TO: Faculty Senate
FROM: Harold W. Baillie, Ph.D.
       Provost and Vice President for Academic Affairs
DATE: December 09, 2010
RE: Provost’s Report for December 2010

BOARD RESOLUTIONS:
The dean, faculty senate, and provost have approved the development of a Five-Year CAS Bachelor’s/Master of Business Administration. This program will allow students to earn a bachelor’s degree in liberal arts and a master of business administration in five years. Appendix I

The Faculty Handbook Committee, the administration, and the faculty have agreed on wording for the Faculty Handbook regarding the Department’s Responsibility in Rank and Tenure Deliberations (23.3), Voting Rights for Special Ranks (7.0), and Chair’s Reappointment Recommendation (Appendix VI). The text changes are included as Appendix II.

SEARCHES:
The search for an Associate Dean of the Library has been concluded. Bonnie Strohl has been appointed to the position. Thanks to committee members Jeff Welsh, Rebecca Beal, Eugenio Gregoresceu

SPEAKER POLICY
A review of the AC discussion confirms remarks I made at the last senate meeting. The added second paragraph is intended to protect the University from any misunderstanding regarding the relation between the University and any invited speaker. The University as such does not take a position with regard to the content of any presentation, except formal authorities representing the Catholic church or the Society of Jesus.

FRESHMAN SEMINAR
I will provide workshops on Catholic/ Jesuit identity, writing and grading writing assignments, guiding seminars, and speaking assignments for those interested in teaching the freshman seminar. These will begin in January and be scattered throughout January, February and March. Approximately thirty faculty members responded to my initial call for interest in teaching a seminar in the fall of 2011. I will be hosting a discussion for interested faculty in both January and February to discuss concerns and support in preparing seminars.

RANK AND TENURE:
The rank and tenure process, as stipulated by the Faculty Handbook, is underway. Departments and deans will be presenting their evaluations of the candidates during the month of November, and the Board of Rank and Tenure will begin their review of candidate’s files on December 8th. The formal meetings of the Board are scheduled for January 7, 8, and 14, 2011. We anticipate 18 candidates this year.

CURRICULUM APPROVALS:
Course Change:
CMPS 202: Web Development posted 9/20/10
PT 761: Advanced Clinical Skills posted 10/27/10

New Course:
PS 335: Women in the Global Community posted 9/16/10

CONFERENCE COMMITTEE ON CURRICULUM (CCC)
Courses Approved for the Core Curriculum:
To date, the CCC approved 10 new course proposals for the core curriculum (CH: Humanities-History; CL: Humanities-Literature; CF: Humanities-Foreign Language; D: Cultural Diversity; W: Writing Intensive; P: Theology/RS or Philosophy; Q: Quantitative Studies)
HIST 384: History of Modern China (CH,D).
PHIL 317: American Philosophy (P)
PS 335: Women in the Global Community (D)
ENLT 323J: Classics of Western Civilization I (CL)
ENLT 423J: Classics of Western Civilization II (CL)
LIT 284H: Travel Writing (CL, W,D)
COMM 240: Communication Research Methods (Q).
T/RS 384: War and Peace in Biblical Theology (P).
ITAL 295: Intensive Italian Abroad (CF).

Discussion On the Writing Intensive Requirement: The CCC is engaged in a conversation about clarifying the “phase writing” requirements for the Writing-Intensive Designation. Any proposed changes to the existing goals and objectives statements would be reviewed through the regular curriculum review process including Faculty Senate Curriculum Committee review.

FACULTY DEVELOPMENT:
Sabbatical Leaves:
During its 18 November 2010 meeting, the Faculty Research Committee approved 14 sabbatical applications; one of these is for a two semester (full-year) leave, the others for a single semester during the 2011-2012 academic year. Three applications were returned for clarification and will be reviewed, if resubmitted, at the 16 December meeting.

