

Marshall University Faculty Senate
Executive Committee Agenda
Monday, January 9, 2023. 12:00 Noon
John Spotts Room/Microsoft Teams

1. Approval of Proposed Agenda
2. Approval of November 14, 2022, Executive Committee Minutes
3. Announcements – Shawn Schulenberg
4. Recommendations/Resolutions
 - a. **SR 22-23-17 APC** Recommends that the following undergraduate degree programs continue at their current level of activity: Bachelor of Business Administration; BA, General Business; BBA, Accounting, BA/BS, Geography, Undergraduate Certificate in Geospatial Information Science; BA, International Affairs; BA, Political Science.
 - b. **SR 22-23-18 APC** Recommends that the following undergraduate degree program be discontinued: BA, Economics.
 - c. **SR 22-23-19 CC** Recommends approval of the listed UNDERGRADUATE COURSE DELETION in the following college and/or schools/programs: ART 113.
 - d. **SR 22-23-20 CC** Recommends approval of the listed UNDERGRADUATE AREA OF EMPHASIS ADDITION, DELETION, CHANGE in the following college and/or schools/programs: AB11-BA.
 - e. **SR 22-23-21 CC** Recommends approval of the listed UNDERGRADUATE COURSE ADDITIONS in the following college and/or schools/programs: DAN 112, CE 415, PSY 405.
 - f. **SR 22-23-22 CC** Recommends approval of the listed UNDERGRADUATE COURSES CHANGES in the following college and/or schools/programs: HST 427.
 - g. **SR 22-23-23 CC** Recommends approval of the listed UNDERGRADUATE MAJOR ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: AM10, AB30, AB60, ES00, ESM5.
 - h. **SR 22-23-24 CC** Recommends approval of the listed UNDERGRADUATE MINOR ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: VMUS, MGT/HC MGT, BM10, SM40.
 - i. **SR 22-23-25 EC** Confidential Recommendation for Spring Commencement Speaker(s) and Honorary Degree(s).
 - j. **SR 22-23-26 FPC** Recommendation to Amend MU BOG AA-26 Faculty Promotion
 - k. **SR 22-23-27 FPC** Recommendation to Amend MU BOG AA-28 Faculty Tenure
5. Set Agenda for the Faculty Senate Meeting, January 26, 2023
 - a. Approval of Proposed Agenda
 - b. Approval of Minutes (pending presidential approval)
 - c. Announcements – Shawn Schulenberg
 - d. Recommendations/Resolutions
 - e. Reports
 - i. University President – Brad Smith
 - ii. Provost – Avinandan Mukherjee
 - iii. Board of Governors – Robin Riner
 - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani
 - v. Graduate Council – Scott Davis
 - vi. Student Government Association – Isabella Griffiths
 - f. Standing Committee Reports
 - i. Academic Planning – Sean McBride
 - ii. Athletic – Tom Hisiro
 - iii. Budget and Academic Policy – Kelli Prejean
 - iv. Library – Megan Marshall
 - v. Faculty Development – Gayle Brazeau
 - vi. Physical Facilities & Planning – Bill Gardner
 - g. Other Requests to Speak to the Senate (5 minutes)
6. Agenda Requests for Future Meetings
7. Adjournment

**THE MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING
HELD ON MONDAY, 2022-11-14 AT 9:00 A.M.
MEMORIAL STUDENT CENTER – JOHN SPOTTS ROOM & HYBRID (OVER TEAMS)**

ROLES	MEMBERS PRESENT	MEMBERS ABSENT
EC Officers	Shawn Schulenberg (Chair), Eryn Roles (Assistant Chair), Uyi Lawani, Sujoy Bose (Recording Secretary), Heather Stark, Mindy Varney, Andrew Burck, Eryn Roles, Ross Salary, Rick Gage	James Smith, Eva Patton-Tackett
EX OFFICIO, VOTING MEMBERS	Amine Oudghiri-Otmani, Scott Davis	N/A
EX OFFICIO, NON-VOTING MEMBERS:	Allison Carey, Robin Riner.	Isabella Griffiths
GUESTS:	Karen McComas (Academic Affairs)	N/A
PARLIAMENTARIAN		Zelideth Rivas
SENATE STAFF	Jeb Dickerson	N/A

There being a quorum, Shawn Schulenberg, Faculty Senate Chair, called the Executive Committee meeting to order at approximately 0900 hours (09:00 a.m.).

1. Approval of agenda –
 - a. Motion to approve agenda as circulated – Amend the agenda by Shawn Schulenberg – To amend under section 4C under SR 22-23-15 CC to change the code of web development from SI20 to VSI4 (*amended wording is reflected in the section below*) - **MSAP**¹
 - b. Motion to approve the agenda as amended – **MSAPAA**²
2. Approval of Minutes: Motion made to approve the previous minutes.

DATE	DISCUSSION	VOTES
10/10/2022	No amendments.	MSAP.

3. Informational/Procedural Items: – Shawn Schulenberg –

Srl.	Items	Specifics & Discussion
a)	Announcements –	<ol style="list-style-type: none"> 1. Two amendments to the Faculty Constitution passed by over 90% support each, which means that the prohibition against Standing Committees meeting virtually is removed, and the composition of the Library Committee has been updated. 2. Signed by the President <ol style="list-style-type: none"> a. September 19 Executive Committee Meeting Minutes b. September 29 Faculty Senate Meeting Minutes c. Senate Recommendations/Resolutions 05 to 12 Signed by the President d. SR 22-23-05 EC Resolves to amend Section 4D, Article VI of the Faculty Constitution e. SR 22-23-06 EC Resolves to amend Section 11B, Article VI of the Faculty Constitution f. SR 22-23-07 CC Recommends approval of the listed UNDERGRADUATE COURSES ADDITIONS in the following

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		<p>college and/or schools/programs: LE 480, NUR 300, 314,315, 404, 411, & EDF 100.</p> <ul style="list-style-type: none"> g. SR 22-23-08 CC Recommends approval of the listed UNDERGRADUATE MINOR ADDITION, DELETION, CHANGE in the following college and/or schools/programs: Minor Change Addiction Studies. VHS7. h. SR 22-23-09 APC Recommends approval of the intent to plan a Bachelor of Science in Pharmaceutical Science at Marshall University. i. SR 22-23-10 APC Recommends approval of the intent to plan a Bachelor of Science in Specialty Agriculture at Marshall University. j. SR 22-23-11 EC Establishes Ad Hoc Microcredential Steering Committee. k. SR 22-23-12 FPC Confidential Personnel Matter <p>3. To comply with federal financial aid rules, Summer 2023 will now be ONE term on the backend. Still, classes will be offered under the calendar dates published in SR 18-19-56 BAPC (i.e., the dates for intersession, summer 1, summer 2, and summer 3 will not change from this https://www.marshall.edu/academic-calendar/summer-2023-sessions/). Because this is now one term, some things will have to change, and efforts need to be made on how this change affects all programs across campus:</p> <ul style="list-style-type: none"> a. July graduation must be eliminated (see SR 22-23-16 BAPC). b. Grades for any classes taken during summer cannot be posted until August. c. Some programs may have issues if a class is taken earlier in the summer as a prerequisite for a class taken later in the summer. They are still looking at solutions to this. d. A fix for reopening registering for Summer 1-3. e. The BAPC will consider all of this as they craft the 2024-28 calendars, including a possible new summer 2024 calendar structure. <p>4. Faculty Ombudsman Search: We are finalizing details of the position right now - expect to be able to report more back at the December 1 Faculty Senate meeting.</p> <p>5. Efficient, Unified calendar: Awaiting UCC feedback. Chair will distribute to college committees afterward.</p> <p>6. McKinsey and Co.: Fourth meeting of the Vision and Steering Committee will take place on Tuesday.</p> <p>7. Microcredential Steering Committee has met twice and is in the process of drawing up a DRAFT mission, values, and non-credit approval process to pilot in the spring. The next meeting is on November 29. Chair will forward these drafts to EC after this meeting.</p>
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**THE MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING
HELD ON MONDAY, 2022-11-14 AT 9:00 A.M.
MEMORIAL STUDENT CENTER – JOHN SPOTTS ROOM & HYBRID (OVER TEAMS)**

		8. HyFlex Steering Committee is also drawing up some general procedures. Chair will also send them to EC once the draft is complete.
		9. The Fountain Ceremony is today at 12:00 Noon.
		10. Upcoming Dates <ul style="list-style-type: none"> a. Next FS Meeting: December 1, 2022, at 4:00 PM – MSC BE5 (and streaming for viewing only) b. Next EC Meeting: January 9, 2023, at Noon – John Spotts (streaming, with remote participation possible for EC members) <ul style="list-style-type: none"> i. Recommendations due December 30, 2022.

4. Recommendations/Resolutions:

Items	Reports & Discussion	Approval
a. SR 22-23-13 CC Recommends approval of the listed UNDERGRADUATE COURSE DELETION in the following college and/or schools/programs: THE 295.	§ Discussion - None	MSAP.
b. SR 22-23-14 CC Recommends approval of the listed UNDERGRADUATE COURSE ADDITIONS in the following college and/or schools/programs: EDF 200, HON 489, & RST 260	§ Discussion – None	MSAP.
c. SR 22-23-15 CC Recommends approval of the listed UNDERGRADUATE MINOR ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: Minor Change Computer/Information Security (VCIS), Computer Science (VCSC), Engineering Science (VEG2), Occupational Safety and Health (VSF2), & Web Development (VSI4).	§ Discussion – None	MSAP.
d. SR 22-23-16 BAPC Recommends eliminating July Graduation Date	§ Discussion - None	MSAP.

5. Set agenda for the Faculty Senate Meeting on 10/20/2022 - **MOTION** to set agenda as below – **MSAP.**

Srl.	Items	Specifics
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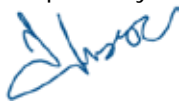
**THE MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING
HELD ON MONDAY, 2022-11-14 AT 9:00 A.M.
MEMORIAL STUDENT CENTER – JOHN SPOTTS ROOM & HYBRID (OVER TEAMS)**

a.	Approval of Proposed Agenda	
b.	Approval of Minutes (Pending Presidential approval)	9/29/2022
c.	Announcements	Shawn Schulenberg
d.	Recommendations / Resolutions	
e. REPORTS		
i.	Report of the University President	Brad Smith
ii.	Report of the Provost	Avinandan Mukherjee
iii.	Report of the BOG Representative	Robin Riner
iv.	Advisory Council of Faculty Report	Amine Oudghiri-Otmani
v.	Report of the Graduate Council Chair	Scott Davis
vi.	Student Government Association	Isabella Griffiths
f. Standing Committee Reports		
i.	Faculty Personnel Committee –	Timothy Bryan
ii.	Legislative Affairs Committee –	Marybeth Beller
iii.	Research Committee –	Yousef Fazea Alnadesh
iv.	Student Conduct and Welfare Committee –	Penny Koontz
v.	University Curriculum Committee –	Timothy Melvin
g.	Guest Speaker: DEI Initiatives – Bruce Felder, Human Resources	
h.	Other Requests to Speak to the Senate (5 minutes)	

6. Agenda Requests for Future Meetings – None.

7. Adjournment - The meeting was adjourned at approximately 0919 hours (09:19 a.m.).

Respectfully Submitted,



Sujoy Bose, Recording Secretary, Faculty Senate

MINUTES APPROVED BY EXECUTIVE COMMITTEE:

Dr. Shawn Schulenberg, Chair
Faculty Senate

Date Signed

MINUTES READ:

Brad Smith, President
Marshall University

Date Signed

¹ MSAP: Motion seconded & Passed as Amended.

² MSAPAA: Motion seconded & Passed as Amended.

**ACADEMIC PLANNING COMMITTEE
RECOMMENDATION**

SR 22-23-17 APC

Recommends that the following undergraduate degree programs continue at their current level of activity.

- Bachelor of Business Administration
- BA in General Business
- BBA in Accounting
- BA/BS in Geography
- Undergraduate Certificate in Geospatial Information Science
- BA in International Affairs
- BA in Political Science

RATIONALE:

Each of these programs submitted a comprehensive five-year Program Review. Based upon careful evaluation of these reviews, the Academic Planning Committee voted to recommend that each continue at its current level of activity.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

**ACADEMIC PLANNING COMMITTEE
RECOMMENDATION**

SR 22-23-18 APC

Recommends that the following undergraduate degree program be discontinued.

- BA in Economics

RATIONALE:

The five-year Program Review showed no students have been enrolled for the past two years. Prior enrollment was low and declining. There is no evidence that the program might expect more enrollment in the future. A very closely related degree (BBA Economics) exists in LCOB and it is unclear how this BA in Economics offers any unique value. Therefore, the APC recommends that the BA in Economics be formally discontinued.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

**University Curriculum Committee
RECOMMENDATION**

SR 22-23-19 CC

Recommends approval of the listed **UNDERGRADUATE COURSES DELETIONS** in the following college and/or schools/programs:

College of Arts and Media

ART 113 Art Education: Elementary

- **Rationale:** This course was changed to Art 310 (SR 19-20-377 CC) ART 113 is no longer used in the curriculum and should be deleted to avoid confusion when students transfer into the Art Education PreK-Adult degree.
- **Form with signatures:** [Deletion course ART 113.pdf](#)

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Request for Undergraduate Course Deletion

1. Prepare one paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair.
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: CAM Department/Division: School of Art & Design Alpha Designator/Number: ART
 Contact Person: Dr. Mark Zanter, Interim Director Phone: 3046965451

CURRENT COURSE DATA:

Course Title: <u>Art Education: Elementary</u>	
Alpha Designator/Number: <u>ART 113</u>	Credit Hours: <u>3</u>
Rationale: This course was changed to ART 310 (SR 19-20-377 CC). ART 113 is no longer used in the curriculum and should be deleted to avoid confusion when students transfer into the Art Education PreK-Adult degree.	
Last term course is to be offered (Fill in with appropriate calendar year.): Fall <u>2019</u> Spring _____ Summer _____ Other _____	
Course being added in place of this deletion (if any): <u>Art 310 replaces Art 113</u>	

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this deletion to the following: 1. Other departments/divisions who advise students to enroll in this course as a prerequisite or co-requisite. 2. Other departments/divisions who advise students to enroll in this course as an approved elective. 3. Other departments/divisions that require this course as part of their curriculum.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>9/21/2022</u>
Registrar: <u>[Signature]</u>	Date: <u>9/27/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>11/1/2022</u>
College Curriculum Chair: <u>Allyson B Goodman</u>	Date: <u>10-25-22</u>
University Curriculum Committee Chair: <u>Zach Garrett</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

**University Curriculum Committee
RECOMMENDATION**

SR 22-23-20 CC

Recommends approval of the listed **UNDERGRADUATE AREA OF EMPHASIS ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Arts and Media

Area of Emphasis Change: Visual Art and Design (AB11-BA)

Brief Summary of Changes: Expansion of course options allowed in the emphasis area upper-level requirements.

Rationale: The BA in Visual Art and Design currently includes twenty-four credits of ART Studio Electives. Studio courses are an intensive practicum in an artistic discipline (e.g. painting, ceramics, printmaking, sculpture, etc.) The proposed change replaces two ART Studio Electives with Art 300/400 Level courses permitting a wider range of courses to fulfill degree requirements.

Curriculum: [Change Area Emphasis AB11-BA.pdf](#)

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Request for Undergraduate Addition, Deletion, or Change of an Area of Emphasis

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: CAM Department/Division: School of Art & Design
 Contact Person: Dr. Mark Zanter Phone: 3046965451

ACTION REQUESTED:

Check action requested: Addition Deletion Change
 Name of Area of Emphasis: Visual Art and Design
 Within which Major is/will this Area of Emphasis be listed (please provide code as well): AB11-BA

RATIONALE:

The BA in Visual Art and Design currently includes twenty-four credits of ART Studio Electives. Studio courses are an intensive practicum in an artistic discipline (e.g., painting, ceramics, print making, sculpture, etc.) The proposed change replaces two ART Studio Electives with ART 300/400 Level courses permitting a wider range of courses to fulfill degree requirements.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

See attached page.

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this area of emphasis will be similar in title or content to an existing area of emphasis at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>9/21/2022</u>
Registrar: <u>[Signature]</u>	Date: <u>9/27/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>11/1/2022</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>10-25-22</u>
University Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

AB11-BA: VISUAL ART AND DESIGN: Current Catalog (F2022)

Areas of Emphasis-Specific

ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3

AB11-BA: VISUAL ART AND DESIGN: Proposed Change

Areas of Emphasis-Specific

ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART Studio Elective	3
ART 300/400 Level Course	3
ART 300/400 Level Course	3

University Curriculum Committee RECOMMENDATION

SR 22-23-21 CC

Recommends approval of the listed **UNDERGRADUATE COURSES ADDITIONS** in the following college and/or schools/programs:

College of Arts and Media

DAN 112 Dance Appreciation

Rationale: This course develops an appreciation and understanding of the history, aesthetics, and social impact of dance as a fine art form.

Curriculum: [Addition course DAN 112.pdf](#)

College of Engineering and Computer Sciences

CE 415 Advanced Reinforced Concrete

Rationale: Background of ACI 318, emphasizing Precast elements. Earth-retaining structures. Sustainable solutions including fiber reinforced composites. Strut-and-tie analogies. Seismic design. Modern reinforced concrete design procedures and comparison of standard design codes.

Curriculum: [CECS-CE 415.pdf](#)

College of Liberal Arts

PSY 405 Sport Psychology

Rationale: An examination of theory, research, and application of psychological principles related to sport and exercise.

Curriculum: [PSY 405 Course Addition signed.pdf](#)

**University Curriculum Committee
RECOMMENDATION**

SR 22-23-21 CC

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

NOTE: Recommendations should be sent to the Faculty Senate office via email. Recommendations longer than one page or those with attachments are to be sent in final format with this as a cover page. Any incomplete recommendations or those requiring extensive formatting changes will be returned to the recording secretary/committee.

