

Minutes of the
Eighth Regular Meeting of the Thirty-Second Senate
Indiana University-Purdue University Fort Wayne
April 8, 15, and 22 2013
12:00 P.M., Kettler G46

Agenda
(amended)

1. Call to order
2. Approval of the minutes of March 18, 25, April 1, 2013
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Indiana University – M. Nusbaumer
 - b. Purdue University – P. Dragnev
5. Report of the Presiding Officer – A. Downs
6. Committee reports requiring action
 - a. Nominations and Elections Committee (Senate Reference No. 12-20) – M. Kim
 - b. Educational Policy Committee (Senate Document 12-15) – A. Argast
 - c. Educational Policy Committee (Senate Document 12-16) – A. Argast
 - d. Faculty Affairs Committee (Senate Document 12-17) – M. Dixson
 - e. Executive Committee (Senate Document 12-18) – K. Pollock
 - f. Faculty Affairs Committee (Senate Document 12-20) – M. Dixson
 - g. Faculty Affairs Committee (Senate Document 12-21) – M. Dixson
 - h. Faculty Affairs Committee (Senate Document 12-22) – M. Dixson
7. Question Time
 - a. (Senate Reference No. 12-17)
8. New business
9. Committee reports “for information only”
 - a. Executive Committee (Senate Reference No. 12-18) – K. Pollock
 - b. Curriculum Review Subcommittee (Senate Reference No. 12-19) – A. Livschiz
 - c. Executive Committee (Senate Reference No. 12-21) – K. Pollock
 - d. Executive Committee (Senate Reference No. 12-22) – K. Pollock
10. The general good and welfare of the University
11. Adjournment*

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

Presiding Officer: A. Downs
Parliamentarian: J. Malanson
Sergeant-at-Arms: G. Steffen
Secretary: S. Metzger

ATTACHMENTS ON BACK

Attachment:

- “Results of Senate Committee and Subcommittee Elections” (SR No. 12-23)
- “Recommendation for Organizational Structure of General Studies” (SD 12-15)
- “Amendment to the Bylaws of the Fort Wayne Senate: Section 5.3.3.6, International Services Advisory Subcommittee” (SD 12-16)
- “Bylaws of the Senate, Section 5.3.3.6” (SD 81-10, Section 5.3.3.6)
- “Promotion and Tenure Criteria” (SD12-17)
- “Change in Summer Compensation Guidelines” (SD 12-18)
- “Amendment to the Bylaws of the Fort Wayne Senate: FAC charge” (SD 12-20)
- “Bylaws of the Senate, Section 5.3.2” (SD 81-10, Section 5.3.2)
- “SD 91-20 Extension of Probationary Period for Justifiable Cause” (SD 12-21)
- “SD 88-13 Procedures for Promotion and Tenure” (SD 12-22)
- “Proposed Amendment to Senate Document SD 03-15” (SD 12-23)
- “Fort Wayne Faculty Representation on the (Purdue University West Lafayette) University Senate” (SD 03-15)
- “Motion to amend Senate Document SD 88-13” (SD 12-24)
- “Procedures for Promotion and Tenure” (SD 88-13)
- “Continue Participation in Summit League” (SD 12-25)

Session I
(April 8)

Senate Members Present:

S. Amidon, A. Argast, S. Ashur, J. Badia, S. Batagiannis, S. Berry, W. Branson, J. Casazza, C. Crosby, M. Dixon, P. Dragnev, C. Drummond, C. Duncan, C. Erickson, T. Grove, C. Gurgur, A. Eroglu, D. Huffman, P. Iadicola, Z. Isik-Ercan, D. Kaiser, G. Karaatli, M. Kim, B. Kingsbury, M. Lipman, D. Liu, A. Livschiz, G. McClellan, A. Merz, D. Momoh, A. Montenegro, M. Montesino, J. Ninsler, M. Nusbaumer, K. Otani, K. Pollock, L. Roberts, S. Sarratore, S. Savage, A. Schwab, H. Tescarollo, B. Valliere, N. Virtue, M. Wolf, M. Yen, R. Yoder, Y. Zubovic

Senate Members Absent:

T. Adkins, M. Alhassan, V. Carwein, C. Chaund, A. Eroglu, C. Ganz, H. Odden, R. Pablo, S. Stevenson, R. Sutter, M. Yen

Faculty Members Present:

J. Burg, D. Conklin, M. Coussement, S. Davis, J. Hooke, C. Sternberger, D. Townsend

Visitors Present:

S. Alderman, V. Bandorbran, R. Kostrubanic, P. McLaughlin

Acta

1. Call to order: A. Downs called the meeting to order at 12:00 p.m.
2. Approval of the minutes of March 18, 25, April 1, 2013:
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:

M. Nusbaumer: I just want to thank Andy Downs for his help and guidance in running the Senate this year. I also want to thank Jacqui, Marilyn, and Sarah for the transition we had this year in Senate.

- b. Purdue University:

P. Dragnev: There has been significant activity in the senate since I last addressed this body. I want to report two items and reflect on two issues.

1. Purdue Study Task Force met on April 1, the IPFW delegation (M. Nusbaumer, Steve, and I) connected via video feed. A revised draft of mission, operating principles and Working Groups goals and metrics will be soon distributed. WGs will work now on the action items. Next meeting will be early May.
2. Board of Trustees was in town last week. There was a reception and dinner on Thursday and a Stated Meeting on Friday. I am proud to say that Trustees now know the difference between the Purdue Speaker and the IU Speaker, which is quite a progress. On a serious note, I think they are much more aware of issues and challenges pertaining to regional campuses now, and this is a result of a joint effort by large cohort of both, IU and Purdue faculty leaders, as well as the Administration.

And here are the two issues I want to reflect on.

First we passed our new General Education document. It took three senate meetings, and may be rightfully so, it governs 25 percent of our curriculum. The debate was heated, but very civil. The votes are cast, the changes done. It is time to move forward. The General Education Subcommittee has a monumental task for timely populating our General Education with courses; after all we are in the process of priority registration for the fall semester. They will need all the help and support from faculty, department chairs, senate, and administration. They have my full support and help, should they need it.

Let me join Steve Amidon in the call to departments across campus to use the newly provided flexibility to improve the quality of their programs, because they are ultimately responsible for the degree which they grant. This is how we can strengthen our General Education.

The other significant event was that the budget cuts were announced. The cuts of \$8.4 million are painful, no doubt about that. The process was not perfect; some things could have been communicated better. I wish there was a larger effort to include rank-and-file faculty and staff input. I understand that the sensitivity and confidentiality may have played some role in preventing this.

Although not perfect, the process was a big departure from the days when decisions were made by a handful of people with virtually no input from any regular faculty, senate, chairs, or even deans. And most of all, we have a process proposed by Chancellor Carwein for a budget build-up from the ground up, with input from faculty and staff in the primary units. As we move forward, it is important to remember that the cuts were more opportunistic than strategic, and that they hurt some units more than others (COAS in particular). I want to urge the Administration to focus its priority first and foremost on the recovery of TT lines, since these have been underfunded for decades.

So colleagues, it is time for some optimism. Spring is here, applications are up, and summer enrollment seems to catch up. The University went through a stress test and I think we passed. Let us now pick ourselves up, dust ourselves off, and move forward.