Fall 2010 Intramural Faculty Research Funding:
The Faculty Research Committee approved 8 proposals, for a total of $11,776.00, during its 21 October 2010 meeting. The awarded funds are non-stipend support for the projects which normally involve a one-year period. The faculty, their proposals, and the award amounts are listed below:

- Dr. Tracey Collins, Associate Professor, Physical Therapy (Research) $100.00
  Characteristics of Geriatric Practice Settings that Attract and Retain Physical Therapists

- Dr. Carol Cote', Assistant Professor, Occupational Therapy (Research), $350.00
  Eye-Tracking Measures of Developmental and Ability Differences in tests of Visual Memory and Visual Discrimination

- Dr. Paul Cutrufello, Assistant Professor, Exercise Science (Research) $1,870
  The Effects of Acute Rehydration on Body Composition Among 18-25 Year-Old Males
Dr. David Dzurek, Assistant Professor, History (Research) $456.00
*The Politics of Frogs and Prairie Dogs: The Politics of The Environment in Jeffersonian United States*

Dr. Timothy Foley, Associate Professor, Chemistry (Research) $2,000.00
*Vicinal Thiol-based Coupling of Redox signaling and Protein Phosphorylation in the Brain*

Dr. Herb Hauser, Lecturer, Psychology, & Dr. Christine Zakzewski, Physics/EE (Research) $3,000.00
*A Non-Invasive and Non-Contacting Method for Monitoring Sleep Quality in the Elderly and Its Implications for Predicting Illness in the Aging in-place elderly population*

Dr. Susan Poulson, Professor, History (Research) $2,000.00
*Women's Suffrage in America: A Seventy-Two year Struggle*

Dr. Jamie Trnka, Assistant Professor, World Languages and Cultures (Research)$2,000.00
*Latin American Comprisio in Cold War West German Literature*

**Ignatian Seminar:**
For the past five years we have run a Summer Faculty Ignatian Seminar for junior faculty. This past year we opened it up to all faculty and have decided to begin offering the seminar during January Intersession as well as in August. This year's intersession dates are January 17-21, 2011. The seminar involves a set of assigned readings that will be discussed under the direction of Fr. McKinney, S.J. of the Philosophy Department.

**OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)**

**Extramural Funding Activity:** The ORSP reports that from 6-1-10 to 17-11-10, 22 proposals (total request $5.529 M) have been submitted for extramural funding. Twenty have been submitted by faculty and staff in academic affairs, including two proposals developed through the PCPS grants-writing workshop. We are seeing a substantial increase in grant writing activity compared to 2009-10 when, for the same period (6-1-09 through 17-11-09) nine proposals were submitted (total request was $5.965M including the $5.0M Unified Science Center RACP).

**Other ORSP Activities:**
ORSP has developed a draft of policies to lead the University in meeting federal and other compliance demands, including compliance for financial structures. The draft is being reviewed by Academic Affairs and the Office of Finance and will be sent forward for faculty discussion in Spring 2010.

ORSP continues to review its internal structure of staff responsibilities with respect to the new compliance regulations, and also regarding its vision of being a more integrated support center for grant writing among faculty, staff and administration. Its ultimate goal is to be a complete “cradle to grave” serve center for University initiatives in seeking extramural funding. An early step in this development is the formation of a “working group”, established by Dr. Tabbi Miller-Scandle, Director of the ORSP, which serves to integrate functions in ORSP (Dr. Miller-Scandle), Finance (Ms. Therese Kurilla, Grant Accountant), and Institutional Advancement (Ms. Meg Hambrose, Director of Corporate and Foundation Relations).

**ACADEMIC AFFAIRS UPDATES:**
College Updates:

Panuska College of Professional Studies:

Nursing Department:
On November 13th, Margarete Zalon, Ph.D., Professor of Nursing was inducted as a Fellow in the American Academy of Nursing. Dr. Zalon is the first member on our faculty to receive this honor. The Academy Fellows are recognized as leaders in the nursing field in education, management, practice and research.

CHEW and Department of Exercise Science and Sport:
In collaboration with the division of Student Affairs’ Center for Health, Education and Wellness, and the Department of Exercise Science & Sport is developing a proposal to address wellness concerns for students. The goal is to provide information which will lead to optimum health for students and eventually for the entire university family.

For the student body, the proposal has a non-credit component intended to educate students on the many current health issues, as well as a more traditional activity component. Students will be offered an education that includes information about, but is not limited to, body composition, fitness testing, nutrition, proper cardio instruction, correct weight training procedures, healthy choices, etc.

Included in the proposal is a track that would allow EXSC/CHED students to secure Community Health Educator Certification. Those students would be involved with education activities within the wellness program. Under faculty supervision, students would be involved in educating university students, faculty, and staff.

