

ADDENDUM TO MINUTES FILE
UNIVERSITY REVIEW COMMITTEE, 2017-2018

At its May 3, 2018 meeting, University Review Committee Chairperson Diane Dean announced that the committee would review and approve several documents via email before the end of Academic Year 2017-2018. Accordingly, the University Review Committee approved the following documents via email prior to May 15, 2018. Actions taken and votes cast are recorded below.

UNIVERSITY REVIEW COMMITTEE MINUTES

Minutes of the April 12, 2018 University Review Committee meeting

Approved on May 11, 2018

Six members voting aye (Dean, Edwards, Goodman, Houston, Jenkins, and Shively),
two members abstaining (Bonnell and Smelser)

Minutes of the April 19, 2018 University Review Committee meeting

Approved on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

Minutes of the April 26, 2018 University Review Committee meeting

Approved on May 15, 2018

Six members voting aye (Bonnell, Edwards, Goodman, Jenkins, Shively, and Smelser),
two members not casting votes (Dean and Houston)

Minutes of the May 3, 2018 University Review Committee meeting

Approved on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

Note: Minutes as approved by the University Review Committee are posted on the Illinois State University website,
at <https://provost.illinoisstate.edu/resources/tenure-promo/committee-minutes/>.

CFSC ANNUAL REPORTS

CFSC Annual Report 2017-2018 College of Applied Science and Technology

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

CFSC Annual Report 2017-2018 College of Arts and Sciences

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

CFSC Annual Report 2017-2018 College of Business

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

CFSC Annual Report 2017-2018 College of Education

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

CFSC Annual Report 2017-2018 College of Fine Arts

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

CFSC Annual Report 2017-2018 Mennonite College of Nursing

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

CFSC Annual Report 2017-2018 Milner Library

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

Note: CFSC annual reports for 2017-2018, as accepted by the University Review Committee, are on file in the Office of the Provost.

FACULTY REVIEW COMMITTEE REPORT

Report to the University Review Committee from the Faculty Review Committee regarding appeals received and considered by the Faculty Review Committee in Academic Year 2017-2018

Accepted on May 11, 2018

Eight members voting aye (Bonnell, Dean, Edwards, Goodman, Houston, Jenkins, Shively, and Smelser)

Note: A redacted version of the Faculty Review Committee annual report for 2017-2018, as accepted by the University Review Committee, is on file in the Office of the Provost.

CFSC STANDARDS

College of Business

Approved on May 11, 2018

Five members voting aye (Dean, Edwards, Goodman, Jenkins, and Smelser),
three members not casting votes (Bonnell, Houston, and Shively)

College of Education

Approved on May 11, 2018

Five members voting aye (Dean, Edwards, Goodman, Jenkins, and Smelser),
three members not casting votes (Bonnell, Houston, and Shively)

Note: CFSC standards of the College of Business and the College of Education, as approved by the University Review Committee, are attached.

College of Business
College of Business Faculty Status Committee Standards
Effective January 1, 2018

I. Guiding Philosophy

The process of evaluating contributions of faculty should be a positive and motivating endeavor, and not rely on formulaic models or discrete evaluation categories. This process should encourage faculty to contribute to achieving the mission of the department, college, and university.

II. College of Business Mission

Within Illinois State University's College of Business, through our shared commitment to excellence in learning, we prepare students to become skilled business professionals who think critically, behave ethically, and make significant contributions to organizations, communities, and our global society.

III. Goals to Accomplish Our Mission

It is through our teaching, intellectual contributions, and service that we achieve our mission. As an institution emphasizing excellence in teaching, the College of Business seeks to recruit, develop, and support motivated faculty who are active teacher-scholars in their fields.

Teaching: We pursue teaching excellence through a student-centered focus, developing and enhancing students' continuous learning skills by educating them in business theory and its application to business practice. We achieve this student-centered focus by actively involving students, creating a small-class atmosphere, maintaining access to instructors, encouraging innovative methodologies, and by continuously improving our curricula.

Intellectual Contributions: In addition to basic research, the College values applied research and instructional development as intellectual contributions that help students see the relevancy of theory to business practice.

Service: By our service, the faculty and staff are role models for students through contributions to the university, the community and their profession. Faculty and staff represent the college through involvement in university committees and our professional service enhances the visibility and reputation of our college.

