

UNIVERSITY REVIEW COMMITTEE
Thursday, August 27, 2015
2 p.m., Hovey 302

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman (via telephone), Christopher Horvath, Doris Houston, David Rubin, Sam Catanzaro (non-voting)

Members not present: Sheryl Jenkins

Others present: Bruce Stoffel (recorder)

I. Welcome and introductions

Sam Catanzaro opened the meeting at 2:00 p.m. He explained that he would serve as meeting convener until the committee elects a chairperson. Persons present introduced themselves. Catanzaro welcomed new committee member, Christopher Horvath.

II. Overview of committee responsibilities and committee work for 2015-2016

Catanzaro reviewed URC responsibilities. The primary committee responsibility in 2015-2016 will be to assist the Faculty Caucus with its five-year review of the ASPT document. URC has been reviewing the ASPT document for the past year and a half. This summer Catanzaro compiled recommendations made by URC regarding the document and has forwarded them to the Faculty Caucus. Catanzaro explained that the person elected URC chairperson should plan to attend Faculty Caucus meetings at which the ASPT document is discussed, to answer questions the Faculty Caucus may have regarding the URC recommendations. The Faculty Caucus may refer issues back to URC for further discussion.

Catanzaro updated committee members regarding equity review. Per URC vote at its May 7, 2015 meeting, 2014-2015 URC Chairperson Sheryl Jenkins sent a letter to the Provost asking her to consider creating a task force to study the issue of equity review. In her response, the Provost has asked URC to refine its questions regarding equity review and to meet with Shane McCreery, Director of Equal Opportunity, Ethics, and Access, to discuss the role that office has in equity review. Catanzaro suggested that URC invite McCreery to its next meeting to begin those discussions. Committee members concurred.

Catanzaro stated that URC annually adopts a calendar of ASPT activities for the next academic year and disseminates the calendar to deans, who, in turn disseminate the calendar to chairpersons, directors, and faculty members. Catanzaro said that URC will need to adopt an ASPT calendar for 2016-2017 in October. He also noted that three colleges are scheduled to submit their ASPT standards during the coming year for review by URC: the College of Arts and Sciences, the College of Business, and Mennonite College of Nursing.

III. Election of officers for 2015-2016

Catanzaro opened nominations for the office of URC chairperson for 2015-2016. Doris Houston self-nominated. Diane Dean seconded the nomination. There being no further

nominations, Catanzaro closed the nominations. Doris Houston was elected URC chairperson for 2015-2016 by unanimous voice vote.

Catanzaro ceded the meeting to new chairperson Houston.

Houston opened nominations for the office of URC vice-chairperson for 2015-2016. Diane Dean self-nominated. David Rubin seconded the nomination. There being no further nominations, Houston closed the nominations. Diane Dean was elected URC vice-chairperson for 2015-2016 by unanimous voice vote.

Houston opened nominations for the office of URC secretary for 2015-2016. Rick Boser self-nominated. Diane Dean seconded the nomination. There being no further nominations, Houston closed the nominations. Rick Boser was elected URC secretary for 2015-2016 by unanimous voice vote.

IV. Meeting schedule for fall 2015

Bruce Stoffel will poll committee members regarding their availability for committee meetings during the fall semester. Houston will then work with Stoffel to establish a fall meeting schedule based on poll results.

V. Approval of minutes from the May 7, 2015 meeting

Boser moved, Dean seconded approval of minutes of the May 7, 2015, committee meeting. The motion was approved on voice vote with one abstention.

VI. Compiled URC recommendations to Faculty Caucus of the Academic Senate:
Five-year review and revision of ASPT policies

Catanzaro reviewed the summary of revisions to the ASPT document proposed by URC and sent by Catanzaro to the Faculty Caucus earlier in August (see attached document). Houston thanked Catanzaro for his work on the summary and for his guidance with the revision process.

Catanzaro noted that the most extensive change recommended by URC is the addition of sections regarding discipline. The sections were drafted by URC working with the Faculty Affairs Committee of the Academic Senate, as requested by the previous Academic Senate chairperson.

Catanzaro acknowledged contributions by the University Research Council to URC recommendations regarding scholarship. He thanked Rubin for his contributions to the recommendations as a member of both URC and the University Research Council.

Catanzaro informed committee members that he has met with Susan Kalter, Academic Senate chairperson, to discuss her proposed approach to Faculty Caucus review of URC recommendations. Kalter plans to start with high-level review of all changes, followed by section-by-section, in-depth review of the recommendations, beginning with newly-added discipline sections. Kalter plans to defer discussion of editorial issues until all substantive issues have been discussed and decided.

Joe Goodman asked if litigation at the University of Illinois in the Steven Salaita case might affect URC recommendations regarding discipline. Catanzaro responded that the Salaita case

should have no impact on the URC proposal, because the proposal is aligned with recommendations of the American Association of University Professors and with policies of some other universities. Catanzaro clarified that, while AAUP recommendations have been used to guide URC recommendations, AAUP recommendations have been adapted when appropriate to fit the unique circumstances at Illinois State. He added that a major difference between the ASPT system at Illinois State and the system at the University of Illinois is that decisions at Illinois State regarding faculty hires are made by the university president rather than by the governing board.

Houston asked Catanzaro who will initiate equity view if the URC role in equity review changes from initiating equity review to reviewing equity plans compiled by other parties, as URC has recommended. Catanzaro replied that the most likely scenario is for the president to announce an equity review initiative based on recommendations from the Academic Senate or administrative units.

Houston asked how recommendations made by URC will be decided. Catanzaro responded that final approval of the new ASPT document will be made by the Faculty Caucus. Houston asked if there is a deadline for approving the new document. Catanzaro responded that the document needs to be approved in calendar 2016 if it is to take effect January 1, 2017 as planned. Catanzaro said that college and department standards will also need to be revised to align with the new ASPT document before the new university document and new unit documents can take effect. Additionally, revised college standards will need to be reviewed and approved by URC. Catanzaro said he hopes Faculty Caucus will approve a new document by the end of spring semester 2016, to allow colleges and departments time in fall 2016 to review and, if necessary, revise their standards and to allow time for URC to approve college standards. However, if all documents have not been approved by the end of calendar 2016, the ASPT system will not shut down. Rather, the current document will remain in effect.

Angela Bonnell asked if the new ASPT document will be made available in print as well as online. Catanzaro responded that the new document will be printed and made available to all faculty members. The current document was recently reprinted so copies of it will be available to members of the campus community if it would be helpful in following discussions regarding changes to the document.

VII. Other business

Houston asked committee members to send her recommendations for new committee discussion topics for the coming year.

VIII. Adjournment

Boser moved, Dean seconded that the meeting adjourn. Houston adjourned the meeting at approximately 2:30 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachment:

ASPT Revisions, to be Effective January 1, 2017, Proposed by University Review Committee Pending Review and Approval by Faculty Caucus of the Academic Senate, July 2015

ASPT Revisions, to be Effective January 1, 2017
Proposed by University Review Committee
Pending Review and Approval by Faculty Caucus of the Academic Senate
July 2015

Major Substantive Revisions Proposed by URC

1. **Overview:** All references to the rank of “Instructor,” including criteria for promotion to Assistant Professor (Article VIII in the Beige Book), have been removed. This rank has not been used for more than a decade, and can create confusion with the title “Instructional Assistant Professor” used for non-tenure track faculty.
2. **Section I.E:** A new statement making explicit a commitment to the quality of evidence used in ASPT processes.
3. **Section II.D:** Revised role for University Review Committee in equity distribution plans: reviewing them for consistency with policy rather than actually developing and conducting them.
4. **Section V.B:** New requirement that DFSC/SFSC guidelines be reviewed on a regular basis: Suggested by University Research Council, recommended by University Review Committee.
5. **Disciplinary Actions:** A new major section, consisting of new **Articles XI through XIV**, covering general policies, sanctions, suspensions, and dismissals. These policies have been developed over the last two academic years with ongoing consultation with the Faculty Affairs Committee. **Appendices 5 through 7** provide overviews of the processes for sanctions, suspensions, and dismissals, respectively.
6. **Section XIV:** A new section providing for an optional meeting between a faculty member and a dean/chair/director who has written a negative promotion and/or tenure recommendation voting in the minority of the relevant committee. Such a meeting would be in lieu of a formal meeting with the entire committee. The proposed section is based on procedures developed a few years ago in collaboration with the Chairs of Senate and URC at the time, when such a situation arose.
7. **Appendix 2:** Updated language suggested by the University Research Council and recommended by the University Review committee to more fully recognize the wide variety of research and creative activity on campus, especially grant submission.
8. **Appendix 8:** A new appendix was needed to summarize the timelines for appeals of non-reappointment recommendations on procedural grounds (**XIII.J** in Beige Book, **XVI.K** in the proposed revision.)

ASPT Revisions, to be Effective January 1, 2017
Proposed by University Review Committee
Pending Review and Approval by Faculty Caucus of the Academic Senate
July 2015

Major Editorial Revisions Proposed by URC

1. **Throughout:** “Shall” is used to refer to what a committee or administrator is required to do by policy. “Must” is used to refer to what a faculty member is required to do.
2. **Throughout:** Used “Article” to refer to entire major policies bearing Roman numerals (e.g., Article XII, Sanctions); used Section to refer to any more specific portion of an Article (e.g., Section XII.A).
3. **Articles XV, XVI, and XVII** (Performance Evaluation and Salary Incrementation, Appeals, and Right of Access to Personnel Documents, respectively; Articles XII through XIV in Beige Book): Re-numbered to reflect the addition of new articles XI through XIV on Disciplinary Actions.
4. **Section II.E:** Clarifies that reports are submitted by the Provost to Faculty Caucus of the Academic Senate.
5. **Sections IV.B and V.B:** Aligned language on CFSC responsibility to review/approve DFSC/SFSC policies on performance evaluation and salary incrementation.
6. **Sections IX.B.2 and IX.B.3:** clarified definition of the probationary period and how a “stop-the-clock” period is interpreted.
7. **Section X.B:** Clarified the timeline for Cumulative Post-Tenure Reviews that are mandatory due to unsatisfactory annual performance evaluations.
8. **Section XVI.A** (XIII.A in Beige Book): Clarified that policies and procedures for appeals of disciplinary actions are included in the articles governing those actions (XII through XIV).
9. **Article XVI** (XIII in Beige Book) and **Appendix 1:** Clarified two steps of initiating an appeal of promotion, tenure, or annual performance evaluation: Notifying the relevant committee chair of intention to appeal, and submission of written material in support of the appeal.

UNIVERSITY REVIEW COMMITTEE
Tuesday, September 22, 2015
11 a.m., Hovey 302

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston, Sheryl Jenkins, David Rubin, Sam Catanzaro (non-voting)

Members not present: None

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 11 a.m.

II. Approval of minutes from the August 27, 2015 meeting

Christopher Horvath moved, Joe Goodman seconded approval of minutes of the August 27, 2015 committee meeting. The motion carried on voice vote with one abstention.

III. Review of committee charge and Academic Senate bylaws applicable to the committee

Houston referred to the Academic Senate bylaws disseminated to committee members in advance of the meeting (see attached). She said the bylaws apply to the University Review Committee because the committee reports to the Academic Senate. Goodman asked about the promulgation and decision stages described in Article 1.1 of the bylaws. Sam Catanzaro and Angela Bonnell explained the procedures including the provision that matters may be moved from the promulgation stage to the decision stage by a two-thirds vote of the Senate.

IV. Schedule of Faculty Caucus review of the ASPT document

Houston reported that she, Diane Dean, and Sam Catanzaro met with Academic Senate Chairperson Susan Kalter and former URC chairperson, Rodger Singley, on Thursday, September 17 (2015). They discussed the likely interaction between URC and the Faculty Caucus during the next year as the caucus considers recommendations URC has made for changes to the ASPT document. At the meeting Singley shared his experiences during the last five-year review of the ASPT document.

Houston announced that Dean has agreed to represent URC at Faculty Caucus when Houston is unable to attend. Houston explained that the role of the URC representative at caucus meetings is to clarify changes to the ASPT document recommended by URC. Houston reported that review of the ASPT document will likely span the fall (2015) and spring (2016) semesters. Kalter has scheduled discussion of disciplinary actions and equity review for spring (2016). Changes to the document need to be approved by April 2016 for the revised document to go into effect January 1, 2017. Catanzaro added that local ASPT documents will need to be aligned with the new ASPT document as well.

Houston referred to a tentative schedule prepared by Kalter for Faculty Caucus discussion of the ASPT document (disseminated at the meeting; see attached). Houston explained that anyone is allowed to attend the meetings and may address the caucus with permission of the caucus chairperson. Catanzaro explained that meeting dates are not indicated on the schedule, because the caucus may decide to hold additional meetings on Wednesdays when the caucus would not otherwise be scheduled to meet. The decision to hold additional meetings is to be made by the caucus each month. The first caucus discussion of the ASPT document is scheduled for Wednesday, September 23 (2015) beginning at 7 p.m. The subsequent caucus discussion is scheduled for Wednesday, October 7 (2015). If the caucus decides to hold additional meetings, they will start at 6 p.m. The caucus has agreed to stop its discussions no later than 9:45 p.m.

Houston said it would be helpful to add specific meeting dates to the schedule, so URC members can anticipate meetings they might want to attend, adding that attendance by URC members other than the chairperson and the chairperson's designee is optional. She said members might consider attending meetings when the caucus is scheduled to discuss articles that members reviewed in their URC sub-committee last academic year. Houston asked Catanzaro to work with her to add meeting dates to the schedule and also to note the URC subcommittee associated with the sections of the document scheduled for discussion. The modified schedule will then be sent to URC members.

V. Fall 2015 URC meeting schedule

Houston asked committee members if Tuesdays at 11 a.m. would be convenient to meet during the fall semester. Members answered in the affirmative. Houston said she hopes to meet monthly to transact business and to meet a second time during a month only when necessary. Following discussion, committee members decided to hold the primary meeting each month on the first Tuesday and the secondary meeting on the third Tuesday, both at 11 a.m. Goodman asked where meetings will be held. Stoffel responded that meetings will likely be held in Hovey 302 but that he will need to confirm locations.

VI. Request from Mennonite College of Nursing regarding DFSC and CFSC appointments for 2015-2016

Catanzaro explained the request made to URC by Mennonite College of Nursing Tenure Track Faculty via a memorandum dated September 1, 2015 (see attached). He said that faculty members on sabbatical are not permitted to serve on Mennonite ASPT committees per college guidelines. Mennonite has requested an exception to its rule due to an insufficient number of faculty members available to fill positions on the DFSC and CFSC if those faculty members on sabbatical are not permitted to serve. Horvath clarified that Mennonite is asking that a CFSC member who is on sabbatical be allowed to serve and that the DFSC be permitted to operate with one fewer member, because a member is on sabbatical and unable to serve. Catanzaro noted that the interim dean is not eligible to serve on ASPT committees because she serves in an academic/professional position without faculty status. Horvath said that his concern with such requests is whether an appropriate balance between faculty members and administrators can be maintained. He said the balance would be acceptable in this case. Sheryl Jenkins agreed, noting that all members of the CFSC would be faculty members.

Horvath moved, Jenkins seconded approval of the request from Mennonite College of Nursing Tenure Track Faculty to allow a faculty member to serve on the CFSC in 2015-2016 while on

sabbatical and to allow the DFSC to operate with one fewer member in 2015-2016. The motion was approved on voice vote, all present voting aye.

VII. Other business

Houston reported that Kalter and Singley have suggested that URC authorize its representative at Faculty Caucus meetings to approve minor changes in wording of the ASPT document (editorial changes) on behalf of URC. Houston asked committee members if granting such authorization would be acceptable to them.

Rick Boser said he prefers that URC not be involved in editorial changes but instead should focus on substantive changes. Goodman asked if editorial changes would be referred to legal counsel for review. Catanzaro responded that he will attend all Faculty Caucus meetings at which the ASPT document is discussed and will refer items to legal counsel on a case-by-case basis. Horvath asked who will decide if a suggested change is editorial. Houston responded that, if there is any doubt, the suggested change will be brought to URC for its consideration.

Boser asked whether URC approval of changes suggested by the caucus is even necessary, since the caucus is the body that ultimately adopts ASPT policies. Horvath responded that the ASPT document requires URC involvement in proposed changes. Houston added that a precedent for such involvement was established during the last five-year review of the ASPT document.

Horvath moved, Goodman seconded to authorize the URC representative present during Faculty Caucus review of the ASPT document to approve purely editorial changes on behalf of the URC. The motion passed on voice vote, all present voting aye.

Houston then referred members to a handout prepared by Catanzaro that summarizes development of the proposed additions to the ASPT document regarding discipline (see attached). Catanzaro said he prepared the handout as a primer for the Provost in the event Catanzaro would be unable to attend the September 23 (2015) caucus meeting. He said that a key point illustrated by the handout is that timing of the proposal to add sections regarding disciplinary actions, coming during the state budget crisis, is a coincidence. Dean said that the handout is very clear in explaining why URC has been involved in the matter.

Catanzaro announced that the Academic Senate has solicited comments from all faculty members at the University regarding the proposed ASPT changes. The changes have been posted on the Academic Senate website, and faculty members are encouraged to submit feedback to the Academic Senate email account or to any Senator. Catanzaro asked URC members to encourage their colleagues to submit feedback in either manner.

Houston asked committee members to send her suggestions for URC agenda items.

VIII. Adjournment

Boser moved, Dean seconded that the meeting adjourn. Houston adjourned the meeting at 11:40 a.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments:

The Bylaws of the Academic Senate of Illinois State University

Tentative Schedule for 2015-2016 ASPT revisions by Faculty Caucus
(version distributed at the 9-22-15 URC meeting)

Request to the University Review Committee from Mennonite College of Nursing Tenure Track Faculty
dated September 1, 2015, regarding DFSC and CFSC appointments for 2015-2016

“Bullet points for Faculty Caucus Discussion of Proposed New ASPT Articles on Disciplinary Actions (Articles XI through XIV and Appendices 5 through 7), September 23, 2015

**THE BYLAWS OF THE ACADEMIC SENATE OF ILLINOIS STATE
UNIVERSITY**

**ARTICLE I. GENERAL PROVISIONS FOR MEETINGS OF THE ACADEMIC
SENATE**

In order that the Academic Senate establish and maintain a reputation as an orderly and deliberative body which investigates, advises and establishes policy, the following procedures are hereby established:

- 1.1 PROCEDURES TO OBTAIN ACTION BY THE SENATE. Action on policy matters by the Senate shall proceed in the following stages:
- (a) THE FILING STAGE. A matter is deemed to be filed for Senate action when:
 - 1. It is brought to the attention of the Executive Committee at a meeting with a quorum present, or
 - 2. Delivered to the secretary of the Senate 24 hours before a Senate meeting, or
 - 3. Placed on an agenda of a standing Senate committee at a meeting of said committee.
 - (b) THE PROMULGATION STAGE. A matter is deemed to be at this stage for Senate action when it has been FILED, given a sequential number by the secretary of the Senate, such number to be a combination of the day of the month, the month of the year, the year, and a number representing the order of filing on that date, and in addition to these requirements for promulgation, at least ONE of the following must also occur.

The item must:

 - 1. Appear as an information item on a Senate agenda, or
 - 2. Copies must be distributed to members of the Senate on or before a meeting of the Senate, at which it may be moved to the promulgation stage by a 2/3 vote, or
 - 3. Be a report of a standing committee of the Senate and delivered at a Senate meeting.
 - (c) THE DECISION STAGE. A matter is deemed to be at the decision stage when it has passed through the filing and promulgation stages, but not less than 24 hours shall have elapsed between the promulgation stage and the decision stage unless
 - 1. By a 2/3 vote the Senate moves to consider the matter, or
 - 2. The matter appears on a Senate agenda which has reached the Senate members 5 days before the scheduled Senate meeting.

- 1.2 ADOPTION BY SENATE. Passage of matters which have reached the decision stage shall be by a majority of the Senate members voting, provided that the necessary conditions for the filing, promulgation and decision stages have

been followed, unless by a unanimous vote of the Senators present and voting, a motion to suspend these bylaws is approved.

(a) Action taken under such a unanimous vote may be moved for reconsideration by any Senator at the next regular Senate meeting, Robert's Rules of other bylaws notwithstanding.

(b) The motion to rescind or to amend a previous action of the Academic Senate requires a two-thirds vote for passage with or without previous notice except that a majority vote is required when the motion to rescind or amend a previous action has the positive recommendation of the appropriate internal committee of the Academic Senate and has proceeded through the filing, promulgation, and decision stages.

1.3 PROCEDURES FOR SENATE ADVISORY ITEMS. Advisory items are brought before the Senate using the following procedures:

(a) THE FILING STAGE. A matter is deemed to be filed for Senate action when:

1. The advisory item is brought to the attention of the Executive Committee at a regularly constituted meeting, or
2. The advisory item is delivered to the secretary to the Senate at least 24 hours before a Senate meeting,

(b) THE ADVISORY STAGE. After the filing stage, at least one of the following must occur:

1. It is placed on the next available Senate agenda as an advisory item, or
2. It is referred to the Executive Committee to determine a suitable Senate meeting to include the advisory item. The Executive Committee will bring the item to the Senate when and if they deem it appropriate.

1.4 SENATE CALENDAR. The secretary of the Senate shall cause to be published a calendar of Senate business which shall contain a listing of pending business at the various stages with their sequential numbers. Such a calendar is to be published with each agenda and furnished to appropriate news media. Permission to correct an officially published calendar shall be by 2/3 vote at a meeting of the Senate. The Senate action agenda will ordinarily consist of those items at the decision stage but not all items at this stage are required to be on the action agenda if the Senate Executive Committee deems that a delay is necessary or that the agenda would be unduly burdened. However, the Senate by a 2/3 majority can move an item in the decision stage to an action item on the agenda.

1.5 AMENDMENTS TO DECISION ITEMS. Where copies of promulgated items have been available to Senate members for one week or more, amendments shall be in writing except where changes have occurred between promulgation and decision stages, in which case verbal amendments shall be accepted. If, however, five or more members of the Senate object, then a short recess shall be declared by the chair to receive written amendments to be then acted upon.

1.6 OPEN MEETINGS. The Senate (and all committees and boards created by the Senate) follows the requirements of the Illinois Open Meetings Act. The Senate may meet in Executive Session when permitted by that Act. Consistent with that Act, members of the University Community may attend all Senate meetings, except Executive Sessions, but may participate in the discussion only with the consent of the Senate. Under the requirements of the Illinois Open Meetings Act, only Senators may be present at Executive Session.

