

**Indiana University East  
Faculty Affairs Committee  
2019-2020 Year-End Report**

Members of the Committee

- Stephanie Whitehead (HSS, ex officio as UFC Rep)
- Wongun Goo (BUSE, '20)
- Christine Nemeik (HSS, '20)
- Jayne Rivas (BUSE, '20)
- Edwina Helton (HSS, '21)
- Chera LaForge (Chair, HSS, '21)
- Jerry Wilde (EDUC, '21)

Meeting Dates

- September 10, 2019
- September 24, 2019
- October 8, 2019
- October 22, 2019
- November 12, 2019
- November 19, 2019
- December 10, 2019
- January 21, 2020
- February 11, 2020
- March 10, 2020
- April 7, 2020
- Plus, email correspondence/votes as needed.

Charges to the Committee

- By late October, review IU East's Promotion and Tenure Policy and compose a memo in response to President McRobbie's charges about teaching excellence in connection with promotion and tenure (consult the email from the Executive Vice President). Report on progress and consult with faculty prior to completing the memo.
- In consultation with the UFC Representative, review UFC's April 23, 2019 approval of the third tier for Lecturers. Work on proposed revisions to include the third tier in IU East's Policy on Lecturer Appointments, and corresponding revisions to the Bylaws if applicable. Bring proposed revisions to Schools and units, and the Lecturer Long-Term Contract Review Committee, for questions and comments prior to finalizing the proposed revisions.
- Review and consider revising the Review of School Deans policy and procedures, and review the instrument (survey). Deemphasize the mode of the review instrument, not specifying whether it is paper copy or online, to allow for future modes of surveys. Consider the recently used procedure of not using two other deans as peer reviewers, but having the CAO communicate with faculty, gather comments, and communicate with the dean.

- Review and, if needed, propose revisions to the P & T Policy, Lecturer Policy, and Clinical Professor Policy for the sections on narratives about course evaluations, and course evaluations in the documentation.
- Consider adding community engagement (part of the campus mission) to the criteria in the Promotion and Tenure and other policies, possibly in lists of examples for teaching, research, and service. Also consider adding student success to the criteria.
- Consider developing procedures for selection and review of faculty administrators who serve under the level of deans, for example, associate deans, department chairs, and others.
- Continue to discuss the schedule of Administrator Reviews. If FAC proceeds with proposed revisions, consultation with the IU Office of the Executive Vice President for University Academic Affairs will be required.
- Discuss whether developing a Clinical Lecturer policy is advisable at this time.
- Continue to revise the Post-Tenure Review Policy and Procedures. Bring it to Schools and academic units for discussion with the goal of proposing the revision for approval in Faculty Senate.
- Review and, if needed, revise IU East Dismissal policies.
- Develop a Freedom of Expression statement for consideration of Faculty Senate.

#### Report of the Committee's Activities

- Reviewed IU East's Promotion and Tenure Policy and submitted a memo in response to President McRobbie's charges about teaching excellence in connection with promotion and tenure.
- Revised the Lecturer Policy, as well as IU East Bylaws, recognizing the creation of the teaching professor tier. Also incorporated changes to the teaching standards, recognizing the importance of student success, assessment, and community engagement. Conducted virtual open meetings to solicit feedback on all policy changes prior to bringing the policy to Faculty Senate. Revisions were passed at the April 21, 2020 Faculty Senate meeting.
- Revised the Review of School Deans policy and procedures and instrument (survey). Deemphasized the mode of the review instrument to allow for future modes of surveys. Removed the requirement that two other deans serve as peer reviewers. Revisions were passed at the January 14, 2020 meeting.
- Proposed revisions to the Promotion and Tenure Policy, which added language regarding student success, assessment, community engagement, and provide a broader path to promotion to full professor. Conducted open meetings and attended school meetings to solicit feedback on all policy changes prior to bringing the policy to Faculty Senate. Revisions were proposed at the March 3, 2020 Faculty Senate meeting, but were remanded back to the committee to review the inclusion of course evaluations as a form of evidence.
- Began to research selection and review policies and procedures for faculty administrators who serve under the level of deans.
- In response to the COVID-19 pandemic:
  - Developed the Resolution Recognizing the Impact of COVID-19.
  - Developed the Extension of Probationary Period Due to COVID-19 Pandemic Policy.

- Developed the Use of Student Evaluations of Teaching in Spring and Summer 2020 Semesters Policy.

#### Recommendation of Charges for 2020-2021

- Review the UFC/ALC Joint Task Force Report on Recommendations to Establish Policy on Course Evaluations for Indiana University and bring forward recommended changes to P & T Policy, Lecturer Policy, and Clinical Professor Policy if warranted.
- Bring forward remanded P&T Policy revisions from 2019-2020 academic year, which added language regarding student success, assessment, community engagement, and provide a broader path to promotion to full professor.
- Develop an Extension of Probationary Period Policy.
- Continue developing procedures for selection and review of faculty administrators who serve under the level of deans, for example, associate deans, department chairs, and others.
- Investigate whether a policy regarding review of promotion-related pay raises needs to be developed.
- Engage in a general review of policies under the purview of the Faculty Affairs Committee, paying careful attention to policies which have not been reviewed or amended recently. Determine if any of these policies need to be rescinded or amended.
- Discuss whether developing a Clinical Lecturer policy is advisable at this time.
- Continue to revise the Post-Tenure Review Policy and Procedures. Bring it to Schools and academic units for discussion with the goal of proposing the revision for approval in Faculty Senate.
- Review and, if needed, revise IU East Dismissal policies.
- Develop a Freedom of Expression statement for consideration of Faculty Senate.

Respectfully submitted by Chera LaForge