

FORT WAYNE SENATE AGENDA
MONDAY
MARCH 14, 2011
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of February 14, 2011
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Indiana University – S. Davis
 - b. Purdue University – R. Barrett
5. Report of the Presiding Officer – M. Nusbaumer
6. Committee reports requiring action
Faculty Affairs Committee (Senate Document SD 10-14) – P. Dragnev
7. New business
8. Committee reports “for information only”
 - a. Executive Committee (Senate Reference No. 10-13) – K. Pollock
 - b. Faculty Affairs Committee (Senate Reference No. 10-14) – P. Dragnev
9. The general good and welfare of the University
10. Adjournment*

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

Approving
R. Barrett
S. Davis
D. Liu
M. Nusbaumer
K. Pollock, Chair

Non Voting
A. Downs

Absent
M. Dixon
A. Ushenko (sabbatical)

Attachments:

“Faculty Workloads and Evaluation (Supersedes SD 87-32 [Faculty Workload, Evaluation and Reward] and SD 93-9 [Faculty Roles, Workloads, and Rewards])” (SD 10-14)
“Items under consideration by Senate Committees and Subcommittees” (SR No. 10-13)
“SD 10-06 report of the Faculty Affairs Committee” (SR No. 10-14)

Senate Document SD 10-14
(Amends Senate Document SD 97-8)
(Amended, 12/13/1999)

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
Peter Dragnev, Chair

DATE: 16 February 2011

SUBJ: Faculty Workloads and Evaluation (Supersedes SD 87-32 [Faculty Workload, Evaluation and Reward] and SD 93-9 [Faculty Roles, Workloads, and Rewards])

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, the Fort Wayne Senate in Senate Document SD 10-6 directed the Faculty Affairs Committee to “review all Senate Documents that relate to promotion and tenure, reappointments, and Option 1/2 status and assure that the documents are internally consistent and apply fairly to all IPFW faculty”;

BE IT RESOLVED, that the Senate approve the attached amendment to SD 97-8 Faculty Workloads and Evaluation policy.

Approving

S. Beckman
P. Dragnev, Chair
M. Masters,
W. McKinney
D. Mueller

Absent

J. Garrison
A. Ushenko

FACULTY WORKLOADS AND EVALUATION

IPFW shall practice the following policy on faculty workloads and evaluation:

WORKLOADS

1. The standard faculty workload at IPFW is twelve semester credit hours. At the time of their initial appointment, unless otherwise provided in writing, tenure-track faculty with the rank of instructor will teach the equivalent of four lecture courses each semester, and tenure-track faculty with the rank of assistant professor or above will teach the equivalent of three lecture courses each semester and will receive the equivalent of one lecture course of released time for research.*
2. Either after the award of tenure and promotion, or **at least** five years after the award of tenure, faculty at the rank of Assistant Professor or above may choose one of the following:
 - a) The equivalent* of three (3) lecture courses each semester and execution of a research program.
 - b) The equivalent* of four (4) lecture courses each semester.
3. Other adjustments in the workload of individual faculty may be made from time to time after consultation between the department chair and the faculty member and with the approval of other appropriate administrators. Overload teaching with or without pay, extraordinary service assignments within or outside the university, student advising beyond what is normal or expected, or research which places great demands upon the faculty member are examples of conditions which may justify such adjustments.
4. Faculty may change their workload as described in 2. above by notifying chairs and deans before the next semester's schedule is finalized. Faculty may initiate discussions with the department chair regarding the adjustments described in 3. above at any time, but adjustments approved shall not be implemented until this can be done without serious inconvenience to the department. Faculty not yet eligible to make these choices shall continue to be responsible for their current workload.

EVALUATION

Annual evaluation criteria for faculty with the research reduction shall include the expectation of teaching **and service** effectiveness as well as demonstrable pursuit of an active research program. Teaching, service and progress in research shall be reflected in annual evaluation

commentary and salary increments. **Criteria** for teaching, research and service effectiveness shall be ~~defined~~ **established** by departments in consultation with deans. These department ~~statements~~ **criteria** shall be written and copies shall be available to all faculty in the department. ~~** Statements~~ **Criteria** shall be filed with OAA for information and evaluation shall be based on those ~~statements~~ **criteria**. Other expectations for faculty shall be clearly articulated so that 1) faculty know what is expected of them and how evaluation will take place and 2) others involved in evaluation understand the process and their roles in it.