ARTICLE II. GENERAL PROVISIONS FOR COMMITTEES OF THE ACADEMIC SENATE

2.1 CREATION OF COMMITTEES. The Senate may create such standing and Ad hoc Committees as it deems useful to the exercise of its authority. Consistent with Article V., Section 2.D. of the Constitution, members of such committees shall be recommended by the Executive Committee, subject to approval or rejection by vote of the Senate. For each committee, the Senate shall determine its authority, duties, procedures, size, terms of office, and general composition of its membership (number of faculty, students, Senators, administrators, others), and the sequential disposition of its reports and recommendations to various bodies within and without the University.

2.2 RESPONSIBILITY TO SENATE. All committees created by the Senate shall report to and derive authority from the Senate and only the Senate. Final or interim reports or recommendations of such committees shall be made to the Senate. By vote, the Senate shall determine whether it will receive such reports and whether it will adopt such recommendations. No provision of this section, or any other section, of these Bylaws shall be construed to preclude administrative officers from creating administrative committees or other administrative bodies, assigning to them such duties and powers as they desire, and appointing members of the ISU community to serve on them, provided that any proposals for Senate action forthcoming from such administrative committees or bodies shall be subject to the procedures set forth in these Bylaws.

2.3 TYPES OF COMMITTEES. Committees created by the Academic Senate normally shall be one of the following types:

A. STANDING INTERNAL SENATE COMMITTEES. Such committees shall be composed exclusively of Senators. Each such committee shall be delegated responsibility for a general, broad policy area as the Academic Senate may, from time to time, designate in these Bylaws. Proposals for action by the Academic Senate, including reports and recommendations emanating from other committees and bodies, shall be assigned to, and reviewed by, the relevant policy area committees prior to being considered by the Academic Senate.

- B. STANDING EXTERNAL SENATE COMMITTEES. Such committees shall be composed solely of members who are not Senators. Each such committee normally shall be delegated responsibility in a relatively narrow policy area.
- C. STANDING MIXED SENATE COMMITTEES. Such committees shall be composed of Senators and persons who are not Senators. Each such committee normally shall be delegated responsibility in a relatively narrow policy area.
- D. AD HOC COMMITTEES. Such committees shall be created for a discrete purpose, which shall be completed at a terminal date. Upon completion of their purpose or the advent of the terminal date, whichever comes first, the committee shall be disbanded, provided, that upon reasonable cause, the Academic Senate may extend the terminal date and the life of the committee. The composition of such committees shall be determined by the Academic Senate.
- E. CONSTITUTIONALLY-SPECIFIED STANDING INTERNAL SENATE COMMITTEES. Such committees are composed exclusively of Senators, as specified in the Constitution. Currently, such committees include the Executive Committee of the Academic Senate and the Campus Communication Committee to the Board of Trustees. Such committees shall have the composition, authority, and duties provided in the Constitution, and such other authority and duties, not inconsistent with the Constitution, which may be assigned to them by action of the Academic Senate.
- F. ADVISORY COMMITTEES TO ADMINISTRATIVE OFFICIALS OR AGENCIES. Such committees shall be created to advise administrative officers and agencies on the formation and execution of policy, or to hear and investigate complaints by the members of the academic community affected by a given administrative officer or agency, or both, and to perform such other duties as may be assigned to them by the Academic Senate.

2.4 FORMAL AND INFORMAL ASSOCIATION. No provision of this section, or any other section, of these Bylaws shall be construed to preclude formal or informal liaison among two or more committees, simultaneous or sequential consideration of reports or recommendations by two or more committees, or joint meetings of two or more committees, unless such actions shall be specifically prohibited by the Senate.

2.5 OTHER COMMITTEES. No provisions of this section, or any other section, of these Bylaws shall be construed to prevent the Senate from creating any type or form of committee.

2.6 BYLAWS RELATED TO ALL SENATE COMMITTEES

A. ALL COMMITTEES - ACTIVITIES OF COMMITTEES.

Committees created by the Academic Senate may:

1. Act as investigative and deliberative bodies for the purpose of making reports and recommendations to the Academic Senate.
2. Devolve into sub-committees.
3. Conduct hearings on matters relative to their purpose.
4. Co-opt expert, non-voting consultants.
5. Engage in such other activities as are normally assumed by committees, provided such activities are not inconsistent with the constitution, these Bylaws, or action by the Academic Senate.

B. ALL COMMITTEES – SELECTION OF COMMITTEE MEMBERS.

Membership of each committee created by the Academic Senate shall be selected by means of appointment, election, or a combination of appointment and election, as determined by the Constitution, action of the Academic Senate, or both. Appointed members of committees shall be appointed by action of the Academic Senate, upon recommendation of the Executive Committee of the Senate. The Executive Committee shall solicit names for proposed members of appointed committees from various sources, and in particular from Senate Internal Standing Committees and the Student Government Association. When a vacancy exists on any committee, the Rules Committee of the Senate should make advance notice of such vacancy to the Senate. Any Senate member may nominate, with written recommendations if desired. When a vacancy is certified for any committee whose membership requires designated collegial representation, that vacancy normally shall be filled by the method used to select the original member. However, if the Rules Committee reports the lack of qualified nominees for the vacancy, the Rules Committee shall use the following procedure to select a nominee for the vacancy: (1) The Rules Committee will notify the Academic Senate and the Dean of the appropriate college of the vacancy and shall request the names for this vacancy within ten (10) working days; (2) if no names are received within ten (10) days, the Rules Committee will then disregard the requirement of designated collegial representation and select a nominee from among other qualified nominees without regard to collegial representation. Such a nominee will serve, if appointed, for the rest of the academic year.

C. ALL COMMITTEES – SELECTION OF SUBCOMMITTEE AND TEMPORARY CHAIRPERSONS. A chairperson on any committee may appoint sub-committee chairpersons as needed and a temporary chairperson to serve in his or her absence. If the chairperson is unable to serve in that capacity, a new chairperson shall be selected according to the relevant provisions of this section.

D. ALL COMMITTEES - ASSIGNMENT OF PROPOSALS TO COMMITTEES. Proposals for action by the Academic Senate shall be referred to committees by vote of the Executive Committee. The referrals to committees shall be made known to the Senate and shall be effective unless disapproved by the Senate. Proposals for Senate action may be dealt with or without prior referral to committee if deemed of immediate importance by a simple majority of those present and voting at a meeting of the Senate.

E. ALL COMMITTEES - FORMAT OF COMMITTEE RECOMMENDATIONS. Committees reporting policy recommendations to the Senate shall submit their recommendations in substantially the following formats:

1. Statement of the problems dealt with.
2. A list of the PRINCIPAL policy options considered by the committee members who favored each option at the final writing of the committee report.
3. A discussion, for each policy option listed, of the SIGNIFICANT pro and con arguments for that option.
4. The policy options recommended by the Committee, or a majority of its members, with the reasons why this option was recommended if such reasons are not self-evident.

The Academic Senate may, from time to time, selectively exempt from this format specific recommendations reported by committees.

F. ALL COMMITTEES – COMMITTEE REPORT PRIOR TO SENATE ACTION. The Senate shall not normally consider a matter which is the responsibility of a committee or board until the committee has reported on the matter to the Senate, provided that no sooner than 30 days after the committee was created and charged with its duties, and upon a request of at least two members of the committee, or upon the initiative of the Senate, the Senate may vote to direct the committee to make an interim report on its progress.

G. ALL COMMITTEES – CIRCULATION OF MEMBERSHIP. Approximately one-fourth of the membership of a committee (as a minimum) shall be retired each year and replaced with new members, provided that, for purposes of this section, the membership of a committee need not necessarily be deemed to include officers of the Academic Senate, the President of the Student Body, the President and Vice-Presidents of the University, or others who hold membership on a committee because of other offices held.

H. ALL COMMITTEES - ABSENCE POLICY.

1. Any committee member absent, without notification, from three consecutive committee meetings, exclusive of summer vacation, shall be considered to have vacated his or her seat.
2. Notification before one week after the scheduled meeting shall constitute an excused absence. The member shall contact the Senate Office in person, by telephone, or in writing.
3. All vacancies shall be certified by the Senate. No vacancy shall be certified without a reasonable attempt to contact the member in question. All rights and privileges of being a member shall be in full effect until a vacancy is certified.
4. Certified vacancies shall be replaced by the method used to select the original member. The replacement shall serve until the end of the original member's term.
5. Persons on sabbaticals, leaves of absence, student teaching assignments, or extended off-campus academic experiences must notify the Executive Committee, which will determine whether a vacancy will occur.
6. Elected Academic Senators who, by this policy, are certified as having lost their Internal Committee seats may be treated as Senate certified vacancies under Article III., Section 3.4 of these Bylaws.

I. ALL COMMITTEES – NOTIFICATION OF VACANCIES.

Committee members who anticipate vacating their committee assignments shall so notify the chairperson of their committee at the earliest practicable time. Chairpersons of committees shall report all vacancies on their respective committees to the Chairperson of the Academic Senate within 10 days of receiving notification of the vacancy.

J. ALL COMMITTEES - ANNUAL REPORT ON COMMITTEE SYSTEM. The Academic Senate Office shall make available annually the "Committee Structure of the Academic Senate".

K. ALL COMMITTEES - MODIFICATIONS OF COMMITTEE FUNCTIONS. Modifications in the functions of a committee must be approved by the Academic Senate.

L. ALL COMMITTEES - QUORUM FOR BUSINESS. A quorum (a majority of the voting membership of a committee where not otherwise specified by the Senate) must be present to conduct committee business.

M. ALL COMMITTEES - MEMBERS ELIGIBLE TO MAKE MOTIONS. Voting members may make motions. Non-voting members, such as administrative representatives or executive

secretaries, appointed by the President annually, may be permitted to make motions only if the committee membership so designates.

- N. ALL COMMITTEES – PROCEDURES OF COMMITTEES. Committees shall follow established procedures in conducting their business. These procedures may be less formal than those of a legislative body, but they shall be procedures agreed to by the members of the committee. Disputes regarding committee procedures shall be decided by the Rules Committee of the Academic Senate.
- O. ALL COMMITTEES - RECOMMENDING POLICY CHANGES. Before recommending any new policy or any modification of existing policy, a committee shall discuss its recommendations with the appropriate Vice President, if he or she is not a member of the Committee, or with his or her designated representative in case of the extended unavailability of the appropriate Vice President. If required, the approval of the recommendation by the Vice President will be sought or obtained before it is forwarded to the President and to the Academic Senate.
- P. ALL COMMITTEES – POLICY APPROVAL BY THE PRESIDENT. Before any new policy or any modification of existing policy may become effective, it must be approved in writing by the President. Such policies shall be consistent with the policies of the Board of Trustees, the Illinois State University Constitution, and the decisions of the Academic Senate.
- Q. ALL COMMITTEES – OPEN MEETINGS. All Committees and Boards created by the Senate meet under the terms of the Illinois Open Meetings Act. As such, members of the University Community may attend all meetings of committees and boards, except executive sessions, but may participate in the discussion only with the consent of the committee. Committees may meet in Executive Session when permitted by the Illinois Open Meetings Act. Persons desiring information or advice regarding particular problems within the jurisdiction of a committee may request, through the committee chairperson, permission to discuss the matter with the committee. In such cases the person shall present a written statement of the problems to the chairperson.
- R. ALL COMMITTEES – DISPOSITION OF COMMITTEE MINUTES. Until committee minutes have been approved, they shall not be sent to anyone except committee members. Minutes shall be kept for all regular meetings where a quorum is present. Without necessarily discussing details, minutes should indicate persons present, items and areas discussed, action taken, and discussion topics

anticipated for the next meeting. Also, minutes should indicate the office or agency to which the committee's recommendations were sent. The approved minutes should be sent to committee members, the Secretary of the Academic Senate, the appropriate Vice President, the President, the Student Body Vice President for the attention of the Student Government Association, and to other appropriate persons as determined by the committee.

2.7 BYLAWS RELATED TO STANDING INTERNAL COMMITTEES

A. INTERNAL STANDING COMMITTEES – ESTABLISHMENT.

There are hereby created the following Senate Internal Standing Committees:

1. Academic Affairs Committee
2. Administrative Affairs and Budget Committee
3. Faculty Affairs Committee
4. Faculty Caucus
5. Planning and Finance Committee
6. Rules Committee
7. Student Government Association

B. INTERNAL STANDING COMMITTEES – COMPOSITION.

The number and composition of members on these committees shall be specified in the publication, "Committee Structure of the Academic Senate of Illinois State University (Supplement to the Bylaws of the Academic Senate)", provided that normally each such committee shall have, among its voting members, both faculty and student members of the Senate and the University Vice President whose area or areas of administrative responsibility is relevant to the legislative area of said committee. In case of the absence of a Vice President from a committee meeting, a designated representative may be present at the meeting, but may not vote in his or her place.

C. INTERNAL STANDING COMMITTEES – LEGISLATIVE JURISDICTION.

1. The Executive Committee shall determine the legislative areas of each Internal Standing Committee unless disapproved by the Senate. Each committee shall study reports and recommendations assigned to it prior to sending them to the full Senate, may amend such reports and recommendations, and may originate reports and recommendations. In its reports to the Senate, each committee may (a) recommend passage, (b) recommend against passage, (3) make no recommendation.
2. The Senate Internal Standing Committees shall have legislative jurisdiction with respect to selected other University committees as specified in the publication: "Committee Structure of the

Academic Senate of Illinois State University (Supplement to the Bylaws of the Academic Senate)”.

- a. “Legislative jurisdiction” shall be defined to include recommending changes in structure, function, and membership of other University committees to the Rules Committee; receiving and studying reports and proposals for Senate action from such other University committees prior to making legislative recommendations about such reports and proposals to the Academic Senate; and maintaining such liaison with such other University committees as each Senate Internal Standing Committee shall deem necessary and proper to fulfill its functions as set forth in this Section.
- b. Each such committee may recommend to the Executive Committee members for appointive committees.

D. INTERNAL STANDING COMMITTEES – SELECTION OF COMMITTEE CHAIRPERSON. Each Senate Internal Standing Committee shall elect one and only one chairperson from among its members. Committee chairpersons shall serve one-year terms.

E. INTERNAL STANDING COMMITTEES – TERM LIMITATIONS

1. ONE-YEAR TERMS - All appointments are for one-year terms.
2. TERM LIMITATION - Unless specifically permitted elsewhere in these rules, no person shall serve on the same Senate Internal Standing Committee longer than three consecutive one-year terms without specific approval of the Executive Committee when the Executive Committee determines that such service is in the best interest of the Senate. This limitation does not apply to an ex-officio (e.g., administrative member or representative) member of a committee.

2.8 BYLAWS RELATED TO OTHER COMMITTEE TYPES

A. MIXED, AD HOC, ADVISORY COMMITTEES – SENATORS AS MEMBERS. Except for external committees, or unless otherwise determined by the Senate, at least one elected Senator shall be a member of each committee, with voting rights.

B. EXTERNAL COMMITTEES – SELECTION OF COMMITTEE MEMBERS

1. Unless otherwise specified in these Bylaws, all appointed or elected members of External Standing Committees shall be appointed or elected at a meeting of the Academic Senate following the election of the Senators in February of each year, but

before May 1 of the same year. Terms of office shall begin by September 1 of the same year.

2. Student members of external committees must be in good academic standing and not on disciplinary probation.

C. EXTERNAL, MIXED, AD HOC, ADVISORY COMMITTEES – SELECTION OF CHAIRPERSON

1. Each committee, with at least a majority of its membership elected, shall elect its chairperson annually from among its members, unless a different term of office is specified by the Constitution, these Bylaws or action of the Academic Senate.
2. Excepting Senate Internal Standing Committees, each committee, with at least a majority of its membership appointed, may have its chairperson appointed annually (or for the life of the committee in the case of ad hoc committees) by the Chairperson of the Senate, with the advice and consent of the Executive Committee. Such appointments shall be effective unless disapproved by the Academic Senate. If the Chairperson of Senate does not exercise this option for a given appointive committee, the chairperson shall be elected by, and from, the membership of said committee.

D. EXTERNAL, MIXED, AD HOC, ADVISORY COMMITTEES – TERM LIMITATIONS. (All committees of the Senate other than Internal Standing Committees)

TWO-TERM LIMITATION - No person shall serve on the same committee longer than two consecutive terms without specific approval of the Executive Committee when the Executive Committee determines that such service is in the best interest of the Senate. An individual is re-eligible for service after one year off the committee. This limitation does not apply to persons named to fill a vacancy of less than two years duration or to an ex-officio (e.g., administrative member or representative) member of a committee.

E. EXTERNAL, MIXED COMMITTEES – SERVICE LIMITED TO ONE COMMITTEE. Excepting Academic Senators, normally no person shall serve on more than one standing committee of the Academic Senate during any one year.

ARTICLE III. MISCELLANEOUS PROVISIONS

3.1 ELECTION OF FACULTY REPRESENTATIVES TO ACADEMIC SENATE.

(a) Election of Tenure and Probationary Faculty Members

- (1) Each College Council or all tenure and probationary faculty of the college in a case where a College Council does not exist,

shall adopt provisions determining the method of representation, of nomination, and of election of its representatives to the Academic Senate.

(2) Such provisions shall provide for nominations by election and shall allow additional nominations by petition, or they may provide for nominations by a combination of election and petition.

(3) Such provisions shall insure (1) a secret ballot in all elections to nominate or elect candidates to the Academic Senate, (2) that an absentee ballot may be obtained by any tenure or probationary faculty member, eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.

(4) Colleges shall complete the election of tenure or probationary faculty representatives during the last week in February. The newly elected Academic Senators will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senators shall continue to serve through the month of April.

(5) Tenure and probationary faculty representatives shall serve three-year staggered terms.

(6) At such times when the Election Committee reapportions the number of Senators among the various colleges, it shall, to the extent possible remove from colleges losing Senate positions and give to colleges gaining Senate positions those positions whose three-year terms expire at the next regular Senate election. If a college must be allocated a new Senate position whose three-year term does not expire at the next regular Senate election, that college shall, at that election, elect a Senator to complete the remaining period of that position's three-year term. At the end of said term, a new election for that position shall be held. If a college shall have more Senators serving concurrent terms than positions to be lost from among such Senators, the positions to be lost shall be those held by the Senators receiving the lower number of votes which elected them to the Senate.

(7) Beginning in the 1979 Senate term, Milner Library shall be considered as a college for purposes of Senate apportionment. Milner Library will follow the same election procedures as stipulated for colleges.

(8) College provisions for the nomination and election of representatives to the Academic Senate shall be subject to review by the Academic Senate. They may be disapproved by the Senate only if such provisions clearly violate the ISU Constitution or these Bylaws.

(9) Only full time faculty with the rank of Assistant Professor, Associate Professor, and Professor shall be eligible to vote for tenure and probationary members in Senate elections.

(b) Election of Non-Tenure-Track Member

(1) The nomination and election processes for the non-tenure-track faculty member of the Senate shall be conducted by the Academic Senate Office.

(2) Nominations for the non-tenure-track faculty member of the Senate will be solicited from all non-tenure-track faculty and only from non-tenure-track faculty.

(3) Election of the non-tenure-track faculty member of the Senate will be held by secret ballot. An absentee ballot may be obtained by any non-tenure-track faculty member, eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.

(4) The Senate Office shall hold the election of the non-tenure-track faculty representative during the last week in February. The newly elected Academic Senator will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senators shall continue to serve through the month of April.

(5) The non-tenure-track faculty representative shall serve a one-year term. He or she must be employed by the university during that entire academic year.

(6) Only full time and part time non-tenure-track faculty shall be eligible to vote for the non-tenure-track member.

(c) Election of Faculty Associate Member

1) The nomination and election processes for the faculty associate member of the Senate shall be conducted by the Director of the Laboratory School's office.

(2) Nominations for faculty associate member of the Senate will be solicited from all full-time, tenured faculty associates.

(3) Election of the faculty associate member of the Senate will be held by secret ballot. An absentee ballot may be obtained by any faculty associate eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.

(4) The Director's office shall hold the election of the faculty associate representative during the last week in February. The newly elected Academic Senator will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senator shall continue to serve through the month of April.

(5) The faculty associate representative shall serve a three-year term.

(6) Only full-time faculty associates and part-time faculty associates with a fifty percent assignment or greater shall be eligible to vote.

3.2 ELECTORAL PRIVILEGES OF SELECTED FACULTY GROUPS.

Discrete groups of personnel, designated as Faculty by the Constitution, and not directly under the auspices of a specific collegial unit, upon approval by the Academic Senate, shall secure the right to nominate members and participate in faculty elections to the Academic Senate. Any discrete groups so designated will nominate and vote according to the election laws of that college in which members hold academic rank and/or tenure. Adjunct membership in the college Council, for the sole purpose of consideration of College election Bylaws governing election to the Academic Senate, shall be granted to such groups by the College Council.

3.3 ELECTION OF STUDENT REPRESENTATIVES TO ACADEMIC SENATE

Undergraduate and graduate representatives shall be elected according to rules prescribed by the Student Government Association. All student representatives shall serve one (1)-year terms.

3.4 DETERMINATION OF THE ADMINISTRATIVE PROFESSIONAL COUNCIL AND CIVIL SERVICE COUNCIL REPRESENTATIVES TO ACADEMIC SENATE

a) Administrative Professional Council and Civil Service Council representatives shall be determined by their respective Councils according to procedures of their choosing.

(b) The representative of the Administrative Professional Council shall be determined prior to the end of April in order to be seated with the new Academic Senate for the first meeting in May. Normally, the representative of the Civil Service Council is the Chair of that Council, who is elected in July and will be seated in August.

3.5 VACANCIES AND ABSENCES

(a) An elected Academic Senator absent, without notification, from two (2) regular Senate meetings, exclusive of summer terms, shall be considered to have vacated his or her seat.

(b) Notification before one week after the scheduled meeting shall constitute an excused absence. The elected Senator shall contact the Senate office in person, by telephone, or in writing.

(c) All vacancies shall be certified by the Senate. No vacancy shall be certified without a reasonable attempt to contact the Senator in question.

All rights and privileges of being a member shall be in full effect until a vacancy is certified.

(d) Certified non-student vacancies shall be replaced by the Senate candidate who received the next highest number of votes in the preceding election from the constituency that elected the Senator unable to serve, provided that the replacement is otherwise eligible to serve on the Senate, as such eligibility is determined by the University Constitution and the election procedures of the constituency whose Senate seat is vacated; and provided that the number of votes received by the candidate is at least 50% of the vote obtained by the Senator being replaced. If no such candidate received the specified number of votes, the constituency group will be required to hold an election to fill the vacancy. The replacement shall serve until the next Academic Senate election, at which time the constituency involved shall elect someone for the remainder of the unexpired term.

