

FORT WAYNE SENATE AGENDA  
MONDAY  
February 13, 2023  
12:00 P.M., Via Webex

1. Call to order
2. Approval of the minutes of January 9
3. Acceptance of the agenda – A. Nasr
4. Reports of the Speakers of the Faculties
  - a. Deputy Presiding Officer – N. Younis
  - b. IFC Representative – A. Livschiz
5. Report of the Presiding Officer – H. Strevel
6. Special business of the day
  - a. Memorial Resolution (Senate Reference No. 22-16) – G. Wang
  - b. Memorial Resolution (Senate Reference No. 22-18) – K. O’Connor
  - c. Civics Literacy Requirements Update – S. Betz
7. Unfinished business
8. Committee reports requiring action
  - a. Faculty Affairs Committee (Senate Document SD 22-17) – W. Sirk
  - b. Educational Policy Committee (Senate Document SD 22-18) – S. Hanke
  - c. International Education Advisory Subcommittee (Senate Document SD 22-19) – A. Nasr
9. New business
10. Question time
  - a. (Senate Reference No. 22-19) – J. Mbuba
  - b. (Senate Reference No. 22-20) – S. Buttes and S. Carr
11. Committee reports “for information only”
  - a. Curriculum Review Subcommittee (Senate Reference No. 22-21) – S. Johnson
12. The general good and welfare of the University
13. Adjournment\*

\*The meeting will adjourn or recess by 1:15 p.m.

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
B. Buldt			J. Johns	C. Ortsey
A. Livschiz				
A. Nasr				
H. Strevel				
D. Tembras				
N. Younis				

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**Attachments:**

- “Memorial Resolution-Richard E. Miers” (SR No. 22-16)
- “Memorial Resolution-Max Montesino” (SR No. 22-18)
- “Approval of School of Education Procedures for the Promotion of Clinical Faculty” (SD 22-17)
- “Approval of Replacement Member of the Educational Policy Committee” (SD 22-18)
- “Approval of Filling Vacancy on the International Education Advisory Subcommittee” (SD 22-19)
- “Question Time – re: Car Charging Electric Outlets” (SR No. 22-19)
- “Question Time – re: Catalog Production Process” (SR No. 22-20)
- “Information Technology Concentration” (SR No. 22-21)

Memorial resolution

In memoriam

Professor emeritus Richard E. Miers

October 29, 1932 – October 20, 2022

The PFW physics community lost a long-time beloved member, Professor of physics Richard Ernest Miers, on October 20, 2022. Born on October 29, 1932, Richard demonstrated talent from a very young age – for example he started reading at age four. His college career was interrupted by three years of service in the Army for the Korean War and later in the National Guard. Richard completed his bachelor's degree at Wisconsin State College in 1957. Then he devoted his whole life to a teaching career. He started teaching at a high school in Cadott Wisconsin for two years before he earned his master's degrees in physics and education from the University of Wisconsin in Madison in 1961. He then joined the department of physics at Indiana University Purdue University Fort Wayne. After three years of teaching here, he returned to the University of Wisconsin in Madison for his PhD in theoretical atomic physics in 1964. He came back to Purdue Fort Wayne in 1969 after his PhD and taught a broad spectrum of physics courses until he retired in 2003. Richard had research interests and made contributions in the fields of lasers, optical fiber amplifiers and digital circuitry. His enthusiasm for physics and teaching did not stop at retirement. As professor emeritus, he continued teaching and doing research at PFW part time until 2011.

Outside the classroom, his enjoyment of physics extended to his love of building remote control model airplanes as a member of the Flying Circuits Club in Fort Wayne. He designed, constructed, and flew some award-winning model airplanes. Dick also loved music and taught himself to play guitar and banjo. He spent his leisure time attending bluegrass festivals and fly fishing. He was also a member of American Legion Post 47.

With the combined 45 years of teaching and research at PFW, his experience influenced many students as well as several junior faculty members he mentored. Richard Miers was loved, respected and honored by family, friends, colleagues and students. His service and dedication are truly staying with the physics community and he is with us in our hearts.

Dr. Max Montesino

February 10, 1956 – December 5, 2022

Max Montesino, a beloved faculty member in the Organizational Leadership department for the past 27 years, passed away unexpectedly on December 5, 2022. He was planning on retiring from PFW on December 31, 2022. Born in the Dominican Republic, Max immigrated to the United States and earned his doctorate in Education from Western Michigan University in 1995. He authored two books, “Before Anything ... After Everything”, a collection of short stories and “Portrait of the Dominican in the Organization”, an analysis of organizational behavior in the Dominican Republic. Max also served as Graduate Programs Director for the OL Master’s program and enjoyed volunteering and mentoring students and faculty. He was active in the Hispanic Leadership Coalition of Northeast Indiana, having been a founding member and past President, as well as many other important causes that impact the Latino community of greater Fort Wayne. He often spoke to the media about immigration issues and enjoyed discussing American politics. He proudly became an American citizen in 2016.

Students will remember Dr. Montesino for his courses in gender and diversity, organizational culture, and human resource development, among others. Colleagues will remember him for his kindness, collegiality, and quick wit. Max had such a positive impact on the OL Department, our students, and the PFW campus. He will forever hold a special place in our hearts.

Max is survived by his wife Mercedes and children Max Jr. and Paola.

## MEMORANDUM

TO: Fort Wayne Senate

FROM: Wylie Sirk, Chair  
Faculty Affairs Committee

DATE: 12/12/2022

SUBJ: Approval of School of Education Procedures for the Promotion of Clinical Faculty

WHEREAS, Fort Wayne Senate Document 14-36 states “College procedures and guiding principles must be reviewed and approved at the campus level first by the Senate Faculty Affairs Committee and then by the Senate”;

WHEREAS, School of Education has created procedures for the promotion of Clinical faculty and added them to SD 21-25;

WHEREAS, Faculty Affairs Committee has reviewed these procedures and find them in compliance with SD 14-36;

BE IT RESOLVED, that the Fort Wayne Senate approve the changes in Part IV Clinical Promotion of SD 21-25 School of Education promotion and tenure document.

**Approved****Opposed****Abstention****Absent****Non-Voting**

Deborah Bauer  
Bin Chen  
Hui Hanke  
Aranzazu Pinan-Liamas  
Wylie Sirk

Marcia Dixson



SCHOOL OF EDUCATION  
GOVERNANCE DOCUMENT

Approved on 3.31.2021

Final Revisions on 11.14.2022

## Table of Contents

I. GOVERNANCE	.....p. 3
II. FACULTY	.....p. 5
III. PROMOTION AND TENURE	.....p. 6
<b>IV. CLINICAL PROMOTION</b>	<b>.....p. 16</b>
V. ACCREDITATION	.....p. 24
VI. ASSESSMENT OF STUDENT ACHIEVEMENT	.....p. 24
VII. CURRICULUM REVIEW	.....p. 24
VIII. GRADE APPEALS	.....p. 25

# SCHOOL OF EDUCATION

## I. Governance

### A. FACULTY

The members of the faculty include all tenure-track and tenured professors, clinical faculty (visiting or otherwise), as well as full-time instructors and/or continuing lecturers, but does not include limited term lecturers. Members of the faculty are hired within their respective departments.

