



Board of Trustees
Academic Affairs Committee

2:00 p.m. – 3:45 p.m.
April 24, 2023

Via Zoom

In accordance with Governor Baker’s Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the meeting for public viewing will also take place at the following link: <https://www.westfield.ma.edu/live>

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| 1. Call to Order | Trustee Williams |
| 2. Approval of Minutes
a. February 1, 2023 | Trustee Williams |
| 3. Items for Discussion and Action
a. Tenure and Promotion Review | Dr. Juline Mills |
| b. Review Contractual Language and Procedures | Dr. Brian Jennings
Ms. Susan Davignon |
| c. Tenure and Promotion Candidates 2023
i. Motion – Promotion
ii. Motion – Tenure | Dr. Juline Mills |
| d. Review of Committee Charter | Trustee Williams |

Attachment(s)

- a. Minutes, February 1, 2023
- b. Contractual Language and Procedures document
- c. Power Point presentation for Tenure and Promotion
- d. Promotion documents
- e. Tenure documents
- f. Motion: Promotion
- g. Motion: Tenure
- h. Committee Charter 2018
- i. Charter Template



BOARD OF TRUSTEES

Academic Affairs Committee

February 1, 2023

Minutes

Loughman Living Room, Scanlon Hall

A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PRESENT: Committee Chair Dr. Gloria Williams, Vice Chair Chloe Sanfacon, and Secretary William Reichelt

MEMBERS PARTICIPATING REMOTELY: Trustee George Gilmer

MEMBERS EXCUSED: Trustee Madeline Landrau

TRUSTEE GUESTS PRESENT: Trustee Dr. Robert Martin

TRUSTEE GUESTS PARTICIPATING REMOTELY: Trustee Ali Salehi

Also present and participating were Westfield State University President Dr. Linda Thompson; Provost Dr. Juline Mills; and Dean of the School of Health, Natural Sciences, and Human Services Dr. Ziblim Abukari, Dean of the School of Criminology, Psychology, Social Justice, and Public Policy Dr. Gabe Aquino, Dean of the School of Business, Mathematics, Computing, and Sustainability Dr. Rebecca Morris, and Dean of the School of Education, Art, Communication, and Humanities Dr. Sabine Klein.

The meeting was called to order at 1:36 PM by Committee Chair Williams who announced the meeting was being livestreamed.

MOTION made by Trustee Williams, seconded by Trustee Sanfacon, to approve the minutes of the December 19, 2022 meeting.

ROLL CALL VOTE passed motion unanimously with Trustees voting in the affirmative: Gilmer, Sanfacon, and Williams.

[Trustee Reichelt joined the meeting at 1:39 PM]

Current Registered Student Enrollment Report. Provost Mills presented an update on current student enrollment, showing 4,345 students as of January 26. There is an effective warning system in place for at-risk students and the Center for Student Success and Engagement has 15 support staff. Retention has increased 2%, which is the highest among sister schools.

Campus Academic Master Plans (CAMP) Recap. Provost Mills provided a recap of the purpose of the Campus Academic Master Plans (CAMP), which guides the work of Academic Affairs in prioritizing what

needs to be done and in allocating resources. CAMP will then align with the Campus Master Plan in determining growth capacity in spaces. The mission and vision of Academic Affairs was shared.

Campus Academic Master Plans (CAMP) were presented for each of the four academic schools, showing how they are incorporating Innovation, Diversity, Engagement, and Advancement to support the Student experience (IDEAS).

School of Health, Natural Sciences, and Human Services. Dr. Ziblim Abukari presented the school's mission, vision, values, and current and projected enrollment. Areas of focus to optimize the student experience, build a school culture, and grow enrollment were shared.

School of Criminology, Psychology, Social Justice, and Public Policy. Dr. Gabe Aquino presented the school's mission, vision, values, and current and projected enrollment. Areas of focus to optimize the student experience, expand school resources, achieve dedicated justice school facilities, enrich culture, and grow enrollment were shared. [Trustee Salehi left the meeting at 2:50 PM]

School of Education, Art, Communication, and Humanities. Dr. Sabine Klein presented the school's mission, vision, values, and current and projected enrollment. Areas of focus to optimize the student experience, grow school resources, enrich culture, and grow enrollment were shared.

