

**Arkansas Tech University—Ozark Campus**  
**Faculty Senate Meeting Agenda**  
**February 1<sup>st</sup>, 2017 3:30 p.m.**  
**HS&W Conference Room**

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**I. Call to Order**

Jessica Pipkins

**II. Review and Approve January 2017 Meeting Minutes**

**III. New Business**

Faculty Senate Vacancy: Allied Health  
Election of Secretary

Faculty Excellence Award

- Notifications to nominees – Academic Affairs
- Ad-hoc Committee

Academic Affairs-Mr. Murders

- Student Evaluations committee
- Establishing a link between Ozark and Russellville
- Reviewing the Faculty Handbook

Mr. Sikes Meeting

**Calendar:**

**March-** Nominations for new Faculty Senate members

**April-** Elect new Faculty Senate member(s)

**May-?**

**IV. Other Business**

**V. Open Forum**

**VI. Next Meeting**

March 1<sup>st</sup>, 2017

**VII. Adjournment**

## **Section 5: Vacancies in the Senate Paragraph**

A: Any elective or appointed membership in the Senate shall be considered vacant when its incumbent ceases to be eligible for membership according to Article III, Section 3, of this Constitution. Such vacancies shall be filled temporarily for the period of the leave of absence by Ozark Campus election or Chancellor or Chief Academic Officer appointment, respective to the vacancy, within thirty days from the time of the beginning of their existence.

## **Arkansas Tech University Ozark Campus**

### **Faculty Excellence Award**

No later than the first week in February, the Office of Academic Affairs will then send letters to nominees asking if they wish to be considered. If so, the nominee for teaching or service excellence will submit by March 31 a letter outlining the reasons why an applicant should be considered for either of these awards. The letter should include a list of ways the applicant feels they have met the criteria set forth above. The applicant may also choose to include a portfolio, resume, teaching evaluations for the nomination year, and a statement of their teaching philosophy or service philosophy.

An ad-hoc award committee will be formed in February to avoid conflicts of interest. The award committee should be selected by the Faculty Senate to contain a minimum of five members. When possible, and when there is no conflict of interest, the committee should consist of the Faculty Senate Chair, three other members selected by the Faculty Senate, and one previous Faculty Excellence Award winners. In addition to this, no committee member will have a direct supervisor on the committee at the same time.

The nomination committee will make a recommendation of recipients to the Faculty Senate, who will then recommend these recipients to the Chief Academic Officer. The Chief Academic Officer will then recommend the recipients of the award to the Chancellor of the Ozark campus. This should be completed no later than April 15. The Chancellor will notify the CAO and Faculty Senate of its approval of the recommendations. The CAO will then notify the recipients. The Office of Academic Affairs shall be responsible for ordering the plaque and the check for the recipients.

## **Section 1: Time of Elections and Appointments**

During the spring term of each year elections shall be held and appointments shall be made to fill the vacancies on the Faculty Senate which shall come into existence on the following July 1.

## **Section 2: Manner of Election of Officers**

At the first fall meeting in 2009, the chairperson, chairperson-elect, and secretary will be elected. At the first fall meeting in subsequent years only a chairperson-elect and a secretary will be elected, the chairperson position being automatically filled by the chairperson-elect. The chairperson-elect will additionally serve as vice-chairperson.