### B. DEPARTMENTS

Policy matters that impact the internal operations of departments will be resolved according to departmental policies and procedures.

### C. DEPARTMENT CHAIRS

The responsibilities and duties for department chairs are delineated in Office of Academic Affairs [Memorandum 05-3: Authority and Responsibilities of the Department Chair](#). The chair will be reviewed annually by the Director of the SOE and by the faculty in her/his department. The Director of SOE will coordinate the review.

### D. ASSOCIATE/ASSISTANT DIRECTOR

The Associate/Assistant Director of the SOE is appointed by the Director and reports to the Director. The responsibilities of the Associate/Assistant Director will be articulated by the Director in consultation with the Vice Chancellor for Academic Affairs. The Associate/Assistant Director will be reviewed annually by the Faculty in the SOE through university level procedures.

### E. DIRECTOR

The responsibilities and duties for the Director are delineated in Office of Academic Affairs [Memorandum 05-2: Authority and Responsibilities of the Academic Dean](#). The Director will be reviewed annually by SOE faculty through university level procedures.

### F. SOE COMMITTEES

As adapted from [SD 15-22 section 5.1](#), the SOE has established three types of committees: a policy committee, which shall be a standing committee charged with advising the School on substantive matters, and which may establish subcommittees to assist in their efforts; service committees, which shall be standing committees charged with assisting in routine operations of the School; and ad hoc committees, which shall



be established by the School for special purposes. All voting faculty are eligible to serve on SOE standing committees.

**1. Standing Policy Committee:**

- i. The Faculty Governance Committee shall consist of one voting faculty representative elected from each department to serve a two-year term. If a member is unable to attend, they may send a proxy, with voting privileges, from the voting members of their respective department. Members of the committee will elect a committee chair. Department chairs will serve as ex officio, non-voting members. The members of the Faculty Governance Committee will be charged with the execution of the general policies of the SOE as adopted by the faculty, including soliciting nominations and holding elections for elected positions on campus committees and subcommittees; ensuring that standing service committees within the School are staggered with equitable departmental representation; and communicating results of such elections to the Purdue Fort Wayne Senate.

**2. Standing Service Committees:**

- i. Assessment of Student Academic Achievement Committee (see section V)
- ii. Curriculum Committee (see section VI)
- iii. Appeals Committee (see section VII)

**3. Ad Hoc Committees:**

- i. Ad hoc committees are temporary committees created from time to time by the Director or the Faculty Governance Committee to address specific tasks in the SOE. Ad hoc committees will not supplant the duties of the Faculty Governance Committee or the service committees.

## II. Faculty

### A. VOTING FACULTY

Voting faculty members, as defined in the [Constitution of the Faculty of Purdue Fort Wayne](#), include tenured and tenure-track faculty, as well as all those who hold the rank of assistant, associate, or full clinical professor. Whereas visiting faculty do not have voting rights at the university-level or for university-level decisions, the School of Education maintains that our visiting faculty have voting rights for School-level decisions.

### B. EVALUATION OF TENURED & NON-TENURED FACULTY

Each faculty member is required to submit an annual report to their department chair as well as the Director. Guidelines and timelines are established by each department. Third-year reviews are required for all tenure-track faculty members in the SOE in conjunction with applicable department and senate guidelines and timelines.

### C. SOE FACULTY MEETINGS

The Director will schedule School-level faculty meetings as needed. In addition, the chair of the Faculty Governance Committee can schedule meetings at the request of a simple majority of the members.

### D. AMENDMENTS TO THE SOE GOVERNANCE DOCUMENT

The SOE Governance Document may be amended by a two-thirds majority vote of the SOE voting faculty. Voting shall be done electronically.

### E. VOTING CLARIFICATION

Voting shall be done either electronically or face-to-face.

### F. SENATE APPORTIONMENT, ELECTION, & REPLACEMENT

Purdue University Fort Wayne Senate allocation is determined by the ratio of one (1) Senator for every six (6) voting faculty within the School. In the School of Education each department is allotted at least one (1) Senate representative to be selected by the department, regardless of the number of voting faculty. If there are additional allotted Senators, then at-large Senate representatives would be elected from the voting faculty of the School in a process led by the Faculty Governance Committee.

A representative for each of the three (3) subcommittees for the Senate will be filled at the School level: Curriculum Review Subcommittee, Academic Computing and Information Technology Advisory Subcommittee, and Graduate Subcommittee. The Faculty Governance Committee will coordinate the election of the members on the

three (3) subcommittees when vacancies occur.

All voting faculty may serve in the Senate or on Senate Subcommittees, with the exception of visiting faculty regardless of their rank as assistant, associate, or full clinical professor, per the [Constitution of the Faculty of Purdue Fort Wayne](#).

## III. Promotion and Tenure

### A. POLICY & PROCEDURES FOR PROMOTION & TENURE

Promotion and tenure involves an evaluation of the evidence for faculty engagement across three main categories: teaching, research, and service. Candidates for tenure with promotion to Associate Professor must demonstrate excellence in either teaching or research, with competence in the remaining two categories. Candidates for promotion to Professor must demonstrate excellence in either teaching, research, or service, with competence in the remaining two categories. The School of Education has adopted the following procedures to guide candidates, departments, and the School through the process of Promotion and/or Tenure in compliance with the Purdue University Fort Wayne [SD 14-36: Procedures for Promotion and Tenure and Third Year Review.](#)

### B. PROMOTION & TENURE CASE PROCESS

Candidates seeking tenure and/or promotion must identify the Department Promotion and Tenure Criteria document that should be used to evaluate the case. The Departmental Promotion and Tenure Criteria used must have been in effect at some point during the six years preceding the submission of the case. The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee. The promotion and tenure criteria for each department shall be approved by the voting faculty in the respective department and approved by the School of Education, per SD 14-36. All cases for promotion and/or tenure shall pass sequentially through the decision levels below.

1. **Candidate cases for promotion and/or tenure shall be considered at several levels in the following order** (adapted from [SD 14-36](#)):
  - i. Department committee
  - ii. Chief academic officer of the department (i.e., Department Chair)
  - iii. School committee
  - iv. Chief academic officer of the School (i.e., Director)
  - v. Purdue Fort Wayne (Purdue FW) campus committee
  - vi. Chief academic officer of Purdue FW
  - vii. The chief administrative officer at Purdue FW shall forward recommendations to the President of Purdue University

2. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded (adapted from [SD 14-36](#)).

