

**File 1**

INDIANA STATE UNIVERSITY  
FACULTY SENATE, 2013-2014  
**EXECUTIVE COMMITTEE**

January 14, 2014

3:30pm, HMSU 227

**Agenda**

I. Administrative Reports: D. Bradley, R. Williams

II. Chair Report: S. Lamb

III. Approval of the Executive Committee Minutes of December 3, 2013 **(File 2)**

IV. Fifteen-Minute Open Discussion

V. Proposed Changes to University Handbook Policy 338: Emeritus/Emerita Faculty Status: R. Guell **(File 3)**

VI. Discussion of Possible charge to FAC concerning the advisability of granting tenure to new faculty with associate rank immediately upon entry to ISU. Should there be any caveats. Any progress??

**File 2**

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2013-2014

**EXECUTIVE COMMITTEE**

January 14, 2014 3:30pm, HMSU 227

**Minutes**

Present: S. Lamb, C. MacDonald, R. Guell, A. Anderson, T. Hawkins, B. Kilp, C. Olsen, V. Sheets, K. Yousif.

Ex-Officio Present: Provost R. Williams

Guests: C. Tillery

1. Administrative Report: R. Williams

- a. Dr. Bradley is absent today, as he is in Naples, FL.
- b. With the recent bad weather and the need to cancel classes, we are seeking feedback on anything we missed. I would like to commend Grounds on the wonderful job they did during this time. They not only had snow removal, but the steam plant went down for about half an hour, which required about two hours to get going again. Because of the freezing temperatures the outage caused multiple problems, and several facilities needed cleaning. They worked so hard we had to send them home a couple of times to make them sleep. I'm proud that we didn't have the same issues the city had; our faculty and staff were thanking Grounds for their work.
- c. The Dean searches for the College of Technology and the Library continue; they both conducted airport interviews last week. There were 33 applicants for the College of Technology, with four finalists, three external and one internal. There will be interviews from January 24 through February 3 and they will be open for the entire campus.
- d. The Library had 17 applicants from a search of approximately 60 people. There were 10 airport interviews and four finalists, who are scheduled to be interviewed from February 16 through 25. Because this is for the Library, there will be several types of open forums, and we will advertise this throughout campus. We wanted the faculty to be able to settle into their semester routines so they can make these forums and provide input.
- e. Now that the Wellness Screening has completed, there will be health coaching for those who scored "less than favorable" on at least 3 of the 5 measures. It is free, and not mandatory, and will be provided by Union Hospital staff. Spectrum

Services will also be conducting specific coaching for those who scored “less than favorable” on 3 or 2 specific measures as well. These people will be contacted individually to see if they would like assistance. We don’t know who these people are who qualify for assistance. I ask you all to please spread the word, and especially emphasize that this is completely confidential. We will send an announcement campus-wide.

- f. For graduation this spring, we will have to give out tickets, since recently there have actually been fights. Each student will receive 5 tickets. Students can share their tickets or give them away if they wish. We hope this will cure the problem. It will be first come, first serve; we will see how that works. Although we’re not announcing it, if there is overflow we will attempt to set up a live streaming area, though I’m not sure at this time where it will be located.
  - g. Our budget was temporarily slashed from last year. Academic Affairs didn’t meet their cuts from last year. The Deans have been asked to identify 3-5 staff positions and outline possible consequences of their departure from their respective Colleges.
  - h. As for the memo policy review, I sent out a memo to the Deans to share with their Chairpersons. We are currently reviewing different policies. We had huge problems, and I feel we need to review them with departments and chairs. I have asked them to follow through very quickly. I’ve already had complaints to take to the Deans; we must address these issues and protect the anonymity of the students involved.
  - i. I have recently announced to the Deans that we do have money to support sabbaticals. This has been misinterpreted, however. We do have a pool of funds for them. S. Powers will contact the Deans to see what their needs are. We have asked them to first look at their deployment. We have departments that have requested and received funds but have clear deployment issues. We have a limited budget, and we want to make sure faculty is properly utilized. I have asked them to also think more about what several sabbaticals will do to their departments. Last year we had a department where three-fourths of the faculty applied for sabbatical and many had to be denied. I have asked the Deans to address that.
2. Chair Report: S. Lamb:
- a. I would love to hear more about the \$500,000 in reallocations and the need to cut 3-4 staff from each unit.
    - i. R. Williams: That’s not a specific number of cuts required; rather, I have asked them to identify the consequences of eliminating up to that many.
  - b. I know the College of Business is at bare bones already. We have done lots of cutting already, as I’m sure all units have, and I think it’s going to get to the point where we won’t get our core job accomplished—scheduling, students’ needs, etc.

