

Faculty Senate Meeting Minutes – May 3, 2022

Senators Present: Polly Allred, Travis Braidwood, Lucy Camacho, Mauro Castro, Michael Cherry, Steven Chumbley, Steven Corbett, Jesus De La Rosa, Zhaoqi Fan, Michelle Garcia, James Glusing, Elizabeth Goode, Anders Greenspan, Norma Guzman, David Hicks, Michael Houf, , Dongwook Kim, Anne-Marie Lelkes, Sarah Lucas, Tanner Machado, Lifford McLauchlan, Brian Menaker, Richard Miller, Kathleen Rees, Alex Sanchez-Behar, Amber Shipherd, Velda Soydas, Benjamin Turner, Daniella Varela, Subbarao Yelisetti, Thomas Zinninger

Senators Absent: Francisco Aguiniga, Bart Ballard, Manuel Flores, James Glusing, Brent Hedquist, Mais Najim, Hans Schumann, Benjamin Turner

This meeting of the Faculty Senate was held through by hybrid in room the banquet hall room 200 in the Javelina Dining Hall and on Zoom to adopt a new meeting format. This meeting was recorded for records purposes but will be deleted upon completion.

I. Call to Order and Quorum Call.

At 3:35 p.m. President Machado asked the secretary, Elizabeth Goode, if enough members were present for a quorum. Senator Goode replied in the positive.

II. Presentation-

President Robert Vela – Dr. Vela wanted to first welcome the senators to a new year. He spoke about enrollment being down 4-5% but incoming Freshman is up at around 19%. Dr. Vela said he wanted to address the gaps to help with professional development. We need to recruit more students from the Rio Grande Valley. If you look at where business and the population is growing in Texas it is in the Rio Grande Valley. President Vela wants to be more intentional in recruitment from the Valley. He believes there is a healthy pipeline from both South Texas College and Texas Southmost College if we are intentional. He believes we have a plan and that we will get our retention rates up and we are well prepared to do so.

Dr. Lou Reinsch – Dr. Reinsch wanted to first give a thank you to people focused on student success. He wants the faculty to focus on helping students before they are struggling and to make sure we are speaking with them and attending more events. Dr. Reinsch said students want you to come and they want to know you. He would like the Senate to discuss and consider making a change to the Faculty Handbook to make attending one graduation ceremony a semester mandatory. He would like us to consider this motion and if not he would like to be provided with good reasons why we should not add it.

III. Approval of Minutes from May 2022 Faculty Senate Meetings.

President Machado asked for a motion to approve the minutes from the May 3rd, 2022 meeting; Senator Miller made a motion to approve, Senator Chumbley seconded. Majority passed, minutes were approved.

IV. Report of Officers

a) President's report - President Tanner Machado

Below are items discussed with the President and Provost on August 18, 2022.

- 3% Merit Raise and Equity Adjustment to Salaries in 2023
 - Merit raises will be considered based on student enrollment, including projected enrollment.
 - Equity adjustments will be evaluated. Dr. Vela is in support of the Faculty Senate creating another Task Force to evaluate salary equity, similar to the 2018 Task Force and reports generated.
- Summer Salary
 - Re-evaluation of current summer salary policy is occurring. Student enrollment and retention will be considered when assessing summer salary.
 - Dr. Vela and Dr. Reinisch were given a copy of the 2018 proposal created by the TAMUK Faculty Senate.
- Scholarly vision.
 - Faculty are encouraged to discuss with their Department Chair and their Dean if they would like a change in their teaching load to accommodate more scholarly activity.
- It was brought to the President and Provost's attention that strategic investment in areas that will benefit both students and faculty should occur. This includes aspects of purchasing, grants and sponsored research, office of financial services, admissions and financial aid.
 - The President and Provost are willing to listen to aspects that need to be improved.

Topics brought forth from the President and Provost

- Faculty attendance at graduation.

President Machado spoke positively about the meeting with the President and Provost. They spoke about the 3% merit raise which should be coming in March 2023. Salary equity is slated for September 2023. President Vela wants to look at the long-term ramifications of enrollment and how it will affect the budget. They understand there is compression and they will be continuing the discussion. They are also aware of inflation. The summer salary structure was also discussed and money is needed. They will look at the budget and we will not let it slip. There is a vision from Dr. Vela on teacher load reduction that should be more productive scholarly.

V. Standing Committee Reports

- a) **Committee on Committees** – No report
- b) **Resolutions and By-Laws Committee** – No report
- c) **Election Committee**

Senator Goode reported that we need to do one election for Mechanical and Industrial Engineering department and there were a couple setbacks but it would be done before the October meeting.

VI. Reports from Committees Reporting to the Senate

- a) **Administrator Evaluation Committee** – No report
- b) **Annual Faculty Lecture Committee** – No report
- c) **Faculty Benefits Committee** – No report
- d) **Faculty Evaluation Committee** – No report
- e) **Faculty Handbook Committee** - No report
- f) **Piper Award Committee** - No report
- g) **Policy Revision Committee** – No report

VII. Old Business – None

VIII. New Business

- a) **Filling Committees-** President Machado and Senator Garcia were figuring who was needed and from where and trying to understand the numbering in the handbook behind faculty's name. Senator Rees said this is usually done in May. Senator Sanchez confirmed. President Machado said that he would figure it out and send an email to the Committee on Committees.
- b) **Course Release Time-** A Senator had a question about their approach. Senator Shipherd described the process in her department and spoke positively about her Department Chair's approach saying it was important to them. Senator Castro has not heard much about "Course Release Time". Senator Yelisetti said this was the first time they had heard about it. Senator Garcia is asking can there be a renewed discussion with the Provost and President. Senator Camacho said there needs to be open communication for Faculty and their Dean tries to accommodate them. Senator Rees spoke for business and said this isn't a problem for them. President Machado encouraged everyone to spread the word about asking your Dean and Department chair about course release time. Senator Rees said faculty also may not be aware. Like many Faculty are unaware that there is a process to apply for sabbatical. Senator Rees mentioned AOP.2 ([Appendix A](#)). President Machado said he will bring all this up again to the Provost. Senator Greenspan said faculty leave don't have to be tenured.

