

**Indiana University East
Faculty Affairs Committee
2017-18 Year-End Report**

Members of the Committee

M. Ange Cooksey (HSS, ex officio as UFC Rep.)
Denise Dallmer (EDUC, '18)
Daron Olson (HSS, '18)
Litao (Lee) Zhong (BUSE, '18)
VACANCY ('18)
Shelly Burns (NURS, '19)
Parul Khurana (NSM, '19)
Laverne Nishihara (Chair, HSS, '19)

Meeting Dates

Regularly scheduled meetings: September 12, 2017; September 26, 2017; October 10, 2017; October 24, 2017; November 14, 2017; November 28, 2017; January 9, 2018; January 23, 2018; February 13, 2018; February 27, 2018; March 27, 2018; April 10, 2018.

Additional meetings to discuss Clinical faculty policies: February 6, 2018 with Dean Karen Clark (School of Nursing and Health Sciences) and Dean Jerry Wilde (School of Education); February 20, 2018 with Executive Vice Chancellor for Academic Affairs Michelle Malott; March 9, 2018 (by telephone) with Senior Advisor for Regional Campus Affairs Bill McKinney.

Original Charges to the Committee

- Review and revise the Clinical Rank Appointments Policy.
- Continue to review and revise the Post-Tenure Review Policy and Procedures.
- Review and, if needed, revise IU East Dismissal policies.
- Develop a Freedom of Expression statement for consideration of Faculty Senate.
- Review the Banking Policy (2004) in consultation with faculty and administration.
- Review Faculty Board of Review policies and procedures to discover ways to streamline the faculty grievance process.
- Inquire about whether the Athletics committee should be a standing committee of Faculty Senate.
- Inquire about whether the Graduate Affairs Committee should be a standing committee of Faculty Senate.

Additional Charges

FAC received the following charges in the course of 2017-18:

- Review and, if needed, revise IU East's Faculty Board of Review Policies and Procedures in light of revisions to IU's Sexual Misconduct Policy and IU's Faculty Boards of

Review: Minimum Standards for Uniform Hearing Procedures (approved by University Faculty Council in November 2017); and revisions of IU's Research Misconduct Policy (approved by University Faculty Council in March 2017)—charge from Faculty Senate President. *Note: an already existing charge to FAC was to “Review Faculty Board of Review policies and procedures to discover ways to streamline the faculty grievance process.”*

- Work with the Office of Academic Affairs to produce an easily navigable collection of IU East and IU faculty-related policies (e.g, promotion & tenure, lecturer, clinical, etc.), primarily as a resource for deans and unit heads (supervisors of faculty)—FAC charged itself with this in consultation with the EVCAA.

Report of the Committee's Activities

1. Regarding the charge *Review and Revise the Clinical Rank Appointments Policy*:

FAC carefully reviewed IU East's Clinical Rank Appointments Policy (last revised in 2006), which was clearly out of date. Preparing to revise the policy, FAC studied IU's Regulation of Clinical and Lecturer Appointments Policy, and studied other IU campuses' Clinical faculty policies; examined some other institutions' Clinical faculty policies; met with deans of the most-affected Schools (EDUC and NURS); the EVCAA; and a Senior Advisor for Regional Campuses. Early in the process, FAC concluded that a “revision” to the current policy would be inadequate. Instead, FAC proposed completely rewriting IU East's Clinical faculty policy in order to accomplish the following: the new policy would be consistent with policies for other full-time faculty appointments at IU East (Promotion and Tenure, and Lecturer); in compliance with IU's Regulation of Clinical and Lecturer Appointments Policy; and workable given IU East's current Clinical faculty, and the continued demand for Clinical faculty.

By the end of the academic year, FAC produced an eleven-point proposal which was shared with the most-affected Schools (Education and Nursing/HealthSciences). The proposal included the following:

- The Clinical Professor Policy will be separate from the Clinical Lecturer Policy. This is due to differences in the ranks; for example, Clinical Assistant Professor dossiers will be reviewed by the campus Promotion and Tenure Committee, and Clinical Lecturer dossiers will be reviewed by the campus Lecturer Long-Term Contract Review Committee.
- All Assistant Clinical Professors' cases for long-term contracts will go through the campus Promotion and Tenure Committee whether or not the candidates are also applying for promotion.
- Currently, Assistant Clinical Professors are required to demonstrate EXCELLENCE in TEACHING and at least SATISFACTORY in SERVICE for long-term contract with or without promotion. FAC proposes allowing Assistant Clinical Professors to declare their area of excellence as either service or teaching.
- FAC proposes that Clinical appointees will submit a dossier as do other full-time faculty members applying for promotion, tenure, or Lecturer long-term contract and promotion.