5. Report of the Presiding Officer – A. Downs:

A. Downs: The recorder was not able to record the Presiding Officer's reports.

6. Committee reports requiring action:

a. Educational Policy Committee (Senate Document 12-15) – A. Argast:

A. Argast moved to approve SD 12-15 (Recommendation for Organizational Structure for General Studies).

A. Schwab moved to amend number 3 to read The School of Continuing & Professional...be led by **a faculty member** with the rank of a Dean & Executive Director having an academic background and degree appropriate to the position. Seconded.

Motion to approve amendment passed by a show of hands.

M. Wolf moved to amend by adding a new number 5 to read **The founding dean and founding assistant/associate dean need not hold a faculty rank**. Seconded.

Motion to approve amendment passed on a voice vote.

b. Educational Policy Committee (Senate Document 12-16) – A. Argast:

A. Argast moved to approve SD 12-16 (Amendment to the Bylaws of the Fort Wayne Senate: Section 5.3.3.6, International Services Advisory Subcommittee).

Motion to approve passed on a voice vote.

c. Faculty Affairs Committee (Senate Document 12-17) – M. Dixson:

M. Dixson moved to approve SD 12-17 (Promotion and Tenure Criteria)

The meeting recessed at 1:15 until noon, Monday April 15, 2013.

Session II
(April 15)

Senate Members Present:

M. Alhassan, S. Amidon, A. Argast, S. Ashur, J. Badia, S. Batagiannis, S. Berry, W. Branson, V. Carwein, J. Casazza, C. Chauhan, M. Dixson, P. Dragnev, C. Duncan, C. Erickson, A. Eroglu, T. Grove, C. Gurgur, D. Huffman, P. Iadicola, D. Kaiser, G. Karaatli, M. Lipman, A. Livschiz, A. Merz, D. Momoh, A. Montenegro, M. Montesino, J. Ninsler, M. Nusbaumer, H. Odden, K. Otani, K. Pollock, L. Roberts, S. Sarratore, A. Schwab, H. Tescarollo, B. Valliere, N. Virtue, M. Wolf, R. Yoder, Y. Zubovic

Senate Members Absent:

T. Adkins, S. Ashur, C. Crosby, C. Drummond, C. Ganz, Z. Isik-Ercan, M. Kim, B. Kingsbury, D. Liu, G. McClellan, R. Pablo, S. Savage, S. Stevenson, R. Sutter, M. Yen

Faculty Members Present:

M. Coussement, S. Davis, L. Johnson, T. Soule, D. Townsend

Acta

A. Downs reconvened the meeting at 12:01 p.m. on April 15, 2013

M. Dixson moved to amend first page of SD 12-17 the six paragraph down Promotion and tenure criteria should be viewed: insert a sentence at the end of the paragraph to read **Quality should be more important than quantity**. Seconded.

Motion to approve amendment passed by a voice vote.

P. Iadicola moved to amend on page 4 under **C. Criteria for Promotion within the Professorial Ranks**, under **Scholarships** first paragraph to now read: Scholarship is **may**

be a broad category... of engagement. Then inserting a sentence after the second sentence to read, **Dependent upon department in which the faculty member seeks promotion.** Seconded.

M. Lipman moved to amend amendment by whipping out P. Iadicola's amendment and go back to original wording, and adding a new sentence after the second sentence to read, **The specific definition of scholarship belongs to the department.** Seconded.

Motion to approve amendment passed by a voice vote.

A. Schwab moved to amend to eliminate the sentence Scholarships is a broad...scholarship of engagement. Seconded.

Motion to approve amendment passed by a hand count.

D. Huffman moved to amend under C. Criteria for Promotion within the Professorial Ranks under Scholarships second paragraph last sentence by adding words: If scholarship is the primary basis...recognition at the **state, regional,** and national and/or international level. Seconded.

Motion to approve amendment passed on a voice vote.

A. Livschiz moved to amend to postpone discussion on SD 12-17 until September 2013. Seconded.

Motion to approve postponing passed by a show of hands.

e. Executive Committee (Senate Document 12-18) – K. Pollock:

K. Pollock moved to approve SD 12-18 (Change in Summer Compensation Guidelines)

Motion to approve passed on a voice vote.

f. Faculty Affairs Committee (Senate Document 12-20) M. Dixon:

M. Dixon moved to approve SD-12-20 (Amendment to the Bylaws of the Fort Wayne Senate: FAC charge)

Motion to approve passed on a voice vote.

g. Faculty Affairs Committee (Senate Document 12-21) M. Dixon:

M. Dixon moved to approve SD 12-21 (Extension of Probationary Period for Justifiable Cause)

Motion to approve passed on a voice vote.

h. Faculty Affairs Committee (Senate Document 12-22) M. Dixon:

M. Dixon moved to approve SD 12-22 (88-13 Procedures for Promotion and Tenure)

A. Schwab moved to postpone SD 12-22 until September 2013. Seconded

Motion to postponing passed on a voice vote.

7. Question Time (Senate Reference No. 12-17):

Is it true that the construction on a new bridge across Coliseum (in the direction of Ivy Tech) is scheduled to start this year? If that is the case, how does this fit with the difficult budgetary situation of IPFW?

Ann Livschiz
Department of History

W. Branson: The answer is yes, we are planning the bridge across Coliseum. At this point the moving target is fall 2016. It is a \$4.5 million project, and we have gotten a grant for just under a million dollar from the State, but it requires a 20 percent matching. That is \$900,000, and we have Ivy Tech's committee to cover half of that, and we will be trying to cover the rest of that.

A. Livschiz: If the grant does not provide the \$450,000 where will the money come from?

W. Branson: We will have to decide what we are going to do at that point, but we will target part of the reserves.

C. Erickson: The extra \$22 million that is setting in the pot somewhere?

W. Branson: Yes.

A. Livschiz: So there is a plan to potentially use the nonbinding resolution that was passed this year in Senate?

W. Branson: Help me with the nonbinding resolution?

A. Downs: It was a nonbinding resolution that was passed at the special meeting over in VPA about the budget to use some of the reserve money to help with the budget crisis.

W. Branson: That commitment was made long before the resolution was passed.

A. Livschiz: So the reserve that is proclaimed to be untouchable is going to be used to build the bridge?

W. Branson: Yes, if need be.

J. Badia: To clarify then the part IPFW has to come up with after grants?

W. Branson: Let me clarify. It is a \$4.5 million project; we are required to do a 20 percent match. A 20 percent match is \$900,000. The other \$3.6 million we have got a little under a million with a grant from state. We will continue to go back to the state for the rest of the funding until we get that total amount of \$3.6 million. So we are matching \$3.6 million. Half of the \$900,000 has been pledged by Ivy Tech.

N. Virtue: So what is untouchable about this reserve?

W. Branson: We have looked at the reserve for necessary things; operating reserves, future short falls, and possibility for one-time expenditures. This is a one-time expenditure.

S. Amidon: One thing that is important to realize about state funding is that the state provides money every year separate from operating money from building. For us to be able to access this money we have to be able to make a commitment. Even though it is more likely that the money will come from grants, the I.U. foundation, and people who gift the money we still have to be able to make that commitment to access the money.

The meeting recessed at 1:15 until noon, Monday April 22, 2013.

