

SECTION III

FACULTY AND ACADEMIC POLICIES

FACULTY APPOINTMENT, PROMOTION, AND TENURE POLICIES

(These policies are guided by *AAUP Policy Documents and Reports*.)

Appointments in General

Appointments, promotions, and awards of tenure to the Indiana State University faculty shall be by action of the Indiana State University Board of Trustees upon recommendations of the University President. The University President's recommendations shall be based on the evaluations of peer review committees, chairpersons, deans, and the Provost and Vice President for Academic Affairs.

Faculty appointments and annual reviews are founded on the disciplines and missions of the academic units and the University. The assignment of academic rank and the award of tenure are based on faculty achievements in the interrelated activities of teaching or librarianship; research, scholarship, or creativity; and service.

Faculty engaged in the challenging work involved in teaching and facilitating learning should be active in the profession and provide instruction based on current scholarship. Student advising may be an appropriate mode of faculty engagement.

Faculty are expected to engage in research, scholarship or creativity that may include original work focused on discovery and integration; and/or scholarship focused on teaching and learning; and/or scholarship that applies methods and theories of their disciplines to address substantial problems. Each academic unit (normally the department) is responsible for determining the relative importance of the research domains within the unit.

Service may consist of service to the University, to the discipline, or to the community. Community service, as defined here and elsewhere in these policies, refers to service in which the faculty member offers discipline-related expertise to an external agency, company, or non-profit organization.

The University will maintain consistent evaluative criteria and performance standards for the assignment of academic rank and awards of tenure. All faculty members are expected to contribute to the total spectrum of teaching or librarianship; research, scholarship, or creativity; and service. All faculty members shall demonstrate satisfactory performance in these three (3) areas of responsibility.

The appointments of faculty members who have been awarded tenure will be terminated only for adequate cause, except in the case of retirement, or under extraordinary circumstances, such

as financial exigencies, decrease in enrollments, or discontinuance of instructional programs. (See *University Handbook*, Section II, Bylaw XI, in keeping with *AAUP Policy Documents and Reports*.)

Faculty members who, during their probationary periods, do not demonstrate continuing achievement in the interrelated activities of teaching or librarianship; research, scholarship, or creativity; and service are to be conditionally reappointed or terminated.

Faculty Appointment Classifications

All candidates for faculty positions must possess and maintain the authorization and necessary official documents to be employed at Indiana State University under the terms of the Immigration Reform and Control Act. (See also Section V.)

Faculty appointments are made by letter from the Provost and Vice President for Academic Affairs. The precise terms and conditions of the appointments shall be stated in writing and in the possession of the appointee and the University before the appointment is consummated.

The performance of faculty members on renewable term appointments (regular and temporary; full-time and part-time) shall be regularly evaluated with established criteria and performance standards appropriate to their positions.

Regular Faculty

Initial appointments are made at the rank of assistant professor/librarian, associate professor/librarian, or professor/librarian. These ranks are for full-time faculty beginning a probationary period leading to eligibility for tenure.

Special Purpose Faculty

A special purpose faculty member is any individual who serves in a temporary faculty position for a specified period of time on a full-time basis for at least one academic year. Special purpose faculty shall be assigned duties equivalent to at least a 24 credit hour teaching load (12 credit hour teaching load per semester). Special purpose faculty members have academic rank and are appointed with the title of Instructor. They may be appointed with other titles upon the recommendation of the chairperson and dean of the college and the approval of the Provost.

Part-Time Temporary Faculty

Part-time temporary faculty shall be assigned duties equivalent to a 12 credit hour teaching load or less for a one-

semester/term period. Part-time temporary faculty members have academic rank and are appointed with the titles of Lecturer I, II, or III according to their training and prior experience at Indiana State University or elsewhere. Salary differentials should be aligned with these levels. A Lecturer I is a faculty member who has been appointed four terms or fewer. A Lecturer II is a faculty who has an advanced degree and has been appointed a minimum of four terms or has equivalent experience. A Lecturer III is a faculty member with at least once advanced degree who has been appointed a minimum of eight terms or has equivalent experience.

Affiliate Faculty

Individuals who, by virtue of their credentials and expertise, are deemed qualified to make significant contributions to an academic unit may be qualified to be considered for affiliate faculty status. Examples of contributions might include co-advising a student organization, participating in student research, serving on graduate committees, teaching courses, collaborating on research projects, and serving as an off-campus clinical preceptor. Individuals who are traditionally referred to as visiting faculty, post-doctoral appointees, and clinical preceptors, among others, may hold affiliate faculty status. All such appointments will be supported by the academic unit, the dean of the unit, and the Provost.

Faculty Criminal Background Check Policy

As mandated by the Indiana State University Board of Trustees, all faculty at Indiana State University will undergo Criminal Background Checks prior to their hire.

Inclusion/Exclusions

This policy shall apply to all part-time temporary and full-time faculty at Indiana State University. This policy shall also apply to graduate assistants.

This policy shall not apply to current or retired faculty of Indiana State University or to temporary faculty who return to work within 36 months of the end of their most recent period of employment. This policy shall not apply to currently enrolled graduate students receiving assistantships through ISU.

Duration of Validity

Criminal background checks shall be considered valid for up to 36 consecutive months of non-ISU employment.

Transferability

ISU employees will not be subject to criminal background checks in order to qualify for transfer or promotion, or to otherwise change positions on the faculty (including moving from graduate assistantship to a part- or full-time faculty line). However, HR will provide criminal history information collected at the time of hire to units considering applications

from current employees with less than 36 months of employment at the university.

Faculty who apply for executive, administrative, and professional (EAP) positions will be subject to new background checks as appropriate to the position.

Confidentiality

Criminal histories shall be considered confidential, whether self-disclosed or obtained from a third-party.

Hiring Procedures For Regular Faculty Appointments

Activities relative to the screening, selection and appointment of faculty members are done in accordance with equal opportunity and affirmative action procedures (Appendix H).

Faculty members and administrators shall not participate in institutional decisions involving a direct benefit (initial appointment, reappointment, promotion, tenure, salary, leave of absence) to members of their immediate families, households, or significant others. (See Section V, "Nepotism".)

The procedures for selecting candidates for faculty positions are as follows:

1. Each department determines its faculty needs on the basis of its discipline, mission, schedule requirements, anticipated enrollments, and existing faculty.
2. A list of positions to be filled is compiled in the Provost and Vice President for Academic Affairs Office, and each dean and chairperson is notified of the staff allocations. Positions are advertised nationally and regionally, through professional media, contacts with other universities, and by other means to secure a large and diverse pool of qualified candidates.
3. Applications, reference letters/lists, and credentials are received for evaluation by search committees through department chairpersons.
4. Initial screening of candidates is done by an appropriate departmental search committee. The application materials of candidates selected for further consideration are then reviewed by the chairperson, dean, and the affirmative action officer.
5. Selected candidates are invited to campus for personal interviews.
6. The decision to recommend a candidate to the University President for appointment is made by the appropriate department faculty, chairperson, dean, and the Provost and Vice President for Academic Affairs. In cases where there is lack of support at any level and the University President chooses to recommend a candidate, the University

President shall convey this information to the ISU Board of Trustees.

7. Regular faculty appointments shall be approved by action of the ISU Board of Trustees upon recommendations of the University President.

Appointment letters shall contain notice of the years of previous service to be credited together with the dates of eligibility for promotion and tenure. Such letters shall also specify general requirements for reappointment, promotion and tenure. Performance goals shall be specified during the appointee's annual probationary reviews.

Criteria for Academic Rank

Degree

A terminal degree in a field appropriate to the discipline in which the candidate teaches and conducts research, scholarship, or creative activity is required for tenure or promotion. Exceptions may be made in cases of persons of indisputable national renown.

Time in Rank

Assistant professors are eligible to apply for the academic rank of associate professor in their sixth year. Associate professors are eligible to apply for the academic rank of professor in their fourth year.

Standards of Achievement by Rank

Assistant Professor/Librarian

Documented evidence of adequacy in teaching or librarianship; of potential for achievement in research, scholarship, or creative activity; and of service appropriate to the mission of the faculty member's academic unit are required. Faculty members are to demonstrate continuous professional growth in teaching or librarianship; research, scholarship, or creativity; and service.

Associate Professor/Librarian

Documented evidence of effective teaching or librarianship; a record of research, scholarship, or creative activity which has earned professional recognition at the national or regional level; and evidence of effective service to the University and to either the community or the profession are required.

Professor/Librarian

Documented evidence of sustained effective teaching or librarianship; of a record of substantial accomplishment in research, scholarship, or creativity which has led to professional recognition at the national level; and of active, substantive service to the University and to both the community and the profession are required.

Criteria For Reappointment, Tenure, And Promotion

The award of tenure requires documented evidence of effective teaching or librarianship; a record of research, scholarship, or creative activity which has earned professional recognition; and a record of effective service to the University and to either the community or the profession.

General expectations for faculty achievements in teaching and the relative importance of teaching or librarianship; research, scholarship, or creative activities; and service shall be specified at the time of initial appointment.

Specific performance goals shall be established during the annual reviews of probationary faculty. The goals established during the annual review process form the foundation for evaluations for tenure in terms of criteria and performance standards established by the faculty member's academic unit.

