University Senate
Agenda

Date: January 23, 2019
To: The Academic Community
From: University Senate Executive Committee
Subject: February 4, 2019 – 5th meeting of the University Senate (LA 4310)

- Call to Order
- Roll Call
- Approval of the Agenda
- Approval of Minutes for December 3, 2018 University Senate meeting
- Reports of Ex-Officio Senators
- Reports of Senate Officers

NEW BUSINESS

1. **Motion 18/19-19:** To recommend that the Towson University administration follow TU’s policy 07-09.10 Salary Increases/Adjustments and Bonuses for Regular Employees V.3. This policy states that, “When two or more pay transactions are to occur simultaneously, the order of calculation shall be: first, salary structure adjustment, if involved; second, salary range adjustment, if involved; and third, any other transaction such as promotion, reclass, etc. for the exempt level salary adjustments effective on January 1, 2019 for Salary structure and COLA.” The University Senate recommends that staff salaries be rectified according to this policy, with adjustment to correct backpay by March 31, 2019.

2. **Information Item:** TUSC Motion 18/19-1, passed November 14th: Revise the University Records Retention document to state that Human Resources is the official office of record for employee position files, (to include position descriptions). Position descriptions should be retained for 3 years after the appointment is terminated, then destroy.

3. **Information Item:** TUSC Motion 18/19-2, passed November 14th: Human Resources will obtain job descriptions for all TU Staff employees. Human Resources will begin collecting job descriptions from all supervisors beginning January 15, 2019 through the last day that all signed 2019 evaluations are due to be submitted to Human Resources by the Vice Presidents.

4. **Information Item:** TUSC Motion 18/19-3, passed November 14th: Human Resources will create protocol, with input from TUSC by August 2019, for staff positions to be updated annually, in conjunction with the annual performance review period. The protocol will be implemented January 1, 2020.

5. **Information Item:** TUSC Motion 18/19-4, passed November 14th: Human Resources will make it a priority to begin exploring content management systems that will aid in making motions 1 - 3 more efficient; with OTS’ project management division and with input from TUSC.

6. **Information Item:** TUSC Motion 18/19-5, passed November 14th: Human Resources will work with the appropriate parties of TU (e.g. OTS Training, SPAR, OAI) to create an in-person and/or an online training module for supervisors/managers on how to write detailed job descriptions, update job descriptions, and conduct performance reviews.

7. **Information Item:** TUSC Motion 18/19-6, passed November 14th: Human Resources will develop an appeals process to aid in conflict resolution between employee and management in regards to when an issue reaches a stale mate.
8. **Motion 18/19-20:** To accept the Professor/Faculty Emeritus List. *(Attachment, University Senate Executive Committee)*

9. **Motion 18/19-21:** To approve the final draft of Appendix 2 of the ART Document. *(Attachment, University Senate Executive Committee)*

10. **Motion 18/19-22:** To approve the following addition, proposed by the College of Liberal Arts Council and approved by a strong majority vote of the CLA faculty, to section IV.A. of the CLA Constitution:

    
    *CLA Constitution: Section IV. Committees A. “The CLA Council shall establish a Committee on Promotion and Tenure, a Committee on Curriculum, a Committee on Technology, a Committee on Diversity and Inclusion, and a Committee on Elections. Such Committees shall be in accordance with policies and procedures established by the Faculty Senate and other University policies pertaining thereto as appropriate to the particular committee.”*

11. **Information Item:** Vice President Lowenthal brief presentation regarding the new Budget Committee structure.

12. **Motion 18/19-23:** To accept Faculty Hearing Committee Annual Report. *(Attachment, University Senate Executive Committee)*

13. **Motion 18/19-24:** To accept the Admissions Committee Annual Report. *(Attachment, University Senate Executive Committee)*

14. **Information Item:** New Latin Honors’ policy. *(Academic Standards Committee)*