Session III (April 22)

Senate Members Present:

S. Amidon, S. Batagiannis, W. Branson, V. Carwein, M. Dixon, P. Dragev, C. Duncan, C. Erickson, T. Grove, C. Gurgur, D. Huffman, P. Iadicola, Z. Isik-Ercan, D. Kaiser, M. Lipman, A. Livschiz, D. Momoh, J. Ninsler, M. Nusbaumer, K. Pollock, S. Sarratore, N. Virtue, M. Wolf, Y. Zubovic

Senate Members Absent:

T. Adkins, M. Alhassan, A. Argast S. Ashur, J. Badia, S. Berry, J. Casazza, C. Crosby, C. Drummond, A. Eroglu, C. Ganz, G. Karaatli, M. Kim, B. Kingsbury, A. Merz, A. Montenegro, M. Montesino, H. Odden, K. Otani, L. Roberts, R. Pablo, L. Roberts, S. Savage, A. Schwab, R. Sutter, T. Soule, H. Tescarollo, B. Valliere, M. Yen, R. Yoder

Faculty Members Present:

J. Burg, M. Coussement, S. Davis, L. Johnson, J. Khamalah, A. Obergfell, C. Sternberger

Acta

A. Downs reconvened the meeting at 12:01 p.m. on April 22, 2013

V. Carwein: I think we ended on a question about the pedestrian bridge between Ivy Tech and IPFW. I am going to give you an overview on where I think we are at in details. Walt can fill in some more numbers along the way. It is my understanding that this was a project that started three or four years ago. The expectation is that state is going to come up with 80

percent of the cost of the bridge, with a requirement of a 20 percent match, and the match for that amounts to \$450,000 which Ivy Tech has already committed to. Then another \$450,000 would be IPFW's obligation in order to get state funds to support the bridge. This is a project that we are looking at private fund-raising for. It may show up on a potential list to use reserve funds, but the intent is that this will move to private funding. The project is not due for another three years, so we do have plenty of time to come up with the match money.

I wanted to make a few over all comments. Going back over these past weeks and months, we did do an \$8.4 million reduction; the budget is balanced for 2013-14 assuming the three assumptions if you will: state allocation will at least be flat, two percent tuition increase that has to go to the Board of Trustees for approval, and third is enrollment. We will not know about enrollment for some time, but George McClellan is somewhat optimistic, because applications are up from last year, but credit hours are still down one percent. If we do end up with more money than we planned for, then going forward we can add more money back into departments, colleges, and units. As we think and talk about not necessarily about just restoring every position that was lost, but strategically thinking about priorities about investing in going forward. Hopefully there will be a few more dollars than what we had thought.

In terms of the reserves, we have as you know considerable dollars in the reserves fund. We have \$16 million that is unrestricted dollars. We do have more dollars in the reserves, but there is some of that money that is restricted for certain things, there are monthly mortgages that do need to be paid. There are also current projects that we are using as part of the reserve funds. That leaves a balance of \$16 million that is considered unrestricted dollars. With that being said, there is a list of projects that have been developed that are considered to be necessary for IPFW in the next 1-5 years. That lists counts for about \$12 million. Now that is a list that can be looked at, perhaps some may not be important to do, but it is just a list that has been generated throughout the past few years. Keep in mind that as we looked at this budget problem that so much of problem was ongoing expenses, not one-time expenses. The intent of that money is for emergencies. So with that \$16 million take away \$12 million for other projects that leaves us about \$ 4 million to work with.

The one other thing we are going to use reserve money for is child care center. We have agreed to fund the center for the next 18 months to give them the opportunity to put together a plan to become self-sustaining.

N. Virtue: The chunk of the child care center is it coming out of the \$12 million or \$ 4 million?

V. Carwein: It is the pot of unrestricted. There is about \$12 million that is going to be used over the next 1-5 years for projects. So it is coming from the \$ 16 million of unrestricted fund.

A. Livschiz: You mentioned that there is a chance that in a few weeks that we may actually find out we have a surplus. You said that we are going to need to talk about how to

strategically use the money whether to restore the old positions or go in a different direction. When is the nature of this discussion going to take place? It is almost summer, and most of us will be gone. So when we return in September are these decisions already going to be made?

V. Carwein: The money is going to come in before we get to the overall picture. For instance, the faculty positions that were eliminated I would expect Steve to be working with all deans relative to the priority list of faculty positions. That way when there is more dollars then there would be a priority list of positions to search for.

P. Iadicola: Can you speak a little more about the \$12 million dollars, in terms that has not been committed in consideration? How does that consideration coordinate with strategic planning process?

V. Carwein: Yeah, I think Walt is going to have to talk about that a little more. Those are what I would consider isolated projects. Things like the modular buildings need work done with them. More of those are what I would call capital-fix-it projects.

W. Branson: The best way to look at it is that those are projects that we have known we need to do for some time, and have been putting them off. For instance, control systems we know if we had better control of heat temperatures and light then we would save a lot in energy costs. That is a \$5 million project. It is in the thinking/planning stages, but we have not committed dollars to it. If we are going to do everything we are talking about that is the \$12 million.

P. Iadicola: Why would that not be built into a budget? For example, using an ongoing maintenance instead of reserves?

W. Branson: To carve out that much money on annual basis means that we would have to take \$1 million out of the budget a year, which means that other things would have to get cut. We chose to not do it that way.

S. Amidon: The question I would add to follow up. Is there something in the continuing budget that continues to build up those reserves? Even though large projects will overwhelm the annual budget there should be some funding for maintenance and reserves that should at least add to that fund to keep it growing.

W. Branson: We do have funding for repair and rehabilitation funds, and those can take care of some of the few hundred thousand dollar projects, but it is the big ones, in terms of year end balances.

D. Momoh: I would like to know when we are going to energy management in this institution.

M. Lipman: URPC has been briefed there is an energy plan in place. It gets looked at all the time, and they are looking for ways on saving money on utilities? It is an ongoing project. They are looking hard at lights, heat, water, and electricity.

N. Virtue: I just want some clarification because last week Walt was saying that if IPFW could not come up with the \$ 450,000 of the money for the bridge then it would come out of the reserve.

V. Carwein: We are committed to raising private funds, and we do have a good three years to come up with that money.

N. Virtue: So there is no way that it is coming out of the reserves?

V. Carwein: I am not going to stand here and say it is not coming out of the reserves. We are committed to raising those funds for the \$450,000 that we need. It is not unusual for state and federal governments to ask you to guarantee that you will come up with the money somehow. So the idea is to show them the reserve fund to show them we have the funds, but it is not our intent to use the reserve money.

8. New business:

P. Dragnev moved to approve SD 12-23 (Proposed Amendments to Senate Document SD 03-15). Seconded.

Motion passed on a voice vote.

C. Erickson moved to approve SD 12-24 (Motion to amend Senate Document SD 88-13). Seconded.

Motion passed on a voice vote.

M. Lipman moved to approve SD 12-25 (Continue Participation in Summit League). Seconded.

Motion passed on a voice vote.

9. Committee reports “for information only”:

a. Executive Committee (Senate Reference No. 12-18) – K. Pollock:

Senate Reference No. 12-18 (Items under Consideration by Senate Committees and Subcommittees) was presented for information only.

b. Curriculum Review Subcommittee (Senate Reference No. 12-19) – A. Livschiz:

Senate Reference No. 12-19 (Proposal for the Undergraduate Certificate in Medical Ethics and the Post-Baccalaureate Certificate in Medical Ethics) was presented for information only.

c. Executive Committee (Senate Reference No. 12-21) – K. Pollock:

Senate Reference No. 12-21 (End-of-the-Year Committee Reports) was presented for information only.

d. Executive Committee (Senate Reference No. 12-22) – K. Pollock:

Senate Reference No. 12-22 (Senate Membership, 2013-14) was presented for information only.