In annual probationary reviews, the department level recommendations and the faculty member's materials are forwarded to the dean, who reviews them, makes an independent recommendation, and forwards it to the Provost and Vice President for Academic Affairs. Each year of probationary review, faculty members shall sign their evaluation forms to indicate awareness of the comments on the forms. The signed forms are returned to the chairperson and the dean.

No later than the third year of probationary periods of five (5) or more years, the candidate is reviewed by the school, college, or library promotion and tenure committees. Before evaluations are placed in faculty members' permanent files, they shall be given ample opportunity to append comments or rebuttal to the evaluation forms. In the event a substantive change is made in an evaluation at any point subsequent to the department level, the faculty member shall be provided a copy of the revised evaluation and shall be given an opportunity to respond in writing.

During the first year of the probationary period at Indiana State University, faculty members shall be notified of their reappointment or non-reappointment by written statement from the University President or the Provost and Vice President for Academic Affairs, no later than March 1. During the second year of the probationary period, notice of reappointment or non-reappointment shall be given no later than December 15. Starting with the third year of the probationary period, notice of reappointment or non-reappointment shall be given at least twelve (12) months before the expiration of the appointment. The notification of reappointment shall be by first class mail. Notification of non-reappointment shall be sent by certified mail with return receipt.

Because tenure and promotion shall be linked for individuals at the assistant professor/librarian level, such candidates are awarded tenure only upon meeting the evaluative criteria and performance standards for promotion to the rank of associate professor/librarian. Such candidates need only submit one (1)

set of documentation to support their candidacy for promotion and tenure.

The award of tenure may also be contingent upon the mission and need of the department at the time the tenure decision is made, as stated in *AAUP Policy Documents and Reports*.

Policy Regarding Awarding of Tenure

Academic tenure at Indiana State University is earned through faculty achievements at ISU; it is not transferable from another institution, except as cited below. An administrator shall not have tenure in office; tenure as a faculty member is a matter of separate right.

Regular faculty members become eligible for continuous appointment (award of tenure) after satisfactorily completing a probationary period with annual reviews and six (6) years of full-time service in accredited institutions, at least four (4) of which must have been served under a tenure-track appointment at Indiana State University, except as cited below. During the probationary period, the appointee shall be given term appointments of not more than one (1) academic year. Service under a full-time temporary or part-time temporary appointment shall not ordinarily be counted as part of the required probationary period.

Candidates may elect to extend the tenure probationary period for a maximum of two years in the following circumstances:

1. They are the primary or co-equal caregiver of a newborn or newly adopted child (one year per child).
2. They are the primary or co-equal caregiver of a seriously ill spouse, partner, or other immediate family member (defined as child, parent, or other family member).

Medical certification from the ill person's health care provider shall be presented within fifteen calendar days after the extension is requested. Additional medical opinion may be requested at the University's expense. The candidate shall consult with his/her department chairperson to receive support of the extension. The decision to extend the tenure period will be reported to the Dean and the Provost and Vice President for Academic Affairs. Candidates who have elected extensions carry out their regular full-time responsibilities, and continue to undergo annual evaluations for reappointment through the extended probationary period. In their tenure-year review, candidates who have elected extension are expected to meet only criteria stated in University-approved tenure policies and letters of appointment.

During the probationary period, a candidate for tenure may apply for leave under the Family and Medical Leave Act, or for leave without pay in the event of a birth or adoption, or a family illness (see pp. III-14, IV-16 & 17, and Appendix C). In such cases tenure eligibility will be delayed automatically, as specified below.

An interruption of the probationary period, reducing the academic year to less than a full-time service period, shall

result in a delay of tenure eligibility until the entire probationary period has been completed, except where the faculty member and the Provost and Vice President for Academic Affairs (after consultation including the appropriate faculty group) agree in advance to modify the requirements for professional advancement.

Promotion and tenure shall be linked for individuals at the assistant professor/librarian level. Individuals beginning their probationary periods at the rank of assistant professor/librarian become eligible to apply for an award of tenure during the sixth year of continuing faculty achievements under a regular faculty appointment in accredited institutions, at least four (4) years of which must have been served under a regular faculty appointment at Indiana State University. Such candidates are awarded tenure only upon meeting the evaluative criteria and performance standards for promotion to the rank of associate professor/librarian.

Under exceptional circumstances, a candidate in the fourth or fifth pre-tenure year may be considered for promotion and tenure prior to the end of his/her stated probationary period. For this to occur, the candidate's exceptionality must be formally recognized by his/her chairperson's nominating the candidate for early consideration, and the candidate must, in turn, earn the support of every reviewing entity in the process. A negative recommendation from any review committee or administrative reviewer stops the review process. The candidate has the same right to appeal the decision as any other candidate and must follow the same appeal process as defined below. A negative recommendation in either the review or an appeal precludes the possibility of the candidate being given early consideration at a future date but does not terminate employment.

Individuals beginning their probationary period at the rank of associate professor/librarian may be given credit for up to three (3) years of faculty achievements at other accredited institutions. If such credit is granted, these appointees may apply during the year in which the years credited and the years of service at Indiana State University total six (6). For example, an associate professor/librarian credited with three (3) years from another institution could apply during his/her third year at Indiana State University.

Individuals beginning their probationary period at the rank of professor/librarian may be given credit for up to five (5) years of faculty achievements at other accredited institutions. These appointees become eligible to apply for tenure during the year in which the years credited and the years at Indiana State University total six (6). For example, a professor/librarian credited with four (4) years from another institution could apply during his/her second year at Indiana State University.

The probationary period for professor/librarian may be waived, and tenure may be awarded at the time of appointment, subject to the following conditions: a) the appointee must have previously earned tenure and rank of professor at one (1) or more accredited educational institutions; b) the academic department and the program area to which the candidate is to be assigned must recommend appointment with tenure; c) a

positive recommendation shall advance through the department committee and chairperson; the school/college committee, and the school/college dean to the Provost and Vice President for Academic Affairs; d) the Provost and Vice President for Academic Affairs and the University President shall consult with the Executive Committee of the University Faculty Senate and receive its recommendation; and e) the University President shall convey the actions on the recommendation at each level to the ISU Board of Trustees.

For all ranks, recommendations on tenure shall occur consistent with University provisions for timely notice. Tenure is effective with the beginning of the fall semester of the next academic year, or July 1 in the case of librarians.

During the probationary period, the faculty member shall have the same academic freedom that all other members of the faculty hold.

Policy for Promotion and Tenure Reviews

Annual probationary reviews result in a recommendation for reappointment, conditional reappointment, or non-reappointment. Faculty members who do not demonstrate continuing achievement in the interrelated activities of teaching or librarianship; research, scholarship, and creativity; and service shall be conditionally reappointed or terminated.

During the annual probationary review process, faculty members shall be notified in writing of their progress toward promotion and tenure. Evidence of unsatisfactory performance, insufficiency of evidence, and any other matter which might serve as a basis for conditional reappointment or subsequent non-renewal of the appointment shall be clearly specified in the notification. Means of remediation for conditionally reappointed faculty shall also be specified in writing.

Each department, and the college/schools/library shall maintain specific evaluative criteria and performance standards for promotion and tenure, and candidates shall be regularly apprised of their progress in meeting them. The candidate's departmental colleagues shall have primary authority and responsibility for assessing academic discipline-specific faculty achievements.

Each department and the college/schools/library shall elect peer review committees of tenured faculty members to evaluate the achievements of candidates for promotion and tenure. Chairpersons and deans shall not serve on these committees, and faculty members shall participate in no more than one (1) recommendation on a given case. It is the candidate's responsibility to present to reviewing bodies evidence of achievements in the related activities of teaching or librarianship; research, scholarship or creativity; and service.

The University shall maintain consistent evaluative criteria and performance standards for the assignment of academic rank and award of tenure. To that end, the University Promotions and Tenure Oversight Committee reviews the specific evaluative criteria and performance standards and processes of

the departments, the schools, the college, and the library. The purpose of such reviews is to promote continuous improvement in the review process and to advise on the relative effectiveness of the unit's guidelines and practices in supporting faculty achievements as described above.

Denials of promotion and tenure may be appealed to the University Promotions and Tenure Oversight Committee, the formal hearing body for such appeals. Appeals may be made only on the basis of a) inadequate consideration of the submitted materials bearing on the relevant performance of the candidate; b) inadequate consideration given to the department's recommendation; or c) violations of academic freedom.

It is the candidate's responsibility to provide evidence that documents the basis for the appeal. If the University Promotions and Tenure Oversight Committee determines that the appeal warrants a hearing, it shall conduct one. The burden of proof rests upon the appellant.

Procedures for Promotion and Tenure Reviews

Departmental Review

Candidates for promotion and tenure submit to their departments materials documenting their achievements in teaching or librarianship; research, scholarship, and creative activity; and service. These materials are reviewed independently by the department committee and chairperson. Each makes a separate recommendation, applying the recognized department evaluative criteria and performance standards, and taking into account the precise terms and conditions of the appointment letter and the comments generated during previous annual reviews. Candidates are notified of these recommendations and their rationales.

If both department level recommendations are positive, the candidate's materials and the recommendations are forwarded to the appropriate school or college for consideration.

If one or both of the department-level recommendations are negative, candidates may choose to a) terminate the process; or b) prepare a response, which is forwarded with their materials to the next level of review. In choosing to terminate the process, except in cases of early consideration, a candidate for tenure also withdraws from consideration for further regular faculty appointment at Indiana State University beyond one (1) academic year following the year of the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice.