Request for Undergraduate Course Addition

1. Prepare **one** paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: CAM Department/Division: School of Theatre and Dance Alpha Designator/Number: DAN 112
 Contact Person: Lang Reynolds Phone: 62546

NEW COURSE DATA:

Course Title: Dance Appreciation (Limit of 30 characters & spaces.)
 Alpha Designator/Number: DAN 112
 General Education Designator(s) (check all that apply): CT INTL MC Core II (Core II type: Fine Arts)
Note: Applications for Gen Ed attributes must be attached. <http://www.marshall.edu/wpmu/gened/core-ii-courses-info/>
 Catalog Description (Limit of 30 words): This Course develops an appreciation and understanding of the history, aesthetics, and social impact Dance as a fine art form.
 Co-requisite(s): none First Term to be Offered: Spring 2023
 Prerequisite(s): none Credit Hours: 3
 Grading Mode: Graded: Credit/No Credit:
 Course(s) being deleted in place of this addition (must submit course deletion form): N/A

CHECKLIST/REQUIREMENTS

1. After completing this two page form in its entirety, include a complete syllabus and route through the departments/committees below.
2. A complete syllabus can be from when this course was previously taught as a special topics course or by creating a new, intended syllabus to use with the course. The sample syllabus must at a minimum address the following areas:
 - a. COURSE OBJECTIVES, COURSE OUTLINE, SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATE, INSTRUCTIONAL METHODS (Lecture, Lab, Internship, Practicum, etc.), and EVALUATION METHODS (Unit/Chapter, Midterm, Final, Projects, etc.)
3. If this course will replace a course that is required by another department, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. If this course will be similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>Lang Reynolds</u>	Date: <u>Sept 30 2022</u>
Registrar: <u>[Signature]</u> 500301	Date: <u>10/7/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>11/1/2022</u>
College Curriculum Chair: <u>Alyson B. Goodman</u>	Date: <u>10-25-22</u>
General Education Council Chair *: _____	Date: _____
University Curriculum Committee Chair: <u>Zack Garrett</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

* - Signature necessary only if course is to be Core Curriculum Course

Request for Undergraduate Course Addition - Page 2
Additional Information Required for Undergraduate Course Addition

College: CAM Department/Division: DANCE Alpha Designator/Number: DAN 112

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. Identify by name the faculty in your department/division who may teach this course.

Dr. Robin Riner,

2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.

N/A

3. If this course will be required by a department/division other than your own, identify by name.

N/A

4. If there are any agreements required to provide clinical experience, attach details and signed agreements.

N/A

5. If library resources are deemed inadequate, attach a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

N/A

6. EQUIPMENT/SUPPLIES NEEDED TO TEACH THIS COURSE (this does not refer to additional equipment/supplies that need to be purchased; simply what materials are needed in order to teach this course successfully.):

Video Projector

7. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE OR GRADUATE COURSE (please also submit to Graduate Council course addition for 5xx graduate component):

N/A

8. PROVIDE A COMPLETE BIBLIOGRAPHY INCLUDING ALL PUBLICATIONS RESEARCHED TO CREATE THIS COURSE AND WHAT PUBLICATIONS MAY BE BENEFICIAL TO STUDENTS TAKING THIS COURSE (separate page).



Marshall University Syllabus School of Theatre and Dance

Course

DAN 112 Dance Appreciation

Course Description

This course develops an appreciation and understanding of the history, aesthetics, and social impact Dance as a fine art form.

Credits

3 Credits UG

Prerequisites

None

Term/Year

Spring 2023

Class Meeting Days/Times

TBD

Location

TBD

Academic Calendar

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](https://www.marshall.edu/academic-calendar/) (URL: <https://www.marshall.edu/academic-calendar/>).

Classes Begin	Jan 9th
Last Day to Add Drop	Jan 13 th
MLK Jr. Day – No classes	Jan 16 th
Freshman/Sophomore midterm grades DUE	Feb 20 th
Spring Break – No classes	Mar 13 th – Mar 17 th
Classes resume	Mar 20 th
Dead Week	April 17 th – April 21 st
Final Project	TBD
Final Grades DUE	May 1st

Instructor

Robin Riner-Conley

Contact Information

- Office: Online via Teams
- Office Hours: M/W 9:30 - 11
- Office Phone: 304-696-2788
- Marshall Email: conleyr@marshall.edu

COVID-19 Related Information

Marshall's official COVID-19 protocols are online at

<https://www.marshall.edu/coronavirus> (URL:

<https://www.marshall.edu/coronavirus/>). Policies and protocols may change over time as we respond to changing conditions. The website will always contain the most recent information – check it frequently for the most current information.

Key policies at the start of the Fall 2021 semester include the following:

- **Wear a mask inside university buildings, when *required*.** To see the campus current masking status, visit Marshall's COVID-19 Dashboard (www.marshall.edu/coronavirus). Masks are not required in personal residence hall rooms or workspaces.
- **Students will disinfect their personal workspaces and virtual learning hubs** with disinfectant wipes provided nearby.
- **All members of the Marshall University community are expected to observe all COVID-19 protocols at all times. Students who are unable to follow University requirements DUE to a disability** should seek reasonable accommodations from the Office of Disability Services (ODS; disabilityservices@marshall.edu) during the first week of class.

Required and/or Recommended Texts and Materials

Required Texts and Materials

Clark, A., and Pecina, S., *Dance Appreciation*, 1st ed. (2020)

Course Student Learning Outcomes

The table below shows the following relationships: How each student's learning outcome will be practiced and assessed in the course.

Course student learning outcomes	How students will practice each outcome in this course	How student achievement of each outcome will be assessed in this course
Students will gain an understanding of dance as art form and mode of expression	Students will study text, film, and live performance of varied genres of dance. Through in-class exercises, students will gain an understanding on evolutions of styles and their important leaders.	Through written assignments like critiques, students will be graded on how they perceive, assess, and talk about dance.
Students will be able to speak about and identify specific periods and genres of dance.	Through film and discussion, students will begin to attach language and meaning to varying dance styles.	Students will have in-class dance performances followed by discussions that will allow them to explore movement and performance. Students will give presentations on varying cultural dances.
Students will be able to analyze dance on a larger scale in social, political, and historical context.	Students will work in groups to debate topics in dance. Accompanied by readings, students will view important dance film and connect the work to historical happenings of the time.	Through weekly reflections and daily discussions, students will be assessed on how they place dance in society.
Students will be able to speak and write about dance.	Students will take part in regular reflective journals that will help in their ability to write around dance. Through class discussions, students will practice speaking about their observation of the art or topic in discussion. Students will participate in group readings.	Through independent studies, students will gather information on given cultural dance and present to class. The student will use skills gained during the semester to form their own findings on the dance to share with class.

Grading Policy

A...90-100

B...80-89

C...70-79

D...60-69

F...59 or below

Course Requirements/DUE Dates

- **Attendance and Participation:** Each student will be graded on their attendance for each class. See attendance policy for more information. Students will also be assessed on their participation and engagement in the classroom as well as their individual growth over the course of the semester. (1 points per class, 28 points possible)
- **Midterm Project:** Students must attend the Marshall Artist Series dance performance (Feb 8th) and write a one-page (500 words) critique on the work. Details and further instructions to follow. (20 points possible)
- **Check-ins/Journal Reflections:** The class will take part in a reflection at the beginning of every week. These journals will be graded for participation and used as a way of tracking our progress in class. Think of them as free writes. 12 reflections at 1 point each (12 points possible)
- **Final Project Presentation:** Students will choose a specific cultural dance from a provided list. The students are expected to work independently to develop a slideshow accompanied by a two-page (1000 words) paper on their topic. Each student will be given the opportunity to present to the class. Students will be graded on creativity in presentation and quality of paper. There must be a presenter with an interactive component for each presentation. (40 points possible)

Attendance/Participation Policy

Excused Absences: If a student is absent from class because of a circumstance included in the excused absence policy, it can be handled by an arrangement between the student and the instructor if either party requests, the student can obtain an official excused absence following the procedure described below. The instructor must honor a university excused absence covered by this policy and allow the student an opportunity to catch up/make up work missed.

a. Excused absences fall into five categories: (Please see your instructor as soon as you know if you have an absence that may fall into these categories.)

2. University sponsored activities

3. Student Illness (physical or mental) or Critical Illness/Death in the Immediate Family

4. Short-Term Military Obligation

5. Jury Duty or Subpoena for Court Appearance

6. Religious Holiday

Unexcused Absences: Students are expected to be present at every class. However, the students are allowed 2 unexcused absences before their grade is affected. Every additional unexcused absence will result in a 5-point deduction from the student's attendance total points. If a student is absent on a presentation project day, and it is an unexcused absence, they will not be able to make up the work, therefore resulting in a zero, for that student, for that assignment. Exceptions may be made.

Tardiness Policy: 2 late entries in class will equal 1 absence.

University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to [MU Academic Affairs: University Policies](https://www.marshall.edu/academic-affairs/policies/). (URL: <https://www.marshall.edu/academic-affairs/policies/>)

- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Dead Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

Course Schedule

[Provide the course schedule. You may enter it in the table below or provide it in another format.]

Week [or Lesson, Unit, etc.]	Activity/Assignment	DUE Date
Week 1	<p>Intro: Personal experience in dance with vocabulary, terminology, etiquette.</p> <p>Movement exercise.</p> <p><i>Reflection: What is your relationship to dance? What is dances value to society?</i></p>	<p>Reflection DUE end of class Friday, Week 1</p> <p>Text Dance Appreciation: Purposes of Dance Assigned: Pgs. 1-24</p> <p>Reading DUE Friday, Week 1</p>
Week 2	<p>History - Ballet: Origins including Louis IV and the French Court. Ballet training methods and styles: (Cecchetti, Vaganova)</p> <ul style="list-style-type: none"> •Classical •Neoclassical •Romantic •Contemporary Ballet <p><i>Reflection: What do you know about ballet?</i></p>	<p>Reflection DUE end of class Friday, week 2</p> <p>Text Dance Appreciation: Assigned Pgs. 46-78 Crafting the Dance, Perceiving the Dance</p> <p>DUE Friday, Week 2</p>
Week 3	<p>History - Ballet: Notable influences, contributors, and well known works.</p> <p>Live showing with discussion.</p> <p><i>Reflection: What are the four styles of ballet?</i></p>	<p>Reflection DUE end of class DUE Friday, Week 3</p> <p>Text Dance Appreciation: Assigned Pgs. 81-108 Ballet</p> <p>Reading DUE Friday, Week 3</p>

Week [or Lesson, Unit, etc.]	Activity/Assignment	DUE Date
Week 4	<p>History - Modern: Dancer's urge to break from Ballet (people, training, and schools)</p> <p><i>Reflection: Who, in your opinion, is the most influential artist in ballet?</i></p>	<p>Reflection DUE end of class DUE Friday, Week 4</p> <p>Text Dance Appreciation: Assigned Pgs. 109-132 Modern Dance</p> <p>Reading DUE Friday, Week 4</p>
Week 5	<p>History - Modern: Dance cannon accompanied by style/method.</p> <p><i>Reflection: What are some of the physical attributes of modern dance?</i></p>	<p>Reflection DUE end of class DUE Friday, Week 5</p> <p>Text Dance Appreciation: Assigned Pgs. 109-132 Modern Dance</p> <p>Reading DUE Friday, Week 5</p>
Week 6	<p>History - Modern: Expression and Performance. Post-modern dance artists.</p> <p>Live showing with discussion.</p> <p><i>Reflection: What modern dance artist's work do you find the most groundbreaking?</i></p>	<p>Reflection DUE end of class DUE Friday, Week 6</p> <p>Text Dance Appreciation: Assigned Pgs. 109-132 Modern Dance</p> <p>Reading DUE Friday, Week 6</p>
	<p>Midterm: Attend the Marshall Artist Series dance performance and write a critique on the work.</p>	<p>Critique DUE Friday, week 6</p>
Week 7	<p>History - Jazz: Development and continuation. Study on icons: Cole, Mattox, Kidd, Fosse, etc.</p> <p><i>Reflection: After seeing two live performances, how does modern feel different from ballet, as an art form?</i></p>	<p>Reflection DUE end of class DUE Friday, Week 7</p> <p>Text Dance Appreciation: Assigned Pgs.166-195 Jazz Dance</p> <p>Reading DUE Friday, Week 7</p>

Week [or Lesson, Unit, etc.]	Activity/Assignment	DUE Date
Week 8	<p>History - Theater Performance: Development and notable characters. Discussion on commercial dance and pop culture.</p> <p><i>Reflection: Reflect on the details of the movement style of one of the artists we studied last week.</i></p>	<p>Reflection DUE end of class DUE Friday, Week 7</p> <p>Text Dance Appreciation: Assigned Pgs 133-158 Pgs.195-208 Tap Dance, Hip Hop Dance</p> <p>Reading DUE Friday, Week 8</p>
Week 9	<p>Dance in Culture: Leading to the culture today and dance through a contemporary lens.</p> <p>Film viewing: <i>Paris is Burning</i></p> <p><i>Reflection: What influences did you see in theatre performance? How does it differ from previous styles we've studied?</i></p>	<p>Reflection DUE end of class Friday, Week 9</p> <p>Text Dance Appreciation Assigned: Pgs. 25--45 Purpose of Dance, Viewing Dance Thru a Cultural Lens DUE Friday, Week 9</p>
Week 10	<p>Dance in Religion/Ritual: How dance is used in different cultures for ceremony and celebration. How dance has shifted with cultures throughout the years.</p> <p><i>Reflection: How does dance influence society? How does society influence dance? Ex: Tik Tok</i></p>	<p>Reflection DUE end of class Friday, Week 10.</p> <p>Text Dance Appreciation Assigned: Pgs. 268-281</p> <p>DUE Friday, Week 10</p>
Week 11	<p>Dance in Religion/Ritual: Cont.</p> <p>Appointment and discussion of final projects.</p> <p><i>Reflection: How do you see dance used in ceremony/ritual in your life?</i></p>	<p>Reflection DUE Friday, Week 11.</p> <p>Text Dance Appreciation Assigned: Pgs. 213-245 Dance Media and Technology Training and Education DUE Friday, Week 11</p>

Week [or Lesson, Unit, etc.]	Activity/Assignment	DUE Date
Week 12	<p>Dance in Reality: Discussion on realities of a career in the arts, other professional routes for dancers, and how dance can be used beyond performance.</p> <p>Entire class discussion.</p> <p><i>Reflection: How could we create more opportunity for dance/dancers?</i></p>	<p>Reflection DUE end of class Friday, Week 12</p> <p>Text Dance Appreciation Assigned: Pgs. 268-281 Careers in Dance</p> <p>DUE Friday, Week 12</p>
Week 13	Review	
Week 14	Final Projects DUE	

Bibliography

Albright, Ann Cooper, and Ann Dils. *Moving History / Dancing Cultures: A Dance History Reader*. Manitoba Education Media Production Services Unit, 2013.

Franko, Mark. *Dance as Text : Ideologies of the Baroque Body*. Cambridge England; New York, Ny, Usa, Cambridge University Press, 1993.

Guarino, L., & Oliver, W. (2015). *Jazz dance: A history of the roots and branches*. University Press of Florida.

Hay, Deborah. *My Body, the Buddhist*. Hanover, Nh, University Press of New England, 2000.

Mcfee, Graham. *The Philosophical Aesthetics of Dance: Identity, Performance and Understanding*. Alton, Dance Books, 2012.

Paris Is Burning. Directed by Jennie Livingston, 1990.

TED-Ed. "The Origins of Ballet - Jennifer Tortorello and Adrienne Westwood." YouTube, 7 Mar. 2016, www.youtube.com/watch?v=OEekFTj5PvU.

Uprooted: The Journey of Jazz Dance. Directed by Khadifa Wong, 2020.

Request for Undergraduate Course Addition

1. Prepare **one** paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: CECS Department/Division: Civil Engineering Alpha Designator/Number: CE 415
 Contact Person: Isaac Wait Phone: 304-696-5444

NEW COURSE DATA:

Course Title: <u>Advanced Reinforced Concrete</u> (Limit of 30 characters & spaces.)	
Alpha Designator/Number: <u>CE 415</u>	
General Education Designator(s) (check all that apply): <input type="checkbox"/> CT <input type="checkbox"/> INTL <input type="checkbox"/> MC <input type="checkbox"/> Core II (Core II type: _____)	
Note: Applications for Gen Ed attributes must be attached. http://www.marshall.edu/wpmu/gened/core-ii-courses-info/	
Catalog Description (Limit of 30 words): <u>[provided on attached page]</u>	
Co-requisite(s): _____	First Term to be Offered: <u>Spring 2023</u>
Prerequisite(s): <u>CE 413 with a minimum grade of D</u>	Credit Hours: <u>3</u>
Grading Mode: Graded: <input checked="" type="checkbox"/> Credit/No Credit: _____	
Course(s) being deleted in place of this addition (must submit course deletion form): _____	

CHECKLIST/REQUIREMENTS

1. After completing this two page form in its entirety, include a complete syllabus and route through the departments/committees below.
2. A complete syllabus can be from when this course was previously taught as a special topics course or by creating a new, intended syllabus to use with the course. The sample syllabus must at a minimum address the following areas:
 - a. COURSE OBJECTIVES, COURSE OUTLINE, SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATE, INSTRUCTIONAL METHODS (Lecture, Lab, Internship, Practicum, etc.), and EVALUATION METHODS (Unit/Chapter, Midterm, Final, Projects, etc.)
3. If this course will replace a course that is required by another department, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. If this course will be similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>Isaac Wait</u>	Date: <u>10/27/2022</u>
Registrar: <u>[Signature]</u> 140101	Date: <u>10.31.2022</u>
College Dean: <u>[Signature]</u>	Date: <u>01-Nov-2022</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>01-Nov-2022</u>
General Education Council Chair *:	Date: _____
University Curriculum Committee Chair: <u>Zach Garrett</u>	Date: <u>11/11/22</u>
Faculty Senate Chair:	Date: _____
VP Academic Affairs/VP Health Science	Date: _____

* - Signature necessary only if course is to be Core Curriculum Course

Request for Undergraduate Course Addition - Page 2
Additional Information Required for Undergraduate Course Addition

College: CECS Department/Division: Civil Engineering Alpha Designator/Number: CE 415

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. Identify by name the faculty in your department/division who may teach this course.

Wael Zatar, Greg Michaelson

2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.

None.

3. If this course will be required by a department/division other than your own, identify by name.

None.

4. If there are any agreements required to provide clinical experience, attach details and signed agreements.

None.

5. If library resources are deemed inadequate, attach a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

None.