Annual evaluation criteria for faculty without the research reduction shall include the expectation of teaching and service effectiveness but not pursuit of an active research program. Teaching and service effectiveness shall be defined and evaluated as described above. Department chairs and/or department committees will evaluate the service contribution of faculty as defined in appropriate university documents, except that faculty with time excused from teaching and research for service will be evaluated on the basis of their assigned service activities.

In accordance with other university documents where evaluation of teaching, research, and service is described, faculty shall, for promotion, be expected to show appropriate performance in all areas. This document shall not be interpreted as changing criteria for promotion and tenure, nor as affecting the expectation that all faculty will maintain currency in their respective fields.

Nothing in this document precludes the promotion of any faculty member to associate or full professor.

Each faculty member shall be treated equitably regarding salary and annual increments. Increments should be based upon the relative value of the professional activity to the department's program and the quality of the individual's performance of assigned professional responsibilities. Promotions, leaves and/or sabbaticals shall not prevent an individual from receiving merit consideration for work accomplished during a review period.

REVIEW

This policy shall be reviewed as necessary or upon request from the administration or the Senate.

*Equivalencies shall be defined by each department in consultation with the appropriate dean and consistent with university policy. Research is understood to mean all forms of scholarly activity and creative endeavor, including pedagogical and applied research.

In schools without departments, these ~~statements~~ **criteria would be school ~~statements~~ **criteria**.

TO: The Senate
FROM: Executive Committee
DATE: 28 February 2011
SUBJ: Items under Consideration by Senate Committees and Subcommittees

The Executive Committee has asked Senate committee and subcommittee chairs to report items under discussion in the various committees. The following is a compilation of what was submitted.

Educational Policy Committee

James Toole, Chair

1. Continued to discuss possible improvements in mid-term grade reporting (for student athletes, students in Collegiate Connection, etc.).
2. Appointed EPC's representative to the Assessment Council.
3. Discussed the Academic Advising Council's concerns about last year's passage of SD 09-13, which requires the instructor's signature in order to change to audit.

Subcommittees of the Educational Policy Committee:

Calendar Subcommittee

Stella Batagiannis, Chair

1. Nothing at this time.

Continuing Education Advisory Subcommittee

Denise Buhr, Chair

1. No report received.

Curriculum Review Subcommittee

Ann Livschiz, Chair

1. Nothing at this time

Developmental Studies Subcommittee

Sue Mau, Chair

1. No report received.

General Education Subcommittee

Margit Codispoti, Chair

1. In the process of re-certifying General Education Area VI courses.
2. Reviewing new General Education course proposals when they are submitted.

Graduate Subcommittee

David Liu, Chair

1. Nothing at this time.

Honors Program Council

Linda Wright-Bower, Chair

1. No report received.

International Services Advisory Subcommittee

1. No report received.

Faculty Affairs Committee

Peter Dragnev, Chair

1. Discussed Communications P&T documents
2. Discussed History P&T documents
3. Discussed VPA P&T documents
4. Sent out a call for the Associate Faculty Teaching Award (due March 25)
5. Considered Associate Vice Chancellors upward feedback forms

Subcommittee of the Faculty Affairs Committee:

Professional Development Subcommittee

Andrew Downs

1. Providing written feedback to summer grant applicants who requested feedback.
2. Preparing to review applications for the Faculty Research Support Program and Mid-career Faculty Support Program (applications due 3/1).
3. Reviewing our policies and procedures.

Indiana University Committee on Institutional Affairs

Stanley Davis, Chair

1. Conducted the election for the Indiana University University Faculty Council.
2. Attending IU University Faculty Council agenda and committee meetings via teleconferencing.
3. Informing faculty and administration of issues coming before the IU University Faculty Council.
4. Held election for the IU Faculty Board of Review.

Nominations and Elections Committee

Myeong Hwan Kim, Chair

1. Conducted the election for the ratification of the Constitution.
2. Conducted the election for the Purdue University Speaker.
3. In the process of collecting faculty nominations for various Senate committees and subcommittees.

Purdue University Committee on Institutional Affairs

Robert Barrett, Chair

1. Reviewed and approved changes to SD 98-14: Grievance Procedures for Academic Personnel at IPFW.

Student Affairs Committee

Suzanne LaVere, Chair

1. Nothing at this time.

Subcommittee of the Student Affairs Committee:

Athletics, Subcommittee on

Mark DeLancey, Chair

1. Reviewing whether to allow a home game during finals next December versus Dartmouth for the Men's basketball team.
2. Met to review an academic appeal for a member of one of the Men's sports teams.

