

## Faculty Senate Meeting

9 February 2024



Senators present: Susan Ely, Peter Whiting, Kyle Mara, Amy Wilson (Alternate for Ashley Carter), Jessica Mason, Erin Reynolds, Nick Rhew, Alisa Holen (Alternate for Rob Dickes), Shannon Pritchard, Sri Dandotkar (Alternate for Brandon Field), Prasenjit Ghosh (Alternate for Nancy Kovanic), Manuel Apodaca-Valdez (Alternate for Todd Schroer), Guoyuan Huang,

Additional attendees: Dr. Amy Chan Hilton, Dr. Jason Hardgrave, Dr. Shelly Blunt

Held in BEC Boardroom

- Called to order: 2:32 pm
- Minutes from 26 January were accepted as submitted.
- Senate Chair Report:
  - Spring Town Hall will be held on February 27<sup>th</sup> from 2:00 -3:30pm in Forum 1. About 35 questions were submitted by all groups. Some editing for clarity and grouping will be conducted and will then all questions will be sent on to the Forum panel prior to the Town Hall taking place.
  - Dr. Crose sent out an email soliciting input regarding online learning. Please remind faculty who participate in online learning to complete the survey and provide feedback for online courses.
  - During the week of February 20<sup>th</sup> student success events will be taking place, sponsored by University Division.
  - All departments are asked to review the Study Abroad requirements for each program and ensure they are being followed. Special attention should be paid to the timeline for initiating a Study Abroad course and the administrative tasks associated with planning the Study Abroad experience.
  - Issues for book availability are being collected by the deans to be summarized by the Provost Office. Jeff Sickman was unaware of the issues. Student Government has not had reports of this from student constituents either. Jeff will attend a future senate meeting after he has reviewed the data presented by the Provost.
  - Indiana Senate Bill 202 passed along party lines on February 6,2024. The bill impacts all Indiana public higher education institutions and has implications for the appointment of the Board of Trustees of each institution and for the tenure process. Most notable is the proposed Board of Trustees role in a 5 year review for tenured individuals. Meeting regarding Senate Bill 202 passed through along party line votes. The entire Bill is available online via <https://iga.in.gov/legislative/2024/bills/senate/202/details>. The Senate Chair is meeting with Aaron Trump next week to discuss opinions from faculty that can be shared for Trump's upcoming meeting at the State House.
- Provost Report from Shelly:

- Deans have been compiling data and providing good data about issues with the bookstore. Both the Provost and Kyle will meet with Jeff Sickman about this. Vice President Steve Bridges was unaware of the issues being reported.
- Academic Planning Council meeting on Monday – a graduate certificate in leadership and an undergrad certificate on financial institutions are being finalized. Once approved they will go to the Board of Trustees and the Higher Learning Commission for approval prior to being offered at USI.
- Undergrad and graduate micro-credential policy was updated in the handbook.
- The handbook will be updated with the inclement weather policy after one final check with Human Resources.
- The College of Liberal Arts is proposing a change for a different kind of advisory board for the Shield. The new advisory board would oversee all media; the new board would increase the amount of student representation from each media outlet and include members of industry from the local Vanderburg area. The new board will take effect next year.
- Programs are asked to doublecheck that articulation agreements are correct and current. The Core articulation agreement is being updated with local and regional institutions as well.
- A group of people are going to the State House on Monday, speaking to the Ways and Means Committee about work that is being done in the School of Business.
- Next week (2/14/24) the Celebration of Teaching and Learning Symposium is taking place. All are encouraged to attend.
- The Food Expo is next Friday (2/16/24).
- Additional transfer days, admitted student days and open houses are coming soon.
- Due to the issues with Federal Aid and the delay of FASFA, students are being admitted to USI but no financial package can be supplied due to the lack of information about Federal or State aid. This can also delay having an idea of firm enrollment numbers for the 2024-2025 year.
- Old Business:
  - Charge 2023\_11 The Ad-Hoc Concurrent Personnel committee has a proposal for the handbook for addressing the charge. The language was read to the group. A lengthy discussion was had.
  - A motion was to amend language of the first sentence to read: “Members of the University Promotion Committee may not serve on any other promotion and/or tenure committee. Department chairs may not serve on the University Promotion Committee during years in which a member of their unit is applying for promotion and/or tenure.”
  - It was seconded and unanimously approved.
  - A motion was made to send the amended charge back to the previously established ad hoc committee to incorporate the senate discussion to be presented to the faculty senate chair by noon on February 29. The motion was seconded and unanimously passed.
- New Business:

- Homecoming is tomorrow (2/10/24) with tailgating beforehand.
- Next Meeting: February 23, 2024
- Meeting adjourned with no additional business to consider: 3:58pm

# CHARGE TO THE USI FACULTY SENATE

## Formal Request for USI Faculty Senate Action

**Name:** Kenny Purcell (Optional)

**Date of Submission:** 09/21/2023

**Name of Faculty Senate Representative:**

1. Kyle Mara
2. Guoyuan Huang
3. Susan Ely

**Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.**

**1. Charge Title:**

Concurrent Personnel Review Policy

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

The purpose of this charge is to better regulate committee participation during reviews of application for promotion and/or tenure. Currently, there is no policy to prohibit individuals from simultaneously serving on The Promotions Committee and lower-level (departmental or college/library-level) review committees. The possibility of concurrent service on multiple review committees for the same applicant(s) is a clear and direct conflict of interest. Basically, no one person should be able to evaluate a candidate for tenure and/or promotion multiple times in the process.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

I offer the following language (or an adapted version if needed) to be added to Article V (Standing Committees) Section 5 (The Promotions Committee) after the sentence, "Members of the committee must be at associate rank or higher:"

“Individuals serving on this committee may not review applicants for tenure or promotion in any other capacity. Members are prohibited from serving on department or college/library level personnel committees in years where an applicant or applicants are applying for tenure or promotion. Department chairs evaluating faculty from their home department for the purposes of tenure or promotion must recuse themselves from the review of those faculty. Members may serve on other review committees (departmental or college/library-level) when the reviewed faculty are not applying for tenure or promotion.”