6. EQUIPMENT/SUPPLIES NEEDED TO TEACH THIS COURSE (this does not refer to additional equipment/supplies that need to be purchased; simply what materials are needed in order to teach this course successfully.):

American Concrete Institute Code 318

7. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE OR GRADUATE COURSE (please also submit to Graduate Council course addition for 5xx graduate component):

N/A

8. PROVIDE A COMPLETE BIBLIOGRAPHY INCLUDING ALL PUBLICATIONS RESEARCHED TO CREATE THIS COURSE AND WHAT PUBLICATIONS MAY BE BENEFICIAL TO STUDENTS TAKING THIS COURSE (separate page).

Course Description for CE 415 (Advanced Reinforced Concrete)

Background of ACI 318, emphasizing Precast elements. Earth-retaining structures. Sustainable solutions including fiber reinforced composites. Strut-and-tie analogies. Seismic design. Modern reinforced concrete design procedures and comparison of standard design codes.

Bibliography for CE 415 (Advanced Reinforced Concrete)

“ACI 318-19 Building Code Requirements for Structural Concrete (ACI 318-19) and Commentary (ACI 318R-19)”, 2019 edition, American Concrete Institute. ISBN: 978-1641950565

“Design of Concrete Structures”, 16th edition, by Darwin, Dolan, and Nilson. McGraw-Hill, 2021. ISBN: 978-1259821240

“Design of Reinforced Concrete”, 10th edition, by Russell H. Brown. Wiley, 2015. ISBN: 978-1118879108

Note: The proposed course CE 415 has previously been offered as a Special Topics class, CE 480. The syllabus from the Spring 2022 offering of that class is attached.



Marshall University Syllabus

College of Engineering and Computer Sciences

Course

CE 415 – Advanced Reinforced Concrete

Course Description

Background of ACI 318, emphasizing bi-axially loaded columns, earth-retaining structures, strut-and-tie analogies, precast/prestressed members, sustainable solutions including fiber reinforced composites, seismic design, reinforced concrete design procedures and standard design codes.

Credits

3 credits; undergraduate

Prerequisites

CE 413 – Reinforced Concrete

Term/Year

Spring 2023

Class Meeting Days/Times

This is a face-to-face course, with occasional pre-recorded lectures. In-person class meetings will be held TR from 2:00 am -3:15 pm. Pre-recorded presentations, lectures, and/or video links will be posted on Blackboard. This course should be completed in one Spring term.

Location

WAEC 1101

Academic Calendar

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](http://www.marshall.edu/academic-calendar/) (URL: <http://www.marshall.edu/academic-calendar/>).

Instructor

Dr. Wael Zatar, Professor of Civil Engineering

Contact Information and Office Hours

- Office: WAEC 3213
- Office hours and appointments may be held in person or virtually at the instructor's discretion. For in person appointments, masks are required in the instructor's office or in any alternate indoor meeting location. Teams will be utilized in the case of virtual appointments.
- Office Hours: TR (9 am – 11 am); TR (12:30 pm – 1:30 pm); Other times by appointment.
- Office Phone: 304-696-3116
- Marshall Email: zatar@marshall.edu

Preferred Communication Method

Outside of office hours, the preferred communication method is e-mail.

COVID-19 Related Information

Marshall's official COVID-19 protocols are online at <https://www.marshall.edu/coronavirus> (URL: <https://www.marshall.edu/coronavirus/>). Policies and protocols may change over time as we respond to changing conditions. The website will always contain the most recent information – check it frequently for the most current information.

Key policies and practices at the start of the Fall 2022 semester include the following:

- **Wear a mask inside university buildings, when required.** To see the campus current masking status, visit Marshall's COVID-19 Dashboard (www.marshall.edu/coronavirus). Masks are not required in personal residence hall rooms or workspaces.
- **Students will disinfect their personal workspaces and virtual learning hubs** with disinfectant wipes provided nearby.
- **All members of the Marshall University community are expected to observe all COVID-19 protocols at all times. Students who are unable to follow University requirements due to a disability** should seek reasonable accommodations from the Office of Disability Services (ODS; disabilityservices@marshall.edu) during the first week of class.

Required and/or Recommended Texts and Materials

Design of Reinforced Concrete 10th edition, by Jack C. McCormac and Russell H Brown, ISBN: 1118879104, ISBN-13: 9781118879108.

Recommended/Optional Texts and Materials

American concrete Institute ACI-318 Building Code Requirements for Structural Concrete

Course Objectives

The student will be able to:

1. Review reinforced concrete design methods of beams and columns

2. Learn method for analysis of bi-axially loaded columns
3. Learn basics of earth retaining concrete structures
4. Learn strut-and-tie analogy for concrete structures
5. Learn basics of prestressed and precast concrete members
6. Learn basics of fiber reinforced polymer composites in transportation infrastructure
7. Learn basics of seismic design of concrete structures
8. Review research on behavior of reinforced concrete structures

Course Student Learning Outcomes (CLOs)

Course Student Learning Outcomes – student will:	How students will practice each outcome	How achievement outcome will be assessed
1. Review reinforced concrete design methods of beams and columns	In class assignments	In class assignment and Mid-Term Exam
2. Learn method for analysis of bi-axially loaded columns	Homework assignment	Homework assignments and Mid-Term Exam
3. Learn basics of earth retaining concrete structures	Homework assignment	Homework assignment and Mid-Term Exam
4. Learn strut-and-tie analogy for concrete structures	Homework assignment	Homework assignment and Final Exam
5. Learn basics of prestressed and precast concrete members	Homework assignment	Homework assignment and Final Exam
6. Learn basics of fiber reinforced polymer composites in transportation infrastructure	Homework assignment	Homework assignment and Final Exam
7. Learn basics of seismic design of concrete structures	Homework assignment	Homework assignment and Final Exam
8. Review research on behavior of reinforced concrete structures	Project	Project

Lecture Topics

- Course Policies and Syllabus (Course Overview)
- Reinforced concrete design methods of beams and columns
- Analysis of bi-axially loaded columns
- Earth retaining concrete structures
- Strut-and-tie analogy for concrete structures
- Prestressed and precast concrete members
- Fiber reinforced polymer composites in transportation infrastructure
- Seismic design principals of concrete structures
- Research on behavior of reinforced concrete structures

Course Policies

By enrolling in this course, you agree to the following course policies:

Grading Policy

Course grades will be calculated using the weighting basis and letter-grade breakdowns shown below:

Assignments:	25%	A	100 – 90
Attendance:	10%	B	89.99 – 80
Midterm Exam:	20%	C	79.99 – 70
Project:	15%	D	69.99 – 60
Final Exam:	30%	F	59.99 – 0

- Homework assignments will periodically be assigned throughout the semester and will be due as indicated at the time of giving the assignments.
- Homework may be assigned during lecture or electronically (students should actively monitor the electronic course materials on Blackboard).
- The lowest homework assignment score will be dropped when calculating grades.
- Your name, course/section no., homework no., and due date must appear on all submissions.
- Successive pages of multiple page sets must be initialed and should have the pagination (i.e., 1/3, 2/3, etc.) in the upper right-hand corner of the page.
- Homework assignments must be solved neatly and in an organized manner. Submissions that are sloppy, disorganized, or otherwise unprofessional will receive a score of zero.

Late Work Policy

- Late work is not accepted, except in cases of university-excused absences. Do not request exceptions to this policy; do not ask to submit late homework unless you have an absence that is university-excused. Homework not submitted due to unexcused factors cannot be made up.
- In cases of a university-excused absence, students are responsible to contact the instructor as soon as the absence is known, and unless other arrangements are mutually-agreed upon, submit the related assignment before the next scheduled class meeting following the absence.
- If you realize that you did not submit one homework on-time, keep in mind that the lowest homework score is dropped from calculating your grades.

Attendance/Participation Policy

Students are expected to attend all class sessions. The information covered in each class is pertinent to understanding of the required material. Students are required to participate in class discussions.

- Talk only to participate in class discussions.
- All cell phones and mobile communication devices should be turned off during class.
- Do not work on other assignments during class.
- Any student missing class is responsible for any material covered and any assignments made.

Online Communication Expectations

If you send me an email, please use correct grammar, spelling, and punctuation.

If you have a question about a homework problem, it is helpful if you attach a photo of the problem statement; that way I can respond if I'm out of the office and don't have my notes and textbook available.

University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to MU Academic Affairs: University Policies. (URL: <https://www.marshall.edu/academic-affairs/policies/>)

- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Dead Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

Academic Integrity

Students are expected to adhere to the Marshall University academic dishonesty policy, found in the undergraduate catalog. Academic dishonesty will not be tolerated, and infractions of the university academic dishonesty requirements will lead to sanctions and reporting to the Office of Academic Affairs. Students are particularly encouraged to be careful to avoid cheating, plagiarism, and complicity as related to homework assignments.

Copying homework from solutions found online, from other students, or from any other source, is not allowed. Do not access or review other solutions of assignments before, during, or after you work on yours. All items that students submit for grading must be exclusively their own work.

Acceptable Behavior

- ☺ Discuss homework problems with others.
- ☺ Check answers with other students.
- ☺ Help other students learn & find mistakes.

Unacceptable Behavior

- ⊗ Show someone every step of a problem.
- ⊗ Give your assignment to someone else.
- ⊗ Group working problems simultaneously*
- ⊗ Finding another solution to an assignment problem and copying it or using it as the basis for your own solution.

* Since everyone naturally works at a different speed, "group work" can degenerate into a slower student copying a faster one, without really understanding what is going on. Quizzes and exams are taken individually, so it is important for students to learn how to solve problems on their own.

Incoming homework assignments will be screened for inappropriate collaboration. Students who engage in academic dishonesty will receive a punishment that is in accordance with university policies.

Marshall University E-Mail Accounts

You must have and use your MU e-mail account. Your personal e-mail accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to your own personal e-mail account, but you must sign into your MU account to do that. Marshall University uses Office 365 email. For more information, visit [Marshall IT: Office 365](https://www.marshall.edu/it/office365/) (URL: <https://www.marshall.edu/it/office365/>).

Technology and Technical Skill Requirements

- Students must be proficient in the use of computers, the Internet, browsers, Microsoft Office Word, Microsoft Excel, and other common applications.
- Students will frequently be requested to submit homework assignments as PDF files, and thus must be able to generate PDF files (several free smartphone apps – such as CamScanner, Adobe Scan, and others – make this very easy).
- For computer and browser requirements, see “Get Connected” and “Internet Browser” at [Student Resources: First Steps](#). See also [IT: Recommended Hardware](#) (URLs: <https://www.marshall.edu/design-center/students/> and <http://www.marshall.edu/it/recommendations/>).
- Students must be able to use Marshall e-mail, as well as the following tools in Blackboard: assignments and gradebook.
- [Adobe Acrobat Reader](#) is needed to read some files. This plug-in is available free. (URL: <https://get.adobe.com/reader/>)
- Students may be required to submit assignments as Microsoft Word documents (.docx) or Microsoft Excel files (.xlsx), using the most recent Microsoft Office suite. Office 365 is available at no extra charge to students enrolled at MU. For information visit [Marshall IT: Office 365](#) (URL: <http://www.marshall.edu/it/office365/>).
- If you have technical problems, please contact one or more of the following:
 - [Blackboard Support](#) (URL: www.marshall.edu/design-center/support-ticket/)
 - Marshall [Information Technology \(IT\) Service Desk](#) (Help Desk) (URL: <http://www.marshall.edu/it/departments/it-service-desk/>)
 - Huntington: (304) 696-3200 South Charleston: (304) 746-1969
 - [Email the IT Service Desk](mailto:itservicedesk@marshall.edu) (itservicedesk@marshall.edu)

Request for Undergraduate Course Addition

1. Prepare one paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: CoLA Department/Division: Psychology Alpha Designator/Number: PSY 405
 Contact Person: Melissa Atkins Phone: 6-2779

NEW COURSE DATA:

Course Title: Sport Psychology (Limit of 30 characters & spaces.)
 Alpha Designator/Number: PSY 405
 General Education Designator(s) (check all that apply): CT INTL MC Core II (Core II type: _____)
Note: Applications for Gen Ed attributes must be attached. <http://www.marshall.edu/wpmu/gened/core-ii-courses-info/>
 Catalog Description (Limit of 30 words): An examination of theory, research, and application of psychological principles related to sport and exercise.
 Co-requisite(s): _____ First Term to be Offered: Spring 2023?
 Prerequisite(s): PSY 201 Credit Hours: 3
 Grading Mode: Graded: X Credit/No Credit: _____
 Course(s) being deleted in place of this addition (must submit course deletion form): _____

CHECKLIST/REQUIREMENTS

1. After completing this two page form in its entirety, include a complete syllabus and route through the departments/committees below.
2. A complete syllabus can be from when this course was previously taught as a special topics course or by creating a new, intended syllabus to use with the course. The sample syllabus must at a minimum address the following areas:
 - a. COURSE OBJECTIVES, COURSE OUTLINE, SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATE, INSTRUCTIONAL METHODS (Lecture, Lab, Internship, Practicum, etc.), and EVALUATION METHODS (Unit/Chapter, Midterm, Final, Projects, etc.)
3. If this course will replace a course that is required by another department, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. If this course will be similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>MJ</u>	Date: <u>10-6-2022</u>
Registrar: <u>[Signature]</u> <u>420101</u>	Date: <u>10/11/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>10/12/2022</u>
College Curriculum Chair: <u>Jonathan Kozar</u>	Date: <u>10/21/22</u>
General Education Council Chair *:	Date: _____
University Curriculum Committee Chair: <u>Zack Garrett</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science	Date: _____

* - Signature necessary only if course is to be Core Curriculum Course

Request for Undergraduate Course Addition - Page 2
Additional Information Required for Undergraduate Course Addition

College: CoLA Department/Division: Psychology Alpha Designator/Number: PSY 405

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. Identify by name the faculty in your department/division who may teach this course.

This course is currently taught by Elizabeth Pacioles in Health Sciences.

2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.

N/A

3. If this course will be required by a department/division other than your own, identify by name.

Cross listed with HS 405 and STHM 405 but PSY 405 is not required by a department

4. If there are any agreements required to provide clinical experience, attach details and signed agreements.

N/A

5. If library resources are deemed inadequate, attach a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

N/A

6. EQUIPMENT/SUPPLIES NEEDED TO TEACH THIS COURSE (this does not refer to additional equipment/supplies that need to be purchased; simply what materials are needed in order to teach this course successfully.):

N/A

7. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE OR GRADUATE COURSE (please also submit to Graduate Council course addition for 5xx graduate component):

Additional research-related assignments and presentations

8. PROVIDE A COMPLETE BIBLIOGRAPHY INCLUDING ALL PUBLICATIONS RESEARCHED TO CREATE THIS COURSE AND WHAT PUBLICATIONS MAY BE BENEFICIAL TO STUDENTS TAKING THIS COURSE (separate page).

PSY 405/505 Course Addition Notes

I was unable to note this information in the form:

This course has been taught as a cross-listed course with HS 405/505 and STHM 405/505 (Sport Psychology). but with a Special Topics designation in Psychology. We have offered it as Special Topics too many times, so we need to add it as a course so that it can continue to be offered as a psychology course. We intend for this to be offered as PSY 405/505, cross-listed with HS 405/505 and STHM 405/505.

Elizabeth Pacioles of Health Sciences has been teaching this course, supports the addition of this course, and intends to continue teaching it. Her support is attached, as well as that of the director of the STHM program.

The syllabus that has been used to teach this course is attached.



Sport Psychology – Fall 2022

HS 405-101 (CRN 2470), PSY 480-101 (CRN 3598), STHM 405-101 (CRN 3883)

3 credits - Undergraduate

Days & Time: Monday, Wednesday, Friday 10:00am – 10:50am
Meeting Location: Corbly Hall 105
Instructor: Liz Pacioles, Ph.D.
Contact info: Email - caseyel@marshall.edu. Please include your name AND course in your email. Please allow 48 hours for a response.
 Phone - (304) 696-5831

Student Success Times: These are times set aside for students to meet with the instructor for extra help, questions, discussions about classwork, future plans, etc.
 Available in office (Gullickson 100C), by phone, email, or Microsoft Teams.
 Monday/Wednesday/Friday 8:15AM - 9:00AM
 Tuesday/Thursday 9:00AM – 11:00AM
 Also available many other times by appointment!

Course Description: An examination of theory, research, and application of psychological principles related to sport and exercise.

Pre-requisite: PSY 201 General Psychology

Course Overview: Students will investigate topics including: emotional, cognitive, and behavioral components of sport performance, , motivation and participation in exercise and health behaviors, and impact of sport and exercise on individual development. Students will also examine practices and ethical issues in sport psychology in addition to applying concepts and strategies to enhance their own performance and well-being.

COURSE OUTCOMES: As a result of experiences in this course, the student will be able to:

Learning Outcomes:	How students will practice each outcome in this course:	How student achievement of each outcome will be assessed:
Explain how psychological factors influence involvement and performance in sport, exercise, and physical education settings.	In-class activities and discussions	Quizzes Psychological Skills Activities Class Project
Explain how sport, exercise, and physical activity influence the thoughts, emotions, and behaviors of participants.	In-class activities and discussions	Quizzes Class Project
Design activities and interventions within sport and physical activity contexts that will lead to improved performance and enjoyment.	In-class activities and discussions	Quizzes Psychological Skills Activities
Describe both historical and contemporary aspects of the sport psychology discipline, including the sport psychology profession, applied practice, and ethical considerations.	In-class activities and discussions	Quizzes Article Discussion Assignments Projects
Apply both sport psychology theories and research to explain thoughts, emotions, and behaviors of individuals involved in sport (such as athlete, coach, parent, fan, teacher, student, athletic trainer, or exercise leader).	In-class activities and discussions	Quizzes Article Discussion Assignments
Communicate information about sport psychology topics, issues, and research methods both verbally and written in a clear, concise, and inspiring manner.	In-class activities and discussions	Project

ABOUT THIS COURSE - COURSE REQUIREMENTS:**1. Quizzes (150 points):**

There will be 15 'take home' quizzes during the semester (10 points each) that will be posted online on Blackboard. The quizzes are designed to help you keep up with the material and give yourself a weekly review of key concepts. Quizzes will be posted and available to complete online and must be completed by class time on the designated due date. Quizzes are open notes and the questions will be taken directly from the article readings and class lectures/discussions. The quizzes are not intended to make the class difficult, but rather serve as a tool for you to keep up with the class material.

2. Discussion Assignments (50 points):

Students will gather articles on research studies in sport psychology and sport psychology applications in the real world to post on Blackboard for the class and to discuss with classmates during class. The research studies will be helpful in providing background research to use in your final project. Deadlines for posts and responses/reflections will be announced in class depending on the pace of class topics and will be available on Blackboard.

