purpose of this document is to delineate the expectations and standards for promotion at Penn State Berks. This document should be read in the context of the broader procedures and standards of the University.

Knowledge concerning the expectations and standards contained in this document should be generally available, especially to newly appointed faculty members. The criteria presented in this document are widely applicable to the variety of disciplines represented by the faculty at Penn State Berks.

### **I. Definition of Fixed-Term Academic Rank**

#### **A. Ranks for Fixed-Term Teaching Faculty.**

- 1. Lecturer or Instructor.** A lecturer or instructor should possess at least a master's degree or its equivalent, or is an active candidate for a terminal degree, in an academic field related to his/her teaching specialization.
- 2. Assistant Teaching Professor.** The assistant teaching professor should possess a terminal degree or its equivalent in an academic field related to his/her teaching specialization; alternatively, the assistant teaching professor without a terminal degree should possess at least a master's degree or its equivalent in an academic field related to his/her teaching specification; must have demonstrated ability as a teacher and advisor; and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter.
- 3. Associate Teaching Professor.** The associate teaching professor should possess a terminal degree in an academic field related to his/her teaching specialization; must have demonstrated ability as a teacher and advisor; and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter. Alternatively, the associate teaching professor without a terminal degree should possess at least a master's degree or its

equivalent in an academic field related to his/her teaching specialization; must have demonstrated exceptional ability as a teacher and advisor while in the rank of assistant teaching professor; and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter at a level of distinction beyond that of the assistant teaching professor.

- 4. Teaching Professor.** The teaching professor should possess a terminal degree in an academic field related to his/her teaching specialization; must have demonstrated exceptional ability as a teacher and advisor while in the rank of associate teaching professor and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter at a level of distinction beyond that of the associate teaching professor.

## **II. Criteria for Fixed-Term Promotion**

Faculty members of Penn State Berks become eligible for promotion when they fulfill the expectations specified in The Pennsylvania State University policy ([AC-21](#)). The positions above the first rank are designed to be promotion opportunities, with a recommended period of at least five years in rank as a lecturer/instructor or assistant teaching professor before consideration for promotion. Fixed-Term faculty should become eligible for promotion to the second rank after five years in rank, and would be permitted to compile their promotion dossiers (see below) in their fifth year.

There should be no fixed time period for promotion to the third rank. Reviews for promotions should be conducted solely with regard to the merit of the candidate.

All promotions should be accompanied by a promotion raise, in addition to a merit raise, to be determined and funded by the college.

## **III. Elaboration of the Criteria for Fixed-Term Promotion**

### **A. The scholarship of teaching and learning.**

In accordance with our mission, Penn State Berks highly values the teaching and advising roles of its faculty. Faculty members must demonstrate an ongoing commitment to promote student learning. Effectiveness in this area shall be measured primarily by input from students and from faculty colleagues in the form of course, advising, and peer evaluations, as well as by evidence of a faculty member's commitment to achieving instructional excellence. Student interviews, letters from former students, evaluation of course syllabi and other course materials, and any other means that shall attest to the candidate's teaching and advising effectiveness may be considered.

### **B. Service and the scholarship of service to the University, society, and the profession.**

In accordance with our mission, we recognize that Penn State Berks views a record of active service as evidence of the candidate's commitment to furthering the missions of the College and the University. This service may include but is not limited to committee work, participation in governance bodies, administrative support work, service to student groups, and professionally related service to the public or the profession.

### **C. Dossier**

The candidate's Division Head shall be responsible for providing the following for the dossier: annual letters of evaluation responding to the candidate's faculty activity reports for the five years prior to the review; two current peer teaching evaluations; a summary of the candidate's written student evaluations; a table summarizing SRTE results for the previous five years. (Whenever possible, the Division Head shall make every effort to assign peer reviewers from among both Fixed-Term faculty and tenure-line faculty.)

The candidate shall be responsible for providing the following for the dossier: a current curriculum vitae; a narrative statement of no more than three pages identifying and integrating the teaching and service accomplishments that support a promotion; and, a teaching portfolio that shall include a table of contents, a one-page statement of teaching philosophy, representative syllabi and class materials, and other relevant evidence of teaching effectiveness (such as letters of support by students, alumni, and/or colleagues).

## **IV. Fixed-Term Promotion Peer Review Procedures**

### **A. Role of Peer Reviewers**

Each reviewer shall make no fewer than two visits to the candidate's classroom, on-line discussion, and/or laboratory, and may request any teaching materials that are made available to students. Peer reviewers are expected to review syllabi and assignments and may meet with students.

