

Minutes of the
Fourth Regular Meeting of the Thirty-First Senate
Indiana University-Purdue University Fort Wayne
December 12, 2011
12:00 P.M., Kettler G46

Agenda

1. Call to order
2. Approval of the minutes of October 17 and November 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 – P. Dragnev
5. Report of the Presiding Officer – R. Barrett
6. Committee reports requiring action
 - a. Indiana University Committee on Institutional Affairs (Senate Reference No. 11-11) – S. Davis
 - b. Faculty Affairs Committee (Senate Document SD 11-10) – M. Masters
 - c. Executive Committee (Senate Document SD 11-11) – K. Pollock
 - d. Executive Committee (Senate Document SD 11-12) – K. Pollock
7. Question Time (Senate Reference No. 11-12)
8. New business
9. Committee reports “for information only”
 - Curriculum Review Subcommittee (Senate Reference No. 11-13) – A. Livschiz
10. The general good and welfare of the University
 - Rose Costello and Melissa Helmsing discussing training programs
11. Adjournment*

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

Presiding Officer: R. Barrett
Parliamentarian: A. Downs
Sergeant-at-Arms: G. Steffen
Secretary: J. Petersen

Attachments:

- “Results of the Election of the Indiana University Faculty Board of Review” (SR No. 11-14)
“Changes to College of Arts and Sciences Promotion & Tenure document” (SD 11-10)
“Request for approval of Arts and Sciences Faculty Document 89-1, Amendment to the Governance Document--Addition of policy on procedures for promotion and tenure” (SD 89-13)
“Approval of replacement member of the Indiana University Committee on Institutional Affairs” (SD 11-11)
“Support for IU South Bend – IU Medical Plans Benefits Resolution (11/18/2011)” (SD 11-12)

Senate Members Present:

J. Badia, S. Batagiannis, A. Benito, C. Bradley, W. Branson, J. Casazza, M. Codispoti, C. Crisler, C. Crosby, S. Davis, M. Dixon, P. Dragnev, C. Drummond, C. Duncan, C. Gurgur, L. Hite, D. Huffman, Z. Isik-Ercan, R. Jensen, D. Kaiser, M. Kim, D. Lindquist, D. Liu, A. Livschiz, H. Luo, M. Masters, G. McClellan, W. McKinney, A. Merz, A. Montenegro, J. Niser, H. Odden, K. Otani, K. Pollock, M. Qasim, L. Roberts, A. Schwab, R. Sutter, Z. Todorovic, J. Toole, B. Valliere, M. Wartell, R. Weiner

Senate Members Absent:

M. Alhassan, A. Argast, S. Berry, C. Chauhan, S. Ding, A. Eroglu, M. Lipman, D. Miller (sabbatical), G. Mourad, P. Ng, C. Nicholson, J. Taylor, A. Ushenko, M. Yen, Y. Zubovic

Visitors Present: R. Costello, J. Dahl, M. Franke, R. Kostrubanic, P. McLaughlin, R. Wilkinson

Acta

1. Call to order: R. Barrett called the meeting to order at 12:00 p.m.
2. Approval of the minutes of October 17 and November 14, 2011: Minutes approved.
3. Acceptance of the agenda:

K. Pollock moved to approve the agenda as distributed.

The agenda was approved as distributed.

4. Reports of the Speakers of the Faculties:

a. Indiana University:

S. Davis: There have been two forums at this point that have been held, one for faculty and one for the staff, concerning the attributes that they want in the search for the new chancellor. The student forum is January 11 because they had homecoming, finals, and they just wanted to put it off until the 11th. All of the schools have been requested to get their representatives by January 17. So far, the Helmke Library and the Doermer School of Business have gotten theirs in, but all the schools were allotted a certain number of faculty members.

2) Happy holidays to all. May we come back relaxed, rested, and prepared to enter the new semester with renewed vigor.

b. Purdue University:

P. Dragnev: I join Stan Davis in wishing everybody happy holidays. I distributed the Qualtrix presidential search summary. The faculty part was done by Bob Barrett, Stan

Davis, and me, and the remainder I summarized the top five in every category. What I did was color code the Excel original files. All the data is available on the original files. As you can see, everything falls down to finances more or less, the reduction in state funding, and increasing the award of bachelor of science degrees. If you have any questions, you can e-mail me.

