

File 1

INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

September 3, 2013

3:30pm, HMSU 227

AGENDA (File 1)

- I. Administrative Reports:
President D. Bradley
Provost R. Williams
- II. Chair Report:
Steve Lamb
- III. Approval of the Executive Committee minutes of August 20th, 2013, (File 2)
- IV. Wellness Initiative, Don Richards (File 3)
- V. House Calls, Josh Powers (Files 4a, and File 4b)
- VI. Chairpersons, Darlene Hantzis (FAC) (File 5)
- VII. Outside Employment, Darlene Hantzis (FAC), (File 6)
- VIII. College of Technology Constitution. This item was fully vetted last meeting, but we did not have a vote. The files are a confirmation of the discussion that took place. (File 7a,7b,7c, 7d)
- IX. Fifteen Minute Open Discussion

INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

September 3, 2013

3:30pm, HMSU 227

Draft Minutes

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

Members Absent:

Ex-officio Members Present: D. Bradley, R. Williams

Others Present: D. Hantzis, L Maule, C Barton, D. Richards, J. Powers, A. Knerr

1) Administrative Reports:

a) President D. Bradley

- i) Trustee meeting is this week with seminars on Thursday, the meeting on Friday morning and the dedication of the Career Center on Friday afternoon. The Textbook proposal that you passed will be on the agenda.
- ii) L. Maule and Institutional Research have an abbreviated enrollment report that suggests it is up 3%.
- iii) The downtown property, as you know, has been the subject of scrutiny by the budget committee. We are working with attorneys and the developer to satisfy everyone's concerns. It will likely be the case that the developer will own the first floor and ISU will own the residence floors. If it is approved soon, we can still meet the Fall 15 occupancy goal. One casualty of this will likely be the preservation of the façade.

b) Provost R. Williams

- i) R. English has been named the Interim Dean for the College of Technology. J. Turman has started as the College of Nursing, Health and Human Services Dean. A new letter will go out correcting a mistake in the biennial review letter. The original implied the increases would be retroactive for two years. That was never the intent.

2) Chair Report:

a) S. Lamb

- i) I, once again, am pleased with cooperation on revision of the textbook policy. I am hopeful that it will sail through the board. We have dealt with a great deal over the last few years,

from the University College, to dysfunctional departments, to long majors. I applaud last year's governance and administration.

3) Approval of the Executive Committee minutes of August 20th, 2013

a) A. Anderson-B. Kilp unanimous

4) Wellness Initiative

a) D. Richards and C. Barton presenting

i) ISU is self-insured and has claims that are on an unsustainable time trend. The Wellness Initiative is designed to help put us on a sustainable path by helping us become healthier. It will start with two optional elements. The first regards tobacco. The second regards health screenings.

Regarding tobacco, ultimately, unless the employee and insured spouse/domestic partner sign a statement attesting to their abstaining from tobacco products or attesting to their participation in one of several named tobacco cessation plans, there will be an insurance surcharge of \$50 per month. For 2014, participation and agreement to abstain from tobacco by the spouse/domestic partner is voluntary. For 2015 and beyond it is required to avoid the surcharge. The reason that tobacco use is specifically targeted is twofold: it is clearly true that smoking leads to higher health care expenses to the university and it is also true that smoking is the ONLY behavior that the Patient Protection and Affordable Care Act allows to be targeted.

Regarding health screenings, between mid-September and mid-October there will be a health screening service on campus. Stations will be set up to take a finger-stick of blood, blood pressure, weight, BMI, etc. Once you have completed the assessments, your results will be presented to you and you may be counseled on what you need to do with your family physician to address the findings. The entire process should be done in under an hour. For this, in the 2014-2015 health insurance year, you will receive a \$30 per month discount on the premiums relative to nonparticipants. It will be voluntary.

Spouses/domestic partners are welcome to participate, but need not participate. If the spouse/domestic partner is also an employee, as long as the person paying the health insurance premium is a participant, the discount will be available whether or not the spouse/domestic partner is a participant.

Regarding the future, there likely will be ties to the BEHAVIORS of individuals who are participants regarding specific biometrics. This is likely to cause concern for some, so it is important to understand that the law does NOT ALLOW ISU to charge more for those with, for example, high blood pressure. It only allows ISU to reward those with appropriate blood pressure or those doing something to control their blood pressure. So a person with high blood pressure would not be penalized, (or would not lose the incentive premium reduction) unless they fail to go to their family physician or they fail to take the blood pressure medication prescribed to them by their family physician.

You are allowed to have your family physician complete the medical evaluation (and sign that they have) if it is done within the screening window.

Software will allow participants to track their progress.

New health insurance premiums begin in January. The old salary tier system is being

replaced with a family income test. If family income is less than 150% of the poverty line for their family type, employees will receive a subsidized premium.

5) Housecalls

a) A. Knerr

- i) The office of Residence Life attempts to offer a safe and secure location for students to live and grow. Academic Peer Advocates work to offer helpful academic integration programming to students where they live. They work in collaboration with the University College and are supported by MAPWorks, a software that allows faculty, student affairs personnel, RAs and APAs, to document both concerns and responses to students. Last Spring Housecalls was piloted. This program is being held this Fall on Wednesday, September 18 from 6:30 to 9:00. Faculty will be encouraged to have face to face conversations with students in the residence halls.

6) Inside Track

a) J. Williams from Inside Track

- i) This is a two year academic coaching program designed increase in retention by 5 percentage points. The trigger for second year usage will be whether there was a 3% increase in Fall to Fall retention of participants vs nonparticipants by July 2014. This is a controlled study with 1000 first-year students being coached and the remainder not being coached. Students were placed into the two groups using by balancing (Pell eligibility, gender, and a number of other variables) and a coin flip determining which group would be coached.

Data from other institutions indicates that the persistence gained from coaching extends through to graduation. This is because the focus is on teaching students how to resolve their own issues rather than resolving the issues for them. Institutions like ISU with a 60% retention rate typically experience a 5% increase in retention, while students with higher retention rates see smaller impacts.

A concern of the President is that in the event that the higher retention is achieved, the contract will call for its expansion to the entire new student population resulting in a significant increase in expense.

7) Chairpersons

a) Motion to Approve, as amended, recommendation from FAC on Chairpersons (See complete motion at the conclusion of these minutes.) A. Anderson-K. Yousif; vote: unanimous

i) D. Hantzis

- (1) The motion from FAC was intended to generate the full involvement of department faculty in choosing acting chairpersons as well as to ensure that the acting and regular chair appointment and removal processes are parallel.