IX. Adjournment –

President-elect Houf motioned to adjourn. Secretary Goode seconded the motion. Motion passed at 4:49 pm

Academic Operating Procedure 2 Faculty Development Leave



August 28, 2019

Statement

The continuing professional growth of the faculty is essential for the intellectual vitality of a university. Therefore, to assist faculty members in improving performance, the faculty development program will operate according to the guidelines in this Procedure.

Procedures and Responsibilities

1. GENERAL

- 1.1 For the purpose of this Procedure, “faculty member” means a person who is tenured and employed on a full-time basis as a member of the faculty and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.
- 1.2 A faculty member is eligible by reason of service to be considered for a faculty development leave when he/she has attained tenure and has served as a member of the faculty at Texas A&M University-Kingsville for at least six consecutive academic years. This service may be at any academic rank and must be full-time academic duty, but need not include teaching. A faculty development leave may be granted for study, research, writing, scholarly and creative activities, field observations, or other suitable purposes. Faculty are eligible to receive faculty development leave no more than once every seven years.
- 1.3 This program is restricted to those departments or academic units that are able to release a faculty member without affecting their academic functions and without hiring a replacement, unless funds are available.
- 1.4 A faculty development leave may be granted for one academic year at one-half of a faculty member’s regular salary or for one-half academic year at his/her full salary. Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years.

2. PROCEDURES FOR APPLYING FOR A FACULTY DEVELOPMENT LEAVE

2.1 A faculty member applies for faculty development leave of absence by submitting a written request for development leave to his or her department chair. The application will outline the developmental plan, indicating the purpose of the leave (from paragraph 1.2 above), the period of time involved, the expected scholarly outcomes of the leave, anticipated venues for scholarly products resulting from the development leave, and how the development leave will be assessed. For development leaves involving formal involvement with other institutions, the applicant will submit documentation indicating the other institution's concurrence, *e.g.*, an acceptance notice for additional graduate study or an invitation to teach or lecture, etc. Additionally, the applicant should include a curriculum vita for the use of other reviewers. Applications should be filed with the department chair no later than September 15 of the year preceding the year in which the development leave would occur. The department chair is then responsible for initiating the following steps in a timely manner:

2.1.1 The department chair, with advice from departmental faculty, forwards the application(s), his or her recommendation, and the recommendation of the members of the department, to the college dean. The department chair will indicate how the faculty member's classes will be covered. If more than one application is received, the dean will convene a college level committee, elected by college faculty, to provide recommendations and rankings to the dean concerning college faculty applications. The chair of that committee will be elected by the committee members.

2.1.2 The college dean forwards his/her recommendation, along with the application material, for review by the university committee elected by the general faculty. The university committee will consist of one representative from each academic college, plus two additional representatives from the College of Arts and Sciences. Representatives will be elected each fall by the respective colleges. The Provost and Vice President for Academic Affairs will convene the committee, which will elect a chair from among its membership. Recommendations and rankings from this committee will be forwarded to the Provost and Vice President for Academic Affairs, who forwards the committee's recommendation, along with his or her own recommendation, to the President. All steps in the review process must be completed by November 15 of each year in order for the President to be able to forward any recommendations to the Chancellor by the agenda deadline prior to the January Board of Regents meeting.

2.1.3 The President forwards the application with his or her recommendations to the Chancellor. Recommendation of the Chancellor to the Board of Regents for approval is needed prior to the effective date of leave.

3. ACCEPTANCE OF GRANTS WHILE ON FACULTY DEVELOPMENT LEAVE

3.1 A faculty member on a faculty development leave may accept a grant for study, research, or travel from any institution of higher education, from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency, if acceptance does not violate any System policy. An accounting of all grants shall be made through normal channels to the Board of Regents. A faculty member on a faculty development leave may not accept employment from any other person, corporation, or government unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

3.2 Not more than six percent of the faculty members at Texas A&M University-Kingsville may be on faculty development leave at any one time. Approval of faculty development leave is always contingent upon the availability of sufficient funds and the ability of a department to staff its courses.

4. RETURN FROM FACULTY DEVELOPMENT LEAVE

4.1 Upon return to campus, the faculty member shall file a report with his or her dean describing activities and accomplishments completed during the leave period, current status of scholarly products resulting from the leave, and the assessment of outcomes. This report should be completed within 90 days of the completion of the development leave. In addition, the faculty member must agree to return to the University for at least two years of full-time service upon conclusion of the leave.

5. DISCRETIONARY RAISES WHILE ON FACULTY DEVELOPMENT LEAVE

5.1 A faculty member on a faculty development leave for professional growth and/or activities will be awarded, at the completion of that leave, the average discretionary raise given to all other faculty.

5.2 A member of the faculty on faculty development leave retains the right of participation in programs and benefits made available to faculty members by or through the Texas A&M University System or the State of Texas.