- i. Each decision level submits a letter of recommendation to the next level. Recommendations may not include attachments/supplemental information.
- ii. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level.
  1. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included.
  2. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and the written response must proceed with the case.
  3. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s).
- iii. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present, either in-person or virtually, during deliberations in order to vote.

3. The following rules shall apply for participation in the review process at any level (adapted from [SD 14-36](#)):

- i. Only tenured faculty may serve as voting members of promotion and tenure committees for tenure-track candidates at any level.

- ii. Clinical professors and associate professors may serve as voting members for clinical candidates.
- iii. No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.
- iv. Individuals may serve and vote at the department level and one other level (i.e., either School or campus).
- v. The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before School committees.
- vi. The Faculty Governance Committee of the School shall identify those individuals who are eligible to serve on the campus committee based on tenure status and prior service on a department P&T committee. Individuals who meet the minimum requirements shall be asked if they would like to have their names placed into consideration for the campus committee. A slate of interested individuals shall be developed and the School of Education voting faculty shall select two nominees. The nominees selected by the faculty shall be forwarded to the Office of Vice Chancellor for Academic Affairs for consideration.
- vii. Voting members of committees and chief academic officers shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
- viii. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- ix. Chief academic officers who have written a letter of recommendation as part of the case will recuse themselves from discussion or vote on that candidate's case at a higher level.

## C. DEPARTMENT P&T COMMITTEE

Each department in the School of Education follows the guiding principles as established in Purdue FW Senate Document [SD 14-36: Procedures for Promotion and/or Tenure and Third Year Review](#).

### 1. Establishing the department committee (adapted from [SD 14-36: 2.1.1](#)):

The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the School with a majority vote. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the School or, in the absence of such procedures, by the Senate.

### 2. Composition of the department committee (adapted from [SD 14-36: 2.1.2](#)):

- i. The majority of the department committee shall be persons possessing the same or higher rank to which a candidate aspires.
- ii. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the School the names of faculty members from other departments whom it deems suitable to serve on the department committee.
  1. Persons outside of the department but within the School shall be considered for membership on the committee prior to persons outside of the School.
  2. If persons outside of the School are selected to serve on the committee, rationale for their participation must be documented by the chief academic officer of the School.
  3. From this list, the chief academic officer of the School shall appoint enough faculty members to bring the committee membership to three.
- iii. Members of the department committee shall serve three-year staggered terms.
- iv. Members of the department committee shall elect a chair from among its members.
- v. The chief academic officer of the department may not serve on the department committee or participate in meetings.

- vi. Any faculty member subject to the procedures and guiding principles of promotion at Purdue FW shall have the opportunity to read and provide feedback on cases in their home department until such time as the department committee has made a recommendation regarding tenure and/or promotion. Any document that is provided does not become part of the case and does not move forward with the case.

**3. The Role of the Department Committee ([adapted from SD 14-36: 2.1.3. & 2.1.4](#)):**

- i. Review the evidence presented in the case.
- ii. Evaluate the case in light of department criteria.
- iii. Make a recommendation to the chief academic officer of the department in the form of a letter. The letter from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee.

**D. CHIEF ACADEMIC OFFICER OF THE DEPARTMENT ([adapted from SD 14-36: 2.2](#)):**

The role of the chief academic officer of the department is to:

- 1. Review the case and compare to department criteria.
- 2. Review how well the process has adhered to the documented procedures to this point.
- 3. Review the recommendation of the lower level.
- 4. Make a recommendation to the School Committee in the form of a letter. The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decision of the lower level.

**E. SCHOOL P&T COMMITTEE**

**1. Establishing the School committee ([adapted from SD 14-36: 2.3.1](#)):**

The School committee composition and functions shall be established by the School faculty, incorporated into the documents which define the procedures of faculty governance within the School, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.



2. **Composition of the School committee** ([adapted from SD 14-36: 2.3.2](#)):

- i. The Faculty Governance Committee will initiate and manage the process for selection of School committee membership.
- ii. Each department will submit the name of one eligible faculty to be its representative on the School committee. Total membership in the committee will be three. If after following established procedures, there are no faculty from a department to serve on the School committee, the department shall submit to the chief academic officer of the School the names of faculty members from other departments whom it deems suitable to serve on the School committee. Persons outside of the department but within the School will be considered for membership on the committee prior to persons outside of the School. If persons outside of the School are selected to serve on the School level committee, rationale for their participation must be documented by the Chief Academic Officer of the School. From this list, the chief academic officer of the School shall appoint enough faculty members to bring the committee membership to three.
- iii. There is no requirement that the majority of the School committee members be at the same or higher rank than the rank to which a candidate aspires.
- iv. Members of the School committee must have prior experience serving at a lower level in the process before serving on the School committee.
- v. Members of the School committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the School committee.
- vi. Members of the School committee may not serve consecutive terms. Terms shall be for three years and must be staggered.
- vii. Members of the School committee shall elect a chair from among its members.
- viii. The chief academic officer of the School may not serve on the School committee or participate in the meetings.

**3. Role of the School Committee** ([adapted from SD 14-36: 2.3.3 & 2.3.4](#)):

- i. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- ii. Review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels.
  1. The “basis of the decisions” is understood to specifically mean departmental criteria, as it is the responsibility of the School committee to ensure that the decision made at the lower level accurately reflects those criteria.
    - a. Due to the diversity of fields within our School, it is vital that the School Committee follows the criteria of each department.
- iii. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
  1. In the circumstance that the School committee believes that a decision has been rendered at a lower level due to a misreading of departmental criteria, then the School Committee will identify those procedural discrepancies.
    - a. The purpose of this policy is to ensure due process for a candidate, as the School Committee is tasked with ensuring that the process has adhered to documented procedures.
- iv. Make a recommendation to the next level in the form of a letter. The letter of recommendation from the School committee shall be based on the committee’s review of the process to this point and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

**4. The Chief Academic Officer of the School** ([adapted from SD 14-36: 2.4](#))

The Role of the Chief Academic Officer of the School is to:

- i. Review how well the process has adhered to the documented procedures to this point.

- ii. Review the recommendations of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels and may include consideration of evidence in the case as it compares to department criteria if a lower-level decision is judged to be contrary to the evidence.
- iii. Make a recommendation to the next level in the form of a letter.

The letter of recommendation from the chief academic officer of the School shall be based on the chief academic officer's review of the process to this point and must clearly state and explain the recommendation of the chief academic officer, including an explanation of agreement or disagreement with the decisions of lower levels.