(e) In the event that the Academic Senate finds the above procedures to be impractical, the Academic Senate may of its own motion request the appropriate college council to fill a faculty vacancy. A student vacancy will be filled by the Student Government Association. No more than 50% of the student senators shall be so appointed or a term of no more than nine months shall be filled in this manner.

(f) Persons on sabbatical, leaves of absence, student teaching assignments, or extended off-campus academic experiences must notify the Executive Committee which will determine whether a vacancy will occur.

3.6 a. VOTING PROCEDURES OF THE ACADEMIC SENATE

Adopted by the Academic Senate, April 21, 1970.

1. Nominations shall be made by ballot, by voice, or by other specified procedures.
2. Anyone receiving a majority (i.e., nominated by at least 50%, plus one, of all persons participating in the nomination) of votes on a nomination ballot is declared elected.

If an election is not complete after Step #2, the election will proceed as follows:

3. All persons nominated shall have their names appear on the first ballot unless they decline the nomination.
4. Anyone receiving a majority of votes on the first ballot is declared elected.

Further balloting, if necessary, continues according to the following steps: On each ballot, the number of candidates will always be double the number of remaining people to be elected; these

candidates will be those receiving the highest numbers of votes cast on the previous ballot. If there is a tie for last place, a larger number of candidates may appear on the ballot.

b. ELECTION PROCEDURES FOR EXTERNAL COMMITTEES

Approved by the Academic Senate on April 1, 1981.

1. A list of nominees for elections to committees requiring a written ballot (e.g. Academic Freedom, Ethics & Grievance, Panel of Ten, Search Committees, etc.) shall be presented to the Senate one meeting prior to the election session. In cases where members of the Senate are permitted to add nominees, such additions should be made no later than one week prior to election. The Senate Office will mail any such additions to all members of the Senate four days prior to election. The Senate may waive this requirement by a two-thirds vote.

2. Standard Senate balloting procedures shall be followed except that a maximum of three ballots shall be conducted. If vacancies exist after three ballots, the vacancies shall be filled by the nominees receiving the largest number of votes on the third ballot with ties being broken by a coin toss.

3. Administrative appointments to committees requiring Senate ratification should be referred to the Rules Committee prior to being presented to the Academic Senate.

4. The faculty members of the SCERB Hearing Panel may hold another external committee membership.

*Amendment passed 11/10/85 (XVII-60)

ARTICLE IV. AMENDMENTS TO THE BYLAWS

Since the Bylaws of the Academic Senate defines the characteristics of the Academic Senate and prescribes how the Academic Senate functions, the following procedures for amending the Bylaws are hereby established:

4.1 PROCEDURE TO OBTAIN ACTION ON AN AMENDMENT. An amendment to the Bylaws of the Academic Senate must proceed through the filing, promulgation, and decision stages.

4.2 ADOPTION OF AN AMENDMENT. Passage of an amendment to the Bylaws of the Academic Senate shall be by a two-thirds majority of the members voting.

4.3 SUSPENSION OF THIS BYLAW. This bylaw cannot be suspended under the provisions of Article I.

AMENDMENTS

Major Revisions (2.25) approved November 18, 1981

Article 3.4 (d) amended January 13, 1982

Article 3.3 (e)2 amended February 10, 1982

Article IV. amendments to the bylaws, approved February 24, 1982

Article 3.4 (a) amended March 17, 1982

Article 3.1 (I) approved March 31, 1982

Article 3.5 (a and b) approved February 20, 1985

Article III. 3.1 (d) amended February 23, 2000

Articles III. 3.1, 3.2 amended November 28, 2001

Overall revision to bylaws approved April 23, 2003

Revisions to pages 1-9 approved November 5, 2003

Article II – Revisions approved February 18, 2004

Tentative schedule for 2015-16 ASPT revisions by Faculty Caucus

September 9:

- A. Elections to external and other university committees
- B. Overview of ASPT revision process; powers of the Faculty Caucus; URC's role and FC relationship to URC; rationale for and efficiencies of holding meetings of the whole
- C. Prohibition of must/shall debates until very last meeting on existing articles
- D. Building our plan for how to make 2015-16 Caucus meetings most efficient, convenient

Date TBD:

- A. First information item session on proposed new articles XI through XIV (with Appendices 5-7)*

Date TBD:

- A. Information item session on proposed revisions to ASPT Overview and Article I
- B. Explanation regarding why we will be skipping Articles II and V.C.2 until later
- C. Information item session on proposed revisions to Articles III, IV, V (except V.C.2)

Date TBD:

- A. Information item session on proposed revisions to ASPT Articles VI, VII, VIII, IX, X

Date TBD:

- A. Information item session on proposed revisions to (existing) ASPT Articles XII, XIII (except XIII.A), XIV (if the four new articles are later approved, these are the articles that will become XV, XVI, and XVII)
- B. Information item session on Appendices 1-4, 8

Date TBD:

- A. Information item session on proposed revisions to Article II
- B. Must/shall debate(s), if desired
- C. First action items sessions, starting with Articles I-V

Date TBD:

- A. Remaining action items sessions on existing Articles I-XIV (except V.C.2, XIII.A and any editorial changes contingent on new numbering if four new articles approved)

Faculty Caucus after November 1, date TBD

- A. Begin work on proposed new Articles XI-XIV with feedback from faculty, DFSCs/SFSCs, CFSCs, FRC
- B. Article V.C.2 and XIII.A last

Tentative schedule for 2015-16 ASPT revisions by Faculty Caucus

*These proposed new articles are not on a fast track. If we finish them in time for a January 1, 2017 ASPT booklet, fine. If not, fine.

We will need at least two information items for each. The first will be a session regarding all 4 articles. Once we have feedback from campus after November 1, we will then discuss each article one at a time, again without moving any of them to action.

These are the only articles for which I might recommend a subcommittee of the Caucus. If a subcommittee is decided upon, I would recommend either Faculty Caucus Exec (including the Provost or designee), or the Chairperson of the Senate plus one member from each college or most colleges who has served on an ASPT committee.

The following attachment has been redacted from the version of this document posted on the University Review Committee Minutes website.

Request to the University Review Committee from Mennonite College of Nursing Tenure Track Faculty dated September 1, 2015, regarding DFSC and CFSC appointments for 2015-2016

Bullet points for Faculty Caucus Discussion of Proposed New ASPT Articles on
Disciplinary Actions (Articles XI through XIV and Appendices 5 through 7)
September 23, 2015

- Initiated upon request of Academic Senate Chair Dan Holland in 2013. University Policy 3.3.9, "Proceedings in Faculty Academic Freedom, Dismissal, and Non-reappointment Cases" as well as ASPT Section XI.B. Included request for explicit policy and procedure on faculty suspension.
- Began with review of AAUP standards and recommendations emphasizing transparency, due process (including appeals), and centrality of faculty committee deliberations. Also benchmarked several universities in Illinois and nationally reflecting these standards.
- Review of draft policies began with Faculty Affairs Committee of Academic Senate in Fall 2013.
- As it became clear that these policies were best conceptualized within the ASPT system, review and discussion with University Review Committee began in Spring 2014.
- Article XII on Sanctions developed at request of FAC.
- Work continued through 2014-15 with both FAC and URC, culminating in recommendation from URC in Spring 2015.
- Recommended articles have also been reviewed by General Counsel.

UNIVERSITY REVIEW COMMITTEE
Tuesday, October 6, 2015
11 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston, Sheryl Jenkins, David Rubin, Sam Catanzaro (non-voting)

Members not present: None

Others present: M. Shane McCreery (Director of Equal Opportunity, Ethics, and Access; Ethics Officer; and Title IX Coordinator), Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 11 a.m.

II. Discussion with M. Shane McCreery (Director of Equal Opportunity, Ethics, and Access, Ethics Officer, and Title IX Coordinator) of considerations related to equity

Sam Catanzaro explained that Shane McCreery's participation in the URC meeting is related to the June 1, 2015 request by URC that Provost Janet Krejci consider forming a university-wide task force to study the issue of equity review. Krejci has asked URC to gather additional information about equity review to inform her response to the request. Krejci suggested that the committee discuss with McCreery the role of the Office of Equal Opportunity, Ethics, and Access (OEOEA) in equity matters.

McCreery addressed the committee, explaining functions of OEOEA with regard to equity. He explained that a core compliance function of OEOEA is compilation each year of an affirmative action plan for the University. Through development of the plan, personnel recruitment and retention efforts are measured and a salary equity analysis is conducted (see attached handout disseminated by McCreery at the meeting).

Three steps are involved in the affirmative action planning process, McCreery said. Step one involves sorting all university employees into job groups. There are 52 such groups in the current plan. The two most closely associated with interests of URC are tenure track faculty and non-tenure track faculty. Average salary is computed for each group. Affirmative Action Officer Jessica Norris then reviews all salaries in the group relative to the average, identifies salaries that differ significantly from the average, and studies the data for patterns associated with race, gender, and other protected classes. Step two is a multiple regression analysis conducted by an outside vendor to test the relative influence of protected class status on salary while considering relevant variables such as length of service and level of performance. Step three involves collecting anecdotal evidence. This typically involves interviews of employees and supervisors, reviews of historical documentation of performance evaluation, and other methods that can illuminate statistical findings in context. Faculty might be asked if they are aware of the difference between their salary and the average salary in their employee group and if they have asked or might ask that the difference be investigated.

McCreery explained that most salary investigations conducted by his office are initiated by employees. It is rare that OEOEA would do so. There have been instances of discrimination identified through such investigations, he said.

McCreery said he is permitted by federal law to gather data that associates individual employees and their salaries with their race, gender, veteran status, and other attributes related to protected classes. However, federal law prohibits him from sharing that detailed information regarding individual employees. He noted that there are other groups for which he is unable to obtain data, LGBT (lesbian, gay, bisexual, transgender, or queer) employees, for example. Whether or not aggregate data are available for a group or class, OEOEA works with any employee who believes she or he has been discriminated against, he said.

McCreery said OEOEA focuses primarily on discrimination in hiring and other employment decisions and does not address salary inversion or compression. Houston asked if OEOEA considers employee age in its analyses. McCreery responded that OEOEA does not track salaries by age. OEOEA would, however, work with any employee who suspects age discrimination.

McCreery noted that OEOEA approaches the concept of equity using the Department of Labor definition, while URC seems to view equity in terms of fairness. Houston agreed that OEOEA and URC may view the concept of equity differently but noted that URC has not yet settled on a definition.

David Rubin noted that the Illinois Board of Higher Education provides faculty salary information on its website. Angela Bonnell added that Milner Library has salary information for individual employees at the University. McCreery clarified that those sources do not provide demographic information for individual employees. He has that information but cannot legally share it.

Another function of OEOEA, McCreery said, is monitoring hiring practices to further hiring goals related to race and gender. His office meets annually with departments and schools to review actions taken by them to recruit diverse candidate pools. The focus of the discussions is on processes used by departments to recruit and hire employees. McCreery noted that OEOEA does not monitor salaries paid to new hires.

Catanzaro asked McCreery how many inquiries OEOEA receives annually from faculty members. McCreery said OEOEA received three inquiries regarding compensation differences during the last calendar year. If OEOEA determines that compensation differences are unrelated to race or gender, OEOEA cannot be further involved. Catanzaro asked how frequently OEOEA determines that discrimination has occurred. McCreery responded that multiple regression analysis aids in the determination. Most instances are unrelated to protected class. He said he seeks help from DFSCs and CFSCs when investigating salary differences, because they best understand how decisions regarding faculty are made. But there can be differences of opinion within those bodies, he noted. McCreery explained that if he identifies what appears to be an instance of discrimination, he advises the Provost and President accordingly.

Houston asked about the third party vendor used to conduct multiple regression analyses. Management Associates is the current third party vendor used by OEOEA, McCreery said. OEOEA gathers data needed for the analysis and transmits the data to Management Associates. The vendor conducts the analysis independently of OEOEA. Management Associates staff and OEOEA staff meet for two days to discuss analysis results, which are used to establish hiring

goals on the unit level. OEOEA then shares the information with administrators in unit meetings. McCreery noted that the University establishes hiring goals rather than hiring quotas or targets.

Joe Goodman asked McCreery if OEOEA proactively studies DFSC documents to prevent disparities from happening. McCreery responded that OEOEA is not involved with faculty hiring policies and procedures in that manner. Instead, OEOEA focuses on results of hiring practices. If a disparity related to protected class is identified by OEOEA, McCreery studies factors such as the race and gender composition of the DFSC/CFSC and methodology used in hiring decisions.

Rubin asked about reporting lines for McCreery's position. McCreery said he is employed by the University and reports directly to the President. He operates independently of other university units. He noted that he is protected in his decision making by whistle blower legislation like all other university employees.

Houston reported feedback she has received from the director of the School of Social Work regarding assistance provided by OEOEA with hiring practices. The school director reports that data provided by McCreery and the hiring goals he has suggested have helped the school modify its hiring processes.

McCreery concluded his remarks and left the meeting at 11:30 a.m. Committee members then reflected on information provided by McCreery and continued discussion of the URC role in equity review.

Christopher Horvath noted that, as a new committee member, he is unclear what URC is seeking to learn regarding equity review and what issues the committee is seeking to resolve. Diane Dean explained that equity review has been mentioned in the ASPT document since its inception, but no one seems to know what equity review means or entails. Catanzaro added that, to his knowledge, an equity review has never been done at the University. Houston stated that the current ASPT document authorizes URC to conduct an equity review but does not define the term. She said that she and Rubin dialogued with campus administrators and studied American Association of University Professors (AAUP) documents last academic year to learn more about the issue and then shared their findings with URC. The committee has subsequently concluded that equity review is a matter that should involve groups other than URC and has recommended revision of the ASPT document accordingly. URC has recommended to the Provost that she form a university-wide task force to study if and how equity review should be undertaken at the University.

Horvath suggested that URC focus on investigating pay grades with respect to comparator institutions and on studying salary inversion and compression, since those issues do not seem to be concerns being addressed by McCreery or by others at the University. Houston agreed that those issues should be addressed but so too should equity with respect to protected classes. Boser offered that URC might want to focus on inversion and compression since OEOEA is already charged with addressing equity related to protected classes.

Houston asked if Catanzaro has any updates from the Provost regarding the URC request for creation of a university-wide equity review task force. Catanzaro responded that the Provost looks forward to receiving feedback from the committee regarding information it has received from McCreery, including questions that remain unanswered. Houston noted that feedback may

also be forthcoming from the Faculty Caucus through its review of the ASPT document this year.

Bonnell noted that there appear to be more resources available for salary adjustments in the academic/professional employee category than in the faculty category. Bonnell asked if units are limited to the resources in the AIF fund when trying to address inversion or compression of faculty salaries. Catanzaro responded that AIF is one resource available to address the issue. He noted that even when salary increases are zero, limited funds are available to provide raises for faculty members who have been promoted and to make counter offers to faculty members who have received job offers from other institutions. For CS employees, salary increases may be recommended after desk audits or promotions even if there is no salary increase program in a given year. AP employees can also receive salary increases in such a year if their responsibilities increase or they are promoted.

Rubin noted that, while there will be no raises for Illinois State faculty this year, faculty salaries across the country will increase four percent on average. He asked if the University is legally responsible to provide funds to increase salaries commensurately. Catanzaro responded that there is no law or policy that requires the University to do so. He explained that the state does not allocate funds to public universities for specific uses such as salary increases. Instead, each university decides how best to spend the funds allocated to it by the state.

Horvath offered that URC seems to be responsible for policies, procedures, and processes related to salary. An important component of that responsibility might be to investigate procedures followed by units at different levels when making equity adjustments. It would be helpful to know how units are making such decisions, he said. Data regarding salary inversion and compression within ranks and across ranks would also be helpful, he said. It does not appear that the University is gathering such data, he added.

Houston noted that focusing on inversion and compression while precluding investigation of other issues related to equity would be presumptuous, because the committee has not yet defined equity. Houston said she does not favor a narrow definition because there are broader discussions to be had. Boser suggested that URC start by drafting a definition for use in the ASPT document. Houston asked who would then make the decision regarding the definition. Boser responded that the Academic Senate and Faculty Caucus will ultimately decide the matter after broader discussion, which happens in shared governance.

Catanzaro stated that the ASPT document assigns responsibility for making decisions regarding non-salary faculty matters, such as teaching loads and courses, to chairpersons and directors. Perhaps URC should suggest to the Provost that the discussion of equity focus on salary rather than on non-salary issues, he said. Houston expressed her preference that discussions of equity review address non-salary issues as well.

Houston thanked committee members for a productive discussion and recommended that URC continue the discussion at its next committee meeting. Houston asked Catanzaro if the Provost has set a date by which she would like feedback from the committee. Catanzaro responded that the Provost has not communicated such a date.

III. Approval of minutes from the September 22, 2015 meeting

Boser moved, Jenkins seconded approval of minutes from the September 22, 2015 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

IV. Update regarding Faculty Caucus ASPT review

Catanzaro thanked Houston and Dean for representing URC at the September 23 (2015) Faculty Caucus meeting and for their contributions to the discussion of the ASPT document. The next caucus discussion of the document is scheduled for October 7 (2015). Houston referred committee members to the caucus meeting schedule included with the meeting packet (see attached).

V. Other business

Dean asked if URC will meet on October 20 (2015), which has been designated the secondary committee meeting date for the month. Houston responded that URC will meet on October 20 to continue its discussion of equity review and to consider any matters requiring committee action.

VI. Adjournment

Boser moved, Rubin seconded that the meeting adjourn. Houston adjourned the meeting at 12:07 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments:

Office of Equal Opportunity, Ethics and Access, Salary Equity Analysis (Distributed by M. Shane McCreery at the October 6, 2015, meeting of the University Review Committee, Illinois State University).

Tentative Schedule for Faculty Caucus Review of 2015-2016 ASPT Revisions, Fall 2015, Office of the Vice President for Academic Affairs and Provost, September 24, 2015

Office of Equal Opportunity, Ethics and Access

Salary Equity Analysis

Summary: **Executive Order 11246**, signed by President Lyndon B. Johnson on September 24, 1965, established requirements for non-discriminatory practices in hiring and employment on the part of U.S. government contractors. It "prohibits federal contractors and federally assisted construction contractors and subcontractors discriminating in employment decisions on the basis of race, color, religion, sex, or national origin." It also requires contractors to "take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin."

On July 21, 2014, Executive Order 13672 amended Executive Order 11246 to add sexual orientation and gender identity.

Three Elements of Analysis

| "Similarly Situated" | Multiple Regression Analysis | Anecdotal Evidence |
|---|--|---|
| <p data-bbox="248 919 389 953">Standard</p> <p data-bbox="98 990 533 1292">Grouping employees by job category when they perform similar work, occupy positions involving similar responsibility levels, skills, and qualifications.</p> <p data-bbox="248 1330 389 1363">ISU - 52</p> <p data-bbox="98 1400 533 1603">Comparison of averages salaries of minorities to non-minorities and females to males in the job category.</p> | <p data-bbox="574 919 1046 1222">A highly-complex statistical technique that assesses the combined effects of multiple, legitimate factors that influence employers compensation decisions.</p> <p data-bbox="574 1259 1046 1400">Compare the compensation of similarly situated employees on factors that effect pay:</p> <ul data-bbox="574 1437 798 1686" style="list-style-type: none">- Education- Experience- Performance- Productivity | <p data-bbox="1085 919 1516 1334">Seek explanations for compensation anomalies from supervisory staff and Human Resources, interview parties involved, review performance evaluations and merit-based increases awarded to peers.</p> <p data-bbox="1085 1425 1516 1678">----- If discrimination based on one of the protected classes is founded a recommendation to remedy is issued to the supervisor.</p> |

The US Department of Labor authorizes OEOEA to solicit and maintain race/ethnicity and gender data of the ISU workforce along with veterans status and disability information. The Department of Justice and Department of Labor put strict restrictions on how this data may be used.

Individual staff are always welcome to inquire with the OEOEA if inequity concerns arise.

**TENTATIVE SCHEDULE FOR FACULTY CAUCUS REVIEW OF 2015-2016 ASPT REVISIONS
FALL 2015**

Based on a schedule provided by Academic Senate Chairperson Susan Kalter on September 24, 2015
With Prospective Dates Added and URC Subgroups Denoted

ALL DATES ARE SUBJECT TO CHANGE

ALL AGENDAS ARE SUBJECT TO CHANGE

MEETING DATES MAY BE ADDED BY FACULTY CAUCUS

SCHEDULE BY DATE

Wednesday, September 23, 2015

Information items:

New articles XI through XIV (with Appendices 5-7)
(No URC Subgroup, Addressed by Houston, Dean, and Catanzaro)

Wednesday, October 7, 2015

Information items:

Overview of the Illinois State University Appointment, Salary, Promotion and Tenure (ASPT) System
(URC Subgroup 1, Goodman)

Article I: Committees: Policies, Selection, Organization, and Responsibilities
(URC Subgroup 2, Houston and Rubin)

Article III: Faculty Review Committee (FRC)
(URC Subgroup 2, Houston and Rubin)

Article IV: College Faculty Status Committee (CFSC)
(URC Subgroup 2, Houston and Rubin)

Article V (except V.C.2): Department/School Faculty Status Committee (DFSC/SFSC)
(URC Subgroup 2, Houston and Rubin)

Note: Articles II and V.C.2 will be deferred until later in the fall 2015 semester or until the spring 2016 semester

Wednesday, October 21, 2015

Information items:

Article VI: Appointment Policies
(URC Subgroup 3, Bonnell and Jenkins)

Article VII: Faculty Assignments and Faculty Evaluation
(URC Subgroup 3, Bonnell and Jenkins)

Article VIII: Promotion Policies
(URC Subgroup 3, Bonnell and Jenkins)

Article IX: Tenure Policies
(URC Subgroup 3, Bonnell and Jenkins)

Article X: Post-Tenure Reviews Including Cumulative Post-Tenure Reviews
(URC Subgroup 3, Bonnell and Jenkins)

Wednesday, November 4, 2015

Information items:

Article XII: Performance Evaluation Policies and Salary Incrementation Procedures
Note: This article would become Article XV if new sections are approved)
(URC Subgroup 4 (Boser and Dean)

Article XIII, except XIII.A: Appeals Policies and Procedures
Note: This article would become Article XVI if new sections are approved)
(URC Subgroup 4 (Boser and Dean)

Article XIV: Right of Access to Personnel Documents
Note: This article would become Article XVII if new sections are approved)
(URC Subgroup 1, Goodman)

Appendix 1: University ASPT Calendar for Reappointment, Promotion and Tenure, Performance-Evaluation and Cumulative Post-Tenure Review, Reporting Requirements, and ASPT Elections
(URC Subgroup 1, Goodman)

Appendix 2: University Guidelines and Criteria for Faculty Evaluation
(URC Subgroup 1, Goodman)

Appendix 3: College Standards Supplemental to University Guidelines and Criteria for Faculty Evaluation
(URC Subgroup 1, Goodman)

Appendix 4: Outline of the Promotion and Tenure Review Process
(URC Subgroup 1, Goodman)

Appendix 8 (added appendix): Timeline for Appeals to CFSC* of Non-Reappointment Recommendations on Procedural Grounds
(No URC Subgroup, Addressed by Houston, Dean, and Catanzaro)

Wednesday, November 18, 2015

Information items:

Article II: University Review Committee (URC)
(URC Subgroup 2, Houston and Rubin)

Action items:

Article I: Committees: Policies, Selection, Organization, and Responsibilities
(URC Subgroup 2, Houston and Rubin)

Article II: University Review Committee (URC)
(URC Subgroup 2, Houston and Rubin)

Article III: Faculty Review Committee (FRC)
(URC Subgroup 2, Houston and Rubin)

Article IV: College Faculty Status Committee (CFSC)
(URC Subgroup 2, Houston and Rubin)

Article V (except V.C.2): Department/School Faculty Status Committee (DFSC/SFSC)
(URC Subgroup 2, Houston and Rubin)

Note: Use of "must" versus "shall" will be debated, if desired, by the Faculty Caucus.