We had a community forum. What is important is that Joanne Brouillette, who is the Board of Trustees representative on our search committee, indicated that the community raised the same issue with the timeline: that it would be good if the candidates for the new chancellor can meet the incoming president. She indicated that this is the intention of the Board. She is on both search committees, for president and chancellor. She took on the responsibility to actually coordinate this, so, to a certain extent, that alleviates our concerns to some degree with the timeline that was set. In case we need it, the entire timeline can be shifted later. Now, in the official letter we received from Chairman Krach, they also indicate that the April date for the conclusion of the search for the president is the preliminary one. To me, that is OK. We agree that we have to be flexible.

Please do fill in the Qualtrix survey. The deadline is December 15. If you have not completed it, you can go to the chancellor search site and indicate the concerns you deem important.

5. Report of the Presiding Officer – R. Barrett:

R. Barrett: At the November Senate meeting at West Lafayette, they reapportioned themselves. The important part was that the three regional campuses still only have one seat. As Mike Nusbaumer said, what else is new?

The Executive Committee gave speaking privileges to Rose Costello and Melissa Helmsing for later on our agenda. Our vice chancellor will have a couple of remarks there.

Again, everybody have a good holiday break and come back safe. Probably the most important part of today's meeting is "welcome back" to Jacqui.

6. Committee reports requiring action:

a. Indiana University Committee on Institutional Affairs (Senate Reference No. 11-11) – S. Davis:

The ballots were distributed for the election of the Faculty Board of Review (see Senate Reference No. 11-14 for results).

b. Faculty Affairs Committee (Senate Document SD 11-10) – M. Masters:

M. Masters moved to approve Senate Document SD 11-10 (Changes to College of Arts and Sciences Promotion & Tenure document).

Motion to approve passed on a voice vote.

c. Executive Committee (Senate Document SD 11-11) – K. Pollock:

K. Pollock moved to approve Senate Document SD 11-11 (Approval of replacement member of the Indiana University Committee on Institutional Affairs).

Motion to approve passed on a voice vote.

d. Executive Committee (Senate Document SD 11-12) – K. Pollock:

K. Pollock moved to approve Senate Document SD 11-12 (Support for IU South Bend – IU Medical Plans Benefits Resolution [11/18/2011]).

Motion to approve passed on a voice vote.

7. Question Time (Senate Reference No. 11-12)

Q: What is the current status of the Transitions to Teaching program?

Ann Livschiz, Department of History

S. Davis: We usually do not have questions this brief. We would like to put this in some context. I talked to Ann this morning and there are two issues: 1) what is the current status of the Transition to Teaching program? and 2) if the program has been canceled, where was the communication? She heard from a student that the student could not get into the program because it was not available anymore.

W. McKinney: The simple answer to the question of the Transition to Teaching program is that the College of Education and Public Policy decided to end that program. The Transition to Teaching program, if you do not know what that is, is for individuals who have the requisite education in the content area. This is a path to teaching licensure, and you can find that information on the Indiana Department of Education's website. It is definitely our expectation that as soon as possible the College of Education and Public Policy will move forward with new applications for new Transition to Teaching programs in the near future.

In terms of Stan Davis and Ann Livschiz's issues with respect to communication and timetable, there was a communication problem from the very beginning. A timeline can help with this. On June 14, 2011, the associate dean from the College of Education and Public Policy (CEPP) notified the education faculty in the college that "after the current cohorts in the elementary and secondary Transition to Teaching programs, which began in Summer I conclude, we will no longer be offering a Transition to Teaching program in either content area. We knew earlier in the year that the Transition to Teaching elementary program was not approved (at the state level). We learned recently that the rejoinder for our Transition to Teaching secondary program, which had passed with conditions, was also not approved. We are encouraged us to put our energy forward in other new program areas rather than submitting new program proposals for the two Transition to Teaching programs at this time."

That was an e-mail sent out to the education faculty. It is important to understand that it was only at that time that our office learned of this issue, and that was after the college and the state had made their decisions, and the state had obviously notified the CEPP.