School/College/Library Review

Candidates' materials are evaluated independently by their school/college/library committees and deans, whose separate recommendations are based on the unit's evaluative criteria and performance standards. The school/college/library reviewers shall not substitute their own assessment of academic discipline-specific faculty achievements for that of the

department. Candidates are notified of the committee's and dean's recommendations and rationales.

If both recommendations are positive, they are forwarded with the candidate's materials to the Provost and Vice President for Academic Affairs.

If one, or both, of the recommendations is negative, candidates may elect to a) terminate the review process, or b) prepare a written response which is forwarded with their materials to the next level of review. A copy of the written response is also forwarded to the candidate's department committee and chairperson. In choosing to terminate the process, except in cases of early consideration, a candidate for tenure also withdraws from consideration for further regular faculty appointment at Indiana State University beyond one (1) academic year following the year of the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice.

Provost and Vice President for Academic Affairs Review

The Provost and Vice President for Academic Affairs reviews recommendations from the department level reviews and from the school/college/library level reviews as well as the candidate's responses and documentation and then makes recommendations for promotion and tenure.

In cases where recommendations from the department, school/college/library, and deans level are inconsistent, before making his/her recommendation, the Provost shall consult jointly with the chairperson (or appropriate representative) of the department personnel committee, the chairperson of the department, the chairperson of the school/college/library committee, and the dean. In cases where the recommendations are consistent at the previous levels, but the Provost intends to disagree, he/she shall consult, as above, with those who made the recommendations.

The Provost and Vice President for Academic Affairs notifies the candidate of his/her recommendation. The candidate's dean, school/college/library committee, department chairperson, and department committee are also informed of this recommendation. Positive recommendations are forwarded to the University President.

If the recommendation from the Provost and Vice President for Academic Affairs is negative, candidates may elect to a) terminate the review process, or b) formally appeal negative recommendations to the University Promotions and Tenure Oversight Committee (see "Appeals" below). In choosing to terminate the process, a candidate for tenure also withdraws from consideration for further regular faculty appointment at Indiana State University beyond one (1) academic year following the year of the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice.

The Provost and Vice President for Academic Affairs forwards recommendations to the University President. The University President makes recommendations for promotion and tenure to

the ISU Board of Trustees in time for consideration at its May meeting.

Appeals

Recommendations of non-renewal during the probationary period and denials of promotion and tenure may be appealed to the University Promotions and Tenure Oversight Committee, the formal hearing body for such appeals. Appeals may be made only on the basis of a) inadequate consideration of the submitted materials bearing on the relevant performance of the candidate; b) inadequate consideration given to the department's recommendation; or c) violations of academic freedom.

It is the candidate's responsibility to provide evidence that documents the basis for the appeal. The Committee reviews the candidate's materials and responses. In appeals alleging inadequate consideration, the Committee shall not substitute its own assessment of academic discipline-specific faculty achievements for that of the department in determining whether or not to recommend the promotion or tenure of a faculty member. If the University Promotion and Tenure Oversight Committee determines that the appeal warrants a hearing, it shall conduct one. The burden of proof rests upon the appellant.

The Committee shall report its findings, conclusions, and recommendation for or against reappointment, promotion and/or an award of tenure to the candidate through the Provost and Vice President for Academic Affairs, who forwards the Committee's findings and recommendation together with his/her own recommendation to the University President.

If the Committee's recommendation is negative, the candidate may elect to a) terminate the appeal process, or b) prepare a written response, which is forwarded with his/her materials to the University President. In choosing to terminate the process, except in cases of early consideration, a candidate for tenure also withdraws from consideration for further regular faculty appointment at Indiana State University beyond one (1) academic year following the year of the process. A tenured candidate for promotion who terminates the appeal process may later apply for promotion without prejudice.

Upon notice from the candidate of a decision to continue the appeal process, the Provost and Vice President for Academic Affairs shall forward the Committee's findings, conclusions and recommendation together with his/her own recommendation to the University President. The University President shall confer informally with the Committee before making his/her recommendation.

After the findings, conclusions, and recommendation from the University Promotions and Tenure Oversight Committee have been forwarded to the University President, and the University President confers with the Committee and makes his/her recommendation, the appeal process is completed.

The University President conveys his/her recommendation together with the recommendations from the department level

review, from the school/college/library level review, from the University Promotions and Tenure Oversight Committee, and from the Provost and Vice President for Academic Affairs to the ISU Board of Trustees, which makes the final decision regarding promotions and the awarding of tenure.

University Promotions and Tenure Oversight Committee

Functions

The functions of the University Promotions and Tenure Oversight Committee include but are not limited to the following:

1. Maintain guidelines for the documentation of achievements for promotion and tenure.
2. Help orient new faculty to the promotion and tenure processes.
3. Promote continuous improvement in the review and appeal processes.
4. Promote consistency in the promotion and tenure review processes across academic units and assure criteria and performance standards are consistent with University policies and procedures relative to the awarding of academic rank and tenure, while also insuring flexibility necessary to meet differing disciplinary and unit missions.
5. Serve as a resource for faculty and administrators who make tenure and promotion recommendations and for faculty at large.
6. Hear appeals of recommendations for non-renewal during the probationary period and negative promotion and tenure decisions based on inadequate consideration or violations of academic freedom.

The activities and products of the University Promotions and Tenure Oversight Committee are subject to the University Faculty Senate's primary authority to formulate policy and procedures governing faculty appointment and awards of academic rank and tenure. Proposals for changing faculty appointment, promotion and tenure policies and procedures shall be submitted to the University Faculty Affairs Committee of the University Faculty Senate.

Composition

The members of the University Promotions and Tenure Oversight Committee shall be elected to staggered three-year terms by the faculty from the professional schools, the College of Arts and Sciences, and the library, with three (3) members elected from the College, and one (1) from each professional school and the library. Only tenured faculty members are eligible to serve.

Hiring Procedures for Special Purpose and Part-Time Temporary Appointments

Detailed guidelines for the employment of special purpose and part-time temporary faculty are outlined in the document *Guidelines for Special Purpose Faculty and Part-Time Temporary Faculty* which is available on line and in the Office of Academic Affairs.

Each department shall define in writing the qualifications, standards, and procedures for recruiting and selecting special purpose and part-time temporary faculty, in keeping with the procedures articulated by the Division of Human Resources and Affirmative Action. When special purpose faculty and part-time temporary faculty are needed, each department shall recruit and assemble a pool of qualified candidates to fill those positions. Faculty who are employed and perform their duties satisfactorily shall remain in the pool. In normal circumstances departments are expected to appoint all special purpose and part-time temporary faculty at least four weeks prior to the beginning of the academic term of service. In addition, departments are encouraged to include special purpose and part-time faculty in departmental activities.

Departments where special purpose and part-time temporary faculty routinely teach more than 25 percent of the total instructional hours shall submit rationales for such staffing at the time of their program reviews. The rationales should be based on academic quality, appropriate assignment of faculty, positive effects on program delivery, and fiscal management. Continued funding for such levels of special purpose and part-time temporary faculty employment shall be dependent on the favorable evaluation of the rationale by the dean, and the Provost and Vice President for Academic Affairs. No more than 35 percent of the University's total instructional hours should be taught by special purpose and part-time temporary faculty.

Appointment, Evaluation and Renewal of Special Purpose and Part-Time Temporary Faculty

Special Purpose Faculty

Special purpose faculty members are normally appointed for one year. In special cases they may be appointed for periods of up to three academic years upon the recommendation of the relevant departmental committee, chairperson, and dean and the approval of the Provost. Special purpose faculty appointments are renewable.

Special purpose faculty members may be assigned instructional and non-instructional duties including any combination of teaching, librarianship, supervision, clinical activities, research, creative activity, or service. The specific responsibilities of the position shall be articulated in writing by the department chairperson and agreed to by the special purpose faculty member at the time of appointment.

All special purpose faculty members shall be evaluated annually following the standard policies and procedures

established by the Office of Academic Affairs. This evaluation should be based on the written expectations articulated at the time of appointments. Special purpose faculty members must be informed in writing of the results of the evaluation.

Part-Time Temporary Faculty

Part-time temporary faculty members are appointed on a semester/term basis. Part-time temporary faculty shall normally be assigned instructional duties. Other assigned duties must be approved by the appropriate dean and the Provost. The specific responsibilities of the position shall be articulated in writing by the department chairperson and agreed to by the part-time faculty member at the time of appointment.

Part-time temporary faculty shall be evaluated once a year following the standard policies and procedures established by the Office of Academic Affairs and the faculty member shall be informed in writing of the results of the evaluation. This evaluation should be based on written expectations articulated at the time of appointment.

FACULTY DUTIES AND RESPONSIBILITIES

Newly appointed faculty members are expected to attend new faculty professional development sessions. Eligible faculty members are required to participate in any mandatory benefits as described in the University Handbook, Section IV, "Compensation and Benefits."

Members of the faculty of Indiana State University are expected to abide by established policies for the operation of the University and the conduct of its instructional programs, to participate in and contribute to the development and improvement of educational services within the scope of the mission of the University, to perform assigned duties to the best of their ability, and to be concerned about the educational welfare and achievement of students. Each faculty member should continuously endeavor to improve scholarly attainments, to participate in appropriate organized professional activities and, through research and teaching, to contribute to the expansion of knowledge and the advancement of learning. Personal conduct and relationships with students and colleagues should conform to accepted ethics.