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Article VI of the by-laws reads "These by-laws can be amended at any regularly scheduled Faculty Senate meeting by a two-thirds majority vote of the total Senate, provided that a written proposal for the amendment has been submitted to the members of the Senate at least one week in advance."

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**

## **Charge 2023\_11\_Concurrent Personnel Review**

February 2, 2024

**Ad Hoc Committee on Promotions Service members:** Susan Ely (Pott College of Science, Engineering, and Education), Erin Reynolds (College of Nursing and Health Professions), Al Holen (College of Liberal Arts), Peter Whiting, Chair (David L. Rice Library), Nick Rhew (Romain College of Business), Jason Hardgrave (Provost's Office), Amy Chan Hilton (Center for Teaching and Learning).

### **A. Proposal for the University Handbook**

Members of the University Promotions Committee may not serve in any capacity in the promotion and tenure review process prior to or subsequent to this service.

When the faculty candidate under review is a direct report to a department chair, program director, unit head, or similar administrative supervisor (e.g. Library Director, Dean, Provost, President), that evaluator may not participate in any additional part of the review process.

Alternate representatives should be elected or appointed as needed to replace members of the University Promotions Committee who need to recuse or remove themselves from the review process.

No faculty member under review for promotion and/or tenure may serve on any reappointment, promotion, or tenure review committee. For example, if a department chair is applying for promotion and/or tenure, they may still evaluate faculty from their department as required, but would not serve on the University Promotions Committee or other review committees.

### **B. Currently in the University Handbook**

Currently there exists no policy prohibiting individuals from serving simultaneously on a department or college/library level committee AND the University Promotions Committee.

From the USI Employee/Faculty Handbook:

#### Section 5. The Promotions Committee

The committee is composed of one elected faculty representative from each academic college, one elected faculty representative from Rice Library and three elected at-large faculty members. Members of the committee must be of associate rank or higher.

The committee will review and recommend applications for academic promotion for any application which:

1) recommendations from the department, college, library, chair, and/or dean lack agreement.

OR

2) the applicant requests an additional review. In such case, applicants must request a review within 7 business days of written notification of their dean's or director's formal recommendation to the Provost.

During review, functions of the committee are:

- A. To receive applications for academic promotions from the deans or directors of the various colleges or library.
- B. To acknowledge in writing to the individual under consideration the receipt of the promotion application.
- C. To review pertinent information concerning any applicant's qualifications and render a recommendation regarding its merit. The merit of an applicant's portfolio shall only be measured using the guidelines for promotion published by the University and the applicant's department, college or the library.
- D. To inform each applicant in writing of the committee's recommendation.
- E. To forward the recommendations in D (above) to the Provost.

### **C. Background information from other academic institutions**

#### **Western Kentucky University**

WKU <https://www.wku.edu/academicaffairs/documents/wku-faculty-handbook-28th-edition.pdf>

c. Individuals Not Eligible to Serve on Promotion Committees Committee members who are candidates for promotion are not permitted to be present during Deliberations on their rank. Any faculty member having a conflict of interest as defined in Section II.X is explicitly excluded from service on the promotion committee. **No individual who serves as the chair of another department within the candidate's college may serve on a promotion committee for such a candidate. Any university official with a subsequent role in the promotion process (the dean of that college, the provost, the president), and any individual with an executive/administrative appointment who reports directly to one of those individuals, is excluded from service on a promotion committee.**

#### **Indiana State University**

ISU <https://www.indstate.edu/policy-library/faculty-appointment-promotion-and-tenure-policies>

### **305.4 Peer Review Committees**

Each department/school, and the college/library shall elect peer review committees of tenured faculty members and pre-tenure faculty and Instructors, when appropriate to evaluate the achievements of candidates for retention, promotion, and/or tenure. **Chairpersons and deans shall**

not serve on these committees, and faculty members shall participate in no more than one (1) recommendation on a given case. It is the candidate's responsibility to present to reviewing bodies evidence of achievements in the related activities of teaching or librarianship; research, scholarship or creativity; and service in accordance with established criteria and standards of performance. Members of each review committee, department chairpersons, and administrators engaged in review at any level must have participated in training on biases in the evaluation of teaching, scholarships, and service within the preceding 5 years.

### **Indiana University, Bloomington**

Eligibility and Voting. Eligibility is guided by the principle of rank-appropriateness: only tenured faculty within a unit may vote on tenure cases; only full professors may vote on candidates seeking promotion to full. Faculty are eligible to vote only if they have been “materially engaged” in the review process, as evidenced (for example) by their familiarity with the dossier or attendance at meetings where the case is discussed. No proxy voting is allowed. Retired faculty members may not vote. Departments and schools may have their own requirements for minimum FTE in the unit necessary for voting eligibility. Eligible faculty may vote only once per case (members of school and campus review committees should vote with the initial home unit – e.g., the department – and then recuse themselves from subsequent considerations of the case). At all stages of review, all eligible faculty must vote on all performance areas using the evaluative ratings listed below, and also for the overall recommendation for tenure or promotion. Votes by all eligible faculty members must be reported in the dossier; all absences, abstentions and negative votes (if possible) must be accounted for by the chair/dean. Voting is by secret ballot. Ballots should not make space available for substantive written comments by individual voters.

#### **D. Faculty Senate Charge**

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