

FORT WAYNE SENATE AGENDA
MONDAY
April 10, 2023
12:00 P.M., Via Webex

1. Call to order
2. Approval of the minutes of March 13
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. Student Success Standard Process Lifecycle – N. Borbieva
 - b. Update on Policy Regarding Outside Groups – G. Nakata
7. Unfinished business
8. Committee reports requiring action
 - a. Faculty Affairs Committee (Senate Document SD 22-24) – M. Jordan
 - b. Educational Policy Committee (Senate Document SD 22-25) – S. Hanke
 - c. Senate Ad-Hoc Committee on Community Engagement (Senate Document SD 22-26) – S. Steiner
 - d. Educational Policy Committee (Senate Document SD 22-27) – S. Hanke
 - e. Educational Policy Committee (Senate Document SD 22-28) – S. Hanke
 - f. Faculty Affairs Committee (Senate Document SD 22-29) – M. Jordan
 - g. Executive Committee (Senate Document SD 22-30) – A. Nasr
 - h. University Resources Policy Committee (Senate Document SD 22-31) – B. Chen
9. New business
10. Question time
 - a. (Senate Reference No. 22-25) – S. Betz
11. Committee reports “for information only”
 - a. Academic Computing and Information Technology Advisory Subcommittee (Senate Reference No. 22-26) – E. Mann
 - b. Executive Committee (Senate Reference No. 22-27) – A. Nasr
12. The general good and welfare of the University
13. Adjournment*

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

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

Attachments:

“Approval to Rescind SD 22-14 and Amend SD 14-36 to include Procedures of Promotion for Professors of Practice” (SD 22-24)

“Graduation Ceremony Schedule” (SD 22-25)

“Request for Extension of the Ad-Hoc Committee on Community Engagement” (SD 22-26)

“Purdue University Fort Wayne Absence Policies for Students” (SD 22-27)

“Amendment to the Bylaws - Resolution to Update the Charge of the International Education Advisory Subcommittee” (SD 22-28)

“Approval of Revision and Addition to the COS Promotion and Tenure Document” (SD 22-29)

“Reminder to Our Administrative Leadership” (SD 22-30)

“Recommendations for Policies for the Use of Brightspace Learning Management System (LMS) Data” (SD 22-31)

“Question Time – re: PFW Website” (SR No. 22-25)

“PFW Information Technology Services Policy on Local Administrative Rights” (SR No. 22-26)

“Executive Committee Report on Administrative Compliance 2019-2020” (SR No. 22-27)

MEMORANDUM

TO: Fort Wayne Senate

FROM: Wylie Sirk, Chair
Faculty Affairs Committee

DATE: March 13, 2023

SUBJ: Approval to Rescind SD 22-14 and Amend SD 14-36 to include
Procedures of Promotion for Professors of Practice

WHEREAS, the Fort Wayne Senate approved SD 22-14 to allow Professors of Practice to be promoted given the procedures in SD 14-36 on 1/9/2023.

WHEREAS, the most recent version of SD 14-36 was not used in making the revisions for resolution SD 22-14.

WHEREAS, we have now used the most recent version of SD 14-36 to make the necessary changes to allow Professors of Practice to be promoted given the procedures in SD 14-36.

BE IT RESOLVED, that the Fort Wayne Senate amend SD 14-36 with the following revisions to allow Professors of Practice to be promoted given the procedures in SD 14-36 and rescind SD 22-14.

Approved

Bin Chen
Aranzazu Pinan-Liamas
Hui Hanke
Mark Jordan
Wylie Sirk

Opposed

Abstention

Absent

Non-Voting

Marcia Dixon

PROCEDURES FOR PROMOTION AND/OR TENURE AND THIRD YEAR REVIEW

Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure according to the following procedures. Autonomous academic units shall consist of those units subject to the powers of the Faculty detailed in Section VI of the Constitution of the Faculty; other units may, at their option, adhere to these guidelines and procedures.

The procedures for evaluating faculty for promotion and tenure ensure fair and consistent treatment of candidates. The procedures include multiple levels of review with clear expectations for each level. When considered in its entirety, the procedures create a coherent whole that includes a system of checks and balances. While there are variations between academic units, all procedures are based on these principles. If a department/program (department) or college/school/division (college) cannot comply with specific procedures in this document, they are expected to explain why they cannot and utilize a procedure that conforms as closely as possible to the procedures in this document. The explanation and amended procedure shall be included in a separate document with recommendations regarding cases for promotion and tenure.

The procedures and guiding principles for evaluating faculty for promotion and/or tenure are discussed in separate documents (see SD 14-35 & SD 18-15 for guiding principles), but the two are interrelated. The procedures for evaluating faculty members are the method for implementing the guiding principles.

Amendments to this document shall trigger reviews of college and department procedure documents. It shall be the responsibility of the Presiding Officer of the Senate, in concert with the Senate Secretary, to notify colleges and departments of any amendments to this document and the need to review their procedure documents.

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.

1. Document Review and Approval

1.1. Department documents

- 1.1.1. Departments must include procedures and criteria for promotion and tenure in documents.
- 1.1.2. Department procedures must adhere to the guidelines and procedures laid out in college and Senate documents.
- 1.1.3. Department criteria must align with college guiding principles.
- 1.1.4. Department procedures must be submitted to the Senate Faculty Affairs Committee for feedback and then reviewed and approved at the college level. The feedback from the Senate Faculty Affairs Committee shall be forwarded to the college.
- 1.1.5. Department criteria must include:

- 1.1.5.1. Criteria for quality of performance (e.g. competence, excellence) in all relevant areas (e.g. teaching, service, research/creative endeavor) for all levels (e.g. associate professor, associate professor of practice, clinical professor and full professor, librarian), except criteria for excellence in service to associate professor.
- 1.1.5.2. Rationale of the department for the criteria.
- 1.1.6. Department criteria must be reviewed and approved at the college level. The review by the college must focus on:
 - 1.1.6.1. The completeness of the department criteria document.
 - 1.1.6.2. The explanation of how the department criteria align with the guiding principles of the college. This explanation should reference credible evidence as to the appropriateness of the criteria for the discipline.
- 1.1.7. If a college rejects the criteria of a department, a thorough explanation of the rejection must be sent to the department.
- 1.1.8. If there is a disagreement between a department and college about criteria, the Senate Faculty Affairs Committee will arbitrate the disagreement.
- 1.1.9. Upon passage of this document by the Senate, departments have one academic year to draft, approve, and seek review of department promotion and tenure documents.
- 1.2. College documents
 - 1.2.1. Colleges must include procedures and guiding principles in documents. Colleges may choose to elect the campus guiding principles as the guiding principles of the college.
 - 1.2.2. College procedures must adhere to the guidelines and procedures laid out in senate documents.
 - 1.2.3. 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.
- 2. Decision Levels: Nominations for promotion and/or tenure shall be considered at several levels. The quality of the evidence presented in the case is best evaluated at the department level. Candidates may respond in writing to recommendations at all levels. Written responses must be submitted within 7 calendar days of the date of the recommendation and proceed with the case.
 - 2.1. The department committee
 - 2.1.1. Establishing the department committee: 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 college. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.
 - 2.1.2. Composition of the department committee:
 - 2.1.2.1. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.
 - 2.1.2.2. 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 college the names of faculty members from other departments whom it deems suitable to serve on the department

committee. From this list, the chief academic officer of the college shall

appoint enough faculty members to bring the committee membership to between three and five.

- 2.1.2.3. Members of the department committee shall elect a chair from among its members.
- 2.1.2.4. The chief academic officer of the department may not serve on the department committee or participate in meetings.
- 2.1.3. Primary Tasks: The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.
- 2.1.4. Letter of Recommendation: The letter of recommendation from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee including commenting on the candidate's professional standing.
- 2.1.5. Other:
 - 2.1.5.1. Any full-time lecturer, clinical, professor of practice, tenure track or tenured faculty member at PFW shall have the opportunity to read and provide feedback on cases in their home department until 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.