10. The general good and welfare of the University:

C. Erickson: I just want to extend a huge thank you to Andy and Jeff for leading us through the past few months of lengthy meetings. I think you guys have done a great job.

A. Downs: Stan did send me an email congratulating me for having the longest senate meeting considering he has had the shortest senate meeting.

M. Nusbaumer: I would like to respond to John's concerns about our brand. It is very important to say that while in some ways we have gotten some bad press, our open and honest mission has remained and that is what is the most important.

M. Lipman: I think we also need to thank Sarah, our Senate secretary.

A. Livschiz: I know it is hard to remember because we have had these marathon meetings, but we did have a special meeting in March. The Senate voted that the administration consider using some of the reserve funds to help eliminate some of the cuts that have been made. I know we have heard now that the decisions have been final, but I want to go on record that I have concerns about the cuts, and the damage that these cuts are going to do at our University. I am hopeful, but really concern that the quest for the balance budget is going to have damage for possible years to come.

W. Branson: With regard to the athletics discussion, we did submit the annual Athletic Report to the Senate. So those should be online soon in the March minutes.

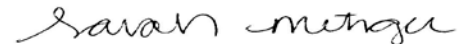
G. McClellan: On Saturday I did have the good fortune to attend the 5th annual history symposium. It was quite brilliant, and the students were wonderful. It was a terrific example of seeing the faculty work closely with the students. As I sat there I was struck by how far we have come, and how big the Library we have is, and that is no small part thanks to all of you for putting programs in there, working with the writing center, and posting book discussions in there.

S. Sarratore: Also there was a research symposium event. This was also a remarkable day. It is always nice when something you hoped would happen has actually happened beyond what you had hoped for.

M. Lipman: We were talking about athletics, but this is about a student athlete. It is always nice to hear good news about students; one of our women's basketball players, Amanda Hyde received MVP of the Summit League and has won the Scholar Athlete of the year award. She is a 4.0 math major, and is a delightful kid. We should really take some pride in her. These things do not happen very often.

A. Downs: Thank you all very much. Enjoy your finals, and see all of you in the fall.

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



Sarah Metzger
Secretary of the Faculty

TO: The Faculty

FROM: Nominations and Elections
Myeong Hwan Kim, Chair
Zeynep Isik-Ercan
Steven Stevenson

DATE: April 8, 2013

SUBJECT: Senate Election Results

Here are the results of elections conducted recently by the Nominations and Elections Committee. In interpreting these election results, please remember that in some cases faculty were elected but were eliminated because their particular school had reached its maximum number of members on that committee.

SPEAKER OF THE PURDUE UNIVERSITY FACULTY
Peter Dragnev, 2013-15

PURDUE WEST LAFAYETTE SENATE REPRESENTATIVE
John Niser, 2013-16

PRESIDING OFFICER
Andrew Downs, 2013-14

ATHLETICS, SUBCOMMITTEE
Leah Johnson, 2013-16
Rachel Rayburn, 2013-16
Chip Vandell, 2013-16

BUDGETARY AFFAIRS SUBCOMMITTEE
Noor Borbieva, 2013-16
Cigdem Gurgur, 2013-16
Steven Hanke, 2013-16
Peter Iadicola, 2013-16
Deb Poling, 2013-16

CALENDAR SUBCOMMITTEE
Talia Bugel, 2013-15
Steven Hanke, 2013-15
Erik Ohlander, 2013-15
Ryan Yoder, 2013-15

CAMPUS APPEALS BOARD

Bob Gillespie, 2013-15

Rebecca Jensen, 2013-15

Ali Rassult, 2013-15

Sue Skekloff, 2013-15

Chip Vandell, 2013-15

CONTINUING EDUCATION ADVISORY SUBCOMMITTEE

Max Montesino, 2013-16

CURRICULUM REVIEW SUBCOMMITTEE

Talia Bugel, 2013-16

Rebecca Jensen, 2013-16

DEVELOPMENTAL STUDIES SUBCOMMITTEE

Cheryl Rockwell, 2013-2016

EDUCATIONAL POLICY COMMITTEE

Peter Dragnev, 2013-15

Abdullah Eroglu, 2013-14

Cigdem Gurgur, 2013-16

1 vacancy

EXECUTIVE COMMITTEE

1 vacancy

FACULTY AFFAIRS COMMITTEE

Lesa Vartanian, 2013-16

1 vacancy

GENERAL EDUCATION SUBCOMMITTEE

Susan Anderson, 2013-16

Lee Roberts, 2013-16

GRADE APPEALS SUBCOMMITTEE

Hosni Abu-Mulaweh, 2013-16

Chip Vandell, 2013-16

GRADUATE SUBCOMMITTEE

David Cochran, 2013-16

Shannon Johnson, 2013-16

HONORS PROGRAM COUNCIL

Rebecca Jensen, 2013-15

Chris Rutkowski, 2013-15

INDIANA UNIVERSITY COMMITTEE ON INSTITUTIONAL AFFAIRS

Cigdem Gurgur, 2013-16

INTERNATIONAL SERVICES ADVISORY SUBCOMMITTEE

Zhuming Bi, 2013-16

Beomjin Kim, 2013-16

LIBRARY SUBCOMMITTEE

Talia Bugel, 2013-16

Kathleen Murphy, 2013-16

Deb Poling, 2013-16

NOMINATIONS AND ELECTIONS COMMITTEE

Gail Hickey, 2013-16

David Liu, 2013-14

Lesia Vartanian, 2013-16

PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

Hosni Abu-Mulaweh, 2013-15

Peter Ng, 2013-15

Sue Skekloff, 2013-15

Michael Stapleton, 2013-15

PURDUE UNIVERSITY COMMITTEE ON INSTITUTIONAL AFFAIRS

Marc Lipman, 2013-14

John Niser, 2013-16

STUDENT AFFAIRS COMMITTEE

Leah Johnson, 2013-16

UNIVERSITY RESOURCES POLICY COMMITTEE

Peter Dragnev, 2013-15

Cigdem Gurgur, 2013-16

Peter Iadicola, 2013-16

John Niser, 2013-16

Mike Wolf, 2013-15

TO: Fort Wayne Senate

FROM: Educational Policy Committee
Anne Argast, Chair

DATE: Jan 29, 2013

SUBJ: Recommendation for Organizational Structure of General Studies

DISPOSITION: To the presiding officer for implementation

WHEREAS, the General Studies Program has significant enrollment,

WHEREAS, General Studies was once organized under the IU System-wide School of Continuing Studies,

WHEREAS, IU closed the system-wide School of Continuing Studies on June 30, 2012,

WHEREAS, a suitable administrative framework for General Studies needs to be created on the IPFW campus,

WHEREAS, the current arrangement of administrating General Studies through direct supervision of the faculty Senate is not necessarily in the best interests of the General Studies Program and its students,

WHEREAS, the Faculty Senate created with SD11-22 an ad hoc General Studies Program Council to provide oversight during the transitional year of 2012-2013,

WHEREAS, the Council expires at the end of academic year 2012-2013,

WHEREAS, SD 11-22 directed EPC to recommend a more permanent faculty governance structure no later than the April 2013 Senate meeting,

WHEREAS, current financial troubles require a revenue-neutral solution,

WHEREAS, any proposed governance structure should be flexible enough to accommodate changes in the future,