School of Business, Mathematics, Computing, and Sustainability. Dr. Rebecca Morris presented the school's mission, vision, values, and current and projected enrollment. Areas of focus to optimize the student experience, invest in resources that enhance student learning, generate new resources, and grow enrollment were shared.

Discussion of the presentations included:

- Create prioritization for the improvement projects, identifying which have committed funds, what they are connected to, and a sense of when they will happen. Some improvements are being funded by grants or innovation funds.
- Involve Finance and Facilities personnel in the preliminary stages of space planning.
- What strategies are being used to get to the percentage increases to hit the goal of 6,000 learners?
- The IDEAS described are crossing over multiple schools such as criminal justice forensics and chemistry.
- To grow the number of non-traditional learners, the schools are working with Enrollment Management and changing the way of learning to be flexible, online, or hybrid.
- Add focus on external partnerships in developing programs to help with advancement. Dr. Aquino stated there are invisible partnerships through faculty communicating with alumni in the workplace.
- What are the commonalities that the four schools can use to strategize, for example flexible curriculum strategies and opportunities for transfer?
- Are there current programs more deserving of resources than others? Resources may need to be reallocated based on conversations with the provost, deans, and department chairs, connecting disciplines and incorporating existing programs.
- These are three-to-four-year plans, meant to focus on a few things at a time, but they impact all future planning. They are designed to help the schools use existing resources better and connect across departments. [Trustee Reichelt left the meeting at 3:50 PM]
- DCAMM runs major capital funding programs every other year and there is an opportunity to submit a request this year. The Facilities Master Plan will build off work done at this meeting. Visions created today should be discussed and debated in a cohesive strategy based on priorities

for a ten-year Facilities blueprint. Administration and Finance has a financial pro forma template which can run these ideas to forecast revenues.

There being no further business, **MOTION** made by Trustee Sanfacon, seconded by Trustee Gilmer, to adjourn.

ROLL CALL VOTE passed motion unanimously with Trustees voting in the affirmative: Gilmer, Reichelt, Sanfacon, and Williams.

Meeting adjourned at 3:55 PM.

Attachments presented at this meeting:

- a. Draft Minutes 12-19-2022
- b. Registered student enrollment report
- c. Campus Academic Master Plans (CAMP) Recap presentation
- d. School of Health, Natural Sciences, and Human Services presentation
- e. School of Criminology, Psychology, Social Justice, and Public Policy presentation
- f. School of Business, Mathematics, Computing, and Sustainability presentation
- g. School of Education, Art, Communication, and Humanities presentation

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees Academic Affairs Committee meeting held on February 1, 2023.

William Reichelt, Secretary

Date

Tenure*

Purpose: “The principal purpose of tenure is to safeguard academic freedom, which is necessary for all who teach and conduct research in higher education. When faculty members can lose their positions because of their speech or publications or research findings, they cannot properly fulfill their core responsibilities to advance and transmit knowledge” (<https://www.aaup.org/issues/tenure>).

“The serious decision of granting tenure demands that the President, before making recommendations to the Board, have substantial evidence, determined through professional evaluation, that the candidate will be a constructive and significant contributor to the continuous development of high-quality education in the institution. It is the responsibility of the candidate for tenure to produce such substantial evidence based on his/her prior academic and professional work” (Article IX).

Eligibility: Serve as a full-time tenure-track faculty member for a period of six consecutive years. Generally, faculty are evaluated for tenure during the sixth year.

Process of Evaluation: Candidates for tenure will have been evaluated each year prior to the sixth-year evaluation for tenure. The tenure evaluation period encompasses the entire period of the candidate’s employment as a tenure track faculty member at Westfield State. Candidate submits materials which are reviewed by several individuals and committees on the campus including: academic department chair, (department based) peer evaluation committee, college dean, (university-wide) committee on tenure, vice president for academic affairs, president, and board of trustees. It is worth noting that the candidate meets with the Committee on Tenure to discuss his/her case and answer questions. This process takes nearly the course of the entire academic year beginning in late September and ending in April.

