

**File 1**

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2013-2014

**EXECUTIVE COMMITTEE**

February 11, 2014 3:30pm, HMSU 227

**Agenda**

- I. Administrative Reports: President D. Bradley, Provost R. Williams
- II. Chair Report: S. Lamb
- III. Approval of the Executive Committee Minutes of January 28, 2014 (**File 2**)
- IV. Fifteen-Minute Open Discussion
- V. FAC Response to Charge to Review Suggested Revisions in the Policy Governing Outside Employment: D. Hantzis (**File 3a, 3b, 3c**)
- VI. Graduate Council: Process Review of Graduate Programs, R. Gonser (**File 4a, 4b, 4c, 4d**)

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2013-2014

**EXECUTIVE COMMITTEE**

February 11, 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

Ex-Officio Absent: President D. Bradley

Guests: L. Eberman, R. Gonser, C. Tillery

1. Administrative Report: Provost R. Williams
  - a. The President sends his regrets that he cannot be here.
  - b. Candidates have been in for the Dean for the College of Technology, and we have received information from the committee; hopefully a decision will be made this week.
  - c. There are three candidates coming in next week for Library Dean. We are excited about the pool of candidates we have. We hope to make a decision around March 1.
  - d. It was announced in the news that Indiana was one of three states selected by Lumina Foundation for the Guided Pathways to Success grant. We were there to watch the Governor sign the agreement. We are actually already doing what they want us to do, such as intrusive advising, University College, and the graduation guarantee; this will give us an opportunity to work with the commission to receive additional funding for help.
2. Chair Report: S. Lamb: No formal report.
3. Approval of the Executive Committee Minutes of January 28, 2014: A. Anderson, B. Kilp Vote: 9-0-0
4. Fifteen-Minute Open Discussion
  - a. C. Olsen: In fifteen years the travel money allocation has not changed.
    - i. C. MacDonald: It may be 20 years.
    - ii. C. Olsen: I think it would be worth looking at.

- b. C. Olsen: Also, I have two scholarship questions. Has D. Bradley or you made any decisions about providing funding for scholarships that are underwater?
  - i. R. Williams: Yes, they have met and yes, there are allocations for those funds.
  - ii. C. Olsen: In a related issue, we received notices that we cannot give a check for any scholarship, which I believe is contradictory to requests. The Foundation has told us repeatedly that they will only deposit money into a student's ISU account.
  - iii. C. MacDonald: The Foundation is getting much more clear about what a scholarship is. Some of those may have to be changed to an award.
  - iv. C. Olsen: I asked about that. They still said they are not issuing checks.
  - v. R. Williams: I will follow up on that and contact you directly.
- c. C. Olsen: Inside Higher Ed had new definitions for adjunct work hours. Their figure was 1 ¼ :1. The University wanted 1:1, and the faculty wanted 2:1, but what just came out was 1 ¼ :1. I think it actually allows us to assign four classes instead of three.
  - i. R. Williams: I will follow up. *(In a post-meeting email clarification, the Provost indicated that the ACA-related government announcements did not include required office hours in their calculated ratios. We require office hours and as such we will stick with three courses as the maximum.)*
- d. B. Kilp: We had an open forum with our students for a chair search, and the one thing they asked repeatedly was regarding the housing. Is the housing situation so severe that they're having a lottery starting sophomore year? They felt they should have been talked to in advance. Many of these students don't have cars, they don't want to deal with apartments, etc. Couldn't there be another way to present that to students?
  - i. R. Williams: From what I heard from J. Powers, a letter went to the parents at their homes. There's not an extreme shortage, it was just to allow students to secure housing right away rather than scramble in August. There will be plenty of housing for students. The letter is just how they decided to inform them.
    - 1. *There was a disagreement regarding the facts of the situation that R. Williams pledged to clarify. Further it was noted that students are allowed to purchase meal plans from ISU even if they live off campus.*
- e. V. Sheets: I'm wondering, in light of the FTE budget stuff, does Honors get an FTE budget? I understand why you want to count chairs and people on sabbatical as full-time FTE, but...
  - i. S. Lamb: Are we any closer to the adoption of what we've all pleaded for?

