

FORT WAYNE SENATE AGENDA
MONDAY
SEPTEMBER 9, 2013
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of April 8, 15, and 22 2013
3. Acceptance of the agenda – B. Valliere
4. Reports of the Speakers of the Faculties
 - a. Indiana University – M. Nusbaumer
 - b. Purdue University – P. Dragnev
5. Report of the Presiding Officer (Senate Reference No. 13-1) – A. Downs
6. Committee reports requiring action
 - a. Faculty Affairs Committee (Senate Document 12-17) –
 - b. Faculty Affairs Committee (Senate Document 12-22) –
7. New business
 - a. Mike Nusbaumer Resolution (Senate Document 13-1) – M. Nusbaumer
 - b. Executive Committee (Senate Document 13-2) – B. Valliere
8. Committee reports “for information only”
9. The general good and welfare of the University
10. Adjournment*

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

<u>Approving</u>	<u>Non Voting</u>	<u>Absent</u>
A. Downs	J. Malanson	
P. Dragnev		
M. Nusbaumer		
K. Pollock		
B. Valliere, Chair		
Y. Zubovic		

Attachments:

- “Report on Senate Documents” (SR No. 13-1)
“Promotion and Tenure Criteria Document” (SD 12-17 [postponed from April 2013 Senate meeting])
“Procedures for Promotion and Tenure” (SD 12-22 [postponed from April 2013 Senate meeting])
“Examine Current Promotion and Tenure Documents” (SD 13-1)
“Approval of replacement member of the Executive Committee” (SD 13-2)

TO: The Senate

FROM: Andrew Downs, Presiding Officer
Fort Wayne Senate

DATE: August 26, 2013

SUBJ: Report on Senate Documents

Listed below are the documents considered by the Senate this past academic year. I am distributing this for information only.

- SD 12-1 "Amendment to the Bylaws of the Fort Wayne Senate: Purdue University Committee on Institutional Affairs" – Approved, 9/10/2012
- SD 12-2 "Request to amend the College of Education and Public Policy's Promotion and Tenure Procedures" – Approved, 9/10/2012
- SD 12-3 "Faculty Workload Document" – Amended and Recommitted to the Faculty Affairs Committee
- SD 12-4 "Academic Calendar Formula" – Approved, 10/15/2012
- SD 12-5 "Academic Calendar for 2015-2016" – Approved, 10/15/2012
- SD 12-6 "Approval of replacement member of the Honors Program Council" – Approved, 10/15/2012
- SD 12-7 "Proposal to "end" current Chancellor Emeritus Office" – Referred back to Committee, 12/10/2012
- SD 12-8 "Faculty Administrator Compensation" – Approved, 12/10/2012
- SD 12-9 "Sabbaticals for Administrators Holding Faculty Rank" – Approved, 12/10/2012
- SD 12-10 "Change to the Audit Deadline" – Approved, 12/10/2012
- SD 12-11 "Library Promotions and Tenure Procedures (SD 89-4)" – Approved, 2/11/2013
- SD 12-12 "Investigation of Dual Credit Programs" – Amended and Approved, 2/11/2013

- SD 12-13 “Admissions Criteria” – Amended and Approved, 2/11/2013
- SD 12-14 “Change in General Education Program” – Amended and Approved, 4/1/2013
- SD 12-15 “Recommendation for Organizational Structure of General Studies” – Amended and Approved, 4/8/2013
- SD 12-16 “Amendment to the Bylaws of the Fort Wayne Senate: Section 5.3.3.6, International Services Advisory Subcommittee” – Approved, 4/8/2013
- SD 12-17 “Promotion and Tenure Criteria Document” – Postponed until September 2013 Senate meeting, 4/15/2013
- SD 12-18 “Change in Summer Compensation Guidelines” – Approved, 4/15/2013
- SD 12-19 “Proposal to Reduce the Damage from Un-strategic Cuts in spring 2013” – Approved, 3/27/2013
- SD 12-20 “Amendment to the Bylaws of the Fort Wayne Senate: FAC charge” – Approved, 4/15/2013
- SD 12-21 “SD 91-20 Extension of Probationary Period for Justifiable Cause” – Approved, 4/15/2013
- SD 12-22 “SD 88-13 Procedures for Promotion and Tenure” – Postponed until September 2013 Senate meeting, 4/15/2013
- SD 12-23 “Proposed Amendment to Senate Document SD 03-15” – Approved, 4/22/2013
- SD 12-24 “Motion to amend Senate Document SD 88-13” – Approved, 4/22/2013
- SD 12-25 “Continue Participation in Summit League” – Approved, 4/22/2013

