

## **Faculty Affairs Committee 2008-2009 Year-End Report**

### **Members of the Committee**

Denise Bullock (HSS '09)  
Mary Fell (HSS '09)  
Cathy Ludlum Foos (HSS '09, ex-officio)  
Laverne Nishihara (HSS '09, chair)  
Emily Samborsky (LIB '09)  
P. Kumara Jayasuriya (NSM '10)  
Marilyn Watkins (EDUC '10)

### **Meeting Dates**

The Faculty Affairs Committee (FAC) met on 9-9-08; 9-23-08; 10-14-08; 10-28-08; 11-11-08; 11-18-08; 12-9-08; 1-20-09; 2-10-09; 2-24-09; 3-17-09; 4-14-09; and 4-21-09.

### **Charges to the Committee**

The following is a full quotation of the original charges to FAC for 2008-2009 as they appeared in Circular E06-09:

*Overall Goal:*

*Lay the groundwork for a complete revision of the Academic Handbook (to be completed by May 2009)*

- 1. Develop a coherent listing of academic ranks at IUE, summarizing the credentials and responsibilities of each (currently, ranks are described in separate policies). It should serve as a "Cover Page" in the final version of the academic handbook for policies appertaining to academic ranks at IU East.*
- 2. In consultation with administrators and faculty members, work on revisions to the chair (now dean) review process and instrument, including recent changes to the title and the responsibilities.*
- 3. Propose changing "divisions" to "schools" in the language of the Bylaws.*
- 4. Revise P&T policy as to address the concerns of Malik et al. and the recommendations of the 2007 P&T committee. The committee should delay work on the P&T policy until a final report from UFC becomes available.*
- 5. Assist the Senate President and the EVCAA in creating a revised version of the Academic Handbook.*

### **Report of the Committee's Activities**

*Deans' Review:*

- During Fall 2008 and early Spring 2009, FAC revised the Deans' Review Policy in the Bylaws. The revisions reflected the previous academic year's change from academic Divisions to Schools, and Chairs to Deans. The revised policy also specified that the deans' review would occur every three years (rather than every two years). FAC consulted the Schools in revising the policy. Faculty Senate voted to approve the revisions to the Deans' Review Policy in the Bylaws during its 3-3-09 meeting.

- During Fall 2008 and early Spring 2009, FAC developed a Deans' Review Instrument to be completed by School personnel as part of the Deans' reviews. The existing evaluative instrument had become obsolete and there were questions about its usefulness. (The Deans' Review Policy specifies the use of a "Faculty Affairs approved instrument" as part of the Dean reviews.) FAC consulted other campuses' evaluation instruments, the IUE Schools, and faculty members with expertise in rubrics and scales in the course of developing and revising the instrument. FAC approved the instrument on 2-19-09. It was presented as an information item at the Faculty Senate meeting of 3-3-09.

*Bylaws Revisions:*

- FAC submitted revisions to the Bylaws that were approved at the Senate meeting of 2-3-09. The revisions included updates to reflect the current structure of IU East ("Divisions" changed to "Schools"), an update to the Curriculum Committee section to reflect current assessment practices, and statements that the Library should be considered a School for purposes of membership on the Budgetary Affairs, Promotion & Tenure, and Lecturer Long-Term Contract Review Committees.
- FAC proposed a revision to the Bylaws so that membership on the Budgetary Affairs Committee would last for two years (as is the case for other Senate standing committees) rather than one year. Faculty Senate voted to approve the revision at the 5-5-09 meeting.
- FAC considered the Curriculum Committee's recommendation that the Curriculum Committee's membership have a representative from each academic School. Such a requirement in the Curriculum Committee's membership would involve a revision to the Bylaws. Discussion included how other standing committees would also be assisted with representation from each School, and difficulties when there were too few full-time faculty members in a School to accommodate the requirement. This item is on the list of recommended charges to FAC for 2009-2010.

*Promotion & Tenure Policies and Procedures:*

In Spring 2009, FAC reviewed recommendations from the 2007 IU East Promotion & Tenure Committee that the IUE p & t policy be revised. Revisions included statements that the narrative sections in p & t dossiers should provide arguments in favor of p & t; candidates should not expect that their annual reports and reviews will make their case for them. Also, dossiers would be limited to four-inch-wide binders, and no supplementary binders would be accepted. FAC had delayed action on the recommendations until it became clear that some proposed P & T principles being examined by University Faculty Council (UFC) would not affect the proposed IUE revisions. FAC consulted the Schools about the revisions. Faculty Senate voted to approve the revisions at the 5-5-09 meeting.

*Other Academic Handbook Revisions:*

- FAC produced an up-to-date listing of academic ranks at IU East titled "Classification of Academic Appointments at Indiana University East." The "Classification" lists ranks and briefly describes tenure-track appointments and non-tenure-track faculty appointments. It serves as a "cover page" to the section of the online IUE Academic Handbook titled "Policies for the Academic Appointee." At the 10-7-08 meeting, Faculty Senate voted to approve the adoption of this listing, and voted to rescind the obsolete listing titled "Academic Appointments."

- FAC proposed a revision to the “Conflict of Interest” policy (Section 6 in the “Academic Appointment: Responsibilities and Privileges” section of IU East’s Academic Handbook) because portions of it had become obsolete. To help ensure the currency of the policy and procedures, the revision referred IUE faculty to the relevant sections of the Indiana University Academic Handbook.
- FAC discussed other revisions to the Academic Handbook: “Search and Screen and Hiring Procedures,” the “Merit Policy,” and Sections 7 and 9 of “Academic Appointment: Responsibilities and Privileges” titled “Faculty Teaching Load” and “Procedure for Faculty Requested Reassigned Time.” Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. Review of these sections of the Handbook is on the list of suggested charges to FAC for 2009-2010.

*Feedback to UFC:*

FAC conveyed feedback to University Faculty Council via UFC representative Cathy Ludlum Foos and Senate President Markus Pomper regarding the IU P & T Policy revisions, President McRobbie’s memo about Executive Review, and policies about librarians in the IU Academic Handbook.

**Recommendation of Charges for 2009-2010**

- Consider revisions to the IUE Promotion & Tenure Policy and Procedures, and to policies affecting committee memberships, in light of the “Principles for Promotion and Tenure Procedure” passed by UFC in April 2009, including 1) executive review (in which the Chancellor does not write an evaluative letter before the dossier goes off campus); 2) composition of the IUE Promotion & Tenure Committee (faculty vote only if they hold at least the rank to which the candidate is applying); and 3) restriction against double voting (e.g., Deans, who write the Dean’s recommendation, should not serve on the School’s p & t committee, or the campus p & t committee).
- Address the Curriculum Committee’s recommendation about representative membership on the Curriculum Committee (with each academic School represented on the Committee), possibly in the form of a strong recommendation to be included in the Bylaws. Consider extending this recommendation about representative membership to AAA and FAC.
- Consider revisions to the Academic Handbook: the statement titled “Search and Screen and Hiring Procedures,” the “Merit Policy,” and Sections 7 and 9 of “Academic Appointment: Responsibilities and Privileges” titled “Faculty Teaching Load” and “Procedure for Faculty Requested Reassigned Time.” Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. The 2008-2009 FAC’s initial work on the revisions will be shared with the 2009-2010 FAC.
- As appropriate, FAC should consult with Schools, administrators and others who are affected by the above policies and procedures.
- FAC should continue to assist the Senate President and EVCAA with revisions to the Academic Handbook.

Respectfully submitted by Laverne Nishihara