- f. R. Williams: There's a list of eight definitions we want to discuss. There's a meeting Friday to begin that discussion. Those targets will go up, remember.
  - g. S. Lamb: We do understand that and are comfortable with that. There is still variation from department to department. Those variations need to be accounted for.
  - h. R. Williams: I have a list. I will bring it back to this group and we will continue to look at it.
5. FAC Response to Charge to Review Suggested Revisions in the Policy Governing Outside Employment: L. Eberman for D. Hantzis
- a. S. Lamb: In the documents there is the existing policy, FAC's response, an initial position by the Executive Committee, and R. Guell's modified position. The FAC response has inserted a couple of phrases, "notification" instead of "authorization," and "and the quality of work." R. Guell has written something in response. I agree with what J. Conant said previously: If a faculty member is not doing his job, correct that situation rather than impose your philosophy on what they're doing in their own free time." I read R. Guell's work carefully, and it seems thought out rather carefully. It's more lenient in tonality than what exists now. I think it is defined carefully and liberally. There are still two definitions of "faculty" that concern us. One is protecting the rights of the faculty, the other is the definition of faculty that talks about responsibility to each other. I do think R. Guell's position is very moderate. In some instances it encouraged work outside the University that aligns with expertise, etc.
  - b. **Motion to Approve FAC Recommendation (included at the end of these minutes) T. Hawkins-V. Sheets; Vote 4-4-1**
    - i. L. Eberman: Generally speaking, we debated this a lot. We decided that the more descriptive we became, the more loopholes we were creating. We originally went with something like R. Guell's thoughts, and then took a step back to see how other institutions are embracing this. One we would consider adopting is similar to what Ball State has. It was essentially our impression yesterday that this was not necessarily something that everyone felt comfortable with. We talked about other avenue to pursue. We were concerned about extra punitive language within the policy. We talked at length about temporary faculty. Most of that is on the edge of what's currently happening with ACA. We definitely have pursued this in multiple ways, and I agree that that what we proposed is still quite sparse, but it is mostly because the further we went down that road the more dangerous we felt we were getting in terms of language.
    - ii. T. Hawkins: It is better to err on the side of being reactive instead of proactive. We felt R. Guell's language would be problematic. We were afraid people would feel a policeman behind their shoulder. Full-time

faculty will have constraints on their time but we felt part-time faculty didn't need that kind of language in their documentation.

- iii. S. Lamb: We were much more autonomous in the past. In R. Wells' time the definition started to change. Again, the only thing which gives me pause is R. Guell's definitions do seem to be very lenient, encouraging employment in some instances, in consulting work "so long as doing so does not inhibit their full-time work." For clinical work, the same definition. Entrepreneurship—we encourage that in the College of Business.
- iv. T. Hawkins: The question is, does the language imply that you are discouraging it? Harvard, for example, has a reason to use that kind of explicit language; that may be much less the case at ISU.
- v. S. Lamb: Another discussion we had earlier was if the administration and we are at extremes, and we only have to move a little to lock in a position, let's do so—how do you react to that?
- vi. T. Hawkins: I think part of the problem is the policy is trying to tease out different things. We want to prescribe certain activities among certain groups, perhaps encourage them.
- vii. S. Lamb: Again, I fall back on J. Conant's position, which is, "if a faculty member is doing their job, stay off their backs. If they're not doing their job, correct that." But that extra action is not part of that.
- viii. T. Hawkins: I'm sensitive to the fact that the people we employ are wearing two uniforms. We want to make sure that people who are brought here to work are doing so to the best of their ability. If you're not doing what you're contracted to do, that affects us.
- ix. S. Lamb: I'm glad to see that we in our conversations got that far as well. In the old evaluation system there were gradients.
- x. R. Guell: My concerns about the FAC response are that they're not what I would describe as "actionably specific," that the language of the current Handbook has not been specific. I try to think through various scenarios. It is annoying in its specificity. It is precisely because there are really things that people in Nursing and Business, for example, have to do to maintain professional standards. The italics added after FAC's response was intended to get the Conant and FAC ethos in there of "the Administration should allow faculty to do these things unless there is specific reason not to." I can't support changing it this way because the President cannot support this and use this to deal with cases that have already occurred. We need to move to deal with those cases that are egregious and leave the rest alone.