2.2. The chief academic officer of the department

- 2.2.1. Primary Tasks: The chief academic officer of the department shall:
 - 2.2.1.1. Review the case and compare the case to department criteria.
 - 2.2.1.2. Review how well the process has adhered to the documented procedures to this point.
 - 2.2.1.3. Review the recommendation of the lower level.
 - 2.2.1.4. Make a recommendation to the next level in the form of a letter.
- 2.2.2. Letter of Recommendation: 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.

2.3. The college committee

- 2.3.1. Establishing the college committee: The college committee composition and functions shall be established by the college faculty, incorporated into the documents which define the procedures of faculty governance within the college, 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.
- 2.3.2. Composition of the college committee
 - 2.3.2.1. There is no requirement that the majority of the college committee members be at the same or higher rank than the rank to which a candidate aspires.
 - 2.3.2.2. Members of the college committee must have prior experience serving at a lower level in the process before serving on the college committee.

- 2.3.2.3. Members of the college committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the college committee.
 - 2.3.2.4. Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.
 - 2.3.2.5. Members of the college committee shall elect a chair from among its members.
 - 2.3.2.6. The chief academic officer of the college may not serve on the college committee or participate in the meetings.
 - 2.3.3. Primary Tasks: The college committee shall:
 - 2.3.3.1. 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.
 - 2.3.3.2. Review the recommendation of the lower levels.
 - 2.3.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
 - 2.3.3.2.2. 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.
 - 2.3.3.3. Make a recommendation to the next level in the form of a letter.
 - 2.3.4. Letter of Recommendation: The letter of recommendation from the college 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.
- 2.4. The chief academic officer of the college
- 2.4.1. Primary Tasks: The chief academic officer of the college shall:
 - 2.4.1.1. Review how well the process has adhered to the documented procedures to this point.
 - 2.4.1.2. Review the recommendations of the lower levels. This review:
 - 2.4.1.2.1. Shall include a consideration of the basis of the decisions from the lower levels.
 - 2.4.1.2.2. May include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence.
 - 2.4.1.3. Make a recommendation to the next level in the form of a letter.
 - 2.4.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the college 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.
- 2.5. The Senate Promotion and Tenure Committee (a.k.a. the campus committee)
- 2.5.1. Establishing the campus committee
 - 2.5.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and the two Speakers of the Faculty.

- 2.5.1.2. The committee members will be selected from a panel of nominees composed of at least two representatives from the faculty of each college elected according to procedures adopted by the college faculty and incorporated into the documents which define the protocols of faculty governance within the college and a person with prior service on a college committee. The vote totals from the elections shall be included with the panel of nominees.
- 2.5.2. Composition of the campus committee
- 2.5.2.1. The campus committee shall consist of seven (7) members.
- 2.5.2.2. A minimum of five (5) academic units must be represented on the campus committee and no more than three (3) members of the campus committee may be from one academic unit.
- 2.5.2.3. A majority of the members of the campus committee must be at the rank of professor, or librarian.
- 2.5.2.4. Members of the campus committee must have prior experience serving at a lower level in the process before serving on the campus committee.
- 2.5.2.5. Members of the campus committee may serve at the department level, but not at the college level in the promotion and tenure process while serving on the campus committee.
- 2.5.2.6. Members of the campus committee may not serve consecutive terms.
- 2.5.2.7. Members of the campus committee shall elect a chair from among its members.
- 2.5.2.8. The chief academic officer of PFW may not serve on the campus committee or participate in the meetings.
- 2.5.3. Primary Tasks: The campus committee shall:
- 2.5.3.1. 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.
- 2.5.3.2. Review the recommendations of the lower levels.
- 2.5.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
- 2.5.3.2.2. 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.
- 2.5.3.3. Make a recommendation to the next level in the form of a letter.
- 2.5.3.4. Letter of Recommendation: The letter of recommendation from the campus 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.
- 2.6. The chief academic officer of PFW
- 2.6.1. Primary Tasks: The chief academic officer of PFW shall:
- 2.6.1.1. Recognize the credibility of the decisions of lower levels.
- 2.6.1.2. Review split votes and/or inconsistencies in findings and recommendations at, and between, lower levels. When there is a split vote and/or inconsistency, the chief academic officer of PFW will focus the review on that part of the case dealing with the split vote and/or inconsistency.

- 2.6.1.3. Review how well the process has adhered to the documented procedures.
 - 2.6.1.4. Make a recommendation to the next level in the form of a letter.
 - 2.6.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of PFW shall be based on the chief academic officer's review of recommendations from lower levels, the process to this point, and must clearly explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of the lower level(s).
 - 2.7. The chief administrative officer of PFW shall forward recommendations to the President of Indiana University or to the President of Purdue University.
3. Case Process: Nominations for promotion and/or tenure shall be considered at several levels.
 - 3.1. The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case. Tenure-track faculty approved to use the one-year extension due to the pandemic may elect to adopt the P&T criteria that they were hired under.
 - 3.2. All cases for promotion and/or tenure shall pass sequentially through the decision levels above.
 - 3.3. 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.
 - 3.4. Each decision level forwards only a letter of recommendation to the next level. Recommendations may not include attachments or supplemental information.
 - 3.5. 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. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. 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 must proceed with the case. 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). Committee chairs shall distribute copies to committee members.
 - 3.6. 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 during deliberations in order to vote.
4. Individual Participation
 - 4.1. Only tenured faculty may serve as voting members of promotion and tenure committees to Associate Professor and Professor

- 4.2. Clinical Associate Professors, ~~and~~ Clinical Professors, Associate Professors of Practice and Professors of Practice may serve as voting members for Clinical and Professor of Practice promotion cases.
- 4.3. 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.
- 4.4. 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 college committees.
- 4.5. Individuals may serve and vote at the department level and one other level (college or campus).
- 4.6. 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.
- 4.7. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- 4.8. Chief academic officers who have written a letter of recommendation as part of 2.2.2. will recuse themselves from discussion or vote on that candidate's case at a higher level.

REVIEW OF PROGRESS OF PROBATIONARY FACULTY TO TENURE AND PROMOTION

It is in the best interest of PFW to see its faculty succeed. One way to judge success for probationary faculty is to evaluate progress toward tenure and promotion at the midway point. The diversity of colleges and departments at PFW makes it difficult to develop a single procedure for reviewing progress of probationary faculty to tenure and promotion.

5. Development of Review Procedure: Departments must develop a procedure for reviewing progress of probationary faculty toward tenure and/or promotion that adheres to the following principles.
 - 5.1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
 - 5.2. 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 half way through the third year.
 - 5.3. The formative review must be voted on by the department promotion and tenure committee.
 - 5.4. The chief academic officer of the department must comment on the case and the review from the committee.
 - 5.5. The probationary faculty member must have opportunities to respond during the review.

- 5.6. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

Department procedures for reviewing progress shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate Faculty Affairs Committee shall be consulted about any newly established review procedures and any changes to a review procedure. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.

6. Senate Procedure to be used in the absence of a department or college procedure:

- 6.1. The required review of the progress of probationary faculty to tenure and/or promotion must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
- 6.2. This review must be formative and be based on department criteria.
- 6.3. This review must occur halfway through the third year.
- 6.4. This review must move forward with the reappointment documentation for that year.
- 6.5. This review must occur at the first two levels (department promotion and tenure committee and chief academic officer of the department referred to in 2.1 and 2.2 above) and result in a written recommendation from both levels.
- 6.6. This review must be voted on by the department promotion and tenure committee.
- 6.7. The chief academic officer of the department must comment on the case and the review from the committee.
- 6.8. The probationary faculty member must have opportunities to respond during the reviews.
- 6.9. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke, Chair of the Educational Policy Committee

DATE: 03/20/2023

SUBJ: Graduation Ceremony Schedule

WHEREAS, IPFW traditionally had its graduation ceremony on a Wednesday following the conclusion of final exams; and,

WHEREAS, that tradition was based on logistical practicalities related to attendance by the Indiana University President and/or Board of Trustees and the Purdue University President and/or Board of Trustees; and,

WHEREAS, these scheduling requirements and practicalities have changed since the completion of the university's realignment to PFW; and,

WHEREAS, these changes provide the possibility of exploring alternative scheduling options for the graduation ceremony to enable participation by more students and their families; and,

WHEREAS, the Educational Policy Committee has gathered preliminary information regarding a potential change in scheduling practices regarding the graduation ceremony;

BE IT RESOLVED, that the Senate requests that the Educational Policy Committee complete its information-gathering process related to scheduling an alternative weekend date for the graduation ceremony.

