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Faculty Senate Meeting Minutes – March 2016

Faculty Senators

University of South Alabama

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UNIVERSITY OF SOUTH ALABAMA
Faculty Senate

March 23, 2016 – Faculty club - 3:00 pm
Approved Minutes

Attending: Brooks, Pohlmann, Kennedy, Morgan, Carr, Culler, Freed, Harrington, Kozelsky, Lindeman, Marshall, Moore, Ni Chadhain, Poston, Reichert, Schulze, Stustman, Bourrie, Campbell, McDonald, Whiston, Broach, Davidson-Shivers, Norrell, West, Clanton, Wilson, Bauer, Bennett-Baldwin, Cioffi, Gillespie, Omar, Ponnambalam, Richter, Gillis, Noland, Woodford, Buckner, Dolan, Huey, Minchew, Riley, Palle, Piazza

Absent: D. Smith, Fisher, Marin, Mata, P. Smith, Gecewicz, Fregeau, Glover, Phan, Yazdani, Audia, Bolton, Chinkers, Falkos, Rachek, Rich, Richards, Tylor, Grant, Vandawaa, Scalici

Call to order 3:05 with quorum

Approval of minutes: February meeting - **motion made; 2d; approved**

Approval of agenda – motion to approve agenda as revised; made 2d; approved

Guest: Nicole Carr – First Gen Initiative

Access is one of our priorities. We have lots of First Generation students on campus. We are not sure of how many, but the best guess is between 40-50% of the student body. We've learned that a lot of our faculty and staff were themselves first generation college students; that is, a student whose parents did not complete college. It is a lot different for students whose parents went to college than for those who did not. The first generation students do not have the same type of advice available to them as students whose parents went to college.

But our students do not know that there are faculty members who are like them. So we are asking for faculty to self-identify as first generation students so that these students could come see these faculty members to ask questions. Nicole's office is looking for a way to identify these faculty members.

So Nicole has come to the Senate to ask if there would be interest. General feedback was yes.

If you are a first generation student or a member of your caucus is a first generation student who is willing to be identified as such for students, contact K. West who will compile a list.

Kevin asked if the same could be done for faculty members who are vets to provide a place for vets to go for assistance; Nicole agreed that would also be a good idea.

Questions raised about promotion – to faculty to be identified and to students who are looking for help. Suggestions included: a directory, something on door/name plate, in freshman experience classes; initiative of the First Gen student club.

President's Report

1. Midterm grades

K. West wants to thank Nicole for working on getting faculty access to mid-term grades through the Student Success Collaborative. Has there been any trouble with mid-term grades this time?

Brief discussion of Student Success Collaborative's new features. Be on the lookout for training opportunities.

2. Branding

Showed new USA Brand page. Brand was unveiled today – “We Are South!” New logo. Southalabama.edu/Brand has lots of new toys – powerplate templates; logos (no box); letterhead; email signature; memo; agenda. The branding effort had a lot of faculty input.

Mike Haskins has been asked repeatedly about billboards. If you drive around Mobile, you see billboards for all of our competitors. His answer: our audience does not look at billboards. Instead they are using targeted on-line ads on Spotify, Pandora, and similar sites. Faculty are not likely to see the targeted ads.

3. Provost Faculty Fellow Program – see attached announcement

Was initiated by President Waldrop. Idea is to bring faculty members into provost office for a year with a course release so the faculty members get an idea of how administration works and for faculty members to see if they want to be administrators. Each “fellow” will have a project. President Waldrop gave example of UCF's fully on-line promotion and tenure process that was led by a faculty fellow. This year they are looking for 2 for Academic Affairs. It may expand to the President's Office. Pres. Waldrop brought this to the Faculty Senate Executive Committee several months ago for input.

4. ExpressScripts

We have been getting continued feedback and are continuing to work with Gerald Gattis. Susan Gordon-Hickey had suggested to ask for a longer grandfathered time for non-covered medications because of the late notice and problems with coverage; we were successfully in advocating for that change. The deadline for grandfathered medications is now June 1 instead of April 1. You should not be denied a prescription until June 1.