On June 16, 2011, at my request for a timeline, the dean and the associate dean informed our office that in June, 2010, CEPP submitted program reviews for both the elementary and secondary Transition to Teaching programs.

In mid-December, 2010, CEPP received word that the state had not approved its elementary Transition to Teaching program and, at that time, CEPP decided that, given its approaching NCATE accreditation visit, that it did not have time, at that time, to submit a new elementary Transition to Teaching proposal. Bear in mind that we did not know about it in the OAA at this point. This was within the CEPP.

In February, 2011, CEPP learned that its secondary Transition to Teaching program did pass but with conditions. The rejoinder was due May 15, 2011. It was on June 14, 2011, that the college learned that its secondary program did not pass – that the rejoinder was not approved. It was at that point that the communication went out within the college that, with the current cohort that started in Summer I, that would be the last of the group that went through.

We decided, in a meeting that I called in my office, that once NCATE was finished it would be strongly requested that the college move forward with a new proposal as soon as possible.

S. Davis: At no time were those who were advisors for other departments on campus notified.

W. McKinney: That is an issue that I am more than happy to take up with the college.

J. Toole: I do not know much about this issue. I think it is really good that you have decided that we should bring back this program.

W. McKinney: I believe it is a worthwhile program.

J. Toole: It is something that I think benefits students from a wide variety of disciplines. It is fairly regular in political science and probably in many other disciplines, too, that have students who had not really thought about teaching but later on decide that, for whatever reason, they would really like to do it and have really good substantive background.

A. Schwab: What is the earliest that this application is going to go forward? I understand that there are multiple bureaucratic hurdles, so it could be years from when the application is submitted until it is approved. If a student asks, are we supposed to say we have no idea, it could be 2015 or ...?

W. McKinney: It is my hope that we begin that process later this summer. Now, in terms of the multiple hoops at the state levels, sometimes those are hard to predict.

J. Dahl: Just to reiterate what was mentioned in the response, current students can finish. We just are not admitting new students to the program right now; timetable to be established.

8. New business: There was no new business.

9. Committee reports “for information only”:

Curriculum Review Subcommittee (Senate Reference No. 11-13) – A. Livschiz:

Senate Reference No. 11-13 (Proposal for Major in Early Childhood Education with Two Concentrations: B-5 and P-3) was presented for information only.

10. The general good and welfare of the University:

W. McKinney: What you are about to hear is the culmination of a lot of work that has been going on. Some of this grew out of the Crisis Response Planning Committee, upon which I serve along with my colleague vice chancellors and Bob Barrett, Stan Davis, and Peter Dragnev. A lot of what you are about to hear is some training that is vitally important for everyone’s health and safety in the event of a crisis. It is a series of modules that are relatively painless. Rose Costello and her staff have done an incredible job getting this set up. It is mandatory training. It is very important that we all participate, and I think it is equally important to realize that the process that led to this involved your leadership and campus-wide leadership; and so it is our hope that you all recognize that, as would be the case in any crisis that we would have, we are pretty much all in this together. This process which you are about to hear really grew out of a very communal, open, and transparent process.

R. Costello: It was a collaborative effort at identifying what topics we should put together in training. We really do all have a vested interest in the topics that we want you all to participate in. We all have a vested interest in knowing how to respond to someone who comes to you with a complaint of harassment or discrimination, or if someone has a concern or need for an accommodation; or, in this case and with this training, what to do in the event of a crisis. Hopefully we never have a crisis, but we all need to know what to do. The Crisis Response Planning Committee has identified various topics/situations that you will need to learn and know what to do.