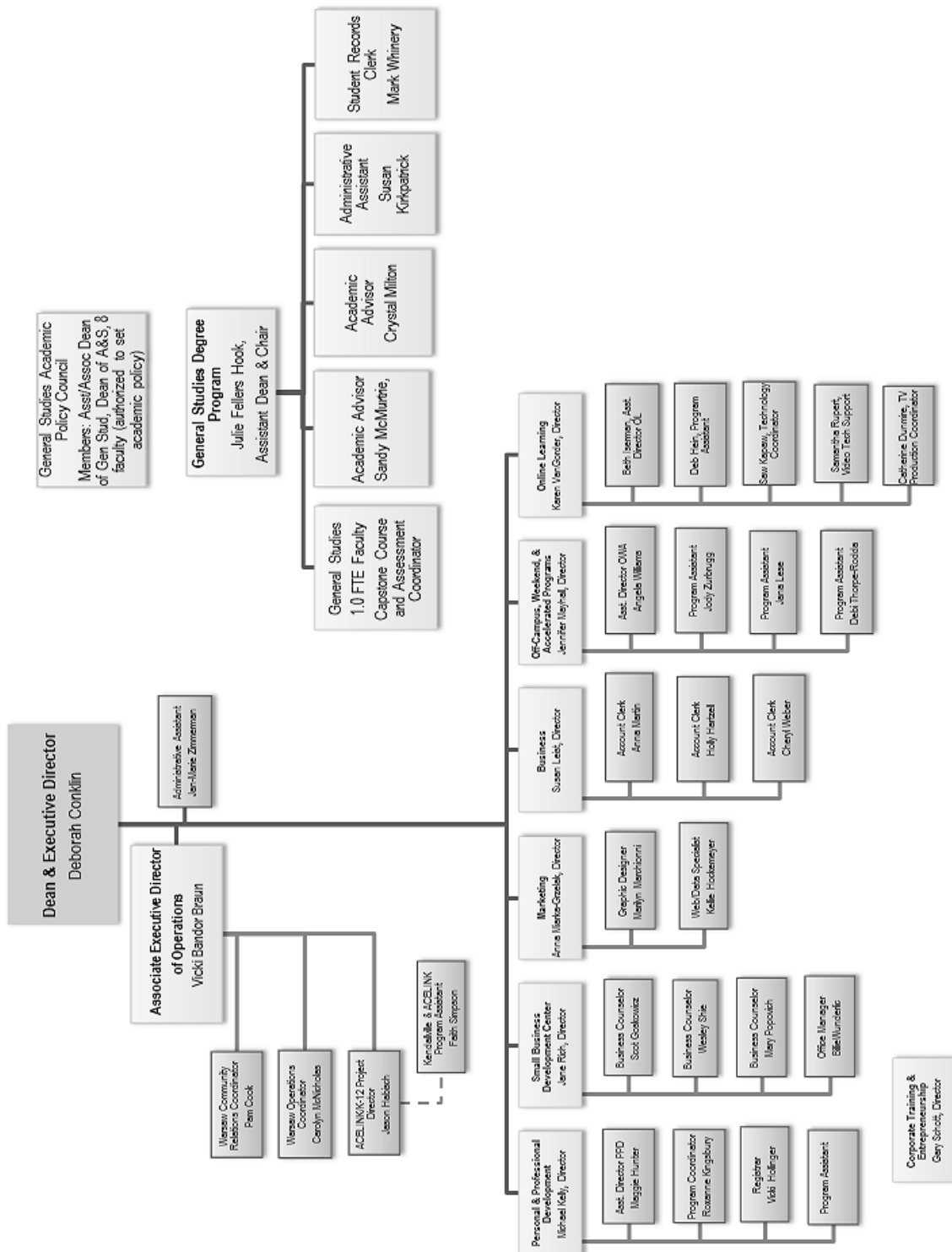
WHEREAS, any proposed governance structure must include significant levels of faculty oversight,

WHEREAS, the General Studies Program has in the past worked closely with Continuing Studies, and that preservation of these lines of contact is a worthwhile goal,

BE IT RESOLVED, that the Senate recommend the following to the Vice Chancellor of Academic Affairs

1. IPFW create a School of Continuing & Professional Education.
2. The new School include the General Studies Program and sundry other departments and organizations as appropriate.
3. The School of Continuing & Professional Education be led by a faculty member with the rank of Dean & Executive Director having an academic background and degree appropriate to the position.
4. The General Studies Program be led by an individual with the rank of Assistant/Associate Dean having an academic background and degree appropriate to the position.
5. The founding dean and founding assistant/associate dean need not hold a faculty rank.
6. Establish a General Studies Policy Council to advise the Assistant/Associate Dean, and over time assume the duties typically associated with the committees of a school or college. This council shall consist of 10 members: The Assistant/Associate Dean of the General Studies Program (ex officio, nonvoting), The Dean of Arts and Sciences or the Dean's Designee (ex officio, nonvoting), three faculty from the College of Arts and Sciences (voting), and one faculty (voting) from each of the following: School of Business, College of Education and Public Policy, College of Engineering, Technology, and Computer Science, College of Health and Human Services, and College of Visual and Performing Arts. All faculty members on the council shall serve a three year term, staggered to provide continuity, and be selected by a mechanism determined by the school or college they represent.
7. Provide a structure for having any faculty that may eventually be assigned to the school, academic advisors, assistants, clerks and other members of the School report to the Assistant/Associate Dean.
8. Provide a structure for having the Assistant/Associate Dean report to the Dean of the School.

Tentative organizational chart, for information only.



Senate Document SD 12-16
Amends SD 81-10
(Approved, 4/8/2013)

TO: Fort Wayne Senate

FROM: Educational Policy Committee
Anne Argast, Chair

DATE: Jan. 23, 2013

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Section 5.3.3.6,
International Services Advisory Subcommittee

DISPOSITION: To the presiding officer for implementation

WHEREAS, there has been a change in the administrative organization of International Services,

WHEREAS, the International Services Advisory Subcommittee has requested changes in pertinent sections of the by-laws to reflect these changes,

WHEREAS, the International Services Advisory Subcommittee advises on matters pertaining to both the education of international students, and the services provided to those students,

BE IT RESOLVED, that the Bylaws of the Senate section 5.3.3.6: The International Services Advisory Subcommittee be amended as indicated below:

Old

5.3.3.6 *The International Services Advisory Subcommittee* shall consist of the administrator of the program, one student at or beyond the second-year level in International Services selected annually by the Students' Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in the Center for Academic Support and Advancement selected annually by the administrator of that unit, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate. This Subcommittee shall be the liaison between the Faculty and the administrator of International Services, advising the administrator on matters relating to International Services and recommending policies and goals for International Services to the Senate.

New

5.3.3.6 *The International ~~Services~~ Education Advisory Subcommittee* shall consist of the ~~administrator~~ **director** of the program, one student at or beyond the second-year level in International ~~Services~~ Education selected annually by ~~the Students'~~ **Student** Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in the Center for Academic Support and Advancement selected annually by the ~~administrator~~ **director** of that unit, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate. This Subcommittee shall be the liaison between the Faculty and the ~~administrator~~ **Director** of International ~~Services~~ **Education**, advising the ~~administrator~~ **director** on ~~matters~~ **policies** relating to ~~International~~ **international services and education** and recommending policies and goals for ~~International Services~~ **international services and education** to the Senate.

