

Minutes of the Faculty Affairs Committee Meeting

9/26/06: 11:00-12:15

Present: Laverne Nishihara (chair), Ed Fitzgerald, Sherry Rankin, TJ Rivard, Dan Doerger (recording)

Guest: Mary Folkerth (Nursing)

Absent: David Frantz (ex-officio), Sue McFadden

- I. Approval of Minutes: Minutes from 10/12 were approved as written
- II. Update to Charges:
 - a. Revision of Academic Handbook
 - i. Laverne proposed to the committee the following procedure for making revisions to the handbook:
 1. After the revisions have been successfully passed in Faculty Senate, the Faculty Affairs Committee will meet and use the official minutes of the Faculty Senate Meeting (provided by the secretary of Faculty Senate) to verify the intent of the revisions and record an official revision.
 2. The Chair of the Faculty Affairs Committee will take this revision to the president of Faculty Senate for final approval.
 3. Upon approval from the president, the revisions will be added to the electronic/on-line version of the handbook
 - ii. Making new changes as promptly as possible is the top priority. The next priority is to make changes to the handbook from those revisions backlogged from previous semesters.
 - iii. Sherry mentioned that there needs to be clear procedure in place for whom makes the actual changes to the official handbook; that is, who literally types them into the document?
 - b. Faculty Workload
 - i. According to Markus Pomper, we should wait until the Workload Committee charges have been finalized and then we can move forward with our charge as directed. **Current Status**: Waiting to hear from Workload Committee.
- III. Promotion Among Clinical Rank Faculty
 - a. Mary Folkerth expressed concern regarding clinical faculty having to submit materials to the campus Promotion and Tenure Committee for a long-term contract review. She posed the following question:
 - i. Should there be a separate review committee for clinical rank that is NOT part of the responsibilities of the Promotion and Tenure Committee?
 - b. The committee discussed two different options for clinical faculty submitting materials for renewal of long-term contracts:
 - i. After the time limit on the initial appointment has expired, clinical faculty members would submit materials to their respective division chair/dean

who would, in turn, make a recommendation directly to the VCAA.

Mary and Sherry believed that the Nursing Division would support this approach.

- ii. After the time limit on the initial appointment has expired, clinical faculty members would submit materials to their respective division chair/dean who would, in turn, review the materials and submit them to a separate committee (which would include clinical faculty) who would review the materials and then make a recommendation to the VCAA
 - c. Other points of the document/process that were unclear to either committee members or clinical faculty included
 - i. The difference between “appointment” and “promotion”
 - ii. The interpretation of the term “school”
 - 1. It was discussed that for IUE’s purpose this is interpreted as the entire campus
 - iii. Inconsistencies among campuses with the policy
 - iv. Via e-mail a clinical faculty member suggested that clinical faculty should be grandfathered as were lecturers. It was the committee’s understanding that this would not occur since, unlike the Lecturer Policy, this is a change to an existing policy, not an entirely new one.
- IV. Changes to the Document “Draft-Clinical Rank Appointments at IU East”
- a. In part III: Review for Appointment to a Long-Term Contract, after #6 we could EITHER add the statement “Faculty applying for long-term contracts without promotion will NOT be required to submit materials to the campus Promotion and Tenure Committee” OR we could make a “decision tree” a part of numbers 3-6 in this section.
 - i. Laverne pointed out that removing #4 in this section eliminates a “safety net” that might be needed for future faculty
 - b. In part III: Review for Appointment to a Long-Term Contract, “Division Chair” should be changed to “Division Chair/Dean”
 - c. In part V: Advancement in Ranks or Promotion, the statement “The Clinical Senior Lecturer will receive a raise in salary consistent with Lecturer to Senior Lecturer” will be changed to “The Clinical Senior Lecturer will receive a raise in salary consistent with that of a Lecturer receiving a promotion to Senior Lecturer.”
 - d. In part II: Contracts and Conditions of Employment, the sentence “All conditions governing each clinical appointee’s initial appointment, yearly contract renewal, and salary for faculty in clinical must be prepared in advance in writing by the division” has been changed to “All conditions governing each clinical appointee’s initial appointment, yearly contract renewal, and salary ~~for faculty in clinical~~ must be prepared in advance in writing by the division”
- V. Final Review of Lecturer Policy
- a. This policy was not officially approved last year so the VCAA has asked the Faculty Affairs committee to review the document again before sending it to the Faculty Senate for a vote.
- VI. Next meeting
- i. Tuesday October 10, 2006 in the Campus Life Conference Room