M. Helmsing: I am here to show you how this will be painless. You will receive an e-mail that will come from Qualtrix. It will give you the link to come into the survey. In the survey, this will take you out to the actual presentation. Click “launch.” You can open up the closed captioning box. If you don’t want to see the presenter, you can close that box. You can enlarge the PowerPoint. Off to the right-hand side, you can see where it says “scenes.” If you need to step away from this, you can pick up where you left off. You will get to a video which is embedded within this presentation called “Shots Fired on Campus.” That is approximately a 20-minute video that you will watch about what things you can do in that sort of crisis situation. Even the video is closed captioned. You will be able to watch that video, and, when you get to the very last line in the presentation, it will give you instructions on what to do to take the Qualtrix quiz. It is a 13-question quiz. The presentation itself is 28 minutes and 20 seconds. I would say total time for this, and what we are trying to keep all of

the modules at, is going to be less than 40 minutes. While you are taking the quiz, you do not have the ability to go back or to step away from it like you do with the presentation videos. You want to keep moving forward or else you will have to start over again.

P. Dragnev: What happens if we fail the quiz?

M. Helmsing: Let's just say we give you lots of hints, and it is very hard to fail.

S. Davis: If you walk into here at 6:30 p.m., 80 percent of the people in the classrooms are LTLs. Will the LTLs also need to watch these videos?

M. Helmsing: We will be keeping track of people who take the quiz. We will generate the list by employee group of employee names. We will compare that list with the completion of the quiz. We anticipate that, on a regular basis, we will supply those names to whoever the appropriate person within that area will be.

C. Bradley: All tenure-track, tenured faculty, all LTLs, staff and administrators will have to take this?

R. Costello: That is correct.

C. Bradley: What about graduate students who are also teaching for us?

R. Costello: Everyone on campus should know how to respond in the event of a crisis. We have not discussed students, although it is important that they know how to respond. In this phase, we are focusing on all staff and faculty.

G. McClellan: We plan to make the information available to students, but at this point have not made the steps to make it mandatory.

K. Pollock: How many modules are there?

R. Costello: There are about five topics that have been identified: 1) crisis, 2) ADA, 3) discrimination and harassment, 4) lab safety, and 5) retention. There may be one more.

M. Dixon: Will all five of them be mandatory?

R. Costello: It depends on the content and employee group. In this particular case, Crisis, that is deemed appropriate for all. I believe the ADA is also.

B. Valliere: The College of Health and Human Services had the Police Department come over and talk with us about the shots fired on campus video, so they will come and talk to the students about these things.

R. Costello: That is a really good idea. That is what we did in Human Resources as well. We had Jeff Davis come in and speak to us, watched the video, and came up with code words.

Hopefully we never need it, but we are prepared. If you have questions that come up, please feel free to e-mail Melissa or me.

G. McClellan: Will you cover the timing of the training? Is it an annual thing, once a term, one-time training...?

R. Costello: Overall, the intent is that it is once a year. People should receive an e-mail in January to take this. We have completed the ADA module. That will be shortly after, possibly in March, and then we are currently working on developing the other ones.

M. Dixon: You should consider everyone taking all the mandatory ones once a year. If you are looking at four or five of these, 40 minutes each, in terms of the amount of productivity you are losing ... certainly new employees, but maybe every two or three years.

R. Costello: If it is a reminder, something that you have been through already, you could go directly to the quiz and skip the material. Of course that is after you have seen it a couple of times and know the material.

Z. Todorovic: If we are taking it every year, will it be the same presentation every year, or would you have a different presentation for us?

R. Costello: Potentially it would be the same if it is basic information. If there is a need to change, or if the information is outdated, we would do it. Right now we pay an external office to do the closed captioning, so we want to be careful.

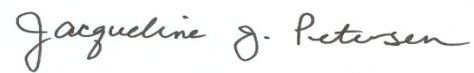
M. Wartell: 1) **Mandatory Training.** Someone asked about how mandatory the training is. Crisis Management, ADA, and Discrimination modules are mandatory. For some groups, like faculty, FERPA is mandatory. For some groups lab safety will be mandatory. Of course if you do not have labs, it would not be mandatory. Some of them will be mandatory and some not. Annual updates are really common. Basically, this is a risk management issue, so it would be great to have students involved in training, especially with the crisis management part of it. When we look at risk management it really is the staff and faculty, people who are employed on campus and responsible for the university, who really need this training. We averted a crisis management situation this morning. For those of you who noticed the puddle at Broyles and Crescent, we had a water main break at about 7:30 this morning. Kay got a call from Physical Plant which said they were going to shut down the whole campus. The fire safety system will be shut down, all the toilets. We are going to close campus. Then Walt Branson came in and fixed the situation. One of the things we do really well on this campus is react to the situation in ways that are supportive of the campus. The water main break will be fixed at 10:00 p.m. so it does not affect any of the campus and then we will go on with finals tomorrow. We are doing the best we can to keep campus open with that.