(The current “review materials” procedure for Clinical appointees is a direct quotation from an obsolete IU East Lecturer policy.)

As of this writing, Schools do not have questions or suggestions on FAC’s eleven-point proposal. Therefore, FAC will continue to draft a new Clinical Professor Policy, using the frameworks of the IU East P & T Policy and Lecturer Policy. FAC hopes to bring the proposed policy to the Schools and academic units in Fall 2018 for discussion, with the goal of bringing it to Faculty Senate for a vote. FAC will also proceed with composing a new Clinical Lecturer Policy, though at present there are no Clinical Lecturer appointees at IU East.

FAC will need to propose revisions to the IU East Bylaws to accompany the new Clinical faculty policies as follows: specify the responsibilities of the campus Promotion and Tenure Committee, and the Lecturer Long-Term Contract Review Committee, in reviewing Clinical cases.

2. Regarding the additional charge *Review and, if needed, revise IU East’s Faculty Board of Review Policies and Procedures in light of UFC’s revisions to IU’s Sexual Misconduct Policy and IU’s Faculty Boards of Review [Policy] (approved by UFC in November 2017), and revisions to IU’s Research Misconduct Policy (approved by UFC in March 2017).* [Note: an already existing charge to UFC was to “Review Faculty Board of Review policies and procedures to discover ways to streamline the faculty grievance process.”]:

FAC proposed revisions to IU East’s Faculty Board of Review (FBR) Policy in keeping with the revisions to IU’s Sexual Misconduct Policy, IU’s Faculty Boards of Review policy, and IU’s Research Misconduct Policy. FAC solicited feedback from the Senate president and IU East’s FBR chairperson. FAC proposed additional revisions that were clarifications and updates to the FBR policy (e.g., replacing references to the now-defunct Academic Handbook), and added references to related policies that the FBR should consult. The proposed revisions were disseminated to Schools and other academic units for questions and comments. The revisions to the Faculty Board of Review Policy were approved by Faculty Senate on March 6, 2018.

3. Regarding the charge *Continue to review and revise the Post-Tenure Review Policy and Procedures:*

In September 2017, FAC reviewed the proposed revisions from 2016-17. However, the Clinical appointments policy quickly took precedence over this matter. The Post-Tenure Review Policy is on the list of recommended charges for 2018-19.

4. Regarding FAC’s self-imposed charge *Work with the Office of Academic Affairs to produce an easily navigable collection of IU East and IU faculty-related policies (e.g, promotion & tenure, lecturer, clinical, etc.), primarily as a resource for deans and unit heads (supervisors of faculty):*

The EVCAA agreed that setting up an IU Box folder with current applicable policies would be a good start. FAC will send applicable IU East and IU policies to the Office of Academic Affairs, and collaborate with producing the collection. It is hoped that this will be ready to consult (e.g., by deans and unit heads) before Fall 2018.

Recommendation of Charges for 2018-19

- Complete the proposed Clinical Professor Policy and the Clinical Lecturer Policy (to replace the current Clinical Rank Appointments Policy).
- Propose revisions to the IU East Bylaws to accompany the proposed Clinical faculty policies (specifying related responsibilities of the Promotion and Tenure Committee, and the Lecturer Long-Term Contract Review Committee).
- Continue to review and revise the Post-Tenure Review Policy and Procedures.
- Review and, if needed, revise IU East Dismissal policies.
- Develop a Freedom of Expression statement for consideration of Faculty Senate.
- Review the Banking Policy (2004) in consultation with faculty and administration.
- Discuss whether the Graduate Affairs Committee should be a standing committee of Faculty Senate.
- Discuss the Athletics Committee Policy in relation to UFC's February 2018 revisions to IU's Intercollegiate Athletics Program Policy, including whether IU East's committee should be a standing committee of Faculty Senate.

Respectfully submitted by Laverne Nishihara