

## Minutes of the Faculty Affairs Committee Meeting

11/14/06: 11:00 am - 12:05 pm

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

Absent: Sherry Rankin, Sue McFadden

- I. Approval of Minutes: Minutes from 10/31 were approved as written
- II. Committee Membership:
  - a. Laverne contacted Sue McFadden about the status of her membership on the Faculty Affairs Committee. Sue will make a final decision regarding if she will stay on the committee or not and let Laverne know.
  - b. Per Markus, it is the decision of the committee either to replace Sue or to continue with one less committee member. After a brief discussion, the committee decided to proceed with one less member.
  - c. Once Laverne has Sue's final decision, she will contact Markus to inform him.
- III. Spring Meeting Times:
  - a. Laverne suggested, and the committee agreed, that we maintain our current meeting schedule for spring semester, 2007: Every second and fourth Tuesday from 11:00 am-12:15 pm.
- IV. Draft-Policy on Lecturer Appointments at Indiana University East:
  - a. Laverne made additions to the Lecturer Policy per the request of Dr. Richards (Contract Renewal and Dismissal policy) and to align the process for material reviews with the Clinical and Promotion and Tenure documents
  - b. Proposed Addition to Policy: Contract Renewal and Dismissal Policy
    - i. David noted that the language in the proposed addition (section V) already partially appears in the original document (section III).
    - ii. It was suggested that this be reviewed to avoid repetition and that Dr. Richards be informed. Laverne will confirm with Dr. Richards that the statement in section III is either enough to satisfy the policy for dismissal or if more needs to be added.
    - iii. TJ was concerned that the language in the second paragraph of section V could be interpreted in several ways. Laverne will check on university wide definitions of the terms "professional incompetence" and "serious misconduct."
      1. TJ also stated that there is a difference between someone being "professionally incompetent" and someone simply having a bad year and needing assistance to get back on track.
  - c. Proposed Changes to the steps involved for submitting materials for appointment to a long term contract
    - i. Step 3 in the process which currently reads "Candidate's review materials are reviewed by the Division Chair/Dean. The Division Chair/Dean evaluates both the review material and the review committee's evaluation. The Division Chair/Dean writes a letter of recommendation to

the Vice Chancellor for Academic Affairs. The candidate receives a copy of the letter; the letter becomes part of the review materials” will now read “Candidates review materials are reviewed by the Division Chair/Dean. The Division Chair/Dean writes a letter of recommendation to the Lecturer Long Term Contract Review Committee. The candidate receives a copy of the letter; the letter becomes part of the review materials.”

- ii. It was noted that steps 5 and 6 of the revision do not include a statement about letters being sent to the candidate about the decision made by the Vice Chancellor for Academic Affairs or the Chancellor. Laverne will check with the Vice Chancellor and the Chancellor about statements regarding letters.

V. Updates to Handbook:

- a. It was decided that updates to the Faculty Handbook will be based on review of the official minutes of the Faculty Senate meetings.

VI. Next meeting

- i. Tuesday November 28, 2006, 11:00 am- 12:15 pm in the Campus Life Conference Room