Criteria for Evaluation: Teaching effectiveness (in addition to submitting written materials for review such as a teaching philosophy, copies of syllabi, etc., candidates submit the results of course evaluations completed by students as well as in-person observations conducted by the department chair and the peer evaluation committee), academic advising, continuing scholarship (including presentation and publication of professional work) and other activities which contribute to the growth and development of the university community (including service on committees at various levels) (Article VIII, A, 1).

Outcomes: A positive decision by the various evaluating bodies and the institution affords the tenured faculty member with assurance of academic freedom and employment for the remaining period of their professional career except in the case of a finding of just cause (Article IX, E, 1). A negative decision on tenure by dept. chair, committee on tenure, the dean or the vice president renders the candidate ineligible for tenure (Article VIII, J, 3). A negative decision by the institution results in the issuance of a terminal contract. The bargaining agreement stipulates the attendant salary increase.

*Detailed information regarding the process for tenure and promotion can be found in Articles VIII and IX of the MSCA bargaining agreement. The most recent versions of the agreement provide for a coupling of tenure with automatic promotion.

Promotion*

Purpose: Promotion rewards meritorious achievement by the faculty and each level of promotion indicates a higher order of quality. Generally, tenure-track faculty are hired at the level of Assistant Professor. The two subsequent levels of promotion are Associate Professor and Full Professor.

Eligibility: The MSCA bargaining agreement sets eligibility requirements for promotion. Faculty seeking promotion from Assistant to Associate Professor are expected to hold a terminal degree in their discipline, have no less than six years of full-time teaching experience and no less than three years at the level of Assistant Professor. Promotion to Full Professor requires the terminal degree, no less than eight years of full-time teaching experience, and no less than four years at the rank of Associate Professor (Article XX, B, 1).

Process of Evaluation: The process for evaluation for promotion consists of a thorough review of the candidate's work since their last review for promotion or initial hiring date. Candidate submits materials which are reviewed by several individuals and committees on the campus including: academic department chair, (department based) peer evaluation committee, college dean, (university-wide) committee on promotion, vice president for academic affairs, president, and board of trustees.

Criteria: The evaluation of a candidate for promotion is based upon the contractual categories of evaluation (i.e., teaching effectiveness, academic advising, continuing scholarship and contributions to the growth and development of the university community). The agreement notes that "Whenever any unit member is being evaluated as a candidate for promotion, such criteria shall be applied together with the requirements applicable to promotion to the rank for which such person is a candidate, it being the understanding of the parties that *for promotion to each higher rank, a higher order of quality may properly be demanded*" [emphasis added(Article VII, A, 4)].

Outcomes: Faculty supported for promotion are provided with the salary increase denoted in the bargaining agreement. Faculty who are not supported for promotion are able to submit a new request in the following academic year.

*Detailed information regarding the process for promotion can be found in Articles VIII and XX of the MSCA bargaining agreement.