The benchmarks of any great university are directly related to high standards of academic endeavor by both teachers and students. Truth and honesty are recognized as fundamental to a university community. The University expects both students and faculty to adhere to and foster the ideals for which the University was founded.

Indiana State University subscribes to AAUP guidelines for academic freedom and faculty duties and responsibilities. Faculty members are expected to conduct themselves in accordance with these guidelines.

TEACHING RESPONSIBILITIES

Teaching assignments will depend on the departmental schedule requirements, the nature of courses taught, and on non-teaching assignments. The normal teaching load will be 12 semester credit hours of course work per semester or 24 semester credit hours per academic year (or equivalent). In emergency situations, an extra class (overload) may be assigned the faculty member and will be compensated at an established rate per semester credit hour. A faculty member will not receive overload pay if an assignment does not exceed 13 semester credit hours. A faculty member teaching 13 semester credit hours one semester may be assigned 11 semester credit hours the following semester.

Teaching assignments shall not exceed 16 semester credit hours per semester or 6 semester credit hours in a summer term. The total summer assignment for a faculty member shall not exceed 12 semester credit hours or equivalent. A faculty member may be released from part or all of the teaching load for research or other professional activities. It is the responsibility of the department chairperson and the academic dean to equate such special assignments to the normal teaching load.

Regular full-time teaching faculty are expected to be available for assignment at any hour between 8 a.m. (7:30 a.m. during summer sessions) and the close of the academic day and also expected to be available for assignment each of the five (5) days of the academic week (Monday through Friday) and on Saturday when mutually agreed to by the department chairperson and the faculty member involved.

Any preferential assignment schedule arranged for a faculty member by or with the consent of the department chairperson and the academic dean may be superseded by bona fide needs of the University or the department when space or time limitations necessitate changes.

All regularly-scheduled classes of the University are to meet according to the time schedule published in the official schedule of classes. Exceptions to class meeting times may be arranged with the approval of the department chairperson and unanimous concurrence of the students in the class.

Course Outlines and Syllabi

Faculty members are required to prepare course outlines or syllabi for their courses. If there is uncertainty about the content of outlines and syllabi, the department chairperson should be consulted. Two (2) or more faculty teaching the same course may use the same outline or syllabus. An outline of each course should be available at the beginning of the term so students may know what is to be covered during the term. New faculty are given reasonable time to develop and submit course outlines.

Methods of Instruction

Specific or uniform methods of instruction are not prescribed. Faculty are expected to adapt their methods to the nature and content of each course. Selection and organization of content of particular courses and the development of departmental curricula are faculty responsibilities. Teaching method is the responsibility of the individual faculty member. The quality of his/her teaching will be given high priority in the faculty evaluation process. Faculty are encouraged to avail themselves of the services of the Center for Teaching and Learning, which provides an array of opportunities for faculty to continue their professional development as teachers.

Final Examinations

The final examination schedule is prepared by the Provost and Vice President for Academic Affairs Office. The two-hour final examination period assigned is part of the total commitment required for completion of a course, and it is scheduled to provide a longer class period for the administration of a comprehensive examination. Exceptions may be made in courses in which student projects, term papers, demonstrations or performances are more suitable measures of achievement.

No student shall be excused except for illness or a conflict with a legitimate University activity, in which case the faculty member may require that the excuse be approved by the appropriate academic dean. Students are required to make up a missed final examination before the course grade is given. Other examinations and quizzes are given at the discretion of the faculty member. A faculty member may elect not to require a final written examination but is obligated to hold the class in session during the scheduled final examination time period.

All final examinations are to be administered according to the schedule published by the Provost and Vice President for Academic Affairs Office. Exceptions to the final examination schedule may be arranged with the approval of the department chairperson and the Provost and Vice President for Academic Affairs, provided that such changes do not conflict with other examinations of members of said classes, and provided that the students involved are notified at least two (2) weeks in advance.

Through mutual agreement of the University Faculty Senate and Student Government Association, study week is intended to encourage student preparation for final examinations during the final examination week; however, class attendance during study week is expected. No examinations of any kind, including substantial quizzes, shall be given during study week preceding final examination week. Students who feel that these policies have been violated should register their complaints with the Student Government Association Office.

Final grades are due in the Registration and Records Office 48 hours after the end of the final examination period.

Grades and Standards

Grade distributions for all academic departments are available each semester. All faculty members should be in a position to justify grades. Final grades should be assigned with regard to class work on which students are given definite grades. It is advisable to make clear the basis of grade assignments early in the term.

To process a change in an assigned grade for an undergraduate student the faculty member must complete a Change of Grade form, have the form signed by both the department chairperson and academic dean, and return the form to the Registration and Records Office. Procedures for changing grades for graduate students are identical except the forms must be signed by the department chairperson and the Dean of the School of Graduate Studies. Complete details of the University grading system can be found in the [ISU Undergraduate Catalog](#), [ISU Graduate Catalog](#), and in the [ISU Student Handbook](#). In the event that the instructor from whom students receive an IN or an NX grade is no longer employed by Indiana State University, cannot be contacted or is incapable of performance due to medical conditions, the disposition of students' eventual grades resides with the appropriate department chairperson.

Satisfactory/Unsatisfactory Grades

Undergraduate courses in which the primary requirements are professional practice may employ satisfactory/unsatisfactory grades designation. Appropriate courses for these grades will be determined by the school/college. When a course is so designated, the Provost and Vice President for Academic Affairs Office will be informed, an announcement will be placed in "Academic Notes," and a statement that a satisfactory/unsatisfactory grade will be given for the course will be inserted in the course description in the "Academic Notes."

"N" (No Grade) Policy

An "N" (no grade) is assigned in all situations during the first four (4) weeks of a semester to denote insufficient attendance to receive a grade; the "N" is not recorded on the transcript. The "N" is given from the fifth through the ninth week if the student is passing at the time he/she leaves the course. The "N" is also given during the second through the fourth week of a summer term. An "N" means the student does not receive credit for the course under any circumstances without re-enrollment in the course.

Faculty members are to sign and date the official drop-add form. The date the form is processed by the student becomes the official date of withdrawal. Drop-add forms are available in the Registration and Records Office.

Any exception to the "N" policy must be approved by the academic dean.

Graduate Research and Thesis Committees

Candidates for various graduate degrees may elect or be required to complete theses or dissertations.

The chairperson of the student's thesis committee will be chosen under policies set by the departmental graduate faculty, by the joint action of the student, the chairperson, and the appointee with the approval of the appropriate academic dean and will be formally appointed by the Dean of the School of Graduate Studies. Complete details for the preparation of the thesis/dissertation appear in the [ISU Graduate Catalog](#).

Student Academic Advising

Student academic advising is one of the regularly-assigned duties of many of the faculty. Academic deans are responsible for assigning advisors according to procedures established for each school/college.

Students are urged to discuss academic problems with their academic advisors. Academic advisors assist in planning students' programs each semester and provide the advisement personal identification number (PIN) required to complete the registration process. Students are responsible for becoming familiar with the requirements of degree programs and to seek help from academic advisors whenever necessary. Faculty advisors provide information about the curricula of their departments as well as the general education program and graduation requirements of the University.

Faculty advisors may review grade reports, keep records of the progress of their advisees, and alert advisees of deficiencies. Advisors arrange for conferences as needed with students having academic difficulties. Faculty office hours for advising appointments must be posted by advisors and recorded in their departmental offices.

Student Academic Services Center

Entering first year students and transfer students with fewer than 64 earned credit hours who choose not to declare a major initially may choose to be open preference majors in the Student Academic Services Center. Open preference students are advised by a staff of professional advisors who help them to complete beginning general education requirements and provide guidance in selecting a major.

Entering first year students and transfer students with fewer than 64 earned credit hours who are deemed to be academically at risk because of prior academic performance are assigned to the Academic Opportunity Program. Such persons are advised by a staff of professional advisors and are required to sign a contract with the Program which outlines the services (mentoring, tutoring, study halls) in which they are required to participate.

All Student Academic Services Center students are encouraged to declare majors when they have achieved at least 32 earned credit hours and are in good academic standing. All are

required to declare majors by the time they have earned 64 credit hours.

College of Arts and Sciences

Students who declare majors in the College of Arts and Sciences are assigned for advising to faculty in the departments that offer the major program. Entering freshmen who indicate an interest in one of the nine (9) pre-professional programs in the College are assigned for advising to the pre-professional advisor, who assists these students in selecting a major, which they are encouraged to do before the end of their second semester. The pre-professional advisor serves as an ongoing resource for students who intend to pursue a professional degree following graduation, providing assistance with practice testing, application preparation, and up-to-date information about specific professional school requirements and admission practices.

School of Business

Students on four-year programs are advised through the Dean's Office until completion of the sophomore year. Juniors and seniors are assigned to faculty advisors in their major fields of study. All students near the end of their junior year receive a senior checkout to assist them in meeting requirements for graduation.

School of Education

Responsibility for coordinating the academic advisement of early childhood, kindergarten-primary, elementary, junior high/middle school, special education, and speech-language pathology majors lies with the coordinator of advisement for the Dean of the School of Education. However, students on all-grade and secondary teaching curricula are advised in the departments of their major teaching areas, including the teaching majors in the professional schools and the College. After these students are admitted to the teacher education program (in the sophomore or junior year), they enter into a joint advising relationship between their major subject departments and the Student Advisement Services Office in the School of Education.