2) Audeen Fentiman, who is the American Council on Education and fellow in the president's office in West Lafayette has been tasked to write a white paper on regional campuses. The initial draft of that white paper included a statement that said the first task will be to study whether there should be an administrator in charge of all regional campuses

at West Lafayette. That would put in another layer of administration. Needless to say, the regional campuses reacted less than warmly to the way that was stated. It will be stated differently, but realize there is a study of that in light of the fact that IU has gone to a system like that. We have John Applegate in that kind of a position. I do not advocate for that position. I think it would be a mistake. Realize that that is going on. I think it is important to continue to keep you informed about that.

I wish you the best holiday season!

11. The meeting adjourned at 1:15 p.m.

A handwritten signature in cursive script that reads "Jacqueline J. Petersen". The signature is written in black ink on a white background.

Jacqueline J. Petersen
Secretary of the Faculty

MEMORANDUM

TO: Indiana University Faculty

FROM: Stanley Davis, Chair
Indiana University Committee on Institutional Affairs

DATE: 13 December 2011

SUBJ: Results of the Faculty Board of Review Election

The following faculty members were elected to serve on the Indiana University Faculty Board of Review by Indiana University Senators. Their terms are from 1 February 2012 to 31 January 2013.

Hardin Aasand
Sheena Choi
Stanley Davis (Chair)
Ahmad Karim
Ann Obergfell

Alternates:

Joseph Khamalah (1st alternate)
Lidan Lin (2nd alternate)
Linda Wright-Bower (3rd alternate)

jp

TO: Faculty Senate

FROM: Faculty Affairs Committee
Mark Masters, Chair

RE: Changes to COAS P & T document

DATE: November 14, 2011

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, the Faculty Affairs Committee finds the changes to the College of Arts & Sciences Promotion & Tenure document to be primarily clarification and language;

BE IT RESOLVED, the College of Arts & Sciences Promotion & Tenure Document be amended as indicated on the attached copy.

12.0 PROCEDURES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 88-13 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.3). This section of the Governance Document is subordinate to Senate legislation, and revisions to this section require Senate approval.

12.1 Nominations Candidates and the Their Cases

~~12.1.1 Any member of the Arts and Sciences Faculty may nominate for promotion or tenure any tenure-track Arts and Sciences Faculty member, except those instructors with contingency appointments stating they will be promoted to assistant professor upon becoming terminally qualified. Faculty members may nominate themselves.~~ Each Faculty member must be considered for tenure not later than during the penultimate year of the probationary period.

12.1.2 Each ~~nominee~~ candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to ~~university~~ applicable guidelines and schedules. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in a file labeled "Supporting Documentation" but is not considered part of the case. The ~~nominee~~ candidate shall determine the content of the case and of the Supporting Documentation file. No change in the case or the Supporting Documentation file may be made without the consent of the ~~nominee~~ candidate.

12.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee:

12.2.1 The department committee, whose composition and functions shall be established according to a procedure adopted by the Faculty of the department and approved by the Arts and Sciences Faculty, subject to Senate review. In establishing their committees, departments should be guided, where possible, by two principles: that all tenured or tenure-track members of the department should be consulted about each case for promotion and/or tenure; and that those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations.

~~12.2.2.1~~ 12.2.1.1 If, by established departmental criteria, fewer than three persons 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.

~~12.2.2.2~~ **12.2.1.2** The letter appointing a Faculty member to more than one academic unit shall identify that department whose promotion and tenure process shall apply to the appointee.

12.2.2 The department chair. (Promotion and/or tenure cases of department chairs proceed directly from the department committee to the College committee.)