Accreditation: The College of Business is accredited by AACSB International; the Accounting program is separately accredited. The college is committed to maintaining these important accreditations. Accordingly, DFSC policies should articulate expectations for performance that will enable the college to continue to maintain these accreditations.

IV. CFSC: Membership, Elections, Terms, and Procedures

1. The CFSC shall be composed of one tenured faculty member from each of the four departments and the Dean of the College of Business.

2. The Dean of the college shall be an ex-officio voting member and Chairperson of the CFSC. At the beginning of each fall semester a vice-chairperson shall be elected from among its members.
3. A minimum of two candidates from each of the four departments shall be nominated by faculty who hold tenured or probationary (tenure-track) appointments. Election of nominees shall be at large by the college's tenured and probationary (tenure-track) faculty.
4. CFSC members' terms are two years. Terms of the members from each of the four departments are staggered. Therefore, two departmental members are elected each year.
5. Mid-term vacancies shall be filled by election as specified in IV.3 of these standards. The newly-elected member shall serve to the end of the uncompleted term.
6. No faculty member may serve for more than two consecutive full terms on the CFSC. Those elected to fill partial terms may serve up to two additional full terms.
7. Elections to determine membership on the CFSC shall normally be held before April 15. Terms of office normally commence with the start of the fall semester.
8. Official records of the CFSC shall be kept in the Office of the Dean.

V. Goals of the Evaluation Process

The Department Faculty Status Committee (DFSC) mission, goals, policies, and procedures should clearly communicate departmental performance expectations including the expectation that all faculty maintain a level of intellectual contributions sufficient to be viewed as Academically Qualified by AACSB International. The evaluation of faculty should be explicitly linked to those expectations and should allow for flexibility. It should be based on the individual faculty member's short-term and long-term career goals and accomplishments in relationship to the department, college, and University mission.

If appropriate, the annual evaluations should provide developmental feedback. For probationary (tenure-track) faculty or those working toward promotion, the annual evaluation must explicitly address the faculty member's progress toward tenure and/or promotion, and communicate areas in which development or improvement is needed.

The evaluation process should recognize intermediate outcomes in addition to completed outcomes. The approach used by the department to evaluate and reward multi-year contributions should be clearly explained. Departments should provide stability and consistency in the interpretation and application of standards. The chairperson is important in achieving this goal, since she or he is the collective memory of the DFSC. As a starting point in the evaluative process, the chair may take the lead by preparing, for consideration by other DFSC members, salary, promotion, tenure, and retention recommendations for each departmental faculty member.

The evaluation of faculty contributions and accomplishments should emphasize quality in addition to quantity. Furthermore, multiple measures of quality should be used. (For examples of such measures, see pages 60-64 of the *Faculty Appointment, Salary, Promotion and Tenure Poli-*

cies.) For teaching, students should have the opportunity to provide reactions to teaching performance in each class, including summer courses. However, in evaluating teaching, each department shall consider additional measures of quality, thus avoiding an over-reliance on student responses. For intellectual contributions, this should include careful reading of scholarly and creative work to evaluate quality, contributions to the field, and the extensiveness of the project. In the evaluation of service, departments should focus on the significance and quality of, and time required by, a faculty member's university and professional service.

VI. Promotion and Tenure

In order to qualify for promotion or tenure, a faculty member must exhibit and document sustained and consistent high quality performance in all faculty roles. The documentation should include a concise narrative interpreting the materials presented in the candidate's portfolio of teaching, scholarly and creative work, and service accomplishments and goals. The portfolio should also include the candidate's philosophy on and contributions made in teaching, scholarly and creative work, and service.

VII. Recusal Policy

The college adopts the following recusal policy pertaining to the CFSC: CFSC members shall neither participate in nor vote at ASPT deliberations (including appeals) involving individuals from their own department/school.

Approved by the CFSC: January 19, 2018

Approved by the URC: May 11, 2018

2018 COLLEGE OF EDUCATION APPOINTMENT, SALARY, PROMOTION AND TENURE POLICIES

Policies and procedures developed by Department or School Faculty Status Committees (DFSCs/SFSC) within the College of Education will be performance-based, fair, clear, consistent with the mission of the College, and in conformity with College policies consistent with Illinois State University Faculty Appointment Salary Promotion and Tenure (ASPT) Policies effective January 1, 2017.

