



Minutes
Concord University
Board of Governors
October 23, 2007
10:00 a.m. teleconference
The Concord Room
201A Marsh Hall

Members present: Dr. Deborah Akers, Mr. Joe Long (chair), Mr. Wayne Meisel, Ms. Amy Pitzer, Mr. Travis Prince, Mr. R. T. “Ted” Rogers, Mrs. Margaret Sayre (secretary), Dr. Darla Wise

Members absent: Mr. Lane Bailey (vice chair), Mr. James Brown, Mr. Eugene Fife

Others present: Mr. Tom Bone, Ms. Anita Moody, Mr. Michael Curry, Ms. Loretta Young, Mr. Jim Cannon, Ms. Jessica Cook, Dr. Hugh Campbell, Dr. Stephen Rowe, Dr. Jerry Beasley, Dr. John David Smith, Ms. Sharon Manzo

Call to Order and Determination of Quorum – Chairman Long declared a quorum present and called the meeting to order.

Approval of the Minutes of the September 11, 2007, Meeting – Mr. Rogers moved for the approval of the minutes, seconded by Dr. Akers, motion carried.

Action Items

a. Approval of the Policy for Faculty Evaluation ([attachments 01a, 01b](#)) – Dr. Rowe reported that the policy had been written by former Vice President/Academic Dean Turner. He said the draft before the Board was a final draft, which contained comments by constituents and had been reviewed by the faculty. Mr. Prince asked if the items in 3.2 were weighted. Dr. Rowe said all items are equal. Mr. Curry asked if 3.3 should list retention. Dr. Rowe said retention is included in “Service to Concord University.”

Resolved, that the Concord University Board of Governors approves the policy outlining the procedures for faculty evaluation. Moved by Mrs. Sayre, seconded by Mr. Rogers, motion carried.

b. Approval of the Policy for Faculty Promotion ([attachments 02a, 02b](#)) - Dr. Rowe reported that Dr. Turner had written the policy, comments have been considered for the final draft and the faculty has approved it.

Mrs. Sayre asked why the policy number had been left blank in 4.2. Dr. Rowe explained this date would be entered following the passage of one of the policies being considered at this meeting.

Resolved, that the Concord University Board of Governors approves the policy outlining the criteria and procedures for faculty promotion in academic rank.

Dr. Akers moved, Mr. Prince seconded, motion carried.

c. Approval of the Policy for Faculty Tenure ([attachments 03a, 03b](#)) – Dr. Rowe said the same information applies to this policy as to the others.

Resolved, that the Concord University Board of Governors approves the policy outlining the criteria and a procedure for faculty tenure.

Mr. Prince moved, Mrs. Sayre seconded, motion carried. Dr. Akers questioned 2.2.3. She asked if we would be in a position to know and be able to advise someone if a position will become tenured or is there a possibility that we may not always have that information. Dr. Rowe said this is an open-ended statement because enrollment, projected enrollment, and the status of the present faculty with regard to retirements, resignations factor in. She asked if we are putting ourselves in a situation where we may be misunderstood and have misgivings because awarding tenure could change from year to year. He indicated it is incumbent upon management to assess the circumstances and notify faculty annually of the likelihood of positions being converted to tenure-track appointments

d. Approval of Emeritus Status for Dr. Dean W. Turner ([attachment 04](#)) – Dr. Beasley introduced Mr. Tom Bone to whom the Board awarded emeritus status at a recent meeting. Mr. Bone expressed his appreciation to the Board for this honor.

Resolved, that the Concord University Board of Governors approves the awarding of emeritus status to Dr. Dean W. Turner

Mrs. Sayre moved, Mr. Rogers seconded, motion carried.

Presidential Search Committee Report - Mr. Rogers, chair, reported that on October 16, the committee met with Jon McRae and Ron Ingle, consultants with Jon McRae & Associates, Inc. The firm is preparing a profile of the characteristics we want in the next president. He invited all to share comments, suggestions, and names of candidates with members of the committee. He said the committee would meet with the consultants again in early December. Mr. Long asked Mr. Rogers to remind the Board of the deadline the committee voted on for naming of the President. Mr. Rogers said the committee had voted on March 1 as a deadline but flexibility will be used. He said confidentiality of candidates is essential but the committee's process is open. Dr. Campbell mentioned Jon McRae and Ron Ingle also met with constituent groups on October 17.