Wednesday, December 9, 2015

Action items:

Article VI: Appointment Policies
(URC Subgroup 3, Bonnell and Jenkins)

Article VII: Faculty Assignments and Faculty Evaluation
(URC Subgroup 3, Bonnell and Jenkins)

Article VIII: Promotion Policies
(URC Subgroup 3, Bonnell and Jenkins)

Article IX: Tenure Policies
(URC Subgroup 3, Bonnell and Jenkins)

Article X: Post-Tenure Reviews Including Cumulative Post-Tenure Reviews
(URC Subgroup 3, Bonnell and Jenkins)

Article XII: Performance Evaluation Policies and Salary Incrementation Procedures
Note: This article would become Article XV if new sections are approved)
(URC Subgroup 4 (Boser and Dean))

Article XIII, except XIII.A: Appeals Policies and Procedures
Note: This article would become Article XVI if new sections are approved)
(URC Subgroup 4 (Boser and Dean))

Article XIV: Right of Access to Personnel Documents
Note: This article would become Article XVII if new sections are approved)
(URC Subgroup 1, Goodman)

Appendix 1: University ASPT Calendar for Reappointment, Promotion and Tenure, Performance-Evaluation and Cumulative Post-Tenure Review, Reporting Requirements, and ASPT Elections
(URC Subgroup 1, Goodman)

Appendix 2: University Guidelines and Criteria for Faculty Evaluation
(URC Subgroup 1, Goodman)

Appendix 3: College Standards Supplemental to University Guidelines and Criteria for Faculty Evaluation
(URC Subgroup 1, Goodman)

Appendix 4: Outline of the Promotion and Tenure Review Process
(URC Subgroup 1, Goodman)

Appendix 8 (added appendix): Timeline for Appeals to CFSC* of Non-Reappointment Recommendations on Procedural Grounds
(No URC Subgroup, Addressed by Houston, Dean, and Catanzaro)

At the September 23, 2015 Faculty Caucus meeting, Chairperson Susan Kalter announced that work on proposed new Articles XI-XIV, Article V.C.2, and Article XIII.A would not likely commence until spring semester 2016.

SCHEDULE BY URC SUBGROUP

SUBGROUP 1 (GOODMAN)

Wednesday, October 7, 2015

Information items:

Overview of the Illinois State University Appointment, Salary, Promotion and Tenure (ASPT) System

Wednesday, November 4, 2015

Information items:

Article XIV: Right of Access to Personnel Documents

Note: This article would become Article XVII if new sections are approved)

Appendix 1: University ASPT Calendar for Reappointment, Promotion and Tenure, Performance-Evaluation and Cumulative Post-Tenure Review, Reporting Requirements, and ASPT Elections

Appendix 2: University Guidelines and Criteria for Faculty Evaluation

Appendix 3: College Standards Supplemental to University Guidelines and Criteria for Faculty Evaluation

Appendix 4: Outline of the Promotion and Tenure Review Process

Wednesday, November 18, 2015

Action items:

Overview of the Illinois State University Appointment, Salary, Promotion and Tenure (ASPT) System

Wednesday, December 9, 2015

Action items:

Article XIV: Right of Access to Personnel Documents

Note: This article would become Article XVII if new sections are approved)

Appendix 1: University ASPT Calendar for Reappointment, Promotion and Tenure, Performance-Evaluation and Cumulative Post-Tenure Review, Reporting Requirements, and ASPT Elections

Appendix 2: University Guidelines and Criteria for Faculty Evaluation

Appendix 3: College Standards Supplemental to University Guidelines and Criteria for Faculty Evaluation

Appendix 4: Outline of the Promotion and Tenure Review Process

SUBGROUP 2 (HOUSTON AND RUBIN)

Wednesday, October 7, 2015

Information items:

- Article I: Committees: Policies, Selection, Organization, and Responsibilities
- Article III: Faculty Review Committee (FRC)
- Article IV: College Faculty Status Committee (CFSC)
- Article V (except V.C.2): Department/School Faculty Status Committee (DFSC/SFSC)

Wednesday, November 18, 2015

Information items:

- Article II: University Review Committee (URC)

Action items:

- Article I: Committees: Policies, Selection, Organization, and Responsibilities
- Article II: University Review Committee (URC)
- Article III: Faculty Review Committee (FRC)
- Article IV: College Faculty Status Committee (CFSC)
- Article V (except V.C.2): Department/School Faculty Status Committee (DFSC/SFSC)

SUBGROUP 3 (BONNELL AND JENKINS)

Wednesday, October 21, 2015

Information items:

- Article VI: Appointment Policies
- Article VII: Faculty Assignments and Faculty Evaluation
- Article VIII: Promotion Policies
- Article IX: Tenure Policies
- Article X: Post-Tenure Reviews Including Cumulative Post-Tenure Reviews

Wednesday, December 9, 2015

Action items:

- Article VI: Appointment Policies
- Article VII: Faculty Assignments and Faculty Evaluation
- Article VIII: Promotion Policies
- Article IX: Tenure Policies
- Article X: Post-Tenure Reviews Including Cumulative Post-Tenure Reviews

Note: Article XI is scheduled for reviewed as one of the articles (XI-XIV) regarding disciplinary actions.

SUBGROUP 4 (BOSER AND DEAN)

Wednesday, November 4, 2015

Information items:

Article XII: Performance Evaluation Policies and Salary Incrementation Procedures

Note: This article would become Article XV if new sections are approved)

Article XIII, except XIII.A: Appeals Policies and Procedures

Note: This article would become Article XVI if new sections are approved)

Wednesday, December 9, 2015

Action items:

Article XII: Performance Evaluation Policies and Salary Incrementation Procedures

Note: This article would become Article XV if new sections are approved)

Article XIII, except XIII.A: Appeals Policies and Procedures

Note: This article would become Article XVI if new sections are approved)

NO SUBGROUP

Wednesday, September 23, 2015

Information items:

New Articles XI through XIV (with Appendices 5-7)

Wednesday, November 4, 2015

Information items:

Appendix 8 (added appendix): Timeline for Appeals to CFSC* of Non-Reappointment Recommendations on Procedural Grounds

Wednesday, December 9, 2015

Action items:

Appendix 8 (added appendix): Timeline for Appeals to CFSC* of Non-Reappointment Recommendations on Procedural Grounds

UNIVERSITY REVIEW COMMITTEE
Tuesday, October 20, 2015
11 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Joe Goodman, Christopher Horvath, Doris Houston, Sheryl Jenkins, David Rubin, Sam Catanzaro (non-voting)

Members not present: Rick Boser, Diane Dean

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 11:05 a.m.

II. Approval of minutes from the October 6, 2015 meeting

David Rubin moved, Joe Goodman seconded approval of minutes from the October 6, 2015 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

III. Faculty Caucus ASPT review update

Friendly amendment to Overview, Provisions for Mennonite College of Nursing Faculty

[Note: At its October 7, 2015 meeting, the Faculty Caucus asked URC to revise “Provisions for Mennonite College of Nursing Faculty” on page 5 of the ASPT document, since the dean of Mennonite College of Nursing does not currently serve as the chairperson of the Mennonite College of Nursing DFSC or CFSC.]

Houston asked if additional direction regarding changes to “Provisions for Mennonite College of Nursing Faculty” has been received from Faculty Caucus since its October 7, 2015 meeting. Catanzaro reported that no new information has been received.

Sheryl Jenkins explained that the dean of Mennonite College of Nursing (“Mennonite”) typically serves as chairperson of the CFSC but does not normally serve on the DFSC. In light of that divergence from the passage on page five of the ASPT document, perhaps the passage is not needed anymore, she said. Christopher Horvath asked if faculty members are elected to the Mennonite DFSC. Jenkins said they are and added that the associate dean for research/graduate program coordinator chairs the committee. Catanzaro explained that the associate dean for research at Mennonite retains faculty status, while some other associate deans at the University do not. He explained that the current interim dean of Mennonite does not have faculty status and, therefore, does not serve on either the DFSC or CFSC.

Goodman asked if there is a way to deal with the underlying structural problem necessitating differences in DFSC and CFSC composition at Mennonite, i.e., not having multiple departments in the college. Catanzaro responded that doing so is beyond the scope of ASPT.

Angela Bonnell asked if two other passages in the ASPT document related to composition of the DFSC and CFSC also should be examined for changes: IV.A.3.a-d on page 12 and V.A on page 17. Catanzaro responded that, in his reading of those passages and a related passage on page 18, only the passage on page 5 needs to be revised. Catanzaro noted that the university ASPT document permits Milner Library faculty to decide the composition of its DFSC and CFSC, adding that Mennonite might consider a similar model.

Jenkins suggested that URC involve Mennonite in this matter. Houston asked if URC should ask Mennonite to initiate the revisions. Catanzaro noted that there would be time for Mennonite to discuss this matter and to report to URC, given the schedule the Faculty Caucus has adopted for reviewing the ASPT document. All present agreed to this approach. Catanzaro agreed to contact Mennonite, and Jenkins agreed to explain the context of the URC request when Mennonite faculty members discuss it.

Revisit Article I.E

Houston reported that the Faculty Caucus has asked URC to consider a change in its recommended new Article I.E., replacing the word “obtain” with “consider.” Catanzaro said some caucus members are concerned that the word “obtain” implies a charge to get information by conducting an investigation. Horvath asked if the intent of recommending the new article is to direct committees and officials within the ASP system to only consider reliable information in their deliberations. David Rubin confirmed that was the case. Horvath said if the word “obtain” is changed to “consider,” the passage would still further that intent.

Rubin moved to revise Article I.E. in the ASPT document revisions recommended to the Faculty Caucus by replacing the word “obtain” with the word “consider.” Goodman seconded the motion. The motion was approved on voice vote, all voting aye.

Revisit Article V.B.1

Houston reported that the Faculty Caucus has asked URC to reconsider its recommendation that departments/schools review their ASPT policies at least every three years. She added that caucus members contributing to the October 7, 2015 discussion expressed a preference for review every five years, if such a review is required at all. Caucus members expressed concern that departments/schools not be in a constant state of ASPT policy review. Caucus members also expressed concern that the requirement for ASPT policy review every three years might be an unnecessary administrative burden. Goodman reminded the committee that it too grappled with those concerns when considering the recommendation. Houston asked which URC subgroup recommended the change. Catanzaro responded that no subgroup suggested it, that requiring review of DFSC/SFSC policies was requested by the University Research Council.

Horvath asked why URC recommended review of ASPT policies by departments/schools every three years rather than every five years, noting that review every five years does not seem unreasonable. Rubin explained that the University Research Council (of which he was a member) is concerned that some units are not changing their ASPT policies as their disciplines change. Requiring review every five years rather than three would run counter to what the council wants, he said. Bonnell noted that units will need to review their policies every five years anyway, to check for alignment with changes made to the ASPT document through the mandated five-year document review. Goodman said he prefers not changing the committee recommendation from three years to five years. He noted that URC has already held lengthy

discussions about the issue and decided it wanted the review to occur between the five-year reviews necessitated by changes to the ASPT document.

Houston suggested that URC clarify its intent that departments/schools review their ASPT policies at least every three years but not necessarily revise them if faculty decides that changes are not needed. Horvath asked if CFSCs would be required to, in turn, review department/school ASPT policies on this three-year cycle whether or not a department/school revised its policies. Catanzaro responded that CFSCs would need to do so in accordance with Article IV.B.2 of the ASPT document (page 13).

Catanzaro offered to draft revised language to clarify the intent and nature of the three-year review and to then circulate the draft to committee members prior to the next meeting. Committee members could then decide whether to resolve the matter by email or to discuss the draft at the next meeting. Committee members agreed. Rubin noted that in revising the language Catanzaro may need to consider the need for consistency between Article V.B.1 and Article IV.B.1.

Houston reminded URC members that the next Faculty Caucus ASPT discussion is scheduled for Wednesday, October 21, 2015. Sections of the ASPT document scheduled for caucus review at that meeting are sections reviewed by URC subgroup 3 (Bonnell and Jenkins). Houston said it would be helpful for subgroup members to attend the caucus meeting but they are not required to do so. In response to a question by Bonnell, Houston reported that the Senate and Caucus have been adhering to their rules regarding ending times for their discussions.

IV. Continued discussion of equity review

Houston cited two issues before the committee related to equity review: what to include in the ASPT document regarding equity review and how to respond to the request from the Provost for additional information regarding equity review and the potential role of a campus-wide equity review task force.

Goodman asked whether the Academic Senate has a committee already charged with conducting equity reviews. Houston responded that the Academic Senate does not have such a committee at this time. Catanzaro noted that equity review may be discussed by the Academic Senate and its committees without a formal charge to do so. Bonnell recalled discussion of data related to the academic impact fund when she served on the Academic Senate. Some of the data may have informed discussions regarding equity, she said.

Catanzaro reported that Academic Senate Chairperson Susan Kalter is aware of ongoing URC discussions regarding equity review and has consulted campus colleagues regarding the issue. Houston reported that Kalter has indicated to her that the Academic Senate might take up the issue in the coming year.

Houston asked what the Provost is expecting URC to report to her regarding this issue. Catanzaro responded that the Provost would like to know how information provided to the committee by Shane McCreery affects the URC request for formation of a campus-wide equity review task force, if it does at all.

Horvath asked if it is the consensus of the committee that current kinds of equity review conducted by the University are inadequate, that there are questions related to equity not being

answered, and that there are data related to equity not being captured. Committee members concurred.

Houston asked Catanzaro if, based on the committee consensus, it would be appropriate for URC to restate its initial request for a campus-wide equity review committee in a second memorandum to the Provost. Catanzaro responded that it would be appropriate but that it would also be helpful to the Provost if the committee identifies what is not being done and what needs to be done regarding equity review. Houston asked committee members to review the memorandum sent to the Provost last academic year and materials disseminated to committee members by Subgroup 3 to identify additional questions to be asked and points that should be clarified. Houston asked committee members to email suggestions to her prior to the next committee meeting (scheduled for November 3, 2015). Houston will send committee members a reminder of her request, with pertinent materials attached, via email.

V. Other business

There was none.

VI. Adjournment

Jenkins moved, Bonnell seconded that the meeting adjourn. Houston adjourned the meeting at 12:04 p.m.

Respectfully submitted,
Bruce Stoffel, Recorder

UNIVERSITY REVIEW COMMITTEE
Tuesday, November 3, 2015
11 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Christopher Horvath, Doris Houston, Sheryl Jenkins, David Rubin, Sam Catanzaro (non-voting)

Members not present: Joe Goodman

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 11:00 a.m.

II. Approval of minutes from the October 20, 2015 meeting

Regarding the discussion in the draft minutes of agenda item IV (Continued discussion of equity review), Christopher Horvath said that, while he asked about consensus of the committee, he did not suggest that URC is not meeting its charge regarding equity review. He asked that paragraph five of agenda item IV be modified by deleting the last clause of the first sentence (i.e., deleting “and that URC is not meeting its charge that there be an equity review”). Committee members agreed to the change.

Regarding the discussion in the draft minutes of agenda item III (Faculty Caucus ASPT review update, Friendly amendment to Overview, Provisions for Mennonite College of Nursing Faculty), Sheryl Jenkins clarified that the dean of Mennonite College of Nursing typically serves as chairperson of the CFSC rather than the DFSC and that the dean does not normally serve on the DFSC. She asked that the first sentence of the paragraph beginning “Sheryl Jenkins explained that the dean ...” be revised accordingly. Committee members agreed to the change.

Also regarding the discussion in the draft minutes of agenda item III (Faculty Caucus ASPT review update, Friendly amendment to Overview, Provisions for Mennonite College of Nursing Faculty), Angela Bonnell clarified that the memorandum of understanding to which she referred relates to a one-time exception to Milner Library policies regarding composition of its ASPT committees and does not set forth a model for ongoing composition of the committees beyond that exception. Bonnell and her committee colleagues agreed to correct the misstatement in the minutes by deleting the last sentence in paragraph five of agenda item III.

David Rubin moved and Jenkins seconded approval of minutes from the October 20, 2015, meeting as distributed prior to the meeting but with the three amendments to which committee members have agreed. The motion carried on voice vote, all voting in the affirmative.

III. Issues from the October 7, 2015 Faculty Caucus ASPT review

A. Revision: Overview, Provisions for Mennonite College of Nursing Faculty

Jenkins reported having spoken with Mary Dyck, the Mennonite College of Nursing (“Mennonite”) representative on the Academic Senate and the senator who requested that URC modify the passage on page five of the ASPT document regarding composition of the Mennonite DFSC and CFSC. According to Jenkins, Dyck explained that she had asked that the passage be revised to reflect the current composition of the Mennonite DFSC and CFSC. Dyck explained to Jenkins that she intended that the passage identify the dean as the CFSC chairperson and the associate dean for research as DFSC chairperson. Jenkins suggested accommodating Dyck’s request by replacing the first sentence of the passage with the following sentence: “Since the Mennonite College of Nursing has only one department the College will accommodate the responsibilities of the DFSC and CFSC by using the College Dean as the chairperson for the CFSC and the associate dean for research as chairperson of the DFSC.”

Sam Catanzaro suggested that the committee consider replacing “the associate dean for research” with “the Dean’s designee” in the sentence proposed by Jenkins, noting that doing so might provide the college flexibility. He noted that the current arrangement seems to be working well but that the college may desire changes to its ASPT committee chairperson assignments in the future.

Horvath identified three options for the DFSC chairperson position in the passage: to refer to the associate dean of research (or to some other appropriate position title), to refer to the Dean’s designee, or to refer to a chairperson elected by DFSC from among its members. Bonnell counseled careful consideration of the matter, as the decision could set a precedent for composition of ASPT committees in other colleges. Catanzaro noted this would be the first instance of a DFSC electing its chairperson from among its members.

Houston suggested seeking input from Mennonite by inviting its interim dean to attend a future URC. Jenkins noted that URC might consider inviting Mennonite faculty members, since the interim dean does not have faculty status. Catanzaro suggested inviting members of the Mennonite DFSC and CFSC.

Discussion of the DFSC chairperson role ensued. Catanzaro observed that the chairperson may have more power than other DFSC members, with some of that power derived from performance of DFSC administrative duties and contacts with faculty members rather than from policy. The DFSC chairperson’s vote on the committee may also carry more weight by virtue of the department culture, he added. Horvath suggested that, in light of Catanzaro’s observations, URC should do what it can to maximize faculty power on the DFSC. He suggested that it might be best to invite Mennonite CFSC and DFSC members to discuss this matter with URC.

Following additional discussion regarding the structure of colleges and provisions in the ASPT system for appeals, the committee decided that Houston will send a letter to Mennonite DFSC and CFSC members inviting them to the December 1, 2015, URC meeting to discuss revisions to the passage. It will be made clear in the letter that the assembled group will discuss but not necessarily finalize the matter. Jenkins said she will follow up personally with Mennonite DFSC and CFSC members to let them know

to expect an invitation from Houston. Houston asked that a larger meeting space be arranged to accommodate the group.

B. Revision: Article V.B.1

Houston referred committee members to the report titled “Status of ASPT Document Changes” included with the meeting materials (see attached). She reviewed the entry in the report regarding Article V.B.1.

Catanzaro suggested replacing the third sentence of the version of Article V.B.1 recommended by URC to the Faculty Caucus with the following: “Department/School ASPT policies and procedures shall be reviewed at least every three years. Any changes shall be subject to vote and approval by a majority vote of the eligible Department/School faculty. If no changes are deemed necessary, then no vote is necessary.”

Discussion ensued whether a DFSC/SFSC should be asked to report to their CFSC regarding their review of ASPT policies even if the DFSC/SFSC decides that no changes are needed to them. Horvath suggested it might be easiest to monitor whether DFSC/SFSCs have conducted their policy review if they are asked to conduct a vote on their ASPT policies and to report results of their vote to their CFSC even if no changes to the policies have been made. Catanzaro said URC could consider recommending a new section V.D.3 (a subsection of “DFSC/SFSC Reporting Requirements”) that provides for annual submission by each DFSC/SFSC to their college office and CFSC regarding the status of their ASPT policies and any changes that have been made that year. Bonnell noted that Milner Library faculty already reviews the DFSC document every year. Other committee members shared their department/school practices. Horvath suggested only including a passage regarding such DFSC/SFSC reporting in V.B.1. He expressed concern that the ASPT document may be getting too complicated. Boser opined that it might not be bad to have all reporting requirements in one section so chairpersons can easily check what is expected of them. Catanzaro offered to draft changes to Article V.B.1 and draft a new Article V.D.3 based on this discussion and to circulate his draft to committee members prior to the next committee meeting. He said he will consider including a cross reference to V.B.1 in V.D.3 rather repeating the full passage from V.B.1. Houston noted that the URC representatives attending Faculty Caucus meetings will need to advise the caucus about new Article V.D.3 when URC updates the caucus regarding Article V.B.1.

IV. Issues from the October 21, 2015 Faculty Caucus ASPT review

A. Addition: Article VIII

Bonnell and Catanzaro explained that the issue before the committee is whether to repeat Article IV.C.2, which includes a provision allowing negative DFSC/SFSC recommendations to be forwarded to the CFSC only if the candidate for promotion requests they be forwarded, in Article VIII (Promotion Policies). Catanzaro explained that the logic for repeating the passage from Article IV.C.2 in a new Article VIII.C is to have all promotion policies in the Promotion Policies article, which candidates may be more likely to consult. Boser asked if the recommendation is to reproduce Article IV.C.2 in full or to just insert a reference to it. Catanzaro said either approach may be unwieldy but it may be better to have redundancy in this case. Horvath pointed out the

notation in the status report asking URC to consider repeating Article IV.C.2 in Article XVI (formerly numbered Article XIII) as well. Houston noted that the Faculty Caucus asked URC to consider doing so but discussion was tabled because the caucus was not discussing Article XVI at the time. Horvath said that adding the passage to Article XVI is probably not appropriate, because Article XVI is about appeals policies and procedures. Catanzaro agreed.