(2) S. Lamb

- (a) Your motion only includes tenured and tenure track faculty. The Guell-Lamb amendments in 2011-2012 to the Constitutional change on all voting rights failed to garner sufficient Senate votes to move to the full faculty. Once those amendments

were removed, it did gain Senate and full faculty approval. I believe the intention of the faculty is for all regular faculty to be able to vote on these matters.

- (b) D. Hantzis
 - (i) FAC noted the incongruence and notes we have the above matter before us as a charge this year. FAC was uncomfortable compounding the incongruence by only amending this part before you.
- (c) D. Bradley
 - (i) Can't this simply be understood as an anomaly and the relevant sections of the handbook be changed to reflect the clear intent of the faculty.
- (d) S. Lamb
 - (i) Motion to substitute "Regular Faculty" for "Tenured and Tenure-Track Faculty" or "Faculty" everywhere it appears in this document. S. Lamb-B. Kilp; vote: unanimous
- (e) R. Guell
 - (i) I recommend that we pass this with the amendment but wait to submit it to the full Senate until the other corrections to the Handbook are made.
- (f) D. Bradley
 - (i) I won't be ready to take this to the Trustees until we have the comprehensive changes made.
- (3) D. Hantzis
 - (a) On the substance, it was FACs view that full consultation requires a formal and face-to-face meeting between the relevant administrator and the faculty.
- (4) V. Sheets
 - (a) On 350.5.4.4.1. Is this intended to mean "Pool of nominees" or "Pool of those making nominations?"
 - (b) D. Hantzis Pool of those making nominations – this is the original language, but it needs to be edited to be clearer.
- (5) D. Bradley
 - (a) When there is a disagreement over who should run a department between the faculty, dean, and provost we need to ensure that the process is short with a defined end. That disagreement cannot be allowed to result in the chairperson being in a position where they can't serve effectively.
- (6) C. MacDonald
 - (a) Is the policy you propose intended to be parallel for regular chairperson searches?
- (7) D. Hantzis
 - (a) Yes
- (8) D. Bradley
 - (a) Acting chairpersons are in the positions for a very short time.
- (9) D. Hantzis
 - (a) We have had acting chairpersons in that capacity for three to four years.

8) Outside Employment

a) Motion to Approve the FAC recommended handbook change to section 503 of the Handbook (see attached motion) A. Anderson-T. Hawkins

i) DH

(1) It was unclear to the committee what the motive for this analysis was and whether we were charged with loosening or tightening the restrictions regarding outside employment.

(2) R. Williams

(a) Jack's request to you came from me in my role as Dean of the College of Nursing, Health and Human Services. We had faculty teaching online at other universities who were our competitors and we were uncertain whether that constituted the conflict in question. Further the conflict was not defined in a measurable way.

ii) D. Bradley

(1) I see a difference between consulting activities and teaching for direct competitors. Some types or levels of outside work probably ought to require notification only while other types and levels may require permission. I have seen institutions with 20% rules.

(2) S. Lamb

(a) We had a 20% rule but that was removed from the handbook at Jack's suggestion.

iii) D. Bradley

(1) If someone is teaching 12 hours for someone else, they can't be performing well for us as well. They should be compelled to choose.

iv) D. Bradley

(1) I also see a difference between burst activity and regular activity. Consulting for twenty hours at a time is different teaching courses everyday week after week.

v) C. MacDonald

(1) Clinical activities are not burst activities, but I can see a reasonable limit.

vi) D. Hantzis

(1) Why can performance review policies deal with these problems. Is there an epidemic or these isolated incidents. Many faculty do community service which equally harms their availability to students but these faculty have been rewarded.

vii) D. Bradley

(1) I would argue that we can't wait to deal with an issue by waiting for the next biennial review.

viii) C. Olsen

(1) Can we distinguish between teaching & other activity?

ix) L. Maule

- (1) We have many Foundational Studies teachers are unavailable to our students two or three days a week because they are teaching for IVYTech. That represents harm to our students.
 - x) R. Guell
 - (1) How can we limit the outside employment of people we are artificially limiting to a 9 hr load because we do not want to be liable for their health insurance. These gypsies are forced to glue together teaching loads at different places just to feed their families.
 - (2) D. Bradley
 - (a) This issue is confined to the Regular Faculty.
 - (b) R. Guell
 - (i) Not the way it is written.
 - (ii) D. Bradley
 - 1. Then we need to make that change.
 - xi) S. Lamb
 - (1) Forward your thoughts to D. Hantzis. I have had colleagues plead for additional courses. The instructors need the money.
 - (2) I see much thought expended protecting the institution, not so much thought protecting these individuals.
 - xii) D. Bradley
 - (1) I think this will continue to result in fewer lecturers and more instructors.
 - xiii) Motion to Table; R. Guell-C. MacDonald; vote: unanimous
- 9) College of Technology Constitution
- a) S. Lamb
 - i) We discussed this matter at our last and had instructed R. Peters to fix the section that referred to voting rights for “tenured and tenure-track faculty and those with multi-year contracts” and replace it with the term “regular faculty.” We did not vote on those instructions.
 - ii) Motion to Instruct the College of Technology Faculty Council to use the term “Regular Faculty” in their Constitution rather than substitute their own language. S. Lamb-R. Guell unanimous
- 10) 15 Open
- a) B. Kilp
 - i) The data that the Provost produced shows that international students account for 80% of the increase in enrollment. Is there a plan to put some of the considerable tuition generated back into international student programming.
 - (1) D. Bradley
 - (a) If they come forward with a specific plan to assist these students I will consider those requests.
 - b) C. Olsen
 - i) Regarding the Biennial evaluation, we were told at the chair retreat that the review would be on everything, not just what faculty put on their three pages. My faculty went ballistic.

Can we be assured that what faculty submit will only be augmented with fully documented issues?

(1) D. Bradley

(a) Of course.

c) C. MacDonald

- i) I have a concern with OIT and the importance, or lack of it they are placing on faculty computing. Specifically, distance course faculty need their computer to work and when it doesn't they cannot simply be expected to wait until someone gets around to their ticket. There needs to be a method of conveying the urgency of the request.

11) Adjournment R. Guell – C. MacDonald Vote: unanimous (5:40pm)

Motion as Passed Regarding Chairpersons

(Understanding: These changes will be held until other corrections to the Handbook regarding Regular Faculty are made. At that point the comprehensive package will be submitted to the Senate for its consideration.)

350.5.4.4 Acting Chairperson. 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 formal consultation with the regular faculty of the department.