President's Report – Dr. Beasley reminded the Board that, because of Concord's loss of funding for the Math/Science Upward Bound program, the Board passed a motion to prepare a resolution in an effort to restore Federal funding. Mrs. Moody and others drafted the resolution, which gained positive media attention. He said he and Mr. Darrell Taylor, Director of the Program, traveled to Washington, D.C. and met with staff members in Congressman Rahall's Office and Senators Byrd and Rockefeller's offices. A follow-up letter has been sent to Senator Byrd. Also, an appeal is being made based on our belief that errors were made in the evaluation process. Two staff members bumped employees in Admissions and Student Support Services. Mr. Taylor remains on the payroll at present.

There is a current court case, which has been progressing over the past 4 or 5 years. A former student claimed a professor called her a name in class and she was forced to carry a heavy book to a class. The case has gone to mediation once and at that time the University's attorney believed there would be no case because the student was a poor witness. However, the case has been revived and mediation is scheduled for November 2, a trial date scheduled for November 6. He said that our investigation indicates the professor did not call the student a name and the heavy textbook was brought up to escape the statute of limitations. We will know more following the November 2 mediation.

The staff is refining the Self-Study for North Central Accreditation. There are currently “levels of analysis” problems that need to be polished. The Board will receive a draft report upon completion.

Fund raising continues for University Point. Mr. Cannon said the final drawings have been received from IKM, and as soon as any adjustments are made, the project can go out for bid.

Dr. Beasley thanked members of the Board who attended the dedication of the Erma Byrd Higher Education Center. He said he is chair of the Advisory Committee, a group comprised of representatives from each institution. He will also serve on the newly created Foundation Board.

Filling Board of Governors’ vacancies in an on-going process. Dr. Beasley has spoken with Scott Cosco, Governor Manchin’s assistant for appointments. He advised us to be persistent in our request for members to fill the vacancies.

Mr. Meisel thanked the committee and Concord’s leadership for supporting the Upward Bound programs.

Concord Room Technology – Mrs. Pitzer asked the Board to consider getting cost estimates for upgrading technology in the Concord Room, namely video-conferencing. She said she has spoken with members of our computer center and academic technology staffs, and they believe we can purchase top-notch equipment for approximately \$20,000 to \$25,000. Mr. Long asked if there are other locations on campus with this capability. Dr. Rowe reported that there are five smart classrooms, but none is suitable for Board meetings. Dr. Beasley said a proposal would be prepared for presentation at the next Board meeting.

Goals of the Board of Governors – Chairman Long suggested the Board set goals, objectives and timelines for implementation and opened the floor for discussion. Dr. Rowe suggested the Board work closely with the University’s Strategic Planning Committee to insure their awareness of what the faculty and staff are thinking.

Mr. Prince introduced the issue of providing assistance to students who are in the military and are summonsed for training. He said there are instances of students being given F grades because of missed tests due to military service. Jessica Cook, student body president, shared a specific case. Dr. Rowe said there is a provision in the Faculty Handbook for military service and perhaps this could be revised. Ms. Pitzer said staff may be affected also. After considerable discussion, Chairman Long requested

that a policy be drafted. Dr. Beasley said this would be done.

Mr. Prince suggested the Board of Governors invite Coach Quick to a meeting to explain the shortcomings of the football team this season. He said he would like the Board to offer assistance to Coach Quick. Several comments were made relative to academic vs. athletics, the role athletics plays in recruitment and retention, the academic success/graduation rate of our athletes. Mr. Long cautioned the Board about micromanaging specific issues.

Mr. Long presented the following goals and objectives he would like the Board to consider: retention, increase in enrollment, diversity programs, financial aid, and advancement of the University. He asked that the Board consider priorities and be prepared to discuss these at the next meeting.

Other Matters – Mr. Cannon said the Performance Contracting Committee met recently to discuss Trane’s proposal. This will be brought before the Board at the next meeting.

Mr. Rogers asked for the amount of scholarship dollars the Foundation provides for athletes. Mr. Cannon said he would prepare a report showing scholarship commitments from all sources.

Dr. Beasley encouraged Board members to go to the University’s website and look at the current institutional goals.

Mrs. Pitzer moved for adjournment, Dr. Wise seconded, motion carried, meeting adjourned.