COMMITTEE UPDATES:

- **Faculty Handbook Committee:**
  - The Faculty Handbook Committee continues to work on language regarding service and criteria for librarians in the rank and tenure process.

- **Faculty Personnel Committee:**
  - The Faculty Personnel Committee continues to monitor the progress of the three committees that were mandated by the current faculty contract. The Program Directors Committee has sent out surveys to program directors regarding their responsibilities, time commitment etc. The committee will use the information to try to group various positions. The Dining Committee will review the final designs on the Mulberry Complex and Science Center to see if there is space that would be adequate for faculty dining. The Lab equivalency Committee has a new chair and continues to work the various departments that are affected.

PUBLICATION:

*Ignite*

- The inaugural issue of *Ignite*, a pamphlet describing the work of faculty on campus was distributed at the Board retreat in October. The polished version was published in mid-October and has been distributed to four thousand alumni, friends, and fellow academic professionals in the mid-east region. It has received very good reviews.

ACADEMIC SUPPORTED EVENTS:

The Office of the Provost and Vice-President for Academic Affairs and the Division of Student Life co-sponsored a special lecture for freshmen by Andrea Mosby, a frequent and popular speaker at college campuses across the country, titled, *The Power of Personal DECISIONS.*
The Annual Conference of the Pennsylvania Council for International Education was held last week in Scranton. Several University of Scranton faculty and staff attended the conference with support from the Office of International Programs and Services.

Asian Studies:
On November 22nd Asians Studies and the Office of Study Abroad and Global Initiatives will host an evening to “Encounter Thailand.” The evening will include a lecture by Dr. Pornthip Chalungsooth, Assistant Professor, Counseling/Human Services followed by the Thai film: Ong Bak: Muay Thai Warrior.

Schemel Forum:
On November 16th the Schemel Forum Luncheon Series hosted Suraya Pakzad, designated by Time Magazine in 2009 as one of the 100 top people in the world. Ms. Pakzad is the founding director of Voices of Women, an organization that provides security, education and training to women in Afghanistan. We had a record crowd to hear her speak on “Afghanistan on the Ground: A Woman’s View.”

CIVIC ENGAGEMENT:
The University of Scranton will again be applying for recognition in the President’s Higher Education Community Service Honor Roll.

The Task Force on Sustainability is currently drafting a tactical plan to address the following goals from the Strategic Plan:

- We will ensure the vitality of academic programs at all levels, adding new and innovative undergraduate and graduate options that are in character with our mission and responsive to the market. This includes the integration of technology and sustainability into the curriculum.
- We will achieve our strategic aspirations and maintain essential operations through integrated financial planning, efficient and sustainable use of resources, and opportunistic approaches to generating new revenue that are consistent with our mission.
- We will plan for and invest in technology and facilities, embracing principles of environmental sustainability that will enhance educational excellence and serve the evolving needs of our students and community.

By the end of the 2010 Fall Semester, the Sustainability Task Force will develop a sustainability plan based on meeting the criteria outlined in the American Association for Sustainability in Higher Education’s Sustainability Tracking, Assessment, and Rating System (STARS). These criteria fall under four broad categories: Education and Research, Operations, Planning and Administration, and Engagement. By applying the STARS criteria, the Task Force will be able to identify those aspects of campus sustainability that we are already doing well, and those areas that need improvement. The plan will identify specific goals in the areas of operations, particularly with respect to building operations and management, greenhouse gas emissions, energy efficiency, food services, purchasing, and water and waste management.

- The University of Scranton’s Reading Series and Taskforce on Sustainability hosted a two-day event that featured a reading by Poet Martha Serpas and a viewing of the film “Veins in the Gulf,” a documentary that calls attention to the rapidly disappearing Louisiana coastline. The film was shown on Thursday, Sept. 23, in the Moskovitz Theater.
- The Task Force is sponsoring a screening of the film, “Gasland,” which will be shown on Wednesday, December 1, at 8:30 p.m. in the Rose Room of Brennan Hall.
• Three members of the Task Force attended the American Association for Sustainability in Higher Education conference, October 10-14, in Denver, Colorado.

• The Earth Day Planning Committee has created a preliminary schedule of events for Earth Week, 2011. Activities will begin Friday, April 15 with a keynote address by Dr. Peter Bardaglio, author of _Boldly Sustainable: Hope and Opportunity for Higher Education in the Age of Climate Change_, and former Provost of Ithaca College.

