

Minutes of the  
First Regular Meeting of the Thirty-Third Senate  
Indiana University-Purdue University Fort Wayne  
September 9, 2013  
12:00 P.M., Kettler G46

Agenda

1. Call to order
2. Approval of the minutes of April 8, 15, and 22, 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 (Senate Reference No. 13-1) – A. Downs
6. Committee reports requiring action
  - a. Faculty Affairs Committee (Senate Document 12-17) – B. Valliere
  - b. Faculty Affairs Committee (Senate Document 12-22) – B. Valliere
7. New business
  - a. Mike Nusbaumer Resolution (Senate Document 13-1) – M. Nusbaumer
  - b. Executive Committee (Senate Document 13-2) – B. Valliere
  - c. Educational Policy Committee (Senate Document 13-3) – Y. Zubovic
8. Committee reports “for information only”
9. The general good and welfare of the University
10. 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. Mettert

---

Attachment:

“Promotion and Tenure Criteria Document” (SD 12-17 [postponed from April 2013 Senate meeting])  
“Procedures for Promotion and Tenure” (SD 12-22 [postponed from April 2013 Senate meeting])  
“Examine Current Promotion and Tenure Documents” (SD 13-1)  
“Approval of replacement member of the Executive Committee” (SD 13-2)  
“Approval of replacement member of the Educational Policy Committee” (SD 13-3)  
“Attachment A”

Senate Members Present:

J. Anderson, J. Badia, S. Batagiannis, E. Blakemore, V. Carwein, J. Casazza, C. Chauhan, C. Crosby, S. Davis, P. Dragnev, C. Drummond, C. Duncan, C. Erickson, A. Eroglu, T. Grove, C. Gurgur, G. Hickey, R. Hile, P. Iadicola, M. Jordan, D. Kaiser, G. Karaatli, M. Lipman, D. Liu, A. Livschiz, G. McClellan, D. Momoh, A. Mustafa, M. Nusbaumer, H. Odden, K. Pollock, R. Rayburn, H. Samavati, S. Savage, A. Schwab, S. Stevenson, R. Sutter, H. Sun, H. Tescarollo, B. Valliere, N. Virtue, M. Wolf, M. Yen, Y. Zubovic

Senate Members Absent:

T. Adkins, M. Alhassan, S. Ashur, B. Dattilo, C. Ganz, L. Johnson, M. Montesino, J. Neumann, J. Niser, R. Pablo

Faculty Members Present:

S. Barry, J. Burg, M. Coussement, S. Hanke, C. Kracher, L. Wark

Visitors Present:

J. Patton, N. Wilkinson

Acta

1. Call to order: A. Downs called the meeting to order at 12:00 p.m. The senators introduced themselves.
2. Approval of the minutes of April 8, 15, and 22, 2013: The minutes were approved as distributed.
3. Acceptance of the agenda:  
  
B. Valliere 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 would like to welcome you all and wish you a prosperous academic year. A couple of things I need to address. We have had a couple of resignations from the IU Faculty Board Review. As soon as Sarah and I get a mailing list of IU faculty we will be soliciting nominations to replace those people. This is a very important body. It is the primary body grievance for faculty. I encourage you all to self-nominate or nominate others to fill those positions. Secondly, by now most of you have heard through the President Mitch Daniels efforts to limit academic freedom.

The last comment I have deals with the end of last week. The chancellor sent out an email informing us of the climbing enrollments this year. As we go into this again, like last year, we have no systematic plan for addressing this. I do appreciate Interim Vice Chancellor of Financial Affairs for trying to begin the process for creating a plan. I wish him all the luck in that regard. In my view, we cannot again go through another year of what I consider to be an opportunistic elimination of open tenure-track positions. If we have to do that again it raises serious questions about the integrity of certain academic programs. For example, in my own department (Sociology) before we began budget-cuts we had nine tenure-track faculty, and we will have two more tenure-track openings due to retirements. If we do not get some of those replaced by the end of this year's budget cut cycle we will be down to four tenure track faculty.