#### **5. Campus Promotion and Tenure Committee** ([adapted from SD 14-36: 2.5](#))

The Faculty Governance Committee, in consultation with the chief academic officer of the School, will solicit eligible nominees for consideration by the voting faculty of the School. Faculty will vote for nominees and the two faculty names with the most votes will be sent to the Office of the Vice Chancellor for Academic Affairs for consideration for the Campus Promotion and Tenure Committee.

#### **6. Third Year Review of Tenure-Track Faculty**

It is in the best interest of PFW and the School of Education to see faculty succeed. One way to judge success for probationary faculty is to evaluate progress toward tenure and promotion at the midway point. Each department of the School of Education will develop, approve, and implement its own Third Year Review Process based on guidance in accordance with SD 14-36. Procedures must be explained in each department's policy document and approved by the School of Education. The following principles must be followed ([adapted from SD 14-36: 5.1-5.6](#)):

1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
2. Departments/programs must have a thorough formative review process that provides specific details about where improvement is needed and must be based on department criteria. The formative review must occur halfway through the third year.
3. The third-year review must be evaluated by the department promotion and tenure committee, who will submit their vote and recommendation to the chief academic officer of the department. Their vote and recommendation is also submitted to the tenure track faculty.

4. The chief academic officer of the department must comment on the case and the review from the committee.
5. The tenure track faculty member must have opportunities to respond during the reviews.
6. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a tenure track faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

## IV. Clinical Promotion

### A. POLICY & PROCEDURES FOR CLINICAL PROMOTION

Candidates for promotion to Clinical Associate Professor must demonstrate excellence in teaching with competence in one other category, either service or scholarship and/or creative endeavors. Candidates for promotion to Clinical Professor must demonstrate excellence in teaching or service, with competence in one other category, either teaching, service, or scholarship and/or creative endeavors. The School of Education has adopted the following procedures to guide candidates, departments and the School through the process of Clinical Promotion in compliance with the Purdue University Fort Wayne [SD 14-36](#) and [SD19-22](#).

### B. CLINICAL PROMOTION CASE PROCESS

Candidates seeking clinical promotion must identify the Department Clinical Promotion Criteria document that should be used to evaluate the case. The Departmental Clinical Promotion Criteria used must have been in effect at some point during the time period preceding the submission of the case. The appointment letter of a faculty member to more than one academic unit shall identify that department whose clinical promotion process shall apply to the appointee. The clinical promotion criteria for each department shall be approved by the voting faculty in the respective department and approved by the School of Education, per [SD 14-36](#). All cases for clinical promotion shall pass sequentially through the decision levels below.

1. **Candidate cases for clinical promotion shall be considered at several levels in the following order** (adapted from [SD 14-36](#)):
  - viii. Department committee
  - ix. Chief academic officer of the department (i.e., Department Chair)
  - x. School committee
  - xi. Chief academic officer of the School (i.e., Director)
  - xii. Purdue Fort Wayne (Purdue FW) campus committee
  - xiii. Chief academic officer of Purdue FW
    - ii. The chief administrative officer at Purdue FW shall forward recommendations to the President of Purdue University
2. **No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is**

responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded (adapted from [SD 14-36](#)).

- x. Each decision level submits a letter of recommendation to the next level. Recommendations may not include attachments/supplemental information.
  - xi. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefore, at the time the case is sent forward to the next level.
    - 1. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included.
    - 2. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and the written response must proceed with the case.
    - 3. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s).
  - xii. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present, either in-person or virtually, during deliberations in order to vote.
- 3. The following rules shall apply for participation in the review process at any level (adapted from [SD 14-36](#)):**
- i. Just as tenured faculty vote on promotion and tenure cases, clinical faculty should serve as voting members of department and school clinical promotion committees for clinical candidates when possible.
  - ii. No person shall serve as a voting member of any committee during an

academic year in which his or her nomination for clinical promotion is under consideration, nor shall any individual make a recommendation on his or her own clinical promotion nomination.

- iii. Individuals may serve and vote at the department level and one other level (i.e., either School or campus).
- iv. Beyond the department level, no individual shall serve in a voting or recommending role at more than one additional decision level. In order that this be accomplished, the campus committee shall be filled before School committees.
- v. The Faculty Governance Committee of the School shall identify those individuals who are eligible to serve on the campus committee based on prior service on a department clinical promotion committee. Individuals who meet the minimum requirements shall be asked if they would like to have their names placed into consideration for the campus committee. A slate of interested individuals shall be developed and the School of Education voting faculty shall select two nominees. The nominees selected by the faculty shall be forwarded to the Office of Vice Chancellor for Academic Affairs for consideration.
- vi. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
- vii. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- viii. Chief academic officers who have written a letter of recommendation as part of the case will recuse themselves from discussion or vote on that candidate's case at a higher level.

### **C. DEPARTMENT CLINICAL PROMOTION COMMITTEE**

Each department in the School of Education follows the guiding principles as established in Purdue FW Senate Document [SD 14-36](#).

#### **4. Establishing the department committee** (adapted from [SD 14-36: 2.1.1](#)):

The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the School with a majority vote. The Senate shall have the right of review of this procedure. The department committee shall follow procedures

established by the faculty of the School or, in the absence of such procedures, by the Senate.

**5. Composition of the department committee** (adapted from [SD 14-36: 2.1.2](#)):

- i. The majority of the department committee members must be at the same or higher rank than the rank to which a candidate aspires.
- ii. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the School the names of faculty members from other departments whom it deems suitable to serve on the department committee.
  1. Persons outside of the department but within the School shall be considered for membership on the committee prior to persons outside of the School.
  2. If persons outside of the School are selected to serve on the committee, rationale for their participation must be documented by the chief academic officer of the School.
  3. From this list, the chief academic officer of the School shall appoint enough faculty members to bring the committee membership to three.
- iii. Members of the department committee shall serve three-year staggered terms.
- iv. Members of the department committee shall elect a chair from among its members.
- v. The chief academic officer of the department may not serve on the department committee or participate in meetings.
- vi. Any faculty member subject to the procedures and guiding principles of promotion at Purdue FW shall have the opportunity to read and provide feedback on cases in their home department until such time as the department committee has made a recommendation regarding clinical promotion. Any document that is provided does not become part of the case and does not move forward with the case.



**6. The Role of the Department Committee ([adapted from SD 14-36: 2.1.3. & 2.1.4](#)):**

- iv. Review the evidence presented in the case.
- v. Evaluate the case in light of department criteria.
- vi. Make a recommendation to the chief academic officer of the department in the form of a letter. The letter from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee.