- xi. C. MacDonald: I think we are all aware of times when the University has instituted a policy for everyone rather than dealing with specific cases of people not doing what they should. At the same time since we are in an increasingly litigious society, I think it's important to spell this out so a chair can tell a faculty member what they're doing wrong. I think it's helpful because it gives them a foundation. It's good for our newest faculty to encourage outside activities. I like the specificity and the length.
  - xii. V. Sheets: I am very empathetic toward the viewpoint. I have a problem with its lack of recognition that some of this work is beneficial. R. Guell's revision is nice because it specifies, for example, how M. Murphy went on many accreditation site visits. Those activities benefit the campus. I think making distinctions between what we encourage and what affects job performance is important.
  - xiii. S. Lamb: Those items within individual units are encouraged anyway. We have to have our professors engaged in activities or we lost accreditation.
  - xiv. C. MacDonald: It's not spelled out in every area as well as it is in Business.
  - xv. K. Yousif: I'm uncomfortable with putting any language on part-time faculty. The reality of their own personal situations, and some of the examples R. Guell gave are easily solved in reviews with part-time faculty in evaluations.
  - xvi. C. Olsen: I agree. When I read the FAC one, I didn't see how that could be used. We once had a faculty member, who's now long gone, who went to do research for six weeks without warning anyone. I think part-time faculty should be out of this discussion. If we had a part-time faculty member who was teaching thirty hours elsewhere, for example, and affecting this campus by it, we should have something for dealing with that.
  - xvii. S. Lamb: It does seem to me that everyone has positioned themselves.
  - xviii. B. Kilp: I looked through all these and I didn't see anything about where the work is part of creative activity and research that you must do, not what is nice to do. It talks about working for extra money.
  - xix. R. Guell: It is the creative work generating money, it is not the purpose of the work.
  - xx. C. MacDonald: I can see the difference, for example, if you're hired by the Symphony to play.
  - xxi. B. Kilp: Right, and it's very time consuming. It's that way for research as well. There should be some way it's not a negative for that person.
- c. **Motion to Approve Substitute (Included below) R. Guell-C. MacDonald;**  
**Vote: 5-3-1**

- i. R. Guell: I will offer up an amendment for my own motion; I am willing to excise the part-time portion of the motion on the differential argument that the bar is really not very high on performance. Relying on the Biennial Review process to catch underperformers on full-time employment is unrealistic. However, part-time people are hired and evaluated every semester. Their employment is much different. I will take from what I have presented and excise and renumber it. That which is current work for part-time faculty, I will excise.
- ii. B. Kilp: I don't want to speak for the President, but numerous times he has used examples of employees working at several different universities. If you take that out are we not noticing that?
- iii. S. Lamb: Given that their employment is on a semester-to-semester basis, part-time refers to adjunct, does it not?
- iv. R. Williams: There has been some confusion about that.
- v. S. Lamb: This is about part-time faculty. That person has typically a six-month contract.
- vi. R. Williams: I think our original conversation is to what part-time really meant. I think the President was referring to one-year or three-year contracts. The chairs and dean should have the authorization to terminate and not rehire them.
- vii. S. Lamb: We still have the Conant philosophy, the document still opens doors, and L. Eberman's reasons are still worrisome.
- viii. R. Guell: Isn't the definition of "voluntary" consulting without remuneration?
- ix. L. Eberman: That's something we talked about at length. FACs position is that all these things should reveal themselves in the evaluation process.
- x. C. MacDonald: 503.2 does say "volunteer work" specifically.
- xi. R. Williams: There are many deans and chairs that have been approached by FAC. I think "volunteer work" should be better defined.
- xii. L. Eberman: The more descriptive words we use the harder it is to measure.
- xiii. S. Lamb: We did have a conversation about the fact that a number of faculty were feeling burned out. There are demands for volunteer work, there are shrinking faculty everywhere; but R. Williams says this is a national phenomenon. Presidents at all institutions are talking about the exhaustion of their faculty.
- xiv. A. Anderson: When the President brought this up he seemed to be targeting the part-time faculty. The comments from students have primarily been about full-time faculty who have businesses set up. I was