b. Purdue University:

P. Dragnev: Let me welcome you all for another academic year. With all the pressures and challenges in higher education I am somewhat more optimistic about IPFW, and its future. We are a really strong North East Indiana school. We carry two important names, Indiana University and Purdue University. Yes, enrollment is down, but we have been going through these cycles up and down. We have to learn to navigate these cycles, and we have not learned to do that yet. I do seem some encouraging trends, for example, we lost 20 students in MA 109 and MA 113, but we gained a 100 in business and life sciences. Now this certainly is an encouraging trend, because our success rates in these remedial classes have not for the last couple of years stayed really low for a long time, which means we are turning into a more selective university, and that is a good trend in my own view.

Now I want to echo my colleagues concerns about tenure-track faculty positions. Let's remember we entered this last year with low tenure-track. We did drop 14 of these positions, and we may go at least after other resignations. In all honesty, it is the full time tenure-track and tenured faculty that connect with the students the most. This is the way to retain and graduate students.

On an informational note, the Board of Trustees did approve the new health care plans. Stay tuned for any workshops, and forums for benefits. There is a significant change, and we will pay more for health care, but it will help us be careful shoppers.

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

A. Downs: In your packets you should have received Senate Reference No. 13-1. That is the report documents passed by the Senate last academic year. I encourage all of you to look at the Senate website when you are looking for information that website is [www.ipfw.edu/senate](http://www.ipfw.edu/senate).

For those of you that are new to the Senate you are probably wondering a few things. Our speakers are elected by our faculty members, and speak for the faculty. I am the

presiding officer, and I am elected by this body. My job is to turn this meeting, and help with some administrative issues. I bring this up, because before in the past when I was parliamentarian I would be asked how do I get documents on the floor, and how do I get speaking privileges. I have threatened and I think it might actually happen this year. There will eventually be a small work shop on how the governs body actually work. We are lucky that a lot of the original people who were drafted are still around.

Also, for those that approved minutes from April realize that was a record setting days. Stan actually called me after the third Senate meeting, to congratulate me for having the longest meeting. Stan brought this up, because he presided over the shortest meeting ever at eight minutes. No reflection on the quality of work done. I did encourage this last year, and I will encourage it this year. If you are on a committee please be diligent about doing your work, and try to keep things moving through. There will be some extra opportunities for service. For example, joining the IU Board of Review for IU faculty members, and there will be an announcement coming out about joining the search for the permanent VCFAA. If you are committed heavily already, please encourage others to participate in these things. And, of course, I want to wish everyone good luck this year. It is a new year, and I hope it is going well for everyone.

6. Committee reports requiring action:

a. Faculty Affairs Committee (Senate Document 12-17) – B. Valliere:

B. Valliere moved to discuss SD 12-17 (Promotion and Tenure Criteria Document).

M. Nusbaumer moved to table SD 12-17 until after discussion of Senate Document SD 13-1. Seconded.

Motion to table passed on a voice vote.

b. Faculty Affairs Committee (Senate Document 12-22) – B. Valliere:

B. Valliere moved to discuss SD 12-22 (SD 88-13 Procedures for Promotion and Tenure).

M. Nusbaumer moved to table SD 12-22 until after discussion of Senate Document SD 13-1. Seconded.

Motion to table passed on a voice vote.

7. New business:

a. M. Nusbaumer's Resolution (Senate Document SD 13-1) – M. Nusbaumer:

M. Nusbaumer moved to approve SD 13-1 (Examine Current Promotion and Tenure Documents). Seconded.

C. Drummond moved to amend SD 13-1 by the following: the ninth paragraph down to read, “Be it resolved that FAC assemble a ~~13~~ 14 member Task Force...for Senate consideration and.” Seconded.

C. Drummond moved to amend SD 13-1 by the following: The tenth paragraph to read, “Be it further resolved that this Task Force..., one from the Campus P&T Committee, **one dean elected by the academic deans**, and the VCAA.” Seconded.