Senator asked if everyone had seen the news about Anthem's lawsuit against Express Scripts.

Another Senator brought up that Walgreens and others are threatening to drop Express Scripts because of the way Express Scripts reimburses the pharmacies.

Also concerns raised with not supporting the local pharmacists, many of whom were educated at USA.

Terry Grant is the new Chair of Salary & Benefits and has been pushing the issues related to the Express Script transition. Officers will also raise the questions with Scott Weldon.

5. P&T Review Committee Recommendations

University created an ad hoc committee to look at promotion and tenure. Phil Carr was the Senate representative. Looked at the overall process and places it could be improved. The ad hoc committee

was formed when Tony asked about a university-level P&T review. Julie recommended looking at the whole process.

The ad hoc committee made recommendations at the end of 2015 that went to Dean's Council. Dean's made some changes. Officers just received the recommendations yesterday. K. West will send the proposed P&T document to the Handbook Committee for review, then we will send that document out for April meeting to start discussions on it. Main thing changing is a feedback mechanism at the departmental level – ability to rebut department recommendations.

Questions about feedback/transparency to those denied tenure – feedback so they know what they should have done better. K. West – do not know but the departmental level response mechanism should be where we build in transparency.

P. Carr – committee gave pros/cons on a university-level committee. Those pros/cons went to the Dean's who did not include a university-level committee.

Questions on process. K. West – this would be a change to the faculty handbook so we can propose changes. But if we want major changes, we need to open a discussion with the deans first.

Announcements

1. Honor's College – Doug Marshall

Asked to get feedback on the proposal to change the Honors Program to an Honors College. Much to our surprise, Dr. Johnson proposed making the Honors College with a multi-track honors program. Currently have the Whiddon Honors Scholars that will main in place. Will add several other pieces – put together the Departmental Honor Programs to determine best practices and ways to incorporate transfers and other excelling students; track on Global Leadership; and a Health Professions honors track.

There are a number of reasons for it. A lot has to do with retention. The University wants the really good students who do not get into the Whiddon program to have an option for an honors program though not "the" honors program. In addition the honors students generally graduate in 4 years and there is a desire to spread those practice to get more students out in four years. We will get a dedicated honors advisor, but otherwise there will be few resources committed to the new college.

D. Marshall indicated M. Doran will move from Director to a Dean.

D. Marshall opened for feedback.

Question on job search for a Dean? A: at some point in the future but not right now during transition. K. West said D Johnson said there would be a national search once the College was up and running.

K. West also raised concerns about a College for 2% of our students. D. Johnson said goal is 4-8% who are in an honors track of some sort. D. Johnson also has noted that he is trying to put into place the infrastructure before the University tries to grow the program.

Question raised about doing this now after the last Ex Comm with Admin meeting's discussion of resource limitations and allocations.

Another concern was the lack of faculty to teach small honors sections. D. Marshall acknowledged that the honors program lives off what departments are willing to give us. The focus on tracks, as opposed to expanding Whiddon program, will not require creation of new classes because the department honors program already utilizes existing classes.

2. Elections/Nominations – Kelly Woodford

This is the last meeting for those whose terms expire in 2016. If you don't know your term date, please look at the sign in sheet or the roster on Faculty Senate website. Caucus leaders please see me for election information for your caucus.

If you are interested in servicing as officer or committee chair please send self-nomination to K. Woodford

3. FS banquet – Bill Gillis

April 22 @ 6:00 after the April meeting. Ralph & Kakoos on the Causeway. The Faculty Senate will have the whole downstairs. Open bar limit. Menu: fried fish, jambalya, cole slaw. Looking for non-fish option.

The event is for 2015-2016 Senators as well as 2016-2017 Senators .

4. Veterans Program – Bill Gillis

Based on self-identification, it is likely that every class has at least 1 vet. Sent under separate cover was a training program for faculty on dealing with vets issues. The committee is looking to get funding for the program from Student Affairs. We have a veterans-friendly campus designation and this would strengthen our credentials. Demo is available for those who are interested.