much more concerned about full-timers, and there's only one who has been cut back to part-time. I don't want to ignore the part-timers.

- xv. R. Williams: We want to stress that the chairs should feel empowered to deal with this.
- xvi. C. Olsen: I would say I think teaching should be in a different category with regular faculty. Not necessarily in favor of things like consulting, etc., but teaching is in a different category if we are paying someone to be full-time faculty.
- xvii. R. Williams: I think those were added because there were questions from faculty who were worried they would be in trouble. If they have a chair who doesn't want them to do work that contributes to professional development, they should be able to do it.
- xviii. Motion to forward to Senate: For-5, Against-3, Abstain-1

**6. Motion to Appoint R. Guell Electioneer. S. Lamb-C. MacDonald; Vote: 8-0-0**

**7. Graduate Council: Process Review of Graduate Programs: R. Gonser**

**a. Motion to Approve Graduate Council Policy Change (Included at the end). R. Guell-A. Anderson Vote: 8-0-0**

- b. R. Gonser: Graduate Council discovered after the first program reports were due that some accredited programs, who had submitted just the required materials, might need a narrative to explain the context of their program. What had previously been required for accredited program was just a copy of their most recent accreditation letter, the Institutional Research dashboard, and their ASL matrix. It has now been changed to include a 2-3 page narrative.

The program review flow chart has been created to demonstrate currently occurring process. The review materials go from the program director to the dept. chair to the CGPS Assistant Dean to the GC Program Review Committee. The Program Review committee completes a form noting the Strengths, challenges, and any observations for further consideration. If there are concerns about a program, the committee will check the line that indicates that the program will need discussion by the Graduate Council. These comments are shared with the department and program at the same time that they go to the Graduate Council. The department/program will have a chance to respond to the comment from the program review committee before the program is discussed at the GC. The GC will discuss the program, and at that meeting each College has ex-officio representation present. Program representatives may also attend. The GC will then write a report on the program that will be submitted to FS Exec as an informational item, and from there it will pass to the Graduate Dean and Academic Dean, who will work with the program to determine what, if any changes need to be made in the program. There may then be a secondary review by the GC. The results will then be conveyed to the Provost.



If the Graduate Council determines there are no concerns about a program, then the report will flow through the Graduate Dean to FS Exec as an informational item, and then to the Provost and the Academic Dean.

### File 3a

Steve, Chris, and Bob,

Attached please find a motion approved by the Faculty Affairs Committee at our meeting Monday, February 3. The motion responds to the charge we were given to review and recommend revisions, if necessary, in the University policy governing "outside employment."

The rationale statement we wrote to accompany the motion suggests some of the nature of our deliberations. As you know, we addressed this charge in October and were asked to return to it. Our response reflects the best thinking we have on the subject at this point.

We did not elaborate the policy. We did not specify a punitive response. We recommend restricting the regulatory process to full-time faculty and staff and only to work undertaken for compensation. (We chose not to specify that similar regulations should apply to faculty work undertaken as volunteer. You may remember that the concern was shared by at least one member of the Executive Committee when it was discussed in October. We are concerned that faculty may be committing extraordinary amounts of time to community service activities in a climate that supports those activities without the stigma sometimes associated with extra-compensated activities and that those choices may also compromise the performance of their positional duties.)