Respectfully submitted,

J. Franklin Long, Chair

Margaret Sayre, Secretary

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Attachment 01a

**Concord University Board of Governors
Meeting
October 23, 2007**

ITEM: Approval of the Policy for Criteria and Procedures
For Faculty Evaluation

RECOMMENDATION: Resolved, that the Concord University Board of Governors
approves the policy outlining the procedures for faculty
evaluation

STAFF MEMBER: Stephen Rowe

Attachment 01b

CONCORD UNIVERSITY BOARD OF GOVERNORS POLICY NO. _____ PROCEDURE FOR FACULTY EVALUATION

- SECTION 1. GENERAL
- 1.1. Scope: This policy establishes a procedure for faculty evaluation
- 1.2. Authority: WV Code 18B-2A-4 and HEPC Procedural Rule Series 9
- 1.3. Effective Date: _____ 2007
- 1.4. Approved by: _____
- SECTION 2. PURPOSE
- 2.1. To establish the procedure for the annual performance evaluation of full-time tenured, tenure-track, non-tenure-track faculty (continuing and non-continuing), and part-time faculty (continuing and non-continuing) at Concord University.
- 2.2. To affirm and ensure:
- 2.2.1 Compliance with state code and HEPC rules.
- 2.2.2 All faculty receive a written annual evaluation of performance directly related to duties and responsibilities as defined by their contracts with the University. 2.2.3 Evaluation procedures are multi-dimensional and include criteria such as personnel committee evaluations, student evaluations, and evaluations by immediate supervisors.
- 2.2.4 Evaluations encourage professional growth and development of the faculty and assist in making personnel decisions.
- SECTION 3. PROCEDURE FOR FACULTY PERFORMANCE EVALUATION
- 3.1. Each academic year all faculty will submit to the Division Personnel Committee a portfolio providing documentary evidence of student evaluations, self-evaluation and Personnel Committee evaluations
- 3.2. Evaluation instruments in each portfolio include, but are not limited to:
- 3.2.1 Student evaluations—completed during the last two weeks of every semester, spring and fall, for all non-tenured faculty and every third semester for tenured faculty. Copies of the evaluation results will be sent to the

individual faculty member, his/her division chair and the Office of the Vice President and Academic Dean.

3.2.2 Professional Activities Summary—submitted annually to the division chair by the eighth week of the spring semester.

3.2.3 Advising evaluations—completed by students annually during the fall course selection process, and every three years during the spring course selection process and returned to the faculty member.

3.3. The portfolios of all tenured faculty and tenure track faculty will be reviewed by the Division Personnel Committee.

3.3.1. Criteria that the Division Personnel Committee will consider are:

3.4.1 Teaching effectiveness

3.4.2 Professional growth and development

3.4.3 Working relationships

3.4.4 Service to Concord University

3.4.5 Community service

3.5 The sequence for review and recommendation for all tenure track and tenured faculty is:

3.5.1 From Division Personnel Committee to department chair (where one exists)

3.5.2 From department chair to division chair

3.5.3 From division chair to Vice President and Academic

Dean

3.6. At each point in the review process, a report explaining the recommendation will be sent to the next level of review, with a copy of the report given to the faculty member.

3.7 All tenure-track recommendations, whether positive or negative, shall be forwarded to the President for the final decision.

3.8 Non-retention notices will be sent to tenure track faculty by the Office of the President no later than:

3.8.1 March 1 of the first academic year

3.8.2 December 15 of the second academic year

3.8.2 At least one (1) year before the expiration of an appointment after two (2) or more years of service to the University.

3.9 The division chair reviews all other classifications of faculty. Negative reviews by the division chair must be forwarded to the Vice President and Academic Dean.