12.2.3 ~~The Arts and Sciences Promotion and Tenure Committee, comprising six Faculty members—two each from the humanities (Communication, English and Linguistics, History, Modern Foreign Languages, Philosophy, Women's Studies), the natural sciences (Biology, Chemistry, Geosciences, Mathematical Sciences, Physics), and the social sciences (Anthropology, Audiology and Speech Sciences, Political Science, Psychology, and Sociology).~~

The Arts and Sciences Promotion and Tenure Committee, comprising six tenured Voting Faculty members—two each from the Sciences, the Social Sciences, and the Humanities (as defined in Section 1.6 above).

12.2.3.1 Terms shall be two years. Each year three committee members shall be elected, one from the **h**Humanities, one from the **s**Social **s**Sciences, and one from the **natural s**Sciences.

12.2.3.2 The committee members shall be elected as follows: Each department with no continuing committee members shall nominate one tenured Faculty member. If a department has fewer than three tenured Faculty members eligible to serve, the department may choose to submit no nominee. 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 Voting Faculty of the College shall elect by preferential ballot the three committee members, one from the **h**Humanities, one from the **natural s**Sciences, and one from the **s**Social **S**sciences. The ballot shall identify each ~~nominee's~~ candidate's department, rank, and tenure status.

12.2.3.3 The committee shall choose a chair from among its voting members. The first meeting shall be called by the Dean, who shall be invited to be a nonvoting observer of the committee.

12.2.3.4 Each ~~nominee-candidate~~ may select from among the tenured or tenure-track 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 ~~nominee-candidate~~ may not act as the representative before the committee, nor shall a committee member act as representative.

12.2.3.5 Each case is to be duplicated in full and distributed to all committee members by the committee chair. The Supporting Documentation file is to be maintained in confidence by the Arts and Sciences office and made available to committee members upon request.

12.2.3.6 A tie vote of the committee shall be considered neither an endorsement nor a rejection of the ~~nominee's~~candidate's application for promotion and/or tenure.

Senate Document SD 89-13
(Approved, 1/15/90)
(Amended, 9/12/94)
(Amended, 3/16/98)
(Amended, 4/19/2004)
(Amended, 12/12/2011)

A&S Faculty Document 89-1
Amended and approved at the Faculty Meeting of 11/27/89
Ratified by ballot, 12/8/89
(Last amended, 12/12/2011)

TO: School of Arts and Sciences

FROM: A&S Faculty Affairs Committee

DATE: November 8, 1989

SUBJ: Amendment to the Governance Document--Addition of policy on procedures for promotion and tenure

DISPOSITION: To the Presiding Officer for implementation following approval by the Faculty and the Fort Wayne Senate

Resolved, That the Governance Document be amended by the addition of the following Section 12.0.

12.0 PROCEDURES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 88-13 charges each college/school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, college/school/division promotion and tenure committee composition and functions (Section 1.3). This Section of the Governance Document is subordinate to Senate legislation, and revisions to this Section require Senate approval.

12.1 Candidates and Their Cases

12.1.1 Each Faculty member must be considered for tenure not later than during the penultimate year of the probationary period.

12.1.2 Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in a file labeled "Supporting Documentation" but is not considered part of the case. The

candidate shall determine the content of the case and of the Supporting Documentation file. No change in the case or the Supporting Documentation file may be made without the consent of the candidate.

12.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee:

12.2.1 The department committee, whose composition and functions shall be established according to a procedure adopted by the Faculty of the department and approved by the Arts and Sciences Faculty, subject to Senate review. In establishing their committees, departments should be guided, where possible, by two principles: that all tenured or tenure-track members of the department should be consulted about each case for promotion and/or tenure; and that those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations.

12.2.1.1 If, by established departmental criteria, fewer than three persons 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.

12.2.1.2 The letter appointing a Faculty member to more than one academic unit shall identify that department whose promotion and tenure process shall apply to the appointee.

12.2.2 The department chair. (Promotion and/or tenure cases of department chairs proceed directly from the department committee to the College committee.)

12.2.3 The Arts and Sciences Promotion and Tenure Committee, comprising six tenured Voting Faculty members—two each from the Sciences, the Social Sciences, and the Humanities (as defined in Section 1.6 above).

12.2.3.1 Terms shall be two years. Each year three committee members shall be elected, one from the Humanities, one from the Social Sciences, and one from the Sciences.