3. Psychological Skills Activities (50 points):

Students will implement psychological skills during in-class performance activities. Specific instructions for each activity will be discussed in class. The activity will typically include an in-class participation component in performance and a reflection component in which they respond to survey and reflective questions on their experience implementing the psychological skill.

4. Psychological Skills Project and Presentation (100 points)

To combine prior research with applied practice, each student will conduct a psychological skills project during the last four weeks of the semester. As related to the Psychological Skills Activities, each student will implement a psychological skill in a meaningful activity of their choice. Students will develop a project plan (5 points), gather information from prior research as well as their own performance and experience data (15 points) and present their background research, data collection/results, personal reflection, and conclusions in a class share setting through a one page submission to our Class Psychology Skills Manual (50 points), a verbal presentation (20 points), and providing peer feedback on classmates' projects (10 points). Additional details for guidelines and scoring will be provided in class and on Blackboard.

5. Course participation and activities (150 points):

Class attendance and participation is expected of all students. Points for class activities will include attendance, participation in class discussions, in-class self-quizzes and review questions, student responses and reactions to class topics (verbal and written), class games, group activities, online assignments, and mini-presentations. You will accrue points ranging from 2-10 points per activity (varying by assignment) for completing class activities.

COURSE GRADING: A point system will be used for determining your grade for the course:

	<u>Points:</u>
Quizzes	150
Discussion board Assignments	50
Psychological Skills Activities	50
Final Project & Poster Presentation	100
<u>Class activities/participation</u>	<u>150</u>
Total	500

Your total points will determine your final grade as follows:

<u>Points:</u>	<u>Grade:</u>
450-500	A
400-449	B
350-399	C
300-349	D
<u>299 and below</u>	<u>F</u>

COURSE CALENDAR

The schedule below is only a rough guide, since dates for particular topics may change due to class interests and pace. Be sure to pay attention to in-class announcements, and check your email and Blackboard for course announcements as well. ***Assignments are due by the class time (10:00am) on the day listed***

Day, Date	Topic	Assignments due
WEEK #1:		
Mon, Aug 22	Overview of course	
Wed, Aug 24	Introduction to Sport Psychology	
Fri, Aug 26	Orientations & Applications of Sport Psychology	
WEEK #2:		
Mon, Aug 29	Research & Ethics in Sport Psychology	Quiz #1 due
Wed, Aug 31	Research & Ethics in Sport Psychology	Discussion Board 1 post due
Fri, Sept 1	Motivation in Sports	Discussion Board 1 response due
WEEK #3:		
Mon, Sept 5	Labor Day – No class!	
Wed, Sept 7	Motivation Theories	Quiz #2 due
Fri, Sept 9	Intrinsic & Extrinsic Motivation	
WEEK #4:		
Mon, Sept 12	Intrinsic & Extrinsic Motivation	Quiz #3 due
Wed, Sept 14	Flow in Sports	Discussion board 2 post due
Fri, Sept 16	Assessing Performance Anxiety	Discussion Board 2 response due
WEEK #5:		
Mon, Sept 19	Anxiety and Performance Theories	Quiz #4 due
Wed, Sept 21	Introduction to Psychological Skills Training	
Fri, Sept 23	Introduction to Psychological Skills Training	
WEEK #6:		
Mon, Sept 26	Arousal Regulation - Somatic	Quiz #5 due
Wed, Sept 28	Arousal Regulation - Somatic	
Fri, Sept 30	Arousal Regulation - Cognitive	
WEEK #7:		
Mon, Oct 3	Arousal Regulation - Cognitive	Quiz #6 due
Wed, Oct 5	Imagery Introduction	Discussion board post 3 due
Fri, Oct 7	Imagery Factors and Implementation	Discussion board 3 response due

COURSE CALENDAR (continued)

<u>Day, Date</u>	<u>Topic</u>	<u>Assignments due</u>
WEEK #8:		
Mon, Oct 10	Imagery Strategies	Quiz #7 due
Wed, Oct 12	Attention Theories	
Fri, Oct 14	Pre-Performance Routines	
WEEK #9:		
Mon, Oct 17	Mindfulness Approaches	Quiz #8 due
Wed, Oct 19	Goal Setting	
Fri, Oct 21	Working in Sport Psychology (Nick Russo, MS)	Project Plan due
WEEK #10:		
Mon, Oct 24	Interventions in Performance Settings	Quiz #9 due
Wed, Oct 26	AASP Conference – No class meeting	Discussion Board 4 post due
Fri, Oct 28	AASP Conference – No class meeting	Discussion Board 4 response due
WEEK #11:		
Mon, Oct 31	Mental Health in Sports	Quiz #10 due
Wed, Nov 2	Psychology of Athletic Injuries	
Fri, Nov 4	Burnout and Overtraining	Final Project checkpoint #1 due
WEEK #12:		
Mon, Nov 7	Psychology of Youth Athletes & Youth Sport Parents	Quiz #11 due
Wed, Nov 9	Psychology of Youth Athletes & Youth Sport Parents	
Fri, Nov 11	Psychological Principles in Coaching	Final Project checkpoint #2 due
WEEK #13:		
Mon, Nov 14	Psychological Principles in Coaching	Quiz #12 due
Wed, Nov 16	Graduate Student Topic Presentations	
Fri, Nov 18	Psychology of Fan Behavior & Officiating	Final Project checkpoint #3 due
WEEK #14:	Mon, Nov 21 – Fri, Nov 25 No class - Thanksgiving Break!!!	
WEEK #15:		
Mon, Nov 28	Exercise Psychology	Quiz #13 due
Wed, Nov 30	Exercise and Psychological Well-being	Discussion Board 5 post due
Fri, Dec 2	Final Topics	Discussion Board 5 response due
WEEK #16:		
Monday Dec 5	10:15am-12:15pm Final Exam Period - Project Presentations Class Review/Wrap Up	Quiz #14 due (Final Project ?s) Course Feedback Form due (Quiz #15)

COURSE MATERIALS:**1. RECOMMENDED (NOT REQUIRED) TEXTBOOK - Not required for class**

Foundations of Sport and Exercise Psychology, 7th Edition (2019)
 By Robert S. Weinberg and Daniel Gould
 ISBN: 978-1-4925-7235-0

2. ADDITIONAL READINGS:

Several articles for the class will be selected by the instructor and students to share with the class. Instructions for these selecting and accessing these readings will be posted on Blackboard.

3. MARSHALL UNIVERSITY EMAIL ACCOUNT

You must have and use your MU email account. You may redirect your MU email to your own personal email account, but you must sign in to your MU account to do that. Marshall University uses Office 365 email. For more information, visit Marshall IT: Office 365 (URL <https://www.marshall.edu/it/office365/>).

4. BLACKBOARD

You are also required to access course materials on the Blackboard online course management system at: <https://marshall-bb.blackboard.com>. Students must be able to use the following tools in Blackboard: tests/quizzes, assignments, discussion boards, etc. Blackboard will also contain some links for Microsoft Form assignment submissions.

5. MICROSOFT FORMS

We will utilize Microsoft Forms for some class activities (such as polls, surveys, in class self-quizzes). A link or QR code will be provided in class and you can sign in using your Marshall username and password (same as email).

6. MICROSOFT TEAMS

In the event the university goes “virtual” during the semester we will use Microsoft Teams (URL: <https://www.marshall.edu/it/teams/>) to conduct class sessions during the class time.

CLASS POLICIES:**CLASS ATTENDANCE, PARTICIPATION, AND MISSED CLASSES:**

Given that the Sport Psychology class is very much activity and discussion based, you will get the most out of the course (in terms of learning and grade) if you attend class. Points are earned for completion of in-class activities. These might consist of review quizzes, group discussions, class questions, writing assignments, etc. If you are sick or unable to physically attend class due to extenuating circumstances, you are responsible for catching up with missed class material or any class activities. Contact me at caseyel@marshall.edu on the day of the missed class and if granted the opportunity for a make-up assignment within one week of the missed class. If you are missing multiple classes due to an extended illness, COVID-19 related conditions, or other unforeseen circumstances, please contact me to make arrangements regarding your situation and contact Student Affairs for an approved university excused absence (<http://www.marshall.edu/student-affairs/excused-absence-form/>). In these situations, make up or late work will be accepted on a case-by-case basis.

LATE WORK: Late assignments will be accepted for 50% credit up to one week past the deadline. Grading and feedback of late work will be delayed, but don't worry, it will be graded at some point prior to the end of the semester.

CLASS QUESTIONS: The best way to contact me is to ask a question during our class meetings or during student success times. The next best way to contact me is through Marshall email (caseyel@marshall.edu). Please include your name, course, and a detailed description of your question in the email. I won't be able to respond to emails in the evening, but will typically respond to an email within 48 hours or sooner. Feel free to send a follow up email if you didn't get a response within 48 hours, just in case I missed it. Don't hesitate to ask if you have any questions or concerns – don't wait until it's too late!

GRADES AND FEEDBACK: See below for the course requirements and grading criteria. Grades and activity points will typically be updated within one week following the deadline. Grades for assignments submitted beyond the posted deadline may be delayed.

OTHER NOTES REGARDING SPORT PSYCHOLOGY:

The content of psychology courses, especially sport psychology for athletes, often includes discussion of sensitive topics that may relate to you or someone you know. Keep in mind that the classroom is not a forum for discussion of personal experiences and that we want to engage in critical and open-minded thinking based in theory and research, not solely personal experiences. If class members do share information about themselves or their experiences, please be respectful of each other and provide feedback with thoughtfulness and respect.

UNIVERSITY POLICIES:

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to MU Academic Affairs: University Policies. (URL: <http://www.marshall.edu/academic-affairs/policies/>) Academic Dishonesty Policy / Academic Dismissal Policy / Academic Forgiveness Policy / Academic Probation and Suspension Policy / Affirmative Action Policy / Dead Week Policy / D/F Repeat Rule / Excused Absence Policy for Undergraduates / Inclement Weather Policy / Sexual Harassment Policy Marshall's Title IX Office may be contacted at TitleIX@marshall.edu / Students with Disabilities (Policies and Procedures) / University Computing Services Acceptable Use Policy /

Students with Disabilities

For University policies and the procedures for obtaining services, please go to MU Academic Affairs: University Policies and read the section, Students with Disabilities. (URL: <http://www.marshall.edu/academic-affairs/policies/>)

COVID-19 Related Information

Marshall's official COVID-19 protocols are online at <https://www.marshall.edu/coronavirus> (URL: <https://www.marshall.edu/coronavirus/>). Policies and protocols may change over time as we respond to changing conditions. The website will always contain the most recent information – check it frequently for the most current information.

Key policies and practices at the start of the Fall 2022 semester include the following:

- **Wear a mask inside university buildings, when required.** To see the campus current masking status, visit Marshall's COVID-19 Dashboard (www.marshall.edu/coronavirus). Masks are not required in personal residence hall rooms or workspaces.
- **Students will disinfect their personal workspaces and virtual learning hubs** with disinfectant wipes provided nearby.
- **All members of the Marshall University community are expected to observe all COVID-19 protocols at all times. Students who are unable to follow University requirements due to a disability** should seek reasonable accommodations from the Office of Disability Services (ODS: disabilityservices@marshall.edu) during the first week of class.

Bibliography: Sport Psychology

Anshel, M.H. (2019). *APA Handbook of Sport and Exercise Psychology*. American Psychological Association.

Cox, R. (2011). *Sport Psychology: Concepts and Applications* (7th ed). McGraw-Hill.

Ericsson, K.A. (2014). *The road to excellence: The acquisition of expert performance in the arts and sciences, sports, and games*. Psychology Press.

Hanrahan, S., Anderson, M., Tod, D., & Hodge, K. (2012). *Routledge Handbook of Applied Sport Psychology: A Comprehensive Guide for Students and Practitioners*. Routledge.

Hatzigeorgiadis, A., Galanis, E., Zourbanos, N., Theodorakis, Y. (2014). Self-talk and competitive sports performance. *Journal of Applied Sports Psychology*, 26(1), 82-95.

Murphy, S. (2012). *The Oxford Handbook of Sport and Performance Psychology*. Oxford.

Nideffer, R.M. (2012). Theory of attentional and personal style versus test of attentional and interpersonal style. *Enhanced Performance Systems*, 1-34.

Pitt, T., Thomas, O., Lindsay, P., Hanton, S., & Bawden, M. (2015). Doing sport psychology briefly? A critical review of single session therapeutic approaches and their relevance to sport psychology. *International Review of Sport and Exercise Psychology*, 8(1), 125-155.

Quartiroli, A., Vosloo, J., Fisher, L.A., & Schinke, R.J. (2020). Culturally competent sport psychology: A survey of sport psychology professionals' perception of cultural competence. *The Sport Psychologist*, 34(3), 242-253.

Quartiroli, A., Vosloo, J., Schinke, R.J., Anderson, S.N., Fisher, L.A., & Giffin, C.E. (2021). Sport psychology professionals' perceptions of the roadblocks to cultural sport psychology. *Sport Exercise and Performance Psychology*. 10(2). 240-256.

Tenenbaum, G., & Eklund, R.C. (2020). *Handbook of Sport Psychology* (4th ed). Wiley.

Van Raalte, J.L., & Brewer, B.W. (2014). *Exploring Sport and Exercise Psychology* (3rd ed). American Psychological Association.

Van Staden, A., Myburgh, C.P., & Poggenpoel, M. (2009). A psycho-educational model to enhance the self-development and mental health of classical dancers. *Journal of Dance Medicine and Science*, 13(1). 20-28.

Weinberg, R.S., & Gould, D. (2019) *Foundations of Sport and Exercise Psychology*, 7th Edition.

Williams, J., & Krane, V. (2021). *Applied Sport Psychology: Personal Growth to Peak Performance* (8th ed). McGraw-Hill.

Atkins, Melissa

From: Pacioles, Elizabeth
Sent: Monday, September 19, 2022 3:50 PM
To: Atkins, Melissa
Subject: Re: Sport Psychology

Hi Melissa,

I agree that it would be a good idea to list Sport Psychology as a Psychology course. It is currently listed in Department of Kinesiology (HS 405 and HS 505) and Sport, Tourism, Hospitality Management (STHM 405 and STHM 505). Please let me know what I can do to help with the course addition.

I plan to offer Sport Psychology for the Spring 2023 semester but still working on finalizing the days and time. I will let you the confirmed day/time later this week.

Thanks so much for including Sport Psychology as a Psychology course offering!

Liz

Liz Pacioles, Ph.D.

Associate Professor, Health Sciences

Marshall University

Gullickson Hall 100C

Huntington, WV 25755

(304)696-5831

caseyel@marshall.edu

On Sep 19, 2022, at 11:43 AM, Atkins, Melissa <stinson8@marshall.edu> wrote:

Atkins, Melissa

From: Mak, Jennifer
Sent: Wednesday, September 28, 2022 4:51 PM
To: Atkins, Melissa
Subject: RE: Cross-listing PSY 405 with HS 405 and STHM 405

Dear Melissa,

You have my support to add the PSY405 Sport Psychology as a cross-listing to the STHM405. If you have any question, please let me know!

Best Regards,
Jennifer Y. Mak, Ph.D., RFSA

From: Atkins, Melissa <stinson8@marshall.edu>
Sent: Wednesday, September 28, 2022 2:32 PM
To: Mak, Jennifer <mak@marshall.edu>
Subject: Cross-listing PSY 405 with HS 405 and STHM 405

Dr. Mak,

I am the Undergraduate Coordinator in Psychology and we are adding a PSY 405 (Sport Psychology) course so that it can be cross-listed with HS 405/STHM 405. Liz Pacioles has been teaching it and cross listing it with us as a Special Topics PSY course but we have used the Special Topics designation too many times and need to add the class so that it can continue to be offered. I was hoping you could send back a short memo or even just a reply to this message giving us permission to create this duplicate course for cross-listing purposes.

Thanks!
Melissa Atkins

Melissa S. Atkins, Ph.D.
Associate Professor
Undergraduate Program Coordinator
Department Advising Office Coordinator
Psychology Department
Marshall University
311 Harris Hall
304-696-2779

**University Curriculum Committee
RECOMMENDATION**

SR 22-23-22 CC

Recommends approval of the listed **UNDERGRADUATE COURSES CHANGES** in the following college and/or schools/programs:

College of Liberal Arts

HST 427

- **Summary of Change:** Course title from “The World at War” to “World War II”
- **Rationale:** “World War II” is more specific than “The World at War.” I would like to change the name of the course for the sake of clarity. Furthermore, the name change will hopefully generate more enrollment.
- **Form with signature:** [HST 427 Course Change Signed.pdf](#)

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Request for Undergraduate Course Change

1. Prepare **one** paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: COLA Department/Division: HISTORY Current Alpha Designator/Number: HST 427
 Contact Person: Phil Rutherford Phone: 696-2719




CURRENT COURSE DATA:

Course Title (Current Title within Banner): <u>The World at War</u>	
Alpha Designator/Number: <u>HST 427</u>	Credit Hours: <u>3.0</u>
Term for which changes will be effective (Fill in with appropriate calendar year.):	
Fall _____ Spring <u>2024</u> Summer _____ Other _____	

CHECKLIST/QUESTIONS:

1. Complete this **three** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator (see accompanying note to the section on the next page), course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*): _____
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.
6. If library resources are deemed inadequate, include in the rationale a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: 	Date: <u>9/14/23</u>
Registrar: 	Date: <u>10/11/2022</u>
College Dean: 	Date: <u>10/12/2022</u>
College Curriculum Chair: <u>Jonathan Kozar</u>	Date: <u>10/21/22</u>
General Education Council Chair *:	Date: _____
University Curriculum Committee Chair: <u>Zach Garrett</u>	Date: <u>11/11/22</u>
Faculty Senate Chair:	Date: _____
VP Academic Affairs/VP Health Science	Date: _____

* - Signature necessary only if course is to be Core Curriculum Course

Request for Undergraduate Course Change – Page 2
Additional Information Required for Undergraduate Course Change

College: COLA Department/Division: HISTORY Current Alpha Designator/Number: HST 427

Change in COURSE TITLE: Yes No **NOTE:** If changing to Critical Thinking, you MUST reserve (CT) at the end of new title

From: The World at War

To: World War II (Limited to 30 characters and spaces.)