Current Handbook statement

350.5.4.4.1 Nominations. 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 tenured or tenure-track faculty members of the department, the degree of support for each nominee.

Replace with this statement:

350.5.4.4.1 Nominations. The dean of the college within which the vacancy occurs shall invite nominations for acting chairperson from all full-time tenured and tenure-track faculty of the department. The Dean may add other nominees to the list produced by the faculty. The dean shall then survey the regular faculty members of the department to determine the degree of support for each nominee.

Current Handbook statement

350.5.4.4.2 Recommendation and Appointment. 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.

Replace with this statement:

350.5.4.4.2 Recommendation and Appointment. If the dean chooses to recommend the nominee who received the highest support of the participating regular faculty, the recommendation will be forwarded to the regular faculty of the department and the Provost and Vice President for Academic Affairs, accompanied by the complete results of the survey of the department. If the dean chooses to recommend a different nominee, the dean shall meet with the regular faculty to present the intended recommendation and allow the regular faculty to respond. If, after consulting with the faculty, the dean chooses to forward the intended recommendation, that recommendation will be forwarded with a copy of the results of the survey of the faculty, and a statement concerning the consultation with the faculty to the Provost and to the regular faculty. The regular faculty will submit a statement to the Provost. If the Provost intends to appoint a nominee different from the person most recommended by the faculty, the Provost will meet with the regular faculty prior to

making the appointment. 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.

350.5.4.4.4 Removal. An acting chairperson may be removed if his/her continuance is held by the University President not to be in the best interest of the University.

Motion as Tabled Regarding Outside Employment

FAC Motion on Outside Employment

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 notification to the appropriate Vice President. Such activities must not conflict with the performance of the University assignment. Should such activities require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

Notes (to accompany alternatives):

1. FAC recommends that a standard process and form to request authorization or notification to pursue remunerated work or other employment outside the University be established.

FAC recommends consideration of an expression of concern/interest in work outside the university undertaken without compensation, perhaps as part of an approach to support faculty in their pursuit of work-life integration that includes public engagement activities, only some of which may be credited as faculty work for the university, and expected attention to the regular work of a faculty member.

File 3 (informational item)

Dear Don;

Please come to the next Ex. Committee meeting, Sept 3rd, and keep us informed. Bring materials if you need to.

Steve

Steve

Separately, you asked recently about the Health and Wellness initiative and particularly about the revised plan for employee health insurance premiums as it relates to this. I attended a meeting yesterday and received more details about how this will operate. I can meet with you (and the rest of Senate exec.) to discuss it all.

Thanks,

Don

File 4a

From: Joshua Powers <Joshua.Powers@indstate.edu>
To: Steven Lamb <Steven.Lamb@indstate.edu>
Cc: Amanda Knerr <Amanda.Knerr@indstate.edu>, Stephanie Pearcy <Stephanie.Pearcy@indstate.edu>
Sent: Fri, Aug 23, 2013 22:40:58 GMT+00:00
Subject: Invitation to Faculty Senate Exec and Faculty Senate

Steve –

Last January, Faculty Senate Exec and Faculty Senate were invited to participate in a unique event called Housecalls, a new student success initiative. In brief, those who were able to come (and as I recall there were a fair number that did) spent an evening visiting freshmen on residence hall floors to meet them in their “homes” and chat with them about their experience at ISU to date. Others that participated were senior administrators (e.g., President, Provost, Cabinet, Deans, AD’s, and others as well as faculty that teach or advise freshmen), a total group of around 50. It was a huge hit with the students and the faculty/staff that participated found it quite valuable to get to know students better and what their out-of-class life is like and the issues they think about.

I wanted to cordially invite Senate Exec and Senate to participate again. It is on Sept. 18 from 7:15-9:15pm and more information about it and how to RSVP is attached. I have also copied Amanda Knerr and Stephanie Pearcy, Executive Director and Associate Director respectively of Residential Life who are organizing the event. They can answer questions and provide more specifics on where to meet, etc.

I am hopeful you would be willing to share it with Exec and Senate and encourage participation. Amanda or Stephanie I am sure would also be willing to come to Senate Exec to speak to it if you wished.

All the best.

Josh

Joshua Powers

File 5

Response to charge to review sections of the Handbook relating to the appointment of Acting and Regular Department Chairs with a focus on rules concerning appointment of acting Chairs from outside department, status of consultation, status of notifications of Dean recommendations; Dean's role in regular chair appointments, members of nominating committees from outside department, consideration of status of department at time of search (i.e., engaged in reorganizational efforts). (Approved 7-0-0 April 17, 2013)

The Faculty Affairs Committee recommends that the differences between the process by which an ongoing chairperson and an acting chairperson are appointed be minimized and that in so doing recognition is paid to the priority to ensure that a department chairperson (permanent or temporary) is well positioned to work effectively with and on behalf of the department faculty. This priority requires that (1) department faculty participate fully in the selection process of their chairperson (ongoing or acting) and (2) no chairperson be appointed or removed without faculty involvement, expressed formally.

FAC finds that these priorities reflect the following current statements in the Handbook that precede the delineation of the process by which chairpersons and acting chairpersons are selected:

350.1 *Appointment. 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.*

350.5 *Selection and Removal. Chairpersons serve at the pleasure of the dean and the department faculty.*

FAC recommends the following revisions to the Handbook sections governing appointment of the Acting Chairperson. The revisions require formal involvement by the department faculty. We note that the revisions assign tenured and tenure-track faculty with the responsibilities of nominating and ranking nominees. Current language invites nominations from all regular faculty and restricts ranking to tenured and tenure track faculty. The reference to regular faculty was written at a time when only tenured and tenure-track faculty were included in that category. There may be a desire by others to revise the

sections to include all Regular faculty (TTT and Instructors); FAC recommends otherwise, but also recommends that the population participating in nomination should be the population afforded a role in “voting.”

350.5.4.4 Acting Chairperson. 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 **[insert formal]** consultation with the membership of the department.

Current Handbook statement

350.5.4.4.1 Nominations. 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 tenured or tenure-track faculty members of the department, the degree of support for each nominee.