_Education for Justice Initiative:

• Report on calendar of events: We discussed various upcoming events sponsored by the Education for Justice Program. These included:
  o August 30th Aloys Mahwa “Rwanda: Society in Transition” co-sponsored by the Office of Equity and Diversity.
  o October 14th John A. Donaghy “Working with the Poor in Latin America,” venue to come.
  o October 19th James Douglass – “JFK, Obama and the Unspeakable” 10:00-11:15AM Brennan 228.
  o November 15th Sister Patricia McCarthy CND, a world renowned author and speaker on peace issues, spent a day at the presenting workshops on peacemaking and conflict resolution.

_PERFORMANCE MUSIC:

In addition to the regular weekly ensemble rehearsal schedule, student coachings, and dress rehearsals of student ensembles, as well as routine operational/administrative tasks, the following special programs and performances were offered by the Performance Music department from September 1 through November 15, 2010:

• The University of Scranton Jazz Ensemble serenaded incoming freshmen and their family during Move-In on the Saturday morning of Fall Welcome.

• The University of Scranton Jazz Ensemble at La Festa - The University of Scranton Jazz Ensemble performed the music of Basie, Ellington, Armstrong, Davis, Mingus, Moten, and more on Courthouse Square in downtown Scranton for thousands during Scranton’s La Festa Italiana.

• Members of The University of Scranton Singers led the singing of Alma Mater for opening convocation, and their accompanist provided processional and recessional music.

• An Interdependence Day Concert featuring The Mendelssohn Piano Trio was sponsored by The Provost’s Office, The Schemel Forum and Performance Music, and the event was produced by Performance Music.

• The University of Scranton Flute Ensemble provided music for the Family Weekend Brunch

• In Concert featuring David Ostwald’s Gully Low Jazz Band was the concert event provided for Family Weekend.

• Fall Semester’s General Recital showcased Performance Music student musicians (and two faculty members who are members of the ensembles program) in solo, duo, trio, quartet, and small ensemble performances ranging from operatic to Oktoberfest-eratic.

• Students in one of the Performance Music String Quartets performed at a benefit wine-tasting event for the Leahy Clinic.

• Senior Flute Trio performed for a gallery exhibit opening.

• The legendary New York Trumpet Ensemble, (Mark Gould Director, Mark Gould, Caleb Hudson, Katie Miller and Joseph Boga, trumpets) joined by acclaimed jazz pianist Adam
Birnbaum and organist Timothy Eugene Smith was featured along with the university’s historic Austin Opus 301 symphonic organ and Steinway B piano in a program of classical and jazz music. (This concert was the world premiere of the newly re-constituted ensemble.)

- Halloween Concert with The University of Scranton Big Band (in costume!) showcasing music by Duke Ellington, Billy Strayhorn, Wynton Marsalis, Miles Davis, and more.
- The University of Scranton String Orchestra’s November concert included music by composers Britten, Nelhybel, Glazunov, Bach, Del Borgo, and Tchaikovsky (including Britten’s four movement “Simple Symphony”). A number of tangos were also performed.

String Quartets and Flute Ensembles performed for both Admissions Open Houses and the Admissions “Shrimp Bowl” event for area high school guidance counselors.

STRATEGIC PLANNING
The top strategic concerns of the colleges and academic divisions (slightly edited) include:

**College of Arts and Sciences**

1. *Cura Personalis*
   - Continue to develop community partnerships—locally, nationally, and internationally—for all departments and programs, as appropriate to their academic interests and priorities, especially those that support social justice and provide opportunities for research and experiential learning related to the University’s mission
   - Challenge, empower, and engage students through an unparalleled learning and living experience through all years of study, including experiential learning, innovative and mission-focused residential learning and living communities, and improved student participation in co-curricular programming

2. *The Magis*
   - Continuously improve all programs by refining processes of assessment, program review, accreditation, strategic planning, and budgeting
   - Increase rigor and focus of the core curriculum, including rigorous and engaging freshman seminars and the development of key skills and subject areas across the curriculum: e.g., *eloquentia perfecta*, logical and ethical reasoning, information and computer literacy.
   - Support and develop “programs of excellence”: Honors, SJLA, International Business and two to three new programs of excellence