5. Mentoring Picnic – E. Buckner

The Academic Development and Mentoring Committee will host a Family Picnic for Faculty Mentors and New Faculty Mentees on Saturday, April 23rd from 11:00 to 2:00 at the Pavilion on the Intramural Field Area.

Main dish provided, please bring a side dish or dessert to share. Bring recipe to share.

Please encourage those in your departments who are participating in the program to attend.

If you are interested in becoming a mentor for 2016-2017, please let E. Buckner know.

6. Faculty Senate Survey – L. Moore

The Evaluation Committee has circulated questions for feedback from the committee members and Executive Committee members. The revised list of questions will now go to Sam Fisher for formatting into the Faculty Survey format. The Survey should go out no later than April 1, with invitations to the Caucus leaders to encourage faculty in their unit to respond.

The committee will be tracking trends.

7. Search Updates

VP Medical Affairs – interview last month; Faculty Senate participated; 3 candidates were interviewed.

VP Allied Health – have a dean selected. Comes from a school that has dean tenure limits and he could no longer be dean.

Executive Director ILC – meeting scheduled for Friday to review applications

Dean of the Graduate School – Keith Harrison is retiring. Committee is being put together. Search will start at beginning of summer. Hope for interviews at beginning of fall semester. Q: will it continue to be part-time position. A: Dean of Graduate & Assoc. VP for Academic Affairs (high impact practices); so it will be a part-time dean with additional administrative functions to make it a full-time position.

Old Business

Revised Grievance Policy – update – waiting for response from administration

Civil Campus Policy – see attached document

Mara talked about the Civil Campus Policy at the last meeting. The policy was requested by Dr. Maes, the University's Ombudsperson. Waited for the grievance policy to go to approval before putting forth a Civil Campus Policy. With the revised grievance policy, a violation of the civil campus policy would become grievable.

A Faculty Senate committee in the future could take a stronger approach, but this would be a good first step when coupled with grievance policy.

Motion to endorse recommendation made; 2d; approved

New Business

Summer Teaching Policy Revisions

Current handbook says you cannot teach more than 2 years in a row. Given that many of us teach every summer, the policy does not make sense. Administration has asked us to correct the policy and asked for revision to allow proration of pay (instead of canceling the class). Also, after discussions with administration, we are proposing a change to the summer pay time lines: pay for Maymester on June 1; first term paid, July 1; second term, paid on August 1; full summer, paid ½ July 1 and ½ on August 1.

Adjourned – 4:15

Caucus Reports

Mitchell College of Business – T. Noland

Jonathan L. Hursh a social entrepreneur and USA alum spoke to Mitchell College of Business Students on Tuesday March 8th. Mr. Hursh was recognized as the Schwab Foundation Social Entrepreneur of the Year at the World Economic Forum in Davos.

The Mitchell College of Business DBA program had its first dissertation defense on Friday March 11th. Alan Whaley defended his dissertation, "Executive Perspectives on Leadership Development of their Middle Managers".

The first three dissertation defenses in the new DBA program - Scott Cohen, Alan Whaley, and Jaco Keyser – were recently completed. All three successfully defended.

Arts & Sciences – S. Ni Chadhain

Members of the A&S caucus met with Dr. Wierzbicki on March 3rd. The majority of the discussion was focused on financial matters with the dean taking some time to explain how the university budget works and that the College is still operating under significant funding constraints and that it's unlikely that we'll see increased travel funds, library allocations etc. in the near future. A brief summary of the topics discussed is presented below.

Payment for summer thesis and directed studies hours: The caucus requested that a policy be implemented similar to that in the college of engineering where the faculty earn the amount of tuition that is returned to the college. The dean was receptive to this proposal but expressed concern that faculty may be incentivized to shift thesis and directed studies hours to the summer rather than offer them during fall and spring which would be to the detriment of students. One solution to this (not brought up at the meeting) would be to pay faculty year round for thesis/directed studies hours. The caucus will follow up on this issue to see if payment for summer thesis & directed studies hours can be implemented for Summer 2017.