TO: Educational Policy Committee (EPC)
FROM: International Services Advisory Subcommittee (ISAS)
DATE: October 30, 2012
SUBJ: Change the name of the ISAS to International Education Advisory Subcommittee

DISPOSITION: EPC for review & transmission to the senate

WHEREAS, the International Services Advisory Subcommittee charge is to be the liaison between the faculty and administrator of International Services, advising the administrator on matters relating to International Services and recommending policies and goals for International Services to the Senate, and

WHEREAS, The administrator of International Services is now "Director of International Education."

RESOLVED, That the bylaw be changed, substituting

1. "director" in place of administrator and
2. "Education" for Services and that EPC forwards this document to the Senate for approval.

Approving

Shannon Bischoff

Sheena Choi

Jane Ehle

Mark Jordan

Solomon Isiorho (chair)

Myeong Hwan Kim

Brian Mylrea (ex-officio)

Not Approving

Absent

by other faculty bodies.

No member shall serve for more than two consecutive terms, and no more than two members shall come from the same major academic unit.

5.3.3.5 ***The Honors Program Council*** shall consist of:

- five Voting Faculty members elected by the Senate to staggered, two-year terms, subject to the restriction that no more than one member may come from the same School
- two members of the Honors Faculty, appointed to staggered, two-year terms by the Chief Academic Officer of IPFW
- two student members appointed to one-year terms by the Students' Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course. Student members shall participate and vote in all matters before the Council except questions of student admission, retention, and satisfaction of program requirements.
- the Chief Academic Officer of IPFW or a designee
- the Director of the Honors Program.

The Council shall carry out the functions described in SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

5.3.3.6 ***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 Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in the Center for Academic Support and Advancement selected annually by the director of the unit, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate.

This Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the direct on policies relating to International Services and Education and recommending policies and goals for International Services and Education to the Senate.

5.3.3.7 ***Curriculum Review Subcommittee***

5.3.3.7.1 *Membership*

5.3.3.7.1.1 Elected members, elected to three-year terms by the Voting Faculty at large from among nominees elected by each School having Voting Faculty members. The School of Arts and Sciences shall be represented by three members--one each from the sciences, social sciences, and humanities; other Schools shall each be represented by one member.

5.3.3.7.1.2 Two nonvoting student members serving one-year terms, selected annually by IPSGA

5.3.3.7.1.3 The Chief Academic Officer, or a designee, of IPFW also nonvoting.

5.3.3.7.2 *Charge.* The Subcommittee shall advise the Senate concerning exercise of the Faculty's right of review of the undergraduate curricula. Specifically, it shall:

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marcia Dixson, 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.

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.

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. 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 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.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Peter Dragnev, Purdue Speaker

DATE: March 4, 2013

SUBJECT: Change in Summer Compensation Guidelines

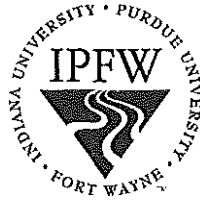
DISPOSITION: To the Executive Committee for inclusion in the next senate meeting

WHEREAS, Summer 2013 schedule has been open for enrollment since Fall 2012;

WHEREAS, The faculty have agreed to teach these courses under the guidelines at the time;

WHEREAS, the minimum enrollment standard and the prorated summer compensation schedule is a significant change to the Fall 2012 guideline;

BE IT RESOLVED, that the Fort Wayne Senate recommend to the Administration that the implementation of the minimum enrollment standards and the summer compensation schedule in the recently distributed guidelines be delayed to summer 2014.



VICE CHANCELLOR FOR ACADEMIC AFFAIRS

To: Deans, Chairs, and Program Directors
From: Steven T. Sarratore, Interim VCAA
Subject: Summer Course Offerings & Compensation Guidelines
Date: February 25, 2013

We will be using new guidelines for low enrollment courses in Summer I and II this year. Note that exceptions must be approved before classes begin.

1. **Summer School goal**
The goal is to generate as many credit hours as possible within program needs and requirements, budget allocations, and faculty availability.
Colleges, schools and divisions are offered an incentive (budget increase for next summer) when they meet or exceed their goals for maximizing summer enrollments.
2. **Minimum enrollment standards**
The minimum enrollment for undergraduate and dual-level courses is twelve (12).
 - The minimum enrollment for graduate courses is ten (10).
3. **Multiple Sections**
Chairs are responsible for ensuring that course sections are at or near full enrollment before authorizing additional sections during the same or subsequent summer session.
4. **Balancing credit hour generation and programmatic needs**
 - Chairs are responsible for planning throughout the year (including summer) to meet programmatic needs and student demand.
Review of summer enrollments should include a historical component to help identify trends that can inform planning for the future.
5. **Faculty compensation (for courses funded by the General Fund)**
These guidelines do not apply to courses offered through DCS, which has its own formula based on enrollment and cost.
 - Regular faculty earn 10% of their academic year (AY) salary for each 3-credit summer course that meets or exceeds minimum enrollment levels or a pro-rated amount for enrollments below the minima following the schedule in item #6 below. Salaries are also pro-rated for courses of more or less than 3 credits.
Compensation rates will be determined by the official enrollment which is recorded at 5pm on the Wednesday after weekday classes begin on Monday for Summer I and Summer II.
LTL faculty rates for below-minima classes will be negotiated on a case-by-case basis. Deans must negotiate any exceptions (e.g. enrollment minima and related salary rates) with the VCAA before classes begin.

6. Decisions about courses with low enrollments
 - Decisions about whether to cancel courses with low enrollments will be made the week before classes begin.
 - At this point, the faculty member who agrees to teach a course with low enrollments should be aware that enrollment may go up or down before the date that official numbers are recorded and compensation rates determined.

7. Summer compensation schedule (assuming a 3 credit hour course):
 - Undergraduate or dual-level course:
 - 12 students or more, 10% of AY salary base
 - 11 students, 11/12 or 9.17% of AY salary base
 - 10 students, 10/12 or 8.33% of AY salary base
 - 9 students, 9/12 or 7.5% of AY salary base
 - 8 students, 8/12 or 6.67% of AY salary base
 - 7 students, 7/12 or 5.83% of AY salary base
 - 6 students, 6/12 or 5% of AY salary base
 - Below 6, the class should be cancelled.
 - Graduate course:
 - 10 students or more, 10% of AY salary base
 - 9 students, 9% of AY salary base
 - 8 students, 8% of AY salary base
 - 7 students, 7% of AY salary base
 - 6 students, 6% of AY salary base
 - 5 students, 5% of AY salary base
 - Below 5, the class should be cancelled.

8. Academic Year (AY) salary base for IU-paid and PU-paid faculty:
 - IU-paid faculty are paid on the basis of their 2012-13 AY salary for Summer I and Summer II.
 - Purdue-paid faculty are paid on the basis of their 2012-13 AY salary for Summer I. They will be paid on the basis of their 2013-14 AY salary for Summer II.

SUMMER 2013 BUDGET ALLOCATION WORKSHEET

Unit	2012 ALLOC	2012 SPENT	2010 GF CrHrs	2011 GF CrHrs	2012 GF CrHrs	11-12 Change	Per Cr Hr	2013 ALLOC	Alloc. Change
Arts and Sciences (incl. Flying Start)	\$715,000	\$742,571	8,813	7,467	6,231	-16.6%	\$119	\$571,516	-20.1%
Bus & Mgmt. Sci (incl. CEE)	\$200,000	\$216,419	1,527	1,178	1,211	2.8%	\$179	\$166,566	-16.7%
Educ & Public Policy (incl. Public Affairs)	\$157,000	\$153,292	2,223	1,436	869	-39.5%	\$176	\$117,980	-24.9%
ETCS	\$100,000	\$103,192	1,252	822	719	-12.5%	\$144	\$79,421	-20.6%
Health Sciences	\$53,000	\$48,497	645	647	388	-40.0%	\$125	\$37,325	-29.6%
Vis & Perf Arts	\$80,000	\$84,583	970	817	692	-15.3%	\$122	\$65,099	-18.6%
OAA and Other	\$32,908	\$0		94	4			\$0	-100.0%
TOTALS	\$1,337,908	\$1,348,554	15,430	12,461	10,114	-18.8%	\$133	\$1,037,908	-22.4%
Check Sum	\$1,337,908							\$1,037,907	

APPROVAL AND MINIMUM ENROLLMENT REQUIREMENTS

Scheduled classes for which summer salaries are being paid must first be approved by the OAA.