Westfield State University Tenure & Promotion Candidates

APRIL 2023

Promotion to Professor

Dr. Imo Imeh

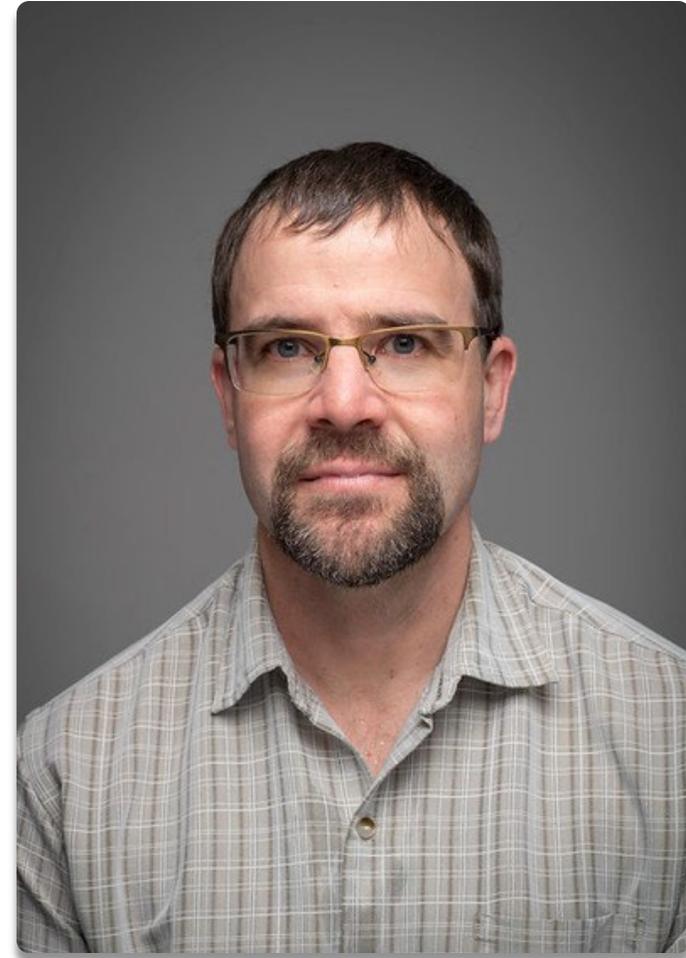
Art



Promotion to Professor

Dr. Timothy LeDoux

Geography, Planning
and Sustainability



Promotion to Senior Librarian

Ms. Corinne Ebbs

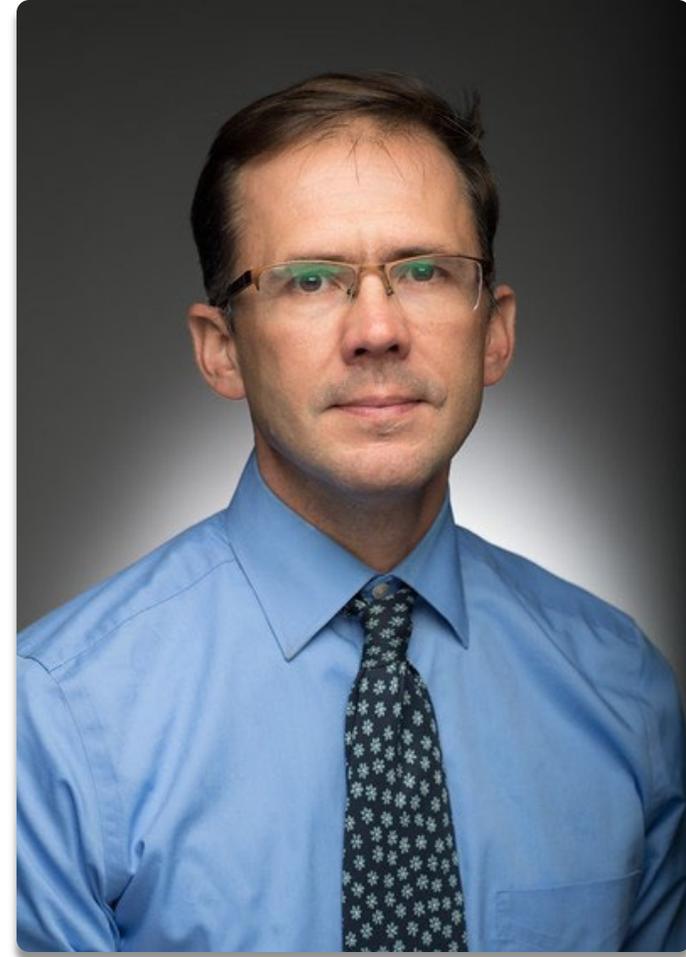
Library



Promotion to Associate Professor

Dr. Arne Christensen

Biology



Promotion to Associate Professor

Dr. Lauren DiCarlo

Environmental Science



Promotion to Associate Professor

Mr. Anthony Furnelli

Marketing and Management



Promotion to Associate Professor

Dr. Susan
McDiarmid

Health Sciences



Promotion to Associate Professor

Dr. Princy Mennella

Psychology



Promotion to Associate Professor

Dr. Beverly St. Pierre

Health Sciences



Candidate for Tenure

Dr. Joan Kuhnly

Nursing



Candidate for Tenure with Automatic Promotion

Dr. Jessica
Grabowski

Health Sciences



Candidate for Tenure with Automatic Promotion

Dr. Alina Gross

Geography, Planning
and Sustainability



Candidate for Tenure with Automatic Promotion

Dr. Tracy
McLeod

Education



Candidate for Tenure with Automatic Promotion

Ms. Amber Monroe

Library



ACADEMIC AFFAIRS

March 17, 2023

Dr. Linda Thompson
President

Dear President Thompson:

For your approval, below are my recommendations for promotion effective September 1, 2023:

To Professor:

Dr. Imo Imeh	Art
Dr. Timothy LeDoux	Geography, Planning and Sustainability

To Senior Librarian:

Ms. Corrine Ebbs	Library
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To Associate Professor:

Dr. Arne Christensen	Biology
Dr. Lauren DiCarlo	Environmental Science
Mr. Anthony Furnelli	Marketing and Management
Dr. Susan McDiarmid	Health Sciences
Dr. Princy Mennella	Psychology
Dr. Beverly St. Pierre	Health Sciences

I certify that all procedures as prescribed in *The Agreement* have been complied with in accordance with Article VIII, Section G.

Sincerely,



Juline E. Mills
Provost and Vice President, Academic Affairs

Approved:



Dr. Linda Thompson, President

3/21/2023

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: IMO IMEH

RANK/DEPARTMENT: ASSOCIATE PROFESSOR/ART

CURRENT SALARY: \$ 89,152.59

DATE OF HIRE: SEPTEMBER 1, 2010

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.A.	Columbia University	2002
M.A.	Yale University	2004
M.Phil.	Yale University	2006
Ph.D.	Yale University	2009

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Imeh and all evaluation materials considered by or provided by his chair, the Committee on Promotions and Dean Sabine Klein. I concur with their conclusions that Dr. Imeh has met the criteria established by the Agreement.

I recommend Dr. Imeh be promoted to the rank of Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: TIMOTHY LEDOUX

RANK/DEPARTMENT: ASSOCIATE PROFESSOR/GEOGRAPHY, PLANNING
& SUSTAINABILITY

CURRENT SALARY: \$ 77,460.06

DATE OF HIRE: SEPTEMBER 1, 2013

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.A.	Clark University	1998
M.A.	Clark University	2000
Ph.D.	Michigan State University	2013

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. LeDoux and all evaluation materials considered by or provided by his chair, the Committee on Promotions and Dean Rebecca Morris. I concur with their conclusions that Dr. LeDoux has met the criteria established by the Agreement.

I recommend Dr. LeDoux be promoted to the rank of Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO SENIOR LIBRARIAN/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: CORINNE EBBS

RANK/DEPARTMENT: LIBRARIAN/LIBRARY

CURRENT SALARY: \$ 117,089.79

DATE OF HIRE: SEPTEMBER 1, 1997

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

A.B.	Vassar College	1983
M.Ed.	Lesley College	1987
M.L.S.	University at Albany, SUNY	1994

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Ms. Ebbs and all evaluation materials considered by or provided by her program area chair, the Committee on Promotions and Associate Provost Enrique Morales-Diaz. I concur with their conclusions that Ms. Ebbs has met the criteria established by the Agreement.

I recommend Ms. Ebbs be promoted to the rank of Senior Librarian.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023

TYPE OF ACTION: PROMOTION TO ASSOCIATE
PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: ARNE CHRISTENSEN

RANK/DEPARTMENT: ASSISTANT PROFESSOR/BIOLOGY

CURRENT SALARY: \$ 74,824.91

DATE OF HIRE: SEPTEMBER 1, 2019

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.S.	University of Massachusetts	2000
Ph.D.	University of Massachusetts	2008

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Christensen and all evaluation materials considered by or provided by his chair, the Committee on Promotions and Dean Ziblim Abukari. I concur with their conclusions that Dr. Christensen has met the criteria established by the Agreement.

I recommend Dr. Christensen be promoted to the rank of Associate Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO ASSOCIATE
PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: LAUREN DICARLO

RANK/DEPARTMENT: ASSISTANT PROFESSOR/ENVIRONMENTAL
SCIENCE

CURRENT SALARY: \$ 69,615.26

DATE OF HIRE: SEPTEMBER 1, 2018

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.A.	Wheaton College	2010
M.S.	The Pennsylvania State University	2013
Ph.D.	Oregon State University	2018

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. DiCarlo and all evaluation materials considered by or provided by her chair, the Committee on Promotions and Dean Ziblim Abukari. I concur with their conclusions that Dr. DiCarlo has met the criteria established by the Agreement.