We hope our motion makes clear our conclusion that the primary place concerns about faculty and staff performance should be addressed are the routine (annual and biennial) performance evaluations. Compromised performance is a legitimate concern, regardless of the reason.

We are aware that our motion may not address the concern that prompted the charge. However, we could not, in our deliberations, arrive at any policy that would prevent any employee from engaging in additional work, only one that recognizes that if such activity compromises expected performance it will figure in employee review. This addresses the university's legitimate interest in such activity. Our motion does not establish a mechanism by which the institution would respond to employee activity that it believes conflicts with institutional mission. It seems to us that such a "conflict of interest" policy and the delineation of its implementation would be elsewhere in our governing documents. We are aware that efforts to define conflict of interest and, especially to identify activities that constitute conflict and then penalize them, have proven to be challenging to many universities.

Best wishes,  
Darlene

**File 3b**

**FAC Response to charge to review suggested revisions in the policy governing outside employment.**

Summary of recommended revisions:

Substitute “notification” for “authorization” and specify to whom and in what manner the notification is given;

include “compromise the quality of performance” as a consideration along with “conflict with the performance”

Rationale. Members of FAC spent more time than was perhaps warranted or is reflected in this motion considering this charge. We appreciated the guidance provided by the Executive Committee, including a draft of a possible revision of the current policy (copied below). In October, we sought more direction from the Executive Committee about the impetus for the revision in the policy. Our continued deliberations generated the following responses:

1. the current policy governing compensated work undertaken by full-time ISU faculty and exempt staff is close to what it should be;
2. the current policy appropriately avoids creating a policy of punitive response for undertaking such actions; employee review policies and processes function as the mechanisms by which any warranted response to compromised performance should be made;
3. under no circumstances should Temporary faculty (full or part-time) be included in any policy that limits access to additional employment.

Our revisions expand the rule by citing possible conflict with the performance of one’s assigned duties and the possible compromise of the quality of that performance as eventualities to which the university may respond. We concluded that employees of the Institution may choose to undertake work for multiple reasons, and at multiple points in a career, and should be allowed to do so. The appropriate action required of any full-time employee who undertakes outside employment should be notifying her/his supervisor, rather than seeking authorization. Notification appropriately acknowledges the potential for conflict with or compromise in

performance of duties specific to the University. Our deliberations affirmed that the appropriate response to any compromised performance of assigned duties is to be made through established annual and/or biennial reviews.

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Motion: The Faculty Affairs Committee recommends the following revision of the current policy statement governing “Outside Work or Other Employment” (section 503.1 of the University Handbook (Approved February 3, 2014 with a vote of 4-0-0)

503.1 Outside Work or Other Employment. Commercial activities, private employment, or other work performed outside the University for remuneration by Regular Faculty and Exempt Staff should not be undertaken without prior written notification by the employee to the immediate supervisor. Such activities must not conflict with or compromise the quality of the performance of the employee’s University assignment. Should such outside work or other employment require absence from work during the employee’s regular University work schedule, vacation, if applicable, or leave without pay should be used, in accordance with policies governing those options (ref. University Handbook 515, 545.2, respectively).

503.1.1 Additional Compensation. Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

Current Handbook Language

503.1 Outside Work or Other Employment. Regular appointments to the Faculty and Exempt staff require full-time service to the University. Commercial activities, private employment, or other outside work for remuneration should not be undertaken without prior authorization. Such activities must not conflict with the performance of the University assignment. Should such assignments require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

503.1.1 Additional Compensation. Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

Executive Committee proposed revision

**Amended**

**503.1 Outside Work or Other Employment.** Appointments to the Faculty and Exempt staff of Indiana State University require service commensurate to the appointment.

**503.1 Outside Work or Other Employment by Part-Time Faculty** Part-time faculty are expected to make themselves available to Indiana State University students in a manner commensurate with their appointment.