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

Opposed

Non-Voting
Chris Huang
Terri Swim

MEMORANDUM

TO: Fort Wayne Senate Executive Committee
FROM: Senate Ad-Hoc Committee on Community Engagement
DATE: March 24, 2023
SUBJ: Request for Extension of the Ad-Hoc Committee on Community Engagement

WHEREAS, [Senate Document SD 21-19](#) established the Senate Ad-Hoc Committee on Community Engagement (hereinafter referred to as the committee); and

WHEREAS, The committee has worked over the past year to explore varying approaches to incorporating engagement into university promotion and tenure processes as a distinct area of faculty work; and

WHEREAS, The committee has considered the approaches to incorporating engagement into promotion and tenure processes at Purdue West Lafayette and Purdue Northwest; and

WHEREAS, The committee has met with the Academic Officers Committee and the Associate Vice Chancellor for Teaching and Learning (who oversees annual promotion and tenure processes) to share proposal drafts and solicit feedback; and

WHEREAS, The committee, based on the feedback it has collected, will not be able to submit a clear, high-quality proposal by the document deadline for the April 2023 meeting of the Fort Wayne Senate; and

WHEREAS, Section 5.4.3. of the Bylaws of the Fort Wayne Senate states that “Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate”;

BE IT RESOLVED, That the committee formally requests authorization to submit its final recommendations to the Senate Executive Committee and Faculty Affairs Committee at the beginning of the Fall 2023 semester.

Approved
Denise Buhr
Pat Eber
Bruce Kingsbury
Don Mueller
Sherrie Steiner

Opposed

Abstention

Absent

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke, Chair of the Educational Policy Committee

DATE: 03/20/2023

SUBJ: Purdue University Fort Wayne Absence Policies for Students

WHEREAS, Senate Reference 22-7 charged the Educational Policy Committee (EPC) with investigating the consideration and implementation of the Purdue University West Lafayette (PWL) Student Absence Policy into the Purdue Fort Wayne Academic Regulations; and,

WHEREAS, Purdue Fort Wayne does not have formal Student Absence Policies in its Regulations; and yet recognizes the importance in defending student rights; and,

WHEREAS, our current practices can result in inconsistencies and inequities for students who are taking more than one class at a time; and,

WHEREAS, Purdue Fort Wayne faculty desire to ensure that policies are specific to our campus; and,

WHEREAS, EPC discussed the Student Absence Policies at multiple committee meetings from October 2022 to March 2023 and developed multiple changes to the PWL policy to make the policy specific to our campus (e.g., an explicit statement that departments or colleges can have a supplemental absence policy that addresses issues unique to that unit; a subheading focused on specific course types with modified wording describing such course types; and a subheading explicitly describing the appeal process students can pursue); and,

WHEREAS, no policy can explicitly describe every absence that faculty may believe students should be reasonable excused for; and,

WHEREAS, the lack of an absence policy can result in negative repercussions for students; and,

BE IT RESOLVED, that the following Absence Policies for Students be integrated into the Purdue Fort Wayne Academic Regulations; and,

BE IT FURTHER RESOLVED, that this document supersede Senate Document SD 11-7 (2011), formalizing and recognizing students' rights related to specific absences.

Approved

Stacy Betz
Patricia Eber
Steven Hanke
Andres Montenegro

Opposed

Hosni Abu-mulaweh
Stephen Buttes

Non-Voting

Chris Huang
Terri Swim

Purdue University Fort Wayne Absence Policies for Students

Introduction:

The resources of Purdue University Fort Wayne are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable learning environment and to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.

Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary for personal reasons beyond students' control. As such, the University has established the following as reasons to be granted an excused absence from class:

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave
- Medical Excuse

Procedures and remedies for granting these absences are specified in the sections below. The student is responsible for informing the instructor in a timely fashion, if possible. The instructor is responsible for accommodating the student either by excusing the student or allowing the student to make up work.

Departments or colleges may have supplemental policies for absences outside this policy. If a department or college has such a policy, the course syllabus must include the relevant policy. If a student wishes to request an excused absence for a reason outside of University Excused Absences or Department/College policy, they must communicate directly with their instructor. It is each instructor's right to decide whether to approve the request.

The grade appeals policy applies to all students enrolled at Purdue University Fort Wayne. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned, or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

1. General Attendance Issues

Instructor Responsibility. Instructors are expected to establish and clearly communicate attendance policies relevant to individual courses in the course syllabus. Course attendance policies must be consistent with University policy. Individual course policies may state expected notification periods. Additionally, in their course syllabus, instructors must clearly and explicitly state procedures in which assignments and assessments can be made up. Only the instructor can excuse a student from a course requirement or responsibility.

Student Responsibility. The University expects each student to be responsible for class-related work missed due to an unavoidable absence; this work may be made up at the instructor's discretion. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student or the student's representative should contact the Office of Student Conduct & CARE. A staff member in the Office of Student Conduct & CARE will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change the outcome of the instructor's decision regarding the student's academic work and performance in any given course.

When conflicts or absences can be anticipated, such as for many University sponsored activities or religious observances, the student should inform the instructor of the situation as far in advance as possible, and the instructor should strive to accommodate the student.

Specific Course Types. In certain laboratory-based, intensive short-term courses, or field-experiences, a student can jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

Licensing & Standard Considerations. When making a decision about the length of a given absence, variables such as state licensing requirements or national professional standards for a program will be considered. At times, absences may be approved, but hours/experiences in the field, practicum, internships, etc., must be completed before the course is completed. An incomplete grade may be awarded by the instructor.

2. Conflicts with Religious Observances

The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise. Instructors are required to cooperate with students in dealing with coursework missed due to absences resulting from participation in religious observances.

Students requesting an absence for a religious observation are encouraged to make this known to instructors well in advance, in order to arrange alternative times to complete any assignments they might miss.

3. University Excused Absences

The University Faculty Senate recognizes the following as types of absences that must be excused:

- Absences related to those covered under the Grief Absence Policy for Students (GAPS)
- Absences related to those covered under the Military Absence Policy for Students (MAPS)
- Absences related to those covered under Jury Duty Policy for Students
- Absences related to those covered under the Parenting Leave Policy for Students
- Absences related to those covered under the Medical Excused Absence Policy for Students (MEAPS)

4. Grief Absence Policy for Students (GAPS)

Students will be excused with no penalty to their attendance and will be given the opportunity to make up coursework as defined in the course syllabus for bereavement leave. This also includes being granted leave even in incidences where a student does not travel from campus.

The following parameters are established related to the relationship to the student of the deceased loved one.

- **Immediate Family:** Students are eligible for up to five (5) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.
- **Other Relationships:** Students are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.

In unique circumstances, a bereaved student should petition for extended grief absence through the Office of Student Conduct & CARE (OSCC) by meeting individually with an OSCC staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified bereavement services from Fort Wayne, IN, as follows:

- Within 150 mile radius of Fort Wayne - no additional excused absence days
- Between 150-300 mile radius of Fort Wayne - one additional excused absence days
- Beyond a 300-mile radius of Fort Wayne - two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student should contact the OSCC to request that a notice of their leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the OSCC. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

In cases of impending death, students should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of Student Conduct & CARE. A staff member in the Office of Student Conduct & CARE will notify the student's instructor(s) of the circumstances. Instructors should work to reasonably accommodate students in these unique circumstances.

5. Military Absence Policy for Students (MAPS)

Students will be excused, and no penalty will be applied to a student's absence for mandatory military training and be given the opportunity to make up coursework as defined in the course syllabus.