Scheduled classes for which summer salaries are being paid are expected to have a minimum enrollment of 12 for undergraduate and dual-level classes or 10 for graduate-level classes. Justification will be required prior to Final Registration for offering any course with an enrollment less than 12/10.

The Summer Course Offering/Compensation Guidelines include a prorated salary option for offering classes smaller than these **minimum sizes**.

Summer on-campus, regular-calendar courses must be paid from these General Fund allocations.

SUMMER II INCREMENTS

Summer II increments for Purdue-paid faculty must be covered within the allocations shown above.

OVERLOAD ASSIGNMENTS

Overload assignments (3 classes in one session or more than 3 classes across both sessions) must be discussed prior to processing of appointment forms and must be covered within the allocations shown above.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marcia Dixson, Chair
Faculty Affairs Committee

DATE: February 1, 2013

SUBJECT: Amendment to the Bylaws of the Fort Wayne Senate: FAC charge

DISPOSITION: Request the Senate vote on the attached by-laws change

WHEREAS, Continuing Lecturers, Limited Term Lecturers, Visiting instructors, and Clinical faculty teach a significant number of credit hours on the IPFW campus; and

WHEREAS, These faculty currently have no representation nor standing committee to consider their working conditions or advocate for any necessary changes;

BE IT RESOLVED, That the charge of the Faculty Affairs Committee of the Fort Wayne Senate be amended in the attached manner to include these significant faculty positions.

The Faculty Affairs Committee consisting of the Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, shall be concerned with the responsibilities, rights, privileges, opportunities, and welfare of the Faculty (**including tenured and tenure track faculty, clinical faculty, continuing lecturers, limited term lecturers, and visiting instructors**), collectively and as individuals. Such items as tenure, academic promotion, leaves of absence, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the Committee. The Committee shall establish a Professional Development Subcommittee and a Promotion and Tenure Subcommittee.

appropriate administrative official shall state a decision in writing, with reasons therefor. This statement shall also be sent to the Faculty member concerned.

Public statements by either faculty members or by administrative officials about cases before the Board should be avoided. Any announcement of the final decision should include either the complete statement or a fair abridgment of the recommendation of the Board, if it has not previously been released.

- 5.3.1.2 Subject to the provisions of the *Faculty Handbook*, the ***Purdue University Committee on Institutional Affairs*** shall establish an Academic Personnel Grievance Board. The actions of this body shall not be subject to review by other faculty bodies.

The Purdue University Committee on Institutional Affairs shall inform the Speaker of the Purdue University Faculty and the Purdue Senator elected to the Purdue University Senate that they shall serve on the Purdue Inter-campus Faculty Council. The term of such elected representative shall expire with that person's Senate term.

- 5.3.1.2.1 ***Academic Personnel Grievance Board.*** The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda.

5.3.1.2.1.1 ***Membership.*** The Board shall be composed of thirty tenured members of the Voting Faculty of Purdue University at Fort Wayne, nominated and elected by that Faculty. Twenty members shall be regular members, and the remaining ten shall be alternate members. Ten regular members and five alternate members shall be elected each spring to serve for a term of two years beginning in the fall following election.

5.3.1.2.1.2 ***Grievance Committees.*** When it is necessary to compose a grievance committee, that committee shall be selected from the twenty regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any grievance committee, they shall be selected from the ten alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other members of the Voting Faculty of Purdue University at Fort Wayne. The same restrictions on committee membership shall apply.

5.3.1.2.1.3 ***Organization.*** Within two weeks of the beginning of each fall term, the Board shall meet to review its charge and to elect a chair and a secretary.

- 5.3.2 ***The Faculty Affairs Committee*** consisting of the Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, shall be concerned with

the responsibilities, rights, privileges, opportunities, and welfare of the Faculty,(including tenured and tenure track faculty, clinical faculty, continuing lecturers, limited term lecturers, and visiting instructors), collectively and as individuals. Such items as tenure, academic promotion, leaves of absence, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the Committee. The Committee shall establish a Professional Development Subcommittee and a Promotion and Tenure Subcommittee.

5.3.2.1 ***Professional Development Subcommittee.*** This Subcommittee shall consist of the Chief Academic Officer of IPFW, nonvoting, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and seven members of the Voting Faculty elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will oversee and recommend policies and procedures relating to the professional development of the faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members shall serve two-year terms. Members of the Subcommittee shall be ineligible to submit a summer research grant proposal or sabbatical leave request during their term on the Subcommittee.

5.3.2.2 ***Promotion and Tenure Subcommittee.*** This Subcommittee shall consider all applications for promotion in rank or tenure from Faculty in 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, request Subcommittee consideration of applications originating therein.

5.3.2.2.1 ***Membership.*** This Subcommittee shall consist of the Chief Academic Officer of IPFW as nonvoting chair and seven tenured members of the Fort Wayne Voting 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 Subcommittee will 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 from a panel of nominees composed of at least two representatives from the faculty of each school/division selected according to procedures adopted by the school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the school/division. Voting members of this Subcommittee shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor which is part of the candidate's case. Faculty members shall not serve on this Subcommittee in a year when their own case is pending.

5.3.2.2.2 ***Charge.*** The Subcommittee shall (1) 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 (2) assess the adequacy and sufficiency of the evidence. In order to fulfill their charge, Subcommittee members shall be given early access by the Subcommittee chair to relevant Faculty and university statements on the procedures and criteria governing promotions

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marcia Dixson, Chair
Faculty Affairs Committee

DATE: March 22, 2013

SUBJECT: SD 91-20 Extension of Probationary Period for Justifiable Cause

DISPOSITION: For action at the next Senate meeting

WHEREAS, the current policy allows for extension of the probationary period for birth or adoption of a child; and

WHEREAS, untenured faculty may be concerned about the appearance of a lack of commitment by requesting this extension;

BE IT RESOLVED, that the following be added to the current document: "4. A one-year automatic exclusion will be granted to either or both parents for the birth or adoption of a child. Faculty may choose to submit a tenure case under their original or the extended timetable."

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee

DATE: March 30, 1992

SUBJ: Extension of the Probationary Period for Justifiable Cause

DISPOSITION: To the Presiding Officer for implementation

PURPOSE: The academic performance of a probationary faculty member can be adversely affected by extraordinary personal circumstances. Such circumstances might include the responsibility as primary care giver after the birth or adoption of a child, serious personal illness, the provision of care for a seriously ill family member, or any similar situation requiring compassion. Such conditions may warrant deviation from the tenure policy.