Revisions to summer pay policy: The senate president and vice president have been working on revisions to the summer teaching policy, specifically pushing for more summer tuition to return to the colleges and to clarify the current policy of prorating summer pay for low enrollment classes (a "policy" which does not follow current faculty handbook policy). While senate is pushing for a more "holistic" approach, for example looking at all the classes a faculty member teaches in the summer to judge whether to pay the full rate per class, it appears that the dean is still committed to looking at individual classes so that if you taught a money maker and a money loser but were a net money maker only the money making course would be approved at full pay.

Summer teaching by faculty who plan on attending a conference during the summer: A faculty member reported that the VPAA was denying approval of summer teaching to faculty who planned to go to a conference during the summer, even though the faculty had colleagues willing to teach their classes while they were away. Dean Wierzbicki was emphatic that this was not the policy – faculty should be approved for summer teaching even if they plan to attend a conference (although going away for two weeks of a four week course wouldn't be advisable!). Feel free to contact the dean or the A&S caucus leader (Sinéad Ní Chadhain, snichadhain@southalabama.edu) if you have been denied summer teaching because you are planning to attend a conference.

Department Chair Model: The caucus inquired about the possibility of moving to a rotating chair model. The dean seemed unreceptive, talking about how long it takes the chair to learn the job, the fact that there generally aren't many candidates for the job and how the positions are hard to fill. We followed up with a suggestion for more formalized, rigorous, and transparent evaluation of chairs, something similar to the new dean evaluation model. The dean pointed out that there is a current evaluation system in place. The caucus expressed our feeling that the current system is inadequate.

Communication/Transparency: A senator brought up the idea of having a caucus member attend chairs meetings as there is a sense that communication between the dean's office and the faculty is lacking. The dean expressed the opinion that the chairs are supposed to disseminate information to the faculty. An alternative to having a caucus member at the chairs meetings would be to publish the minutes from the meeting where they would be available to the faculty. This was brought up at the end of the meeting and not discussed at great length.

Faculty Senate Committee Reports

Evaluation – L. Moore

The Evaluation Committee has circulated questions for feedback from the committee members and Executive Committee members. The revised list of questions will now go to Sam Fisher for formatting into the Faculty Survey format. The Survey should go out no later than April 1, with invitations to the Caucus leaders to encourage faculty in their unit to respond.

Civil Campus Policy

The University of South Alabama Community is dedicated to creating an environment where each individual is valued and can succeed. Our institutional ethic compels us to foster the best possible environment for doing our work as educators, learners, and supporters of the educational process. When our members are prevented from doing their best, the entire community is diminished.

Our commitment to be a diverse and inclusive campus relies on all community members to do their part. While no set of rules or policies can wholly govern human conduct, civility requires respect and a thoughtful and careful balancing of different points of view.

Values

A respectful campus exhibits and promotes the following values:

- Displaying personal integrity and professionalism
- Practicing fairness and understanding
- Exhibiting respect for individual rights and differences
- Demonstrating harmony in the working and educational environment
- Respecting diversity and difference
- Being accountable for one's actions
- Emphasizing communication and collaborative resolution of problems and conflicts
- Developing and maintaining confidentiality and trust
- Achieving accountability at all levels

Cornerstones of a Civil and Respectful Campus

The commitment to a civil and respectful campus calls for promotion of an environment where the following are upheld:

- All individuals have important contributions to make toward the overall success of the university's mission.
- University of South Alabama's mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect.
- Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the university's hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or university policy.

PROVOST FACULTY FELLOWS PROGRAM
2016-17

The Provost Faculty Fellow Program provides faculty members the opportunity to:

- Learn more about the overall work of the University across units
- Develop leadership and administrative skills
- Be mentored by a member of USA administration

Each fellow will:

- Work in the office of the Provost, usually for one academic year, half-time assigned time; the remainder of the fellow's time will be assigned to his or her home department. The University will cover the costs for part-time faculty replacements in the fellow's home department.
- Attend selected meetings within the office of the President or Provost and have the opportunity to shadow administrators
- Undertake projects under the supervision of senior administration

All full-time faculty members and full-time faculty librarians are eligible to apply for a Provost Faculty Fellowship. Faculty members should have achieved the rank of associate professor or professor. Faculty librarians should have achieved the rank of associate or university librarian.

