

## **Faculty Affairs Committee Minutes**

**Tuesday, 01-23-18**

11:00 a.m. – 12:15 p.m.

Whitewater 120

**Present:** Laverne Nishihara (Chair; HSS, '19), Shelly Burns (NURS, '19), Daron Olson (HSS, '18), Litao (Lee) Zhong (BUSE, '18), Ange Cooksey (HSS, ex officio as UFC Rep.), Denise Dallmer (EDUC, '19), Parul Khurana (Recorder, NSM, '19)

**Absent:** none

**Guests:** Denise Bullock (2017-2018 Chair of the Faculty Board of Review)

The meeting began at 11:00 AM

### **Brief Review**

**Minutes:** Litao Zhong is going to exchange the date for taking minutes with Denise Dallmer. He will take minutes on February 13, 2018 and Denise will take minutes on February 27, 2018.

### **Minutes of 1/9/18 meeting**

- Minutes approved

### **Discussion: Clinical Ranks Policy**

#### **Clinical Professor Cover Page (1-20-18)**

- We have asked the Deans of schools that have clinical ranks to meet, possibly during FAC meetings.
- The criteria for a person who wants promotion in clinical rank include excellence in teaching and satisfactory in service. Research is not a category that applies to clinical faculty.
- Terminal degree requirement should be considered when hiring person.
- Laverne Nishihara proposed a change:
  - Make the new Clinical Professor Policy similar to the IU East Lecturer long-term contract policy.
  - Whoever comes up for long-term contract will also come up for promotion. Don't separate long-term contract and promotion, similar to the Lecturer Policy. They should still have excellence in teaching and satisfactory in service, and meet the criteria of the schools.
  - If the policy changes, the clinical faculty get to choose whether they want to function under the old policy under which they were hired, or use the new policy to go up for long-term contract and promotion. There would be a reminder in the policy about this.

- There are no firm differences between the criteria for Clinical Assistant Professors with long-term contracts and Clinical Associate Professors with long-term contracts.
- Denise Dallmer was asked by a faculty member whether there would be a difference in pay for the faculty who go up for promotion. This would be worked out by the EVCAA and CFO. There was a question about putting together a dossier as well. A dossier is required when you go up for long-term contract and/or promotion.

### **Clinical Professor Appointments draft (1-6-18)**

- If a person with a Master's degree is hired as Clinical Assistant Professor, that person will have to get the terminal degree to be promoted. However, if nurse practitioners are hired, they might be at a disadvantage.
- Out of the 8 Clinical Assistant Professors at IU East, 4 have the terminal degree (doctoral) and 4 have Masters or equivalent degrees. There is a 50-50 split. Three of the 4 have had the Clinical Assistant Professor titles for a very long time.
- There are some questions, like is there a trend to hire Assistant Professors with a terminal degree now? Would the campus be losing faculty? Faculty have not been hired with the "Clinical Lecturer" title. Should the terminal degree be for the Clinical Assistant Professor ranks? We do not want to miss good candidates if we do this.
- IUPUI guidelines – Clinical Associate Professors are given the option between Teaching and Professional Service for their area of excellence, and for meeting the standard of excellence, they have to provide a record of publicly disseminated and peer-reviewed scholarship in the area of excellence.
- It was suggested that we ask the Deans and show the IUPUI guidelines to them.
- Perhaps it can be written in the contract that the person is hired at the Clinical Lecturer title and will move to the Assistant Professor rank once the terminal degree is obtained.

### **Discussion: Revision to IU East Faculty Board of Review (FBR) Policy**

#### **FBR Policy Revision (1-20-18)**

In light of revisions to IU Sexual Misconduct Policy, IU Faculty Board of Review Policy, and IU Research Misconduct Policy

- Laverne proposed to add the following to the first paragraph: information about the Indiana University's Reappointment and Non-Reappointment During Probationary Period policy (ACA-22 in University Policies of Indiana University) that governs cases involving reappointment and non-reappointment.
- FAC might consider including a standard sentence to all policies, such as "This IU East policy does not supersede Indiana University policies."

- For questions about timelines in this policy, three other policies have to be considered.
- In IU's policy *Faculty Boards of Review: Minimum Standards for Uniform Hearing Procedures (ACA-17)* point 4 on page 1 and point 10 on page 3 states information about the timeline. It is "what is reasonable".
- Denise Bullock said that IU East FBR also uses reasonable times. The usual parameter is a 10-day period, but that can be extended if engaged in negotiations.
- According to IU's *Reappointment and Non-Reappointment During Probationary Period (ACA-22)* policy, point 4b, 4e, 4g, 4i and 4j – also use vague language about time periods. Usually stated "reasonable time" and also stated that the review should occur before effective date of termination.
- Page 2 – 2.d
  - There is allowance for making exceptions.
  - Ange Cooksey – suggested adding a comma in second line, i.e. ...or in extraordinary circumstances[,] by the Chair of the Board.
- Page 5 – Point 3
  - Added "usually" in front of the number of days.
- Page 6 – Point 4 – Denise said that there is no timeline for this point, i.e. for negotiation of a resolution. There may be back and forth discussion in this case.
- Page 2 – C. Jurisdiction – addition in red, comment in italics
- Page 3 –
  - Point 1 – replaced "the Academic Handbook" with Indiana University's Permanent Separations for Academic Appointees policy (ACA-52 in University Policies of Indiana University).
  - Point 2 – correction to the title of the policy.  
Note: ACA – means it had to be approved by faculty. Anything with U in the front – more administrative.
- Page 4 – C. 3. Crossed out what was out of date. Addition is based on recent revisions to IU's Sexual Misconduct and Research Misconduct policies.
- Page 5 –
  - In red – FAC agreed to adding this information on 01/09/18 –
  - At IU East, most FBR cases go first to the senate president for processing, while sexual misconduct and research misconduct goes through other people/administrators. There is no mention of taking the case to the faculty senate president in other IU policies. The faculty member goes to the senate president based on our policy. Chair of the Board should be spotting any violation of the procedure.
- Page 6 –
  - FAC had agreed to emphasize the procedure that FBR should proceed to formal hearing if the case has not been resolved or dismissed, and the request has not been waived. This is based on IU policies as well. 7.b gives information about waiving the formal hearing.

- Ange Cooksey said that the addition of comments about the requirement of formal hearing at the end of Page 6 is helpful.

### **Research Misconduct Policy (ACA-30)**

- Procedure e. Appeals (Page 8)  
Point 4 – Wording is confusing. It does not indicate what the factual record is or what it includes, and where do the findings go. Chera is going to bring this up at the UFC meeting she is attending today.
- If a graduate student is involved in research misconduct, a graduate body responds to that. Maybe graduate affairs committee at IU East, but that is not a standing body.
- At IU East, records go to the office of the EVCAA where they are stored for 3 years. According to these policies records are stored for 7 years (II-Maintaining Records, Page 9). Our final reports should go to the research integrity officer (RIO) who keeps them for 7 years.
- Denise Bullock suggested that in IU East FBR Policy on Page 8 – In 13.b – Change 3 years to 7 years. This way we don't have to wait for an answer about this.
- Questions about when should research misconduct cases be destroyed and who FBR should report back to need to be asked.

Laverne asked FAC to take the FBR Policy Revision to their respective schools to get feedback or suggestions from faculty. Especially ask about the sentence on first page (FAC might consider including a standard sentence...) and about changing record-keeping time from 3 years to 7 years. Laverne will be sending a clean copy to everyone.

The meeting adjourned at 12:15 p.m.

### **Next meeting**

February 13, 11:00-12:15 p.m., Whitewater 120