To ensure consistency and fairness in determining which conditions are sufficiently justifiable to warrant deviation from the tenure policy, the following guidelines and procedures are recommended:

GUIDELINES

1. Ordinarily, an individual may exclude no more than one year from the probationary period for justifiable conditions.
2. Normally, requests for exclusions must be made within one year from the time the conditions occurred which precipitated the request.
3. Exclusions will not be granted after the beginning of the penultimate year.
4. A one-year automatic exclusion will be granted to either or both parents for the birth or adoption of a child. Faculty may choose to submit a tenure case under their original or the extended timetable. Decisions regarding whether or not requests for exclusions will be granted shall be based on:
 - a. verification that the conditions leading to the request occurred or continue to exist.
 - b. verification that the faculty member's performance prior to the conditions leading to the request warrants an exclusion.
 - c. confirmation that the conditions for which the request is being made fall within the parameters of those deemed in these guidelines to be justifiable.

5. Faculty who have been awarded an exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
6. Work accomplished during the excluded period may be cited in the promotion/tenure case.

PROCEDURES

1. Requests for exclusion shall be made in writing by the faculty member to the Department Chair. The Chair will determine, in consultation with the Departmental Promotion and Tenure Committee, whether the request is justifiable and forward a recommendation through the Dean to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs, in consultation with the faculty's Department Chair and Dean, will have the authority to approve exclusions for justifiable conditions.
2. Requests for exclusions may be made at any time during each academic year up until March 15 of the academic year prior to the penultimate year. Decisions regarding requests will be made within 60 days of the receipt of the request.
3. Any faculty member who feels it necessary to appeal a decision made under the above guidelines and procedures may utilize the grievance procedures established for academic personnel.

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)

Senate Document SD 12-23
(Amends SD 03-15)
(Approved, 4/22/2013)

TO: Fort Wayne Senate

FROM: Purdue University Committee on Institutional Affairs
Peter Dragnev, Chair

DATE: January 18, 2013

SUBJ: Proposed Amendment to Senate Document SD 03-15

WHEREAS, Currently IPFW employs three kinds of faculty; namely, PU-mission/PU-benefitted, IU-mission/PU-benefitted, and IU-mission/IU-benefitted faculty; and,

WHEREAS, The original document, SD 03-15, calls for election of the [Purdue] University Senate representative of IPFW among the Purdue-employed Voting Faculty, which PUCIA finds ambiguous;

BE IT RESOLVED, That the proposed amendment to SD 03-15, as shown on the original (SD 03-15) as a strike-out (deletion), be approved by the Fort Wayne Senate.

Senate Document SD 12-23
(Amends SD 03-15)

Senate Document SD 03-15
(Approved, 3/15/2004)

TO: Fort Wayne Senate

FROM: Purdue Committee on Institutional Affairs
Elaine Blakemore, Chair

DATE: February 10, 2004

RE: Fort Wayne Faculty Representation on the [Purdue University West Lafayette]
University Senate

Whereas, the Board of Trustees of Purdue University and the [Purdue] University Senate provide for elected representatives from the Calumet, Fort Wayne, and Indianapolis campuses to serve on the [Purdue] University Senate; and

Whereas, in 1990-1991 the Fort Wayne Senate ([SD90-15](#)) resolved not to fill the Fort Wayne seat; and

Whereas, the [Fort Wayne] Purdue Committee on Institutional Affairs recently surveyed the faculty to determine if they would now like to have this representation; and

Whereas, the majority of the faculty responding to this survey indicated that they would like to be represented on the [Purdue] University Senate; and

Whereas, the [Fort Wayne] Purdue Committee on Institutional Affairs has voted to recommend that the Fort Wayne Senate rescind SD 90-15, and that the Fort Wayne campus elect a representative to fill the seat on the [Purdue] University Senate;

Be It Resolved, that the Senate rescind SD 90-15, and

Be It Further Resolved, that the Nominations and Elections Committee undertake an election to select a member of the Purdue-~~employed~~ Voting Faculty, elected by the Purdue-~~employed~~ Voting Faculty, to serve a three-year term to the [Purdue] University Senate beginning in the next academic year; and

Be it Further Resolved, that this seat continue to be filled in the future; and

Be it Further Resolved that the representative report to the Fort Wayne Senate on a regular basis.

TO: Fort Wayne Senate

FROM: Purdue Committee on Institutional Affairs
Elaine Blakemore, Chair

DATE: February 10, 2004

RE: Fort Wayne Faculty Representation on the [Purdue University West Lafayette]
University Senate

Whereas, the Board of Trustees of Purdue University and the [Purdue] University Senate provide for elected representatives from the Calumet, Fort Wayne, and Indianapolis campuses to serve on the [Purdue] University Senate; and

Whereas, in 1990-1991 the Fort Wayne Senate ([SD90-15](#)) resolved not to fill the Fort Wayne seat; and

Whereas, the [Fort Wayne] Purdue Committee on Institutional Affairs recently surveyed the faculty to determine if they would now like to have this representation; and

Whereas, the majority of the faculty responding to this survey indicated that they would like to be represented on the [Purdue] University Senate; and

Whereas, the [Fort Wayne] Purdue Committee on Institutional Affairs has voted to recommend that the Fort Wayne Senate rescind SD 90-15, and that the Fort Wayne campus elect a representative to fill the seat on the [Purdue] University Senate;

Be It Resolved, that the Senate rescind SD 90-15, and

Be It Further Resolved, that the Nominations and Elections Committee undertake an election to select a member of the Purdue Voting Faculty, elected by the Purdue Voting Faculty, to serve a three-year term to the [Purdue] University Senate beginning in the next academic year; and

Be it Further Resolved, that this seat continue to be filled in the future; and

Be it Further Resolved, that the representative report to the Fort Wayne Senate on a regular basis.

TO: Fort Wayne Senate
FROM: Chris Erickson
DATE: April 22, 2013
RE: Motion to amend Senate Document SD 88-13

WHEREAS, SD 88-13 is the document that outlines procedures for promotion and tenure for IPFW faculty;

WHEREAS, SD 88-13 states in 1.0, “The preponderance of the evaluation of a candidate shall occur at the first level”;

WHEREAS, SD 88-13 also states in 1.5, “The purposes of [the campus 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”;

WHEREAS, the line “assess the adequacy and sufficiency of the evidence” is open to interpretation and leads to inconsistency in how candidates’ cases for promotion and tenure are treated;

WHEREAS, the line “assess the adequacy and sufficiency of the evidence” also potentially conflicts with the statement in 1.0, whereby the “preponderance of the evaluation... shall occur at the first level”;

BE IT RESOLVED, that the role of the campus committee in 1.5 be clarified to read:

“The purpose of this committee is 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.~~

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.

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. 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.

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.

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)

(Amended & Approved, 4/22/2013)

TO: Fort Wayne Senate

FROM: University Resource Policy Community
Marc Lipman, Chair

DATE: February 27, 2013

SUBJ: Continue Participation in Summit League

Disposition: To the Senate for consideration

WHEREAS, IPFW must make a decision within two years to continue participation in the Summit League as a NCAA Division 1 university, and

WHEREAS, IPFW would incur a substantial monetary penalty for withdrawal from the Summit League after it has agreed to the terms of membership, and

WHEREAS, there has not been a comprehensive review of whether IPFW's participation in Division I athletics has met the goals articulated in the original proposal of 2000 to move IPFW from Division 2 to Division 1 athletics,

THEREFORE BE IT RESOLVED THAT the URPC assemble a task force representative of all major stakeholders to the university and athletic program for completion of an assessment of the cost and benefits of IPFW's participation as a Division 1 university and to issue a report to the Senate by the February 2014 meeting.