University Resources Policy Committee

Ann Livschiz, Chair

1. Revised Ethical Guidelines for Computer Users at IPFW (sent to us by the Senate Executive Committee), and submitted it as an action item for December 13 Senate meeting.
2. Discussed a proposed resolution on the average faculty salaries by rank (2009-2010), Indiana Public Baccalaureate Institutions (sent to us from BAS), and submitted it as an action item "URPC Resolution about the fulfillment of the IPFW Strategic Plan regarding faculty salaries" for December 13 Senate meeting.
3. Discussed a proposed resolution on the decision-making process regarding salaries and benefits at IPFW (sent to us from BAS) and submitted it as an action item for November 8 Senate meeting.
4. Considered a question from a concerned faculty member about parking permits.
5. Considered a suggestion from the Presiding Officer of the Senate that URPC get involved with the emergency notification system plan.
6. Mandi Witkovsky is the new URPC representative to the Space Committee.

Subcommittees of the University Resources Policy Committee:

Academic Computing and Information Technology Advisory Subcommittee

Jens Clegg, Chair

1. No report received.

Budgetary Affairs Subcommittee

Brian Fife, Chair

1. The members of the Budgetary Affairs Subcommittee are currently drafting a biennial report to submit to the Fort Wayne Senate in the April, 2011 meeting.

Library Subcommittee

Suzanne LaVere, Chair

1. Helmke Library Funding Concerns and Recommendations.
2. Beginning to compile revisions for a document tentatively titled "*Value of IPFW Helmke Library: A Report that will detail the library's role in the academic mission of IPFW.*"

FROM: Faculty Affairs Committee

TO: Fort Wayne Senate

DATE: February 23, 2011

RE: SD 10-06 report of FAC

1. As a result of SD 10-06 the committee has started the process by issuing a call to the Faculty for identifying concerns associated with (i) P&T process; (ii) Review and reappointment; (iii) Option 1/Option 2. The initial deadline was set for March 1; however, we have received calls from various entities, such as FACET, CELT, as well as faculty to extend the deadline, so these groups can meet, discuss and summarize their concerns/suggestions. Therefore, Faculty Affairs Committee would like to extend the original deadline to April 1.

2. Following its deliberations of the Option 1/Option 2 issue, FAC has suggested an amendment to SD 97-08 (see attached). It addresses some minor internal inconsistencies, as well as a concern that faculty in Departments with established criteria of research, teaching, and service effectiveness and faculty in Department without such criteria are being treated unfairly across Schools, Departments, and Programs.

3. FAC has started deliberations of the review and reappointment process. The Third Year Review process is relatively new, and there is a clear move by Departments to establish/align their criteria and/or procedures for this process. Currently, FAC is discussing the issue of reappointment and the extent of faculty input in the process.

4. Various aspects of the most important issue, the P&T procedures/criteria at IPFW, have been on the agenda of the Faculty Affairs Committee since the start of Fall 2008 (initially brought about by Nash Younis). In Spring of 2009 VCAA and FAC drafted a two-step process similar to the Campus P&T election/selection procedure to create a special body to study and address concerns with P&T procedures/criteria. Schools had to elect representatives willing to serve on this body, and the VCAA in consultation with the Faculty Affairs Committee had to appoint some of these representatives. The process was brought to a halt by the Executive Committee. It examined the P&T documents during 2009-2010 academic year and suggested some revisions, the major one being with the deadline of inclusion of any documents in P&T case. <http://new.ipfw.edu/dotAsset/216320.pdf>

Continuing the process, the Executive Committee put forward SD 10-06 that expanded the charge to FAC. Simultaneously, the Re-imagining initiative focused the attention of the Faculty to the issue of P&T procedures/criteria, and any concerns raised on the Re-imagining blog were

included by FAC. There has been extensive communication between the Executive Committee, FAC, and the Senate leadership. Both Speakers have attended a FAC meeting this semester. The task force that studied OAA memoranda pertaining to P&T, review and reappointment, Option 1/Option 2 has relayed their report to FAC. COAS Executive Committee has related their concerns and suggestions

As a result, the Faculty Affairs Committee intends to summarize concerns or suggestions that resulted from its call and draft a plan of action for next year. We anticipate that the process of studying P&T procedures/criteria will be very thorough and thoughtful and may take a good portion of next year. We note that there are more than the usual number of vacancies on this committee this year and appeal to the Senate membership to consider running for this important committee.