I recommend Dr. DiCarlo be promoted to the rank of Associate Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO ASSOCIATE
PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: ANTHONY FURNELLI

RANK/DEPARTMENT: ASSISTANT PROFESSOR/MARKETING &
MANAGEMENT

CURRENT SALARY: \$ 79,980.75

DATE OF HIRE: SEPTEMBER 1, 2017

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.A.	Wake Forest University	1994
M.A.	American University	1997
M.B.A.	American University	1997

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Mr. Furnelli and all evaluation materials considered by or provided by his chair, the Committee on Promotions and Dean Rebecca Morris. I concur with their conclusions that Mr. Furnelli has met the criteria established by the Agreement.

I recommend Mr. Furnelli be promoted to the rank of Associate Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO ASSOCIATE
PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: SUSAN MCDIARMID

RANK/DEPARTMENT: ASSISTANT PROFESSOR/HEALTH SCIENCES

CURRENT SALARY: \$ 127,500.00

DATE OF HIRE: SEPTEMBER 1, 2021

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

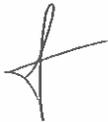
B.S.	Springfield College	2010
M.S.	Springfield College	2011
Ed.D.	Bay Path University	2022

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. McDiarmid and all evaluation materials considered by or provided by her chair, the Committee on Promotions and Dean Ziblim Abukari. I concur with their conclusions that Dr. McDiarmid has met the criteria established by the Agreement.

I recommend Dr. McDiarmid be promoted to the rank of Associate Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO ASSOCIATE
PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: PRINCY MANNELLA

RANK/DEPARTMENT: ASSISTANT PROFESSOR/PSYCHOLOGY

CURRENT SALARY: \$ 82,113.57

DATE OF HIRE: SEPTEMBER 1, 2019

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.S.	University of Richmond	1998
Ph.D.	University of Massachusetts	2004

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Mennella and all evaluation materials considered by or provided by her chair, the Committee on Promotions and Dean Gabriel Aquino. I concur with their conclusions that Dr. Mennella has met the criteria established by the Agreement.

I recommend Dr. Mennella be promoted to the rank of Associate Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: PROMOTION TO ASSOCIATE
PROFESSOR/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: BEVERLY ST. PIERRE

RANK/DEPARTMENT: ASSISTANT PROFESSOR/HEALTH SCIENCES

CURRENT SALARY: \$ 91,555.20

DATE OF HIRE: SEPTEMBER 1, 2020

EFFECTIVE DATE: SEPTEMBER 1, 2023

DEGREES:

B.A.	Bay Path University	2006
M.O.T.	Bay Path University	2007
D.O.T.	Chatham University	2012

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. St. Pierre and all evaluation materials considered by or provided by her chair, the Committee on Promotions and Dean Ziblim Abukari. I concur with their conclusions that Dr. St. Pierre has met the criteria established by the Agreement.

I recommend Dr. St. Pierre be promoted to the rank of Associate Professor.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/23

Date



Board of Trustees

April 24, 2023

MOTION

To approve the granting of promotion to the rank of Professor, effective September 1, 2023, to:

Dr. Imo Imeh
Dr. Timothy LeDoux

Art
Geography, Planning & Sustainability

To approve the granting of promotion to the rank of Senior Librarian, effective September 1, 2023, to:

Ms. Corinne Ebbs

Library

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2023, to:

Dr. Arne Christensen
Dr. Lauren DiCarlo
Mr. Anthony Furnelli
Dr. Susan McDiarmid
Dr. Princy Mennella
Dr. Beverly St. Pierre

Biology
Environmental Science
Marketing & Management
Health Sciences
Psychology
Health Sciences

Dr. Robert A. Martin, Chair

Date

ACADEMIC AFFAIRS

March 17, 2023

Dr. Linda Thompson
President

Dear President Thompson:

For your approval, I recommend the granting of tenure with automatic promotion effective September 1, 2023 to:

Ms. Jessica Grabowski
Dr. Alina Gross
Dr. Tracy McLeod
Ms. Amber Monroe

Health Sciences
Geography, Planning and Sustainability
Education
Library

For your approval, I recommend the granting of tenure effective September 1, 2023 to:

Dr. Joan Kuhnly

Nursing

I certify that all procedures as prescribed in *The Agreement* have been complied with in accordance with Article VIII, Section H.