**D. CHIEF ACADEMIC OFFICER OF THE DEPARTMENT ([adapted from SD 14-36: 2.2](#)):**

The role of the chief academic officer of the department is to:

- 5. Review the case and compare to department criteria.
- 6. Review how well the process has adhered to the documented procedures to this point.
- 7. Review the recommendation of the lower level.
- 8. Make a recommendation to the School Committee in the form of a letter. The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decision of the lower level.

**E. SCHOOL CLINICAL PROMOTION COMMITTEE**

**7. Establishing the School committee ([adapted from SD 14-36: 2.3.1](#)):**

The School committee composition and functions shall be established by the School faculty, incorporated into the documents which define the procedures of faculty governance within the School, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.

**8. Composition of the School committee ([adapted from SD 14-36: 2.3.2](#)):**

- i. The Faculty Governance Committee will initiate and manage the process for selection of School committee membership.
- ii. Each department will submit the name of one eligible faculty to be its

representative on the School committee. Total membership in the committee will be three. If after following established procedures, there are no faculty from a department to serve on the School committee, the department shall submit to the chief academic officer of the School the names of faculty members from other departments whom it deems suitable to serve on the School committee. Persons outside of the department but within the School will be considered for membership on the committee prior to persons outside of the School. If persons outside of the School are selected to serve on the School level committee, rationale for their participation must be documented by the Chief Academic Officer of the School. From this list, the chief academic officer of the School shall appoint enough faculty members to bring the committee membership to three.

- iii. There is no requirement that the majority of the School committee members be at the same or higher rank than the rank to which a candidate aspires.
- iv. Members of the School committee must have prior experience serving at a lower level in the process before serving on the School committee.
- v. Members of the School committee may serve at the department level, but not at the campus level in the clinical promotion process while serving on the School committee.
- vi. Members of the School committee may not serve consecutive terms. Terms shall be for three years and must be staggered.
- vii. Members of the School committee shall elect a chair from among its members.
- viii. The chief academic officer of the School may not serve on the School committee or participate in the meetings.

**9. Role of the School Committee ([adapted from SD 14-36: 2.3.3 & 2.3.4](#)):**

- v. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- vi. Review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels.

2. The “basis of the decisions” is understood to specifically mean departmental criteria, as it is the responsibility of the School

committee to ensure that the decision made at the lower level accurately reflects those criteria.

- a. Due to the diversity of fields within our School, it is vital that the School Committee follows the criteria of each department.
- vii. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
2. In the circumstance that the School committee believes that a decision has been rendered at a lower level due to a misreading of departmental criteria, then the School Committee will identify those procedural discrepancies.
    - a. The purpose of this policy is to ensure due process for a candidate, as the School Committee is tasked with ensuring that the process has adhered to documented procedures.
- viii. Make a recommendation to the next level in the form of a letter. The letter of recommendation from the School committee shall be based on the committee's review of the process to this point and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

#### 10. The Chief Academic Officer of the School ([adapted from SD 14-36: 2.4](#))

The Role of the Chief Academic Officer of the School is to:

- i. Review how well the process has adhered to the documented procedures to this point.
- ii. Review the recommendations of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels and may include consideration of evidence in the case as it compares to department criteria if a lower-level decision is judged to be contrary to the evidence.
- iii. Make a recommendation to the next level in the form of a letter.

The letter of recommendation from the chief academic officer of the School shall

be based on the chief academic officer's review of the process to this point and must clearly state and explain the recommendation of the chief academic officer, including an explanation of agreement or disagreement with the decisions of lower levels.

**11. Campus Promotion and Tenure Committee** ([adapted from SD 14-36: 2.5](#))

The Faculty Governance Committee, in consultation with the chief academic officer of the School, will solicit eligible nominees who have served at the department or school level for consideration by the voting faculty of the School. Faculty will vote for nominees and the two faculty names with the most votes will be sent to the Office of the Vice Chancellor for Academic Affairs for consideration for the Campus Promotion and Tenure Committee.

## **F. POLICY & PROCEDURES FOR CLINICAL PROMOTION**

Candidates for promotion to Clinical Associate Professor must demonstrate excellence in teaching with competence in one other category, either service or scholarship and/or creative endeavors. Candidates for promotion to Clinical Professor must demonstrate excellence in teaching or service, with competence in one other category, either teaching, service, or scholarship and/or creative endeavors. The School of Education has adopted the following procedures to guide candidates, departments and the School through the process of Clinical Promotion in compliance with the Purdue University Fort Wayne [SD 14-36](#) and [SD19-22](#).

## **G. CLINICAL PROMOTION CASE PROCESS**

Candidates seeking clinical promotion must identify the Department Clinical Promotion Criteria document that should be used to evaluate the case. The Departmental Clinical Promotion Criteria used must have been in effect at some point during the time period preceding the submission of the case. The appointment letter of a faculty member to more than one academic unit shall identify that department whose clinical promotion process shall apply to the appointee. The clinical promotion criteria for each department shall be approved by the voting faculty in the respective department and approved by the School of Education, per [SD 14-36](#). All cases for clinical promotion shall pass sequentially through the decision levels below.

- 4. Candidate cases for clinical promotion shall be considered at several levels in the following order** ([adapted from SD 14-36](#)):
  - i. Department committee
  - ii. Chief academic officer of the department (i.e., Department Chair)

- iii. School committee
- iv. Chief academic officer of the School (i.e., Director)
- v. Purdue Fort Wayne (Purdue FW) campus committee
- vi. Chief academic officer of Purdue FW
- iii. The chief administrative officer at Purdue FW shall forward recommendations to the President of Purdue University

**5. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded (adapted from [SD 14-36](#)).**

- xiii. Each decision level submits a letter of recommendation to the next level. Recommendations may not include attachments/supplemental information.
- xiv. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefore, at the time the case is sent forward to the next level.
  - 1. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included.
  - 2. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and the written response must proceed with the case.
  - 3. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s).
- xv. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present, either in-person or virtually, during

deliberations in order to vote.

**6. The following rules shall apply for participation in the review process at any level** (adapted from [SD 14-36](#)):

- ix. Just as tenure-track faculty may only vote on promotion and tenure cases, only clinical faculty may serve as voting members of clinical promotion committees for clinical candidates at any level.
- x. No person shall serve as a voting member of any committee during an academic year in which his or her nomination for clinical promotion is under consideration, nor shall any individual make a recommendation on his or her own clinical promotion nomination.
- xi. Individuals may serve and vote at the department level and one other level (i.e., either School or campus).
- xii. Beyond the department level, no individual shall serve in a voting or recommending role at more than one additional decision level. In order that this be accomplished, the campus committee shall be filled before School committees.
- xiii. The Faculty Governance Committee of the School shall identify those individuals who are eligible to serve on the campus committee based on prior service on a department clinical promotion committee. Individuals who meet the minimum requirements shall be asked if they would like to have their names placed into consideration for the campus committee. A slate of interested individuals shall be developed and the School of Education voting faculty shall select two nominees. The nominees selected by the faculty shall be forwarded to the Office of Vice Chancellor for Academic Affairs for consideration.
- xiv. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
- xv. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- xvi. Chief academic officers who have written a letter of recommendation as part of the case will recuse themselves from discussion or vote on that candidate's case at a higher level.

