

Approved (Gallatin/Chambers, 5-0-0)

Faculty Affairs Committee

Minutes

October 19, 2017

Attendees: L. Eberman (Chair), R. Guell (Vice Chair), J. Nelson (Secretary), Tesmer, T., H. E. Gallatin, M. Chambers, T., Stofferahn (Ex-Officio), S. Powers (Ex-Officio)

Absent: N. Goswami, A. Arrington-Bey

1. Adopt the Agenda
 - a. 0800
2. Approve Minutes from 10/5/2017
 - a. Guell/Chambers (5-0-0)
3. Chair Report (<5 min)
 - a. Forum to help departments get P/T revisions complete. Any strategies on how to approach this? Scheduling? Stofferahn reported that Provost recommends departments move ASAP on edits without waiting on college feedback.
4. Academic Affairs Liaison Report (<5 min)
 - a. Moving forward with new student evaluation tool that will be integrated into Blackboard and hopefully into FAD.
5. Faculty Senate Executive Committee Liaison Report (<5 min)
 - a. EXEC major item was faculty collegiality policy. Results in list of suggested items for chairs, NFO. Senate not responsible for policy, moved to Provost.
6. Temporary Faculty Liaison Report (<5 min)
 - a. Three issues brought forward thus far. 1. Parking, no inability to provide temporary pass or payroll deduction. 2. Reinstatement of full time lecturers. 3. Part-time semester gap, email is deactivated. Discussion regarding importance of maintaining access longer, students' issues, returning etc.
7. Charge #12 – Investigate how program administration and/or chair duties are being evaluated in the tenure, promotion, and retention process. (10 min)
 - a. Discussion regarding the exclusion of chairperson in the edited 305.2.3. Guell and Nelson provided input regarding language changes. New language below:
 - b. Motion to revise 305.2.3 and 305.2.4 (Guell/Eberman, 5-0-0)

305.2.3 Administrative Duties. Some faculty are assigned administrative duties. To the degree that these duties are best understood within the context of the three Domains of Faculty Work, faculty members who serve as administrators shall be evaluated for the work they do in this context. As such those aspects of administration that fall within the Domains of Faculty Work shall be considered for the purpose of annual reviews or reviews for tenure and promotion at any level.

305.2.4 Mission-Based Activities and Administrative Duties as Performed Within the Domains of Faculty Work. Mission-based activities and administrative duties are to be integrated within the three interrelated Domains of Faculty Work. These activities do not constitute a separate domain of faculty work, nor may they be considered a basis for retention, promotion, or tenure in their own right.

305.2.4.1 Establishment of Criteria and Performance Standards. Each department/school and college shall establish criteria and performance standards, whereby the mission-based activities and administrative duties described above will be placed within the Domains of Faculty Work and evaluated accordingly.

8. Charge #18 – Consider revisions to clarify Sections 503 and 504 of the University Handbook. (10 min)
 - a. Discussion of new proposed 503. Combining 503-504, striking 504, added additional detail of outside employment to help facilitate chairpersons and administrators.
 - b. Motion to repeal and replace Section 503 and strike Section 504 from the University Handbook. Eberman/Nelson (5-0-0).

503 Professional Consulting, Licensure-Required Work, Businesses Directly Related to Academic/Professional Expertise, Outside Teaching, and Other Outside Work/Employment

The policy and its related procedures are designed to ensure the quality of such professional activity and provide adequate protection for both the interests of the University and those of the faculty and staff who engage in professional consultation.

503.1 The University's Priority Claim to Its Employees' Work. Regular appointments to the Faculty and Exempt staff require full-time service to the University. No faculty or Exempt staff member may engage in any other work, if their University obligations are not being satisfactorily met. Non-exempt staff may engage in any work they wish outside their normal work hours so long as their university work is not impacted.

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.

503.2 Conflict with University Employment. No form of work outside the university shall be allowed that conflicts with, or detracts from, the faculty or staff assignment at the University.

503.3 Types of Work. The University recognizes five types of outside work: professional consulting, licensure-required work; businesses directly related to academic/profession expertise; outside teaching; and other outside work/employment. A faculty member's activities may fall into one or more

503.3.1 Professional Consultant Service. Professional consultant service is the application of academic or professional expertise to multiple entities. As such it is a proper contribution by a university to the public that supports it. Faculty and staff are encouraged to participate in consulting activities appropriate to their academic or professional areas of competence.

503.3.2 Licensure-Required Work. Licensure-required work constitutes any form of work, in the amounts that are required by a licensing entity, to fulfill the nature of the license.

503.3.3 Businesses Directly Related to Academic/Professional Expertise. Businesses may be owned and operated by faculty and staff. In the circumstance where the work of that business is closely tied to the scholarship domain of faculty work (where royalty, patent, or other intellectual property income accrues to the faculty member) the activity is encouraged. In the circumstance where the work services clients with disciplinary appropriate knowledge of the faculty member, the activity is encouraged.

503.3.4 Outside Teaching. Teaching for another educational institution.

503.3.5 Other Outside Work/Employment. The legitimacy of any other outside work, business, or employment that does not readily fit into the categories described depends entirely on the degree to which the employee meets obligations related to their university job.

503.4 Reporting Requirements. Faculty and Exempt staff who engage in any of these forms of work is required to report that activity to their Chairperson/Supervisor within one week of the beginning of the activity or if it is of an on-going nature, at the beginning of each academic year. The reporting will describe the type of activity and place it in one or more categories of type of work. Procedures for reporting will be adopted by the Vice Presidential units.

503.5 Reasons for Denial or Limitation of Activity. The Chairperson/Supervisor may deny or limit the activities of employees for only the reasons listed below.

503.5.1 Professional Consultant Service. Clear and convincing conflict of interest with the university. Documented failure of the employee to perform their duties.

503.5.2 Licensure-Required Work. Clear and convincing conflict of interest with the university. Documented failure of the employee to perform their duties. The time to complete the work exceeds either 20% of any month's typical work period or the minimum amount required to maintain the license.

503.5.3 Businesses Directly Related to Academic/Professional Expertise. Clear and convincing conflict of interest with the university. Documented failure of the employee to perform their duties. The activity is not sufficiently related to the academic/professional expertise.

503.5.4 Outside Teaching. Reasonable likelihood of a conflict of interest with the university. Documented failure of the employee to perform their duties.

503.5.5 Other Outside Work/Employment. Reasonable potential for a conflict of interest with the university. Documented failure of the employee to perform their duties.

Strike Section 504.

9. Charge #10 – Revisions to Section 900 of the University Handbook. (20 min)
 - a. Prioritize sections for discussion at 10/26 meeting.
 - b. L. Spence to be invited to 10/26 meeting
 - c. 930.2, Guell reported history of policy background of faculty and staff duties of email or electronic duties. Documents had undertones of penalization per upper administration. Revision of document or suggestions should keep this in mind.
 - d. Eberman suggests list of revisions to be presented to EXEC.
10. Adjourn
 - a. 0900
 - b. Eberman to be absent next two meetings due to presidential search, Nelson out 11/2.