12.2.3.2 The committee members shall be elected as follows: Each department with no continuing committee members shall nominate one

tenured Faculty member. If a department has fewer than three tenured Faculty members eligible to serve, the department may choose to submit no nominee. 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 Voting Faculty of the College shall elect by preferential ballot the three committee members, one from the Humanities, one from the Sciences, and one from the Social Sciences. The ballot shall identify each candidate's department, rank, and tenure status.

12.2.3.3 The committee shall choose a chair from among its voting members. The first meeting shall be called by the Dean, who shall be invited to be a nonvoting observer of the committee.

12.2.3.4 Each candidate may select from among the tenured or tenure-track 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.

12.2.3.5 Each case is to be duplicated in full and distributed to all committee members by the committee chair. The Supporting Documentation file is to be maintained in confidence by the Arts and Sciences office and made available to committee members upon request.

12.2.3.6 A tie vote of the committee shall be considered neither an endorsement nor a rejection of the candidate's application for promotion and/or tenure.

12.2.4 The Dean of the College of Arts and Sciences. (The Dean's promotion and/or tenure case proceeds directly from the College committee to the campus committee.)

12.3 Operation of Committees

12.3.1 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 therefore, by the time the case is sent forward. The administrator or committee chair shall also send to the previous level(s) a copy of the recommendation and statement of reasons.

12.3.2 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.

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

12.3.4 The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. The College committee and Dean shall consider departmental promotion and tenure criteria as the primary criteria to be applied to the case.

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

12.4 Individual Participation

12.4.1 No nominee shall serve on any promotion and tenure committee, nor shall any nominee make a recommendation on his or her own case.

12.4.2 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.

12.5 Selection of Arts and Sciences Nominees for the Campus Committee

For the campus committee, the Voting Faculty shall elect by preferential ballot six nominees, at least three of whom shall be full professors. The ballot shall identify each candidate's academic rank.

MEMORANDUM

TO: Fort Wayne Senate

FROM: K. Pollock, Chair
Executive Committee

DATE: November 20, 2011

SUBJ: Approval of replacement member of the Indiana University Committee on
Institutional Affairs

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 Indiana University Committee on Institutional Affairs;
and

WHEREAS, The Indiana University Committee on Institutional Affairs has appointed Michael Nusbaumer as the replacement member for the remainder of the 2011-2012 academic year;

BE IT RESOLVED, That the Senate approve this appointment.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: December 12, 2011

SUBJECT: Support for IU South Bend – IU Medical Plans Benefits Resolution (11/18/2011)

DISPOSITION: To the Presiding Officer to be forwarded to IU Administration and IU
South Bend Senate

WHEREAS, IPFW has approximately 50 faculty who are on IU benefits; and

WHEREAS, these IPFW faculty experienced a significant increase in insurance costs, thus
diminishing their total compensation;

BE IT RESOLVED, That the IPFW Senate supports the attached IU South Bend resolution, “IU
Medical Plans Benefits Resolution.”

Attachment

IU Medical Plans Benefits Resolution

Passed by unanimous vote of the IU South Bend Academic Senate

November 18, 2011

Whereas the administration of Indiana University has greatly altered the medical plan benefits available to its Faculty, resulting in significant increase in costs to its Faculty and diminishment of their effective compensation;

Whereas The Constitution of the Faculty of Indiana University states:

'The Trustees and administration should consult the faculty concerning: ... B. Budgets. C. Faculty compensation and benefits ... Consultation of the faculty shall be through representatives authorized by faculty governance institutions. Consultation should occur sufficiently in advance of action to permit faculty deliberation.' Article II, Section 2.3.

Whereas no such meaningful consultation occurred by the "Trustees or administration" regarding the changes to "Faculty compensation and Benefits";

Be it resolved that the Faculty of Indiana University South Bend calls on the IU Administration to make available to IU employees in 2012 the medical plan benefits that have been available for 2011 and alter costs and benefits in the future only after meaningful consultation with the faculty 'through representatives authorized by faculty governance institutions' and that such 'Consultation should occur sufficiently in advance of action to permit faculty deliberation.'