## H. DEPARTMENT CLINICAL PROMOTION COMMITTEE

Each department in the School of Education follows the guiding principles as established in Purdue FW Senate Document [SD 14-36](#).

### 1. Establishing the Department Committee (adapted from [SD 14-36: 2.1.1](#)):

The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the School with a majority vote. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the School or, in the absence of such procedures, by the Senate.

### 2. Composition of the Department Committee (adapted from [SD 14-36: 2.1.2](#)):

- i. There is no requirement that the majority of the department committee members be at the same or higher rank than the rank to which a candidate aspires.
- vii. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the School the names of faculty members from other departments whom it deems suitable to serve on the department committee.
  4. Persons outside of the department but within the School shall be considered for membership on the committee prior to persons outside of the School.
  5. If persons outside of the School are selected to serve on the committee, rationale for their participation must be documented by the chief academic officer of the School.
  6. From this list, the chief academic officer of the School shall appoint enough faculty members to bring the committee membership to three.
- viii. Members of the department committee shall serve three-year staggered terms.
- ix. Members of the department committee shall elect a chair from among its members.
- x. The chief academic officer of the department may not serve on the

department committee or participate in meetings.

- xii. Any faculty member subject to the procedures and guiding principles of promotion at Purdue FW shall have the opportunity to read and provide feedback on cases in their home department until such time as the department committee has made a recommendation regarding clinical promotion. Any document that is provided does not become part of the case and does not move forward with the case.

### **3. The Role of the Department Committee ([adapted from SD 14-36: 2.1.3. & 2.1.4](#)):**

- i. Review the evidence presented in the case.
- ii. Evaluate the case in light of department criteria.
- iii. Make a recommendation to the chief academic officer of the department in the form of a letter. The letter from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee.

### **I. CHIEF ACADEMIC OFFICER OF THE DEPARTMENT ([adapted from SD 14-36: 2.2](#)):**

The role of the chief academic officer of the department is to:

1. Review the case and compare to department criteria.
2. Review how well the process has adhered to the documented procedures to this point.
3. Review the recommendation of the lower level.
4. Make a recommendation to the School Committee in the form of a letter. The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decision of the lower level.

### **J. SCHOOL CLINICAL PROMOTION COMMITTEE**

#### **1. Establishing the School Committee ([adapted from SD 14-36: 2.3.1](#)):**

The School committee composition and functions shall be established by the School faculty, incorporated into the documents which define the procedures of faculty governance within the School, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of



the Senate, as and when the Bylaws of the Senate are distributed.

**2. Composition of the School Committee ([adapted from SD 14-36: 2.3.2](#)):**

- i. The Faculty Governance Committee will initiate and manage the process for selection of School committee membership.
- ii. Each department will submit the name of one eligible faculty to be its representative on the School committee. Total membership in the committee will be three. If after following established procedures, there are no faculty from a department to serve on the School committee, the department shall submit to the chief academic officer of the School the names of faculty members from other departments whom it deems suitable to serve on the School committee. Persons outside of the department but within the School will be considered for membership on the committee prior to persons outside of the School. If persons outside of the School are selected to serve on the School level committee, rationale for their participation must be documented by the Chief Academic Officer of the School. From this list, the chief academic officer of the School shall appoint enough faculty members to bring the committee membership to three.
- iii. There is no requirement that the majority of the School committee members be at the same or higher rank than the rank to which a candidate aspires.
- iv. Members of the School committee must have prior experience serving at a lower level in the process before serving on the School committee.
- v. Members of the School committee may serve at the department level, but not at the campus level in the clinical promotion process while serving on the School committee.
- vi. Members of the School committee may not serve consecutive terms. Terms shall be for three years and must be staggered.
- vii. Members of the School committee shall elect a chair from among its members.
- viii. The chief academic officer of the School may not serve on the School committee or participate in the meetings.

**3. Role of the School Committee ([adapted from SD 14-36: 2.3.3 & 2.3.4](#)):**

- i. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- ii. Review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels.
  - 1. The “basis of the decisions” is understood to specifically mean departmental criteria, as it is the responsibility of the School committee to ensure that the decision made at the lower level accurately reflects those criteria.
    - a. Due to the diversity of fields within our School, it is vital that the School Committee follows the criteria of each department.
  - iii. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
    - 1. In the circumstance that the School committee believes that a decision has been rendered at a lower level due to a misreading of departmental criteria, then the School Committee will identify those procedural discrepancies.
      - a. The purpose of this policy is to ensure due process for a candidate, as the School Committee is tasked with ensuring that the process has adhered to documented procedures.
  - iv. Make a recommendation to the next level in the form of a letter. The letter of recommendation from the School committee shall be based on the committee’s review of the process to this point and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

4. The Chief Academic Officer of the School ([adapted from SD 14-36: 2.4](#))

The Role of the Chief Academic Officer of the School is to:

- i. Review how well the process has adhered to the documented procedures to this point.
- ii. Review the recommendations of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels and may include consideration of evidence in the case as it compares to department criteria if a lower-level decision is judged to be contrary to the evidence.
- iii. Make a recommendation to the next level in the form of a letter.

The letter of recommendation from the chief academic officer of the School shall be based on the chief academic officer's review of the process to this point and must clearly state and explain the recommendation of the chief academic officer, including an explanation of agreement or disagreement with the decisions of lower levels.

#### **5. Campus Promotion and Tenure Committee ([adapted from SD 14-36: 2.5](#))**

The Faculty Governance Committee, in consultation with the chief academic officer of the School, will solicit eligible nominees for consideration by the voting faculty of the School. Faculty will vote for nominees and the two faculty names with the most votes will be sent to the Office of the Vice Chancellor for Academic Affairs for consideration for the Campus Promotion and Tenure Committee.

## V. Accreditation

### A. UNIT

Programs and/or departments within the SOE may affiliate for the purpose of acquiring or maintaining accreditation.

### B. FACULTY

Faculty members within an accreditation unit will be responsible for addressing all accreditation requirements.

## VI. Assessment of Student Academic Achievement

The Assessment of Student Academic Achievement Committee in the School of Education shall consist of one voting faculty representative elected from each department to serve a two-year term and shall be chaired by a member of that committee. The assessment process will include the evaluation of each program/department and a written summary following the guidelines in SD 15-6.