School of Health and Human Performance

Under the guidance of the Dean, students are assigned major advisors in the freshman year. Teaching majors receive certification guidance and teaching preparation through the School of Education during their junior and senior years.

School of Nursing

Nursing non-designated majors are advised by the professional staff in the School of Nursing Student Affairs Office in consultation with the chairperson of the appropriate department. Students admitted to the associate degree nursing major, the baccalaureate degree nursing major, or the baccalaureate degree track for registered nurses are assigned an advisor who is a faculty member in the School of Nursing. In consultation with the department chairperson, students in

the graduate program in the School of Nursing are assigned an advisor who is a faculty member with graduate faculty status.

School of Technology

Technology students are assigned major advisors under the guidance of the coordinator of advisement in the Dean's Office. Teaching majors enter a joint advising relationship with the School of Education.

Textbooks

Textbooks for particular courses are selected by each faculty member and approved by the department chairperson. In a course with multiple sections, it is generally desirable that all sections use the same basic texts. Textbook requests are coordinated by the academic department offices. The University Bookstore will order and will make available for sale textbooks required in all University courses.

Faculty Absences

Any faculty member who cannot meet a scheduled class or laboratory period must notify the department chairperson concerning the absence before the class is to meet. It is necessary that proper arrangements be made for class work to continue. For payroll purposes all absences are to be reported on the Time Recap Sheet.

Class Attendance and Reports

Faculty members are expected to assume the following responsibilities:

1. Announce attendance requirements to each class and inform students of the consequences of absences from class.
2. Give students an opportunity to meet class obligations, based upon an evaluation of the student's reason for absences.
3. Permit only students listed on the class roster to attend class.
4. Keep students on class listings unless officially dropped.
5. Report nonattendance of any student on the mid-term grade rolls.

Field Trips

Field trips can be an integral part of the course requirements and may enhance students education. To avoid undue conflicts and interruptions in other classes, faculty members are urged to follow procedures:

1. Inform the students of the field trip(s) early in the semester so that they may plan for their absence(s).

2. Provide students with forms containing destinations, purpose of the trip, dates, hours leaving from and returning to the campus, and the faculty member's signature.
3. Send list of students' names with the information in #2 above to the appropriate dean and insert information concerning the field trip in "Academic Notes" at least one (1) week before the trip.

It is further suggested that faculty members should not arrange a field trip during the last five (5) class days of the semester or during finals week. Students on field trips are not excused from assigned work in other courses and are responsible for consulting with faculty members before the planned trip.

Office Hours

Faculty members should post their names and office hours on or near their office doors. Academic departmental offices shall normally be open each weekday from 8:00 a.m. to 11:45 a.m. and from 12:45 p.m. to 4:30 p.m.

NON-TEACHING RESPONSIBILITIES

The following statement concerning faculty responsibilities was adopted by the Faculty Council and approved by the University administration, June 2, 1960:

As a part of their responsibility, faculty members are to participate, insofar as is possible in those professional activities which are directly associated with the functioning of the University. Furthermore, faculty members are encouraged to participate, according to interest and choice, in student extra-curricular activities.

Commencement Ceremonies

All faculty members are expected to participate in the commencement ceremonies and shall wear the appropriate academic apparel. Academic robes, caps and hoods may be rented through the University Bookstore. Commencement ceremonies are scheduled at the end of the fall and spring semesters (December and May).

Faculty Reports

Faculty members are responsible for reporting to their deans significant activities concerning teaching, research, publications, service to the University, and professional or community and public service. Deans will request this information be submitted through department chairpersons at appropriate intervals. The Faculty Report of Professional Activities form is to be used for this purpose with reporting based on the calendar year.

Sponsoring Student Organizations

All student organizations are required by the Student Government Association and the University to have

faculty/staff sponsors. The sponsors are chosen by the organizations. The sponsor is required to endorse vouchers in accordance with the fiscal policies of the University and should sign, or permit his/her name to appear as sponsor on official room request forms.

Faculty/staff sponsors of student organizations are protected by university insurance in the event of suit for personal injury or property damage as long as the faculty/staff members are working within their responsibilities as sponsors. However, faculty/staff members may be held personally liable if they assume a role that is outside of the normal course of business of the student organization.

Committees

Faculty members are appointed by the University Faculty Senate to its standing committees. Faculty membership on administrative committees and committees designed to deal with special problems may be by appointment or by election. Service on such committees is generally considered to be a part of the regular duty and responsibility of the faculty member.

Community/School Services

Faculty members frequently are asked to participate in various community/school activities as speakers or resource specialists. The University encourages such participation, which is at the discretion of the faculty member.

When time is taken for these activities, the departmental chairperson should be informed so that proper arrangements can be made for any missed classes. (See [University Handbook](#), Section III, "Faculty Absences.")

Alumni Services

The Alumni Affairs Office, in cooperation with the ISU Alumni Association, provides a variety of programs to interest, inform, and involve alumni of the University. Regional alumni clubs, school and departmental alumni organizations, homecoming, Founders Day, reunions, group travel, preparation and distribution of newsletters, and soliciting for the ISU Fund are among the programs to maintain and attract alumni interest and support. Essential to all programs is the maintenance of adequate biographical records of former students. University faculty and staff are encouraged to share in all areas of alumni relations and to utilize the records of the Alumni Affairs Office to maintain communication and to seek involvement of former students.

Professional Activities and Organizations

Recognizing that membership and participation in professional organizations and associations affords faculty members opportunities to contribute to the development of their disciplines, the University encourages all faculty members to be active in the professional organizations of their choice.

Fees for individual memberships are not paid by the University.

For special conferences, institutes, and workshops for University faculty and administrative staff, the University may pay travel expenses, per diem, and fee charges for individuals. In some instances, individual faculty members or administrative staff are requested to attend if topics under discussion or consideration are of special interest to the University or if the University should be officially represented.

GRADUATE FACULTY MEMBERSHIP

Graduate Faculty

The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high quality graduate education.

Regular Graduate Faculty

At the time of appointment (effective for all faculty appointed Fall 2007 or after) all tenure-track faculty with terminal degrees will be granted graduate faculty membership. Current (as of Summer 2007) associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2010 using the standards in place prior to Fall 2007.

The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees and to serve on the Graduate Council and the subcommittees of the Council. Review of graduate faculty membership may occur at the request of the department chair, college dean, or Dean of the School of Graduate Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

An endorsement to chair theses/dissertations is granted separately from graduate faculty status by a vote of a departmental committee, approval of the department chairperson, college dean, and the Dean of the School of Graduate Studies. To qualify for the endorsement to chair thesis/dissertation committees graduate faculty members must work with a graduate mentor appointed by their department, serve on thesis/dissertation committees, and complete a graduate faculty workshop sponsored by the Graduate Council to develop knowledge of the thesis/dissertation process at ISU. Review of the endorsement to chair theses/dissertations may occur at the request of the department chair, college dean, or Dean of the School of Graduate Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

Emeritus Graduate Faculty

Faculty who are a regular member of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty thereafter.

Special Purpose Graduate Faculty

An individual may be appointed for a limited period as a special purpose member of the graduate faculty. A special purpose graduate faculty member must be at least one of the following:

1. Tenure-line faculty with an earned doctorate or other terminal degree in the field of specialization, or a tenure-line faculty who has an earned master's degree and has distinguished themselves in teaching, research, and /or service, but do not meet the requirements for Graduate Faculty membership; or
2. Tenure-line faculty or newly hired tenure-line faculty with all but dissertation completed who are actively working toward a doctorate;
3. Special purpose faculty at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or
4. Professionals who are not tenure-line faculty at Indiana State University, but have expertise for specified graduate courses, or graduate committees.

A special purpose graduate faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A special purpose graduate faculty member will not be granted the endorsement to chair theses/dissertations.

The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees. Reappointment as special purpose faculty is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

Ex-Officio Graduate Faculty

Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as the person maintains the administrative position. All university administrators appointed prior to Fall 2007, who have a tenure-track faculty position and ex-officio graduate faculty membership will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

Appeal Procedure

In cases where an appeal is to be made the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed.

STATUS OF COACHING STAFFS

Head coaches or assistant coaches of intercollegiate sports are appointed by contract. The contract constitutes an agreement between the coach and the University stipulating the duties and responsibilities of the position. The contract or appointment letter for each person appointed states the period of appointment, the salary, and the title.

Appointments and reappointments to coaching positions are recommended to the University President by the Director of Intercollegiate Athletics and the University Athletic Committee. The evaluation of coaching performance will be made by the Director of Intercollegiate Athletics.

In addition to duties within the Department of Intercollegiate Athletics, a coach may be assigned, with the approval of the Director of Intercollegiate Athletics, some part-time teaching duties. In such cases the additional title of "Lecturer" may be assigned on the recommendation of the academic department chairperson and faculty and the academic dean. The teaching assignment will be made by the academic department chairperson subject to the approval of the academic dean. The assignment will be incorporated into the coach's regular assignment and will be proportionately funded from the academic affairs budget. The evaluation of teaching performance will be made annually by the academic department chairperson and faculty and the academic dean.