Applications will be evaluated based upon:

- Interest in university-wide affairs
- Past and current academic record at USA or other institutions
- Goals for the fellowship year, including areas of interest within the Office of the Provost
- Excellence in communication skills
- Personal interview

Applications should be sent or delivered to the Office of Academic Affairs (AD 300) by 5:00 pm on Monday, April 18, 2016, and should include the following:

- Letter of application from each candidate that describes the basis of his or her interest in a fellowship and goals for the fellowship period and beyond
- Current vita
- Letters of sponsorship from the candidate's chair and dean

We anticipate that one or two fellows will be selected for 2016-17.

DRAFT

PROPOSAL FOR CREATION OF HONORS COLLEGE AT USA

Currently, USA offers one Honors program (Whiddon Scholars) as well as departmental Honors through selected majors. We propose establishing an Honors College at USA to include these two programs, and creating additional Honors tracks for academically strong students applying or transferring to USA. Students completing any of these tracks will be recognized as Honors graduates at commencement and on their transcripts. Examples of students to be invited into selected Honors programs include:

- All students with a minimum ACT score of 28 or higher and high school GPAs of 3.5 or higher. All incoming freshmen who meet these criteria will be admitted into the Honors College and will be eligible to apply for specific honors tracks.
- First time freshman students who were admitted to USA with lower high school GPA and ACT if they maintain a GPA of 3.5 or higher after completing 30 credit hours at USA.
- Students transferring to USA from an Honors program at another institution will be allowed to apply to join the Honors track of their choice.

We expect that the creation of new Honors tracks will help recruit and retain academically gifted students. In addition, being part of an Honors track may help students remain focused during their undergraduate career at USA, allowing them to graduate on time.

An Honors College will be created to provide administrative support to all these Honors tracks. Most honors tracks will require minimum of 12 credit hours of honors courses, some of which will be created as needed through H-contract versions of upper division courses. To graduate with University Honors, students will need to complete the requirements of one of the Honors Tracks, and earn a 3.25 cumulative GPA at USA.

EXAMPLES OF NEW HONORS TRACKS

The following are examples of the proposed tracks for Honors:

- Whiddon Honors Program (Currently described in the USA Bulletin as University of South Alabama Honors Program):

This program will remain as currently structured. Students are typically admitted into this program as entering freshmen, although current USA students and transfers may be admitted, on a space available basis, after enrolling at USA if they have not yet completed 48 credit hours and have obtained a 3.5 or higher college GPA.

- Global Leadership

Students participating in this track will focus on international issues, and their curriculum will include: 3 hour, pre-study abroad, honors course about the country, world region, or study theme chosen for study abroad; 6 or more hours of study abroad courses; additional course requirements (about 9 hours) needed to complete a “global certificate;” and completion of a capstone reflective essay on a specific topic of international relevance (3 hours). Ideally, the reflective essay will be related to the study abroad experience.

DRAFT PAGE 2

- Pre-Health Honors (including students participating in the Early Acceptance Program in the COM, Early acceptance program for DPT, Early acceptance program for Nursing, and other pre-health students).

Students participating in this track will take a FYE tailored to Health disciplines (2-3 hours), participate in at least 3 shadowing experiences in clinical settings (6 hours), participate in an interdisciplinary course on Ethics in the Health Professions (3 hours, to be developed), and write a capstone self-reflective essay on a specific topic of clinical relevance. A research experience (3-6 hours) could be included in the program.

- Departmental Honors

This track is already in place. Students in departmental honors must complete an Honors Senior Project (typically a research project) and must fulfill any other specific honors requirements set by the major department.

- Interdisciplinary Creative Arts

This track will be open to students interested in some combination of the following disciplines: Drama, Music, Visual Arts, and Creative Writing

These students may choose to take honors courses in two or more of these disciplines, the arts overseas through “study abroad” (6 credits), develop a portfolio in their disciplines, and write a self-reflective paper analyzing the connections between two or more artistic disciplines.

- Engineering-Computer Sciences and Technology

In addition to H-contract courses (6 hours), these students will be required to participate in a co-op or internship experience (6-9 hours) in a local company and will also write a self-reflective paper on the experience. Some of the local companies providing internship experiences will be approached to see if they are interested in funding these honors programs. We propose to name specific Honors tracks after the companies funding this endeavor.