Sincerely,



Juline E. Mills
Provost and Vice President, Academic Affairs

Approved:


Dr. Linda Thompson, President

Date

3/29/2023

WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023

TYPE OF ACTION: TENURE /FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: JOAN KUHNLY
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/NURSING
CURRENT SALARY: \$104,847.09
DATE OF HIRE: SEPTEMBER 1, 2017
TENURE EFFECTIVE: SEPTEMBER 1, 2023

DEGREES:	B.S.	University of Vermont	1985
	M.S.	University of Connecticut	1991
	D.N.P.	University of Connecticut	2014

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Kuhnly as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Ziblim Abukari. I concur with their conclusions that Dr. Kuhnly has met the criteria established by the Agreement.

I recommend Dr. Kuhnly be granted tenure.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/2023

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: TENURE /FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: JESSICA GRABOWSKI
RANK/DEPARTMENT: ASSISTANT PROFESSOR/HEALTH SCIENCES
CURRENT SALARY: \$93,929.68
DATE OF HIRE: SEPTEMBER 1, 2017
TENURE EFFECTIVE: SEPTEMBER 1, 2023

DEGREES: B.S. University of Massachusetts 2010
M.S. Bay Path College 2014

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Ms. Grabowski as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Ziblim Abukari. I concur with their conclusions that Ms. Grabowski has met the criteria established by the Agreement.

I recommend Ms. Grabowski be granted tenure with automatic promotion.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/2023
Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: TENURE /FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: ALINA GROSS

RANK/DEPARTMENT: ASSISTANT PROFESSOR/GEOGRAPHY &
REGIONAL PLANNING

CURRENT SALARY: \$68,788.57

DATE OF HIRE: SEPTEMBER 1, 2017

TENURE EFFECTIVE: SEPTEMBER 1, 2023

DEGREES:

B.A.	Connecticut College	2006
M.R.P.	University of Massachusetts	2009
Ph.D.	University of Massachusetts	2014

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Gross as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Rebecca Morris. I concur with their conclusions that Dr. Gross has met the criteria established by the Agreement.

I recommend Dr. Gross be granted tenure with automatic promotion.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/2023

Date

**WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023**

TYPE OF ACTION: TENURE /FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: TRACY MCLEOD
RANK/DEPARTMENT: ASSISTANT PROFESSOR/EDUCATION
CURRENT SALARY: \$81,195.20
DATE OF HIRE: SEPTEMBER 1, 2017
TENURE EFFECTIVE: SEPTEMBER 1, 2023

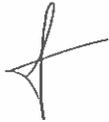
DEGREES:	B.S.	University of Wisconsin	2003
	M.S.	University of Wisconsin	2005
	Ph.D.	University of Miami	2013

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. McLeod as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Sabine Klein. I concur with their conclusions that Dr. McLeod has met the criteria established by the Agreement.

I recommend Dr. McLeod be granted tenure with automatic promotion.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/2023

Date

WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 14, 2023

TYPE OF ACTION: TENURE / FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: AMBER MONROE

RANK/DEPARTMENT: ASSOCIATE LIBRARIAN/LIBRARY

CURRENT SALARY: \$65,601.70

DATE OF HIRE: SEPTEMBER 1, 2017

TENURE EFFECTIVE: SEPTEMBER 1, 2023

DEGREES: B.A. Eastern Connecticut State University 2007
M.L.S. Southern Connecticut State University 2010

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Ms. Monroe as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Assistant Provost Enrique Morales-Diaz. I concur with their conclusions that Ms. Monroe has met the criteria established by the Agreement.

I recommend Ms. Monroe be granted tenure with automatic promotion.