Change in ALPHA DESIGNATOR: Yes No

From: _____ To: _____

Change in COURSE NUMBER: Yes No

From: _____ To: _____

Change in GRADING MODE (Graded or Credit/No Credit): Yes No

From: _____ To: _____

Change in CREDIT HOURS: Yes No

(A change in credit hours requires documentation that specifies the work requirements have been adjusted accordingly.)

From: _____ To: _____

Addition of GENERAL EDUCATION ATTRIBUTES: Yes No

From: _____ To (check all that apply): CT INTL MC Core II (Core II type: _____)

Note: Applications for Gen Ed attributes must be attached. <http://www.marshall.edu/wpmu/gened/core-ii-courses-info/>

Change in CATALOG DESCRIPTION: Yes No

(Limit of 30 words. If change is substantial, document in the rationale. If change is minor, simply show the change below.

From:

To:

Request for Undergraduate Course Change – Page 3
Additional Information Required for Undergraduate Course Change

College: COLA Department/Division: HISTORY Current Alpha Designator/Number: HST 427

Define the rationale for EACH type of change here. *NOTE: If major change in content, please consider creating a new course.*
Change in course title: "World War II" is more specific than "The World at War." I would like to change the name of the course for the sake of clarity. Furthermore, the name change will hopefully generate more enrollment.

University Curriculum Committee RECOMMENDATION

SR 22-23-23 CC

Recommends approval of the listed **UNDERGRADUATE MAJOR ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Arts and Media

Major Change: Jazz Studies or Performance, Multidisciplinary Studies, Theory/Composition, General, Music History, Pedagogy, Vocal Jazz, Commercial Music (AM10, AB30, AB60)

- **Summary of Changes:** Remove lower-level option for music ensembles.
- **Rationale:** The elimination of upper division credits in the CORE has made reaching the required number of upper division credits challenging, particularly for students in the CAM BA music degree. Using only the upper division numbered courses will help alleviate this problem without sacrificing the integrity of any music degree. There is no NASM (accrediting body for schools of music) requirement for the division of undergraduate ensembles into lower and upper division for students majoring in music education. The only distinction needed is between undergraduate and graduate levels which is already in place. Also, having two undergraduate levels apparently is confusing to our students and especially to students outside the School of Music. There is no difference in experience or workload among students in the 200-level of an ensemble and those enrolled in the 400-level of the same ensemble. Students in the 200-level play or sing the same music as students in the 400-level and have the same expectations for effort and performance level.
- **Curriculum:** [Change Major AM10 AM30 AM60.pdf](#)

College of Education and Professional Development

Major Change: Music Education (ES00/EZ82, ESM5)

- **Summary of Changes:** Remove lower-level requirement to more accurately reflect student experience.
- **Rationale:** Eliminating the requirement of lower division ensembles in the Bachelor of Arts in Secondary Education, emphasis in Music Education will bring the ensemble requirements for this degree into agreement with the proposed requirements from the School of Music. There is no NASM (accrediting body for schools of music) requirement for the division of undergraduate ensembles into lower and upper division for students majoring in music education. Consequently, lower division ensembles are not required for teaching certification. There is no difference in experience or workload among students in the 200-level of an ensemble and those enrolled in the 400-level of the same ensemble. Students in the 200-level play or sing the same music as students in the 400-level and have the same expectations for effort and performance level.
- **Curriculum:** [COEPD Music major change.pdf](#)

**University Curriculum Committee
RECOMMENDATION**

SR 22-23-23 CC

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

NOTE: Recommendations should be sent to the Faculty Senate office via email. Recommendations longer than one page or those with attachments are to be sent in final format with this as a cover page. Any incomplete recommendations or those requiring extensive formatting changes will be returned to the recording secretary/committee.

Request for Undergraduate Addition, Deletion, or Change of a Major

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Registrar, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: CAM Department/Division: School of Music
 Contact Person: Vicki P. Stroehler Phone: x66437

ACTION REQUESTED:

Check action requested: Addition Deletion Change
 Name of Major (provide code if this is an existing major): AM10, AB30, AB60
 Within which Degree Program is/ will this Major be listed (please provide code as well): _____

RATIONALE:

The elimination of upper division credits in the CORE has made reaching the required number of upper division credits challenging, particularly for students in the CAM BA music degree. Using only the upper division numbered courses will help alleviate this problem without sacrificing the integrity of any music degree. There is no NASM (accrediting body for schools of music) requirement for the division of undergraduate ensembles into lower and upper division. The only distinction needed is between undergraduate and graduate levels which is already in place. Also, having two undergraduate levels apparently is confusing to our students and especially to students outside the School of Music. There is no difference in experience or workload among students in the 200-level of an ensemble and those enrolled in the 400-level of the same ensemble. Students in the 200-level play or sing the same music as students in the 400-level and have the same expectations for effort and performance level.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

Eliminate the requirement of lower division ensembles and require only 400-level principal/major ensembles in all degrees and emphasis areas. [See attached]

NOTIFICATION REQUIREMENTS:

- Attach a copy of written notification regarding this curriculum request to the following:
- Statement of Non-Duplication:** If this major will be similar in title or content to an existing major at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
 - If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
 - Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: _____	Date: <u>9/30/22</u>
Registrar: _____	Date: <u>9/30/2022</u>
College Dean: _____	Date: <u>11/1/2022</u>
College Curriculum Chair: _____	Date: <u>10-25-22</u>
University Curriculum Committee Chair: _____	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science _____	Date: _____

Music Ensemble Requirements, Current and Proposed Catalog Language and Requirements

Degree/Emphasis	Current Catalog/Requirement	Proposed Catalog/Requirement
BFA, Jazz Studies or Performance AM10 (emphases AM11, AM13)	Eight semester hours (four lower division and four upper division) in a principal ensemble are required.	Eight semester hours in a principal ensemble are required.
BFA, Multidisciplinary Studies AM10 (emphasis AM14)	Seven semester hours (four lower division and three upper division) in a principal ensemble are required	Seven semester hours in a principal ensemble are required.
BFA, Theory/Composition AM10 (emphasis AM12)	Four semester hours of lower-division credit in a principal ensemble are required.	Four semester hours in a principal ensemble are required.
BA, General, Music History, Pedagogy, Vocal Jazz AB30 (emphases AB32, AB33, AB34, AB35)	Four semester hours of lower-division credit in a principal ensemble are required.	Four semester hours in a principal ensemble are required.
BA, Commercial Music AB60	Eight semester hours (four lower division and four upper division) in a major ensemble are required.	Eight semester hours in a major ensemble are required.
BA, Secondary Education, Music Education ES00, EZ82 (emphasis ESM5)	Seven semester hours (four lower division and three upper division) in a principal ensemble are required	Seven semester hours in a principal ensemble are required.
	Marching Band MUS 266	Marching Band MUS 466

Note: none of the other language in the "Ensemble Requirements" section of the catalog will change.

Request for Undergraduate Addition, Deletion, or Change of a Major

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Registrar, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: COEPD Department/Division: Music Education
 Contact Person: Vicki P. Stroehler (Music) Phone: 66437

ACTION REQUESTED:

Check action requested: Addition Deletion Change
 Name of Major (provide code if this is an existing major): ES00/EZ82, ESM5
 Within which Degree Program is/ will this Major be listed (please provide code as well): _____

RATIONALE:

Eliminating the requirement of lower division ensembles in the Bachelor of Arts in Secondary Education, emphasis in Music Education will bring the ensemble requirements for this degree into agreement with the proposed requirements from the School of Music. There is no NASM (accrediting body for schools of music) requirement for the division of undergraduate ensembles into lower and upper division for students majoring in music education. Consequently, lower division ensembles are not required for teaching certification. There is no difference in experience or workload among students in the 200-level of an ensemble and those enrolled in the 400-level of the same ensemble. Students in the 200-level play or sing the same music as students in the 400-level and have the same expectations for effort and performance level.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

Eliminate the requirement of lower division ensembles and require only 400-level principal/major ensembles in the music education degree. [See attached]

NOTIFICATION REQUIREMENTS:

- Attach a copy of written notification regarding this curriculum request to the following:
- Statement of Non-Duplication:** If this major will be similar in title or content to an existing major at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
 - If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
 - Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>9/30/22</u>
Registrar: <u>[Signature]</u>	Date: <u>9/30/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>11-2-22</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>11-2-22</u>
University Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science _____	Date: _____

Music Ensemble Requirements, Current and Proposed Catalog Language and Requirements

Degree/Emphasis	Current Catalog/Requirement	Proposed Catalog/Requirement
BFA, Jazz Studies or Performance AM10 (emphases AM11, AM13)	Eight semester hours (four lower division and four upper division) in a principal ensemble are required.	Eight semester hours in a principal ensemble are required.
BFA, Multidisciplinary Studies AM10 (emphasis AM14)	Seven semester hours (four lower division and three upper division) in a principal ensemble are required	Seven semester hours in a principal ensemble are required.
BFA, Theory/Composition AM10 (emphasis AM12)	Four semester hours of lower-division credit in a principal ensemble are required.	Four semester hours in a principal ensemble are required.
BA, General, Music History, Pedagogy, Vocal Jazz AB30 (emphases AB32, AB33, AB34, AB35)	Four semester hours of lower-division credit in a principal ensemble are required.	Four semester hours in a principal ensemble are required.
BA, Commercial Music AB60	Eight semester hours (four lower division and four upper division) in a major ensemble are required.	Eight semester hours in a major ensemble are required.
BA, Secondary Education, Music Education ES00, EZ82 (emphasis ESM5)	Seven semester hours (four lower division and three upper division) in a principal ensemble are required	Seven semester hours in a principal ensemble are required.
	Marching Band MUS 266	Marching Band MUS 466

Note: none of the other language in the “Ensemble Requirements” section of the catalog will change.

University Curriculum Committee RECOMMENDATION

SR 22-23-24 CC

Recommends approval of the listed **UNDERGRADUATE MINOR ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Arts and Media

Minor Change: Minor in Music (VMUS)

- **Rationale:** Updating the minor to include newer course offerings.
- **Curriculum:** [Change MUS Minor VMUS.pdf](#)

College of Business

Minor Addition: Health Care Mgt (MGT/HC MGT)

- **Rationale:** Addition of minor will assist to increase enrollment in the MGT/HC MGT courses. No additional resources are required.
- **Curriculum:** [HCM Signed.pdf](#)

Minor Addition: Human Resources Management (Management, BM10)

- **Rationale:** Human resources management is an important function to any business. Therefore, interest in HR management is ubiquitous across many disciplines. Our department already offers a management major with an area of emphasis in human resources and organizational behavior. Adding a minor in this area will allow students in the university to learn and show this minor on their transcript without adding anymore courses.
- **Curriculum:** [HRM signed.pdf](#)

Minor Addition: Supply Chain Management (Management, BM10)

- **Rationale:** Managing supply chains is the most important function for most businesses. Therefore, interest in it is ubiquitous across many disciplines. Our department already offers a management major with area of emphasis in supply chain. Adding a minor in this area will allow students in the university to learn and show this minor in their transcript without adding anymore courses.
- **Curriculum:** [SCM Signed.pdf](#)

College of Science

Minor Change: Statistics (BS – SM40)

- **Rationale:** Two of the current required courses have prerequisites that will require students needing too many hours for the minor. This change will provide students from other related disciplines the opportunity of gaining knowledge in statistical sciences. The streamlining of the stats minor will make it more concise and is reflective of the current trend and the great need for analytics in the workplace.
- **Curriculum:** [MTH_StatisticsMinor_Change.pdf](#)

**University Curriculum Committee
RECOMMENDATION**

SR 22-23-24 CC

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

NOTE: Recommendations should be sent to the Faculty Senate office via email. Recommendations longer than one page or those with attachments are to be sent in final format with this as a cover page. Any incomplete recommendations or those requiring extensive formatting changes will be returned to the recording secretary/committee.

Request for Undergraduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: CAM Department/Division: School of Music
Contact Person: Vicki P. Stroehler Phone: x66437

ACTION REQUESTED:

Check action requested: Addition Deletion Change

Name of Minor: Minor in Music (VMUS)

Within which Major is/will this minor be listed (please provide code as well): _____

RATIONALE:

Updating the minor to include newer course offerings.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

Current requirement: MUS 142 Music in Society, 3 credits
Proposed requirement: Choose 1 course from: MUS 142 Music in Society, MUS 200 Introduction to World Music, or MUS 227 History of Popular Music

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this minor will be similar in title or content to an existing minor at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>9/30/22</u>
Registrar: <u>[Signature]</u>	Date: <u>9/30/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>11/1/2022</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>10-25-22</u>
University Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

Comparison of Current Music Minor to Proposed Music Minor

Current (19 cr.)	Proposed (19 cr.)
MUS 111 Elementary Music Theory I (2 cr.)	MUS 111 Elementary Music Theory I (2 cr.)
MUS 113 Elementary Aural Skills I (2 cr.)	MUS 113 Elementary Aural Skills I (2 cr.)
MUS 142 Music in Society (3 cr.)	Choose one course from: MUS 142 Music in Society (3 cr.) MUS 200 Intro to World Music (3 cr.) MUS 227 History of Popular Music (3 cr.)
Select four semesters of 100-level applied study on the principal instrument (4 cr.)	Select four semesters of 100-level applied study on the principal instrument
Select four semesters of ensemble relating directly to the principal applied area (4 cr.)	Select four semesters of ensemble relating directly to the principal applied area (4 cr.)
Electives (4 cr.)	Electives (4 cr.)

See <http://www.marshall.edu/senate/ucc/> for information on cha

Request for Undergraduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: LCOB Department/Division: MGT/HC MGT
Contact Person: Deepak Subedi Phone: 696-2676

ACTION REQUESTED:

Check action requested: Addition Deletion Change

Name of Minor: Health Care Mgt

Within which Major is/will this minor be listed (please provide code as well): MGT/HC MGT

RATIONALE:

Addition of minor will assist to increase enrollment in the MGT/HC MGT courses.
No additional resources are required.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

A minimum of 12 credit hours, to include MGT 320, MGT 350, LE 351, plus three hours from among MGT 354 or MGT 355

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this minor will be similar in title or content to an existing minor at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>10/20/22</u>
Registrar: <u>[Signature]</u>	Date: <u>10/20/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>10/20/2022</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>10/21/2022</u>
University Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

Request for Undergraduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: LCOB Department/Division: Management and HCA
 Contact Person: Deepak Subedi Phone: 62676

ACTION REQUESTED:

Check action requested: Addition Deletion Change

Name of Minor: Human Resources Management

Within which Major is/will this minor be listed (please provide code as well): Management (BM10)

RATIONALE:

Human resources management is an important function to any business. Therefore, interest in HR management is ubiquitous across many disciplines. Our department already offers a management major with an area of emphasis in human resources and organizational behavior. Adding a minor in this area will allow students in the university to learn and show this minor on their transcript, without adding anymore courses.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

A minimum of 15 credit hours, to include MGT 320, MGT 424, MGT 425, MGT 430, plus three hours from among MGT 422, MGT 428, or MGT 429.

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this minor will be similar in title or content to an existing minor at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>10/20/22</u>
Registrar: <u>[Signature]</u>	Date: <u>10/20/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>10/20/2022</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>10/21/2022</u>
University Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

See <http://www.marshall.edu/senate/ucc/> for information on chair

Request for Undergraduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: LCOB Department/Division: Management and HCA
Contact Person: Deepak Subedi Phone: 62676

ACTION REQUESTED:

Check action requested: <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Change
Name of Minor: <u>Supply Chain Management</u>
Within which Major is/will this minor be listed (please provide code as well): <u>Management (BM10)</u>

RATIONALE:

Managing supply chains is the most important function for most businesses. Therefore, interest in it is ubiquitous across many disciplines. Our department already offers management major with area of emphasis in supply chain. Adding a minor in this area will allow students in the university to learn and show this in their transcripts, without adding anymore courses.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

(A minimum of 12 credit hours from among MGT 318, MGT 325, MGT 420, MGT 421, and MKT 350. Student must meet the prerequisites for the individual courses, as listed in the catalog, even if the prerequisite course does not count towards the minor.

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this minor will be similar in title or content to an existing minor at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>[Signature]</u>	Date: <u>10/20/22</u>
Registrar: <u>[Signature]</u>	Date: <u>10/20/2022</u>
College Dean: <u>[Signature]</u>	Date: <u>10/20/2022</u>
College Curriculum Chair: <u>[Signature]</u>	Date: <u>10/21/2022</u>
University Curriculum Committee Chair: <u>[Signature]</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

Request for Undergraduate Addition, Deletion, or Change of a Minor

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After attaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee (UCC) Chair.
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: Science Department/Division: Mathematics
Contact Person: Avishek Mallick Phone: 304-696-3443

ACTION REQUESTED:

Check action requested: <input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input checked="" type="checkbox"/> Change
Name of Minor: <u>Statistics</u>
Within which Major is/will this minor be listed (please provide code as well): <u>BS Statistics - SM 40</u>

RATIONALE:

Two of the current required courses have prerequisites that will require students needing too many hours for the minor. This change will provide students from other related disciplines the opportunity of gaining knowledge in statistical sciences. The streamlining of the stats minor will make it more concise and is reflective of the current trend and the great need for analytics in the work place.

CURRICULUM: (If addition or change, number of hours and courses; indicate if required or optional) May be submitted as separate document.

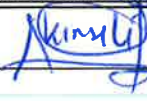


Please see the attached documentation, which includes the current curriculum for the minor, as well as the proposed curriculum.

NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:

1. **Statement of Non-Duplication:** If this minor will be similar in title or content to an existing minor at the university, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
3. Send a copy of this completed form to the Marshall University Catalog Editor.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: <u>Alfred Akinsete</u> 	Date: <u>9/20/2022</u>
Registrar: 	Date: <u>9/21/2022</u>
College Dean: <u></u>	Date: <u>10/28/2022</u>
College Curriculum Chair: <u>MC Babiuic Hamilton</u>	Date: _____
University Curriculum Committee Chair: <u>Zach Garrett</u>	Date: <u>11/11/22</u>
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science: _____	Date: _____

STATISTICS, MINOR (Current)

The Department of Mathematics offers a minor in statistics available to all students at Marshall University. Students who completed a minor in statistics must have a demonstrated knowledge and understanding of statistical techniques and methodologies, working with real data, and understanding of data analysis with job opportunities in business, government, industry and health sectors. The minor provides a window of opportunities for further study in statistical sciences. Students with a statistics minor may be eligible to pursue further degree programs in statistical sciences. The minor in statistics is not to be taken by students pursuing any degree majors in mathematics department. Students pursuing a minor in statistics must complete the General Education requirements at Marshall and in addition, the requirements for their major degree option(s).