College Appointment, Salary, Promotion, and Tenure Policies

1. **Responsibility to Students:** Student achievement and learning are the primary ends of faculty work. Faculty members are expected to demonstrate a high commitment to students, offering the support and respect that are crucial to student success.
2. **DFSC Responsibility:** DFSC members must act in the best interests of the Department consistent with college and university policies. The Chair, as the permanent member of the DFSC, shall provide a long-term perspective on each faculty member's performance and offer recommendations to the DFSC regarding the work of the DFSC.
3. **CFSC Membership:** The CFSC shall be comprised of six tenured faculty members, including two members from each academic department, and the Dean, who is an ex-officio voting member and Chairperson of the Committee. Members from each department are elected at-large by the faculty of the College for staggered two-year terms.
4. **CFSC Responsibility:** CFSC members must act in the best interest of the College consistent with department and university policies. CFSC members will participate in, be present at, and vote in ASPT deliberations (including appeals) involving individuals from each department, including their own department.
5. **Performance Expectations:** All faculty members, including those who are newly appointed, will be evaluated annually based on their record of performance between January 1 and December 31 for the calendar year of their evaluation. During the annual performance review, the DFSC shall consider activities performed (or reaching completion) during the calendar year being evaluated but give due attention to long-term contributions made by particular faculty. "Anonymous communications (other than officially collected student reactions to teaching performance) shall not be considered in any evaluative activities" (2017 ASPT Policies, V. C. 2. d., p. 18). Faculty performance in teaching, scholarly and creative productivity, and service may vary annually in terms of emphasis. "The annual performance evaluation process shall include (1) an annual assessment of the faculty member's performance in teaching, scholarly and creative productivity, and service; (2) a separate interim appraisal of the faculty member's progress toward tenure and/or promotion, if applicable; and (3) an overall evaluation of the faculty member's performance in the evaluation period as either "satisfactory" or "unsatisfactory" (2017 ASPT Policies, VII. E., p. 23).
 - **Teaching:** The College of Education values outstanding teaching by all faculty members. No probationary faculty member shall be reappointed who does not demonstrate promise of excellence or excellence in teaching. All courses delivered by College of Education faculty members will be evaluated by students using an instrument with a common core of questions asked of all classes. Departments and faculty members may add questions to the instrument. In their policies and procedures, DFSCs must describe the acceptable mechanism(s) for the evaluation of teaching performance beyond that of student reactions to teaching performance to be used within the Department (2017 ASPT Policies, Appendix 2, pp. 60-62).

- **Scholarly and Creative Productivity:** Scholarly and creative productivity may take many forms. Scholarly and creative productivity should be connected to the mission of the College of Education. Scholarly and creative productivity needs to result in products that are open to review by knowledgeable peers. Both individual and collaborative efforts in scholarly and creative productivity are valued (2017 ASPT Policies, Appendix 2, pp. 62-63).
 - **Service:** Faculty members shall make internal contributions within the University, College, and Department. They shall also make external contributions to schools, other education entities, professional associations, or organizations (2017 ASPT Policies, Appendix 2, pp. 63-64).
5. **Promotion and Tenure:** Consistent with the 2017 ASPT Policies, VIII., pp. 24-26.
- Promotion to Associate Professor:* Faculty seeking promotion to associate professor must show evidence of sustained and consistent performance in all three areas as defined above, promise of outstanding contributions in the future, and connection to the mission of the College (2017 ASPT Policies, VIII. F. 1., p. 25).
- Tenure:* The granting of tenure is a major decision. A summative review of a faculty member's professional activities shall be completed at the time a tenure recommendation is made (2017 ASPT Policies, IX, pp. 27-31).
- Promotion from Associate Professor to Professor:* Earning the rank of professor requires a level of accomplishment of the highest quality and sustained productivity across all three areas of performance expectations (2017 ASPT Policies, VIII. F. 2, p. 26)
- Application Format:* In order to ensure uniformity and simplicity in the presentation of evidence from candidates for promotion or tenure, all DFSCs will use the College format for documentation. This format will be disseminated annually by the CFSC with the college policies.
6. **Salary Review:** The annual salary reviews should be directed toward ensuring that faculty salaries are consistent with the performance records of faculty in accordance with the expectations established by the DFSC and CFSC. DFSC criteria may also include equity and/or market adjustments for individual faculty. Except in unusual circumstances, salary recommendations may not be of equal shares (e.g. percents, dollars) across faculty.

Approved by the University Review Committee, May 11, 2018