It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar (during the fall and spring semesters) days taken consecutively for their mandatory military training. Total absences, including travel, may not exceed 1/4 of the course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military training from the Purdue Fort Wayne campus, as follows:

- Within 150-mile radius of Fort Wayne - no additional excused absence days
- Between 150-300 mile radius of Fort Wayne - one additional excused absence days
- Beyond 300-mile radius of Fort Wayne- two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student should contact the Office of Student Conduct & CARE (OSCC) to request that a notice of the leave be sent to instructors when informed of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the OSCC as soon as these documents are available. If necessary, the OSCC may consult with Military Student Services about the nature of the documentation. When documentation is presented to the Office of Student Conduct & CARE, a verified absence notification will be sent to the student's instructors.

The student may provide verbal information about the leave to the OSCC, and an unverified preliminary (non-MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only when the student has returned to the OSCC with substantiating documentation and OSCC has sent a verified absence notification to the instructors.

With a verified absence notification from the OSCC, no penalty will be applied to a student's absence for mandatory military training, and the student will be given the opportunity to make up coursework as defined in the course syllabus.

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, OSCC, or Military Student Services to review and consult on their situation.

6. Jury Duty Absence Policy For Students

Students will be excused, and no penalty will be applied to a student's absence for Jury Duty and given the opportunity to make up course work as defined in the syllabus in the event that a student is summoned to serve as a potential juror and/or who have been empaneled as a juror in a criminal and/or civil trial. It is the responsibility of the student to inform the instructor at the earliest possible opportunity of the potential for jury duty conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to ten (10) days for jury duty required absences per academic semester. Total absences, including travel, may not exceed 1/4 of the total course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the jury duty from the Purdue University Fort Wayne campus as follows:

- Within 150-mile radius of Fort Wayne - no additional excused absence days
- Between 150-300 mile radius of Fort Wayne - one additional excused absence days
- Beyond 300-mile radius of Fort Wayne - two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student should contact the Office of Student Conduct & CARE (OSCC) to request that a notice of the leave be sent to instructors as soon as the student is aware of the dates of the summoned jury duty. The student will provide documentation of the jury duty in the form of a court summons.

With a verified absence notification from the OSCC, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

Unique jury duty situations (sequestered, empaneled as a Grand Jury member, etc.) should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or OSCC, to review and consult on the student's situation.

7. Parenting Leave Policy for Students

Students who are pregnant, have recently given birth, have experienced loss of pregnancy, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence through the Title IX Coordinator or Deputy Title IX Coordinator. The student will be expected to provide documentation related to the petition for leave. If approved, the student will be excused, and no penalty will be applied to a student's absence and given the opportunity to make up course work as defined in the syllabus. The student will be excused from classes. The University will approve all absences due to pregnancy or childbirth

for as long as a student's medical provider states that it is medically necessary and may approve other absences as appropriate.

The University will provide services for pregnancy, pregnancy-related, and post-partum conditions with the same special services it provides to students with temporary medical conditions.

The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.

8. Medically Excused Absence Policy for Students (MEAPS)

Students will be excused, and no penalty will be applied to a student's absence for situations involving hospitalization, emergency department, or urgent care visit, and be given the opportunity to make up coursework as defined in the course syllabus. Students experiencing hospitalization, emergency department, or urgent care visits can provide documentation to OSCC who will then assess the student's request for a Medical Excused Absence and issue notification of the start and end of the absence to the student's instructors. The student should follow up with the instructor to seek arrangements per the policy.

Students are eligible for up to fifteen (15) days for medically excused absences per academic year with no more than ten (10) academic calendar (during the fall and spring semesters) days taken consecutively for the Medical Excused Absence Policy. Total absences, including travel, may not exceed 1/4 of the course meetings for any course. A student can contact the Office of Student Conduct & CARE (OSCC) to request that a notice of the leave be sent to instructors when a situation involving hospitalization, emergency department, or urgent care visit emerges. The student can then provide documentation of hospitalization, emergency department, or urgent care visit as proof of legitimate absence to the OSCC as soon as these documents are available.

When documentation is presented to the Office of Student Conduct & CARE, a verified absence notification will be sent to the student's instructors. With a verified absence notification from the OSCC, no penalty will be applied to a student's absence for reasons of hospitalization, emergency department, or urgent care visit, and the student will be given the opportunity to make up course work as defined in the course syllabus. Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or OSCC to review and consult on their situation.

Extended Medical Absences. A student who has or acquires a disability-related medical condition requiring extended absences from class must contact the Disability Access Center (DAC) to request an official University accommodation. The student will be expected to provide medical documentation related to the request for an absence-related accommodation. If approved by the DAC, instructors are required to work with students to implement the accommodation and provide reasonable alternatives to meeting course requirements.

In certain laboratory-based, intensive short-term courses, or field-experience courses, an unreasonable number of absences can fundamentally alter the course objectives and a student can jeopardize their academic status, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the DAC, in collaboration with the instructor, and subject to review by the Dean of the school or college offering the course or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the DAC and their instructor to determine the potential impact of any absence.

When making a decision about the length of a given absence the DAC, in collaboration with the instructor, will consider variables such as state licensing requirements or national professional standards for a program. At

times, absences may be approved, but hours/experiences in the field, practicum, internships, etc., must be completed before the course is completed. The instructor may award an incomplete grade.

9. Other Considerations

Student Status. Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University Fort Wayne-administered fellowships and scholarships.

Appeal Procedures. Students who believe that they have not been provided an excused absence(s) or the opportunity to complete make-up work are encouraged to attempt to resolve the matter informally with the instructor, chair, and Dean of the College or School that the course is offered. Additionally, the OSCC, or the OIE, in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke
Chair, Educational Policy Committee

DATE: March 24, 2023

SUBJECT: Amendement to the Bylaws - Resolution to Update the Charge of the International Education Advisory Subcommittee

WHEREAS, the International Education Advisory Subcommittee (IEAS) is a subcommittee of the Educational Policy Committee (EPC)

WHEREAS, EPC approves the changes that IEAS proposed herewith;

WHEREAS, SD 15-22, PFW Senate Bylaws section 5.3.3.2.3.3.2 defines the responsibilities for IEAS as a subcommittee that “[...] shall be a liaison between the Faculty and the Director of International Education, advising the director on policies relating to the Office of International Education and recommending policies and goals for the Office of International Education to the Senate;”

WHEREAS, the recent restructuring has transformed the former Office of International Education into separate entities;

WHEREAS, Study Abroad and the Office of International Education are no longer under the same office;

BE IT RESOLVED, that Senate accept IEAS’ revised bylaws:

Older Version	Proposed Version
<p><u>5.3.3.2.3.3. International Education Advisory Subcommittee</u></p> <p>5.3.3.2.3.3.1 Membership: The International Education Advisory Subcommittee shall consist of the director of the program, one student at or beyond the second-year level in International Education selected annually by</p>	<p><u>5.3.3.2.3.3. International Education Advisory Subcommittee</u></p> <p>5.3.3.2.3.3.1. Membership: The International Education Advisory Subcommittee shall consist of the director of International Education, a representative from Study Abroad, one student at or beyond the second-</p>

<p>Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in either the Center for Academic Support and Achievement or Student Success and Transition selected annually by the Chief Student Affairs Officer, and five Voting Faculty members or lecturers elected by the Senate.</p> <p>5.3.3.2.3.3.2. Responsibilities: The International Education Advisory Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the director on policies relating to the Office of International Education and recommending policies and goals for the Office of International Education to the Senate.</p>	<p>year level in International Education selected annually by Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member appointment by the Office of the Vice Chancellor of Enrollment Management and the Student Experience and five Voting Faculty members or lecturers elected by the Senate. Non-faculty individuals serving on this subcommittee shall be ex-officio non-voting members.</p> <p>5.3.3.2.3.3.2. Responsibilities: The International Education Advisory Subcommittee is charged with advocating for and steering efforts on campus to enhance and foster opportunities for international cooperation, international education, and immersion for students, faculty, and the broader community.</p> <p>The Subcommittee shall also be a liaison between the faculty and the director of International Education and a representative from Study Abroad, advising on policies relating to international services, international education, and Study Abroad and recommending related policies and goals to the Senate.</p>
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IEAS Vote:

Approve	Object	Abstain	No-Vote/Absent
Adolfo Coronado Cheu-jey Lee Ryan Meriweather Assem Nasr Nancy Virtue Mieko Yamada			Brian Mylrae

EPC Vote:

Approve	Object	Abstain	Non-Voting
Hosni Abu-Mulaweh Stacy Betz			Chris Huang Terri Swim

Stephen Buttes
Patricia Eber
Steven Hanke
Andres Montenegro

MEMORANDUM

TO: Fort Wayne Senate

FROM: Wylie Sirk, Chair
Faculty Affairs Committee

DATE: March 24, 2023

SUBJ: Approval of Revision and Addition to the COS Promotion and Tenure Document

WHEREAS, the College of Science Voting Faculty approved the revised Principles and Procedures for Promotion and Tenure that the College P&T Committee (rather than the COS Strategic and Innovations Committee) review and approve changes to departmental P&T documents; and

WHEREAS, the College of Science Voting Faculty approved the revised Principles and Procedures for Promotion and Tenure to include Professors of Practice in accordance with SD 14-36; and

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 revision and additions to the College of Science Principles and Procedures for Promotion and Tenure.

Approved	Opposed	Abstention	Absent	Non-Voting
Bin Chen Hui Hanke Mark Jordan Aranzazu Pinan-Liamas Wylie Sirk				Marcia Dixon

College of Science, Purdue University Fort Wayne
Principles and Procedures for Promotion and Tenure

(As amended through April 9, 2021)

1.0 GUIDING PRINCIPLES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 14-36 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1.4) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.2.1). The College faculty adopts Senate Documents SD 14-35, 14-36, 18-15, 19-9, 19-13, and 19-22 as College guiding principles regarding promotion and tenure. The procedures described in this document are subordinate to Senate legislation, and revisions to this section require Senate approval.

2.0 PROCEDURES FOR PROMOTION AND TENURE

2.1 Candidates and Their Cases

Each assistant professor must be considered for tenure not later than during the penultimate year of the probationary period. Faculty who are candidates for promotion (but not tenure) may submit a case whenever they are eligible for promotion. That case must be considered according to university policies and procedures.

Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. The candidate must identify criteria documents to be used. These criteria must have been in effect sometime during the six years before submission of the case. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in the appropriate folder but is not considered part of the case. The candidate shall determine the content of the case and the supporting documentation. No change in the case or the supporting documentation may be made without the consent of the candidate. 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. Each decision level decides if evidence submitted after department level can be included and reviewed at that level.

2.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee. Each decision level forwards a letter only, with no attachments.

2.2.1 Department Promotion and Tenure Committee

The composition and functions of the department committee shall be established according to a procedure adopted by the faculty of the department and approved by the **College of Science Promotion and Tenure Committee**, subject to Senate review. In establishing their committees, departments should be guided by two principles: first, that all lecturer, clinical, professor of practice, tenured, or tenure-track members of the department have the opportunity to read and give feedback **to the committee** on each case for promotion and/or tenure **before the committee is done deliberating; but feedback from faculty not on the committee does not become part of the case, and** second, that the majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.

If, by established departmental criteria, fewer than three tenured persons, or in cases of promotion to associate or full clinical professor, no associate clinical or full clinical professors, or, in cases of promotion to senior lecturer, no senior lecturer, or in cases of promotion to associate or full professor of practice, no associate professor of practice or no full professor of practice are eligible to serve on the department committee, the department shall submit to the Dean the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Dean shall appoint enough faculty members to bring the committee membership to between three and five.

Members of the committee shall elect a chair. The Chair of the department may not serve on the department committee or attend its meetings.

If a faculty member is appointed to more than one academic unit, the letter of appointment shall identify that department whose promotion and tenure process shall apply to the appointee.

In the case of lecturer promotion cases, the department committee should include a faculty member who has a focus on teaching excellence, one or more faculty with teaching responsibility in same general area as the candidate, and one or more senior lecturers. Senior lecturers may join an existing committee for the sole purpose of voting on the senior lecturer case(s).

The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter. The letter shall state and explain the recommendation of the committee.

2.2.2 Department Chair (Promotion and/or tenure cases of department chairs shall proceed directly from the department committee to the College committee)

The department chair reviews the case based on department criteria, reviews how well the process adheres to procedures, reviews the committee recommendation, and writes a letter in which the Chair's own recommendation is made. The letter should address agreement/disagreement with the committee's recommendation.

2.2.3 College Promotion and Tenure Committee

The college committee shall comprise one tenured faculty member from each department who is a voting faculty member (as defined in the College Governance Document). These members shall participate in discussion and vote on all promotion and/or tenure cases. In addition, one senior lecturer shall be selected at large from the College who will only participate in discussion of and vote on cases for promotion to senior lecturer and one associate clinical or full clinical faculty member shall be selected at large from the College who will only participate in discussion of and vote on cases for promotion of clinical faculty and one associate or full professor of practice shall be selected at large from the college who will only participate in discussion of and vote on cases for promotion of professors of practice. The committee shall elect a chair.

If, by established college criteria, there are not enough eligible promoted clinical faculty members or promoted professors of practice to serve on the committee, the Dean shall solicit the names of clinical faculty members or professors of practice from other departments or colleges and select one deemed suitable to serve on the committee. If, by established college criteria, there are not enough eligible senior lecturers to serve on the committee, the Dean shall solicit the names of senior lecturers from other colleges and select one deemed suitable to serve on the committee.

Terms shall be two years and staggered. Each year three tenured faculty committee members shall be elected as needed to maintain representation from each department in accord with the conditions described above. Every other year, a senior lecturer, a promoted professor of practice, and a promoted clinical faculty member shall be elected. In years when a senior lecturer, ~~or~~ promoted clinical faculty member, or promoted professor of practice must be elected to the committee, each department may also nominate one of its senior lecturers, ~~or~~ promoted clinical faculty members, or promoted professor of practice. Committee members whose terms have expired cannot serve on the promotion and tenure committee in the subsequent academic year. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The Dean may not serve as a committee member nor attend College committee meetings as an observer.

In the 2021-22 academic year, the Strategic and Innovations Committee will randomly determine which three departments will have members that serve one-year terms. Because this clause only deals with an initial staggering of member terms, it will be voided and expunged after December 31, 2022.

Each candidate may select from among the tenured, tenure-track, clinical, professor of practice, or lecturer faculty a nonvoting representative who will be available to answer questions pertaining to the case. The representative will have the option of

making an opening statement. The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A candidate may not act as the representative before the committee, nor shall a committee member act as representative.

All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. In the case of a tie vote, the committee should deliberate to the fullest extent possible in order to resolve the tie if at all possible. In the event the committee cannot resolve the tie, a tie vote will be interpreted to be a committee recommendation in favor of the candidate in recommending promotion and/or tenure.

When a committee member must step down due to an extreme personal emergency, the department will select a replacement to carry out the remainder of that committee member's term.

These College Committee composition and functions should be periodically distributed with the Bylaws of the Senate.

2.2.4 Dean of the College (The Dean's promotion and/or tenure case shall proceed directly from the College committee to the campus committee.)

The Dean shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. If the Dean questions a decision of a lower level, the Dean may review the case based on department criteria.

The Dean will forward a recommendation letter to the campus committee except in the case of promotion to senior lecturer, which will progress from the Dean to the Vice Chancellor for Academic Affairs.

2.2.5 Campus Promotion and Tenure Committee

Four COS nominees for the Campus Promotion and Tenure Committee shall be elected by preferential ballot, at least two of whom shall be full professors. The ballot shall identify each candidate's academic rank. If the College has more than three Senior Lecturers, then at least one nominee shall be a Senior Lecturer. Nominees shall be faculty [who have served at a lower level of the Promotion and Tenure process](#)~~who have served on the College Promotion and Tenure Committee.~~

2.3 Operation of Committees

The administrator or committee chair at each level shall inform the candidate in writing of the recommendation and vote on the nomination, with a statement of the reasons for the positions taken, by the time the case is sent forward. When the vote is not unanimous, a written statement stipulating the majority opinion and minority

opinion must be included. The candidate may submit a written response to the statement to the committee chair within 7 calendar days of the date of the recommendation; this response must proceed with the case. At the same time the case is sent forward to the next level, the committee chair shall also send a copy of the recommendation and statement of reasons, and the candidate's response, if any, to the department chair and the department promotion and tenure committee chair. The committee chair shall distribute copies to committee members.