Replace with this statement:

350.5.4.4.1 *Nominations. The dean of the college within which the vacancy occurs shall invite nominations for acting chairperson from all full-time **tenured and tenure-track faculty of the department**. The Dean may add other nominees to the list produced by the faculty. **The dean shall then survey the full-time tenured or tenure-track faculty members of the department to determine** the degree of support for each nominee.*

Current Handbook statement

350.5.4.4.2 Recommendation and Appointment. 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.

Replace with this statement:

350.5.4.4.2 *Recommendation and Appointment. If the dean chooses to recommend the nominee who received the highest support of the participating faculty, the recommendation will be forwarded to the faculty of the department and the Provost and Vice President for Academic Affairs, accompanied by the complete results of the survey of the department. If the dean chooses to recommend a different nominee, the dean shall meet with the tenured and tenure-track faculty to present the intended recommendation and allow the faculty to respond. If, after consulting with the faculty, the dean chooses to forward the intended recommendation, that recommendation will be forwarded with a copy of the results of the survey of the faculty, and a statement concerning the consultation with the faculty to the Provost and to the tenured and tenure-track faculty. The faculty will submit a statement to the Provost. If the Provost intends to appoint a nominee different from the person most recommended by the faculty, the Provost will meet with the tenured and tenure-track faculty prior to making the appointment. 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.*

350.5.4.4.4 Removal. An acting chairperson may **[strike: also]** be removed if his/her continuance is held by the University President not to be in the best interest of the University.

Note: The word “also” in this section is an artifact of language found earlier in the Handbook and is not accurate in the context of removal of an acting chair.

Motion in response to charge to Review the handbook policy governing outside employment for full-time ISU employees. Does it adequately protect faculty rights as well as institutional needs? If not, recommend appropriate changes.

FAC reviewed the relevant section of the Handbook and discussed three alternative responses. FAC voted unanimously to forward all three to the Executive Committee; however, FAC members expressed a preference for alternative three, which supports a significant revision in the understanding of the status of “outside employment.” Alternative two offers a minor but important revision and alternative one supports the status quo. (7-0-0 April 17, 2013)

Alternative One. FAC recommends no revision in the current provision governing outside employment by Indiana State University faculty. Current Handbook language sufficiently recognizes reasonable rights to pursue additional employment while protecting the University’s interest in faculty labor.

Alternative Two. FAC recommends the following minor revisions to the current provision governing outside employment by Indiana State University faculty. The proposed two revisions provide a source for authorization to pursue of outside work or employment for remuneration and makes the referent to such work consistent in the text.

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 ***[insert: by the appropriate Vice President]***. Such activities must not conflict with the performance of the University assignment. Should such ***[replace: assignments with "activities"]*** require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

Alternative Three. FAC recommends the following major revision to the current provision governing outside employment by Indiana State University faculty. The proposed revision grants authority to the employee to pursue additional compensated employment, while recognizing the University's interest in ensuring that work obligations are met. FAC is confident that existing processes and measures can respond effectively to any violation by a faculty member or exempt staff of their obligations as employees of the University.

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 ***[strike: authorization] [insert: notification to the appropriate Vice President]***. Such activities must not conflict with the performance of the University assignment. Should such ***[replace: assignments with "activities"]*** require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

Notes (to accompany alternatives):

2. FAC recommends that a standard process and form to request authorization or notification to pursue remunerated work or other employment outside the University be established.
3. FAC recommends consideration of an expression of concern/interest in work outside the university undertaken without compensation, perhaps as part of an approach to support faculty in their pursuit of work-life integration that includes public engagement activities, only some of which may be credited as faculty work for the university, and expected attention to the regular work of a faculty member.

Motion in Response to the Charge to Review recently revised Constitutions of the **Colleges of Technology and Nursing, Health, and Human Services and the Library.**

The Faculty Affairs Committee reports the following findings from our review of recently revised constitutions approved by the faculties of the College of Nursing, Health, and Human Services (7-0-0), the College of Technology (7-0-0), and the Library (6-0-1). *Note: FAC voted to approve individual reviews of each of the college constitutions at prior meetings and voted final approval of the statement of review at our March 27th meeting (5-0-0).*

In its review of the revisions in each of the three College constitutions submitted, FAC attempted to identify provisions that may be contrary to the University Constitution or those that might raise other concerns.

College of Technology Faculty Constitution

1. FAC noted that the constitution revisions create committees that appear to conflict with the college faculty affairs committee (section III Faculty Affairs Committee). Prior committee language is left intact creating duplicate functions and restricted functions (246.7.2.2)
2. FAC recommends a review by the college of the committee organization, including Faculty Affairs and College Personnel Committee
3. FAC noted that the College constitution dictates membership of departmental committees; while not a violation of university rules, FAC considered that, normally, college governing documents do not manage department committee composition.
4. FAC recommends that each measure in the constitution that limits voting rights be reviewed to ensure compliance with the recently adopted allocation of voting rights.
FAC recommends explication of the process of submitting ballots (is this delineated in a separate guideline document?) ref. *245.1.7.3 Ballots shall be returned to the Secretary within five working days of the date on which they were delivered. Ballots shall be counted, or the results reported from the Electronic Ballots, and recorded in the presence of the Council within 5 working days of receipt deadline.*
7. FAC suggests that the timeline associated with grievance procedures (245.6.2.2.3) be reviewed to ensure correct allocation of days for response to grievances (the process as written shifts between 20 and 10 days).
8. FAC is concerned that language specifying actions of members of the personnel committee may be read as mandating a particular vote; provision appears to mandate that members abstain from voting (if absent from discussion held at prior meeting). While members may abstain from casting a vote on meeting minutes or more substantive matters crafted in a prior discussion for which they were not present.
9. *FAC recommends* inclusion of “when possible” in its stipulation of the makeup of committees (Reference: 246.7.1_ Issue #3: There is a Faculty Affairs cttee; III. Faculty Affairs Committee (reference: “There shall be five members elected from the Faculty, two shall hold the rank of Full Professor, two Associate, and a fifth of either rank”)

From: Randy Peters

Sent: Friday, August 09, 2013 12:13 PM

To: Robert English; Robert Guell; Steven Lamb; Farman Moayed; Ernest Sheldon

Subject: RE: Your College Constitution changes from last year

All,

The COT constitution amendments proposed by the University FAC were incorporated into the document and voted upon by the COT faculty in the spring semester of 2013. Although I do not have the actual vote tally, I believe the amendments did pass.

Marion Schafer was the Faculty Council Chair at the time. Farman Moayed was the secretary then and now. Ernie Sheldon is the new COT Faculty Council Chair.

At this point, Farman Moayed should communicate with Ernie Sheldon and ultimately forward the amended COT Constitution and vote to the appropriate people listed on the accompanying e-mail.