The Faculty Governance Committee in conjunction with the Associate/Assistant Director will oversee the School-level assessment process which includes assessments from each department in SOE in alignment with [SD 15-6 Assessment of Student Academic Achievement](#). This assessment report will be completed within the timeframe presented by the VCAA.

## VII. Curriculum Review

The Curriculum Review Committee in the School of Education shall consist of one voting faculty representative elected from each department to serve a two-year term and shall be chaired by a member of that committee.

The Faculty Governance Committee in conjunction with the Associate/Assistant Director shall oversee the School-level curriculum review process in accordance with guidelines set forth in [SD 19-1: Changes to Academic Programs and Structures](#). The curriculum review process shall include review of undergraduate and graduate level proposals for new or revised academic programs and new or revised courses from each department in SOE. The process may also include examination of existing academic programs or courses when significant questions of proper sponsorship or academic quality arise, or as part of a PFW-wide effort to ensure the periodic review of academic programs by a body, functioning above the department level.

The Curriculum Review Committee shall be responsible for ensuring that new or revised academic programs and new or revised courses are evaluated based upon:

1. The rationale for the new or revised program or course.

2. The use of PFW resources.
3. The relationship among proposed and examined programs or courses.
4. Other effects of the proposed program or course on PFW and on PFW's constituents.

The Curriculum Review Committee shall either: (1) recommend to the Director of the School that reviewed proposals be advanced for additional campus-level reviews; or (2) provide feedback to the submitting Department with a request for revisions and resubmission.

## VIII. Grade Appeals

The Grade Appeals Committee in the School of Education shall consist of one voting faculty representative elected from each department to serve a two-year term and shall be chaired by a member of that committee. The Grade Appeals Committee shall review both undergraduate and graduate grade appeals as part of the "Step 2" process outlined in the PFW undergraduate and graduate catalogs.

Prior to September 1<sup>st</sup> of each academic year, the membership of the Grade Appeals Committee will meet to elect a Chair and review the following School procedures for hearing Step 2 grade appeals:

1. After a student receives a decision on their grade appeal at the Department level (i.e., Step 1), the student has three calendar weeks to file a written request to have their appeal reviewed by the Grade Appeals Committee of the School. Written appeals received more than three calendar weeks following a decision at the Department level (i.e., Step 1) will not be heard by the Grade Appeals Committee of the School.
2. As per the University Catalog, the student's Department Chair will direct the student procedurally in making an appeal to the Grade Appeals Committee of the School.
3. A School level grade appeal (i.e., Step 2) shall be initiated when a student files a written letter of appeal with their Department Chair requesting to have their grade appeal heard by the Grade Appeals Committee of the School.
4. The student's Department Chair shall record the date and time of the student's written appeal and immediately forward the student's written appeal to the Director's Office who will forward the student's appeal to the Chair of the Grade Appeals Committee of the School.
5. Within ten (10) business days of a student filing a written appeal through their

Department Chair, the Chair of the Grade Appeals Committee shall organize and communicate a date and time for the Grade Appeals Committee of the School to hear the student's appeal.

6. As per the University Catalog, the student filing a Step 2 grade appeal shall have the opportunity to be heard in person by the Grade Appeals Committee of the School. The Committee shall invite the instructor. The instructor has the right to determine if they will choose to attend and address the Committee.
7. The Grade Appeals Committee of the School will communicate a written decision within thirty (30) days of the student's submitted appeal. Per the process outlined in the undergraduate and graduate catalogs, this decision will be sent electronically by the Committee's Chair to the student and the instructor. A copy of the committee's procedures will be given to the vice chancellor for academic affairs, to the dean of students, and to students upon request.
8. As per the University Catalog, a student seeking to appeal a decision of the Grade Appeals Committee of the School must make an appointment with the Director of Students, who will direct the student procedurally in submitting the case to the University Grade Appeals Committee.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke, Chair of the Educational Policy Committee

DATE: 01/09/2023

SUBJ: Approval of Replacement Member of the Educational Policy Committee

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WHEREAS, The Bylaws of the Senate provide (5.1.4.1.) that “Senate committees shall have the power to fill committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2 and 5.1.4”; and

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that “No one may serve on more than four Senate committees and/or subcommittees in a given academic year”; and

WHEREAS, The Bylaws of the Senate provide (5.1.4.) that “Senators must comprise at least 2/3 of the voting membership of any committee”;

WHEREAS, There is one vacancy on the Senate Educational Policy Committee, created by Donna Holland resignation from the Educational Policy Committee, which became effective on November 14, 2022; and

WHEREAS, The Senate Educational Policy Committee has appointed Andres Montenegro as the replacement member for the remainder of the 2022-23 academic year, to become effective immediately after the passage of this resolution;

BE IT RESOLVED, The request that the Senate approve this appointment.

**Approved**  
Hosni Abu-mulaweh  
Stacy Betz  
Stephen Buttes  
Patricia Eber  
Steven Hanke

**Opposed**

**Non-Voting**  
Chris Huang  
Terri Swim

MEMORANDUM

TO: Executive Committee

FROM: Assem Nasr, Chair  
International Education Advisory Subcommittee

DATE: January 10, 2023

SUBJECT: Approval of Filling Vacancy on the International Education Advisory  
Subcommittee

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WHEREAS, The Bylaws of the Senate provide (5.1.5.1.) that “Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2 and 5.1.5.”; and

WHEREAS, The Bylaws of the Senate provide (5.1.5.) that “Voting Faculty must comprise at least 2/3 of the voting membership of any subcommittee”; and

BE IT RESOLVED, That the Executive Committee requests that the Senate approve Nancy Virtue, International Language and Culture Studies, as the replacement member for the remainder of the 2022-23 academic year.

**APPROVED**

Adolfo Coronado  
Cheu-jey Lee  
Ryan Meriweather  
Assem Nasr  
Mieko Yamada

**OBJECTED**

**ABSTAIN**

**ABSENT**

Brian Mylrea



Question Time

The use of battery-powered, plug-in hybrid, and pure electric vehicles is rising on our campus. Some of these vehicles need to be plugged overnight into regular 120-volt electric outlets, the same as household electric sockets, while higher voltage outlets may be needed for faster charging. Some of the users of these vehicles live in apartments with no access to electric outlets for overnight charging. This creates the need to charge during the day while they work or attend classes. The need is evident in Parking Garages 1 and 2, where a spot-check confirmed a few such vehicles plugged into the few power outlets located next to the emergency blue light posts. This need for plug in outlets on campus will only keep rising in keeping with the growing incentives for car owners to consider going electric. Thus, providing reliable car-charging outlets on campus would be a step in the direction of the future, not to mention that it would also encourage students and employees to come to campus. The question is, what steps is the university taking to address the rising need for car charging electric outlets on campus?