Senate Document SD 12-17
Deferred till September 2013

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marcia Dixon, Chair
Faculty Affairs Committee

DATE: February 26, 2013

SUBJECT: Promotion and Tenure Criteria Document

DISPOSITION: To the Executive Committee for inclusion in the next senate meeting

WHEREAS, There are three senate documents governing Promotion and Tenure criteria (SD 88-25, SD 94-3, and SD 05-12 [Librarians]) and one commentary (on SD 88-25);

WHEREAS, These documents are not wholly in agreement;

WHEREAS, Faculty Affairs Committee was asked to synthesize these documents into one document;

WHEREAS, once that was accomplished, feedback was solicited from faculty and incorporated into the new document,

BE IT RESOLVED, the Fort Wayne Senate approve the attached document, *IPFW Criteria for Tenure and Promotion* to supersede SD 88-25 Criteria for Promotion and Tenure, SD 94-3 Promotion and Tenure Guidelines, and SD 05-12 Criteria for Promotion and Tenure for Librarians.

Red = amendments that have been approved so far.

IPFW CRITERIA FOR TENURE AND PROMOTION

The most important decisions of the faculty of a university are in respect to the permanent composition of the faculty centered around tenure and promotion. With tenure, faculty receive the opportunity to teach, study, and serve for the duration of their professional career in a community which protects academic freedom, provides adequate material rewards, and encourages intellectual growth. The university, for its part, benefits from the confident and disciplined pursuit of excellence undertaken by tenured faculty.

Tenure is awarded on the basis of Teaching (communication of knowledge and the manner of its acquisition or discovery to the immediate community of students and scholars, the profession, and society at large, or in the case of librarians performance of librarianship duties; enabling student learning), Scholarship (the acquisition, discovery, appraisal and dissemination of knowledge and creative endeavor), and Service to the institution (including department, college and university), the profession, and the community at large.

The decision to grant tenure must depend in part on what has been achieved in teaching, scholarship, and service, and, to a greater degree, on what the candidate can reasonably be expected to achieve in these areas in the future. The granting of tenure then results from positive university action rather than a legal obligation or a reward; tenure can be acquired only as a result of positive action. In contrast to tenure, promotion in rank is more heavily dependent upon evidence of professional achievement. Considerations of promise of continued development and the candidate's contribution to the particular mission of her/his unit are also important, but less crucial. The application of criteria in promotion decisions provides evidence of the university's values and the seriousness with which they are applied. Promotions measure, reward, and inspire accomplishment.

Both promotion and tenure decisions are recognition of an engaged teacher committed to enhancing student learning, an engaged scholar committed to advancing his/her discipline and/or academia, and an engaged university citizen committed to faculty governance as well as professional and/or community service.

Favorable action shall result when the individual has demonstrated, in one area of endeavor, a level of excellence appropriate to the proposed rank and competence in the other two areas. Failure to promote may arise, however, from unsatisfactory performance in any area. Promotion to Associate Professor is based upon actual performance and the potential for continued professional growth.

Promotion and tenure criteria should be viewed as guidelines for faculty development and faculty workload. Each department will develop a promotion and tenure policy of its own, setting criteria for excellence and satisfactory achievement in teaching, scholarship, and service. The policy should define what the department means by "teaching," "scholarship," and "service" and list activities and achievements properly associated with those terms, along with quantitative and/or qualitative standards by which they may be judged. **Quality should be more important than quantity.**

The department policy should be consistent in content and criteria for quality with those governing promotion and tenure in comparable departments at other universities. The policy must also be consistent with applicable college, campus and Purdue University or Indiana University system criteria for promotion and tenure.