All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair of the committee. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. When a college committee member must step down due to an emergency, the department of the person who stepped down shall find a replacement.

All cases except tenure cases in the penultimate year may be withdrawn by the candidate at any stage.

The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. The college committee shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels. 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.

When a candidate has been nominated for both promotion and tenure, separate committee votes shall be taken for each, and separate rationales provided when the votes are not identical. Separate recommendations on promotion and tenure shall similarly be supplied by the department chair and Dean.

Administrators or committee members 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 **by a majority vote if necessary** if committee members need to recuse themselves. Any committee member who recuses her/himself shall leave the room during the discussion of that case. **The administrator at the next highest level will decide if an administrator is to be recused.**

The college committee writes a letter of recommendation 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.

2.4 Individual Participation

No candidate shall serve on any promotion and tenure committee, nor shall any candidate make a recommendation on his or her own case. Only tenured faculty may vote on cases for associate professor or professor.

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 the college committee.

The department level excepted, members of a promotion and tenure committee must have prior experience at a lower level of process.

The Dean and department chair who have written recommendation letters must recuse themselves from voting in higher level committees.

2.5 Third-Year Review

Policy regarding third-year review is established at the department level and must be consistent with SD 14-36.

Approved December 3, 2020

Amended April 9, 2021

M E M O R A N D U M

To: Fort Wayne Senate

From: Assem Nasr, Chair
Executive Committee of the Fort Wayne Senate

Date: March 15, 2023

Subj: Reminder to Our Administrative Leadership

WHEREAS, the Executive Committee Report submitted its report on Administrative Compliance for the Senate to consider (see SR 22-27), which shows a mixed record of both compliance and (non-)compliance; and

WHEREAS, Purdue University Fort Wayne adopted with SD 19-24 a clear policy concerning “program reorganization, merger, reduction, and/or elimination;” and

WHEREAS, in 2021 the administration decided to implement an important change of academic structure: the reorganization resulting in the elimination of the College of Professional Studies; and

WHEREAS, two Senate committees, the Curriculum Review Subcommittee and the Graduate Subcommittee, both determined that the administration did not go through structures and processes of shared governance as detailed in SD19-24; and

WHEREAS, in any organization of substantial size and complexity, adherence to agreed upon and written policies is the among the most important means available to grow and maintain mutual trust which is the lifeblood of a healthy and productive cooperation among the organization’s stakeholders; and

WHEREAS, said dissolution of College of Professional Studies was just one among other recent incidences where the administration unilaterally implemented changes that violate established policies (e.g., sabbatical procedures and funding), override previously agreed upon plans (e.g., academic advising), ignore faculty concerns (e.g., redesign of webpages), or sideline affected faculty or faculty bodies (e.g., initiating studies on Greek life);

BE IT RESOLVED that Senate reminds our administrative leadership of the fact that (what many perceive as) the continued erosion of trust faculty can put in the actions of our administrative leadership team will lead to more faculty feeling jaded, which makes us weaker as an institution and as a community as we cannot move forward and advance our mission with disengaged faculty.

Approved

B. Buldt
J. Johns
A. Livschiz
A. Nasr
H. Strevel

Opposed**Abstention****Absent**

C. Ortsey

Non-Voting

D. Tembras
N. Younis

MEMORANDUM

TO: Fort Wayne Senate

FROM: Bin Chen, Chair
University Resources Policy Committee

DATE: March 23, 2023

SUBJ: Recommendations for Policies for the Use of Brightspace Learning Management System (LMS) Data

WHEREAS, the Senate Executive Committee (EC) charged (see SR 21-11) the Academic Computing and Information Technology Advisory Subcommittee (ACITAS) to investigate best practices for making Brightspace data available and to make recommendations, based on faculty governance principles, for related policies, practices, and procedures; and

WHEREAS, ACITAS met with Trent Klingerman, Purdue University's Deputy General Counsel (at the time of the meeting in 2022), to receive counsel on Purdue policies that faculty agree to when they agree to teach for Purdue, focusing on [Policy I.A.1](#) regarding Intellectual Property; and

WHEREAS, ACITAS consulted FERPA policies and met with Institutional Research and Analysis representatives to receive input; and

WHEREAS, ACITAS developed the guidelines with Brightspace administrators and experts from the PFW Center for the Enhancement of Learning and Teaching (CELT) and PFW's User Technology Support (UTS) group; and

WHEREAS, ACITAS sought the approval of and made any adjustments requested to the guidelines by the University Resources Policy Committee (URPC) and submitted the guidelines to the Educational Policy Committee (EPC) and made any adjustments requested by EPC; and

WHEREAS, EPC questioned whether the guidelines exceeded the scope of the charge as outlined in SR 21-11 because the guidelines include a process related to Brightspace course access and therefore requested ACITAS to speak with EC; and

WHEREAS, ACITAS chair met with a representative from EC and EPC members to determine possible next steps, which included recommendations to meet with the Faculty Affairs Committee (FAC) to seek additional input; and

WHEREAS, ACITAS chair met with FAC and made adjustments to the guidelines as requested by FAC; and

WHEREAS, ACITAS determined that because data is created through all actions in Brightspace, guidelines for data access must include recommendations for access to Brightspace courses for those who are not instructors of the course but require access for educational purposes; and

WHEREAS, PFW UTS and CELT members confirmed the absence of any existing process for granting permission for Brightspace course access that allowed for faculty input or followed faculty governance principles; and

WHEREAS, the initial request from CELT that prompted the creation of SR 21-11 was because of concerns from PFW UTS and CELT that there was no policy in place to guide who can be added to a Brightspace course and access its data; and

WHEREAS, since the time the initial request from CELT for Fort Wayne Senate guidelines for accessing Brightspace data was made, the Brightspace LMS now allows for additional user roles that prevent extraneous data access while still allowing these users to carry out their necessary tasks, thus providing a built-in system that follows best practices of data sharing and emphasizes the role of course-level access in enabling data access;

BE IT RESOLVED, that the Fort Wayne Senate adopt the following guidelines for the use of and access to Brightspace data.

URPC Vote

Approved	Opposed	Abstention	Absent	Non-Voting
Hadi Alasti			Greg Justice	
Bin Chen			Glen Nakata	
Marcia Dixson			David Stevens	
John Egger			Daniel Yorgov	
Jane Leatherman			Laura Zeigler	
Names McHann Jr				

ACITAS Vote

Approved	Opposed	Abstention	Absent	Non-Voting
John Buteyn			Ryan McCombs	
Rama Cousik			Scott Vitz	
Jaiyanth Daniel				
(Xiaokai) Katie Jia				
Shannon Johnson				
Sarah LeBlanc				
Erika Mann				
Dawn Moore				
Heather Tierney				
Gouping Wang				

INTRODUCTION

ACITAS led an investigation and development of recommended procedures for the Learning Management System (LMS). As noted below, “Access” refers both to accessing a course in the LMS and a user’s ability to access data within a course. ACITAS consulted with Purdue University’s Legal Office and with Purdue University Fort Wayne (PFW) Institutional Research (IR) in order to best understand the existing policies and procedures for access. Faculty have driven the investigation and drafting of the following recommendations, and also have involved PFW LMS Administrators, as the technical experts, to inform what is and is not possible. Time was also given to learning the related policies and procedures of Purdue Northwest, Purdue West Lafayette, and the Indiana University System to obtain a more well-rounded understanding.