Horvath moved that the following passage from Article IV.C.2 be repeated as a new Article VIII.C (with existing Article VIII.C renumbered Article VIII.D, existing Article VIII.D renumbered Article VIII.E, and so on).

“In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC’s recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review.”

Bonnell asked if the motion could be amended to add a cross reference at the end of new Article VIII.C referring readers to Article IV.C.2 (e.g., “see also IV.C.2”). Committee members agreed.

Bonnell seconded the amended motion. The motion passed on voice vote, all voting in the affirmative.

B. Revision: Article IX.B.2

Catanzaro talked about ASPT policies that allow tenure candidates to “stop the clock” and policies that allow tenure candidates to add years previously credited toward tenure back to their reduced probationary period. He said he is not sure what would be gained by repeating the sentence in Article IX.B.3 stating that “A stop-the-clock period will not count toward tenure or against the length of the probationary period” in Article IX.B.2. Horvath said the two sections (Article IX.B.3 and Article IX.B.2) are not about the same things. Boser moved that Article IX.B.2 remain as previously recommended by URC, i.e., that the suggestion of adding a sentence from Article IX.B.3 (“A stop-the-clock period will not count toward tenure or against the length of the probationary period.”) to Article IX.B.2 not be done. Rubin seconded the motion. The motion passed on voice vote, all voting in the affirmative.

C. Revision: Article X.D

Due to the length of the meeting, Houston deferred this item until the next committee meeting.

V. Response to Provost Janet Krejci re equity review

Houston offered to draft a response to Provost Krejci regarding equity review based on feedback Houston has received from committee members and to then bring the draft to the next committee meeting for discussion. Committee members agreed. Houston thanked committee members who had already sent her comments and said she welcomes additional comments.

VI. Sharepoint

Due to the length of the meeting, Houston deferred this item until the next committee meeting.

VII. Other business

There was none.

VIII. Adjournment

Jenkins moved, Horvath seconded that the meeting adjourn. The motion was approved on voice vote, all voting in the affirmative. The meeting adjourned at 12:05 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachment: *Status of ASPT Document Changes as of October 21, 2015*

STATUS OF ASPT DOCUMENT CHANGES

As of October 21, 2015

ADDITIONAL URC REVIEW REQUESTED BY FACULTY CAUCUS

Article/Section/Passage: Overview, Provisions for Mennonite College of Nursing Faculty

Date of Faculty Caucus request: October 7, 2015

Faculty Caucus request: Revise to reflect current practice

Date of additional URC review: October 20, 2015

URC action: Refer the issue to Mennonite College of Nursing for a recommendation back to URC

Status: Catanzaro to contact Mennonite College of Nursing

Article/Section/Passage: Article I.E

Date of Faculty Caucus request: October 7, 2015

Faculty Caucus request: Consider replacing "obtain" with "consider"

Date of additional URC review: October 20, 2015

URC action: URC approved a motion to replace the word "obtain" with the word "consider"

Status: URC action to be reported to Faculty Caucus

Note: Revised passage reads "All committees and officials within the faculty status system process will make every possible effort to consider the most reliable evidence available for use in their deliberations."

Article/Section/Passage: Article V.B.1

Date of Faculty Caucus request: October 7, 2015

Faculty Caucus request: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years.

Date of additional URC review: October 20, 2015

URC action: URC is considering retaining the requirement for review at least every three years while clarifying that departments/schools need not revise their ASPT documents unless deemed necessary by department/school faculty.

Status: Catanzaro to draft revision for review by URC

Article/Section/Passage: Article VIII

Date of Faculty Caucus request: October 21, 2015

Faculty Caucus request: Consider inserting a new Article VIII.C based on IV.C.2: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review." See also new Article XVI (current Article XIII) for possible addition of the same passage as new B.1.B or D.1.B.

Date of additional URC review:

URC action:

Status:

Article/Section/Passage: Article IX.B.2

Date of Faculty Caucus request: October 21, 2015

Faculty Caucus request: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: "A stop-the-clock period will not count toward tenure or against the length of the probationary period."

Date of additional URC review:

URC action:

Status:

Article/Section/Passage: Article X.D

Date of Faculty Caucus request: October 21, 2015

Faculty Caucus request: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses)

Date of additional URC review:

URC action:

Status:

Notes: The passage as initially recommended by URC reads as follows: "Plans for remediation of deficiencies, especially plans whose implementation will require commitment of department/school resources (e.g., for travel to conferences, for new teaching equipment or materials, or for release or reassigned time or other workload changes), shall be written and shall be communicated to and signed by the relevant parties, including the dean."

ASPT DOCUMENT CHANGES APPROVED BY FACULTY CAUCUS

None

ATTACHMENTS

ASPT discussion notes, Faculty Caucus, October 21, 2015

ASPT discussion notes, Faculty Caucus, October 7, 2015

ASPT discussion notes, Faculty Caucus, September 23, 2015

IMPORTANT NOTE:

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ASPT DISCUSSION

Faculty Caucus

Wednesday, October 21, 2015

Approximately 9:15 p.m., Old Main Room, Bone Student Center

Agenda: Articles VI, VII, VIII, IX, X

(Susan) Kalter: Before moving on to VI, Kalter said she would like to ask a question regarding IV.B.1 and IV.B.2. She doesn't think (the Department of) English has ever approved policies and procedures for allocation of monies devoted to performance-evaluated salary increments.

(Sam) Catanzaro: The department should do so.

Kalter: Perhaps URC can nudge departments to get this done.

(Mary) Dyck: Mennonite has them and follows them.

Article VI: Appointment Policies

Kalter: We will not talk about the recommended change of the article title at this time (section title). Does Faculty Caucus have anything to add?

[There were no comments.]

Article VII: Faculty Assignments and Faculty Evaluation

Kalter: Reviews recommended changes.

(Will) Daddario: In E, "satisfactory" is defined but "unsatisfactory" is not. Should it be?

Catanzaro: Each department and school defines "unsatisfactory" per university policy Not sure which (university policy it is).

Article VIII: Promotion Policies

Kalter: Reviews recommended changes. What is "Comment 1" referred to in Comment [SC17]?

Catanzaro: The explanation of getting rid of the instructor category?

Kalter: Instead of “faculty evaluation” (referring to F?) why not “faculty performance evaluations”?

(Anne) Wortham: That’s being too picky.

(Peter) Bushell: “Performance” might relate more to performance evaluation while this section is on promotion. So it is best not to change (the wording).

Daddario: In E, what is “common standards”?

(Diane) Dean: It refers to “us” ... our community. With the understanding that each department and school sets its own standards. A common understanding inside the University.

(Paula) Crowley: Maybe the wording should be changed (*referring to Kalter’s suggestion of changing “faculty evaluation” to “faculty performance evaluation”?*).

(Nerida) Ellerton: “Faculty evaluation” is used in the heading, so that is consistent.

Bushell: Proposes an addition to Article VIII. Article IV.C.2 describes CFSC and school recommendations regarding promotion. It says SFSC presents recommendations for promotion. CFSC does too. The provost does too. But a negative recommendation from SFSC stops the process. Unless the faculty member requests additional review. Maybe that language should be in (Article) VIII too.

Kalter: (Article) IV.C.2 allows the faculty member to ask for additional review but that is in the CFSC section (of the ASPT document). A faculty member wouldn’t think to look there. Can URC consider adding that language to Article VIII?

Bushell: For tenure (applications) there is no stop (in the process), but for promotion there is a stop. Suggests duplicating the passage in IV.C.2 in Article VIII and the appendices.

Catanzaro: Where?

Bushell: After Article VIII.B add a new C. In new Article 16 (now Article XIII), add a new D.1.B (*or did he say B.1.B?*).

Kalter: But there is a separate appeals article on promotion. Should it be there? Kalter asks URC to consider the changes.

Article IX: Tenure Policies

Kalter: IX.B.1, misspelling of fulfillment?

Kalter: Any comments about the changes recommended in B.2?

(Dan)Rich: The sentence has no qualifiers on it. Is that okay? Is the structure okay to bring stop-the-clock into play?

Catanzaro: Yes.

Kalter: Consider adding ... “stop-the-clock years do not count toward the six years.”

Rich: Doesn't mean to wordsmith.

Catanzaro: Susan's suggestion is reasonable. Will add what is at the end of (IX.B.)3 (on page 34).

Bushell: Thinking about the six years in the context of giving a year's notice, how does that work?

Catanzaro: The length of the probationary period is irrelevant in such circumstances. The probationary period is over. The faculty member is on terminal contract for one year, no longer in the probationary period.

Ellerton: Once a terminal contract begins, the faculty member is no longer on probation.

Kalter: There's something about it I'm not comfortable with. If we change from seven to six (years), we don't have a category for the person.

Catanzaro: The person continues to be tenure track. There are three classes: tenure track, tenured, and tenure track terminal.

Kalter: Check with legal. We might be creating something unintended.

Ellerton: May need to change definitions of tenure track.

Catanzaro: Cites university policy 3.2.1 Academic Personnel. It provides for three classes of faculty: tenured/tenure track, non-tenure track, terminal. So terminal is a class in itself.

Article X: Post-Tenure Reviews Including Cumulative Post-tenure Reviews

Rich: Sounds like there is no major change in (X) B. What is the change in C (new D)? Wording or substance?

Catanzaro: The change is just intended to make it clearer.

(John) Bantham: His DFSC recommends striking the parenthetical phrase in C (new D).

Bushell: The wording makes it look like they are getting funding, while those who are not deficient don't.

Bantham: Yes.

Catanzaro: Examples in parentheses are meant to be illustrative only. (To Dean and Angela Bonnell): Does URC want to consider this (striking the parenthetical)?

Kalter: It is good that someone who is deficient should have access to resources others don't. That's part of the point.

Bantham: Says that without being in the DFSC discussion, he goes along with Sam, that striking the parenthetical is not a problem.

(Jeffrey) Clark: The chair might not have resources to help the faculty member, which makes the decision process more challenging.

Kalter: Suggests clarifying. The current version might imply that the chair has control over resources to assist the faculty member, and the faculty member might believe that the chair does have money to help. Does a person who is deficient know what to ask for? Does a person know how to ask for resources? Can URC consider if taking out the parenthetical will keep persons from knowing to ask for resources?

(Wendy) Troxel: Does leaving it in limit creative approaches?

Kalter: Maybe move it? Maybe add a sentence, that the department might not be able to provide resources, that resources are available to others, that there are other examples and possibilities?

[Discussion ended at approximately 9:45 p.m.]

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ASPT DISCUSSION

Faculty Caucus

Wednesday, October 7, 2015

9:15 p.m., Old Main Room, BSC

Agenda: ASPT Overview and Articles I, III, IV, V

(Susan) Kalter: There will be no must/shall debates this evening. The table of contents of the ASPT document will not change (as is recommended by URC) unless Faculty Caucus adds the new sections regarding disciplinary actions recommended by URC. The one exception is the addition of an appendix with the timeline for appeals to CFSC of non-reappointment recommendations on procedural grounds (labeled Appendix 8 in the document recommended by URC).

Overview

(Mary) Dyck: The college dean is not the chair of both the CFSC and DFSC in Mennonite College of Nursing (referring to page 5). The Associate Dean for Research chairs the DFSC. (Denise Wilson chairs the CFSC.)

(Doris) Houston: We will consider that a friendly amendment that need not go back to URC.

Article I

(Nerida) Ellerton: Expresses concern about use of the word “obtain” in I.E (“All committees and officials within the faculty status system process will make every effort to obtain the most reliable evidence available for use in their deliberations”). Agrees with the intent of the statement but says we need to be careful of potential misuse of the word “obtain.”

Houston: It would be the responsibility of the departments to get all information regarding an allegation, to protect the faculty member.

Ellerton: But using the word “obtain” opens up the potential for abuse by a committee that seeks information and uses the statement as an excuse to go beyond what is reasonable. Instead of “to obtain” consider using “to take into account” or “to consider.” There is also an internal contradiction in the statement, since both “available” and “obtain” are used in it. There is no need to obtain something that is already available.

Houston (to Kalter): Do we need to go back to URC with this matter?

Kalter: Suggests checking the statement against the rest of the document for context and consistency before a change is made.

Ellerton: Agrees. Check into it before making a change.

(Sam) Catanzaro: Somewhere else in the document there is a passage about making available to the faculty member all information being considered. We will review the context and go back to URC with this.

Kalter: Suggests that Houston consider whether to return to URC with this matter.

Houston: Will do.

(Wade) Nichols: (Also referring to I.E) Perhaps the phrase “every possible effort” should be changed to “every reasonable effort.”

(Diane) Dean: Agrees.

(Dan) Rich: Thanks for adding I.E. It will be great to have for chair training.

Houston: We had checked through the document and not found similar language (as URC has suggested for I.E). We will take this matter back to URC as it is a substantive matter.

Article II

Kalter: We are skipping II because there are questions regarding equity review that still need to be answered.

Article III

There were no comments.

Article IV

Kalter: It is comforting to add the word “approve” in 4.B.1 and elsewhere in this article (“The CFSC shall review and approve Department/School policies and procedures ...”).

(John) Bantham: Questions have been asked in the College of Business about IV.C.2 (a passage that URC has not recommended be changed). Does this refer to both requests for promotion from assistant to associate and requests for promotion from associate to full or just to one or the other?

Catanzaro: Both.

Article V

Kalter: Notes that Faculty Caucus has been provided a supplemental document intended to clarify changes URC has recommended for V.B.1.

Bantham: Requiring review of department/school ASPT policies every three years seems like a quick turnaround.

(Peter) Bushell: Agrees.

Kalter: Agrees.

Catanzaro: Explains that adding a statement to the document regarding department/school review of its ASPT policies was suggested by the University Research Council. Council members are concerned that some department/school ASPT policies are not remaining current with trends in scholarship in their disciplines. This might negatively impact junior faculty in those disciplines. The University Review Committee has agreed.

Bantham: Three years means there would be a constant state of review occurring.

Ellerton: Agrees. An unintended result of requiring review every three years might be that some faculty may think ... it was just done, it is okay ... and then not closely reviewing their document. It is psychological.

Kalter: Having policies reviewed every three years seems off the five-year cycle (used for review of the ASPT document and college standards). There are very few fields that change that fast. It would be logistically difficult for a department to remember to do it.

(Stewart) Winger: Wouldn't you want to do it (review department/school ASPT policies) after the ASPT document itself has been revised (referring to the five-year review of the ASPT document)?

Houston: We will revisit this issue with URC. So, is it the recommendation of Faculty Caucus that URC change the review from three years to five years?

Kalter: That is our thought. But have URC tell us if we are off base.

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ASPT DISCUSSION

Faculty Caucus

Wednesday, September 23, 2015

7 p.m., Old Main Room, BSC

General comments regarding the XI-XIV.

(John) McHale: Asks, for context, about the circumstances of prior disciplinary actions at the University.

(Sam) Catanzaro: Violations of the law, endangerment of students, fitness to teach - being able to do the job. There was one dismissal in the history of the University. The issue was inappropriate contact with students.

(Michaelene) Cox: Expresses concern that the new sections regarding discipline need to be more specific as to what "fitness" means. It may help to include examples in the text. Expresses concern that the disciplinary policy might be used against someone targeted because they do not fit with the group.

(Doris) Houston: Offers that terminology may need to be less subjective.

(Alan) Lessoff: Expresses concern about the meaning of "violation of the law" and "harm to the University."

(Stewart) Winger: Suggests striking the term "harm to the University." If the phrase has been used to provide the University discretion in disciplinary matters, it is not needed.

(Dan) Rich: Asks what is meant by the term "imminent."

(Susan) Kalter: Suggests the caucus may need to consider when it is appropriate for uniformed officers to be on campus (in connection with a disciplinary matter). Suggests clarifying the nature of suspension. What can a person who is suspended do (e.g., can they come to campus)?

McHale: Expresses concern that using the phrase "harm to the University" may be slippery.

Winger: Referring to a case at the University of Illinois, Winger notes that university administrators may be under external pressure to act in disciplinary matters when they might not otherwise do so.

Houston: Asks the sense of the group. What is being suggested?

McHale: Maybe the sections should address intent of an action in addition to the action itself. Did the faculty member intend for the action to have adverse consequences?

Lessoff: Without explaining what “harm to the University” means, it is dangerous to use it.

Cox: Agrees that the phrase “harm to the University” should be struck from the document.

(David) Marx: Notes that there is always potential danger in the labs on campus. If an accident were to happen, would the professor be subject to discipline?

(Diane) Dean: Notes that the new ASPT sections provide multiple layers of protection against unwarranted actions against faculty.

Comments re XI

Lessoff: The phrase “violations of laws” is very vague. Is there a better way to state that?

Winger: It should be violation of laws that relate to the job.

Rich: XI.A 2, 4, and 5 all have vague language. Suggests that it may be fruitless to try to codify all contingencies. It might be better to create boundaries, by describing what actions we agree are bad and what actions we agree are not.

(Jeffrey) Clark: XI doesn’t really define what sanction, suspension, and dismissal mean. Suggests defining those terms in XI.

(Wendy) Troxel: The order of parts of XI is important. Suggests removing the bullets and reworking the section into a narrative preamble.

(Peter) Bushell: Suggests including clearer definitions of terms in XI and then repeating those definitions in subsequent sections.

(Allison) Alcorn: Comments on XI.C for Martha Horst. Suggests modifying a sentence in that section by adding the word “only”: “Such reassignments shall *only* be made to prevent reasonable threats of harm ...”

(Dan) Breyer: XI should first define what the actions are and then should provide examples.

(John) Bantham: Suggests deleting XI completely and merging its content into subsequent sections.

McHale: Reference in XI.A.5 to “financial exigency” should not be there.

Kalter: Agrees with McHale. Suggests that the document needs to be very explicit that disciplinary policies cannot be used for dismissal due to financial exigency.

Troxel: Don’t we need XI to set up the sections that follow?

Rich: If the document does not define the scope then the term “cause” (as in “adequate causes”) covers everything.

(Nerida) Ellerton: The document needs to define terms. XI should be used to do so.

Lessoff: Asks why the policy was drafted as it was. Suggests giving those who wrote it a chance to comment and explain.

Houston: States that the draft is a just a starting point for discussion.

Troxel: Financial exigency is not a disciplinary action (and should not be included in the document).

Catanzaro: As is often the case in such matters, XI was written last (after XII-XIV). The intent was to set up what follows. XI.B applies to all considerations. It is important for it to stay.

Bantham: Agrees. Maybe XI.B should be free standing with a bolded heading so readers of the document can find it.

Kalter: Expresses hesitation about separating XI.B so far from the rest of the pertinent text that people can't find it. We need to consider probationary faculty rights (when revising the document). Unless there is harm, AFEGC should weigh in on every case of suspension before the fact not after. Expresses mixed feelings about XI.D. Allowing records of the disciplinary processes to be reviewed in tenure and promotion cases could work against the faculty member. Its use would be double jeopardy.

McHale: Asks where the Caucus goes next with the discussion.

Kalter: The next step would be for Caucus to send concerns (about the sections) to URC. But there are no clear directions from the Caucus at this point. Suggests stopping the discussion of the new disciplinary actions sections (at this point in the evening) and not revisiting those sections until after the November 1 deadline for faculty comment. At the next ASPT discussion, scheduled for October 7, Caucus will review articles I-V.

(Mary) Dyck: Asks who received the request for comments. She hadn't seen the request.

Kalter: She sent one request to all faculty, and sent other requests to DFSC and CFSC chairpersons with a request that they pass the request to their faculty. One issue that needs to be addressed is trying to find out who DFSC and CFSC members are so information can be sent to them. Arts and Sciences posts the information on the website, but not all colleges do that.

Dyck: The chairperson of the CFSC at Mennonite is Denise Wilson.

Kalter: At some point the Caucus needs to decide what to send to URC (in terms of direction). We aren't there yet. We will figure that out in November. The soonest extra Caucus session to discuss ASPT is October 28.

(Michael) Gizzi: It hasn't been decided yet whether Caucus will meet on that date.

Kalter: No, we haven't decided. The first extra session might not be until November.

Houston: When does the Senate plan to given URC feedback on XI?

Kalter: No sooner than November but maybe not until spring. URC should do nothing regarding XI until then.

UNIVERSITY REVIEW COMMITTEE
Tuesday, November 17, 2015
11 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Sheryl Jenkins, David Rubin, Sam Catanzaro (non-voting)

Members not present: Doris Houston

Others present: Bruce Stoffel (recorder)

I. Call to order

In Chairperson Doris Houston's absence, Vice-Chairperson Diane Dean presided. Dean called the meeting to order at 11:07 a.m.

II. Approval of minutes from the November 3, 2015 meeting

Christopher Horvath moved, Angela Bonnell seconded approval of minutes from the November 3, 2015 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

III. Discussion of ASPT suggestions and requests from Faculty Caucus

A. Editorial items

Dean reviewed editorial changes suggested by Faculty Caucus members documented in *Status of ASPT Document Changes as of November 13, 2015* (see attached).

[Notes: Item numbers referenced in III.A and III.B of these minutes refer to the item numbers referenced in the attached status report. ASPT document section numbers referred to in these minutes are numbers in the current ASPT document rather than the ASPT document proposed by URC.]

Item 15

Horvath asked how it is possible for there to be a March 1 deadline associated with formal meetings with a CFSC but a March 8 deadline associated with formal meetings with a DFSC/SFSC. Catanzaro explained that the March 1 deadline is related to promotion and tenure recommendations and the March 8 deadline is related to cumulative post-tenure reviews and/or remediation plans. Regarding the suggestion by the Faculty Caucus ("Caucus") that the order of XIII.B.3.c and XIII.B.3.d be reversed, Catanzaro said that both the order recommended by URC and the order suggested by the Caucus members are acceptable to him. He noted that because XIII.B.3 is intended to set forth a schedule for formal meetings, the Caucus suggestion makes sense.

Item 19

Bonnell noted that in other parts of the ASPT document references to CFSC/DFSC/SFSC appear as "DFSC/SFSC or CFSC" rather than "CFSC or

DFSC/SFSC.” Dean cited an example in XII.D.5. Catanzaro said that the syntax discovered by Bonnell seems to be the more common style throughout the document. Horvath suggested performing a global edit and changing all references to “DFSC/SFSC or CSFC” for consistency. Catanzaro asked if the document would be easier to read if references to “DFSC/SFSC or CFSC” were replaced with “full committee.” Consensus of committee members was to retain the reference as “DFSC/SFSC or CFSC.”