**503.1.1 Teaching** If the primary means of earnings for the part time faculty member is teaching, the part-time faculty member shall divulge to the department chairperson all teaching assignments (s)he has at all institutions at the time of their offer. Once a signed contract is in force, the part-time faculty member may add assignments at other institutions as long as the total credit hours assigned will remain 18 or less and as long as they inform Academic Affairs through their department chairperson. Once a signed contract is in force, the part-time faculty member must seek approval of their dean, through their chairperson, if the total credit hours assigned will exceed 18.

**503.2.1 Other** If the primary means of earnings for the part-time faculty member is not teaching, but does constitute full-time employment, the part-time faculty member shall teach not more than 3 credit hours unless expressly authorized by their dean as requested through the chairperson.

**503.2 Outside Work or Other Employment by Full-Time Faculty** Regular Faculty and full-time benefits-eligible lecturers are expected to provide service to Indiana State University as their primary focus. As such they shall not engage in commercial activities, private employment, other outside work for remuneration, or excessive volunteer work

such that there is a substantive lack of availability to their students, or their faculty colleagues or where there is a clear conflict with the interests of the University.

**503.2.1 Consulting** Faculty are encouraged to engage in consulting work with or without remuneration so long as doing so does not inhibit their full-time work with students and colleagues. Those engaged in such consulting shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.2 Clinical Work** Faculty in certain service disciplines that require licensure, may be required to engage in clinical work with or without remuneration and doing so at the level required by the licensing entity shall be considered appropriate outside employment. Those engaged in such clinical shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.3 Entrepreneurship** Faculty may own and operate businesses so long as doing so allows them to maintain appropriate availability to their students and colleagues. Those engaged in such businesses shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.4 Teaching** Full-time faculty may teach, at most, three credit hours per semester, for other universities at either the request of their dean or after the signed approval of their dean. The dean shall only deny the request to teach at another university if there exists

- a) a clear conflict of interest in terms of competing for students.
- b) a clearly stated concern that doing so would harm Indiana State University students as a result of the reduced availability of the faculty member.
- c) a clear record of subpar performance by the requesting faculty member in their regular appointment.

**503.3 Outside Work or Other Employment by Exempt Staff** Commercial activities, private employment, or other outside work for remuneration should not be undertaken without prior authorization. Such activities must not conflict with the performance of the University

assignment. Should such assignments require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

**503.3.1 Additional Compensation.** Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

### **File 3c**

**503.1 Outside Work or Other Employment.** Appointments to the Faculty and Exempt staff of Indiana State University require service commensurate to the appointment.

**503.1 Outside Work or Other Employment by Part-Time Faculty** Part-time faculty are expected to make themselves available to Indiana State University students in a manner commensurate with their appointment.

**503.1.1 Teaching** If the primary means of earnings for the part time faculty member is teaching, the part-time faculty member shall divulge to the department chairperson all teaching assignments (s)he has at all institutions at the time of their offer. Once a signed contract is in force, the part-time faculty member may add assignments at other institutions as long as the total credit hours assigned will remain 18 or less and as long as they inform Academic Affairs through their department chairperson. Once a signed contract is in force, the part-time faculty member must seek approval of their dean, through their chairperson, if the total credit hours assigned will exceed 18.

**503.1.2. Other** If the primary means of earnings for the part-time faculty member is not teaching, but does constitute full-time employment, the part-time faculty member shall teach not more than 3 credit hours unless expressly authorized by their dean as requested through the chairperson.

**503.1.3. Standards for Approving Exceptions** *For part-time faculty members with a history of satisfactory performance in the classroom and appropriate availability to students, it is expected that deans will approve the requests.*

**503.2 Outside Work or Other Employment by Full-Time Faculty** Regular Faculty and full-time benefits-eligible lecturers are expected to provide service to Indiana State University as their primary focus. As such they shall not engage in commercial activities, private employment, other outside work for remuneration, or excessive volunteer work such that there is a substantive lack of availability to their students, or their faculty colleagues or where there is a clear conflict with the interests of the University.

