

Minutes of the Faculty Affairs Committee Meeting

11/28/06: 11:00 am - 12:05 pm

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

Absent: David Frantz (ex-officio), attending UFC meeting

- I. Approval of Minutes: Minutes from 11/14 were approved as written
- II. Committee Membership:
 - a. Laverne checked with Sue McFadden about her membership on this committee. Sue confirmed that she is not serving. Per our discussion at our 11/14 meeting, she will not be replaced.
- III. Revisions to Policy on Lecturer Appointments at Indiana University East:
 - a. Laverne checked with both the Chancellor and the VCAA concerning the addition of the “letter” portions of the policy under numbers five and six of section IV: Review for Appointment to a Long-Term Contract and Promotion from Lecturer to Senior Lecturer. Both preferred that the statements about the Chancellor and the VCAA writing letters of recommendation be added to the policy.
 - b. Laverne proposed that another statement be added to this part of the policy including information regarding where other copies of the notification letter from the chancellor to the candidate should be sent (To the chair? To Human Resources?). After discussion, it was decided this was not necessary and that section IV would remain as written in the draft.
 - c. Defining Professional Incompetence and Serious Misconduct
 - i. Laverne compiled statements from other IU documents (including UFC circulars, the IU Academic Handbook, the IUE Dismissal Procedures for Tenured Faculty and Librarians, and the IUE Post-Tenure Review) related to the definitions of Professional Incompetence and Serious Misconduct.
 - ii. Laverne also asked Markus to suggest any other documents that might provide definitions of these terms. If he provides any other documents, Laverne will disseminate that information to the committee.
 - iii. After reviewing the documents, it was decided that similar definitions should be used in the Lecturer document, leaving out only the wording related to the research requirements necessary for tenured faculty.
 - iv. It was also decided that the following statement from the Academic Handbook, “No Senior Lecturer shall be dismissed unless reasonable efforts have been made in private conferences between the faculty member and the appropriate administrative officers to resolve questions of fitness or of the specified financial exigency”, be added to Section V: Contract Renewal (after Approval of Long-Term Contracts) and Dismissal of the Lecturer Policy. It would be added after the second full

paragraph that begins “Dismissal of a Senior Lecturer holding a long-term contract which has not expired...”

- d. Review of the Entire Lecturer Appointment Policy
 - i. After reading the entire Lecturer document, it was noted that several changes made in this document would/should also apply to the Clinical document passed by Faculty Senate earlier this semester. Laverne informed us that Markus prefers that the committee revisit the Clinical document in this light once there has been time to reflect on how the process is going. Until several Clinical Faculty go through the process, we will not know what else, if anything, needs to be amended.
 - ii. In Section VI: Responsibilities of the Divisions/Schools, it was suggested that the sentence “Upon initial appointment, each lecturer shall receive a copy of all applicable policies and criteria for granting of long-term contracts” be changed to “Upon initial appointment, each lecturer shall be given access to all applicable policies and criteria for granting of long-term contracts.”
 - iii. In Section IV: Review for Appointment to a Long-Term Contract and Promotion from Lecturer to Senior Lecturer the sentence “The candidate for appointment to a long-term contract will prepare review materials consisting all annual reviews and supervisor’s reports from the probationary period and a brief narrative explaining how evidence in those reports supports the academic mission of IU East and his/her division” will be changed to “The candidate for appointment to a long-term contract will prepare review materials consisting all annual reviews, supervisor’s reports from the probationary period, and a brief narrative explaining how evidence in those reports supports the academic mission of IU East and his/her division.” This will be followed by the following sentence: “The candidate may include additional documents that support the case for a long-term contract.”
- e. Upcoming FAC Tasks
 - i. Proposal from Workload
 - 1. Status of Committee
 - 2. How Academic Overloads figure into P & T decisions
 - ii. Revise Academic Rank policies

IV. Next meeting

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