Motion to approve amendments passed on a voice vote.

Motion to approve SD 13-1, as amended, passed on a voice vote.

P. Iadicola moved to table SD 12-17 until April 2014. Seconded.

Motion to approve tabling passed by a voice vote.

A. Schwab moved to table SD 12-22 until April 2014. Seconded.

A. Schwab: The alternates that were made last year are still active?

A. Downs: The current documents are still the current documents, the items specifically amended in SD 12-17 and SD 12-22 are not accepted at this time.

Motion to approve tabling passed by a voice vote.

b. Executive Committee (Senate Document SD 13-2) – B. Valliere:

B. Valliere moved to approve Senate Document SD 13-2 (Approval of replacement member of the Executive Committee).

Motion to approve passed on a voice vote.

c. Educational Policy Committee (Senate Document SD 13-3) – Y. Zubovic:

Y. Zubovic moved to approve Senate Document SD 13-3 (Approval of replacement member of the Educational Policy Committee).

Motion to approve passed on a voice vote.

8. Committee reports “for information only”: There were no committee reports.

9. The general good and welfare of the University:

N. Wilkens: I am the Chief Communications Officer at the University, and I just wanted to be able to help you all put a face with the name. I have got to work with a lot of you

directly, and I just wanted to say I appreciate your help in telling the University story to the campus and to the media. So, if you have good works, successes of yourself or your students please send those to me. I look forward to getting to know many of you.

J. Patton: I am here to help support Nicole and the University's missions.

A. Schwab: I have been selected to be the IRB liaison for IPFW through Purdue. I am holding my first office hours, which will be the second Tuesday of every month. The next one is tomorrow in LA 160. So, if you need any help in preparing an IRB application, or responding to the response you got from Purdue about your IRB application feel free to contact me through email, or swing by my office hours. Please share this with other members of your department.

P. Iadicola: A vegetarian caucus met at the reception and they would like to ask those who attend those receptions that vegetables are a universal food, whereas, the meat is not. It would be nice to move the vegetables from the side component of the buffet and have more main courses. We just thought a little bit more food selection besides the traditional food pyramid selections.

Secondly, I cannot help make a comment regarding the survey instrument that was created. Being a sociologist I have spent numerous years investigating and critiquing social science research methods. There were some serious problems with the instruments that were developed and sent out. I do appreciate the work Elaine Blakemore performed, in terms, of trying to correct the designers of that instrument. In order, to really be able to do something with that data we need to understand how good the data is, which raises questions regarding validity and reliability of the instruments, as well as the response rates. It would also be nice to have a copy of the survey, because some of them seem to be double loaded questions. I hope this survey did go through some kind of review even if it was an expedited review.

E. Blakemore: First of all, are the colleges going to elect their own representatives?

A. Downs: That is the plan.

E. Blakemore: My second question has to do with this email we received I think Friday. It basically said that we are going to lose administrative rights on our own computers, and we will no longer be able to install software on our own without someone coming to help us. My department is very distressed about that, and is concerned about if any faculty has any role in making that decision. From a practical perspective I understand it is difficult commuting viruses, but it seems a lot more time will be taken out to run over and install software. So, I just want to express my departments concern.

A. Downs: If you do not know what Elaine is talking about check with your chair, because I do not think it went to all faculty.

E. Blakemore: The General Education Subcommittee sent an email late in the week, which basically informed us that departments would have to submit entire assessment plans for all of their general education approved courses. We were under the impression that we would have to submit an assessment for the one measure that we had decided to implement for this year. We are a little shocked that we have to have all this submitted by the 20<sup>th</sup> of this month.

A. Downs: As someone actually on that committee, that is an interesting misunderstanding. It was stated repeatedly in open forums last spring that full assessment plan had to be ready in the fall. Having said that, General Education is willing to be flexible, and General Education does send out fairly regular updates now. The updates currently go to department chairs, academic deans, associates deans, and anyone who submitted a proposal. It does say in the email that if you know someone who benefit from this could please send it on.