Horvath pointed out references in XIII.E to “Dean/Chair/Director.” He suggested separating “Dean” from Chair/Director” in such references. Goodman asked if the syntax used in XIII.E.4 (“Dean or Chair/Director”) is what Horvath suggests. Dean said that it is.

Item 22

Horvath asked why Caucus members want to reverse the order of XIII.E.2 and XIII.E.3. Horvath opined that the more useful action for a faculty member to take prior to appealing a Dean or Chair/Director report would be to meet with the entire CFSC or DFSC/SFSC rather than with just one person. Catanzaro responded that the Faculty Caucus members raising the issue want the action in the better interest of the faculty member listed first. Catanzaro added that he agrees with Horvath that the order should remain unchanged. Horvath pointed out that if the order of XIII.E.2 and XIII.E.3 were to change, the introductory clause “As an alternative ...” in XIII.E.3 would have to be deleted.

Bonnell said she had been thinking whether a faculty member is permitted to do both XIII.E.2 and XIII.E.3 (i.e., meet with the full committee and meet with the Dean or Chair/Director one-on-one). Catanzaro explained that having both meetings was never the intent of URC. Goodman agreed.

Committee members discussed whether the chances of a faculty member changing a negative minority report were better if the faculty member were to meet with the full CFSC or DFSC/SFSC or if the faculty member were to meet one-on-one with the Dean or Chair/Director. Catanzaro said that whatever is decided regarding the order of the two passages, the faculty member has a choice. Goodman asked if any data exists regarding outcomes by type of meeting (full committee or one-on-one). Catanzaro replied that he is aware of only one instance of a one-on-one meeting. Catanzaro suggested preserving the order of the passages in XIII.E (i.e., in the order that had been recommended by URC). Dean and Boser agreed. Goodman said that the order is important, as it suggests that the first approach listed is the recommended approach.

Horvath moved that all editorial changes suggested by Caucus members, except items 19 and 22, be accepted by URC (i.e., accepting items 7, 11, 14, 15, 16, 17, 24, and 26). Boser seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Boser moved that the change described in Item 19 (to separate “CFSC” and “DFSC/SFSC” in the reference to “CFSC/DFSC/SFSC”) be approved but that the syntax used throughout the ASPT document read “DFSC/SFSC or CFSC” rather than “CFSC or DFSC/SFSC” as had been suggested by Caucus members. The motion carried on voice vote, all voting in the affirmative.

Horvath moved not to accept the suggestion described in Item 22 (to reverse the order of XIII.E.2 and XIII.E.3). Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Boser asked that URC representatives working directly with the Caucus provide the rationale for the committee decision regarding Item 22.

B. Substantive items

Item 1

Sheryl Jenkins reported that she has spoken with Mennonite College of Nursing (“Mennonite”) tenure track faculty members. They have asked to communicate their preferences regarding “Provisions for Mennonite College of Nursing Faculty” and related passages of the ASPT document through Jenkins rather than in person at a URC meeting. Jenkins explained that she has drafted proposed changes and has asked Mennonite tenure track faculty members to submit any feedback to her by 9 a.m., November 17 (2015).

Based on feedback she has received from Mennonite faculty, Jenkins recommended deleting “Provisions for Mennonite College of Nursing Faculty” on page 5 of the current ASPT document. Jenkins further recommended deleting IV.A.3 (on page 12 of the current document), because Mennonite now has “an appropriate number of tenured faculty members” (quotation from IV.A.3). Jenkins further recommended adding the following sentence to V.A.1 (at the bottom of page 17 of the current document): “For MCN, the dean’s designee (who must be tenured) will serve as chair of the DFSC.” Jenkins added that the recommended changes are intended to reflect what is happening with regard to the number of faculty members in Mennonite and with regard to membership of ASPT committees in the college.

Catanzaro expressed concern that there might be a need to retain IV.A.3 to provide guidance to a college other than Mennonite. He suggested retaining IV.A.3 but changing the first sentence from “The following stipulations shall apply to the Mennonite College of Nursing until it has an appropriate number of tenured faculty members” to “The following stipulations shall apply to any college until it has an appropriate number of tenured faculty members.” Jenkins said that Mennonite would not object to retaining IV.A.3 if it were a global policy as Catanzaro has suggested.

Bonnell noted that Milner Library (“Milner”) could be subject to IV.A.3 if it is modified to apply to all colleges, but Milner faculty might not want that. She noted that having a sufficient number of tenured faculty members has been a concern at Milner, because Milner has not been allocated new tenure lines. Boser asked about the number of tenure lines and departments at Milner. Bonnell said that Milner has about 15 tenure-line faculty members and, according to the ASPT document, has zero departments.

Horvath noted that if IV.A.3 is deleted, Mennonite would have to follow the same rules set forth elsewhere in the ASPT document applicable to other colleges. He asked Jenkins if that would be acceptable to Mennonite. Jenkins responded that it would.

Horvath suggested either recrafting IV.A.3 to cover exigent circumstances or deleting it. Recrafting the section would take time, he noted. Catanzaro pointed out that IV.A.2

is related to Milner Library. Perhaps a revised IV.A.3 could apply only to any new college, leaving IV.A.2 to guide Milner Library CFSC membership, he said.

Catanzaro then noted that creating a new college would be a long process that would likely include discussions regarding application of ASPT policies to the new college. Perhaps it would be better to just delete IV.A.3 at this time. Jenkins agreed, suggesting that the ASPT document be kept as concise and as helpful as possible. Dean pointed out that if a revised IV.A.3 were to refer to a new college, it would be the only such reference in the ASPT document.

Jenkins moved to strike “Provisions for Mennonite College of Nursing Faculty” on page 5 of the current ASPT document. Boser seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Jenkins moved to remove IV.A.3 on page 12 of the current ASPT document. Bonnell seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Jenkins moved to add the following sentence to the end of V.A.1 on page 17 of the current ASPT document: “For MCN, the dean’s designee (who must be tenured) will serve as chair of the DFSC.” Horvath seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Horvath asked that when reporting URC recommendations regarding Item 1 to the Caucus, URC representatives explain that other provisions of the ASPT document would now apply to Mennonite since the college has enough faculty members to comply with those provisions.

Item 6

Dean explained that one reason Caucus members suggested removing or modifying the parenthetical clause in X.D. is concern that the clause may be interpreted to obligate a department to provide resources when the department may not have funds to do so. Catanzaro added that some Caucus members expressed concern that the parenthetical clause may imply that faculty members who have not been determined to have deficiencies are not eligible for those resources when they should be. He added that some other Caucus members expressed satisfaction with that interpretation, expressing the opinion that only faculty members who have been determined to have deficiencies should have access to such resources.

Catanzaro said he supports X.D. with the wording changes URC has previously recommended. Bonnell agreed, noting that information in the parenthetical clause is not new and that processes now in place work. Dean concurred.

Goodman suggested that “e.g.” at the beginning of the parenthetical clause does not mean that the examples cited in the clause are the only resources that could be made available to a faculty member. Horvath pointed out that some faculty members reading the passage might interpret the clause as suggesting that it does.

Discussion ensued regarding deleting the parenthetical clause. Horvath said he prefers retaining the clause. He expressed the opinion that the list of resources in parentheses may indeed suggest that a college should offer those sorts of resources to a faculty

member and may help a faculty member understand the types of resources that could be provided to help the faculty member remedy deficiencies. Catanzaro agreed, adding that retaining the list of resources may signal what it might cost a unit to remediate deficiencies. Dean concurred with retaining the list, saying it would be beneficial for both the faculty member and the department.

Goodman moved, Jenkins seconded to retain X.D as it had previously been recommended to the Caucus by URC. The motion carried on voice vote, all voting in the affirmative.

Dean asked if the URC representatives attending the next Caucus meeting (scheduled for November 18, 2015) should be prepared to report actions taken by URC at this meeting. Bruce Stoffel reported that Houston has asked Caucus Chairperson Susan Kalter when and how she wants URC to report its recommendations. Kalter has asked that URC report its response to each Caucus suggestion during the subsequent Caucus discussion of the affected section. Each section of the ASPT document is scheduled for Caucus discussion at least twice. Second discussions of ASPT document sections will occur no earlier than December 2 (2015).

IV. Other business

Dean reminded committee members that URC is scheduled to meet next on December 1, 2015.

V. Adjournment

Horvath moved, Rubin seconded that the meeting adjourn. The motion was approved on voice vote, all voting in the affirmative. The meeting adjourned at 12:00 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachment: *Status of ASPT Document Changes as of November 13, 2015*

STATUS OF ASPT DOCUMENT CHANGES

As of November 13, 2015

SUGGESTIONS AND REQUESTS BY FACULTY CAUCUS

Green denotes a substantive item

Blue denotes an editorial item

Gray denotes an item that has been decided by URC

- 1** **Reference:** Overview, Provisions for Mennonite College of Nursing Faculty (p. 5)
Date of suggestion/request: October 7, 2015
Suggestion/request: Revise to reflect current practice
Date(s) of URC review: October 20, 2015; November 3, 2015
URC action: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC to discuss this matter
Status: Prior to Houston sending a letter of invitation to Mennonite DFSC and CFSC members, Jenkins contacted Mennonite tenure track faculty members to solicit their input regarding their preferences for revisions to this passage. Jenkins will report her findings at the November 17, 2015 URC meeting.
- 2** **Reference:** I.E (p. 8)
Date of suggestion/request: October 7, 2015
Suggestion/request: Consider replacing “obtain” with “consider”
Date(s) of URC review: October 20, 2015
URC action: URC approved a motion to replace the word “obtain” with the word “consider”
Status: URC action to be reported to Faculty Caucus
Note: Revised passage reads “All committees and officials within the faculty status system process will make every possible effort to consider the most reliable evidence available for use in their deliberations.”

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3 Reference: V.B.1 (p. 19)

Date of suggestion/request: October 7, 2015

Suggestion/request: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years.

Date(s) of URC review: October 20, 2015; November 3, 2015

URC action: URC is considering retaining the requirement for review at least every three years while clarifying that departments/schools need not revise their ASPT documents unless deemed necessary by department/school faculty. URC is also considering asking DFSCs/SFSCs to report annually to their college office and CFSC regarding the status of their ASPT policies and any changes made to them during the previous year, adding that provision as a new Article V.D.3. Catanzaro offered to draft a revision for review by URC at its November 17, 2015 meeting.

Status: Revision drafted by Catanzaro, with track changes:

V.B.1

Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary. ~~and approved by the majority vote of the eligible Department/School faculty.~~ Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)

V.D.3 (new)

The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).

4 Reference: VIII (p. 28)
Date of suggestion/request: October 21, 2015
Suggestion/request: Consider inserting a new Article VIII.C based on IV.C.2: “In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC’s recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review.” See also new Article XVI (current Article XIII) for possible addition of the same passage as new B.1.B or D.1.B.
Date(s) of URC review: November 3, 2015
URC action: URC approved a motion to add the following as new Article VIII.C (with existing Article VIII.C renumbered Article VIII.D, existing Article VIII.D renumbered Article VIII.E, and so on):
“In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC’s recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review. See also Article IV.C.2.”
Status: URC action to be reported to Faculty Caucus

5 Reference: IX.B.2 (p. 32)
Date of suggestion/request: October 21, 2015
Suggestion/request: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: “A stop-the-clock period will not count toward tenure or against the length of the probationary period.”
Date(s) of URC review: November 3, 2015
URC action: URC approved a motion not to add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues.
Status: URC action to be reported to Faculty Caucus

6 Reference: X.D (p. 40)
Date of suggestion/request: October 21, 2015
Suggestion/request: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses)
Date(s) of URC review:
URC action:
Status:
Notes: The passage as initially recommended by URC reads as follows: “Plans for remediation of deficiencies, especially plans whose implementation will require commitment of department/school resources (e.g., for travel to conferences, for new teaching equipment or materials, or for release or reassigned time or other workload changes), shall be written and shall be communicated to and signed by the relevant parties, including the dean.”

7 **Reference:** XII.A.4 (p. 56)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.”
Date(s) of URC review:
URC action:
Status:
Notes:

8 **Reference:** XII.A.5 (p. 56)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider defining salary increments by percentages rather than by dollar amounts.
Date(s) of URC review:
URC action:
Status:
Notes:

9 **Reference:** XII.B.2 (p. 57) and throughout the document
Date of suggestion/request: November 4, 2015
Suggestion/request: Should the term “student reactions” still be used, or should the phrase be replaced with “student evaluations” or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member’s teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally.
Date(s) of URC review:
URC action:
Status:
Notes:

10 **Reference:** XII.B.5 (p. 58)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. “This letter shall provide an assessment of the faculty member’s strengths and suggestions toward addressing weaknesses and ...”
Date(s) of URC review:
URC action:
Status:
Notes:

11 **Reference:** XII.B (p. 58)
Date of suggestion/request: November 4, 2015
Suggestion/request: Remove extraneous period after XII.B.9.
Date(s) of URC review:
URC action:
Status:
Notes:

12 Reference: XIII (p. 59) and throughout the document
Date of suggestion/request: November 4, 2015
Suggestion/request: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice).
Date(s) of URC review:
URC action:
Status:
Notes:

13 Reference: XIII.A (p. 59)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider wording and sentence order of the first paragraph. Maybe change “An informal resolution may be effected ...” to “An informal resolution may also be effected ...” Maybe move the sentence beginning “An information resolution ...” to the end of the paragraph. Maybe both.
Date(s) of URC review:
URC action:
Status:
Notes:

14 Reference: XIII.A (p. 59)
Date of suggestion/request: November 4, 2015
Suggestion/request: Replace “except as noted” with reference to Appendices 1 and 8.
Date(s) of URC review:
URC action:
Status:
Notes:

15 Reference: XIII.B.3 (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order).
Date(s) of URC review:
URC action:
Status:
Notes:

16 Reference: XIII.B.3.c (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.”
Date(s) of URC review:
URC action:
Status:
Notes:

17 Reference: XIII.B.3.d (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/SFSC” to “CFSC.”
Date(s) of URC review:
URC action:
Status:
Notes:

18 Reference: XIII.D.2 (p. 61)
Date of suggestion/request: November 4, 2015
Suggestion/request: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word “perspective.”
Date(s) of URC review:
URC action:
Status:
Notes:

19 Reference: XIII.E (pp. 61-62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/DFSC/SFSC” to “CFSC or DFSC/SFSC.”
Date(s) of URC review:
URC action:
Status:
Notes:

20 Reference: XIII.E (p. 61)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rewrite the heading to “make it more accessible.” Change “making” to “which made.”
Reword the clause “to an appeal of a dean or chair/director report ...”
Date(s) of URC review:
URC action:
Status:
Notes: Two options are proposed.

Option 1:

E. Procedures for Meetings with Dean or Chair/Director Preliminary to an Appeal of a Dean or Chair/Director Report ~~Making~~ which made a Negative Tenure or Promotion Recommendation

Option 2:

E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director

21 Reference: XIII.E.1 (pp. 61-62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., “The faculty member should be informed ...”). Add the word “may” before “have been ignored or misinterpreted.” Use active voice. For example, “The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ...”
Date(s) of URC review:
URC action:
Status:
Notes: Revision drafted by Catanzaro, with track changes.

1. The faculty member should ~~know~~ be informed of the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted. (See IV.C.4 and V.C.4).

22 Article/Section/Passage/Page: XIII.E.1 through XIII.E.6 (pp. 61-63)
Date of Faculty Caucus suggestion/request: November 4, 2015
Faculty Caucus suggestion/request: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3.
Date(s) of additional URC review:
URC action:
Status:
Notes:

23 Reference: XIII.E.3 (p. 62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”?
Date(s) of URC review:
URC action:
Status:
Notes:

24 Reference: XIII.E.4 (p. 62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Add “to be” before the word “available” on line 2.
Date(s) of URC review:
URC action:
Status:
Notes:

25 Reference: XIII.K.4 (p. 70)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process.
Date(s) of URC review:
URC action:
Status:
Notes:

26 Reference: XIII.K.5 (p. 70)
Date of suggestion/request: November 4, 2015
Suggestion/request: Remove the word "its" on the last line.
Date(s) of URC review:
URC action:
Status:
Notes:

ASPT DOCUMENT CHANGES APPROVED BY FACULTY CAUCUS

None

UNIVERSITY REVIEW COMMITTEE
Tuesday, December 1, 2015
11 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Christopher Horvath, Doris Houston, Sheryl Jenkins, Sam Catanzaro (non-voting)

Members not present: Joe Goodman, David Rubin

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 11:02 a.m.

II. Approval of minutes from the November 17, 2015 meeting

Diane Dean moved, Angela Bonnell seconded approval of minutes from the November 17, 2015 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

III. Continued discussion of ASPT suggestions and requests from Faculty Caucus

The committee continued its discussion from the last committee meeting regarding ASPT suggestions and requests from the Faculty Caucus (see the attached *Status of ASPT Document Changes as of November 19, 2015*).

Item 3 (re Article V.B.1)

Houston referred committee members to wording changes drafted by Sam Catanzaro based on discussion at the November 3, 2015 URC meeting.

Christopher Horvath asked if approving changes to a DFSC/SFSC document by vote of all eligible faculty members is consistent with procedures articulated elsewhere in the ASPT document. Catanzaro responded that it is.

Catanzaro asked if committee members had indeed decided to retain the requirement for review of department/school ASPT policies and procedures at least every three years or if the committee had decided to change the requirement to at least every five years as had been suggested by some Faculty Caucus (“Caucus”) members. Consensus of URC members present was to require the review at least once every three years. Houston explained that some Caucus members expressed concern that requiring review at least every three years would place an undue burden on faculty members. Rick Boser noted that the three-year review could occur midway between the five-year review of department/school policies and procedures necessitated by changes to the university-wide ASPT document. Houston asked about the process by which DFSCs and SFSCs will report to their CFSC regarding the status of their department/school policies and procedures. Catanzaro responded that DFSCs and SFSCs will be asked to submit a memorandum to their CFSC annually.

Horvath moved to modify the URC recommendation to the Caucus regarding Article V.B to read as follows:

V.B.1 Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary. Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)

V.D.3 The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).

Boser seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Item 8 (re Article XII.A.5)

Horvath expressed the opinion that changing how the ASPT document defines salary increments for promotion is significant. He asked why the change has been suggested. Catanzaro responded that using percentages may preserve salary differences, which, he added, may be significant for departments experiencing salary compression.

Catanzaro said he has not yet had time to fully analyze the proposal, so he does not yet know its cost implications. From the analysis he has done thus far, he has found that the increments prescribed in the current ASPT document equate to between 4 percent and 7 percent of average salary within a rank depending on the unit. He said he is willing to continue his analysis and report back to the committee.

Diane Dean said she prefers retaining the current policy of defining increments by dollar amount. She noted that it is easier to budget for raises when increments are defined by dollars rather than by percentages. She added that changing from use of dollar amounts to percentages is not the appropriate mechanism to address salary equity issues. She noted that using percentages could advantage faculty members in units with average salaries higher than other units, thus exacerbating differences in salaries across units. She said she values having all promoted faculty members treated equally by providing them the same salary increase in terms of dollar amount. Horvath noted that the salary increment may be more significant to faculty members with lower salaries than their peers. From that perspective, one might feel that providing equal dollar amounts to all faculty members might not be valuing all faculty members equally.

Houston said that having data regarding the implications of a change to using percentages could help the committee in its deliberations. She asked Catanzaro about the method he is using to analyze the potential impact of the change. Catanzaro explained that he is first determining the average faculty salary by rank by department. Then he is calculating the percentage increase to which the current increment translates. He said he has considered asking for help with the

analysis from the Office of Human Resources or the Office of Planning, Research, and Policy Analysis. Houston said she likes Catanzaro's approach, adding that it would also be useful to calculate how much money would be needed for salary increases at various percentages.

Horvath said the issue is big enough to merit its consideration by other groups (in addition to URC). Administration needs to look at budget implications of the proposed change, he added, including the consequences such a change may have 20 years from now. Catanzaro agreed, noting that the Caucus could ask administration to investigate the matter.

Dean suggested considering changes in the dollar amount of raises in addition to considering a change from defining raises by dollar amount to defining them by percentage. Boser agreed, noting that the promotion raises of \$3,000 and \$5,000 have been the same since at least 1991, at least in his memory, and, in the interest of faculty retention, should probably be revisited. Dean asked if the increments set forth in Article VII.A.5 are minimum amounts that may be adjusted upward on an individual basis or whether the amounts are granted equally to all eligible faculty members. Catanzaro said the practice has been to apply the increment equally to all eligible faculty members.

Horvath said that he prefers to send this matter back to the Caucus with the suggestion that the Caucus ask the administration to analyze the proposal. Horvath said another option might be for central administration and the Academic Senate to advise URC what funds will be available for promotions and then have URC consider methods of distributing them. Discussion ensued whether URC should ask the Caucus to discuss this matter or to discuss this matter and analyze its implications. Houston said she prefers referring the matter to the Caucus for further discussion and analysis, because she believes the proposal is worthy of analysis by other groups in addition to URC.

Catanzaro expressed his opinion that more time may be needed for discussion and analysis of a change of this significance. He suggested that the Caucus might consider a mid-cycle revision of the ASPT document after more information is available. Dean asked if having the Caucus discuss the proposal now might delay the ASPT document revision process. Catanzaro said it might.

Horvath moved, Jenkins seconded that the question whether Article XII.A.5 should be modified to define raises by percentages rather than by dollar amounts be referred back to the Caucus for discussion and analysis. The motion carried on voice vote, all voting in the affirmative.

Item 9 (re Article XII.B.2)

Catanzaro reported having consulted the archive of ASPT documents in the Provost's office regarding use of the phrase "student reactions" when referring to student feedback regarding teaching performance. According to Catanzaro, the phrase "student input about the quality of teaching" was used in the 1979 ASPT document but the phrase was changed to "student reactions to teaching performance" in the 1980 ASPT document. The latter phrase has been used ever since, he said. Catanzaro opined that the change may reflect the perspective that students do not "evaluate" teaching rather they provide feedback regarding teaching performance. He suggested retaining the phrase "student reactions" because that phrase gives departments and schools latitude to decide what methods of obtaining student feedback make the most sense in their respective disciplines. Catanzaro noted that some departments use quantitative measures but some do not.

Houston said she likes the idea of equally weighing feedback gathered using different methods. Horvath noted that his department is considering a proposal to do so. Catanzaro expressed concern about weighing feedback equally when the number and extent of methods used to gather feedback may vary from one faculty member to another. Horvath agreed, suggesting that care needs to be exercised by DFSC members when weighing methods. Boser noted that his department requires at least one method of evaluating teaching performance other than student perceptions but then defers to the DFSC to weigh feedback as it deems appropriate. That works for his department, he added. Houston suggested checking whether the American Association of University Professors (“AAUP”) publishes best practices for teaching evaluation.

