

## ACADEMIC AFFAIRS POLICY

### Scope

This policy specifically deals with the faculty's primary authority for curriculum and other academic matters and the faculty's advisory authority for scheduling and administrative matters related to academic issues.

### Course Prefixing

Course prefixes shall be tied to undergraduate majors in the Department. However, courses that are general or core in nature (those courses not primarily focused on a major) shall have a general prefix. Minors, certificates, and graduate programs shall not have a unique prefix. An undergraduate major need not have a unique prefix. The primary indicators that a course should have a major-focused (not general) prefix is that the course is required by students in one major and the content of the course is predominately focused on the body of knowledge for that major. Courses which are required by several majors or are general in nature should have the general prefix.

### Lead Instructor

**QUALIFICATIONS AND APPOINTMENT.** There shall be one Lead Instructor for every course in the Department, these courses are the instructors' *primary* courses. Only regular faculty members can be a Lead Instructor. Every regular faculty member with academic appointment in the Department shall be Lead Instructor for at least two courses, with the following exceptions.

- New faculty members shall be assigned as Lead Instructor within one year of joining the Department.
- Temporary leaves, reassignments, and buyouts of two years or less do not affect Lead Instructor assignments. However, faculty members with more than 50% reassignment outside of the department are exempt from being a Lead Instructor, if they so choose.
- Faculty members with more than 50% long-term reassignment outside of the Department, e.g., Dean's office or other administrative appointment, may not be a Lead Instructor.

Lead Instructors are appointed by the Department Chair. The Department Chair shall consult the individual faculty member and the Department Academic Affairs Committee before making the assignment. The intent is that the most qualified faculty member should be the Lead Instructor. One or more other qualified faculty members, including part-time and temporary faculty members, are *Secondary Instructors*. The Department Chair shall maintain a table of courses and corresponding Lead and Secondary Instructors. The Lead and Secondary Instructor assignments are revisited at least once every five years or sooner, as needed.

Qualifications that support appointment as Lead Instructor include the following.

- Having proposed and developed the course at ISU.
- Having taught the course, or similar course, at ISU or elsewhere.

- Coursework or professional development related to the course.
- Professional experience, licensure, or certification related to the course.
- Professional membership or service related to the course.
- Scholarship related to the course.

**RESPONSIBILITIES.** The Lead Instructor is the steward for a course, providing the primary care and guidance for that course. The Lead Instructor, as applicable to the course level, has all faculty duties and responsibilities as described in the University Policy Library, and College and Department policies. The Lead Instructor's role includes purviews and responsibilities such as the following.

- Maintain the currency and relevance of the course, both in terms of content and pedagogy. This includes the syllabus, especially the performance indicators.
- Accreditation, outcomes assessment, and program review activities related to the course.

**COURSE SCHEDULING.** In consultation with the Academic Affairs Committee, the Department Chair shall attempt to assign the Lead Instructor to teach all sections of a course, in all terms, including summer. When the preceding is not possible, e.g., the Lead Instructor has a full load of primary courses, there are not enough primary courses to make a full load for a Lead Instructor, the Lead Instructor declines to teach during the summer term, or the Lead Instructor is unavailable due to a sabbatical or reassignment, the Department Chair shall attempt to assign a Secondary Instructor.

## Program Teams

Each degree program in the Department shall be represented by a Program Team. Certificate programs and baccalaureate minors will be assigned to the appropriate Program Team. The Program Teams are appointed by the Department Chair upon recommendation of the Department faculty. The Department Chair shall maintain a table of Programs and Teams. Program Teams are revisited at least once every two years or sooner, as needed. Each Program Team shall be comprised of at least two voting faculty members of the Department. The Department Chair may serve on a Program Team. A faculty member should serve on no more than three Program Teams. Each Program Team shall provide minutes that summarize the Program Teams actions and decisions.

**PROGRAM TEAM RESPONSIBILITIES.** For each program, its Team takes the lead concerning all faculty duties and responsibilities as described in the University Policy Library, and College and Department policies. Specific, Department-level responsibilities follow.

- Advising students in the program.
- Alignment of program courses (e.g., syllabi, textbooks, course objectives, and content) with program educational objectives and program student outcomes.
- Propose course textbooks and materials. The Department Chair makes the final approval of textbooks and required course materials.
- Accreditation, outcomes assessment, and program review activities related to the program.

**PROGRAM TEAM COMPOSITION.** The following are prime indicators of a Program Team's members.

- A course's Lead Instructor, when the course has a program-focused prefix.
- A faculty member's academic appointment and title.
- Other indicators include the faculty member's status as a Secondary Instructor and other qualifications, e.g., professional experience, credentials, scholarship, and service.

**PROGRAM TEAM LEAD.** One member of each Program Team shall be appointed as the Program's Lead faculty member. The Program Lead is appointed by the Department Chair upon recommendation of the Program Team. Primary consideration for the Team Leader is given to faculty teaching program-focused prefix courses. A faculty member may be the Lead of more than one program. The Program Lead should receive a stipend and or reassignment from teaching. The Program Lead takes the initiative to ensure that the Program Team fulfills its responsibilities, especially concerning the following.

- The Team Lead is the lead student advisor for the program.
- Student success.
- Advisory committee.
- Accreditation, outcomes assessment, and program review reports.
- Advising the Department Chair concerning scheduling, budget, equipment and other program needs.

## Academic Affairs Committee

The Academic Affairs Committee fulfills Department-level ISU Curriculum Approval Procedures (CAPS) and has the same Department-applicable duties and responsibilities as described in the College and University policies for undergraduate and graduate academic affairs committees. The Academic Affairs Committee shall be comprised of five voting faculty members of the Department. The Department Chair is a non-voting ex officio member of the Academic Affairs Committee. Faculty members with more than 50% reassignment outside of the Department may not serve on the Academic Affairs Committee. The composition of the Academic Affairs Committee shall be such that five different Program Teams are represented. The Academic Affairs Committee shall elect a Chair.

## Academic Approval Process

The Department-level academic routing follows.

1. A Program Team proposes an academic action and forwards the proposal to the Academic Affairs Committee. The academic action may be proposed by any person or group, e.g., student, administrator, campus faculty, or other constituent. For Department-level academic matters, e.g., core courses, this step may be performed by the Academic Affairs Committee. Note that not all academic matters are required to use the CAPS procedure.
2. The Academic Affairs Committee acts on (a) its own Department-level proposals (per 1 above) or (b) proposals forwarded by a Program Team. The proposal is then forwarded to the Department Chair.
3. The Department Chair acts on the proposal and forwards as appropriate, e.g., CAPS issues are forwarded to the next level.