Approved:



Juline E. Mills, Ph.D.
Provost and Vice President, Academic Affairs

4/14/2023

Date



Board of Trustees

April 24, 2023

MOTION

To approve the granting of tenure, effective September 1, 2023, to:

Dr. Joan Kuhnly

Nursing

To approve the granting of tenure with automatic promotion, effective September 1, 2023, to:

Ms. Jessica Grabowski

Health Sciences

Dr. Alina Gross

Geography, Planning & Sustainability

Dr. Tracy McLeod

Education

Ms. Amber Monroe

Library

Dr. Robert A. Martin, Chair

Date

Westfield State University
Board of Trustees

Charter of the Academic and Student Affairs Committee

General Statement: The Academic and Student Affairs Committee shall consider and make recommendations to the president of the university and the Board of Trustees on a broad range of policies and practices to ensure and promote the quality, integrity, and responsiveness of academic and student life programs, consistent with the mission and vision of the university. The committee shall provide advice, support, advocacy and consent in all matters affecting academic and student life programs and policies, including but not limited to academic programs, co-curricular and extracurricular programs, student life, faculty matters, assessment, and strategic planning.

Membership: The Academic and Student Affairs Committee shall consist of at least three voting trustees.

Specific Responsibilities: The committee is entrusted with considering and making recommendations to the president and the Board in the following areas:

- Admission Standards/Requirements
- Retention Standards, Policies, and Practices and Programs to Support Student Achievement/Success
- Curriculum, including proposals for new programs and program modifications and the university's general education program
- Teaching/Learning/Evaluation Process, including faculty appointment, reappointment, promotion, and tenure, and emeritus/a status.
- Maintenance and improvement of educational quality, including assessment of student learning, program review and accreditation, institutional accreditation
- Promotion of the teaching, research, and service functions of the university, consistent with mission and vision
- Policies, practices, and regulations that affect the quality of student life and promote a supportive, inclusive and diverse environment consistent with intellectual inquiry and student development (extra- and co-curricular programming, residential life, student conduct, student activities and student government, health services, athletics)

In carrying out its functions and specific responsibilities, the Academic and Student Affairs Committee shall exercise its role in accordance with applicable Board of Higher Education policies and regulations, existing collective bargaining agreements with faculty, administrative and support units, and a model of shared governance.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
CHARTER
-DRAFT-**

I. Mission

The Academic Affairs Committee shall consider and make recommendations to the president of the university and the Board of Trustees on a broad range of policies and practices to ensure and promote the quality, integrity, and responsiveness of academic programs, consistent with the mission and vision of the university. The committee shall provide advice, support, advocacy and consent in all matters affecting academic programs and policies, including but not limited to academic programs, co-curricular programs, faculty matters, assessment, and strategic planning.

II. Authority and Responsibilities

The committee is entrusted with considering and making recommendations to the president and the Board in the following areas:

- Admission Standards/Requirements
- Retention Standards, Policies, and Practices and Programs to Support Student Achievement/Success
- Curriculum, including proposals for new programs and program modifications and the university's general education program
- Teaching/Learning/Evaluation Process, including faculty appointment, reappointment, promotion, and tenure, and emeritus/a status.
- Maintenance and improvement of educational quality, including assessment of student learning, program review and accreditation, institutional accreditation
- Promotion of the teaching, research, and service functions of the university, consistent with mission and vision
- Policies, practices, and regulations that affect the quality of student life and promote a supportive, inclusive and diverse environment consistent with intellectual inquiry.

Oversight of Implementation

In carrying out its functions and specific responsibilities, the Academic Affairs Committee shall exercise its role in accordance with applicable Board of Higher Education policies and regulations, existing collective bargaining agreements with faculty, administrative and support units, and a model of shared governance.

Evaluate Performance

Educate the Board

III. Organization

Review of Charter

This charter shall be reviewed and reassessed by the **academic affairs committee biannually**, and any proposed changes shall be submitted to the board for approval.

Membership/Structure/Quorum

The Academic Affairs committee shall consist of at least three board members but no more than seven members. The committee chair shall be appointed by the board chair. **At least one committee member should have higher education academic expertise.**

Staff Liaison

The Provost and his/her designee shall be staff to the Academic Affairs committee.

Meetings

The Academic Affairs committee shall convene at least five times per year. A quorum of any meeting of the Academic Affairs committee shall consist of a majority of its voting members. Committee members may participate by teleconference.

Agenda, Minutes and Reports

The chair, in collaboration with the staff designee, shall be responsible for establishing the agendas for meetings. **An agenda, together with relevant materials, shall be sent to committee members at least 3 days in advance of the meeting.** Minutes for all meetings shall be drafted by the staff designee, reviewed by the committee chair, and approved by committee members at the following meeting.