**503.2.1 Consulting** Faculty are encouraged to engage in consulting work with or without remuneration so long as doing so does not inhibit their full-time work with students and colleagues. Those engaged in such consulting shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.



**503.2.2 Clinical Work** Faculty in certain service disciplines that require licensure, may be required to engage in clinical work with or without remuneration and doing so at the level required by the licensing entity shall be considered appropriate outside employment. Those engaged in such clinical work shall advise Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.3 Entrepreneurship** Faculty may own and operate businesses so long as doing so allows them to maintain appropriate availability to their students and colleagues. Those engaged in such businesses shall advise Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.4 Teaching** Full-time faculty may teach three credit hours per semester for other universities *but must inform Academic Affairs and their Dean through their chairperson. Such faculty may teach more than three credit hours for other universities* at either the request of their dean or after the signed approval of their dean. The dean shall only deny the request to teach at another university if there exists

- a) a clear conflict of interest in terms of competing for students.
- b) a clearly stated concern that doing so would harm Indiana State University students as a result of the reduced availability of the faculty member.
- c) a clear record of subpar performance by the requesting faculty member in their regular appointment.

**503.3 Outside Work or Other Employment by Exempt Staff** Commercial activities, private employment, or other outside work for remuneration should not be undertaken without prior authorization. Such activities must not conflict with the performance of the University assignment. Should such assignments require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

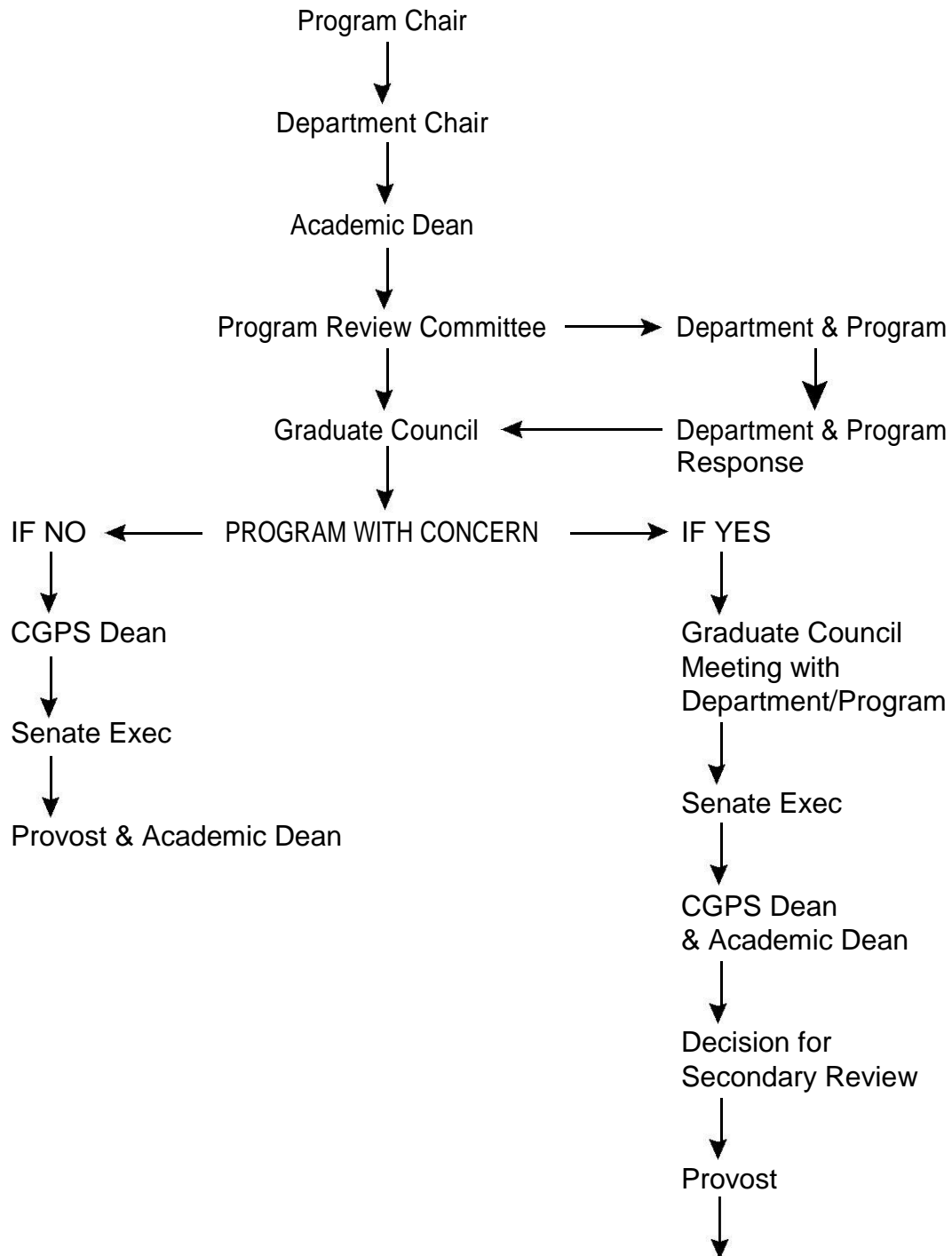
**503.3.1 Additional Compensation.** Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