Horvath said that he usually argues that student feedback should not be used at all when evaluating faculty members, because research suggests that such feedback is not a reliable measure of teaching performance. Referring to that research, Horvath noted that faculty members who grade students lower than other faculty members tend to have less positive feedback from students regarding their teaching. Jenkins agreed, adding that if a student is not motivated to learn the course content, the student’s feedback regarding the course is less likely to be positive. Horvath noted research suggesting that, in general, female faculty members receive lower ratings from students than male faculty members. Houston said the same is true for minority faculty members. She suggested that student competency should instead be considered when evaluating faculty members. Jenkins agreed, but noted that it is hard to do. Bonnell referred to an article she found regarding a 1975 AAUP statement on teaching evaluation. She noted that the article references many of the same concerns raised by her committee colleagues. Bonnell said she would circulate the article to committee members.

Catanzaro said he believes some type of student feedback regarding teaching performance is warranted, especially at state-funded institutions, but that equally weighing feedback gathered using different methods concerns him. He noted that faculty members are elected to DFSCs to use their professional judgement in such matters. He suggested using stronger language in the ASPT document to ensure that a diversity of information related to teaching be considered by DFSCs but that DFSCs be allowed to use their judgement to weigh that information. Horvath agreed, stating that if “weighed equally” is intended to mean that a DFSC cannot consider student feedback as definitive, there must be a better phrase to use.

Houston asked if a small URC subcommittee might study this matter further. Catanzaro suggested that the committee might also invite Claire Lamonica of the Center for Teaching, Learning, and Technology to discuss the state of the art regarding evaluation of teaching performance.

Boser said he prefers to return the matter to the Caucus, as this issue, like the issue of salary increments, may require discussion that could extend beyond the deadline for getting the new edition of the ASPT document published. Horvath agreed. He added that it would be consistent with the ethos of the institution to seek student comments regarding this matter before a decision is made.

Houston said she prefers asking CTLT to inform the committee about current practices for evaluating teaching performance before deciding whether to refer the matter back to the Caucus. Horvath reiterated his belief that others groups should be involved in this discussion. He said that learning about best practices from CTLT would not change his mind about that. Bonnell asked if there is an existing university policy that provides guidance regarding faculty evaluation, including evaluation of adjuncts. Catanzaro responded that he is not aware of any such policies.

Houston suggested, and committee members agreed, to pursue a modest amount of additional information gathering regarding the issue, such as requesting a presentation or looking at other policies, before deciding what to recommend to the Caucus in this matter. Houston asked committee members to come to the next committee meeting (scheduled for December 8, 2015) ready to dialogue the pros and cons of this and other items in the status report.

IV. Action item: Approval of the ASPT calendar for 2016-2017

Because the time allotted for the meeting had already expired, Houston deferred this item until the next committee meeting. Houston asked members to review the draft 2016-2017 ASPT calendar prior to the meeting. Bonnell asked if the draft 2016-2017 ASPT calendar is substantively different than the 2015-2016 ASPT calendar. Bruce Stoffel responded that only dates have been changed not the text. Horvath asked if the draft calendar should be reviewed against proposed ASPT policies or current ASPT policies. Stoffel responded that current ASPT policies apply.

V. Adjournment

Dean moved, Jenkins seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 12:02 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachment: *Status of ASPT Document Changes as of November 19, 2015*

STATUS OF ASPT DOCUMENT CHANGES

As of November 19, 2015

SUGGESTIONS AND REQUESTS BY FACULTY CAUCUS

Green denotes a substantive item

Gray denotes an item that has been decided by URC

Page numbers in the Reference field of entries in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee to the Faculty Caucus in August 2015 rather than to page numbers in the current ASPT document (effective January 1, 2012).

Article numbers in the Reference field of entries in this report refer to article numbers in the current version of the ASPT document (effective January 1, 2012) rather than to article numbers in the version of the ASPT document recommended by the University Review Committee to the Faculty Caucus in August 2015.

- 1** **Reference:** Overview, Provisions for Mennonite College of Nursing Faculty (p. 5)
Date of suggestion/request: October 7, 2015
Suggestion/request: Revise to reflect current practice
Date(s) of URC review: October 20, 2015; November 3, 2015; November 17, 2015
URC action: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC meeting to discuss this matter; following the November 3, 2015 URC meeting, URC member Sheryl Jenkins (the Mennonite representative on URC) met with Mennonite tenure track faculty members to discuss this issue and to invite them to a URC meeting so they could provide feedback directly to URC; Mennonite tenure track faculty members decided instead to submit their suggestions to URC via Sheryl; Sheryl drafted proposed ASPT document changes related to this matter and disseminated them to Mennonite tenure track faculty members for comment prior to the November 17, 2015 URC meeting; based on comments received from Mennonite tenure track faculty members and on discussion of this issue by URC members, URC approved the following motions at its November 17, 2015 meeting:
- 1) To strike the passage titled “Provisions for Mennonite College of Nursing Faculty” from page 5
 - 2) To remove IV.A.3 from page 13
 - 3) To add the following sentence at the end of V.A.1 on page 18: “For MCN, the dean’s designee (who must be tenured) will serve as chair of the DFSC.”
- Status:** URC action to be reported to Faculty Caucus
Notes: The two sections suggested for deletion (motions 1 and 2 above) had been placed in the current ASPT document to address issues that arose because Mennonite did not have a sufficient number of tenure track faculty members to meet its ASPT committee obligations. Because that is no longer the situation at Mennonite and is not likely to be the situation at Mennonite in the foreseeable future, URC members concur with Mennonite tenure track faculty members that the passages should be deleted. With deletion of those passages, the composition of the Mennonite CFSC and DFSC would be governed by the same ASPT document provisions that govern the composition of the CFSC and DFSC/SFSC in other units. The suggested addition to V.A.1 is intended to address Mennonite not having a department chair who would otherwise serve as chair of the DFSC.

2 **Reference:** I.E (p. 8)
Date of suggestion/request: October 7, 2015
Suggestion/request: Consider replacing “obtain” with “consider”
Date(s) of URC review: October 20, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes: The revised passage reads “All committees and officials within the faculty status system process will make every possible effort to consider the most reliable evidence available for use in their deliberations.”

3 **Reference:** V.B.1 (p. 19)
Date of suggestion/request: October 7, 2015
Suggestion/request: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years.
Date(s) of URC review: October 20, 2015; November 3, 2015
URC action: URC is considering retaining the requirement for review at least every three years while clarifying that departments/schools need not revise their ASPT documents unless deemed necessary by department/school faculty. URC is also considering asking DFSCs/SFSCs to report annually to their college office and CFSC regarding the status of their ASPT policies and any changes made to them during the previous year, adding that provision as a new Article V.D.3. Catanzaro offered to draft a revision for review by URC at its November 17, 2015 meeting.
Status: Revision drafted by Catanzaro, with track changes:

V.B.1

Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary. and approved by the majority vote of the eligible Department/School faculty. Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)

V.D.3 (new)

The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).

Notes:

4 Reference: VIII (p. 28)
Date of suggestion/request: October 21, 2015
Suggestion/request: Consider inserting a new Article VIII.C based on IV.C.2: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review." See also new Article XVI (current Article XIII) for possible addition of the same passage as new B.1.B or D.1.B.
Date(s) of URC review: November 3, 2015
URC action: URC approved a motion to add the following as new Article VIII.C (with existing Article VIII.C renumbered Article VIII.D, existing Article VIII.D renumbered Article VIII.E, and so on):
"In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review. See also Article IV.C.2."
Status: URC action to be reported to Faculty Caucus
Notes:

5 Reference: IX.B.2 (p. 32)
Date of suggestion/request: October 21, 2015
Suggestion/request: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: "A stop-the-clock period will not count toward tenure or against the length of the probationary period."
Date(s) of URC review: November 3, 2015
URC action: URC approved a motion not to add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues.
Status: URC action to be reported to Faculty Caucus
Notes:

6 Reference: X.D (p. 40)
Date of suggestion/request: October 21, 2015
Suggestion/request: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses)
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to retain X.D as URC had recommended it to Faculty Caucus, i.e., to not remove the parenthetical clause.
Status: URC action to be reported to Faculty Caucus
Notes: Including examples of resources that might be made available by a unit is beneficial to both the faculty member and to the unit. For the faculty member, having such a list helps the faculty member understand the types of resources that could be made available to her/him and the types of resources the faculty might request from the unit. For the unit, having such a list helps the unit understand the types of resources it should be offering to the faculty member and might help the unit project the cost of remediating a deficiency.

7 **Reference:** XII.A.4 (p. 56)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

8 **Reference:** XII.A.5 (p. 56)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider defining salary increments by percentages rather than by dollar amounts.
Date(s) of URC review:
URC action:
Status:
Notes:

9 **Reference:** XII.B.2 (p. 57) and throughout the document
Date of suggestion/request: November 4, 2015
Suggestion/request: Should the term “student reactions” still be used, or should the phrase be replaced with “student evaluations” or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member’s teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally.
Date(s) of URC review:
URC action:
Status:
Notes:

10 **Reference:** XII.B.5 (p. 58)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. “This letter shall provide an assessment of the faculty member’s strengths and suggestions toward addressing weaknesses and ...”
Date(s) of URC review:
URC action:
Status:
Notes:

11 **Reference:** XII.B (p. 58)
Date of suggestion/request: November 4, 2015
Suggestion/request: Remove extraneous period after XII.B.9.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

12 Reference: XIII (p. 59) and throughout the document
Date of suggestion/request: November 4, 2015
Suggestion/request: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice).
Date(s) of URC review:
URC action:
Status:
Notes:

13 Reference: XIII.A (p. 59)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider wording and sentence order of the first paragraph. Maybe change “An informal resolution may be effected ...” to “An informal resolution may also be effected ...” Maybe move the sentence beginning “An information resolution ...” to the end of the paragraph. Maybe both.
Date(s) of URC review:
URC action:
Status:
Notes:

14 Reference: XIII.A (p. 59)
Date of suggestion/request: November 4, 2015
Suggestion/request: Replace “except as noted” with reference to Appendices 1 and 8.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

15 Reference: XIII.B.3 (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order).
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

16 Reference: XIII.B.3.c (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

17 Reference: XIII.B.3.d (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/SFSC” to “CFSC.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

18 Reference: XIII.D.2 (p. 61)
Date of suggestion/request: November 4, 2015
Suggestion/request: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word “perspective.”
Date(s) of URC review:
URC action:
Status:
Notes:

19 Reference: XIII.E (pp. 61-62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/DFSC/SFSC” to “CFSC or DFSC/SFSC.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to replace references to “CFSC/DFSC/SFSC” in XIII.E and throughout the ASPT document with references to “DFSC/SFSC or CFSC”.
Status: URC action to be reported to Faculty Caucus
Notes: URC suggests that committees within the reference be ordered by administrative level, from lower to higher, and that the syntax be applied consistently throughout the ASPT document.

20 Reference: XIII.E (p. 61)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rewrite the heading to “make it more accessible.” Change “making” to “which made.” Reword the clause “to an appeal of a dean or chair/director report ...”
Date(s) of URC review:
URC action:
Status:
Notes: Two options are proposed.

Option 1:
E. Procedures for Meetings ~~with Dean or Chair/Director~~ Preliminary to an Appeal of a Dean or Chair/Director Report ~~Making~~ which made a Negative Tenure or Promotion Recommendation

Option 2:
E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director

21 Reference: XIII.E.1 (pp. 61-62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., “The faculty member should be informed ...”). Add the word “may” before “have been ignored or misinterpreted.” Use active voice. For example, “The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ...”
Date(s) of URC review:
URC action:
Status:
Notes: Revision drafted by Catanzaro, with track changes.

1. The faculty member should ~~know~~ be informed of the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted. (See IV.C.4 and V.C.4).

22 Article/Section/Passage/Page: XIII.E.1 through XIII.E.6 (pp. 61-63)
Date of Faculty Caucus suggestion/request: November 4, 2015
Faculty Caucus suggestion/request: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3.
Date(s) of additional URC review: November 17, 2015
URC action: URC approved a motion not to accept the suggestion from Faculty Caucus members.
Status: URC action to be reported to Faculty Caucus
Notes: URC members feel that referring first to a meeting with the full DFSC/SFSC or CFSC (XIII.E.2) is preferable because that action is more likely to result in a complete and favorable hearing from the perspective of the faculty member than would meeting one-on-one with the Chair/Director or Dean. URC members feel that the order of these two items is important, as it may suggest that the first approach listed (meeting with the full DFSC/SFSC or CFSC) is the preferred approach from the perspective of the faculty member. URC members point out that, regardless of the order of XIII.E.2 and XIII.E.3, faculty members have a choice between the two approaches.

23 Reference: XIII.E.3 (p. 62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”?
Date(s) of URC review:
URC action:
Status:
Notes:

24 Reference: XIII.E.4 (p. 62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Add “to be” before the word “available” on line 2.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to accept the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

25 Reference: XIII.K.4 (p. 70)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process.
Date(s) of URC review:
URC action:
Status:
Notes:

26 Reference: XIII.K.5 (p. 70)
Date of suggestion/request: November 4, 2015
Suggestion/request: Remove the word "its" on the last line.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to accept the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

ASPT DOCUMENT CHANGES APPROVED BY FACULTY CAUCUS

None

UNIVERSITY REVIEW COMMITTEE
Tuesday, December 8, 2015
11 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston, Sam Catanzaro (non-voting)

Members not present: Sheryl Jenkins, David Rubin

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 11:00 a.m.

II. Approval of minutes from the December 1, 2015 meeting

Joe Goodman moved, Angela Bonnell seconded approval of minutes from the December 1, 2015 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

III. Action item: Approval of the ASPT calendar for 2016-2017

Rick Boser suggested not including days of the week with dates on the calendar, as adding days provides more opportunities for error. Sam Catanzaro explained that days of the week have been included to clarify that dates do not fall on weekends or other days when the University is closed. Bruce Stoffel noted that content and format of the calendar will need to be revised once the next edition of the ASPT document takes effect and, perhaps, at that time the format of dates can be reconsidered. Boser moved to approve the ASPT calendar for 2016-2017 as distributed prior to the meeting (see attached). Christopher Horvath seconded the motion. The motion carried on voice vote, all voting in the affirmative.

IV. Continued discussion of ASPT suggestions and requests from Faculty Caucus

URC continued discussion of ASPT suggestions and requests from Faculty Caucus ("Caucus"), following *Status of ASPT Document Changes as of December 2, 2015* (see attached).

Bruce Stoffel informed committee members that he talked briefly with Faculty Caucus Chairperson Susan Kalter on December 4, 2015, regarding URC review of Caucus suggestions and requests. Kalter indicated that it would be acceptable and even preferable to her if URC were to set aside for future discussion substantive issues the committee feels merit in-depth investigation. URC might then consider those items after the new edition of the ASPT document has been approved and before discussion of the 2022 edition begins. Stoffel suggested that Houston contact Kalter to discuss details of such an approach.

Item 9 (re Article XII.B.2)

Houston deferred discussion of this item until spring semester. She intends to invite Claire Lamonica, director of the Center for Teaching, Learning, and Technology, to meet with URC to update the committee regarding best practices in teaching evaluation.

Item 10 (Article XII.B.5)

Horvath said that his initial reaction to the suggestion was that he does not want DFSCs having to annually provide faculty members with suggestions for addressing weaknesses. He explained that, while

doing so would be helpful to faculty members, it would be changing what DFSCs do. The function of DFSCs should be to evaluate faculty members, while some other group should mentor them, he said.

Catanzaro said that his initial reaction to the suggestion was more positive. Documenting suggestions for addressing weaknesses could promote continuity in the evaluation of faculty members, from one DFSC to another, he said. However, he expressed concern about requiring DFSCs to provide suggestions.

Bonnell noted that a concern, perhaps unique to Milner Library, is having the DFSC making suggestions but then not informing the faculty member's administrative coordinator about the suggestions.

Dean said that she sees positives and negatives in the Caucus suggestion. DFSCs are not charged with professional development, she said, yet it would be good for faculty members to have direction. She suggested letting departments and schools decide whether and how to communicate suggestions for addressing weaknesses. Horvath said he would be fine with that approach.

Catanzaro noted that if a civil service or academic/professional employee has a problem, it is best practice to communicate what is expected of the employee. That is not necessarily the case with faculty evaluations. The issue is handled differently by units according to their internal culture.

Goodman said that if the ASPT document were to cite providing suggestions as a best practice, that practice will likely become a standard across the University. He recommended either requiring letters to include suggestions for addressing weaknesses or not mentioning the issue at all. He said he prefers not to codify this.

Horvath asked if a DFSC would be required to provide suggestions for addressing weaknesses for all faculty members including those who are the highest achievers in a department. Horvath said, if that would be the case, he would be more comfortable putting the provision in XII.B.6 (which addresses informing faculty members evaluated as having overall unsatisfactory performance) instead of in XII.B.5.

The discussion concluded with consensus that providing written suggestions is best practice but should not be required of DFSCs/SFSCs. Committee members also agreed that the manner in which ASPT committees have addressed weaknesses has not been a problem. Dean moved to not add a provision to XII.B.5 requiring DFSCs/SFSCs to include in their performance evaluation letter suggestions for addressing weaknesses. Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Item 12 (re Article XIII)

Horvath expressed concern about each ASPT decision letter recreating the appeals section of the ASPT document and the impact that might have on the length and clarity of the letters. In addition, a DFSC might error when reciting the appeals passage from the ASPT document. Horvath suggested that the letters might instead just reference sections or pages of the ASPT document regarding appeals. Boser reported that his department does that.

Dean offered that including directions for appeal might be perceived by the faculty member as the DFSC/SFSC urging the faculty member to appeal. She added that the only reason she can think of for mentioning an appeal in a decision letter is legal, such as due process.

Bonnell asked Catanzaro if he still does ASPT training and if he distributes sample decision letters. Catanzaro responded that he does and that most ASPT committees, but not all, use the samples.

Discussion ensued regarding where in the ASPT document the suggested passage should be added. Suggestions included reciting the passage wherever contents of ASPT decision letters are described, including the passage in sections that describe DFSCs/SFSCs and CFSCs, adding the passage to XII.B.5 (regarding annual performance letters), and adding the passage to both XII.B.5 and XII.B.6 (regarding

unsatisfactory performance ratings). Not including the passage was also suggested, since information regarding appeals is already in the beige book (on page 4).

Horvath expressed concern that one department might include information regarding the appeals process in its ASPT decision letters but another might not. He described a scenario in which a DFSC or CFSC is predisposed to getting rid of a faculty member and decides not to inform that faculty member about the opportunity to appeal. He said it is important to treat each faculty member fairly.

Bonnell said she has mixed feelings about mandating reference to the appeals process in decision letters. She said she likes having that information in letters but she has seen boiler plate language used incorrectly. Boser said he supports mandating inclusion of a reference to the appeals policy but not the policy itself. Houston said she prefers to include the information in case a faculty member is not aware of the opportunity to appeal.

Dean suggested requiring ASPT decision letters to reference the appeals process only in instances of unsatisfactory decisions, as a way of addressing Bonnell's concerns regarding misuse of boiler plate language. Catanzaro noted that faculty members have the right to appeal even in instances of satisfactory decisions.

Goodman said that if he votes against mandating a reference to the appeals process in decision letters, he will be doing so after extensive discussion of the matter by the committee, to document that several committee members could see advantages and disadvantages of each proposed approach. Houston noted that committee decisions need not be unanimous, that differences of opinion are respected.

Horvath moved that the following sentence be added to the end of Article XII.B.5 to provide consistency regarding provision of information to faculty members regarding opportunities to appeal ASPT decisions: "The letter shall also inform the faculty member of the right to appeal the ASPT decision and shall cite the pertinent article of the ASPT document that describes the appeals process." Bonnell seconded the motion. The motion carried on voice vote, with three ayes, one nay, and one abstention.

Item 13 (re XIII.A)

Dean moved to accept the changes to the first paragraph of Article XIII.A suggested by Caucus members so the paragraph reads as follows: "Illinois State University encourages the fair and equitable resolution of appeals. Informal resolution of issues is encouraged at the DFSC/SFSC and CFSC levels prior to formal meetings and/or appeals. In contrast to formal meetings as defined in XVI.B, informal resolution of issues can be accomplished through communications that address questions and concerns through provision of information or clarification. An informal resolution may also be effected after a formal meeting has been requested."

Other

Catanzaro announced that comments submitted by faculty members regarding changes to the ASPT document proposed by URC have been posted on the Academic Senate website. Catanzaro recommended that URC members review the comments, as they could be helpful in future URC discussions.