Sincerely,

Randy Peters

COT Faculty Council Parliamentarian

Randell Peters, PhD, CSTM

COT Director of Accreditation and Assessment

From: Robert Guell

Sent: Thursday, August 08, 2013 4:42 PM

To: Marsha Miller; Kim Bodey; Robert English

Cc: Steven Lamb; Darlene Hantzis

Subject: Your College Constitution changes from last year

Marsha, Kim, Bob

As Senate Secretary (in five hours and twenty minutes) I am requesting the following from you. I need you to verify the following understandings that I have through a combination of Darlene and Steve:

- 1) Your college submitted a constitutional change last year
- 2) You were an integral part of your College/Library Constitution change (or know who was)
- 3) You know FAC reviewed them last year
- 4) Comments from FAC were forwarded back to you. You were all asked to revise your voting rules to make sure they aligned with the new term "regular" faculty and that all such faculty have voting rights (as appropriate)
- 5) You have NOT YET completed those revisions and have NOT YET sent those back to EXEC.

If all of that is true, please send your revisions directly to **Steve Lamb** when you have them. FAC authorized EXEC to verify that the named changes were made and does not need to see them again.

Robert Guell

Professor of Economics

From: Farman Moayed
Sent: Tuesday, August 13, 2013 1:40 PM
To: Steven Lamb
Cc: Ernest Sheldon; Randy Peters; Robert Guell
Subject: RE: Your College Constitution changes from last year
Importance: High

Dear Professor Lamb,

As requested (see email below), I have attached the revised and approved constitution for College of Technology regarding the voting rights of faculty members. The vote count was 27 in favor, 3 against, with 10 not voting.

Farman A. Moayed, Ph.D., PE

Assistant Professor

Department of The Built Environment

Tel: 812-237-3461

**245: THE CONSTITUTION OF THE
FACULTY COLLEGE OF TECHNOLOGY
INDIANA STATE UNIVERSITY**

PREAMBLE

245.0 The purpose of this Constitution is to set forth the role that the College of Technology Faculty and its legislative body, the College of Technology Faculty Council, shall have in establishing the goals and educational philosophy of the College of Technology and in formulating and implementing the policies of the College.

ARTICLE I. THE COLLEGE OF TECHNOLOGY FACULTY

Section 1. Authority and Governance

245.1.1.1 The authority of the College of Technology Faculty to participate in the determination of the policies of the College of Technology shall be within the limitations of the University Faculty Constitution and Bylaws and the Board of Trustees in the exercise of their constitutional authority.

245.1.1.2 The Constitution and Bylaws of the Faculty of Indiana State University guarantees the Faculty of the College of Technology a representative form of government in respect to the formulation and administration of internal policy and the right to participate in the selection, evaluation, and removal of its chief administrative officer or officers. Similarly, the Faculty of each academic subdivision of the College of Technology is guaranteed the right to participate in the selection, evaluation, and removal of department chairs and program center directors.

245.1.1.3 The College of Technology shall be autonomous in matters of internal policy, subject to the provisions of the Constitution and Bylaws of the Faculty of Indiana State University and to actions of the University Faculty, the Faculty Senate, and the Board of Trustees.

Section 2. Definition of College of Technology Faculty

245.1.2.1 All appointees with academic rank in the College shall constitute the Faculty of the College of Technology. (Hereafter referred to as the "Faculty.")

Section 3. Voting Members

245.1.3.1 Voting Members. Only tenured, ~~and~~ tenure-track faculty and multi-year contract faculty members shall be voting members of the College of Technology Faculty.

245.1.3.1.1 Voting by Proxy is not allowed.

Section 4. Officers

245.1.4.1 The Officers of the Faculty shall be a Chair, Vice-Chair, Secretary, and Vice-Secretary, and shall be elected from the voting members of the Faculty as defined in 245.1.3 and 245.3.2.2. Faculty holding the position of Chair and Vice-Chair must be tenured. Faculty members who are departmental chairpersons may not serve as Chair or Vice-Chair of the Faculty, nor may those who hold higher administrative rank. The Officers are to be elected for one year and may serve for no more than two consecutive terms in any one office. The term of office shall begin August 1 and continue for one year.

245.1.4.2 The Officers shall be elected by the Faculty during the last meeting of the academic year, held as near May 1 as is feasible. Prior to this meeting during which the Officers and Parliamentarian of the College are to be elected, the Faculty Affairs Committee shall solicit nominations from the Faculty. The list of candidates shall be presented to the Faculty for consideration at least ten working days before the meeting. Additional nominations from the floor will be accepted during the election. (Working days are defined as regular class days during the Fall and Spring Semester.)

245.1.4.3 The Officers of the Faculty shall also serve as the officers of the College of Technology Faculty Council. (Hereafter referred to as the "Council.")

245.1.4.4 The Parliamentarian of the College, elected from the Faculty, is in addition to the elected Council members (245.3) and holds a speaking seat on the Council.

245.1.4.5 The Parliamentarian shall assure the orderly conduct of business by the procedures set forth in "Robert's Rules of Order."

245.1.4.6 A seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy by the Council. If the office of Chairperson becomes vacant before the end of the term of office, the Vice Chairperson shall assume the office of Chairperson, and the office of Vice Chairperson shall be vacant. Any time the office of Vice Chairperson or Secretary

becomes vacant before the end of the term of office an election shall be held to select a replacement.

Section 5. Recall of Officers

245.1.5.1 Any Officer(s) of the Faculty may be recalled for reasons of failure to perform the required duties of the office, unprofessional conduct that reflects on the Faculty, or disregard for the College Constitution. A petition bearing the names of 20% of all voting Faculty and stating the complaint will be delivered to the Chair of the Faculty Affairs Committee (FAC). The Chair of the FAC will announce the time, place, and agenda five working days prior to a meeting of the Faculty to address the complaint and take subsequent action. The date for the Faculty meeting shall be no later than ten working days following the receipt of the complaint from the Faculty. The Chair of the FAC, or a designate in cases of conflict of interest, will preside at the meeting, with the Secretary of the FAC keeping minutes of the proceedings. If the resolution of the complaint results in a recall as indicated by the approval of a simple majority of all voting membership of the Faculty, an election shall be held within ten working days to fill the vacant position(s).

Section 6. Faculty Meetings

245.1.6.1 The Faculty shall hold two regular meetings during each academic year. The first Faculty meeting shall be held during the first six weeks of the academic year. The agenda for this meeting shall include the standing committee memberships and a list of charges for those committees. The second meeting shall be held as near May 1 as is feasible. The May meeting agenda shall include the election of new Faculty Officers and written reports of standing committee activities.