The requirements for an undergraduate Minor in Statistics consist of a total of 16 credit hours. The student must have at least a 2.0 grade point average, and a grade of C or better in the required core courses (10 credit hours), and two additional courses (6 credit hours) chosen with permission from the list of elective courses. At least 9 credit hours of the required 16 credit hours must be taken at Marshall University.

Core Required Courses:

MTH 231	Calculus/Analytic Geometry III	4 CH
STA 326 or STA 345	Applied Stat Method / Applied Prob and Stat	3 CH
STA 445	Prob & Stat I	3 CH

Select two of the following courses (with permission): 6 CH

STA 412	Regression Analysis
STA 413	Experimental Designs
STA 420	Nonparametric Statistics
STA 422	Time Series Forecasting
STA 425	Sampling Designs & Estimation
STA 446	Probability & Statistics II
STA 464	Statistical Computing
STA 466	Stochastic Processes
STA 470	Applied Survival Analysis

Total: 16 CH

STATISTICS, MINOR (Proposed)

The Department of Mathematics offers a statistics minor available to all Marshall University students. Students who completed a minor in statistics must have a demonstrated knowledge and understanding of statistical techniques and methodologies, working with real data, and understanding of data analysis with job opportunities in business, government, industry, and health sectors. The minor provides a window of opportunities for further study in statistical sciences. Students with a statistics minor may be eligible to pursue further degree programs in statistical sciences. The minor in statistics is not to be taken by students pursuing any degree majors in the mathematics department. Students pursuing a minor in statistics must complete the General Education requirements at Marshall and the requirements for their major degree option(s).

The requirements for an undergraduate Minor in Statistics consist of a total of 15 credit hours. The student must have at least a 2.0-grade point average and at least two of the courses must be taken at Marshall University.

Core Required Courses:

MTH 229	Calculus/Analytic Geometry I (CT)	5 CH
MTH 230	Calculus/Analytic Geometry II	4 CH
STA 345 or STA 445	Applied Prob and Stat / Prob & Stat I	3 CH

Select one of the following courses: 3 CH

STA 412	Regression Analysis
STA 420	Nonparametric Statistics
STA 435	Statistical Data Mining

Total: 15 CH

EXECUTIVE COMMITTEE
CONFIDENTIAL RECOMMENDATION

**SR 22-23-25 EC Confidential Recommendation for Spring Commencement
Speaker(s) and Honorary Degree(s)**

[TEXT OF RECOMMENDATION FORTHCOMING IN EXECUTIVE SESSION]

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Faculty Personnel Committee Recommendation

SR 22-23-26 FPC Recommendation to amend MU BOG AA-26 Faculty Promotion

The Faculty Personnel Committee recommends updating MU BOG AA-26 Faculty Promotion to allow faculty not on the tenure track to earn promotion in certain cases. The attached files include:

1. The unedited original AA-26
2. The original AA-26 showing revisions
3. The clean final copy of AA-26

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-26

FACULTY PROMOTION

1 General Information:

- 1.1 Scope: Academic policy regarding the promotion of faculty through the established ranks.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: December 19, 2019
- 1.4 Effective Date: January 28, 2020. Note: Promotion eligible faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dates March 8, 2006, or the guidelines set forth in this policy, according to the guidelines in the transition document entitled “Tenure and Promotion Implementation Timeline” provided by Academic Affairs.
- 1.5 Controlling over: Marshall University
- 1.6 History: Adopted 4/5/54, Revised February 1956, January 1957, Amended 5/20/68, Revised 2/13/69-FPC, Amended 3/19/70-FPC, Revised 8/30/78-FPC, Policy Bulletin 36 Adopted by BOR on 3/12/84, Amended 5/24/88-FPC, Revised SR-92-93-(8)145(FPC), SR-93-94-2(FPC), Revised 3/5/98 Graduate Council, SR-00-01-(3)44(FPC); See SR-04-05-(12)-69 FECAHC for revised dates; See SR 04-05(36) 93 FECAHC for changes to evaluative language. This policy was updated and approved by the Marshall University Board of Governors on December 19, 2019.

2 Policy:

- 2.1 Objectives: To establish equitable and appropriate criteria and procedures for faculty promotion through the ranks, including those related to eligibility, evaluation, and notification, and the formation of promotion policies at the college/school/library and department/division levels.

3 Definitions:

- 3.1 Promotion in rank is a reward for meritorious professional achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate’s contractual responsibilities and duties while employed at Marshall

University. Major categories of faculty responsibilities and duties include but are not limited to:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

- 3.2 Individual colleges/schools/library are responsible for establishing promotion criteria and procedures that determine the relative weight and impact of the various responsibilities and duties. Such criteria and procedures must be in accordance with this policy and with Marshall University Board of Governors (MUBOG) policy AA-21, Faculty Workload Policy.
- 3.3 For the purposes of this policy, the Directors of the School of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre of the College of Arts and Media fulfill the role of Chairs.
- 3.4 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.
- 3.5 The specific categories in which faculty are evaluated for promotion include the following:
- 3.5.1 Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.
- 3.5.2 Research, Scholarship, and Creative Activities responsibilities and duties may include, but are not limited to: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; and contributions to the professional development and achievement of colleagues.
- 3.5.3 Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not

limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

- 3.6 All faculty responsibilities and duties should be evaluated according to objective criteria for meritorious performance and achievement. Specific evaluative criteria should be established by college/schools/libraries and departments/divisions.

4 Criteria for Faculty Ranks:

4.1 Requirements for the Rank of Instructor

- 4.1.1 Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.1.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor. These exceptions must be approved by the CAO.
- 4.1.3 A candidate must show promise as an effective university teacher.

4.2 Requirements for the Rank of Assistant Professor

- 4.2.1 Except as noted below, the rank of assistant professor requires that a candidate shall have earned a doctoral degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.2.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor. These exceptions must be approved by the CAO.
- 4.2.3 A candidate must have had at least three complete academic years of experience as a full-time faculty member at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library, or the terminal degree from a regionally accredited college or university, or at an appropriately

accredited international college or university, in a discipline appropriate to the teaching field.

- 4.2.4 A candidate with teaching experience must have demonstrated their teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility. Candidates without prior teaching experience must show promise as a professional teacher and as a professional faculty member in other areas of responsibility.

4.3 Requirements for the Rank of Associate Professor

- 4.3.1 A candidate must have earned the doctoral degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly or creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO.

- 4.3.2 A candidate without an appropriate terminal degree must have had at least seven complete academic years' experience as a full-time faculty member of which at least five complete academic years must be at the assistant professor rank at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

- 4.3.3 A candidate with an earned terminal degree in a discipline appropriate to the teaching field must have had at least five complete academic years of experience at the rank of assistant professor as a full-time faculty member at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library prior to application for promotion. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

- 4.3.4 A candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities, and professional performance and achievement in all other areas of responsibility.

4.4 Requirements for the Rank of Professor

- 4.4.1 A candidate must have earned the doctoral degree in a discipline appropriate to the teaching field from a regionally accredited college or university, or an appropriately accredited international college or university, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree

requirement may be made for exceptional scholarly and creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO.

- 4.4.2 A candidate must have had at least five complete academic years of experience in the rank of associate professor at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library at the time of application for promotion. In other words, during the sixth year as an associate professor, a candidate may apply for promotion in academic rank.
- 4.4.3 A candidate must have demonstrated exemplary performance in at least two areas of responsibility and professional performance and achievement in all other areas of responsibility. These areas include but are not limited to: Teaching and Advising; Research, Scholarship and Creative Activities; and Service and Professional Development.
- 4.5 Units with full-time, non-tenure-track clinical faculty or library faculty may develop separate promotion criteria and procedures in consultation with the relevant Chair(s) and Dean, and the CAO.

5 Annual Consideration for Promotion:

- 5.1 All persons with the rank of instructor, assistant professor or associate professor who teach in one academic year at least one class in the university and who are employed full-time are entitled to annual consideration for promotion to a higher rank, provided that they have met the criteria for minimal levels of educational attainment and years of faculty experience outlined in this policy.
- 5.2 Only faculty members who have been granted tenure, under the procedures outlined in MUBOG Policy AA-28, Faculty Tenure, are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision.
 - 5.2.1 Full-time, non-tenure-track faculty members governed by criteria and procedures established under section 4.5 of this policy are exempt from section 5.2 of this policy.
- 5.3 The year in which a faculty member is eligible for promotion will be an explicit and written part of that faculty member's initial offer of employment. Negotiated time consideration for promotion must be specifically documented in this letter, which must be included in the promotion application. In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school/library, that date can be renegotiated, and promotion applied for at the renegotiated time. The faculty member, the Chair of the

faculty members' department/division, or the Dean of the faculty member's college/school/library may initiate the renegotiation. Any renegotiated date must be approved by the CAO.

6 Promotion Process:

- 6.1 Each college/school/library and department/division or equivalent units will develop written guidelines outlining procedures and performance criteria for promotion. All such guidelines must be consistent with relevant Higher Education Policy Commission and MUBOG policies, including but not limited to MUBOG AA-28, Faculty Tenure and MUBOG AA-21, Faculty Workload. College/school/library promotion guidelines must be approved by the Dean in consultation with their faculty. Department/division promotion guidelines must be approved by the Dean. College/school/library and department/division promotion guidelines must be approved by the Faculty Senate's Faculty Personnel Committee and the CAO.
 - 6.1.1 College/school/library promotion guidelines may permit department/division promotion guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for promotion from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed to by both parties. If agreement is not possible, the college/school/library Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
 - 6.2 Normally, a faculty member is responsible for initiating their application for promotion. However, a department/division Chair or a department promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a department/division Chair may be initiated by himself or herself, by a department/division committee or by the Dean of their college/school/library.
 - 6.2.1 A candidate for promotion will submit an application by the established deadline to the department/division Chair.
 - 6.2.2 If the candidate holds graduate or associate graduate faculty status, the department/division Chair will give the Dean of the Graduate College an opportunity to provide to the departmental committee any information that may have bearing upon the application.
 - 6.2.3 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
 - 6.2.4 A faculty member may withdraw their application for promotion at any time during the promotion process.

- 6.2.5 Beginning with departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny promotion; this notification must give a rationale for the recommendation.
- 6.2.6 The department/division Chair will forward the promotion application to the appropriate department/division committee. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the department/division Chair. No items other than recommendations as outlined below may be added or deleted from the application after this point.
- 6.2.7 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the college/school/library Dean by February 15.
- 6.2.8 The Dean will submit all applications and recommendations to the appropriate college/school/library committee. Such committee must have representation from each department/division of the college/school/library unless a department or division has no tenured faculty members. The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the Dean.
- 6.2.9 Upon receipt of recommendations by the college/school/library committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college committee, the department/division Chairs and department/division committees along with all materials received to the CAO by March 25.
- 6.2.10 The CAO will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the Deans to the President by April 22.
- 6.2.11 The Promotion decision will result from action by the President at the conclusion of the promotion process. The President will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Senate Faculty Personnel Committee by April 30.
- 6.2.12 The President will inform by letter all candidates for promotion of their decision by April 30. An applicant denied promotion will be provided a statement of reasons for the action by this date.
- 6.2.13 All application materials, including recommendations, will be returned to each candidate at the end of the promotion process. All application materials and

promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal “need-to-know” basis has been established. External reviews of a candidate’s application will only be returned in the case of a legal “need-to-know” and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.

6.2.14 The entire promotion process must adhere to the university’s time guidelines and conclude no later than April 30. Should the due dates fall on a non-business day, documents will be due on the next business day.

6.2.15 An applicant denied promotion by the President may file a grievance.

7 Assessment:

7.1 To ensure that the objectives of this policy are being met, each department/division and college/school/library will conduct reviews of its promotion policies and procedures at least once every three years. Modifications to improve the policy’s accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate’s Faculty Personnel Committee will conduct a review of this policy at least once each five years, and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-26

FACULTY PROMOTION

1 General Information:

- 1.1 Scope: Academic policy regarding the promotion of faculty through the established ranks.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: December 19, 2019
- 1.4 Effective Date: January 28, 2020. Note: Promotion eligible faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to July 1, 2014 may choose to use either the guidelines dated March 8, 2006, or the guidelines set forth in this policy, according to the guidelines in the transition document entitled “Tenure and Promotion Implementation Timeline” provided by Academic Affairs.
- 1.5 Controlling over: Marshall University
- 1.6 History: Adopted 4/5/54, Revised February 1956, January 1957, Amended 5/20/68, Revised 2/13/69-FPC, Amended 3/19/70-FPC, Revised 8/30/78-FPC, Policy Bulletin 36 Adopted by BOR on 3/12/84, Amended 5/24/88-FPC, Revised SR-92-93-(8)145(FPC), SR-93-94-2(FPC), Revised 3/5/98 Graduate Council, SR-00-01-(3)44(FPC); See SR-04-05-(12)-69 FECAHC for revised dates; See SR 04-05(36) 93 FECAHC for changes to evaluative language. The current policy was updated and approved by the Marshall University Board of Governors on December 19, 2019.

2 Policy:

- 2.1 Objectives: To establish equitable and appropriate criteria and procedures for faculty promotion through the ranks, including those related to eligibility, evaluation, and notification, and the formation of promotion policies at the college/school/library and department/division levels.

3 Definitions:

- 3.1 Promotion in rank is a reward for meritorious professional achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate’s contractual responsibilities and duties while employed at Marshall

University. Major categories of faculty responsibilities and duties include but are not limited to:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

3.2 Individual colleges/schools/library are responsible for establishing promotion criteria and procedures that determine the relative weight and impact of the various responsibilities and duties. Such criteria and procedures must be in accordance with this policy and with Marshall University Board of Governors (MUBOG) policy AA-21, Faculty Workload Policy.

3.3 For the purposes of this policy, the Directors of ~~the Schools of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre of the College of Arts and Media~~ may serve to fulfill the role of Chairs.

3.4 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.

3.5 The specific categories in which faculty are evaluated for promotion include the following:

3.5.1 Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge, skills, and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students and academic colleagues; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.

3.5.2 Research, Scholarship, and Creative Activities responsibilities and duties may include, but are not limited to: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; adherence to the ethical and legal standards of scientific or creative inquiry; and contributions to the professional development and achievement of colleagues.

3.5.3 Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not

limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

- 3.6 All faculty responsibilities and duties should be evaluated according to objective criteria for meritorious performance and achievement according to the appointment duties and responsibilities outlined in the offer letter. Specific evaluative criteria should be established by college/schools/libraries and departments/divisions.

4 Criteria for Faculty Ranks:

4.1 Requirements for the Rank of Instructor

- 4.1.1 Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a regionally accredited college or university accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.1.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.
- 4.1.3 Faculty holding rank of instructor may teach courses offered at the associate and baccalaureate levels. They may not teach courses at the graduate level.
- 4.1.4 A candidate must show promise as an effective university teacher.

4.2 Requirements for the Rank of Assistant Professor

- 4.2.1 Except as noted below, the rank of assistant professor requires that a candidate shall have earned a doctoral degree at a regionally accredited college or university accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.2.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.

4.2.3 If applying for promotion from the rank of “instructor” to that of “assistant professor,” a candidate must have had at least three complete academic years of experience as a full-time faculty member at a ~~regionally accredited~~ college or university accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library, or the terminal degree from a ~~regionally accredited~~ college or university accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field.

4.2.4 A candidate for promotion to the rank of assistant professor with teaching experience must have demonstrated their teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility. Candidates without prior teaching experience must show promise as a professional teacher and as a professional faculty member in other areas of responsibility.

4.3 Requirements for the Rank of Associate Professor

4.3.1 A candidate must have earned the doctoral degree at a ~~regionally accredited~~ college or university, accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly or creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.

4.3.2 A candidate without an appropriate terminal degree must have had at least seven complete academic years' experience as a full-time faculty member of which at least five complete academic years must be at the assistant professor rank at a ~~regionally accredited~~ college or university accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

4.3.3 A candidate with an earned terminal degree in a discipline appropriate to the teaching field must have had at least five complete academic years of experience at the rank of assistant professor as a full-time faculty member at a ~~regionally accredited~~ college or university accredited by a United States Department of Education recognized (and Marshall University accepted) accreditor, or at an

appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library prior to application for promotion. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

4.3.4 A candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities, and professional performance and achievement in all other areas of responsibility. Definitions of exemplary and professional performance will be established by the candidate's college and department.

4.4 Requirements for the Rank of Professor

4.4.1 A candidate must have earned the doctoral degree in a discipline appropriate to the teaching field from a ~~regionally accredited~~ college or university accredited by a United States Department of Education recognized (and Marshall University-accepted) accreditor, or an appropriately accredited international college or university, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly and creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.

4.4.2 A candidate must have had at least five complete academic years of experience in the rank of associate professor at a ~~regionally accredited~~ college or university accredited by a United States Department of Education recognized (and Marshall University, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library at the time of application for promotion. In other words, during the sixth year as an associate professor, a candidate may apply for promotion in academic rank.

4.4.3 A candidate must have demonstrated exemplary performance in at least two areas of responsibility and professional performance and achievement in all other areas of responsibility. These areas include ~~but are not limited to:~~ Teaching and Advising; Research, Scholarship and Creative Activities; and Service and Professional Development.

4.5 Units with full-time faculty not on the tenure track, non-tenure track (identified by Title 133, Procedural Rule, West Virginia Higher Education Policy Commission (WVHEPC), Series 9 as clinical track, librarian track, term, or non-tenure track clinical) faculty or library faculty may develop separate promotion criteria and procedures for those faculty, in consultation with the relevant Chair(s), Director, and Dean, and the CAO.

5 Annual Consideration for Promotion:

5.1 All persons with the rank of instructor, assistant professor or associate professor who

teach in one academic year at least one class in the university and who are employed full-time are entitled to ~~annual~~ consideration for promotion to a higher rank, provided that they have met the criteria for minimal levels of educational attainment and years of faculty experience outlined in this policy.

5.2 Only faculty members who have been granted tenure, under the procedures outlined in MUBOG Policy AA-28, Faculty Tenure, are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision.

5.2.1 Full-time faculty not on the tenure track (as defined in WVHEPC Series 9), ~~non-tenure-track faculty members~~ governed by criteria and procedures established under section 4.5 of this policy are exempt from section 5.2 of this policy.