Because a coach's principal assignment of duties and responsibilities is in athletics, and because a coach is not appointed to a faculty position, the University tenure policies are not applicable to such appointments.

SABBATICAL LEAVES POLICY

Sabbatical leaves are granted to faculty members for the purpose of enhancing professional skills and knowledge to better enable them to contribute to the mission of the University. Leaves may be for professionally-related activities, including but not necessarily limited to, advanced study, scholarly travel, research, writing, creative performance, service, development of new skills, or a combination of these. In making a request for sabbatical leave, the applicant is responsible for explaining how proposed sabbatical activities might enhance professional capabilities, benefit students, and/or accomplish the goals of the University.

A regular faculty member is eligible for a sabbatical leave after completion of twelve (12) semesters of full-time service subsequent to the date of appointment or since the end of the previous sabbatical leave. One year temporary full time service spent on a continuing contract may be applied if, and only if, the temporary service resulted in a regular faculty

appointment which is in force immediately prior to the sabbatical. Sabbatical leave requests are made using standard forms supplied by the Academic Affairs Office.

A sabbatical is not granted automatically. It must be approved by the Provost and Vice President for Academic Affairs, who considers recommendations from the department and the appropriate college. These recommendations are based on the overall quality and value of the proposed activity (see "Procedures for Sabbatical Leave Proposals").

Courses and other responsibilities regularly assigned to a faculty member on sabbatical leave will ordinarily be reassigned to colleagues in his/her department. If granting the leave requires replacement faculty, this may be a factor in the decision to approve, defer, or deny a sabbatical leave during a particular year.

Because of programmatic reasons related to the smooth functioning of a University and/or financial reasons, a department, college, or the University may request faculty to delay or to advance sabbatical leaves. The delay of a leave (as opposed to the denial of a leave) is limited to no more than twelve (12) months, and the time before faculty can apply for a subsequent sabbatical will be calculated from the date of original eligibility.

All faculty members granted a sabbatical leave must submit, within one semester of returning from leave, a report to their academic deans (via their chairperson) on activities and accomplishments during the leave. Approvals of subsequent sabbatical requests are contingent upon submission of this report. The chairpersons, deans, and Office of the Provost must acknowledge to the faculty that the sabbatical leave report has been received.

Faculty members may, at the discretion of their department chairpersons, be asked to make a presentation to their department of the activities during the sabbatical leaves.

When granted a sabbatical leave, the faculty member commits to returning to full faculty status employment at Indiana State University for a minimum of the number of semesters spent on the latest sabbatical leave.

Duration and Payment of Sabbatical Leaves

A sabbatical leave may be for either a fall or spring semester at full pay, or for one (1) academic year (fall and spring semesters) at 60 percent pay. Sabbatical leave for a full calendar year can be granted to those on academic year appointments, with a 60 percent pay calculated separately for the spring and subsequent fall semesters of the leave period. In those cases, the University will provide no summer compensation. A faculty member holding a fiscal year appointment shall be granted special leave for six (6) months at full pay or twelve (12) months at 60 percent of the fiscal year pay. Benefits calculations during a sabbatical leave will be based on the amount of the base appointment salary earned.

A sabbatical leave may not be preceded or followed by any other leave of absence with pay, with rational exceptions, such as medical leave.

University Leaves Oversight Committee

The University Leaves Oversight Committee makes recommendations to the President of the University regarding appeals by faculty members whose proposals for sabbatical leave are disapproved by the Provost and Vice President for Academic Affairs (see below, "Procedures for Sabbatical Leave Proposals"). The committee is composed of nine (9) faculty, three (3) of whom are from the College of Arts and Sciences, and one (1) from each professional college and the library. The members of the committee are elected to staggered three-year terms by the faculty of their respective colleges or the library. Only tenured faculty members are eligible to serve.

Procedures for Sabbatical Leave Proposals

Department Review

By September 1, any special needs or priorities of the department, college, or university affecting approval of sabbaticals will be communicated by the appropriate unit head or heads to individual faculty members eligible to apply for sabbatical.

By September 15 of the year prior to the academic or fiscal year during which the requested sabbatical is to begin, an eligible faculty member must notify the department chairperson of the intent to file for a sabbatical leave.

On or before November 5, the actual application for sabbatical leave must be submitted to the department chairperson. Until the application is delivered to the Provost and Vice President for Academic Affairs, a faculty member has the opportunity to withdraw the application.

Departments are permitted to have a faculty governance approved committee participate in the review process. Following review of a proposal, the committee must present its written recommendation to the applicant and department chair. The recommendation must address the same criteria used by the department chairperson, and accompany the proposal throughout the review process.

The department chairperson reviews the leave proposal for the following: the overall quality of the proposal, how the proposal contributes to the overall professional development of the applicant, and how the proposal contributes to the mission of the department.

After reviewing each proposal, the department chairperson provides each applicant with a written recommendation. If the chairperson has questions about the proposal, he or she should seek clarification from the applicant. The applicant has five (5) working days to respond to the chairperson's

recommendation and/or provide additional documentation to strengthen the proposal.

By January 10, the department chairperson forwards all proposals and recommendations to the dean for review. Any faculty response is forwarded with the proposal. In addition, the chairperson must indicate the costs and benefits associated with the proposed leave and explain how the responsibilities for each faculty member on leave will be met by the department.

College Review

Any college is permitted to have a faculty governance approved committee participate in the review process. Following the review of the proposal, the committee must present its written recommendation about a particular proposal to the applicant, the department chair, and the dean of the college. The recommendation must address the same criteria used by the dean and accompany the proposal throughout the remainder of the review process.

The dean reviews each sabbatical leave proposal forwarded by a department chairperson for the following: the overall quality of the proposal, how the proposal contributes to the overall professional development of the applicant, and how the proposal contributes to the mission of the college.

Following the review, the dean provides each applicant and his or her department chairperson with a written recommendation regarding the proposal. The applicant has five (5) working days to respond to the dean's recommendation and/or provide additional documentation to strengthen the proposal. By February 1, the dean forwards all proposals, along with faculty responses and recommendations from the department and college, to the Provost.

Provost and Vice President for Academic Affairs Review

The Provost and Vice President for Academic Affairs reviews recommendations accompanying each forwarded proposal and makes a decision concerning approval. In cases of inconsistency among the recommendations from the department chairperson, the dean, and any departmental or college committees, before making a decision the Provost shall consult jointly with the concerned department chairperson and dean. In cases where the recommendations are consistent at the previous steps but the Provost intends to disagree, the Provost shall consult, as above, with those who made the recommendations. By March 1 the Provost provides each applicant, his or her dean, department chairperson, and the chairperson of the University Leaves Oversight Committee with a written recommendation and rationale for approval or disapproval of the proposal.

All approvals of sabbatical leaves are contingent upon the final approval of the Board of Trustees of the University.

Appeals

Any individual who has had his or her proposal disapproved has the right to appeal to the University Leaves Oversight Committee. The faculty member has ten (10) working days to appeal in writing to the University Leaves Oversight Committee chairperson. Copies of the appeal shall also be provided to the department chairperson, the dean, and the Provost. The committee may call on concerned parties to clarify their positions orally or in writing. The University Leaves Oversight Committee will make its recommendation to the President, copying its deliberations to all concerned parties by March 31.

The President of the University receives all documentation from the chairperson of the University Leaves Oversight Committee concerning appealed sabbatical leave requests. The President may ask for additional clarification from any concerned party. By April 15, the President will render a final decision in writing with respect to the approval or disapproval of appealed sabbatical leave requests, informing all parties (appellant, department chairperson, dean, and members of the University Leaves Oversight Committee) of his/her decision. No further appeals are possible through any internal University process.

LEAVES WITHOUT PAY

Leaves without pay are granted to members of the faculty for any activity that will enable the applicant to serve the University more effectively or for other acceptable reasons. Leaves without pay neither interrupt nor count toward the twelve (12) semester eligibility requirement for a sabbatical leave.

A faculty member wishing to apply for a leave without pay should submit formal application to the Provost and Vice President for Academic Affairs at least six (6) months prior to the time the leave is desired.

CURRICULUM CHANGES

The Curriculum Approval Procedures (CAPS) Manual for Undergraduate and Graduate Courses and Programs provides guidelines and identifies procedures for the curriculum approval process. Since curricular revisions should be integrated into program review and strategic planning processes, curriculum approval procedures are organized around departmental explanations of how revisions will contribute to the mission, goals, and commitments of the department.

Specific information regarding levels of review for curricular revisions, preparation of course and program proposals, and copies of routing sheets and other curricular forms appear in the CAPS Manual which is available in the Provost and Vice President for Academic Affairs Office.

FACULTY ENROLLMENT IN COURSES AT ISU

A member of the faculty above the rank of instructor may not work toward a degree at this University. Exceptions to this policy may be granted through petition of the Dean of the School of Graduate Studies. If tenured, a faculty member must resign his/her position upon entering a program leading to an ISU doctoral degree.

A faculty member in a professional college may not enroll in a course in his/her own college. A faculty member in the College of Arts and Sciences may not enroll in a course in his/her own department. Exceptions require permission of the Provost. An annual report of exceptions will be provided by the Provost to the Executive Committee. Enrollment in graduate courses should not conflict with assigned duties in the University.

A faculty member who desires to take a graduate course at Indiana State University must first confer with the Dean of the School of Graduate Studies. Prior approval of the department chairperson, the appropriate academic dean, and the graduate professor scheduled to teach the course are required.