- c. I am also surprised to hear that there are such deployment issues. I'm asking faculty to do so much. I'm not replacing faculty, I'm not making strong arguments to replace faculty...the Dean is being very judicious. So when I hear that there's substantial deployment problems throughout the university, that's not within my experience. We know your SCH's are going up quite well throughout the unit—chairs have risen to the occasion, and again the tools that you've employed so far have been extremely effective. I appreciate your desire not to micromanage and allow Deans to ferret these issues out.
  - i. K. Yousif: For the searches that are now pending; some of the money is going to come from that?
  - ii. R. Williams: I would just say continue to move forward with your search—quickly, rather than slowly.
  - iii. B. Kilp: All the faculty searches aren't being listed that way?
  - iv. R. Williams: Just 4.

**3. Approval of the Executive Committee Minutes of December 3, 2013 B. Kilp, K. Yousif; Vote: 9-0-0**

**4. Fifteen-Minute Open Discussion**

- a. B. Kilp: I'm on my department's Personnel Committee, and we're trying to update our language, and in the context of this, the Dean has asked for a report asking how we are doing on assigning people to the evaluation process. We have talked a few times and I'm still getting the impression that Instructors and Lecturers are being forced to serve on an evaluation committee. Some are already teaching 15 hours and are then asked to serve on this committee; is there a way to compensate them for this? We all agree we can't compel part-time people to do this if they have a full load.
  - i. C. Olsen: That is the reason the policy states "where appropriate." If there are not enough at each rank to put one on the committee, it is not appropriate. If there are and one can be assigned to service, in their load, it would be appropriate.
- b. S. Lamb: I have an issue concerning the move to 71 hours. There are Foundational Studies courses that are not required until students are Juniors or above, such as English 305, and when students transfer into our College from another, they haven't taken any of these required upper level foundation courses. It seems to me it would be quite logical not to add those in the hours associated with the major. I'd like for you to discuss this with S. Powers if you would. I have a total of 7 majors I'm working through. Accounting, I'm sure, would make an appeal...they're at 78, and, by the way, to sit for the CPA exam, students are required to have 150 hours. The Financial Services major has 4 tracks, and the Finance major has 2 tracks. Insurance and Accounting only have one track apiece. Every one of these majors/tracks is at 78 hours with one exception.

- i. R. Guell: The upper division Foundational courses like ENG 305 and other upper level courses are not double-counted.
    - ii. S. Lamb: Yes, Bob, they are. I want an answer so I can move on and complete this.
  - c. R. Guell: I fully understand why this was done, but I still would like to object to the attendance default position to “not attending” from “attending.” I have several hundred students to change now.
    - i. R. Williams: If you have a solution to that please let us know.
  - d. S. Lamb: Virgil, can you give us some insight into the committee you are co-chairing?
    - i. V. Sheets: The committee has subdivided into 3 groups. We are all collecting data at this time. One group is collecting from students, one from COACHE data, and one with chairs to try and get a sense of where the department issues are. We will look at the data and figure out what our next steps are. We talked with the cabinet this morning. We are sending out a survey to the students, looking at the COACHE survey to the faculty, and part will speak to the chairs.
  - e. C. Olsen: Have you talked at all about workload yet? Every day I come up with another FTE or student faculty ratio measure. All faculty is always counted as one. Our funding models are based on these measures. I continue to get reports that tell me it's better to not have good faculty.
    - i. V. Sheets: Sabbaticals are being counted against us.
    - ii. C. Olsen: So is external grant money.
    - iii. R. Williams: I have asked for feedback. We did have them on sabbatical and my response to them last Thursday was if you have a faculty member on sabbatical and you've hired someone to teach you should not double count that. I have not received feedback concerning grants and external buyouts yet. One thing we discussed was getting real data, and the reason we haven't changed this data is that when we set the goal we had a certain set of assumptions.
    - iv. S. Lamb: We've heard that now for 5 months, and I think we're ready for it. All our Chairs have met with our Dean, the message has been delivered, you have accepted it...
    - v. R. Williams: I really haven't received any feedback from all the Deans at this point.
    - vi. S. Lamb: I think everyone has said, 'let's just adjust the goals if needed.' To treat every department fairly, if they've had success, and the released time has been endorsed by the Dean, by the Provost, allow them to move on.
  - f. T. Hawkins: Is there anything new with the textbook situation?