5.3 The year in which a faculty member is eligible for promotion will be an explicit and written part of that faculty member's initial offer of employment. Negotiated time consideration for promotion must be specifically documented in this letter, which must be included in the promotion application. In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school/library, that date can be renegotiated, and promotion applied for at the renegotiated time. The faculty member, the Chair of the faculty members' department/division, or the Dean of the faculty member's college/school/library may initiate the renegotiation. Any renegotiated date must be approved by the CAO.

6 Promotion Process:

6.1 Each college/school/library and department/division or equivalent units will develop written guidelines outlining procedures and performance criteria for promotion. All such guidelines must be consistent with relevant Higher Education Policy Commission and MUBOG policies, including but not limited to MUBOG AA-28, Faculty Tenure and MUBOG AA-21, Faculty Workload. College/school/library promotion guidelines must be approved by the Dean in consultation with their faculty. Department/division promotion guidelines must be approved by the Dean. College/school/library and department/division promotion guidelines must be approved by the Faculty Senate's Faculty Personnel Committee and the CAO.

6.1.1 College/school/library promotion guidelines may permit department/division promotion guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for promotion from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed to by both parties. If an agreement is not possible, the college/school/library Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.

- 6.2 Normally, a faculty member is responsible for initiating their application for promotion. However, a department/division Chair or a department promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a department/division Chair may be initiated by himself or herself, by a department/division committee or by the Dean of their college/school/library.
- 6.2.1 A candidate for promotion will submit an application by the established deadline to the department/division Chair.
- 6.2.2 If the candidate holds graduate or associate graduate faculty status, the department/division Chair or Director will give the Dean of ~~the~~ Graduate College Studies an opportunity to provide to the departmental committee any information that may have bearing upon the application.
- 6.2.3 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
- 6.2.4 A faculty member may withdraw their application for promotion at any time during the promotion process.
- 6.2.5 Beginning with departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny promotion; this notification must give a rationale for the recommendation.
- 6.2.6 The department/division Chair will forward the promotion application to the appropriate department/division committee. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the department/division Chair. No items other than recommendations as outlined below may be added or deleted from the application after this point.
- 6.2.7 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the college/school/library Dean by February 15. Should the due date fall on a non-business day, documents will be due on the next business day.
- 6.2.8 The Dean will submit all applications and recommendations to the appropriate college/school/library committee. Such committee must have representation from each department/division of the college/school/library unless a department or division has no tenured faculty members. The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the Dean.
- 6.2.9 Upon receipt of recommendations by the college/school/library committee, the

Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college committee, the department/division Chairs and department/division committees along with all materials received to the CAO by March 25. Should the due date fall on a non-business day, documents will be due on the next business day.

6.2.10 The CAO will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the Deans to the President by April 22. Should the due date fall on a non-business day, documents will be due on the next business day.

6.2.11 The Promotion decision will result from action by the President at the conclusion of the promotion process. The President will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Senate Faculty Personnel Committee by April 30. Should the due date fall on a non-business day, documents will be due on the next business day.

6.2.12 The President will inform by letter all candidates for promotion of their decision by April 30. Should the due date fall on a non-business day, documents will be due on the next business day. An applicant denied promotion will be provided a statement of reasons for the action by this date.

6.2.13 All application materials, including recommendations, will be returned to each candidate at the end of the promotion process. All application materials and promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal “need-to-know” basis has been established. External reviews of a candidate’s application will only be returned in the case of a legal “need-to-know” and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.

6.2.14 The entire promotion process must adhere to the university’s time guidelines and conclude no later than April 30. Should the due dates fall on a non-business day, documents will be due on the next business day.

6.2.15 An applicant denied promotion by the President may file a grievance.

7 Assessment:

7.1 To ensure that the objectives of this policy are being met, each department/division and college/school/library will conduct reviews of its promotion policies and procedures at least once every three years. Modifications to improve the policy’s accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate’s Faculty Personnel Committee will conduct a review of this policy at least once each five years and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of

Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-26

FACULTY PROMOTION

1 General Information:

- 1.1 Scope: Academic policy regarding the promotion of faculty through the established ranks.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: December 19, 2019
- 1.4 Effective Date: January 28, 2020. Note: Promotion-eligible faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to July 1, 2014 may choose to use either the guidelines dated March 8, 2006, or the guidelines set forth in this policy, according to the guidelines in the transition document entitled “Tenure and Promotion Implementation Timeline” provided by Academic Affairs.
- 1.5 Controlling over: Marshall University
- 1.6 History: Adopted 4/5/54, Revised February 1956, January 1957, Amended 5/20/68, Revised 2/13/69-FPC, Amended 3/19/70-FPC, Revised 8/30/78-FPC, Policy Bulletin 36 Adopted by BOR on 3/12/84, Amended 5/24/88-FPC, Revised SR-92-93-(8)145(FPC), SR-93-94-2(FPC), Revised 3/5/98 Graduate Council, SR-00-01-(3)44(FPC); See SR-04-05-(12)-69 FECAHC for revised dates; See SR 04-05(36) 93 FECAHC for changes to evaluative language. This policy was updated and approved by the Marshall University Board of Governors on December 19, 2019.

2 Policy:

- 2.1 Objectives: To establish equitable and appropriate criteria and procedures for faculty promotion through the ranks, including those related to eligibility, evaluation, and notification, and the formation of promotion policies at the college/school/library and department/division levels.

3 Definitions:

- 3.1 Promotion in rank is a reward for meritorious professional achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate’s contractual responsibilities and duties while employed at Marshall

University. Major categories of faculty responsibilities and duties include but are not limited to:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

- 3.2 Individual colleges/schools/library are responsible for establishing promotion criteria and procedures that determine the relative weight and impact of the various responsibilities and duties. Such criteria and procedures must be in accordance with this policy and with Marshall University Board of Governors (MUBOG) policy AA-21, Faculty Workload Policy.
- 3.3 For the purposes of this policy, the Directors of Schools may serve to fulfill the role of Chairs.
- 3.4 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.
- 3.5 The specific categories in which faculty are evaluated for promotion include the following:
- 3.5.1 Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge, skills, and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students and academic colleagues; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.
- 3.5.2 Research, Scholarship, and Creative Activities responsibilities and duties may include, but are not limited to: number, quality, and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; adherence to the ethical and legal standards of scientific or creative inquiry; and contributions to the professional development and achievement of colleagues.
- 3.5.3 Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not

limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

- 3.6 All faculty responsibilities and duties should be evaluated according to objective criteria for meritorious performance and achievement according to the appointment duties and responsibilities outlined in the offer letter. Specific evaluative criteria should be established by college/schools/libraries and departments/divisions.

4 Criteria for Faculty Ranks:

4.1 Requirements for the Rank of Instructor

- 4.1.1 Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.1.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.
- 4.1.3 Faculty holding the rank of instructor may teach courses offered at the associate and baccalaureate levels. They may not teach courses at the graduate level.
- 4.1.4 A candidate must show promise as an effective university teacher.

4.2 Requirements for the Rank of Assistant Professor

- 4.2.1 Except as noted below, the rank of assistant professor requires that a candidate shall have earned a doctoral degree at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.2.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.

- 4.2.3 If applying for promotion from the rank of “instructor” to that of “assistant professor,” a candidate must have had at least three complete academic years of experience as a full-time faculty member at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library, or the terminal degree from a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field.
- 4.2.4 A candidate for promotion to the rank of assistant professor with teaching experience must have demonstrated their teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility. Candidates without prior teaching experience must show promise as a professional teacher and as a professional faculty member in other areas of responsibility.
- 4.3 Requirements for the Rank of Associate Professor
- 4.3.1 A candidate must have earned the doctoral degree at a college or university accredited by a United States Department of Education recognized accreditor or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly or creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.
- 4.3.2 A candidate without an appropriate terminal degree must have had at least seven complete academic years’ experience as a full-time faculty member of which at least five complete academic years must be at the assistant professor rank at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.
- 4.3.3 A candidate with an earned terminal degree in a discipline appropriate to the teaching field must have had at least five complete academic years of experience at the rank of assistant professor as a full-time faculty member at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library prior to application for promotion. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

4.3.4 A candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities, and professional performance and achievement in all other areas of responsibility. Definitions of exemplary and professional performance will be established by the candidate's college and department.

4.4 Requirements for the Rank of Professor

4.4.1 A candidate must have earned the doctoral degree in a discipline appropriate to the teaching field from a college or university accredited by a United States Department of Education recognized accreditor, or an appropriately accredited international college or university, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly and creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO and meet the criteria set forth in AA-18: Equivalencies for College Teaching, section 2.2 Recognition of Tested Experience.

4.4.2 A candidate must have had at least five complete academic years of experience in the rank of associate professor at a college or university accredited by a United States Department of Education, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library at the time of application for promotion. In other words, during the sixth year as an associate professor, a candidate may apply for promotion in academic rank.

4.4.3 A candidate must have demonstrated exemplary performance in at least two areas of responsibility and professional performance and achievement in all other areas of responsibility. These areas include Teaching and Advising; Research, Scholarship and Creative Activities; and Service and Professional Development.

4.5 Units with full-time faculty not on the tenure track, (identified by Title 133, Procedural Rule, West Virginia Higher Education Policy Commission (WVHEPC), Series 9 as clinical track, librarian track, term, or non-tenure track) may develop separate promotion criteria and procedures for those faculty, in consultation with the relevant Chair(s), Director, Dean, and the CAO.

5 Annual Consideration for Promotion:

5.1 All persons with the rank of instructor, assistant professor or associate professor who teach in one academic year at least one class in the university and who are employed full-time are entitled to consideration for promotion to a higher rank, provided that they have met the criteria for minimal levels of educational attainment and years of faculty experience outlined in this policy.

5.2 Only faculty members who have been granted tenure, under the procedures outlined in

MUBOG Policy AA-28, Faculty Tenure, are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision.

- 5.2.1 Full-time faculty not on the tenure track (as defined in WVHEPC Series 9), governed by criteria and procedures established under section 4.5 of this policy are exempt from section 5.2 of this policy.
- 5.3 The year in which a faculty member is eligible for promotion will be an explicit and written part of that faculty member's initial offer of employment. Negotiated time consideration for promotion must be specifically documented in this letter, which must be included in the promotion application. In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school/library, that date can be renegotiated, and promotion applied for at the renegotiated time. The faculty member, the Chair of the faculty members' department/division, or the Dean of the faculty member's college/school/library may initiate the renegotiation. Any renegotiated date must be approved by the CAO.

6 Promotion Process:

- 6.1 Each college/school/library and department/division or equivalent units will develop written guidelines outlining procedures and performance criteria for promotion. All such guidelines must be consistent with relevant Higher Education Policy Commission and MUBOG policies, including but not limited to MUBOG AA-28, Faculty Tenure and MUBOG AA-21, Faculty Workload. College/school/library promotion guidelines must be approved by the Dean in consultation with their faculty. Department/division promotion guidelines must be approved by the Dean. College/school/library and department/division promotion guidelines must be approved by the Faculty Senate's Faculty Personnel Committee and the CAO.
 - 6.1.1 College/school/library promotion guidelines may permit department/division promotion guidelines to include provisions for external reviews of a candidate's application or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for promotion from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed to by both parties. If an agreement is not possible, the college/school/library Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
- 6.2 Normally, a faculty member is responsible for initiating their application for promotion. However, a department/division Chair or a department promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a department/division Chair may be initiated by himself or herself, by a

department/division committee or by the Dean of their college/school/library.

- 6.2.1 A candidate for promotion will submit an application by the established deadline to the department/division Chair.
- 6.2.2 If the candidate holds graduate or associate graduate faculty status, the department/division Chair or Director will give the Dean of Graduate Studies an opportunity to provide to the departmental committee any information that may have bearing upon the application.
- 6.2.3 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
- 6.2.4 A faculty member may withdraw their application for promotion at any time during the promotion process.
- 6.2.5 Beginning with the departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny promotion; this notification must give a rationale for the recommendation.
- 6.2.6 The department/division Chair will forward the promotion application to the appropriate department/division committee. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the department/division Chair. No items other than recommendations as outlined below may be added or deleted from the application after this point.
- 6.2.7 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the college/school/library Dean by February 15. Should the due date fall on a non-business day, documents will be due on the next business day.
- 6.2.8 The Dean will submit all applications and recommendations to the appropriate college/school/library committee. Such a committee must have representation from each department/division of the college/school/library unless a department or division has no tenured faculty members. The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the Dean.
- 6.2.9 Upon receipt of recommendations by the college/school/library committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college committee, the department/division Chairs and department/division committees along with all materials received to the CAO by March 25. Should the due date fall on a non-business day, documents will be due on the next business day.

- 6.2.10 The CAO will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the Deans to the President by April 22. Should the due date fall on a non-business day, documents will be due on the next business day.
- 6.2.11 The Promotion decision will result from action by the President at the conclusion of the promotion process. The President will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Senate Faculty Personnel Committee by April 30. Should the due date fall on a non-business day, documents will be due on the next business day.
- 6.2.12 The President will inform by letter all candidates for promotion of their decision by April 30. Should the due date fall on a non-business day, documents will be due on the next business day. An applicant denied promotion will be provided a statement of reasons for the action by this date.
- 6.2.13 All application materials, including recommendations, will be returned to each candidate at the end of the promotion process. All application materials and promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal “need-to-know” basis has been established. External reviews of a candidate’s application will only be returned in the case of a legal “need-to-know” and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.
- 6.2.14 The entire promotion process must adhere to the university’s time guidelines and conclude no later than April 30. Should the due dates fall on a non-business day, documents will be due on the next business day.
- 6.2.15 An applicant denied promotion by the President may file a grievance.

7 Assessment:

- 7.1 To ensure that the objectives of this policy are being met, each department/division and college/school/library will conduct reviews of its promotion policies and procedures at least once every three years. Modifications to improve the policy’s accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate’s Faculty Personnel Committee will conduct a review of this policy at least once each five years and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

Faculty Personnel Committee Recommendation

SR 22-23-27 FPC Recommendation to amend MU BOG AA-28 Faculty Tenure

SR 22-23-26 FPC recommends certain changes in AA-26 Faculty Promotion. This recommendation would update similar references in AA-28 Faculty Tenure to ensure the language is consistent between policies.

1. The unedited original AA-28
2. The original AA-28 showing revisions
3. The clean final copy of AA-28

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-28

FACULTY TENURE

1 General Information:

- 1.1 Scope: Academic policy regarding the application requirements and process of awarding tenure to eligible faculty.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: August 27, 2020
- 1.4 Effective Date: September 28, 2020. Tenure-track faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dated March 8, 2006, or the guidelines set forth in this policy.
- 1.5 Controlling over: Marshall University
- 1.6 History: Passed Faculty Senate on May 24, 1989, Amended: Faculty Senate Recommendation 93-94-2-FPC; See SR -04-05-(12)-69 FECAHC for revised dates; See SR-03-04 (36) 93 FECAHC for evaluative language. This policy was updated and approved by the Marshall University Board of Governors first on December 19, 2019 and subsequently on August 27, 2020.

2 Policy Objectives: To establish equitable and appropriate criteria and procedures for tenure, including those related to eligibility, notification, and the formation of tenure policies at the college/school/ and department/division levels.

3 Policy:

3.1 Definitions

- 3.1.1 Tenure at Marshall University provides for a continuing series of appointments which may be terminated by the university only for cause or under extraordinary circumstances or reduction in or discontinuance of a program.
- 3.1.2 Tenure is awarded not only for past achievements but also in anticipation of continued achievement in all areas of responsibility.
- 3.1.3 When a full-time faculty member is appointed on other than a temporary or tenured basis the appointment shall be probationary. The conditions which govern a probationary appointment are in accordance with the West Virginia Higher Education Policy Commission (HEPC) Series 9.
- 3.1.4 For the purposes of this policy, the Directors of the School of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre, of the College of Arts and Media, fulfill the role of Chairs.

3.1.5 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.

3.2 Requirements

3.2.1 Tenure shall not be granted automatically, or for years of service, but shall result from a process of peer review and culminate in action by the President. The granting of tenure shall be based on the following:

3.2.2 The candidate is professionally qualified.

3.2.3 The university has a continuing need for a faculty member with the particular qualifications and competencies of the candidate. This determination shall be in accordance with the provisions of HEPC Series 9.

3.2.4 The professional qualifications of a candidate for tenure will be evaluated using the guidelines pertaining to promotion as described in Marshall University Board of Governors (MUBOG) policy AA-26, Faculty Promotion, section 4.

3.2.5 The candidate must have demonstrated professional performance and achievement in all of their major areas of responsibility. Major categories of faculty responsibilities and duties are:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development.

The candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities. Major attention shall be given to the quality and caliber of professional accomplishments and to the future promise as an educator, scholar or artist, and responsible university Citizen.

3.2.6 University Citizenship encompasses contributions that transcend organizational and disciplinary boundaries and meaningfully influence and benefit all parts of the University community, fostering a culture of engagement. Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community.

The elements of University Citizenship may include, but are not limited to: Positive leadership of governance bodies, contributions to disciplinary/professional growth and innovation, furthering civil discourse/intercultural understanding, constructive mentoring of both students and faculty colleagues, and contributions toward achieving a progressive future for the institution.

3.2.7 Tenure may be granted only to faculty who hold the rank of assistant professor or above.

3.2.8 Only faculty members who have been granted tenure are eligible for consideration of promotion in academic rank. If promotion and tenure are

applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision. See AA-26, Faculty Tenure, Section 5.2.