3. *Rei Solicitudo*
   - Recruit, develop, and reward an outstanding faculty and staff, implementing a hiring process that accounts for department and program needs, college and university initiatives, and mission; building a strong sense of community supportive of faculty development; and creating opportunities for innovative teaching, research, and service
   - Secure funding for endowed chairs and professorships, particularly in fields supporting the Catholic Intellectual Tradition and Jesuit identity: e.g., theology, moral philosophy, Catholic social thought, religion and literature, pre-professional education
College of Graduate and Continuing Education

Affirm the following identity for CGCE: CGCE is the umbrella organization responsible for overseeing the matriculation, academic progress, and graduation of all graduate students; and is home to multi-disciplinary and inter-disciplinary graduate programs. In addition, CGCE is the central unit that promotes and provides professional development for students to augment the efforts of graduate programs and colleges. Finally, CGCE serves as the body that reviews the quality of graduate degree programs and coordinates with the other colleges the planning and implementation of graduate education.

- Become recognized as the premier provider of professional-focused graduate programs among the 28 Jesuit Universities.
- Grow campus-based enrollments by 25% utilizing one or more of the following tactics
  - Implement differential tuition
  - Create new interdisciplinary, professionally-focused MA and MS programs
    - Sustainable Technologies Administration
    - Public Humanities
    - Health Informatics
    - Corporate Communications
    - New Media Management
    - Criminal Justice Studies
    - Clinical Exercise Physiology
- Develop an interdisciplinary doctoral program in Sustainable Leadership
- Redefine the demographics of our graduate student population to increase the percentage of students enrolling from outside a sixty mile radius of the University.
- Develop housing to support an increasing population of full-time, residential graduate students
- Expand the number of international collaborative relationships
- Explore additional opportunities for dual degree programs
- Grow online enrollments by 50% utilizing one or more of the following tactics
  - Create new professionally-focused masters programs
    - Health Informatics
  - Establish an online presence for existing masters programs (e.g., Health Administration)
    - Explore collaboratively offering graduate programs with fellow Jesuit institutions (e.g., Counseling)

Kania School of Management

The first group of goals and objectives, under the theme Values is aimed at emphasizing our Catholic and Jesuit values and identity in response to the University and School missions, our analysis of the need to compete effectively with our competitor Catholic business schools, stakeholder suggestions from the SWOT analysis, and carryover objectives from 2005-2010. These goals deal with how we continue to incorporate even more deliberately issues such as corporate social and environmental responsibility around the world into as many of our courses and research efforts as possible.

The second group of goals, themed Skills emerged from our AOL results, our SWOT analysis results, the University's renewed call for academic excellence, and a high interest in experiential learning from all stakeholders. The goals under this theme seek to ensure that we assess the fundamental skills of students
regularly and respond with appropriate strategies. We also intend to recruit sufficient faculty resources in support of these goals and we have requested that the university establish an internship development office to create new and high quality internship opportunities for Kania students.

Lastly, ideas from stakeholders, as well as unfinished programs from the last plan suggested a number of innovative programs that would affect the general quality of learning. For example, there is interest in innovative courses based in the Alperin Financial Center and courses on entrepreneurship. Such initiatives are grouped under the strategic theme Innovation.

**Panuska College of Professional Studies**

In the context of its continuing effort to accomplish its mission, Panuska College of Professional Studies will focus on three areas of development:

a) Engaging in curricular and research change and developing new programs that enhance student learning in our undergraduate and graduate programs by working on the development of a new facility to house Exercise Sciences and Sport, Occupational Therapy and Physical Therapy faculty, staff and students (rei solictudo)

b) Developing a college based association for our local students in Northeastern Pennsylvania that follows the Jesuit tradition of engagement with the world, PCPS will create and sustain quality programs for our local students by providing social and academic structures with our undergraduate and graduate students that address issues of interdependence in our community locally, nationally and internationally, i.e. the cadaver lab, PCPS freshman lecture on service learning; (cura personalis)

c) Creating a culture of collaborative, inter-disciplinary research scholarship and teaching for PCPS faculty and students by modeling professional behavior, critical thinking and promoting social justice themes of academic service learning by considering new ways to benefit persons with disabilities. PCPS will continue fostering continued hope for future reforms in policy development (ADA), personal and professional advancements and new knowledge and innovative ways to assist individuals and families with disabilities. (magis)

**Weinberg Memorial Library**

Top Three Strategic Issues:
- Additional and flexible space for the Library.
- Budget support for ongoing and new initiatives.
- Enhanced technology support, especially for mobile applications.