245.1.6.2 Special meetings of the Faculty must be called by the Secretary at the request of the Dean of the College, the Council, or on petition of 20% of all voting members of the Faculty, or as provided in 245.5.2.1. Actions, Motions, Resolutions, Vetoes, Appeals, Legislative Proposals, Policies, or other such actions, shall be voted on as prescribed in 245.1.7.

245.1.6.3 Notice of meetings of the Faculty shall be distributed by the Secretary at least five working days in advance.

245.1.6.4 A simple majority of greater than one half of all voting members of the Faculty shall constitute a quorum.

245.1.6.5 Actions shall be confined to the passing of Resolutions and elections. Vetoes, Appeals, Policies, and Legislative Proposals shall be voted on as prescribed in 245.1.7.

- 245.1.6.6 The Secretary of the Faculty is responsible for having minutes of Faculty meetings published and circulated within two weeks after each meeting.
- 245.1.6.7 The Secretary of the Faculty is responsible for keeping the minutes of all Faculty and Council meetings, Resolutions, Procedures, Policies, Standing Committee reports, and all other such actions in a carefully prepared notebook to be stored in a repository. All documents, such as the Constitution, Policies, Promotion and Tenure, Grievance Procedure, and like items of interest to the Faculty and operation of the College, shall be made available on a designated website and be kept current.

Section 7. Faculty Vote

- 245.1.7.1 Within five working days after a meeting in which measures such as; Vetoes, Appeals, or Legislative Proposals have been introduced, the Secretary shall prepare an official ballot, per 245.1.7.2, for the purpose of a vote on the measure and deliver it to each voting member of the Faculty.
- 245.1.7.2 The form of an official ballot will be determined by the Faculty Affairs Committee. If, in the judgment of the Faculty Affairs Committee, an electronic vote is appropriate for a matter under consideration, such a vote may be taken. The Ballot must include a complete statement of the motion (including its proposer and second), and any accompanying rationale, and be distributed to the voting faculty.
- 245.1.7.3 Ballots shall be returned to the Secretary within five working days of the date on which they were delivered. ~~Ballots shall be counted, or the results reported from the Electronic Ballots, and recorded in the presence of the Council within 5 working days of receipt deadline.~~
- 245.1.7.4 Changes to the Constitution or Bylaws are adopted and become effective upon approval by two thirds of all voting members of the Faculty, as defined in 245.1.3.
- 245.1.7.5 Proposals other than those defined in 245.1.7.4 shall become effective upon approval by a simple majority of all voting members of the Faculty, as defined in 245.1.3.

ARTICLE II. LEGISLATIVE AUTHORITY OF THE COLLEGE FACULTY

Section 1. Means of Exercising Authority

245.2.1.1 The legislative authority of the Faculty will be exercised by the Council and by the committees of that body, as outlined in Article IV and the Bylaws of this Constitution. The Faculty may, however, exercise its legislative authority directly in Faculty meetings as provided for in Article I, Sections 6 and 7, and in Article II, Section 4.

Section 2. Primary Authority

245.2.2.1 Subject to the limitations of Article I, Section 1, the Faculty shall have authority to formulate policy governing:

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. The facilitation of teaching and research.
4. The structure of the College with reference to academic matters.
5. Standards for admission and retention of students.
6. Requirements for programs and the granting of academic credit.
7. Faculty conduct and discipline.
8. Faculty appointment, retention, tenure, and promotion.
9. Freedom of expression and academic freedom.
10. Aspects of student life which relate directly to the educational process.
11. The Faculty shall have the authority and the obligation to assure the necessary and proper implementation of the foregoing powers.

Section 3. Advisory Authority

245.2.3.1 The Faculty is properly concerned with and should actively participate in decisions made on other matters that may affect the educational policies for which it has primary responsibility. Therefore, the Faculty shall have authority to advise on all matters of College policy and decisions, particularly those matters dealing with:

1. Selection, evaluation, and removal of the principal administrative officers, as well as the creation or abolition of such offices.
2. College budgets.
3. Research or service obligations involving use of College resources.
4. College development and physical facilities.
5. Student conduct and discipline.
6. Sabbatical Leaves, or Leaves of Absence.

245.2.3.2 In the performance of this advisory function, it is necessary that the Faculty be apprised in advance of significant prospective actions by the Administration of the College.

Section 4. Faculty Veto

245.2.4.1 The Faculty shall have the power to veto any action of the Council. The procedure shall be as follows:

1. A Faculty meeting shall be called by written petition as provided in Article I, Section 6, or Article V, Section 2, for the purpose of discussing the Council action in question.
2. The procedure outlined in Article I, Section 7, shall be followed to determine the will of the Faculty.

ARTICLE III. STRUCTURE OF THE COLLEGE OF TECHNOLOGY FACULTY COUNCIL

Section 1. Membership

245.3.1.1 Group I. Faculty Representation. There shall be one elected voting member, (245.1.3.1), from each department in the College in addition to the Chair,

Vice-Chair, Secretary, and Vice-Secretary. These individuals constitute the voting membership of the Council. The Parliamentarian shall hold a speaking seat on the Council.

245.3.1.2 Group II. Administration Representation. The Dean, or an appointed representative, shall hold a speaking seat on the Council.

245.3.1.3 Group III. Student Representation. A full-time undergraduate student representative selected by the Student Affairs Committee shall have a speaking seat on the Council.

Section 2. Eligibility

245.3.2.1 Voting members of the Faculty, as defined in 245.1.3.1 and 245.1.4.1 above, shall be eligible for election to the Council, except as provided in the following paragraph, 245.3.2.2, and except as provided for re-election.

245.3.2.2 No voting member of the Faculty who occupies the position of an Assistant Dean, or who occupies a position determined by the Faculty Council to have administrative status equal or superior to that of an Assistant Dean shall be eligible for election to the Faculty Council

Section 3. Terms of Office

245.3.3.1 The term of office of the Faculty elected voting members from each department shall begin August 1 and continue for two years. The term of office of the student representative shall be for one year. The Secretary shall notify the departments of the status of the departmental representatives at the Spring Faculty meeting.

Section 4. Manner of Election of Representatives

245.3.4.1 Each department shall elect a representative to the Council.

245.3.4.2 A departmental seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy through a departmental election by the appropriate department.