J. Mbuba

Question Time

As Catalog production continues to proceed through its processes, it would be helpful if a representative from OAA could give a brief but clear presentation to Senate laying out in as simple terms as possible what role OAA plays in the overall process for the following scenarios, and how that role changes at different stages of the process:

- Changes to an existing course - undergrad and grad
- Changes to an existing program - undergrad and grad
- Proposal for a new course - undergrad and grad
- Proposal for a new program - undergrad and grad

S. Buttes

S. Carr

MEMORANDUM

TO: Fort Wayne Senate

FROM: Shannon Johnson, Chair  
Curriculum Review Subcommittee

DATE: December 8, 2022

SUBJ: Information Technology Concentration

The Curriculum Review Subcommittee approved on December 8, 2022 the attached documents regarding the Information Technology Concentration  
The committee finds that the proposed program requires no Senate review.

Shannon Johnson, MLS  
Chair, Curriculum Review Subcommittee  
Walter E. Helmke Library

<u>Approving:</u>	<u>Not Approving:</u>	<u>Abstain:</u>	<u>Absent:</u>
Laurel Campbell			
Lee Roberts			
Behin Elahi			
Teri Hogg			
Xiaoguang Tian			
Shannon Johnson			

**Degree/Certificate/Major/Minor/Concentration Cover Sheet**

Date:

Institution: Purdue

Campus: Fort Wayne

School or College:

Department:

Location:                      80% or more online: Yes      No

County:

Type:

Program name:

Graduate/Undergraduate:

Degree Code:

Brief Description:

Rationale for new or terminated program:

CIP Code:

Name of Person who Submitted Proposal:

Contact Information (phone or email):



## Undergraduate Academic Program Memo

**Date:** 10/12/22

**From:** Kimberly O'Connor

**To:** Gary Steffen and Carl Drummond

**Re:** Creation of Information Technology (IT) Concentration within OL Program

**Brief description of the program:**

The Organizational Leadership Program aims to create a six-course, 18-credit hour Information Technology concentration as a means of helping prepare students majoring in Organizational Leadership develop a fundamental understanding of information technology services that exist in organizations.

Information Technology Concentration Learning Objectives:

Describe the fundamental components and technologies that are used in Information Technology  
 Analyze problems and select the appropriate technology solutions to solve those problems  
 Apply management and leadership skills to Information Technology projects  
 Understand the importance of data and network security in organization

**Brief rationale for program request:**

Purdue West Lafayette Organizational Leadership degree website states that "students who understand the intersection of technology, innovation, and organizational leadership are in great demand across many fields including manufacturing, technology, government, and non-profits." This specialization will help create those skills in students on our regional campus.

2. Students could opt to take the IT minor, but the minor does not include a technology management course or the ability to take other ITC courses that interest them. OL faculty collaborated with ETCS faculty to create this option to address the needs of OL students.

**CIP Code:** 52.0213

**For completion by Office of Academic Affairs**

DocuSigned by: <i>Kimberly O'Connor</i> <small>08E4791069034A1...</small>	11/22/2022
<i>Department Chair Signature</i>	<i>Date</i>
DocuSigned by: <i>Gary Steffen</i> <small>6F8EE89AEAE4B1...</small>	11/22/2022
<i>School Dean Signature</i>	<i>Date</i>
DocuSigned by: <i>Carl Drummond</i> <small>27109142004745C...</small>	11/22/2022
<i>Vice Chancellor for Academic Affairs Signature</i>	<i>Date</i>

PLEASE NOTE: The Office of Academic Affairs will collect electronic signatures from the Chair, Dean, and Vice Chancellor for Academic Affairs after the form has been filled out and submitted to the Associate Vice Chancellor for Academic Programs with the rest of the program proposal.

## Request for a New Major or Concentration

I. Name of proposed major, or concentration

*Information Technology Concentration*

II. Title of degree to be conferred

*Bachelor's in Organizational Leadership*

III. Field of study, department, and college involved

*Information Technology, Department of Organizational Leadership, ETCS*

IV. Objectives of the proposed major or concentration

- *Describe the fundamental components and technologies that are used in Information Technology*
- *Analyze problems and select the appropriate technology solutions to solve those problems*
- *Apply management and leadership skills to Information Technology projects*
- *Understand the importance of data and network security in organization*

V. Proposed Date of Initiation

*Fall 2023*

VI. Describe the relationship of the proposed major or concentration to the mission of the campus or the department

*Within PFW's Organizational Leadership degree program, we teach our students how to "lead innovative and meaningful change." Organizations are increasingly relying on technology to meet the needs of their remote and hybrid workforce. Students who pursue this concentration will have both the leadership and IT skills necessary to lead these significant workplace changes.*

*In addition, Purdue West Lafayette Organizational Leadership degree website states that "students who understand the intersection of technology, innovation, and organizational leadership are in great demand across many fields including manufacturing, technology, government, and non-profits." This specialization will help create those skills in students on our regional campus.*

VII. Describe any relationship to existing programs within the campus

*There is an existing minor in Information Technology. However, that option does not meet the needs of OL students. Thus, OL and IT faculty worked together to create this new option. The proposed concentration extends the relationship OL has with the Information Technology program and builds a unique knowledge and skill set for current and future OL students.*

VIII. Describe any cooperative endeavors explored and/or intended with other institutions or organizations

N/A.

IX. Describe the need for the major or concentration

*As stated above, PFW has an existing IT minor that students could opt to take. However, the minor does not include a technology management course or the ability to take other ITC courses that interest them. Also, the minor requires students to take more technical courses in programming and databases, which do not match well with OL industry needs. In addition, the job market for IT specialists/computer support specialists is projected to grow at an annualized rate of six percent over the next decade (bls.gov). In Indiana, information services had the fourth highest wage growth between 2011-2021 and 2019-2021 suggesting demand for these job specialties will continue to remain high. Blending OL with IT will help to make our students particularly sought-after in the business community.*

X. Describe the resources required over and above current levels to implement the proposed major or concentration\*

*No additional resources over or above current levels are required.*

XI. A Liaison Library Memo

*Please see included Liaison Library memo.*

XII. Proposed curriculum – 18 Credits

	Course #	Course Name	Credits
1	ITC 11000	IT Fundamentals	3
2	ITC 31000	IT Project Management	3
3	ITC 33100	Networks I	3
4	ITC 38000	Project Analysis, Design, and Implementation	3
5	ITC 41400	Information Assurance	3
6	One Additional ITC course elective		3

## Liaison Librarian Memo

Date:

From:

To:

Re:

Describe availability of library resources to support proposed new program:

Comments:

*Sarah Wagner*

*Liaison Librarian Signature*

*10-19-22*

*Date*