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SR-90-91-(104)256 (AHC)

Marshall University

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AD HOC COMMITTEE
Recommendation

SR-90-91-(104)256 (AHC)

That the attached "Full-Time Faculty Activities" form be approved for use in compliance with Policy Bulletin 36. 4.3.1.

RATIONALE: The purpose of this document is in response to the Board of Trustees Policy Bulletin 36. 4.3.1. "The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members."

The Dean's Council developed a document for this purpose, which the Faculty Senate defeated. The Faculty Personnel Committee subsequently developed another document which Layton Cottrill, University General Counsel, determined did not comply with the Board of Trustees mandate. The Faculty Senate, as a result, defeated the Faculty Personnel Committee document and appointed a sub-committee of the Senate to develop an instrument. The attached document is the result and is a form that the subcommittee feels will be beneficial in presenting a complete profile of each faculty member in terms of how one spends his/her time rather than focusing on outside employment only.

It is suggested that the document be filled in late in the Spring semester for the current academic year.

If adopted, the subcommittee recommends that the Senate pass a motion that a similar instrument be developed for all Marshall University constituencies, including the administration, making it applicable university wide. Interim President Alan Gould has expressed such intentions.

FACULTY SENATE PRESIDENT:

APPROVED
BY SENATE: _____ DATE: _____

DISAPPROVED
BY SENATE: Kathryn Chezik DATE: 5/16/91

UNIVERSITY PRESIDENT:

READ: Alan Gould DATE: 5/29/91

SR-90-91-(104)256 (AHC)

COMMENTS:

See attached Faculty Senate Recommendation SR-90-91-(142)294 (FS) which states

that the Faculty Senate submits no recommendation concerning outside employment

inasmuch as no other institution in the State has any such form.

FULL-TIME FACULTY ACTIVITIES

(Name) (Rank) (Academic Year)

(Department) (College/School)

The purpose for full-time faculty supplying the following information is twofold:

1. Comply with Board of Trustees P.B. 36, Section 4.3.1. "The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members."
2. Provide a faculty profile--data base on activities.

PROCESS:

This document is to be filled in late in the Spring Semester for the current academic year.

The departmental chairs will distribute and gather the forms, forward them to the appropriate academic Dean who will verify and forward to the Provost or V. P. for Health Sciences.

The Provost or V. P. for Health Sciences shall maintain and monitor this information and take appropriate action when necessary.

MARSHALL EMPLOYMENT

1. During the past academic year I taught:
Semester 1--_____credit hours Semester 2--_____credit hours
2. During the past academic year I had the following hours of release time:
Semester 1--_____credit hours Semester 2--_____credit hours
3. Number of student contact hours:
Semester 1--_____ Semester 2--_____
4. Number of hours with the help of teaching assistant(s), graduate assistant(s) or student assistants per week.
Semester 1--_____hours Semester 2--_____ hours
5. Number of student credit hours for taking Special Topics, Independent Study and or graduate thesis.
Semester 1--_____credit hours Semester 2--_____credit hours
6. Number of professional meetings, seminars, workshops attended or conducted.
Semester 1--_____ Semester 2--_____
7. Number of professional publications, productions, shows, recitals, etc. Do not include those that were the result of outside employment.
Semester 1--_____ Semester 2--_____
8. Number of nonprofessional publications and presentations.
Semester 1--_____ Semester 2--_____

Questions 9 through 17 refer to the average number of hours per week expended on each during this academic year.

9. Special topics/independ study/ thesis_____

- 10. Student Academic help advising_____
- 11. Course preparation and grading_____
- 12. Department/College/University committee activity_____
- 13. Research, creative, scholarly activities_____
- 14. Professional Organizations_____
- 15. Scheduled office hours_____
- 16. Non paid community Service_____
- 17. Other
(Explain)_____

EXTRA EMPLOYMENT

1. During the last academic year, have you had any extra employment beyond your Marshall University duties?

Yes_____ No_____

2. If you answered "yes" to the foregoing question, was the employment:
On-going or on a continuous basis_____

Irregular or occasional_____

3. The employment was job related:

Yes_____ No_____

4. Do you have outside employment in which you are retained, commissioned or owner/partner:

Yes_____ No_____

If yes, list the companies or organizations:

Questions 5 and 6 refer to the average number of hours per week expended on each during this academic year.

5. Off campus employment and consulting_____

6. Campus and/or office time used for outside employment during regular work_____

My signature indicates that I understand and accept the stipulation that any "outside employment" or college and university activities do not involve any conflict of interest nor shall in any way reduce the performance of my full and efficient services to Marshall University.

Signature of faculty member

Date