

## Minutes of the Faculty Affairs Committee meeting

9/12/06: 11:00-12:15

Present: Laverne Nishihara (chair), David Frantz (ex-officio), Sherry Rankin, TJ Rivard, Dan Doerger (recording)

Absent: Ed Fitzgerald, Sue McFadden

- I. Recording Duties: Dan Doerger volunteered to take minutes for the rest of the year.
- II. Charges:
  - a. Faculty Senate Membership Rules and Faculty Handbook
    - i. In regards to the proposed revisions to the handbook, Laverne will investigate who has access to the handbook so that it can be revised.
    - ii. Laverne suggested that a process be established for updating the handbook immediately upon the approval of changes so that instead of contending with a backlog of revisions, the revisions can be done promptly.
    - iii. Laverne will check with Ed about the binder containing the minutes from the previous years' Faculty Affairs Committees so that this year's committee does not duplicate work efforts and can continue all of the work in process from last year.
  - b. Faculty Workload
    - i. The committee decided to work with the Workload Committee as needed and recommended by that committee. Laverne will contact the Workload Committee Chair (Jerome) to share our perception of our role as related to Faculty Workload issues.
  - c. Academic Appointments
    - i. It was determined that our priority charge for the 2006-2007 Academic Year is to draft procedures and policies for promotion among clinical rank faculty.
- III. Promotion Among Clinical Rank Faculty
  - a. Comparison of UFC Policy with IUE Policy
    - i. In reviewing documents, it was suggested that perhaps the 1997 policy revisions have not been utilized. It was determined that a new draft was needed that aligned the UFC and IUE policies while also clarifying the procedures for current and future clinical faculty.
  - b. Differences between the initial renewal of a long-term contract and all other renewals of that same contract
    - i. TJ commented that in the case of lecturers, the actual reminder documentation comes from Academic Affairs in the form of a letter after the long-term contract has been granted. The chair then determines if the person being considered is eligible for renewal
    - ii. The committee discussed the process for initial renewal of a long-term contract and subsequent renewals

- iii. The involvement of the campus Promotion and Tenure committee was discussed. Further input from divisions is needed.
- c. Changes in wording
  - i. Roman numeral two (II) of the Clinical Rank Appointments at IU East DRAFT currently reads: Contracts and Conditions of Employment. It should be changed to read: *Contracts and Conditions of Employment Prior to Long-Term Contract*.
  - ii. Roman numeral four (IV) of the Clinical Rank Appointments at IU East DRAFT currently reads: Contract Renewal and Dismissal. It should be changed to read: *Contract Renewal Following Approval of Long-Term Contracts and Dismissal*
  - iii. The wording “service/practice” in section III should be changed to “service and practice” for consistency with section IV
  - iv. The phrase “brief narrative” should be eliminated and replaced with “a narrative.”
  - v. The last sentence of section II currently reads: “During the second through sixth consecutive year, twelve months’ notice must be provided, otherwise specified by university policy.” It should read “During the second through sixth consecutive year, twelve months’ notice must be provided, *unless* otherwise specified by university policy.”
  - vi. The last sentence of Roman numeral five (V), section 2 reads “Promotion will be accompanied by the salary increases accorded professor ranks.” It should be changed to “Promotion will be accompanied by the salary increases accorded *professorial* ranks.”
- d. Notification of Clinical Faculty
  - i. Laverne will contact clinical faculty at IUE and ask them to review the amended draft.
  - ii. Laverne will also send the amended draft to division chairs for discussion within divisions.
- e. Next meeting
  - i. Tuesday September 26, 2006 in the Campus Life Conference Room
  - ii. Projected topics
    - 1. Review input from divisions and clinical rank faculty if available
    - 2. Look at lecture policy in relation to the clinical policy draft