Other major initiatives:
- Established acquisitions budget increase relative to inflation.
- Additional space and space redesign for services, storage and CTLE move to Library.
- Enhancement of Information literacy and assessment.
- Technology - provision of resources to support new initiatives.
Appendix I

Five Year CAS/MBA Program Proposal

1. Executive Summary:

Many students see an advantage in pursuing an undergraduate major other than business prior to completing an advanced degree in business management. Others may develop an interest in business midway during their undergraduate experience in a program of study other than business. Students continue to seek majors in the traditional liberal arts and sciences disciplines in order to pursue their individual areas of interest, to seek broader educational opportunities beyond those offered in professional programs, and to explore areas of study before committing to a particular major. For many, a foundation in the liberal arts and sciences is recognized as a way to develop broader skills and academic experiences.

These skills in combination with business knowledge and skills can enhance a students' career prospects significantly. The purpose of this accelerated BA or BS/MBA program is to provide College of Arts and Science (CAS) students an opportunity to complete a bachelor's degree in CAS, and an MBA in the Kania School of Management (KSOM) in about five years.

Students who complete this program would acquire business management knowledge and skills in addition to completing a degree in their favorite CAS major. This would enhance their career prospects as leaders in a variety of organizations, including those related to the undergraduate major. Student would have access to a variety of programs and services offered by both the CAS and the KSOM. The program also promises cost savings for students by reducing completion time of the MBA to one year after the bachelor's degree. This is made possible by permitting the use of free electives for graduate business courses in the fourth year and allowing those courses to count towards completion of the undergraduate program.

2. Description of the Program:

This program contributes to our mission to offer degree programs at the undergraduate and graduate levels in traditional disciplines of the liberal arts as well as pre-professional and professional areas. No new courses are being proposed. All the courses needed are already in place. The program involves allowing CAS students to use their free electives to complete certain MBA courses which will also count toward completion of the undergraduate degree. The MBA curriculum is described in the graduate catalog.

To be admitted students must submit an application by the end of the fall semester of their junior year. Students must also satisfy all graduate school admission requirements.

Criteria for admission will include:
- Some Statistics Background. Students without a statistics background will have to take the MBA statistics module.
- Minimum GMAT of 550
- Minimum GPA of 3.2. In making an admission decision we take into account many factors including the students major and performance on the GMAT. So a high GMAT can mitigate a GPA below 3.2.
3. **An Analysis of the Need/Market:**

Many CAS majors have expressed the desire to complete a management degree such as the MBA in order to enhance their prospects. This program is an efficient way to meet that need. It should also be noted that many of our competitors (e.g. Binghamton) have similar programs. This program will help us retain some of our best students for graduate studies rather than lose them to competing schools.

4. **Cost/Revenue Considerations:**

No anticipated incremental costs. However, the University will earn additional revenues in the fifth year.

5. **Student Learning Outcomes and Assessment Plan for the Program:** Same as current learning outcomes and assessment plan for the MBA program.

6. **Accreditation (if applicable)** u/a

7. **Curriculum Guide:**
   The MBA curriculum is described in the graduate catalog. Below is the proposed program structure for the accelerated version.

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8. **Anticipated Enrollment:**
   Targeted at 15-20 students per year

9. **Prospects for Students:**
   Graduates with liberal arts backgrounds and graduate business education are sought after in industry for their superior analytical and communication skills. They will have very good employment prospects and competitive starting salaries.
Appendix II

Department’s Responsibility in Rank and Tenure Deliberations

23.3 Department’s Responsibility

Current Language:

A. Meeting to discuss candidate’s credentials.
The tenured members of the department will hold a meeting expressly for the purpose of a frank and confidential discussion of the applicant’s credentials. Using a standard rank and tenure ballot, a secret vote on the application for the conferral of tenure and/or advancement in rank will be taken at the meeting. The person chairing the meeting will designate someone to take minutes of the frank and confidential discussion of the candidate’s credentials. All faculty who participated in the meeting must approve the minutes. By the date announced, the chair will forward to the University Board on Rank and Tenure the results of its vote, together with a summary of the rationale for it drawn from the minutes of the meeting and approved by the members present at the meeting. A copy of this report will be given to the faculty member simultaneously with the transmission of the report to the Chair of the Board on Rank and Tenure. Individual members of the department may supplement the departmental summary through written evaluations addressed to the Board.