3.10 Evaluations become part of the personnel file maintained at each level for six years.

Attachment 02a

**Concord University Board of Governors
Meeting
October 23, 2007**

ITEM: Approval of the Policy for Criteria and Procedures
For Faculty Promotion in Academic Rank

RECOMMENDATION: Resolved, that the Concord University Board of Governors
approves the policy outlining the criteria
and procedures for faculty promotion in
academic rank

STAFF MEMBER: Stephen Rowe

Attachment 02b

CONCORD UNIVERSITY BOARD OF GOVERNORS POLICY NO. _____ CRITERIA AND PROCEDURE FOR FACULTY PROMOTION IN ACADEMIC RANK

- SECTION 1 GENERAL
- Scope: This policy establishes criteria and a procedure for promotion in academic rank for tenured, tenure-track and non-tenure-track faculty
- 1.5. Authority: WV Code 18B-2A and HEPC Procedural Rule Series 9
- 1.6. Effective Date: _____ 2007
- 1.4 Approved by: _____
- SECTION 2. PURPOSE
- 2.1 To establish Concord University criteria and a procedure for promotion or initial appointment in academic rank for tenured, tenure track and non-tenure track faculty.
- SECTION 3. CRITERIA FOR ACADEMIC RANK
- 3.1 Instructor – A master’s degree is necessary for the rank of instructor.
- 3.2 Assistant Professor – An earned terminal degree or a master’s degree plus 30 semester hours of graduate level study in the field of specialty; or a master’s degree plus 15 hours of graduate level study in the field of specialty and three years of full-time college/university teaching experience at the instructor level or higher.
- 3.3. Associate Professor – An earned terminal degree and six years of full-time college/university teaching at the rank of Assistant Professor or higher.
- 3.4 Professor – An earned terminal degree and six years of full-time college/university teaching at the rank of Associate Professor or higher.
- 3.5 In addition to the more objective minimum criteria listed for each academic rank, there is the further general requirement that all candidates for promotion to any rank should have professional records that clearly indicate continuing growth as teachers, scholars, and, broadly, as members of the larger academic community.

- 3.6 Faculty with administrative assignments, including department and division chairs, may earn full time teaching experience through their service to Concord University.
- 3.7 Furthermore, although under normal circumstances the minimum criteria listed above for each promotion in rank will be adhered to, it is recognized that there may occasionally be justification for considering possible substitutions to the stated minimum criteria. In such instances, however, the person or committee requesting the exception will be expected to validate the request substantively and with cause. The approval of the exception will be the product of the same procedure for deciding promotions.

SECTION 4. PROCEDURE FOR PROMOTION IN ACADEMIC RANK

- 4.1 An application for promotion may be initiated by the chair (divisional or departmental), or by the candidate, who submits his/her request to the Divisional Personnel Committee.
- 4.2 The Division Personnel Committee is described in the Concord University Governing Board Policy ____.
- 4.3 The person initiating the recommendation is responsible for providing all necessary documentation to the Committee, including written evidence attesting to excellence in teaching, professional and scholarly activities and recognition, accessibility to students, and effective service to the University and the community. When the chair is the initiator, he/she will inform the candidate of each action as it is taken.
- 4.4 The sequence for review and recommendation is:
 - 4.4.1 From Division Personnel Committee to department chair (if one exists)
 - 4.4.2 From department to division chair
 - 4.4.3 From division chair to Vice President and Academic Dean
 - 4.4.4 From Vice President and Academic Dean to President.
 - 4.4.5 The President shall receive all recommendations for promotion prior to February 15.
- 4.5 At each step in the review and recommendation process, a written report explaining the recommendation shall be sent to the next level of review with a copy of that report given to the candidate. All such recommendation, positive or negative, shall be forwarded to the President.
- 4.6 The President will inform all applicants for promotion of the decision to grant or deny promotion. The applicant(s) will receive such notification no later than the date of spring commencement in the academic year in which they apply.

4.7 Retirement Promotion—The normal criteria established for academic promotion may be waived for a person in his/her last year of service and with ten (10) or more years of service as a Concord University faculty member at the date of retirement.

Attachment 03a

**Concord University Board of Governors
Meeting
October 23, 2007**

ITEM: Approval of the Policy for Criteria and A Procedure
for Faculty Tenure

RECOMMENDATION: Resolved, that the Concord University Board of Governors
approves the policy outlining the criteria
and a procedure for faculty tenure