- i. R. Williams: We have documented this. We have a meeting coming up; I think they have contacted some of you. We are taking that information we were given and talking with the bookstore. We need as much information on these issues as we can get so we can resolve this. Tell everyone to send textbook concerns to their Chair and to their Dean.
- ii. T. Hawkins: We have enough trouble starting off the semester on the right foot. This term, even with the weather, one week into the semester, only 25 out of my 92 students have the text. Even if all the rest get it tomorrow—the bookstore has 11 copies on the shelf—I'm not that confident that the majority will have it by the weekend. I'm now down to having to teach 15 weeks of content in less than 13. I've essentially lost control of my syllabus now. The policy seems to be entrenched that they will not fill all requests. If I can't be confident that it's available on the first day, I'm going into battle without any armor. They can make all the profit arguments they want, but I'm in an academic environment and my students need this.
- iii. C. Olsen: For some courses they have 90 students and the Bookstore has only ordered 20 copies. I understand why they don't want to order the full 90.
- iv. A. Anderson: The professor has to find out from the students that the Bookstore is out of copies. I've gone to them before and asked them to order more, and they say it's too close to midterms and they're sending books back now.
- v. T. Hawkins: There is also little response from the Bookstore when we send in orders.
- vi. V. Sheets: When does the Bookstore order texts? It seems late.
- vii. K. Yousif: Before I got your email I thought it was just me. Then I get another one who says 4 or 5 others have issues. They lie about the number of used copies, they can't get enough new, it's across campus.
- viii. S. Lamb: I agree, Tim, this is an academic institution and we have to be able to rely on the Bookstore. It's a common hardship we face in the classroom. We can't teach the subject matter because they simply don't have the text.
- ix. C. MacDonald: Better communication from the Bookstore back to the faculty would be incredible. We could tell the students beforehand. We assume they are ordering as many as we need.
- x. A. Anderson: They don't let us know they've sold out and refuse to reorder.
- xi. C. Olsen: Why don't the students start something on their own?

- xii. R. Guell: I would observe that Barnes and Noble is under bankruptcy protection. They are struggling in their world. Cengage is itself bankrupt; they owe one Economics text author 1.5 million dollars in royalties. The textbook industry is in disaster mode from top to bottom. Students and faculty are both victims. It's an unsolvable problem at the local level.
- xiii. T. Hawkins: I've provided a lot of profit to book companies. If there had been some communication from them in November I would have worked with the store to find a way to ensure a good majority of my students bought them from Barnes and Noble. They have assured by that 90-plus copies of this book are going to be there by the end of the week, but will have to send them back because they've had their chance.
- xiv. C. Olsen: Even if they could have said something during Christmas break, we could have arranged something temporarily with BlackBoard.

#### 5. Proposed Changes to University Handbook Policy 338: Emeritus/Emerita Faculty Status

- a. S. Lamb: We certainly don't have to solve this issue; I propose we send this rapidly to the appropriate standing committee.
  - i. V. Sheets: Can I ask where this is coming from?
  - ii. R. Guell: There are two sources of the issue. The first, I'm comfortable talking about openly, but the second, if we have an executive session, I will talk about them. A faculty member had the economic wherewithal to retire in his 50s, qualified by years of service, and was essentially denied; originally, all the benefits associated with being an Emeritus were denied him simply because he wasn't old enough. This person wanted to do his research and publish, but he no longer wanted to be a faculty member and was capable of doing it but needed the Library, email, titles, and he's been here for 25 years. The reading of the current policy didn't allow us to give him that.
  - iii. T. Hawkins: What does the Handbook say?
  - iv. R. Guell: The Handbook says retirement at age 62. For Business Affairs they make a distinction between retirement and resignation. If you're in your 50s and you don't plan to work again, you call yourself retired. That's not what Business Affairs calls you. This policy would be to allow faculty to get the appropriate benefits of emeriti status without regard to age. They would not get health insurance, or the other benefits that are legitimately age dependent.
  - v. S. Lamb: The other bit of controversy that I see is grounds for serious discussion—is that revocation is only for actions taken while a faculty member is employed by the university.

6. Discussion re: Possible Charge to FAC Concerning the Availability of Granting Tenure to New Faculty with Associate Rank Immediately upon Entry to ISU

- a. S. Lamb: I have been advised and kept track of emails between Virgil and Tim or Chris...they have convinced me that after all we only changed the process last year. It hasn't been well tested, and I do admit to being rather worked up with a specific case, but I think I would like to bow to those whom I talked to, and remove this from consideration at this time.