Other possible tracks may include:

- Pre-Law Honors
- Mitchell Scholars (MCOB)
- Leadership

New tracks should include a capstone experience focused on an academic discipline and also incorporate courses designed to meet learning outcomes beyond the expectations of the standard curriculum.

INITIAL COSTS

- Creation of the position of Dean of the Honors College (at least initially, we imagine that this position will be combined with that of Director of the Whiddon Honors Program)
- Hiring a First year advisor for Honors College

DRAFT PAGE 3

- Recruiting a faculty member in International Studies (probably Latin American Studies) who will also direct Global Leadership Honors Track
- Subsequent years: Recruit additional faculty members as needed to support the demands from students in the Honors College

| Current | Proposed |
|---|---|
| <p>3.9 Summer School Teaching Assignments</p> <p>It is University policy that no academic year (9-month) faculty is guaranteed summer school teaching. The following is designed to serve as a guideline for the selection of summer school faculty.</p> <p>No faculty member will receive a summer school assignment for more than two consecutive summers, unless it is in the best interest of the University to do so. For example, circumstances may necessitate that a person teach more than two consecutive summer school sessions, or a person may possess a particular expertise and be the only faculty member available for teaching. However, in all instances, summer school assignments will be made in the best interest of the University. Therefore, the dean of each college or school, along with the respective department chair, will make the determination about summer school assignments. Moreover, each department, within the policy framework, will develop and refine a policy for the selection of faculty for the summer sessions. Such policy must be approved by the dean of the college or school.</p> | <p>3.9 Summer School Teaching Assignments</p> <p>It is University policy that no academic year (9-month) faculty is guaranteed summer school teaching. The following is designed to serve as a guideline for the selection of summer school faculty.</p> <p>The dean of each college or school, along with the respective department chair, will make the determination about summer school assignments. Moreover, each department, within the policy framework, will develop and refine a policy for the selection of faculty for the summer sessions. Such policy must be approved by the dean of the college or school.</p> |

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| <p>5.1.6 Summer Pay Schedule and Compensation Rate</p> <p>Summer pay will be issued in three installments on the first normal working day in July, August and September.</p> <p>Compensation for instruction in a semester summer school format will be at a rate of 3.125% of the nine-month base salary per semester credit hour taught.</p> <p>Faculty working on externally funded sponsored activities during Summer Semester may earn up to a maximum of one-third of their nine-month base salary for working three (3) calendar months.</p> | <p>5.1.6 Summer Pay Schedule and Compensation Rate</p> <p>Full term summer pay will be issued in two installments on the first normal working day in July and August. Summer pay for first term courses will be issued in one installment on the first normal working day of July. Summer pay for second term courses will be issued in one installment on the first normal working day in August. Summer pay for Maymester courses will be issued in one installment on the first normal working day in June.</p> <p>Compensation for instruction in a semester summer school format will be at a rate of 3.125% of the nine-month base salary per semester credit hour taught.</p> <p>At the discretion of the Dean, and subject to acceptance by the faculty member, courses for which there is insufficient enrollment to justify full faculty pay as specified above may be offered at a percentage of full pay proportionate to course enrollment.</p> <p>Faculty teaching required undergraduate or graduate courses that are only offered once a year as part of a fixed program are generally</p> |

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| | <p>expected to be compensated at the full rate regardless of the enrollment.</p> <p>For faculty teaching more than one course, the combined enrollment of the courses will be considered when determining total faculty compensation. It is the discretion of The Dean to decide whether offering the under-enrolled course(s) is in the best interest of the students and College even if the combined enrollment is revenue positive or neutral.</p> <p>Faculty compensation for directed studies courses and thesis hours is at the discretion of the Dean. A written summer directed studies/thesis hours compensation policy for the college will be distributed to college faculty members.</p> <p>Faculty working on externally funded sponsored activities during Summer Semester may earn up to a maximum of one-third of their nine-month base salary for working three (3) calendar months.</p> |
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