E. Blakemore: We will appreciate flexibility.

M. Wolf: I am ACITAS representative. This was raised last spring, and faculty was very strongly against this. I suggested that someone on ACITAS address this, because of our software policy now.

N. Virtue: To follow that remark. It just seems like there is a growing trend in ITS toward doing things that could be security issues over helping professors do the job they are hired to do. For example, I find it very inconvenient that we cannot download software in the classroom. That has caused me a number of problems. It is not astronomical, but it is inconvenient. It is an example of things that takes away from our time as instructors. Another example, is in blackboard we use to have unlimited storage in the old blackboard, and now we have little space in blackboard. Every semester I have to call and go through this big ritual of basically begging for more space. It just seems like there is a pattern developing, and maybe there is something that can be done about this.

M. Wolf: We have a couple of problems with the ACITAS structure, because we have not been proactive enough. We are personally at fault as faculty for not providing enough guidance. I think we might eventually think about making ACITAS a committee and not just a subcommittee. This subcommittee was designed 25 years ago, and academic computing is the main structure now, and we have something that does not fit the structure of the University correctly. So for good and welfare we might think about changing the structure of what should be achieved as the driving force of the campus gets up there.

H. Samavati: To give one other example of what Nancy was talking about. Several of us in Economics Department have a subscription to an academic journal, and we were trying to access it, but ITS put some kind of block on it so you cannot see any content. We had to make several calls to ITS, and explain that this is an academic journal and we have a subscription to, and cannot get on the website and that we need to be able to access the online journal.

S. Davis: Can I suggest that the person that needs to be here, Robert Kostrubanic, is not here, and maybe submit a question time to the Senate where some of these issues can be addressed.

V. Carwein: The packet that is being passed out is more information. One thing I did not fully understand is the perception that IPFW has grown dramatically over time. The fact is that we have been very stable over the last decade with our degree seeking students. What has really increased is the dual enrollment program, but they only pay \$25 a credit hour for a class and the majority of them is in high school and are not even on campus. As we talk about the strategic plan, I think we really need to keep in mind that while there is a perception that we have grown dramatically we really have not. Where we really have decreased is in our upper division students. Stan and Jeff are doing our first budget retreat this Friday, September 13. It is to discuss how we are going to go forward. Another comment about the budget, reallocation is going to be a word that is going to be used, and I am going to predict that by the time the school year is over it is going to be implemented in a number of ways. For the first time colleges and departments are being analyzed college by college, and department by department in terms of enrollment. For those departments that have lost 40 percent of your enrollments over the last couple of years you are just simply not going to be able to retain 100 percent of your resources. I do not want to leave on a negative note. We do have a lot of ideas on the table and will be implementing during this year. There are good horizons ahead, but we need to be realistic.

S. Davis: There are three sides, Academic, Financial Services, and Student Services. The meeting starts Friday. We have directors from Student Services, the deans, and all my directory reports will be there. We will be looking at the relationship between all three of these. We all have one goal, so that is why we have to look at the entire picture.

A. Downs: This is called good and welfare so if there is a question you can submit your question to the Senate and it will be an item in the agenda that we can discuss at the meeting.

N. Virtue: I have two questions for programs that are traditionally small, but valuable. Are we talking about reallocations based on dips in enrollments, or are we talking about reallocations based on small programs?

V. Carwein: When I say reallocation that is going to be based on several things.

R. Sutter: There is an issue sometimes with how the number of majors is calculated, because each student cannot be counted twice. In anthropology because of how majors are counted it is only those students with the primary major is that major, not the secondary major. We currently only have 55 majors, but if you count those who have anthropology as their second major it goes up to 120. We still have to advise those students, we still have to have resources to instruct those students. That number is not included in discussion, and so I was just hoping that perhaps that can be looked at to.



A. Schwab: As the Director of the minor in professional and applied ethics I have similar concerns, because they are never counted as a major, but I am advising four practicums this semester.