The IPFW faculty recognize that Teaching, Scholarship, and Service are not mutually exclusive. Scholarship is a broad category incorporating activities from disciplinary research, creative endeavor, scholarship of teaching and learning (using a range of research methods, from reflection about classroom practices based on systematic observation to the application of research methods for investigation of teaching and learning) and the scholarship of engagement (a research agenda that incorporates community issues). Faculty are expected to be engaged in scholarship, teaching, and service.

A. Criteria for Tenure in the Professorial Ranks

Tenure at any rank is based upon a record of engaged teaching, scholarship, and service at IPFW.

Exceptional circumstances for tenure without promotion as an assistant professor

The award of tenure at the end of the probationary period as an assistant professor is linked to promotion. Both Indiana and Purdue Universities recognize that in exceptional circumstances these decisions may not be made at the same time. A recommendation to award tenure without promotion is based upon evidence of:

1. a record of engaged teaching, scholarship and service,
2. the likelihood of promotion to associate professor in the near future, and
3. the unusual importance of the individual's contribution to the university.

Cases for tenure in these exceptional circumstances must address each of these points.

B. Criteria for Promotion to Senior Instructor

A tenured instructor who has established a record of excellence in teaching and continued satisfactory achievement in the other duties (as listed below) is eligible for promotion to Senior Instructor.

1. A high level of teaching performance (as attested to by such traditional measures of classroom instruction as student and peer evaluations, results of common examinations, review of classroom materials and student work, contributions to curricular development, and teaching awards).
2. A record of satisfactory achievement in service, particularly service related to teaching.
3. Other activities that support teaching, demonstrate a consistent pattern of professional growth, establish connections with professional peers in the region or nation, and maintain currency with pedagogic developments elsewhere (as attested to by such activities as the design and analysis of instructional innovations, presentations at conferences and workshops, or writing for publication).

C. Criteria for Promotion within the Professorial Ranks

1. Teaching or Librarianship

An engaged faculty member is one who displays a spirit of scholarly inquiry which leads him/her to develop and strengthen course content as well as to improve student learning. IPFW faculty are expected to be engaged professors who demonstrate a significant commitment to the education of IPFW students.

If teaching is the primary basis for promotion to associate professor, the candidate should guide and inspire students and stimulate their intellectual interest and enthusiasm. In addition to establishing a record of excellent teaching performance, a candidate for promotion to professor based on excellence in teaching should also have contributed to the general improvement of instruction. This may be manifested in many forms including, but not limited to, pedagogical publications, presentations, curricular developments, and scholarship that enhances student learning.

The equivalent to teaching for librarians is librarianship which must be their area of excellence. Therefore, librarians are expected to make contributions toward the library's and university's mission and/or goals and strive to improve performance and knowledge to provide quality services.

Evidence to support the documentation of teaching or librarianship should represent multiple measures.

2. Scholarship

An engaged faculty member is expected to establish a long-term program of scholarship. ~~Scholarship is a broad category incorporating activities from disciplinary research, creative endeavor, scholarship of teaching and learning, or scholarship of engagement.~~ **The specific definition of scholarship belongs to the department.** This work should reach and be favorably acknowledged by an audience that extends beyond the campus. Faculty are expected to be current in their discipline and to share their expertise with peers at IPFW and other institutions.

If scholarship is the primary basis for promotion to associate professor, the candidate should have demonstrated substantial achievement beyond the terminal degree. If scholarship is the primary basis for promotion to professor, the candidate's work should have gained recognition at the **state, regional, and national** and/or international level.

Evidence to support the evaluation of scholarship should represent multiple measures.

3. Service

An engaged faculty member is expected to take an active role in the campus beyond teaching and scholarship or creative endeavor; they must participate in institutional service and are encouraged to contribute their expertise to the community, state, and nation and to participate in service to professional organizations. If service is the primary basis for promotion, it should represent a consistent and long-term pattern of important service activities or an extraordinary achievement of special value to the campus, community, or profession.