### **B. Fixed-Term Review Committee**

- 1. Committee Composition.** The Berks campus shall elect three fixed-term faculty members, one from each division at the rank of assistant teaching professor (non-terminal degree), associate teaching professor (non-terminal degree), associate teaching professor (terminal degree), and teaching professor, to serve as the Fixed-Term Review Committee. The term of service shall be three years or the time served in fulfillment of a committee vacancy. Terms shall be staggered to ensure continuity of membership.

If the college shall have fewer than seven fixed-term faculty members, at least two members of the Berks campus's Fixed-Term Review Committee shall be drawn from another unit's Fixed-Term Review Committee. Only full-time fixed-term faculty members are eligible to serve on and vote for the members

of the review committee. If there should be insufficient numbers of higher-ranked fixed-term faculty, exceptions to this provision may be permitted by the Executive Vice President and Provost at the request of the academic unit.

- a. For Promotion to Assistant Teaching Professor, Associate Teaching Professor or Teaching Professor:** Only faculty members of a rank equivalent to or higher than the rank for which a promotion candidate is being considered may vote on that promotion. In the event that there are Committee members of the same or a lower rank than a promotion candidate, an additional member(s) with the required rank shall be appointed by the Associate Dean from the college faculty to assist in the reviewing and voting process for that promotion. If a faculty member(s) with the required rank is not available at Penn State Berks, the Associate Dean shall appoint (a) faculty member(s) with the appropriate rank from another Penn State college. In such a case, prior approval is required from the Executive Vice President and Provost.

- 2. Election.** The Faculty Affairs Committee of the Berks Senate shall administer the three elections, one for each division. All fixed-term faculty members at the rank of assistant teaching professor (non-terminal degree), associate teaching professor (non-terminal degree), associate teaching professor (terminal degree) and teaching professor, ~~each division's faculty except instructors or lecturers shall be eligible for election~~ unless the member shall be on leave of absence or is ineligible because of recent committee service or is otherwise unable to serve. A member may not serve two consecutive terms on the committee. All fixed-term faculty members shall be eligible to vote. Final decisions on inability to serve on the committee shall be made by the Faculty Affairs Committee in consultation with the Division Head.

Elections for the Fixed-Term Review Committee shall take place by September 30<sup>th</sup>. The Faculty Affairs Committee shall prepare and distribute ballots to all faculty eligible to vote in each division listing the names of faculty members in their division who are eligible to serve.

- 3. Results of the Elections.** As soon as is practical after the election, the Chair of the Faculty Affairs Committee shall announce the election winners. Winners shall serve three-year terms.

In the event that a committee member(s) is (are) unable to serve his/her complete term, a replacement(s) shall be chosen. The replacement shall be the individual(s) who received the highest number of votes in the remaining pool of nominees.

In the event of a tie within any of the divisions, a runoff election shall be held.

Signed copies of election results shall be submitted to the Office of Academic Affairs and the Berks Senate upon completion of the election. Results of the election shall be kept on file by the Office of Academic Affairs.

- 4. Convening the Committee and Selecting a Chair.** The Associate Dean shall call the initial meeting to charge the Committee, outline procedures to be followed, and arrange a schedule. The Associate Dean shall provide the Fixed-Term Review Committee with a list of all faculty members who are to be reviewed that year for promotion. The Chair of the newly constituted Committee shall be its longest serving member, and rotate annually.
- 5. Responsibilities of the Fixed-Term Review Committee.** The Fixed-Term Review Committee shall be responsible for assessing candidates for consideration for promotion and preparing letters of evaluation based on candidates' completed dossiers. The committee is expected to assess the review process and pass on any recommendations to the Penn State Berks Senate and Associate Dean.
- 6. Evaluation of the Dossier by the Committee.** The Associate Dean shall make the completed dossier available to the Committee in accordance with the agreed-upon schedule. The committee shall write a letter of evaluation for each candidate based on the dossier and the vote of the Committee.
- 7. Letter of Recommendation.** The letter of recommendation shall address each criterion based on the evidence in the dossier. Each member who voted on a candidate shall sign the letter of recommendation. All signed letters of recommendation must be addressed to the Division Head in accordance with the schedule developed earlier.

**C. Role of Division Head**

The candidate's Division Head shall review the dossier and the letter of recommendation from the Fixed-Term Review Committee. The Division Head shall submit to the Chancellor a letter of recommendation that addresses each criterion for promotion, and either supports or declines to support promotion.

**D. Role of the Chancellor**

Based upon a review of the dossier and the recommendation letters from the Fixed-Term Promotion Committee and the Division Head, the Chancellor shall decide whether or not the candidate shall be promoted, and shall prepare a letter for the candidate with this decision.

*July 2017, revised and approved by Executive Committee, 2017-2018.*

*September 2017, presented to Berks Senate for approval*

*September 2018, drafted by the Faculty Affairs committee*