**7. Move to Executive Session 4:22PM (R. Guell, C. MacDonald)**

**8. Leave Executive Session 4:39PM (C. MacDonald, V. Sheets)**

**9. Motion to Endorse Correction of Rank of Dean of College of Education: (V. Sheets, A. Anderson) 9-0-0**

**10. Meeting Adjourned 4:40PM**

## **File 3**

**As it is**

### **338 EMERITUS/EMERITA FACULTY STATUS POLICY**

*Policy 338 was approved by the ISU Board of Trustees on August 30, 2011.*

**338.1 Fifteen Years of Service.** Tenured Faculty who have provided at least fifteen (15) years of continuous honorable service to Indiana State University shall be awarded and conferred the title of Emeritus/Emerita upon retirement from the University, unless the immediate supervisor, prior to the individual's retirement, presents significant cause in a petition for denial. In most cases, the immediate supervisor is the chair of the retiree's academic unit.

**338.1.1 Petition for Denial.** Any petition for denial of Emeritus/Emerita status must be presented in writing to the dean of the college in which the retiree served.

**338.1.2 Approval of Petition.** To deprive the retiree of Emeritus/Emerita status, the petition must be approved by both the dean and the faculty governance body of that college.

**338.2 Ten years of Service.** Tenured Faculty who have provided at least ten (10) years of continuous, honorable service to Indiana State University may, upon nomination from the retiree's department chair, be awarded and conferred the title of Emeritus/Emerita upon retirement.

**338.2.1 Approval of Nomination.** Any nomination under this section shall be considered by both the appropriate academic dean and the faculty governance body of that college, and must be approved by both the dean and the faculty governance body.

**338.3 Exceptional Cases.** In truly exceptional cases, tenured faculty with fewer than ten (10) years of honorable service to Indiana State University may be awarded and conferred Emeritus/Emerita status upon retirement.

**338.3.1 Approval of Nomination.** In these cases, the nomination and approvals specified in 338.2, above, shall apply.

**338.4. Use of Title.** The title Emeritus/Emerita normally will follow the regular professional title, as in "Professor Emeritus of History."

**338.4.1 Continue Scholarly Pursuits.** One Emeritus/Emerita status has been conferred, such faculty will be encouraged to continue scholarly pursuits and enjoy participation in University activities.

**338.4.2 Laboratory and Office Space.** The Emeritus/Emerita retiree will be offered laboratory and/or office space, as available, on campus.

**338.4.3 Library Privileges.** The Emeritus/Emerita retiree will retain continued privileges at the ISU library.

**338.4.4 Email Account.** The Emeritus/Emerita retiree will retain use of an ISU email account.

**As I Would Like It (Minimally Invasive) *New in Italics***  
**338 EMERITUS/EMERITA FACULTY STATUS POLICY**

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**338.1.1 Denial**

**338.1.1.1 Petition for Denial.** Any petition for denial of Emeritus/Emerita status must be presented in writing to the dean of the college in which the retiree served.

**338.1.1.2 Approval of Petition.** To deprive the retiree of Emeritus/Emerita status, the petition must be approved by both the dean and the faculty governance body of that college.

**338.1.2 Revocation**

**338.1.2.1 Petition for Revocation** *The Provost may petition to revoke the emeritus/emerita title but must do so in accordance with the policies associated with the dismissal of a tenured faculty member.*

**338.1.2.1 Grounds for Revocation** *The grounds for the revocation shall only be those which are applicable to the dismissal of a tenured faculty member and then only for actions taken while the faculty member was employed by the university.*

**338.1.2 Separation Prior to Retirement Age**

**338.1.2.1 Petition for Emeritus/Emerita Status** *A faculty member who separates from the university prior to the age of retirement and who attests, in writing, that (s)he will no longer be employed at another university, may petition for Emeritus/Emerita status.*

**338.1.2.2 Approval of Nomination.** *Any nomination under this section shall be considered by both the appropriate academic dean and the faculty governance body of that college, and must be approved by both the dean and the faculty governance body.*

**338.1.2.3 Revocation**

**338.1.2.3.1 Petition for Revocation** *The Provost may petition to revoke the emeritus/emerita title but must do so in accordance with the policies associated with the dismissal of a tenured faculty member.*

**338.1.2.3.2 Grounds for Revocation** *The grounds may either be that the emeritus/emerita in question has accepted an academic appointment at another institution or those applicable to the dismissal of a tenured faculty member and then only for actions taken while the faculty member was employed by the university.*

**338.2 Ten years of Service.** Tenured Faculty who have provided at least ten (10) years of continuous, honorable service to Indiana State University may, upon nomination from the retiree's department chair, be awarded and conferred the title of Emeritus/Emerita upon retirement.

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**338.4.4 Email Account.** The Emeritus/Emerita retiree will retain use of an ISU email account.

**338.4.5 Wired/Wireless Access.** *The Emeritus/Emerita retiree will retain use of wired and wireless access in a fashion identical of regular faculty without regard to the ownership status of the devices by which access is established.*