Individual members of the Faculty should provide evidence of service adequate to enable its fair assessment.

Policies should also take into account the possibility that certain service activities may overlap with activities in the other two areas.

Senate Document 12-22
Deferred till September 2013

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marcia Dixson, Chair
Faculty Affairs Committee

DATE: March 23, 2013

SUBJECT: SD 88-13 Procedures for Promotion and Tenure

DISPOSITION: For action at the next Senate meeting

WHEREAS, Faculty Affairs Committee was asked to look at P & T criteria documents and reconcile them into one document;

WHEREAS, during that process, feedback was solicited in multiple ways from faculty;

WHEREAS, part of the feedback received addressed procedures rather than criteria;

WHEREAS, the Faculty Affairs Committee feels those procedural concerns should be addressed;

BE IT RESOLVED, that the attached changes be incorporated into SD 88-13.

PROCEDURES FOR PROMOTION AND TENURE

IPFW and its autonomous academic units shall establish, within the timeframes and by means of criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure according to the following guidelines and 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.

1.0 Decision Levels: Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level.

1.1 The department/program committee, whose composition and functions shall be established according to a procedure adopted by the faculty of the department/program and approved by the faculty of the college/school/division. The Senate Faculty Affairs Committee shall be consulted about any newly established committee composition and functions procedures, and any changes to an established procedure. The Senate shall have the right of review of this procedure. The department/program committee shall follow procedures established by the faculty of the college/school/division or, in the absence of such procedures, by the Senate.

All full-time, tenure-track members of the department shall have the opportunity to review and comment on each case for promotion and tenure. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.

The appointment letter of a faculty member to more than one academic unit shall identify that department/program whose tenure/promotion process shall apply to the appointee.

1.2 The chief academic officer of the department/program

1.3 The college/school/division committee(s), established by the college/school/division faculty, incorporated into the documents which define the procedures of faculty governance within the college/school/division, 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.

Nothing in this document shall be construed as requiring a college/school or division without departments to perform a second review and make a second recommendation on promotion and tenure cases; however, when such a review and recommendation are made by a committee, the committee shall be constituted in such a way that a majority of its voting members will not have served on the first committee. **The majority of any college level committee shall be persons possessing the same or higher rank to which a candidate aspires.**

1.4 The chief academic officer of the college/school/division

1.5 The campus committee, consisting of the Chief Academic Officer of IPFW as nonvoting chair and seven tenured members of the Fort Wayne Faculty, a majority of whom hold the rank of Professor or Librarian, selected so as to provide balanced representation of the disciplinary areas. Voting members of this committee shall be elected to three-year terms, staggered in the first instance, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty. The committee members will be elected from a panel of nominees composed of at least two representatives from the faculty of each college/school/division selected according to procedures adopted by the college/school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the college/school/division. Voting members of this committee 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 serve as department chair for the candidate under consideration. Faculty members shall not serve on this committee in a year when their own cases are pending. The purposes of this committee are to review the actions of the earlier decision levels to assure that the candidate is afforded basic fairness and due process in accordance with established university policies and procedures and to assess the adequacy and sufficiency of the evidence. The direct submission to members of materials which are not part of the promotion and/or tenure case dossier is prohibited.

1.6 The chief academic officer of IPFW

1.7 The chief administrative officer of IPFW, to forward recommendations to the President of Indiana University and to the President of Purdue University

2.0 Case Process

2.1 All cases for promotion and/or tenure shall pass sequentially through the decision levels above. No additions to the case other than updating the status of items already included in the case can be made to the candidate's case after a final vote by the department/program committee. **Deadlines for submission to each level should be published no later than March 15 of the preceding academic year.**

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote 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 to be included with the case when it is sent forward to the next level. 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 previous level(s). Committee chairs shall distribute copies to committee members.

2.3 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.

2.4 All levels of decision making should use the departmental criteria as the primary criteria by which candidates are evaluated. Department criteria should be approved by the appropriate college committee only regarding its compliance with approved Senate documents and College documents.