M. Wolf: Our numbers are going down, but retention has increased to seven percent. Is part of the funding formula? Is there a check out of what that trade-off will end up being, or is that something we find out later?

G. McClellan: The seven percent applies to fall 2012-fall 2013. The funding formula is on graduation, and if we can keep that up then there will be a pay back at graduation for us. At this moment that is a little hard to quantify. We will get paid down the road, but in the short-term we won't be seeing it until they graduate.

M. Wolf: So we are in the darkest days?

G. McClellan: Yes, for a little bit. We are headed in a better direction though.

P. Iadicola: Just in our calculation I would hope you would take into consideration the amount of positions in those departments that teach would be helpful.

L. Vartanian: Is the institutional perspective right now that this 30 percent increase is a good thing and something we are embracing, because it is not clear for me with the things that are being said that it is.

V. Carwein: To me it is a good thing it exposes more potential students to IPFW, but the problem is we do not convert many to IPFW.

G. McClellan: I believe that conversion rate is higher now, but to me it could be better. That is an excellent question Lesa, and I think the University needs to have this conversation. It is like any social phenomenon it is a state priority. When the state started this and we got paid full rate for all these students it was not a revenue consideration. Now you have a situation where state says let's get as many high school students have as many credits possible ahead of time. Then you have another policy let's cap all degree programs at 120 credit hours. Some reasonable person could look at that and wonder what the real agenda is. There are some institutions in the state that have chosen to bypass this business. In the short run Jeff, Carl, and I have all agreed that we are not actively seeking new school district partners. If they walk in the door and ask to help them we will have a conversation, but at the moment, until we have a chance as a community to sort this out we have a moratorium on going out there and growing it further.

M. Nusbaumer: Members of the prior administrations very much sold our participation in those based upon if we do not do it someone else will, and we will have to eat their credits.

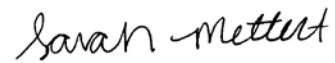
A. Livschiz: At the end of last year there was a motion that was passed, and this year EPC and URPC is going to be looking at this issue of dual credits.

J. Casazza: Is there data that says why we are not converting them, or where they are going?

G. McClellan: That data will be explored through the work of Yvonne Zubovic and EPC. We have not as an institution historically done an impressive job of collecting the data or thinking about the data. We are changing that now, thanks to Peter Iadicola's motion and the work of EPC.

S. Davis: I wanted to respond to my good friend Peter Iadicola about the vegetarian comment earlier. Some of us relate more to the food chain rather than the food pyramid, and having worked my way to the top of the food chain I have no problem with meat being the center.

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



Sarah Mettert  
Secretary of the Faculty

Senate Document SD 12-17  
Deferred till September 2013  
Tabled 9/9/2013 until April 2014

MEMORANDUM

TO: Fort Wayne Senate

FROM: Marcia Dixon, Chair  
Faculty Affairs Committee

DATE: February 26, 2013

SUBJECT: Promotion and Tenure Criteria Document

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

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

WHEREAS, These documents are not wholly in agreement;

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

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

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

**Red** = amendments that have been approved so far.

Senate Document 12-17  
Deferred till September 2013  
Tabled 9/9/2013 until April 2014

## IPFW CRITERIA FOR TENURE AND PROMOTION

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

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

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

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

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

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

The department policy should be consistent in content and criteria for quality with those governing promotion and tenure in comparable departments at other universities. The policy must also be

consistent with applicable college, campus and Purdue University or Indiana University system criteria for promotion and tenure.

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

#### **A. Criteria for Tenure in the Professorial Ranks**

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

##### Exceptional circumstances for tenure without promotion as an assistant professor

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

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

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

#### **B. Criteria for Promotion to Senior Instructor**

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

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

#### **C. Criteria for Promotion within the Professorial Ranks**

1. Teaching or Librarianship

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

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

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

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

## 2. Scholarship

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

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

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

## 3. Service

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

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

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

Senate Document 12-22  
Deferred till September 2013  
Tabled 9/9/2013 until April 2014

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.

