

**Faculty Affairs Committee Minutes**  
**April 7, 2020**  
**11:00 a.m. – 12:15 p.m.**  
**Online**

FAC Members Present: Stephanie Whitehead, Wongun Goo, Christine Nemcik, Jayne Rivas, Edwina Helton, Chera LaForge, Jerry Wilde

I. Minutes of 03/10/2020 Meeting – Approved without Changes

II. COVID-19 Related Policies

- a. Extension of Tenure/Long-Term Contract Clock
  - i. The committee reviewed and discussed a document related to an Extension of Probationary Period Due to COVID-19 Pandemic.
  - ii. This document follows the plan discussed at UFC for IU to extend the timeline in P & T and Long-Term Lecturers cases. Dr. LaForge developed a policy for review which would grant faculty an extension to their timelines. Deans and EVCAA would not be able to reject a request from a faculty member.
  - iii. At some point in the future, FAC will develop a more general policy for faculty to request a timeline extension. The current policy only pertains to the COVID-19 pandemic.
  - iv. A motion to pass was made by Dr. Helton and seconded by Dr. Nemcik. The motion passed unanimously.
  - v. Related to this policy, Dr. LaForge developed a form (Understanding of Probationary Status Form) for faculty to use when requesting an extension. This was also unanimously approved by the committee.
- b. Revised timeline for 2020-2021 Candidate for Tenure/Long-Term Contract
  - i. A revised timeline for 2020-2021 Candidate for Tenure/Long-Term Contract was discussed.
  - ii. Only the date of submission of the dossier to the President's office, which is in early February, is permanent and cannot be altered. The other dates are flexible.
  - iii. There was a suggestion that the time between the dean's recommendation and the campus P & T recommendation be extended. Dr. LaForge will work on a revised schedule based on the committee's input and forward it to members for review.
- c. Use of Course Evaluations from Spring and Summer 2020
  - i. The committee discussed the policy related to the Use of Course Evaluations from Spring and Summer 2020. This policy would allow faculty to exclude course evaluations from their dossiers for that period of time.
  - ii. The committee was supportive of the policy because it left the choice to either include or exclude up to faculty.

- iii. Dr. Helton made a motion to adopt the policy. Dr. Goo seconded. The committee unanimously passed the motion.

### III. Finalize Revisions of Lecturer Policy

- a. Several faculty attended the open meetings to discuss the Lecturer Appointment Policy. There were questions related to the ways faculty can demonstrate excellence in teaching. There are three categories listed in the current policy that can be used to demonstrate excellence in teaching. Some faculty questioned whether all three categories had to be addressed.
- b. As a result of faculty questions, the current draft was revised to include language from the FACET document concerning criteria for Promotion to Teaching Professor. This new addition to the policy makes it clear that any combination of categories can be used to demonstrate excellence in teaching.
- c. There was an additional suggestion to break up the language into paragraphs which would highlight each of the three categories for excellence described in the FACET document.
- d. There were also questions related to the part of the policy that discussed participation in course and curriculum development. The language was edited to make it clearer that participation in course and curriculum development is not a requirement to demonstrate excellence in teaching. It is optional and can be used but is not required.
- e. The committee discussed the potential need to add language that would clarify the use of research related to teaching and learning as a means of demonstrating excellent in teaching. After some discussion, the committee deleted such language due to the concern that including it in the document may raise questions as to whether this was an expectation.
- f. Finally, the committee discussed the second round of opening meetings which will happen virtually in the next week. Dr. LaForge will contact the faculty with the results from these three open meetings.