Section 5. Officers of the Council

245.3.5.1 The Officers of the Council shall be those defined in 245.1.4.1.

ARTICLE IV. OPERATION OF THE COLLEGE FACULTY COUNCIL

Section 1. Meetings

- 245.4.1.1 The Council shall meet at least once each month of the College year at a regularly scheduled place and time. Notice of all meetings shall be distributed by the Secretary at least five working days in advance.
- 245.4.1.2 Meetings must have a quorum and minutes shall be kept.
- 245.4.1.3 Additional meetings may be called by the Chair or a majority of Council members. A meeting of the Council shall also be called to consider any specific agenda presented by 20% of all voting members of the Faculty.
- 245.4.1.4 Meetings of the Council shall be open except when the Council declares Executive Session.

Section 2. Agenda and Minutes

- 245.4.2.1 Agenda for all meetings shall be distributed to the Faculty by the Secretary at least three working days in advance, except in emergencies. The agenda shall be compiled by the Chair and Secretary.
- 245.4.2.2 Unapproved minutes of Council meetings shall be distributed to the members and attendees within ten working days after the meeting. Approved minutes shall be distributed to the Faculty within ten working days following approval.

Section 3. Quorums

- 245.4.3.1 Two thirds of the voting membership of the Council shall constitute a quorum.

Section 4. Majorities

- 245.4.4.1 For the purpose of voting on a motion, a majority is defined as a simple majority
- 245.4.4.2 A motion before the Council is passed when approved by a simple majority.

245.4.4.3 Motions for Proposed Amendments to the Constitution or Bylaws (governed by Article IX), or decisions to bring a matter directly to the floor, are passed when approved by a two-thirds majority. Proposed Amendments to the Constitution or Bylaws must then be presented to the Faculty for vote per 245.1.7.

Section 5. Channels of Legislative Action

245.4.5.1 The normal route of legislative action is: (1) The agenda is brought to the floor of the Council in accordance with Article IV, Sections 1 and 2. (2) The agenda is presented as a motion to the Council. (3) If the motion is accepted the Council assigns the agenda to the appropriate standing committee or as deemed necessary by the Council, to an ad hoc committee. (4) The standing or ad hoc committee will consider the agenda and make its recommendations and/or present its findings to the Council. (5) The Council will render its decision on the agenda. The Council will report decisions and/or recommendations to the Dean. (6) Faculty actions in the area of its primary authority with which the Dean does not concur must be reconsidered by the Council no later than the next regularly scheduled meeting following such action.

245.4.5.2 In the normal route of legislative action, a decision to reject or alter an agenda shall be final unless the decision is appealed to the next higher authority.

245.4.5.3 Exceptions to the normal route of legislative action are: (1) Resolutions without legislative significance may be considered by the Council at any time, (2) a protest from a department that an action of the Faculty or Council has encroached upon departmental autonomy may be considered directly, (3) Proposed Amendments to the Constitution or Bylaws, and (4) bringing items directly to the floor.

ARTICLE V. INTERPRETIVE AUTHORITY OF THE COLLEGE OF TECHNOLOGY FACULTY

Section 1. Jurisdiction Relative to Administration and Students

245.5.1.1 In jurisdictional disputes arising out of the exercise of the primary authority of the Faculty, the Council shall, by majority vote, express its judgment. Should the Council's judgment be ignored, modified, or rejected, the

Council shall submit the question to the Faculty as provided in Article I, Sections 6 and 7. If the Faculty decision is ignored, modified, or rejected, the question shall be carried to the University Faculty Senate for determination.

245.5.1.2 Decisions on questions of jurisdiction shall be understood to be a reaffirmation of the basic assumption in the Preamble that all groups should be afforded the greatest possible latitude for the performance of their respective roles in the operation of the College.

Section 2. Jurisdiction Relative to Departments

245.5.2.1 When a department of the College, through its Chair, protests an action of the Faculty or the Council as encroaching on the autonomy of the department, the Council shall, by majority vote, express its judgment. The Chair of the department may appeal this decision to the Faculty. In such event, the Secretary shall call a meeting of the Faculty and conduct a subsequent vote as provided in Article I, Sections 6 and 7.

ARTICLE VI. JUDICIAL AUTHORITY OF THE COLLEGE FACULTY

Section 1. Scope

245.6.1.1 The Faculty shall have judicial authority for all matters over which it has primary or advisory legislative authority as defined in Article II, Sections 2 and 3.

Section 2. Jurisdiction

245.6.2.1 A member of the Faculty, or a group of Faculty members, may file a grievance with the Council after other avenues have been exhausted.

Section 3. Procedure

245.6.2.2 Any grievance must be presented in writing to the Chair of the Faculty Council. Within twenty working days of initially receiving the grievance, the Council shall determine whether the grievance is of such a nature as to warrant a hearing.. A grievance accepted for a hearing shall be transmitted by the Council to the standing committee, or appropriate ad hoc committee, within whose province the matter falls. This Committee shall examine the issue expeditiously with proper attention to due process as outlined in the Constitution of

the Faculty of Indiana State University, and present the decision in writing to the aggrieved party, or parties, immediately upon the decision, indicating the route of appeal.

245.6.2.3 Within ~~ten~~-twenty working days after the decision of a committee is filed, the aggrieved party, or parties, may file an appeal in writing to the Council. If action is taken on the appeal, the Council shall reach a decision by majority vote. A written report of the action shall be filed with the Dean of the College, with the committee from which the appeal was taken, and with the aggrieved party or parties. This decision may be appealed as described in the applicable section of the University Constitution.

ARTICLE VII. COMMITTEES OF THE COUNCIL

Section 1. Standing Committees

245.7.1.1 The standing committees of the Council are identified in the Bylaws of this Constitution which defines the size, composition, tenure, and duties of these committees. Standing committees are responsible to the Faculty through the Council. Meetings of the standing committees are open except when a committee declares executive session. Meeting time, date, and agenda will be distributed to the Faculty at least three working days in advance of the scheduled meeting.

Section 2. Ad Hoc Committees

245.7.2.1 The Council may for special purposes and for determinate periods create ad hoc committees to investigate and make recommendations on any matter falling under the primary or advisory authority of the Faculty.

ARTICLE VIII. GOVERNANCE AND AUTHORITY OF THE DEPARTMENTS

245.8.1.1 The Faculty of each Department is guaranteed a representative form of government in respect to the formulation and administration of internal policy; and the right to participate in the selection, evaluation, and removal of its chief administrative officer(s).