#### **File 4**

Proposed modification to content of Graduate Program Review Procedures Document section 2.0 The Report and Format paragraph 2 (GC approved 7-0-0 on Jan 22, 2014)

The standard report format will include: 1.) Cover memo which should indicate any program level accreditation(s) and mode(s) of delivery (1 page), 2.) Quantitative data (not to exceed 2 pages), 3.) Qualitative narrative (not to exceed 3 pages), 4.) An ASL Matrix, and 5.) Supplemental information (optional—but not to exceed 5 pages). Externally accredited programs will be asked to submit a 2-3 page narrative, the dashboard prepared by Institutional Research, a copy of the most recent accreditation letter, and a completed ASL matrix. (If program goals are consistent with CGPS Student Learning goals, information on program goals or outcomes may be mapped onto the ASL matrix and copy of program goals and outcomes provided).

## GRADUATE PROGRAM REVIEW FLOWCHART



Date: \_\_\_\_\_

Department: \_\_\_\_\_

Program: \_\_\_\_\_

Contact: \_\_\_\_\_

\_\_\_\_\_ Needs Graduate Council Discussion

Program Review Committee: \_\_\_\_\_ (Chair)

\_\_\_\_\_ (Vice-chair)

\_\_\_\_\_ (Secretary)

\_\_\_\_\_

\_\_\_\_\_

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, and OBSERVATION for FURTHER CONSIDERATION

**Strengths:**

**Challenges:**

**Observation for Further Consideration:**

	Date
1. Departmental Graduate Program _____	_____
2. Departmental Chairperson _____	_____
3. Academic Dean _____	_____
4. CGPS Assistant Dean _____	_____
5. Program Review Committee _____	_____
6. Graduate Council _____	_____
7. CGPS Dean _____	_____
8. Senate Executive Committee _____	_____
9. Provost _____	_____

**Programs with Identified Areas of Concern.** For those programs with areas of potential concern, a secondary program review may be initiated in consultation with the department, program faculty, the CGPS Dean, the Dean of the home College, and Academic Affairs. As part of any secondary review process, programs will be encouraged to develop a formal response and an action plan that addresses the areas of concern. All responses and action plans will be shared with Graduate Council.

CGPS Dean \_\_\_\_\_

Departmental Chairperson \_\_\_\_\_

Program Director \_\_\_\_\_

Academic Dean \_\_\_\_\_

Provost \_\_\_\_\_

Chair Faculty Senate \_\_\_\_\_

Graduate Council \_\_\_\_\_