A preliminary step was to understand the current Purdue, FERPA, and other policies so our proposed policies and procedures would not overstep or contradict. Purdue Legal pointed us to Intellectual Property Policy (IA1). The below recommendations use IA1 and information gathered from the above-mentioned sources as the framework:

- Faculty have access to the courses, and to the student data within the LMS course(s) for which they are the instructor.
- Unless approved by the faculty member or by the (to be developed) LMS Access and Appeal Committee (recommended composition noted below; hereafter referred to as LMSACC), supervisors should not access a faculty member’s course (or section/course-level identifiable, non-aggregate data) for reasons other than that fall within an Educational Purpose (see definition below).
- Though all PFW staff have Brightspace access with a “Learner” role, no one has access to data outside of the course level who does not already have a Brightspace Administrator role.
- Only top-level Brightspace administrators can access Brightspace data tools, from which are created datasets and reports.
- Deidentified aggregate data can be provided to supervisors and other appropriate administrators without any needed procedures of approval.
- Supervisor requests for access must make an earnest attempt to receive approval from the instructor.
- In these, and all cases of access, FERPA policies must be followed and access will be granted only to those current in their FERPA certification.
- Excepting emergency (including time-sensitive) requests, if an instructor denies a request to a supervisor, and the supervisor continues to believe there is an educational reason for access, the supervisor can appeal to the LMSACC. Notification to the instructor that an appeal has been submitted is required.
- In all cases in which the LMSACC approves access, the use of access must be educational (not punitive) in nature. Note that temporary supervisor access could be included, for example, in a faculty teaching improvement plan.
- If any person is accessing data or a course for research purposes, they are responsible for securing Institutional Review Board (IRB) approval. No additional approvals for access are required in these cases.

Term Definitions:

- **Access:**
 - **Course access:** the permission granted to users (faculty, students, and Brightspace administrators) to open the course site for teaching, learning, and maintenance purposes. Course access is governed by users' roles and permissions.
 - **Data access:** the users' ability to retrieve, move, and manipulate data held in a course itself, the data warehouses, or the LMS data repositories as governed by the user's role and permissions.
- **Aggregate data:** data collected from multiple sources and compiled into summaries or reports for the purpose of statistical analysis such as examining trends and making comparisons.
- **De-Identifiable Data:** data that do not contain personal information such as student name, address, and email.
- **Educational Purpose(s):** goals/objectives that are directly related to learning, teaching, training, research, and service, such as ensuring continuation of instruction, facilitating program reviews, and enabling clerical processes. Reasons for Brightspace access for these purposes can include:
 - The instructor of record is inactive or unable to continue teaching the course
 - The instructor of record would like added to the course a user to assist with teaching and learning (e.g. a teaching assistant)
 - The department is undergoing program review or curriculum revision and needs to consider courses holistically
 - Students have expressed what the supervisor and/or LMSACC deem credible concerns about a course (i.e. instructor inactivity, inappropriate communication, etc.)
 - Instructor's administrative assistant needs access to manage course evaluations
 - Supervisor has access for the purpose of providing formative feedback and summative evaluation of teaching.
- **Faculty:** as used in document includes all PFW faculty designations (tenure-track, non-tenure track, visiting, limited term lecturers).
- **Inappropriate Use:** misused data and course access that violates Purdue policies on [Intellectual Property \(I.A.1\)](#), [Access to Student Education Records \(VIII.A.4\)](#), [Compliance with HIPAA Privacy and Security Regulations \(S-10\)](#).
- **LMS Faculty Advisory Committee:** interdepartmental group of faculty to assist LMS change management team in configuring LMS platform to best serve the PFW campus, including consideration of new platform features and functions, reporting issues, and gathering improvement suggestions to communicate to LMS provider.
- **UTS:** User Technology Services provides primarily student, staff, and faculty support for PFW academic technology and systems, including administration of the LMS.

LMS Access and Appeal Committee (LMSAAC) will meet only as needed (when instructor does not grant permission for access) and may meet via email. Committee consists of members:

- VCAA or designee
- ACITAS chair (faculty)
- Faculty Affairs Committee chair (faculty)
- Academic Personnel Grievance Committee Chair (faculty)
- Academic Department Chair representative (faculty)
- LMS Faculty Advisory Committee representative (faculty)

- IR or other data expert (advisory, non-voting)
- UTS representative (advisory, non-voting)

Details of the recommended process are as follows for three identified scenarios.

When a supervisor requests access:

- Sometimes the faculty member will allow access
- Sometimes the faculty member will deny access
- Sometimes the faculty member will be unable or unwilling to respond within the necessary time

ACITAS has developed a process for each of the above possibilities. The faculty member must be notified of the request and, excepting emergency situations, be given time to respond. That (due) process needs to be followed.

Scenario A:

- Supervisor consults with the faculty member and the faculty member approves course access and/or identifiable data request (hereafter simply referred to as “access”) is approved
 - The faculty member adds the supervisor to course(s) through the Enrollment Manager in Brightspace. Note that the faculty member also has the ability to remove the supervisor whether the faculty or a Brightspace Admin added the supervisor.
 - If there is a dispute down the road, UTS has the ability to see who added the supervisor. This will serve as the record.
 - The faculty member (or, in cases where necessary, requesting supervisor) completes this agreement which will include (all) sections information, time table(s), type(s) of access, and reason(s) for access. Note that this form also includes a request for UTS to add the supervisor in cases where the faculty member cannot/does not know how to add the supervisor to the course, granting UTS permission to do so.
 - The faculty member will also have an opportunity to complete a form (to be developed by the LMSACC) to submit a grievance, making a statement to the LMSAAC, should the faculty member have felt pressured to say “yes”. The faculty member can also choose to make the statement to the decision-making board confidential from the supervisor at this point.

Scenario B:

- Supervisor consults with the faculty member and the faculty member does not approve the request and denies access.
 - If the supervisor still wants access for educational purposes, the (TBD) LMS Enrollment form is completed and submitted to the LMSACC, which chooses whether to grant access or deny it based on the merit of the educational purpose identified by the supervisor.
 - The LMSACC follows the decision process:
 - The LMSACC makes any necessary additional information requests within 2 working days.
 - The requester will have 2 working days to respond with the requested additional information.

3. The LMSACC makes its decision within 5 business days total (including the above if necessary)
4. The majority vote determines the decision.
- iii. If the LMSACC grants access, the faculty member must not remove the supervisor from the course (through the Enrollment Manager)
- iv. Regardless of the faculty member's answer, the faculty member will have an opportunity to make a statement to the LMSACC. The faculty member can choose to make the statement to the LMSACC, confidential from the supervisor at this point.
2. If the supervisor has consulted with the faculty member, the faculty member has not responded within 3 business days, with either approval or reasoning for denial, and the supervisor still needs access for educational purposes, the emergency form must be completed (see further steps below).

Scenario C:

1. Supervisor consults with the faculty member and the faculty member does not or cannot approve the request quickly when immediate access is necessary and seeks emergency access. Viable reasons may include:
 - i. Evidence has been provided that the instructor has been unresponsive and students are and/or will be significantly impacted unless remedies are immediately (1 day) put in place. Examples include but are not limited to:
 1. Due dates are approaching and the instructor is unresponsive to students
 2. It is known that the instructor has become incapacitated
 3. Credible accusations of inappropriate usage of the LMS platform by the instructor
 - ii. Deadlines for certifications are approaching and the instructor is unresponsive
 - iii. Deadlines for students to drop a course are approaching and the instructor is unresponsive
 - iv. If the supervisor wants access for educational purposes, the (TBD) LMS Enrollment form is completed. The LMSACC follows the below accelerated timeline and chooses whether to grant access or deny it based on the merit of the educational purpose identified by the supervisor.
 1. The LMSACC makes a decision (on whether or not this is a viable emergency) within twenty-four hours (Monday-Friday).
 2. The majority vote determines the decision.
 - v. If the LMSACC grants access, the faculty member must not remove the supervisor from the course (through the Enrollment Manager).
 - vi. Regardless of the faculty member's answer, the faculty member will have an opportunity to make a statement to the LMSACC. The faculty member can choose to make the statement to the LMSACC, confidential from the supervisor at this point.