ARTICLE IX. AMENDMENTS AND BYLAWS

245.9.1.1 This Constitution and Bylaws may be amended as follows:

1. By preparation of a written statement of the proposed change signed by a two-thirds majority of the voting members of the Council (245.4.4.3) or 20 % of the voting members of the Faculty (245.1.3); and
2. By bringing the matter before the Council for initial debate; and
3. By approval of two-thirds of the voting membership at the next Council meeting; and
4. By approval of the Faculty in the manner provided in Article I, Sections 6 and 7; and
5. By approval of the University Faculty Senate.

246: BYLAWS

I. Standing Committees of the Council

- 246.1.1 The standing committees of the Council are the first echelon for conduct of the majority of the business of the Faculty, both in the area of the primary and advisory authority. They also serve as the judicial bodies for grievances falling within their provinces.
- 246.1.2 The membership of standing committees is composed, except as especially noted below, of voting members of the Faculty (245.1.3) nominated by the Council and approved by a majority of the Faculty. Administrative representatives to standing committees shall hold speaking seats.
- 246.1.3 Each standing committee shall have a predetermined number of Faculty members. Terms of service for these Faculty members shall begin upon election, but not later than October 1. Standing committee membership shall be announced at the Fall Faculty meeting (245.1.6.1). Appointment to a standing committee shall normally be for a period of two years ending September 30, with terms so staggered that approximately 50% of the membership shall carry over from one year to the next. Reappointment to a committee is not precluded.

- 246.1.4 A seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy by the Council.
- 246.1.5 Each standing committee shall elect its own officers from among the Faculty in its membership. Meetings shall be open except when a committee declares executive session. Each committee shall present a written resume of its activities and attendance for the year at the Spring meeting of the Faculty
- 246.1.6 The standing committees of the Council concern themselves with matters which are of significance to the College, questions which arise between or affect several of the constituent departments, and matters which although arising within one department have an influence upon the character and welfare of the College.
- 246.1.7 Issues which pertain only to individual departments will normally be dealt with by those departments unless appealed to the Council.

II. Academic Affairs Committee

246.2.1 Membership:

Faculty members, one representing each department.
Administrative representative.

246.2.2 Duties: Formulate policy governing **Undergraduate:**

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. Structure of the College with reference to academic matters.
4. Standards for admission and retention of students.
5. Requirements for programs.
6. All courses of instruction, including those offered through Lifelong Learning; and all workshops, travel courses, and other special offerings, whether with or without academic credit.
7. Coordination of library services.
8. Convocations and all such conferences related to academic affairs.

246.2.2.1 The committee will concern itself with the educational philosophy of the College and with the relation of existing and future curricula and educational policies relating to that philosophy.

246.2.2.2 Take appropriate action in the foregoing areas as directed by the Council.

III. Faculty Affairs Committee

246.3.1 Membership:

Faculty members, one representing each department.
Administrative representative.

246.3.2 Duties: Formulate policy governing:

1. Faculty appointment, retention, tenure, and promotion.
2. Facilitation of teaching and research, including teaching load.
3. Leaves of absence.
4. Freedom of expression and academic freedom.
5. Faculty conduct and discipline.
6. Professional ethics.
7. Professional growth.
8. Retirement.
9. Superintendence of Faculty elections.
10. Faculty Grievances.

246.3.2.1 Take appropriate action in the foregoing areas as directed by the Council.

IV. Graduate Affairs Committee

246.4.1 Membership:

Members of the College Graduate Faculty, one representing each department.
The College Ph.D. Coordinator.
A College Graduate program Coordinator.
Administrative representative.

246.4.2 Duties: Formulate policy governing **Graduate**:

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. Facilitation of teaching and research.
4. Structure of the College with reference to academic matters.
5. Standards for admission and retention of students.
6. Requirements for programs.
7. Appointment recommendations to the Graduate Faculty.
8. Selection criteria for graduate assistants and graduate fellows.

246.4.2.1 Review and advise on individual cases brought to the committee.

246.4.2.2 Take appropriate action in the foregoing areas as directed by the Council.

V. External Affairs Committee

246.5.1 Membership:

Three Faculty members.
Administrative representative.

246.5.2 Duties: Formulate policy governing:

1. Gifts and bequests to the College.
2. Public relations with other Colleges (secondary and post-secondary).
3. Public relations with business and industry.
4. Consulting services by members of the Faculty.
5. Guest speakers to ISU campus.
6. College publications.
7. Social affairs.

246.5.2.1 Take appropriate action in the foregoing areas as directed by the Council.

VI. Student Affairs Committee

246.6.1 Membership:

Faculty members, one representing each department.
Two non-voting College student members (one each: full-time undergraduate and full-time or part-time graduate).¹

246.6.2 Duties: Formulate policy governing:²

1. Student safety, welfare, and rights.
2. Student organizations, social activities, and publications.
3. College scholarships, honors, and awards.
4. Student grievances.
5. Student behavior with respect to curriculum and instruction.

246.6.2.1 Take appropriate action in the foregoing areas as directed by the Council.

¹ The undergraduate student representative shall be the undergraduate student representative to the Council. The graduate student representative shall be selected by the Graduate Affairs Committee.

² As long as these are not in conflict with the Student Government Association.

VII. College Personnel Committee

246.7.1 Membership:

~~Faculty members, one representing each department. There shall be five members elected from the Faculty. When Possible,~~ two shall hold the rank of Full Professor, two Associate, and a fifth of either rank.

Only Full-time, Tenured Faculty may serve.

Individuals must hold the rank of either Full or Associate Professor.

Faculty making application for promotion or leave may not serve.

Chairs and Deans may not serve.

No more than two members may be from a single Department

246.7.2 Duties:

246.7.2.1 Review and make recommendations concerning Applications for Promotion, Tenure, Annual Reviews, and Leaves.

246.7.2.2 ~~Formulate~~ Recommend to the Faculty Affairs Committee changes or needed Policies governing;

1. Promotion Review
2. Tenure Review
3. Leaves Review
4. Annual Reviews

VIII. Departmental Personnel Committee

246.8.1 Each Department shall have a Personnel Committee

~~246.8.1.1 Membership: Only tenured voting members of the Faculty may serve on the Committee. Department chairpersons and those who hold higher administrative positions are not eligible to serve.~~

~~246.8.1.2 Duties~~

~~To make recommendations to the Department Chairperson regarding applicants for tenure, promotion, and leaves, and regarding retention of faculty members.~~

~~To make recommendations to the Department Chairperson regarding professional performance (using criteria established in the Department, College, and the University.)~~

~~To handle other additional personnel issues in the Department as necessary.~~

~~246.8.1.3 Voting: A member of the department personnel committee must be present for discussion, in order to cast a vote on a motion.~~