- 3.2.9 The maximum period of probation at Marshall University is seven years. Before completing the sixth year of a probationary appointment, a non-tenured faculty member shall be given written notice of tenure, or shall be offered a one-year terminal contract of employment for the seventh year. In exceptional cases, newly appointed faculty members may negotiate the use of prior service at other appropriately accredited higher education institutions to reduce the length of the probationary period; denial of tenure under such circumstances shall have the same effect as denial of tenure following the standard probationary period. The length of the probationary period must be established at the time of initial employment by the President, after consultation with the CAO and the appropriate Dean(s), Chair(s) and department/division/school faculty, and be included in the initial letter of appointment. See MUBOG Policy AA-43 Modified Duties for Nine-Month Faculty for circumstances leading to an extension of the probationary period.
- 3.2.10 In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school, the probationary period can be renegotiated, and tenure applied for at the renegotiated time. The faculty member, the Chair of the faculty member's department/division/school, or the Dean of the faculty member's college/school may initiate the renegotiation. Any renegotiated date must be approved by the CAO. Such renegotiated dates supersede dates determined under the provisions of clause 3.2.8 of this policy.
- 3.2.11 If the status of a faculty member changes from temporary to probationary, the time spent at the institution may, at the discretion of the President, be counted as part of the probationary period. The original hiring agreement must inform the faculty member being employed for a tenure-track position of the option of requesting that their temporary service be counted toward tenure. A probationary faculty member wishing to count years on a temporary appointment as part of the probationary period must make this request at the time of initial appointment to a tenure-track position. If the option is exercised, the faculty member must be cautioned that their years of temporary service will be evaluated by the same criteria as tenure-track service. The request should be initiated through the department/division/school Chair and should flow through appropriate channels. Requests made after this time will be denied. If no request is made, the years of the temporary appointment will not be counted as part of the probationary period.
- 3.2.12 The above provisions for tenure do not apply to persons who have appointments as full-time administrators or staff members. Service in an administrative position by a probationary faculty member shall not be credited as experience toward tenure.

4 Procedure:

4.1 Notification of Probationary Faculty

- 4.1.1 At the time of initial appointment, the department/division Chair will notify in

writing each probationary faculty member of the requirements and guidelines for tenure, including any which apply specifically within the faculty member's department. The faculty member will acknowledge in writing receipt of this notification. Lack of acknowledgment is not grounds for dismissal, nor is it reason for appealing a denial of tenure.

- 4.1.2 All probationary faculty members must be notified annually in writing by peer committees, Chairs, and/or Deans of their progress toward tenure and/or promotion. Notifications should identify specific areas of improvement needed for tenure or promotion. (SR-04-05-(37) 94 FECAHC)

4.2 The Tenure Process

- 4.2.1 Each college/school will develop written procedures and performance criteria for implementing the tenure requirements in HEPC Series 9. College/school tenure procedures and criteria must be approved by the relevant Dean in consultation with the faculty, and approved for consistency with university and HEPC policies by the Faculty Personnel Committee and the CAO.
- 4.2.2 College/School tenure guidelines may permit department/division tenure guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for tenure from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed upon by both parties. If agreement is not possible, the college/school Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
- 4.2.3 All tenure-track faculty members will be evaluated by the criteria used for promotion and tenure in their college/school and department/division as a pre-tenure review. The date of this pre-tenure review must be stated in the initial letter of appointment. A college/school may establish pre-tenure review procedures which vary from those used for a tenure application. This evaluation will be part of any application for tenure. An exceptional evaluation, i.e., the results of which exceed normal expectations as defined by a faculty member's college/school and department/division tenure guidelines, when verified by the relevant Dean and the CAO, will result in a five percent (5%) salary increase as specified in MUBOG policy AA-7, Salary Increases for Tenured and Tenure-Track Faculty.
- 4.2.4 Each faculty member will have the primary responsibility for initiating their application for tenure. However, the department/division Chair or department/division committee may initiate a recommendation for tenure.
- 4.2.5 Unless demonstrated extraordinary circumstances prevent an application during the sixth year of a faculty appointment, the person who chooses not to apply will not be considered for tenure and will be offered a succeeding one-year terminal contract of appointment.
- 4.2.6 A candidate for tenure will submit an application by the established departmental deadline to the department/division Chair, who will forward it to the appropriate department/division committee.

- 4.2.7 If the candidate holds graduate or associate graduate faculty status, the department/division Chair will give the Dean of the Graduate College an opportunity to provide to the departmental committee any information that they may have bearing upon tenure.
- 4.2.8 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
- 4.2.9 The committee will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it with the candidate's application to the department/division Chair. No items other than recommendations as outlined below may be added to or deleted from the application after this point.
- 4.2.10 Beginning with the department/division committee level and continuing thereafter through each step of the decision-making process, the candidate will be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny tenure; this notification must include a rationale for the recommendation.
- 4.2.11 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it along with all other materials received from the candidate and from the department/division committee to the college/school Dean by February 15.
- 4.2.12 The Dean will submit all applications and recommendations to the appropriate college/school committee. Such committees must have representation from each department/division/school of the college/school, unless a department/division/school has no tenured faculty members. The committee will evaluate each candidate for tenure and submit a written recommendation for each candidate, along with all material received, to the Dean.
- 4.2.13 Upon receipt of recommendations by the college/school committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college/school committee, the department/division Chairs, and department committees to the CAO by March 25.
- 4.2.14 The CAO will prepare a written recommendation for each candidate and submit it together with all the recommendations received from the Deans to the President by April 22.
- 4.2.15 The tenure decision will result from action by the President at the conclusion of the tenure process. The President will prepare a list of those granted tenure and send an informational copy to the chair of the Faculty Senate's Faculty Personnel Committee by April 30.
- 4.2.16 The President will inform by letter all candidates for tenure of their decision by April 30. An applicant denied tenure will be notified via certified mail; this notification will include a rationale for the decision.
- 4.2.17 All application materials, including recommendations, will be returned to each candidate at the end of the tenure process. All application materials and tenure decisions and deliberations shall be considered confidential except for circumstances in which a legal "need-to-know" has been established. External

reviews of a candidate's application will only be returned in the case of a legal need-to-know and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.

- 4.2.18 The entire tenure process must adhere to university time guidelines and conclude no later than April 30. Should due dates fall on a non-business day, documents will be due on the next business day.
- 4.2.19 An applicant denied tenure by the President may file a grievance.

5 Assessment:

- 5.1 To ensure that the objectives of this policy are being met, each department/division and college/school will conduct reviews of its tenure policies and procedures at least once every three years. Modifications to improve the policy's accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate's Faculty Personnel Committee will conduct a review of this policy at least once each five years, and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-28

FACULTY TENURE

1 General Information:

- 1.1 Scope: Academic policy regarding the application requirements and process of awarding tenure to eligible faculty.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: August 27, 2020
- 1.4 Effective Date: September 28, 2020. Tenure-track faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dated March 8, 2006, or the guidelines set forth in this policy.
- 1.5 Controlling over: Marshall University
- 1.6 History: Passed Faculty Senate on May 24, 1989, Amended: Faculty Senate Recommendation 93-94-2-FPC; See SR -04-05-(12)-69 FECAHC for revised dates; See SR-03-04 (36) 93 FECAHC for evaluative language. This policy was updated and approved by the Marshall University Board of Governors first on December 19, 2019 and subsequently on August 27, 2020.

2 Policy Objectives: To establish equitable and appropriate criteria and procedures for tenure, including those related to eligibility, notification, and the formation of tenure policies at the college/school/ and department/division levels.

3 Policy:

3.1 Definitions

- 3.1.1 Tenure at Marshall University provides for a continuing series of appointments which may be terminated by the university only for cause or under extraordinary circumstances or reduction in or discontinuance of a program.
- 3.1.2 Tenure is awarded not only for past achievements but also in anticipation of continued achievement in all areas of responsibility.
- 3.1.3 ~~Unless~~When a full-time faculty member hired into a tenure-track faculty line is granted tenure upon appointment ~~on other than a temporary or tenured basis~~, the appointment shall be probationary. The conditions which govern a probationary appointment are in accordance with the West Virginia Higher Education Policy Commission (HEPC) Series 9.

3.1.4 For the purposes of this policy, the Directors of ~~the Schools of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre, of the College of Arts and Media,~~ may serve to fulfill the role of Chairs.

3.1.5 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.

3.2 Requirements

3.2.1 Tenure shall not be granted automatically, or for years of service, but shall result from a process of peer review and culminate in action by the President. The granting of tenure shall be based on the following:

3.2.2 The candidate is professionally qualified.

3.2.3 The university has a continuing need for a faculty member with the particular qualifications and competencies of the candidate. This determination shall be in accordance with the provisions of HEPC Series 9.

3.2.4 The professional qualifications of a candidate for tenure will be evaluated using the guidelines pertaining to promotion as described in Marshall University Board of Governors (MUBOG) policy AA-26, Faculty Promotion, section 4.

3.2.5 The candidate must have demonstrated professional performance and achievement in all of their major areas of responsibility. Major categories of faculty responsibilities and duties are:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development.

The candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities. Major attention shall be given to the quality and caliber of professional accomplishments and to the future promise as an educator, scholar, and/or artist, and responsible university Citizen.

3.2.6 University Citizenship encompasses contributions that transcend organizational and disciplinary boundaries and meaningfully influence and benefit all parts of the University community, fostering a culture of engagement. Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community.

The elements of University Citizenship may include, but are not limited to: Positive leadership of governance bodies, contributions to disciplinary/professional growth and innovation, furthering civil discourse/intercultural understanding, constructive mentoring of both students and faculty colleagues, and contributions toward achieving a progressive future for the institution.

3.2.7 Tenure may be granted only to probationary faculty who hold the rank of assistant professor or above.

- 3.2.8 Probationary Only faculty members must be who have been granted tenure before they are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision. See AA-26, Faculty Tenure, Section 5.2.
- 3.2.9 The maximum period of probation at Marshall University is seven years. Before completing the sixth year of a probationary appointment, a non-tenured faculty member shall be given written notice of tenure, or shall be offered a one-year terminal contract of employment for the seventh year. In exceptional cases, newly appointed faculty members may negotiate the use of prior service at other appropriately accredited higher education institutions to reduce the length of the probationary period; denial of tenure under such circumstances shall have the same effect as denial of tenure following the standard probationary period. The length of the probationary period must be established at the time of initial employment by the President, after consultation with the CAO and the appropriate Dean(s), Chair(s) and department/division/school faculty, and be included in the initial letter of appointment. See MUBOG Policy AA-43 Modified Duties for Nine-Month Faculty for circumstances leading to an extension of the probationary period.
- 3.2.10 In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school, the probationary period can be renegotiated, and tenure applied for at the renegotiated time. The faculty member, the Chair of the faculty member's department/division/school, or the Dean of the faculty member's college/school may initiate the renegotiation. Any renegotiated date must be approved by the CAO. Such renegotiated dates supersede dates determined under the provisions of clause 3.2.8 of this policy.
- 3.2.11 If the status of a faculty member changes from temporary to probationary, the time spent at the institution may, at the discretion of the President, be counted as part of the probationary period. The original hiring agreement must inform the faculty member being employed for a tenure-track position of the option of requesting that their temporary service be counted toward tenure. A probationary faculty member wishing to count years on a temporary appointment as part of the probationary period must make this request at the time of initial appointment to a tenure-track position. If the option is exercised, the faculty member must be cautioned that their years of temporary service will be evaluated by the same criteria as tenure-track service. The request should be initiated through the department/division/school Chair and should flow through appropriate channels. Requests made after this time will be denied. If no request is made, the years of the temporary appointment will not be counted as part of the probationary period.
- 3.2.12 The above provisions for tenure do not apply to persons who have appointments as full-time administrators or staff members. Service in an administrative position by a probationary faculty member shall not be credited as experience toward tenure.

4 Procedure:

4.1 Notification of Probationary Faculty

- 4.1.1 At the time of initial appointment, the department/division Chair will notify in writing each probationary faculty member of the requirements and guidelines for tenure, including any which apply specifically within the faculty member's department. The faculty member will acknowledge in writing receipt of this notification. Lack of acknowledgment is not grounds for dismissal, nor is it reason for appealing a denial of tenure.
- 4.1.2 All probationary faculty members must be notified annually in writing by peer committees, Chairs, and/or Deans of their progress toward tenure and/or promotion. Notifications should identify specific areas of improvement needed for tenure or promotion. (SR-04-05-(37) 94 FECAHC)

4.2 The Tenure Process

- 4.2.1 Each college/school will develop written procedures and performance criteria for implementing the tenure requirements in HEPC Series 9. College/school tenure procedures and criteria must be approved by the relevant Dean in consultation with the faculty, and approved for consistency with university and HEPC policies by the Faculty Personnel Committee and the CAO.
- 4.2.2 College/School tenure guidelines may permit department/division tenure guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for tenure from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed upon by both parties. If agreement is not possible, the college/school Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
- 4.2.3 All tenure-track faculty members will be evaluated by the criteria used for promotion and tenure in their college/school and department/division as a pre-tenure review. The date of this pre-tenure review must be stated in the initial letter of appointment. A college/school may establish pre-tenure review procedures which vary from those used for a tenure application. This evaluation will be part of any application for tenure. An exceptional evaluation, i.e., the results of which exceed normal expectations as defined by a faculty member's college/school and department/division tenure guidelines, when verified by the relevant Dean and the CAO, will result in a five percent (5%) salary increase as specified in MUBOG policy AA-7, Salary Increases for Tenured and Tenure-Track Faculty.
- 4.2.4 Each faculty member will have the primary responsibility for initiating their application for tenure. However, the department/division Chair or department/division committee may initiate a recommendation for tenure.
- 4.2.5 Unless demonstrated extraordinary circumstances prevent an application during the sixth year of a faculty appointment, the person who chooses not to apply will not be considered for tenure and will be offered a succeeding one-year terminal contract of appointment.

- 4.2.6 A candidate for tenure will submit an application by the established departmental deadline to the department/division Chair, who will forward it to the appropriate department/division committee.
- 4.2.7 If the candidate holds graduate or associate graduate faculty status, the department/division Chair will give the Dean of the Graduate College an opportunity to provide to the departmental committee any information that they may have bearing upon tenure.
- 4.2.8 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
- 4.2.9 The committee will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it with the candidate's application to the department/division Chair. No items other than recommendations as outlined below may be added to or deleted from the application after this point.
- 4.2.10 Beginning with the department/division committee level and continuing thereafter through each step of the decision-making process, the candidate will be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny tenure; this notification must include a rationale for the recommendation.
- 4.2.11 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it along with all other materials received from the candidate and from the department/division committee to the college/school Dean by February 15. Should the due date fall on a non-business day, documents will be due on the next business day.
- 4.2.12 The Dean will submit all applications and recommendations to the appropriate college/school committee. Such committees must have representation from each department/division/school of the college/school, unless a department/division/school has no tenured faculty members. The committee will evaluate each candidate for tenure and submit a written recommendation for each candidate, along with all material received, to the Dean.
- 4.2.13 Upon receipt of recommendations by the college/school committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college/school committee, the department/division Chairs, and department committees to the CAO by March 25. Should the due date fall on a non-business day, documents will be due on the next business day.
- 4.2.14 The CAO will prepare a written recommendation for each candidate and submit it together with all the recommendations received from the Deans to the President by April 30. Should the due date fall on a non-business day, documents will be due on the next business day.
- 4.2.15 The tenure decision will result from action by the President at the conclusion of the tenure process. The President will prepare a list of those granted tenure and send an informational copy to the chair of the Faculty Senate's Faculty Personnel Committee by April 30. Should the due date fall on a non-business day, documents

will be due on the next business day

- 4.2.16 The President will inform by letter all candidates for tenure of their decision by April 30. An applicant denied tenure will be notified via certified mail; this notification will include a rationale for the decision.
- 4.2.17 All application materials, including recommendations, will be returned to each candidate at the end of the tenure process. All application materials and tenure decisions and deliberations shall be considered confidential except for circumstances in which a legal "need-to-know" has been established. External reviews of a candidate's application will only be returned in the case of a legal need-to-know and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.
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- 4.2.19 An applicant denied tenure by the President may file a grievance.

5 Assessment:

- 5.1 To ensure that the objectives of this policy are being met, each department/division and college/school will conduct reviews of its tenure policies and procedures at least once every three years. Modifications to improve the policy's accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate's Faculty Personnel Committee will conduct a review of this policy at least once each five years and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-28

FACULTY TENURE

1 General Information:

- 1.1 Scope: Academic policy regarding the application requirements and process of awarding tenure to eligible faculty.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: August 27, 2020
- 1.4 Effective Date: September 28, 2020. Tenure-track faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dated March 8, 2006, or the guidelines set forth in this policy.
- 1.5 Controlling over: Marshall University
- 1.6 History: Passed Faculty Senate on May 24, 1989, Amended: Faculty Senate Recommendation 93-94-2-FPC; See SR -04-05-(12)-69 FECAHC for revised dates; See SR-03-04 (36) 93 FECAHC for evaluative language. This policy was updated and approved by the Marshall University Board of Governors first on December 19, 2019 and subsequently on August 27, 2020.

2 Policy Objectives: To establish equitable and appropriate criteria and procedures for tenure, including those related to eligibility, notification, and the formation of tenure policies at the college/school/ and department/division levels.

3 Policy:

3.1 Definitions

- 3.1.1 Tenure at Marshall University provides for a continuing series of appointments that may be terminated by the university only for cause or under extraordinary circumstances or reduction in or discontinuance of a program.
- 3.1.2 Tenure is awarded not only for past achievements but also in anticipation of continued achievement in all areas of responsibility.
- 3.1.3 Unless a full-time faculty member hired into a tenure-track faculty line is granted tenure upon appointment, the appointment shall be probationary. The conditions which govern a probationary appointment are in accordance with the West Virginia Higher Education Policy Commission (HEPC) Series 9.
- 3.1.4 For the purposes of this policy, the Directors of Schools may serve to fulfill the role of Chairs.

3.1.5 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.

3.2 Requirements

3.2.1 Tenure shall not be granted automatically, or for years of service, but shall result from a process of peer review and culminate in action by the President. The granting of tenure shall be based on the following:

3.2.2 The candidate is professionally qualified.

3.2.3 The university has a continuing need for a faculty member with the particular qualifications and competencies of the candidate. This determination shall be in accordance with the provisions of HEPC Series 9.

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3.2.7 Tenure may be granted only to probationary faculty who hold the rank of assistant professor or above.

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consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision. See AA-26, Faculty Tenure, Section 5.2.

- 3.2.9 The maximum period of probation at Marshall University is seven years. Before completing the sixth year of a probationary appointment, a non-tenured faculty member shall be given written notice of tenure, or shall be offered a one-year terminal contract of employment for the seventh year. In exceptional cases, newly appointed faculty members may negotiate the use of prior service at other appropriately accredited higher education institutions to reduce the length of the probationary period; denial of tenure under such circumstances shall have the same effect as denial of tenure following the standard probationary period. The length of the probationary period must be established at the time of initial employment by the President, after consultation with the CAO and the appropriate Dean(s), Chair(s) and department/division/school faculty, and be included in the initial letter of appointment. See MUBOG Policy AA-43 Modified Duties for Nine-Month Faculty for circumstances leading to an extension of the probationary period.
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