Question Time

In previous discussions in senate regarding ideas for improving the PFW website it was mentioned that a method for submitting website suggestions/needs might be created. Difficulties with getting changes made to webpages are ongoing. Is there a formal process for requesting such changes? If so, what is that process and what is the typical timeline one could expect?

S. Betz

MEMORANDUM

TO: Fort Wayne Senate
FROM: Erika Mann, Chair
Academic Computing and Information Technology Advisory Subcommittee
DATE: March 23, 2023
SUBJ: PFW Information Technology Services Policy on Local Administrative Rights

The Academic Computing and Information Technology Advisory Subcommittee (ACITAS) received the attached statement from PFW Information Technology Services (ITS) regarding a change to the assignment of local administrative rights. ACITAS has approved dissemination of this document because of the importance of communicating to all faculty this change of policy. ACITAS will continue discussing this document and will advise PFW ITS on developing a monitored and efficient system by which to meet effectively faculty requirements related to local administrative rights, software installation, access to necessary resources, and other needs affected by this change in policy.

The committee does not require any action from Senate regarding this document at this time.

Approved	Opposed	Abstention	Absent	Non-Voting
John Buteyn Rama Cousik Jaiyanth Daniel Shannon Johnson Sarah LeBlanc Erika Mann Dawn Moore Heather Tierney Gouping Wang		(Xiaokai) Katie Jia Scott Vitz	Ryan McCombs	

Change to Assignment of Local Administrative Rights at Purdue University Fort Wayne

BACKGROUND

In the past, PFW assigned local administrative rights to all faculty and staff who used university-owned computers. These rights provide users with the ability to freely install or uninstall any software, modify or disable settings, etc. on their computers, in essence, granting them total control over their computers. This total control makes it convenient for the users; however, at the same time, it makes the computer and the organization more vulnerable to malicious cyberattacks. If a user's account with local administrative rights is compromised, the damage a hacker can do is significant, considerably more than if a standard account (without local administrative rights) is compromised. Potential damages may include the following:

- Severe financial loss
- Blemished brand reputation
- Loss of intellectual property
- Credential theft
- Widespread interruption to university operations (downtime to critical systems, etc.)
- Etc.

In the wake of exponential growth in cyberattacks year after year within organizations of higher education, and considering the potentially devastating costs attached to successful breaches, PFW has made changes to how local administrative rights are assigned.

MANDATE FROM PURDUE SYSTEMS SECURITY

The decision to change how PFW assigns local administrative rights was handed down from the centralized security level, the Purdue Systems Security group (PSS), to reduce risk of system compromise.

DETAILS OF THE CHANGE

Most university faculty and staff do not need local administrative rights on their devices, so, per security best practices, it is assumed that all end users do not need local administrative rights. Under this assumption, all new computers are built without local administrative rights and when existing computers are re-built, it is done without local administrative rights. In the past, the default was that everyone received local administrative rights; now, the default is that no one receives local administrative rights.

Of course, some faculty and staff do need local administrative rights on their devices to effectively function within their jobs, so exceptions to the practice detailed above can be made. To request a local administrative rights exception, an end user will need to contact the IT Services Help Desk to open up a ticket. After a ticket is opened, representatives from IT Services will review the request and work with the requester to gather information and to ensure access to necessary resources is granted (see Mitch Davidson's Statement below for specifics). If facilitating access to necessary resources can be conveniently accomplished in other ways (packaging and deploying via Software

Center, remotely connecting to end users' computers to install software, etc.), local administrative rights will not be granted.

PERCEPTION OF THE CHANGE

This change should not be seen as a denial of access to resources that PFW faculty and staff need. Instead, it should be seen as an alternate route to travel for PFW faculty and staff to gain access to the resources they need, for the sake of security. PFW faculty and staff will continue to have access to all of the resources they need to perform their duties. Most will be fine with a standard account; some will need elevated access. Yes, this change does carry with it some inconvenience, as do other implemented security measures such as Multi-Factor Authentication, but the benefits to the individual and to the university far outweigh the inconvenience.

STATEMENT FROM MITCH DAVIDSON, ASSOCIATE VICE CHANCELLOR AND CIO

Mitch Davidson wrote the following as a detailed response to a local administrative rights question during a formal security audit:

Purdue University Fort Wayne Information Technology Services is committed to limiting the number of end users we allow to have administrative rights on their respective computers.

All end users, per security best practices, are assumed to not need administrative rights on computers, either permanent or temporary. If an end user requests administrative rights, a technical representative of PFW IT Services is assigned to work with that user to chaperone whatever process the end user believes requires administrative rights, by elevation, and when the task is completed, those rights are rescinded.

In the case where it is determined that an end user requires administrative rights for an extended period of time, unsupervised, we have implemented a procedure that requires an end user who requests extended administrative rights to be vetted by me. I then consult with appropriate ITS staff to determine necessity and what our options are.

If it's determined the end user requires extended administrative rights, a record of that approval is created. A separate Active Directory account is then created and assigned to that user, usually taking the form of username-LA, where username is the end users' regular Active Directory account. This has been the case, for example, with Engineering Technology and Computer Science faculty who are frequently (i.e. daily) performing tasks that require local admin access to specific systems. To not provide it would impact their ability to perform their position duties, or it would require so much assistance from ITS as to make it overly burdensome for all parties.

On computers running the Windows operating system, the -LA account is then associated via Active Directory Group Policy Object (GPO) to the Active Directory computer name that admin rights have been requested for. The end user is then educated on the use of the -LA account, including elevating privileges when prompted. A similar process, again using the assigned -LA account, is employed via PFW's Jamf Cloud device management software for Apple Macintosh computers.

Systems have been and are being encrypted as time and resources allow and is standard on all new hardware implementations.

Executive Committee Report on Administrative Compliance 2019-2020

March 29, 2023

SD 19-1: Changes to Academic Programs and Structures

- Not complied with
- Administration engaged in an important change of academic structure, namely a reorganization resulting in the elimination of the College of Professional Studies, without going through structures and processes of shared governance on the campus of Purdue University Fort Wayne.

SD 19-23: Amendment to the Bylaws Concerning the Work of Two Subcommittees

- Not complied with
- Administration engaged in an important change of academic structure, namely a reorganization resulting in the elimination of the College of Professional Studies, without following Fort Wayne Senate Bylaws. Specifically, it did not request reports from the Curriculum Review Subcommittee and the Graduate Subcommittee.

SD 19-24: Procedures Used by Two Subcommittees

- Not complied with
- Administration engaged in an important change of academic structure, namely a reorganization resulting in the elimination of the College of Professional Studies, without following the procedures outlined in SD 19-24. Specifically, it did not follow procedures IV(B) through IV(H) of that document.

SD 19-3: Senate Ad-Hoc Committee to Restore College TV

- Complied with
- Administration did cooperate with requests from the ad hoc Senate committee
- Administration did provide, as the Chancellor's designee, a non-voting member of the committee

SD 19-11: Academic Joint Statement on the Escalation of Tensions in Hong Kong

- Not complied with
- Administration did not notify Purdue President or Purdue Board of Trustees about the Fort Wayne Senate's passage of this resolution

SD 19-26: Shared Governance over Summer 2020

- Partly complied with
- Administration made some decisions on its own that, under SD 19-26, would require Senate action.
- Administration did explain such decisions and its rationales for decision-making during three informal (i.e., non-business) summer sessions of the Senate.
- Elected faculty leaders disagreed with some Administration decisions and decision-making processes, but Administration did confer with them throughout the summer.

SD 19-28: PFW CARE Funds

- Complied with
- Administration did report to the Senate on how this money was distributed.

- The report was presented in October rather than September due to an Executive Committee procedural oversight.

SD 19-29: Faculty Roles in Advising

- Partly complied with
- Administration did not provide opportunities for interested colleges and departments to have faculty hold virtual meetings with incoming students during the Summer 2020 online orientation.
- Administration did work with faculty leaders to produce a publicly released May 18, 2021 memo outlining specific ways in which faculty are to have a “genuine, substantial, and direct” role in advising students during their first thirty PFW credit hours and beyond. This memo applies to the new ongoing advising system designed by the SS 3.1 Implementation Team.