



to improve retention. He also pointed to the importance of scholarships and looking for new programs or sources for new students. He encouraged everyone to get on board to support

athletes as compared to the entire student population. She thanked the faculty for their support and encouraged the faculty to contact her with questions or concerns.

- B. President Lee reported that Senator Frederick from Kilby is being replaced by Kim Morris.
- C. President Lee also reported that Col. Atencio will serve as senator from Military Science.
- D. The request for consideration of space for a faculty senate meeting area and a faculty commons area has been sent to the VPAA and Provost.
- E. Ulrich Groetsch was nominated for the Faculty at Large position on the Animal Care and Use Committee in replacement of Andy Taylor. Phillip Oliver was nominated for replacement on the Technology Advisory Committee.

Senator Roden moved the meeting be adjourned. Senator Gafford seconded. The motion passed unanimously.

**ATTACHMENT A**

requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must secure advance permission. Implicit in an "excused absence," whether authorized by the Vice President for Academic Affairs and Provost or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.

## ATTACHMENT B



### MEMORANDUM

TO: Marilyn Lee, President, Faculty Senate

FROM: Karen Townsend, Chair, Faculty Affairs Committee

DATE: October 2, 2012

SUBJECT: Proposed Procedure to Ensure Changes to Faculty Handbook

The Faculty Affairs Committee proposes the following procedure be implemented to ensure that approved policy changes are reflected in the Faculty Handbook:

#### Process

Once a change to the Faculty Handbook has been approved by all appropriate constituencies in Shared Governance, including Faculty Senate, the item will go to the Vice President for Academic Affairs and Provost and then to the University President for approval.

The Faculty Senate President will be notified when final approval from the University President is obtained.

The Faculty Senate President sends notification of this approval to the Chair of the Faculty Affairs Committee.

The Chair of the Faculty Affairs Committee confirms with the Assistant to the Vice President of Academic Affairs and Provost (Renee Vandiver) that these changes are reflected in the most current Faculty Handbook.

## **ATTACHMENT C**

### **2.4.2 Non-Tenure-Track**

These appointments are for full-time assignments but only for a limited period of time—normally one term or one academic year— with the appointment terminating automatically at the end of the period specified. Non-tenure-track faculty are not eligible for promotion or tenure, but do share during the period of employment the general responsibilities, privileges, and benefits accorded regular faculty.

Non-tenure-track faculty who are offered tenure-track appointments as cited in section 2.4.1 may request that their years of non-tenure-track  
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Rationale for Ch



**ATTACHMENT D**

**Students are expected to complete degree requirements the following semester/term and receive their diploma.**

Upon request, and wWith approval of the appropriate department chair and college dean, and in the absence of mitigating circumstances, students within six hours of completing degree requirements will be permitted to march at commencement. **In cases where students are not able to complete degree requirements due to academic honesty violations, requests to march at commencement will not be considered. Students are expected to complete degree requirements the following semester/term and receive their diploma.**

SGA will respond on October 11, 2012