A faculty member may enroll for no more than twelve (12) semester hours of work during a regular academic year. If a faculty member holds a teaching assignment during a summer term, he/she may enroll in courses but the total activity, teaching and personal course enrollment, may not exceed six (6) hours in any summer term.

Faculty members enrolling in courses at Indiana State University are expected to follow normal enrollment and registration procedures.

POST-DOCTORAL STUDY AT ISU

Opportunity for post-doctoral study is available at Indiana State University for visiting professors from other institutions, post-doctoral fellows, and others who have attained doctoral status. These scholars may conduct research, attend classes, and participate in seminars. On request of the appropriate academic department, they may teach classes.

The privilege of attending class without credit or payment of fees requires the approval of the appropriate academic department chairperson and the Dean of the School of Graduate Studies. Persons who wish academic credit for courses must register as graduate students and pay appropriate fees.

Prospective researchers requiring laboratory space must be sponsored by a member of the graduate faculty and have the approval of the chairperson of the academic department in which work is planned.

Library and parking privileges and general usage of University facilities will be available on the same basis as for regular staff. The University assumes no obligation for compensation.

DEATH OF FACULTY MEMBER

At the first meeting of the University Faculty Senate following the death of an ISU Faculty member, active or retired, the Secretary of the University Faculty Senate will present a resolution memorializing the deceased faculty member. The resolution, when accepted, becomes part of the official minutes of the University Faculty Senate and the Secretary of the University Faculty Senate will send a copy to the next of kin.

INTELLECTUAL PROPERTY POLICY

With the University commitment to scholarship, research, creative and other academic and service activities, it is expected that faculty, staff, and students will produce new written works, inventions, works of fine and performance art, discoveries, new or improved products or processes, ornamental designs, compositions of matter, multimedia materials, new varieties of plants, and many other expressions of learning, research, and scholarly activity. These works may involve rights of ownership, needs for protection, rewards from ownership, and responsibilities during development that affect all individuals involved and the University as a legal entity. The Intellectual Property Policy appears as Appendix J.

DISTINGUISHED TEACHING AWARDS

The Indiana State University Board of Trustees has provided for the recognition of outstanding teaching through the creation of the Caleb Mills Distinguished Teaching Award. Excellence in teaching shall be the sole criterion in making the awards. A maximum of four (4) annual awards may be given each with a stipend of an appropriate amount and an appropriate tangible symbol to be retained by the winner.

Any tenured faculty member teaching a minimum of 15 semester hours or 24 contact hours at ISU during the current or previous calendar year is eligible for consideration.

Final selection is made by a committee appointed by the University President, and chaired by the non-voting Provost and Vice President for Academic Affairs. This committee is to be composed of six (6) tenured full-time faculty members, including some past recipients of the award. At least four (4) schools and the ranks of assistant professor, associate professor and professor shall be represented. Five (5) outstanding students also serve: two (2) graduates and three (3) undergraduates. Committee members may not submit nominations nor be eligible for the award during their years of service on the committee. Members are appointed to staggered two-year terms.

Nomination is by letter from any full-time faculty member, student, alumnus/a, or administrator at the University. The Committee solicits further evidence of excellent teaching from the nominees' students, chairpersons of the nominees'

departments, nominees' vitae and faculty reports of professional activities. The Committee may elect to narrow the field of nominees before soliciting this additional information.

RESEARCH/CREATIVITY AWARDS

The ISU Board of Trustees has established the Theodore Dreiser Distinguished Research/Creativity Award at Indiana State University for faculty members who have made outstanding contributions to the advancement of knowledge. Funds are made available so that a minimum of two (2) and a maximum of four (4) awards, each with a stipend and a plaque certifying this special achievement, may be presented at spring commencement. In each year at least one (1) award should be given in each of the two (2) categories — research and creativity.

Candidates for the award must be regular full-time members of the Indiana State University faculty. In addition, their work must meet the following requirements:

1. Research/creativity other than that completed to satisfy advanced degree requirements.
2. Research/creativity substantially completed while the candidate was a regular full-time member of the Indiana State University faculty.
3. Research/creativity representing a single major contribution completed within the four (4) years immediately prior to application, or outstanding contributions that have characterized one's professional life.
4. Research/creativity which represents a contribution of national significance to a candidate's field of specialization.

Forms may be obtained from the School of Graduate Studies. Any regular full-time faculty member may nominate himself/herself. Faculty, department chairpersons, and deans are encouraged to nominate faculty colleagues. Faculty members who have received an award will be ineligible for consideration again for a four-year period. Nomination forms must be submitted to the School of Graduate Studies, by January 20 of each year.

The Dean of the School of Graduate Studies will collect the supporting data relative to the nominees, and the selection committee will be responsible for any outside correspondence with experts in a candidate's area of expertise. This correspondence will document the significance of the research/creativity.

Final selection is by the Theodore Dreiser Distinguished Research/Creativity Award Committee. The Dean of the School of Graduate Studies will serve as chairperson and nonvoting member of this Committee. The twelve (12) voting members will be selected and appointed before January 15 and will include one (1) representative selected by the Graduate

Council, one (1) representative selected by the University Research Committee, one (1) representative selected by the University Arts Endowment Committee, and seven (7) other faculty members with proven research/creativity expertise.

During the fall semester the University Faculty Senate will recommend fourteen nominees – two (2) nominees from each school, the college, and the library. The University President will appoint the seven (7) faculty members to serve on the Theodore Dreiser Distinguished Research/Creativity Award Committee, one (1) from each of the units while maintaining appropriate balance between faculty with expertise in research and creativity.

The two (2) student members will be selected from two (2) undergraduate nominees chosen by the Dean of the School of Graduate Studies and two (2) graduate nominees chosen by the graduate student organization. From the four (4) nominees, the University President will select an undergraduate and a graduate student to serve on the Committee.

An individual who is a candidate for a Theodore Dreiser Distinguished Research/Creativity Award in any given year may not serve on the review committee. Review committee members may serve only one (1) of any three (3) consecutive years.

FACULTY DISTINGUISHED SERVICE AWARDS

The ISU Board of Trustees has provided for the recognition of outstanding service through the creation of the Faculty Distinguished Service Award. Excellence in, intensity of, long-term commitment to, and tangible evidence of the impact of service are the criteria which shall be considered in making the awards. A maximum of two (2) annual awards may be given with a stipend and an appropriate tangible symbol to be retained by the recipient.

Eligible faculty members are those who are tenured and have demonstrated service while at ISU in the form of membership in faculty governance at the school/college or University level; membership on committees within the University; service to student organizations; service to professional organizations; and/or service to community groups.

Final selection is by a committee appointed by the University President and chaired by the Provost and Vice President for Academic Affairs.

Nomination is by letter from any full-time faculty member, student, alumnus/a, University staff member, or citizen of the Wabash Valley. The committee solicits further evidence of outstanding service from chairs, deans, students, faculty, and organizations.

ACADEMIC DEANS PERFORMANCE REVIEWS

Comprehensive reviews of academic deans performance will occur during the third year of each dean's tenure and every three years thereafter. Details of the process are outlined in the document "Process and Criteria for the Evaluation of Academic Deans" which is available in the Provost's Office. Modifications of the document are subject to review by the University Faculty Senate Executive Committee and Provost. The review process will be initiated by the Provost who notifies the dean in writing that the review is scheduled and requests the dean to submit a self-evaluation. The Provost will form a review committee to include three faculty members selected by the unit's faculty governance; a staff member and a department chairperson from the unit selected by the Provost; a student from the Student Government Association Executive Committee; and up to two additional members from outside the unit nominated by the dean or the review committee. The Provost, after consultation with the University Faculty Senate Executive Committee, will confirm the final committee and appoint its chair.

The review process will allow for broad, confidential participation of constituencies. Areas of performance evaluation will include leadership and planning, administration and management, internal relations (especially faculty relations), external relations, and other areas as appropriate. At the conclusion of the review, the committee will present a written report to the Provost and meet with the Provost to discuss the findings. The Provost will communicate the findings of the review committee to the dean being reviewed and inform the University Faculty Senate Executive Committee that the review has been completed. The dean's academic unit will be informed of the findings within the privacy and confidentiality guidelines of the University.

ACADEMIC DEPARTMENT CHAIRPERSONS

Academic department chairpersons are appointed by the University President on the recommendation of the Provost and Vice President for Academic Affairs and the recommendation of the dean, based on the formal recommendation of the faculty of the department.

A chairperson may be awarded tenure as a faculty member but not as chairperson. A candidate for chairperson must be a faculty member of the department or must be qualified by education and experience in the discipline to become a faculty member of the department.

Certain elements of department administration may be delegated by the chairperson to faculty members and staff. However, in matters of personnel administration, responsibility rests primarily with the chairperson. He/she is expected to consult with members of the faculty in a manner which seems most appropriate in maintaining constructive personnel relationships; in furthering the professional development of the

faculty; and in furthering the best interests of the department, the school/college, and the University.

The chairperson leads his/her department through persuasion, the weight of experience, evenhandedness, openness, and candor. Through suggestions, recommendations, and committee appointments, the chairperson assumes leadership in the implementation of new programs and in the revision of existing programs.