Proposed Revision (changes in bold):

A. Meeting to discuss candidate’s credentials.

The chairperson will convene a meeting of the tenured members of the department expressly for the purpose of a frank and confidential discussion of the applicant’s credentials. At the start of the meeting, the department will elect one member (who may be the department chair, unless the department chair is the candidate) to chair the meeting. The chair of the meeting will designate another member to take minutes of the frank and confidential discussion of the candidate’s credentials. Using a standard rank and tenure ballot, a secret vote on the application for the conferral of tenure and/or advancement in rank will be taken at the meeting.

In accordance with the annual timeline, the chair of the meeting will forward to the chair of the University Board on Rank and Tenure the results of the department’s vote, together with a summary of the rationale for it drawn from the minutes of the meeting. The chair of the meeting must produce and circulate a draft of this summary in advance to all faculty who participated in the meeting, and any objections to the accuracy of the contents of this draft must result either in changes to the draft or a separate section in which the objection is noted. The chair of the meeting will then provide a copy of the completed summary to the candidate, to the members of the department who participated in the meeting, and to the home dean simultaneously with its transmission to the chair of the Board on Rank and Tenure. The department chairperson must complete a separate recommendation and convey it to the chair of the Board on Rank and Tenure, with copies to the candidate and dean, in accordance with the timeline. Individual members of the department may supplement the departmental summary through written evaluations addressed to the Board.
Voting Rights for Special Ranks

7.0 Special Ranks [Current language]:
Each subdivision in this category applies to persons who may teach at the University under specified conditions, but whose teaching time does not accrue to tenure. Such persons will, moreover, be invited to participate in a non-voting capacity in departmental meetings.

A. Visiting Professor. A visiting appointment is made ordinarily for no more than one year. The visitor's rank will be either that held at the home institution or, if the person comes from a non-academic position, rank will be assigned by the Provost/VPAA after consultation with the appropriate Dean(s) and with the chairperson and a committee of the department involved.

B. Adjunct Professor. Adjunct faculty members are those part-time teachers whose credentials match the qualification for one of the five ordinary ranks. They may be designated as adjunct at the appropriate rank and appointed and reappointed on a semester or annual basis.

C. Professor Emeritus. A professor emeritus is one who has retired and either no longer teaches or teaches part-time. Those who have completed a minimum of ten years of full-time service to the University shall be so designated by the President. Professors emeriti shall be listed in University bulletins, invited to faculty convocations, and accorded library privileges.

7.0 Special Ranks [Proposed Revision (changes in bold)]:
Each subdivision in this category applies to persons who may teach at the University under specified conditions, but whose teaching time does not accrue to tenure. Such persons may, moreover, be invited to participate in a non-voting capacity in departmental meetings, unless the meeting concerns personnel decisions, reappointment, or rank and tenure review of full-time faculty.

Chair’s Reappointment Recommendation

Appendix VI: Annual Reappointment and Non-Reappointment of Non-Tenured Tenure Track Faculty, Section A, paragraph 4 - Current language:

The department's evaluation and recommendation and the chairperson's recommendation shall give particular attention to: 1) effective teaching, 2) scholarship, 3) meaningful service to the community and University, 4) meaningful contribution to the well-being of the department, school, and University, and 5) meeting the general responsibilities of faculty members as set forth in section 5.4 of the Handbook. Perceived strengths and weaknesses in teaching, scholarship, and service shall be indicated in these recommendations; the chair will send copies of these recommendations to each tenured member of the department.

Proposed revision (changes in bold):

The department's evaluation and recommendation and the chairperson's recommendation shall give particular attention to: 1) effective teaching, 2) scholarship, 3) meaningful service to the community and University, 4) meaningful contribution to the well-being of the department, school, and University, and 5) meeting the general responsibilities of faculty members as set
forth in section 5.4 of the Handbook. Perceived strengths and weaknesses in teaching, scholarship, and service shall be indicated in these recommendations; the chair will send a copy of the department’s evaluation and recommendation to each tenured member of the department.