

## Minutes of the Faculty Affairs Committee Meeting

1/30/07: 11:00 am - 12:20 pm

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

- I. Approval of Minutes: Minutes from 12/12/06 were approved as written
- II. Revisions to Policy on Lecturer Appointments at Indiana University East:
  - a. Laverne summarized and the group reviewed divisional input regarding the Lecturer policy.
    - i. Ed stated that BSS had discussed the revisions and there were no divisional comments regarding the suggested changes.
    - ii. David stated that BUSE discussed the revisions and there were no divisional comments regarding the suggested changes.
    - iii. Dan stated that the EDUC discussed the revisions and there were no divisional comments regarding the suggested changes.
  - b. Laverne summarized the comments from HFA
    - i. It was suggested that the statement that currently reads “The candidate may include additional documents that support the case for a long-term contract” be changed to “The candidate must include additional documents that support the case for a long-term contract.”
    - ii. Laverne suggested that we not change the criteria for teaching. Ed agreed stating that a great deal of time and effort had gone into defining what constitutes excellence in teaching and we should honor that work.
    - iii. HFA also suggested that the policy should reflect the idea that candidates could supplement their annual reviews in order to make a case for long-term contract renewal. Laverne stated that this seemed to be a change to the annual review form and not the to the lecturer policy.
  - c. Laverne summarized the comments from the Lecturer Long Term Contract Review Committee
    - i. Laverne noted that individual divisions are responsible for the service criteria.
    - ii. It was suggested by the Lecturer Long Term Contract Review Committee (LLTCC) that the teaching criteria be replicated in the Lecturer Policy even though it already exists in the Promotion and Tenure document. The intent is to have all of the information in one place.
    - iii. The LLTCC suggested that the policy include provisions for divisional mentoring of lecturers as they prepare to become senior lecturers. The following was suggested: The division chair may either mentor the lecturer in the preparation of review materials or appoint a qualified mentor. Ultimately, the chair and the long term lecturer candidate are jointly responsible for the creation of the review materials. Additionally, the division chair will assess the on-going progress of the lecturer candidate towards senior lecturer status in annual reviews.

- iv. The LLTCC requested that lists be added to the policy that explicitly explain what to include. After discussion, it was decided that the documentation listed on pages 13-14 of the Promotion and Tenure document were suitable since the expectations for teaching are the same for the senior lecturers as they are for tenure track faculty. David mentioned that if a link were available to the document, all changes to the P&T document would automatically be updated in the Senior Lecturer Policy.
  - v. The LLTCC was concerned with the length of the review materials and suggested that it be limited to a 2 inch binder. Laverne noted that if all of the materials requested were included it would be unlikely to fit into such a binder. Ed noted that if length requirements were instated, the likely result would be that the presentation of materials would change but the actual amount of information would stay the same.
  - vi. The LLTCC suggested that candidates include divisional promotion and tenure guidelines with the review materials. Not all divisions, however, have separate P&T guidelines. Laverne suggested that this statement should possibly be included in the policy with an “if applicable” disclaimer accompanying it.
- d. Laverne noted that NSM pointed out that the third paragraph in section V of the policy is unclear. It is not clear if that part of the policy concerns all lecturers, only those who have not yet reached Senior Lecturer status, or those who have achieved Senior Lecturer status.

### III. Next meeting

- i. Tuesday February 13, 2007, 11:00 am- 12:15 pm. Campus Life Offices.