Senate Document SD 12-22  
Senate Document SD 88-13  
(Last Amended, 3/15/2010)  
Tabled 9/9/2013 until April 2014

## **PROCEDURES FOR PROMOTION AND TENURE**

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

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

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

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

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

1.2 The chief academic officer of the department/program

1.3 The college/school/division committee(s), established by the college/school/division faculty, incorporated into the documents which define the procedures of faculty governance within the college/school/division, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the



Senate are distributed.

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

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

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

#### 1.6 The chief academic officer of IPFW

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

## 2.0 Case Process

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

**level should be published no later than March 15 of the preceding academic year.**

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair to be included with the case when it is sent forward to the next level. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the previous level(s). Committee chairs shall distribute copies to committee members.

2.3 The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed.

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

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

### 3.0 Individual Participation

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

3.2 No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.

3.3 The department/program level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before

college/school/division committees. In the event that the chief academic officer of a department, program, college, school, or division serves as ex-officio member of a committee, then that person shall not vote during that committee's deliberations and decisions.

#### PROCEDURES FOR THIRD YEAR REVIEW

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

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

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

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

(Amended, 12/12/1988)

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

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

(Amended, 10/21/2002)

(Amended, 4/21/2003)

(Amended, 9/8/2003)

(Amended, 1/12/2004)

(Amended, 11/12/2007)

(Amended, 4/14/2008)

(Amended & Approved, 3/15/2010)

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

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

Whereas there are more suggested change forthcoming and

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

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

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

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

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

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

Be it resolved that FAC assemble a 14 member Task Force to examine current Promotion and Tenure documents and recent events to develop a consistent, clear and coherent set of documents for Senate consideration and

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

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

MEMORANDUM

TO: Fort Wayne Senate

FROM: Brenda Valliere, Chair  
Executive Committee

DATE: August 27, 2013

SUBJ: Approval of replacement member of the Executive Committee

DISPOSITION: To the Presiding Officer for implementation

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

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

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

BE IT RESOLVED, That the Senate approve these appointments.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Yvonne Zubovic, Chair  
Educational Policy Committee

DATE: September 6, 2013

SUBJ: Approval of replacement member of the Educational Policy Committee

DISPOSITION: To the Presiding Officer for implementation

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

WHEREAS, There is one vacancy on the Educational Policy Committee; and

WHEREAS, The Educational Policy Committee has appointed Hamilton Tescarollo as the replacement member for the remainder of the 2013-14 academic year; and

BE IT RESOLVED, That the Senate approve this appointment.

## Enrollment Fall 2013

	Dual credit <sup>1</sup>	Non-dual credit <sup>2</sup>	Total
Head count 2012	2,438	11,333	13,771
Head count 2013	3,047	10,412	13,459
Change	+24.98%	-8.13%	-2.26%

	Dual credit	Non-dual credit	Total
Credit hours 2012	9,906	129,420	139,326
Credit hours 2013	12,811	120,999	133,810
Change	+29.32%	-6.52%	-3.95%

1. Includes both students taking courses in their high schools and students taking courses on our campus
2. Includes both undergraduate and graduate students

## Admission Denials

### Degree Programs

2009	204
2010	289
2011	368
2012	929*
2013	1033

#### Modified admission requirements

**High School Admits:** Minimum Requirement, Rank in top 80% of class, SAT – 1120 minimum 380 in each part or ACT – 16 minimum 15 in each part, Indiana Core40 required

**Adult Admit:** Minimum Requirement, top half of class or 2.0 GPA, Year of Algebra, Geometry, and Algebra II, Two lab sciences

**GED Admit:** Minimum Requirement, 54 on GED

**Transfer Admit:** Minimum Requirement, Cumulative GPA 2.0 and 15 transferable hours, If Cumulative GPA under 2.5 must have transferable English and math

### Dual Credit

2009	53
2010	70
2011	164
2012	140
2013	259