2.5 Should departmental criteria change, faculty already in the tenure process at the time of the change may choose to use the previous criteria. Similarly, if a change in departmental criteria is executed, there will be a five year period wherein faculty putting forth promotion cases may choose to use the old criteria.

3.0 Individual Participation

3.1 Only tenured faculty may serve as voting members of promotion and tenure committees at any level.

3.2 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.

3.3 The department/program 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/school/division committees. In the event that the chief academic officer of a department, program, college, school, or division serves as ex-officio member

of a committee, then that person shall not vote during that committee's deliberations and decisions.

PROCEDURES FOR THIRD YEAR REVIEW

Departments will review the progress of probationary faculty toward tenure during the third probationary year. This review will occur at the time of the fourth reappointment, that is, for reappointment for the fifth year of the probationary period, normally initiated during February of the third probationary year.

4.0 Third year review shall occur at the first level (department or program committee referred to in 1.1 above) and shall result in a written recommendation to the second level (1.2 above) for reappointment for the fifth year of the probationary period.

4.1 The recommendation for reappointment made by the department/program committee shall be considered by all other levels involved in making the reappointment recommendation during the third year. Ordinarily those levels are those referred to in 1.2, 1.4, 1.6, & 1.7 above.

4.2 Departments and programs may use similar procedures to recommend reappointment in other probationary years.

(Amended, 12/12/1988)

(Amended & Approved, 1/16-1/23/1989) (Amended, 11/14/1994) (Amended, 4/10/1995)

(Amended, 4/13/1998) (Amended, 4/12/1999) (Amended, 3/18/2002)

(Amended, 10/21/2002)

(Amended, 4/21/2003)

(Amended, 9/8/2003)

(Amended, 1/12/2004)

(Amended, 11/12/2007)

(Amended, 4/14/2008)

(Amended & Approved, 3/15/2010)

TO: IPFW Senate
FROM: Michael Nusbaumer
DATE: August 26, 2013
RE: Examine Current Promotion and Tenure Documents

Whereas the Senate is attempting to make numerous, major revisions to the Promotion and Tenure documents currently on the floor and

Whereas there are more suggested change forthcoming and

Whereas attempting such significant change on the Senate Floor are not the most effective or efficient means for making such changes and

Whereas recent changes in these documents have created confusion for many in regard to the operation of committees above the departmental level and

Whereas documents identifying departmental decisions in regard to Promotion and Tenure as carrying the “preponderance” of weight in the decision-making process remains unclear and

Whereas the meaning, operationalization and weight of “future promise” remain unclear in the tenure decision and

Whereas recent Promotion and Tenure decision-making at certain levels has been found by the IU Board of Review to be based upon unspecified criteria that appears inconsistent with written Senate policies, and

Whereas recent Promotion and Tenure decision-making was inconsistent with past practices

Be it resolved that FAC assemble a 13 member Task Force to examine current Promotion and Tenure documents and recent events to develop a consistent, clear and coherent set of documents for Senate consideration and

Be it further resolved that this Task Force be Chaired by the Presiding Officer of the Senate Non-voting) and staffed by the two Speakers of the Faculty, Two elected representatives from A&S and one elected from each additional College/School, one from Senate FAC, one from the Campus P&T Committee and the VCAA. Representatives ideally will have P&T committee experience beyond the department level.

Be it further resolved this Task Force will bring the appropriate documents to the Senate for consideration no later than the March Senate meeting

MEMORANDUM

TO: Fort Wayne Senate

FROM: Brenda Valliere, Chair
Executive Committee

DATE: August 27, 2013

SUBJ: Approval of replacement member of the Executive Committee

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that "... Senate Committees ... shall have the power to fill Committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting"; and

WHEREAS, There is one vacancy on the Executive Committee; and

WHEREAS, The Executive Committee has appointed Jeffrey Casazza as replacement member for the remainder of the 2013-14 academic year; and

BE IT RESOLVED, That the Senate approve these appointments.