STAFF MEMBER: Stephen Rowe

Attachment 03b

CONCORD UNIVERSITY BOARD OF GOVERNORS POLICY NO. _____ CRITERIA AND A PROCEDURE FOR FACULTY TENURE

- SECTION 1. GENERAL
- 1.7. Scope: This policy establishes criteria and a procedure for faculty tenure.
- 1.8. Authority: WV Code 18B-2A-4 and HEPC Procedural Rule Series 9
- 1.9. Effective Date: _____ 2007
- 1.10. Approved by: _____
- SECTION 2. PURPOSE
- 2.1 To establish Concord University criteria and a procedure for granting faculty tenure.
- 2.2 To affirm and ensure that:
- 2.2.1. The University complies with state code and HEPC rules.
- 2.2.2. Any faculty tenure quotas are prohibited.
- 2.2.3. Position candidates are advised of the likelihood of a future tenure appointment for the position.
- 2.2.4. Every discipline offering a major should have at least one tenured member if that faculty meets all institutional requirements and recommendations for tenure.
- 2.2.5. All tenured faculty receive the protections afforded by an appointment with tenure.
- SECTION 3. CRITERIA FOR FACULTY TENURE
- 3.1. Tenure is not granted automatically or solely because of the length of service but results from action by the University based upon evidence of an individual's qualifications and an estimate of Concord University's long-term goals and needs.
- 3.2. As a general policy, tenure will not be recommended for an individual without the terminal degree in his/her field. If a tenure appointment is made without a terminal degree, it must be with the understanding that promotion above the rank of Associate Professor is not to be expected, except in the case of a retirement promotion.

SECTION 4. PROCEDURE FOR THE GRANTING OF FACULTY TENURE

- 4.1. Prior to the beginning of the academic year in which the faculty member will complete the final year of tenure track service, a reminder of this fact is sent from the Office of the Vice President and Academic Dean to the candidate and to his/her department and/or division chair.
- 4.2. An application for tenure may be initiated by the chair or by the candidate, who submits his/her request to the Division Personnel Committee. Such an application may be made earlier than the penultimate year of tenure track service.
- 4.3 The Divisional Personnel Committee is described in the Concord University Board of Governors Policy _____.
- 4.4 The Division Personnel Committee will:
 - 4.4.1 Ask the candidate and other appropriate sources for information upon which a tenure decision will be based. Input from colleagues within the academic discipline will be weighed with particular care.
 - 4.4.2 Evaluate this information.
 - 4.4.3 Make a recommendation to grant or deny an appointment with tenure.
- 4.5 Criteria that the Division Personnel Committee will consider are:
 - 4.5.1 Teaching effectiveness
 - 4.5.2 Professional growth and development
 - 4.5.3 Working relationships
 - 4.5.4 Service to Concord University
 - 4.5.5 Community service
 - 4.5.6 The weight of any criterion is the prerogative of the particular division.
- 4.6 A recommendation to grant tenure requires an affirmative vote by at least two-thirds of the eligible voting members of the Division Personnel Committee.
 - 4.7.1 The sequence of review and recommendation is:
 - 4.7.2 From Divisional Personnel Committee to department chair (where one exists).
 - 4.2.1. From department to division chair.
 - 4.2.2. From division chair to Vice President and Academic Dean.
 - 4.2.3. From Vice President and Academic Dean to President.
 - 4.2.4. The President shall receive all recommendations prior to February 15.
- 4.8 At each step in the review and recommendation process, a written report explaining the recommendation shall be sent to the next level of review, with a copy of the report

given to the candidate. All such recommendations, whether positive or negative, shall be forwarded to the President.

- 4.9 The Office of the President will inform all applicants for tenure of the decision(s) to grant or deny tenure. The applicants will receive such notification no later than the date of spring commencement in the academic year in which they apply.
- 4.10 Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Advancements in rank, salary increments, or continuation of particular courses or assignments, including department and division chairs, do not have tenure in those positions, but may achieve tenure as teachers through their service to Concord University.

Attachment 04

Concord University Board of Governors Meeting October 23, 2007

- ITEM:** Approval of emeritus status for Dr. Dean W. Turner
- RECOMMENDATION:** Resolved, that the Concord University Board of Governors approves the awarding of emeritus status to Dr. Dean W. Turner
- STAFF MEMBER:** Jerry Beasley
- BACKGROUND:** Concord University Board of Governors Policy 16 establishes a process to award emeriti status to retiring Concord University faculty and staff for extended meritorious service.
Dr. Dean Turner has meritoriously served Concord University 37 years as Professor of Music, 14 years as Vice President and Academic Dean, and twice as Interim Dean. He retired as Dean in August 2007, but continues to teach in the Division of Fine Arts.