Duties and Responsibilities

The duties and responsibilities of academic department chairpersons are in part dependent on the size and character of each department. The following description of duties and responsibilities is intended to set forth broad and general principles which can be adapted to the circumstances of particular departments. Nothing in these descriptions is intended to abrogate general University administrative policies, the constitution of the faculty, or legislative acts of university government.

The chairperson encourages and recommends rewards for outstanding teaching, scholarship, and research, attempts to define the research goals of the department, fosters cooperative projects, and brings individual and department achievements to the attention of the academic community.

The chairperson should lead his/her department through difficult and critical decisions involving faculty appointments, non-renewals, promotion and tenure decisions, and awards for meritorious activities.

The chairperson represents the interests of individual faculty members and of the department to the dean and to the University administration. The chairperson is the representative of the department, but he/she should also be able to convey to his/her colleagues the positions of the University administration.

The chairperson is authorized to speak officially for and on behalf of the department in matters concerning personnel decisions, budget requests, recommendations for membership in the graduate faculty, approval of grant and contract applications, and other issues concerning resources.

The chairperson is an advocate for the academic interests of the faculty of the department, especially in curricular affairs wherein faculty authority is paramount. Those issues that require approval beyond the department will ordinarily be firmly advocated by the chairperson. If earlier internal deliberations result in the chairperson's disagreement with the majority opinion of the department faculty, and if the chairperson cannot support the majority position, he/she is obliged to make known to the dean the position of department colleagues together with his/her own position with appropriate justification and rationale for both positions. The chairperson will inform departmental colleagues of his/her opposition to or disagreement with the majority view.

The chairperson, acting on the advice of his/her faculty, has responsibility and authority for scheduling classes, arranging teaching hours, and meeting student needs in graduate and undergraduate programs in accordance with the policies and procedures of the University and the standards of the department. He/she serves as mediator in faculty-student disputes.

It is the duty of the chairperson to administer the department office, to request supporting resources for the work of department faculty, to provide the administration with a means of communicating with faculty and students, and to handle the routine paperwork of the department.

The chairperson has responsibility and authority for the hiring of support staff; the hiring of temporary and part-time help; the preparation and submission of catalog materials based on the curricular decisions and recommendations of the faculty; the supervision of the procedures of budget development; the administration of the operating budget (the chairperson has the responsibility of maintaining department expenses within the allocations to the department operating budget); the maintenance of department files and records; the supervision of procedures for developing the schedule of classes; the representation of the department in administrative matters relating to the school/college and to the University as a whole; the supervision of student advisement procedures; nominations for department representation to the school/college committees; the supervision of department publicity (brochures, program announcements, news releases, catalog and bulletin copy, state and regional outreach information); the control of department equipment, properties, books, records, and supplies; and coordination, through the appropriate dean's office, of activities that cross department lines.

It is a general principle of the administration of academic departments that the chairperson should consult regularly with members of his/her department. To consult is to seek the opinion, judgment, and advice of the members of the department. It remains the prerogative of the chairperson to make determination contrary to this counsel, but if he/she does so, it is his/her duty to explain the reasons both to colleagues within the department and (if it is a matter which is forwarded to higher administrative authority) to administrative superiors, together with the nature and extent of the disagreement.

This duty of consultation is not to be construed as implying that the chairperson is only an executant without power of initiative. Perhaps the most important duty of a chairperson is to lead the way in setting policies and, as much as possible, in making tactical decisions. The chairperson should have a program for the department and should aim at marshalling the support of the department for that program. The emphasis upon consultation is designed not to shackle the chairperson but to enlist the active and effective participation of the staff in joint endeavors.

Consultation with the department may take the form of meetings of the department as a whole or of conference with departmental committees. In small departments, an elaborate committee structure would be artificial; in large departments,

meetings of the entire department might be awkward. It is the prerogative of the department as a whole to determine its own internal structure and procedures, which shall be codified and filed with the dean of the school or college and with the Provost and Vice President for Academic Affairs.

The apparatus of committees, their scope and function, and the procedures by which committee members are selected, are determined by full-time regular members of the department. The chairperson has the prerogative of appointing ad hoc committees to investigate and advise upon matters which are not regularly recurring concerns and which may not be of crucial importance to the department as a whole, but this prerogative is not to be used to avoid the duty of conferring with the entire department or with regularly constituted committees on all matters of general concern or of continuing or recurring character.

Among those matters of general concern or of recurring character are such issues as:

- the formal curriculum and methods of instruction in the department and also conferences, colloquia, non-credit courses, and the establishment of requirements for departmental programs and academic standards,
- the recruitment and advising of students,
- the department budget for services, travel, equipment, and supplies,
- the recruitment, evaluation, retention, promotion, and salary of faculty, and
- the assignment of faculty to classes and offices.

Matters of particular delicacy—such as the salary, tenure, and promotion of faculty—may in general be best dealt with by a committee, but a department is not precluded from discussing as a whole either policies or individual decisions on these questions, and the chairperson should seek the advice of the department as a whole on the procedure to be followed in these matters.

Notwithstanding any other provision of this document, the chairperson shall call at least one (1) meeting of the entire department in each semester of the regular academic year. A standing item on the agenda of such meeting(s) shall be "New Business."

Selection and Removal

Chairpersons serve at the pleasure of the dean and the department faculty. An evaluation of the performance of a department chairperson will be conducted triennially by the dean, in accordance with rules and procedures prescribed and established by the dean, based on consultation with the chairperson and department faculty. The dean will weigh and balance the several principles cited above in his/her decision regarding retention of the chairperson. The dean has the

authority to call for an evaluation of the performance of the chairperson at any time the dean determines it is necessary.

When there is disagreement between the department faculty and the dean on the retention of a chairperson, the decision rests with the University President, based on the reports and recommendations of the department faculty, dean, and the Provost and Vice President for Academic Affairs.

Whenever a vacancy occurs in the position of chairperson of an existing academic department or one which is scheduled to exist as determined by the appropriate academic dean or his/her superior, the appropriate academic dean will so advise the department faculty members. The full-time regular faculty members of the department should then proceed to elect a nominating committee composed of at least five (5) but not more than seven (7) full-time regular faculty members who shall conduct a search for candidates. No member shall serve on the nominating committee who wishes to be considered for the position or who comes under consideration after being elected. If five (5) department members having full-time appointments are not available, the members of the department may, with approval from the appropriate academic dean, select one (1) or more full-time regular faculty members from closely-associated academic disciplines to serve on the committee.

The nominating committee shall determine its own rules of procedure and shall notify the appropriate academic dean when it has accomplished its assigned task. The nominating committee shall recommend to the appropriate academic dean possible candidates who, if not on campus, should be invited to the University for interview. The dean shall approve or disapprove such visits. The nominating committee shall obtain evaluations from each full-time regular faculty member, or as many as interviewed each candidate. Should the nominating committee recommend one (1) or more of those interviewed, the name(s) shall be submitted to the academic dean with a copy to the Provost and Vice President for Academic Affairs. In the event that the nominating committee recommends more than one (1) candidate, the names shall be ranked in order of preference. After a meeting with the nominating committee, the dean may concur or object, sending a written recommendation to the Provost and Vice President for Academic Affairs and a copy to the chairperson of the nominating committee. If the academic dean and the nominating committee have not agreed on the recommendation, the Provost and Vice President for Academic Affairs, if he/she chooses, shall meet with the nominating committee and the academic dean in an attempt to resolve differences. In only rare and exceptional circumstances shall a candidate other than one designated by both the nominating committee and the academic dean be recommended to the ISU Board of Trustees. In such a case, the reasons shall be communicated to the nominating committee and the academic dean prior to submission of the recommendation to the ISU Board of Trustees.

Careful selection of a department chairperson combined with the cooperative efforts of all concerned in the development and improvement of the department will contribute to the stability

and growth of department leadership. Nevertheless, provisions shall be made for dealing with extraordinary instances of administrative failure. After serving at least one (1) academic year as chairperson, a chairperson may be relieved of his/her administrative post provided at least 50 per cent of the full-time regular faculty members of the department endorse a written communication to the appropriate academic dean giving support of such action. The academic dean shall conduct an investigation and convey his/her observations and recommendations to the Provost and Vice President for Academic Affairs. If the Provost and Vice President for Academic Affairs and the University President concur with the recommendations of the petitioning department members, the chairperson shall be removed as soon as possible. A chairperson may also be removed if his/her continuance is held by the University President not to be in the best interests of the University.

The position of department chairperson may fall vacant at such a time that a permanent replacement cannot be appointed immediately. In such a case, appointment of an acting chairperson is the prerogative of the administration, but that prerogative should be exercised only after consultation with the membership of the department.

The dean of the school or college within which the vacancy occurs shall invite nominations for acting chairperson from all full-time regular members of the department, to which list the dean may add other nominees. The dean shall then determine, by a poll of the full-time regular faculty members of the department, the degree of support for each nominee.

The dean shall then forward to the Provost and Vice President for Academic Affairs a recommendation, accompanied by the complete results of the poll of the department. The appointment is made by the Provost and Vice President for Academic Affairs, subject to approval of the University President and the ISU Board of Trustees.

In the event that an acting chairperson is needed for more than one (1) year, the department shall again be consulted in the same fashion before the acting chairperson is confirmed in office for another year or a new acting chairperson is appointed. An acting chairperson may also be removed if his/her continuance is held by the University President not to be in the best interest of the University.