V. Adjournment

Horvath moved, Dean seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 12:01 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments: *ASPT Calendar 2016-2017 (By Category of Activity and Chronological, All Activities)*
Status of ASPT Document Changes as of December 2, 2015

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

CALENDAR FOR PROMOTION AND TENURE

This calendar for 2016-2017 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---|---|--|
| Tuesday, November 1, 2016 | November 1 | Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department Chairperson/School Director prior to November 1 of the year previously scheduled for the summative review for tenure. |
| Prior to Thursday, December 15, 2016 | Prior to December 15 | The DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 working days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC/SFSC must provide opportunity, if requested, for each candidate to hold a formal meeting with the committee to discuss the recommendations. If a candidate wants to request a formal meeting to discuss the DFSC/SFSC recommendation, the candidate must request a meeting with the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII. |
| Thursday, December 15, 2016 | December 15 | DFSC/SFSC recommendations for promotion and tenure must be reported to the candidate and to the CFSC. |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| CALENDAR FOR PROMOTION AND TENURE (continued) | | |
|--|---|--|
| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
| Wednesday, February 1, 2017 | February 1 | The CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for each candidate to meet with the CFSC to discuss the recommendations. If a candidate wants to request a formal meeting to discuss the CFSC recommendation, the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.D. |
| Wednesday, March 1, 2017 | March 1 | CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates. |
| Wednesday, March 15, 2017 | March 15 | In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wants a university-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee. |
| Tuesday, March 21, 2017 | March 21 | The Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidates. |
| Monday, April 17, 2017 | April 15 | The Faculty Review Committee must complete its review of promotion and tenure appeals and report to the President, candidate, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Article XIII.F.3. |
| Monday, May 1, 2017 | April 30 | The Provost's decision in appealed cases must be reported to the President, candidate, DFSC/SFSC, and CFSC. |
| Monday, May 15, 2017 | May 15 | Notifications of promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost. |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| CALENDAR FOR PERFORMANCE EVALUATION | | |
|---|--|--|
| <p>This calendar for 2016-2017 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.</p> | | |

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------------|---|---|
| Thursday, January 5, 2017 | January 5 | All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments. |
| Wednesday, February 1, 2017 | February 1 | DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. The DFSC/SFSC must notify faculty members of intended recommendations to the CFSC at least 10 working days before submitting the recommendations to the CFSC and provide opportunity, if requested, for the faculty member to meet with the committee to discuss the recommendations. If a faculty member wants to request a formal meeting to discuss the DFSC/SFSC recommendation, the faculty member must request a meeting with the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.B. |
| Wednesday, February 15, 2017 | February 15 | The DFSC/SFSC must transmit its final recommendation for performance-evaluation review to the faculty member and to the CFSC. |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| CALENDAR FOR PERFORMANCE EVALUATION (continued) | | |
|--|---|--|
| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
| Wednesday, March 1, 2017 | March 1 | A faculty member who wants to appeal the DFSC/SFSC performance-evaluation recommendation must file an appeal with the CFSC (or Faculty Review Committee in the absence of a DFSC/SFSC). |
| Friday, March 31, 2017 | March 31 | All appeals to the CFSC* of performance-evaluation recommendations must be completed and CFSC* decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Article XIII.H. (* or Faculty Review Committee in the absence of a DFSC/SFSC) |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| CALENDAR FOR CUMULATIVE POST-TENURE REVIEW | | |
|---|--|--|
| <p>This calendar for 2016-2017 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.</p> | | |

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------------|---|--|
| Thursday, January 5, 2017 | January 5 | All faculty members scheduled for cumulative post-tenure review must submit their materials. |
| Wednesday, February 15, 2017 | February 15 | The DFSC/SFSC must inform the faculty member of its cumulative post-tenure review evaluation and, if applicable, a plan for remediation. |
| Monday, February 27, 2017 | February 25 | A faculty member who wants to discuss the DFSC/SFSC response and/or remediation plan must request a meeting with the DFSC/SFSC. |
| Wednesday, March 8, 2017 | March 8 | The DFSC/SFSC notifies the faculty member regarding the final outcome of the DFSC/SFSC cumulative post-tenure review. |
| Wednesday, March 22, 2017 | March 22 | A faculty member who wants to appeal the DFSC/SFSC cumulative post-tenure review outcome must file a written appeal with the CFSC chairperson. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) working days. Appeals will be held under the provisions of Article XIII.I. |
| Monday, April 17, 2017 | April 15 | The CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a report that describes the disposition of the cumulative post-tenure review appeal. |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| CALENDAR FOR REAPPOINTMENT | | |
|---|--|--|
| <p>This calendar for 2016-2017 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.</p> | | |

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|--------------------------------|--|---|
| Wednesday, February 1, 2017 | February 1 | The Provost issues notification of non-reappointment by February 1 to a faculty member in the second academic year of service, notifying the faculty member that the last employment date is May 15 or, if the appointment terminates during an academic year, at least six months in advance of its termination. |
| Wednesday, March 1, 2017 | March 1 | The Provost issues notification of non-reappointment by March 1 to a faculty member in the first year of service, notifying the faculty member that the last employment date is May 15 or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination. |
| Monday, May 15, 2017 | At least 12 months before the termination of an appointment after two (2) or more years of service | The Provost notifies a third- or subsequent-year faculty member who will not be reappointed, 12 months before the termination of the appointment, that the faculty member's last employment date is May 15 of the following year. If the appointment is at least 12 months and terminates during an academic year, notification must take place at least 12 months in advance of the end of the appointment period. |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| CALENDAR FOR REPORTING REQUIREMENTS |
|---|
| <p>This calendar for 2016-2017 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.</p> |

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------|---|---|
| Monday, May 1, 2017 | May 1 | <p>Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and to the University Review Committee (Article IV.D.).</p> <p>Each CFSC shall submit an annual report to the University Review Committee and to the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see XIII.I.9).</p> |
| Monday, May 1, 2017 | May 1 | The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the University Review Committee (by the CFSC). |
| Monday, May 1, 2017 | May 1 | The Faculty Review Committee shall submit to the University Review Committee a final report summarizing the number of appeals by Department/School and College, the types of appeals, and the disposition of the appeals (see Article III.F). |

ASPT Calendar 2016-2017: By Category of Activity
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| |
|---|
| <p>CALENDAR FOR ASPT ELECTIONS (for the 2017-2018 Academic Year)</p> |
| <p>This calendar for 2016-2017 is based on actions and deadlines described in <i>Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies</i>, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the <i>ASPT Policies</i>.</p> <p><i>ASPT Policies</i> prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.</p> |

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------|---|---|
| Monday, April 17, 2017 | April 15 | Members of the University Review Committee, Faculty Review Committee, and College Faculty Status Committees must have been elected. |
| Monday, May 1, 2017 | May 1 | Members of the Department/School Faculty Status Committees must have been elected. |

ASPT Calendar 2016-2017: Chronological, All Activities
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

This calendar for 2016-2017 is based on actions and deadlines described in *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2012, and amended by Faculty Caucus on December 7, 2011, January 25, 2012, and March 7, 2012. Article and section references in this document are to the *ASPT Policies*.

ASPT Policies prescribes that if the University is officially closed on any date for action described in the policies, the action scheduled for that date must be completed on the next working day after the closing. Entries in the "Date for 2016-2017" column of this calendar have been modified to comply with that provision where necessary.

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|--------------------------------------|---|---|
| Tuesday, November 1, 2016 | November 1 | Promotion and Tenure: Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years or a portion of the credited years to the probationary period shall be made to the Department Chairperson/School Director prior to November 1 of the year previously scheduled for the summative review for tenure. |
| Prior to Thursday, December 15, 2016 | Prior to December 15 | Promotion and Tenure: The DFSC/SFSC may notify promotion and tenure candidates and the CFSC, in writing, of recommendations at any time prior to December 15, but must notify candidates of intended recommendations at least 10 working days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC/SFSC must provide opportunity, if requested, for each candidate to hold a formal meeting with the committee to discuss the recommendations. If the candidate wants to request a formal meeting to discuss the DFSC/SFSC recommendation, the candidate must request a meeting with the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII. |
| Thursday, December 15, 2016 | December 15 | Promotion and Tenure: DFSC/SFSC recommendations for promotion and tenure must be reported to the candidate and to the CFSC. |
| Thursday, January 5, 2017 | January 5 | Performance Evaluation: All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments. |

ASPT Calendar 2016-2017: Chronological, All Activities
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|------------------------------|---|--|
| Thursday, January 5, 2017 | January 5 | Cumulative Post-Tenure Review: All faculty members scheduled for cumulative post-tenure review must submit their materials. |
| Wednesday, February 1, 2017 | February 1 | Promotion and Tenure: The CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for each candidate to meet with the CFSC to discuss the recommendations. If the candidate wants to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 10 working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.D. |
| Wednesday, February 1, 2017 | February 1 | Reappointment: The Provost issues notification of non-reappointment by February 1 to a faculty member in the second academic year of service, notifying the faculty member that the last employment date is May 15 or, if the appointment terminates during an academic year, at least six months in advance of its termination. |
| Wednesday, February 1, 2017 | February 1 | Performance Evaluation: DFSC/SFSC recommendations for performance evaluation must be reported to the faculty member by February 1 in each year that the faculty member is performance-evaluation eligible. The DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 working days before submitting the recommendations to the CFSC and provide opportunity, if requested, for the faculty member to meet with the committee to discuss the recommendations. If the faculty member wants to request a formal meeting to discuss the DFSC/SFSC recommendation, the faculty member must request a meeting with the DFSC/SFSC within five (5) working days of receiving the recommendation. Formal meetings will be held under the provisions of Article XIII.B. |
| Wednesday, February 15, 2017 | February 15 | Performance Evaluation: The DFSC/SFSC must transmit its final recommendation for performance-evaluation review to the faculty member and to the CFSC. |
| Wednesday, February 15, 2017 | February 15 | Cumulative Post-Tenure Review: The DFSC/SFSC must inform the faculty member of its cumulative post-tenure review evaluation and, if applicable, a plan for remediation. |

ASPT Calendar 2016-2017: Chronological, All Activities
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------|---|--|
| Monday, February 27, 2017 | February 25 | Cumulative Post-Tenure Review: A faculty member who wants to discuss the DFSC/SFSC response and/or remediation plan must request a meeting with the DFSC/SFSC. |
| Wednesday, March 1, 2017 | March 1 | Promotion and Tenure: CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates. |
| Wednesday, March 1, 2017 | March 1 | Reappointment: The Provost issues notification of non-reappointment by March 1 to a faculty member in the first year of service, notifying the faculty member that the last employment date is May 15 or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination. |
| Wednesday, March 1, 2017 | March 1 | Performance Evaluation: A faculty member who wants to appeal the DFSC/SFSC performance-evaluation recommendation must file an appeal with the CFSC (or Faculty Review Committee in the absence of a DFSC/SFSC). |
| Wednesday, March 8, 2017 | March 8 | Cumulative Post-Tenure Review: The DFSC/SFSC notifies the faculty member regarding the final outcome of the DFSC/SFSC cumulative post-tenure review. |
| Wednesday, March 15, 2017 | March 15 | Promotion and Tenure: In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wants a university-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee. |
| Tuesday, March 21, 2017 | March 21 | Promotion and Tenure: The Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidates. |
| Wednesday, March 22, 2017 | March 22 | Cumulative Post-Tenure Review: A faculty member who wants to appeal the DFSC/SFSC cumulative post-tenure review outcome must file a written appeal with the CFSC chairperson. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) working days. Appeals will be held under the provisions of Article XIII.I. |

ASPT Calendar 2016-2017: Chronological, All Activities
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------|---|--|
| Friday, March 31, 2017 | March 31 | Performance Evaluation: All appeals to the CFSC* of performance-evaluation recommendations must be completed and CFSC* decisions reported to the Provost and to the faculty member. Appeals will be held under the provisions of Article XIII.H. (* or Faculty Review Committee in the absence of a DFSC/SFSC) |
| Monday, April 17, 2017 | April 15 | Promotion and Tenure: The Faculty Review Committee must complete its review of promotion and tenure appeals and report to the President, candidates, DFSC/SFSCs, CFSCs, and Provost unless an interim report is appropriate under provisions of Article XIII.F.3. |
| Monday, April 17, 2017 | April 15 | Cumulative Post-Tenure Review: The CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a report that describes the disposition of the cumulative post-tenure review appeal. |
| Monday, April 17, 2017 | April 15 | ASPT Elections: Members of the University Review Committee, Faculty Review Committee, and College Faculty Status Committees must have been elected. |
| Monday, May 1, 2017 | April 30 | Promotion and Tenure: The Provost's decision in appealed cases must be reported to the President, candidates, DFSC/SFSC, and CFSC. |
| Monday, May 1, 2017 | May 1 | Reporting Requirements (CFSC): Each CFSC shall submit an annual report (Promotion and Tenure) to its College Council and to the University Review Committee (Article IV.D.). Each CFSC shall submit an annual report to the University Review Committee and to the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition (see Article XIII.I.9). |
| Monday, May 1, 2017 | May 1 | Reporting Requirements (CFSC): The fifth-year review of College Standards or, in the interim, proposed revisions to College Standards must be submitted to the University Review Committee. |
| Monday, May 1, 2017 | May 1 | ASPT Elections: Members of the Department/School Faculty Status Committees must have been elected. |

ASPT Calendar 2016-2017: Chronological, All Activities
 posted at <http://provost.illinoisstate.edu/faculty/tenure.shtml>

| Date for 2016-2017 | Date per ASPT Policies, Appendix 1 | Action per ASPT Policies |
|---------------------------|--|---|
| Monday, May 1, 2017 | May 1 | Reporting Requirements (FRC): The Faculty Review Committee shall submit to the University Review Committee a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of the appeals (see Article III.F). |
| Monday, May 15, 2017 | May 15 | Promotion and Tenure: Notifications of promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost. |
| Monday, May 15, 2017 | At least 12 months before the termination of an appointment after two (2) or more years of service | Reappointment: The Provost notifies a third- or subsequent-year faculty member who will not be reappointed, 12 months before the termination of the appointment, that the faculty member's last employment date is May 15 of the following year. If the appointment is at least 12 months and terminates during an academic year, notification must take place at least 12 months in advance of the end of the appointment period. |

STATUS OF ASPT DOCUMENT CHANGES

As of December 2, 2015

SUGGESTIONS AND REQUESTS BY FACULTY CAUCUS

Green denotes a substantive item

Gray denotes an item that has been decided by URC

Page numbers in the Reference field of entries in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee to the Faculty Caucus in August 2015 rather than to page numbers in the current ASPT document (effective January 1, 2012).

Article numbers in the Reference field of entries in this report refer to article numbers in the current version of the ASPT document (effective January 1, 2012) rather than to article numbers in the version of the ASPT document recommended by the University Review Committee to the Faculty Caucus in August 2015.

- 1** **Reference:** Overview, Provisions for Mennonite College of Nursing Faculty (p. 5)
Date of suggestion/request: October 7, 2015
Suggestion/request: Revise to reflect current practice
Date(s) of URC review: October 20, 2015; November 3, 2015; November 17, 2015
URC action: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC meeting to discuss this matter; following the November 3, 2015 URC meeting, URC member Sheryl Jenkins (the Mennonite representative on URC) met with Mennonite tenure track faculty members to discuss this issue and to invite them to a URC meeting so they could provide feedback directly to URC; Mennonite tenure track faculty members decided instead to submit their suggestions to URC via Sheryl; Sheryl drafted proposed ASPT document changes related to this matter and disseminated them to Mennonite tenure track faculty members for comment prior to the November 17, 2015 URC meeting; based on comments received from Mennonite tenure track faculty members and on discussion of this issue by URC members, URC approved the following motions at its November 17, 2015 meeting:
- 1) To strike the passage titled “Provisions for Mennonite College of Nursing Faculty” from page 5
 - 2) To remove IV.A.3 from page 13
 - 3) To add the following sentence at the end of V.A.1 on page 18: “For MCN, the dean’s designee (who must be tenured) will serve as chair of the DFSC.”
- Status:** URC action to be reported to Faculty Caucus
Notes: The two sections suggested for deletion (motions 1 and 2 above) had been placed in the current ASPT document to address issues that arose because Mennonite did not have a sufficient number of tenure track faculty members to meet its ASPT committee obligations. Because that is no longer the situation at Mennonite and is not likely to be the situation at Mennonite in the foreseeable future, URC members concur with Mennonite tenure track faculty members that the passages should be deleted. With deletion of those passages, the composition of the Mennonite CFSC and DFSC would be governed by the same ASPT document provisions that govern the composition of the CFSC and DFSC/SFSC in other units. The suggested addition to V.A.1 is intended to address Mennonite not having a department chair who would otherwise serve as chair of the DFSC.

2 **Reference:** I.E (p. 8)
Date of suggestion/request: October 7, 2015
Suggestion/request: Consider replacing “obtain” with “consider”
Date(s) of URC review: October 20, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes: The revised passage reads “All committees and officials within the faculty status system process will make every possible effort to consider the most reliable evidence available for use in their deliberations.”

3 **Reference:** V.B.1 (p. 19)
Date of suggestion/request: October 7, 2015
Suggestion/request: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years.
Date(s) of URC review: October 20, 2015; November 3, 2015; December 1, 2015
URC action: At its December 1, 2015 meeting, URC approved a motion to make the following changes to the passage initially recommended to Faculty Caucus in August 2015.

Revised V.B.1 (with track changes)

V.B.1

Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary. ~~and approved by the majority vote of the eligible Department/School faculty.~~ Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)

New V.D.3

The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).

Status: URC action to be reported to Faculty Caucus

Notes: After lengthy discussion, URC has decided to retain its recommendation to Faculty Caucus for review of department/school policies and procedures at least every three years. Committee members feel that planning a review midway between the five-year reviews necessitated by changes to the university-wide ASPT document would not create an undue burden on departments/schools. URC notes that numerous departments/schools already discuss their ASPT policies and procedures annually. Committee members note that, while this ASPT document change would require DFSCs and SFSCs to review their policies and procedures at least every three years, faculty in those units may reasonably decide that no changes are necessary and, therefore, no vote of faculty would be needed.

4 **Reference:** VIII (p. 28)
Date of suggestion/request: October 21, 2015
Suggestion/request: Consider inserting a new Article VIII.C based on IV.C.2: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review." See also new Article XVI (current Article XIII) for possible addition of the same passage as new B.1.B or D.1.B.
Date(s) of URC review: November 3, 2015
URC action: URC approved a motion to add the following as new Article VIII.C (with existing Article VIII.C renumbered Article VIII.D, existing Article VIII.D renumbered Article VIII.E, and so on):
"In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review. See also Article IV.C.2."
Status: URC action to be reported to Faculty Caucus
Notes:

5 **Reference:** IX.B.2 (p. 32)
Date of suggestion/request: October 21, 2015
Suggestion/request: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: "A stop-the-clock period will not count toward tenure or against the length of the probationary period."
Date(s) of URC review: November 3, 2015
URC action: URC approved a motion not to add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues.
Status: URC action to be reported to Faculty Caucus
Notes:

6 **Reference:** X.D (p. 40)
Date of suggestion/request: October 21, 2015
Suggestion/request: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses)
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to retain X.D as URC had recommended it to Faculty Caucus, i.e., to not remove the parenthetical clause.
Status: URC action to be reported to Faculty Caucus
Notes: Including examples of resources that might be made available by a unit is beneficial to both the faculty member and to the unit. For the faculty member, having such a list helps the faculty member understand the types of resources that could be made available to her/him and the types of resources the faculty might request from the unit. For the unit, having such a list helps the unit understand the types of resources it should be offering to the faculty member and might help the unit project the cost of remediating a deficiency.

7 **Reference:** XII.A.4 (p. 56)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

8 **Reference:** XII.A.5 (p. 56)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider defining salary increments by percentages rather than by dollar amounts.
Date(s) of URC review: December 1, 2015
URC action: URC approved a motion to refer the question whether Article XII.A.5 should be modified to define raises by percentages rather than by dollar amounts back to Faculty Caucus for discussion and analysis.
Status: URC action to be reported to Faculty Caucus
Notes: URC discussed this matter at length at its December 1, 2015 meeting. The sense of the committee is that more time is needed to adequately discuss and analysis the suggestion than is available to URC at this time. Among the concerns/suggestions of individual URC members expressed during the committee discussion: 1)the suggestion merits discussion by multiple groups rather than just by URC, 2) Faculty Caucus should consider requesting assistance from administration in analyzing the financial implications of the suggested change and the status quo, 3) as an alternative to the suggestion, consideration should be given to increasing the dollar amounts of the raises since they have not likely been changed in many years, and 4) Faculty Caucus might consider asking URC to address this issue as a possible mid-five-year-cycle ASPT revision, when more time is available for adequate discussion of the matter.

9 **Reference:** XII.B.2 (p. 57) and throughout the document
Date of suggestion/request: November 4, 2015
Suggestion/request: Should the term “student reactions” still be used, or should the phrase be replaced with “student evaluations” or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member’s teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally.
Date(s) of URC review: December 1, 2015
URC action:
Status: Under review by URC
Notes: At its December 1, 2015 meeting, committee members agreed to pursue a modest amount of additional information-gathering regarding the issue before making a recommendation to Faculty Caucus. Additional information-gathering may include requesting a presentation by the Center for Teaching, Learning, and Technology regarding best practices in teaching evaluation, consulting AAUP publications regarding the matter, studying policies and practices at other institutions, and reviewing recent research regarding the evaluation of teaching performance. The concern articulated by multiple URC members is that more time may be needed for URC to adequately discuss the questions raised by Faculty Caucus members than is available to URC at this time.

10 Reference: XII.B.5 (p. 58)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. "This letter shall provide an assessment of the faculty member's strengths and suggestions toward addressing weaknesses and ..."
Date(s) of URC review:
URC action:
Status:
Notes:

11 Reference: XII.B (p. 58)
Date of suggestion/request: November 4, 2015
Suggestion/request: Remove extraneous period after XII.B.9.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

12 Reference: XIII (p. 59) and throughout the document
Date of suggestion/request: November 4, 2015
Suggestion/request: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice).
Date(s) of URC review:
URC action:
Status:
Notes:

13 Reference: XIII.A (p. 59)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider wording and sentence order of the first paragraph. Maybe change "An informal resolution may be effected ..." to "An informal resolution may also be effected ..." Maybe move the sentence beginning "An information resolution ..." to the end of the paragraph. Maybe both.
Date(s) of URC review:
URC action:
Status:
Notes:

14 Reference: XIII.A (p. 59)
Date of suggestion/request: November 4, 2015
Suggestion/request: Replace "except as noted" with reference to Appendices 1 and 8.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

- 15 Reference:** XIII.B.3 (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order).
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:
- 16 Reference:** XIII.B.3.c (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:
- 17 Reference:** XIII.B.3.d (p. 60)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/SFSC” to “CFSC.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:
- 18 Reference:** XIII.D.2 (p. 61)
Date of suggestion/request: November 4, 2015
Suggestion/request: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word “perspective.”
Date(s) of URC review:
URC action:
Status:
Notes:
- 19 Reference:** XIII.E (pp. 61-62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/DFSC/SFSC” to “CFSC or DFSC/SFSC.”
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to replace references to “CFSC/DFSC/SFSC” in XIII.E and throughout the ASPT document with references to “DFSC/SFSC or CFSC”.
Status: URC action to be reported to Faculty Caucus
Notes: URC suggests that committees within the reference be ordered by administrative level, from lower to higher, and that the syntax be applied consistently throughout the ASPT document.

20 Reference: XIII.E (p. 61)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rewrite the heading to “make it more accessible.” Change “making” to “which made.” Reword the clause “to an appeal of a dean or chair/director report ...”
Date(s) of URC review:
URC action:
Status:
Notes: Two options are proposed.

Option 1:
E. Procedures for Meetings ~~with Dean or Chair/Director~~ Preliminary to an Appeal of a Dean or Chair/Director Report ~~Making~~ which made a Negative Tenure or Promotion Recommendation

Option 2:
E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director

21 Reference: XIII.E.1 (pp. 61-62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., “The faculty member should be informed ...”). Add the word “may” before “have been ignored or misinterpreted.” Use active voice. For example, “The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ...”
Date(s) of URC review:
URC action:
Status:
Notes: Revision drafted by Catanzaro, with track changes.

1. The faculty member should ~~know be informed~~ of the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted. (See IV.C.4 and V.C.4).

22 Article/Section/Passage/Page: XIII.E.1 through XIII.E.6 (pp. 61-63)
Date of Faculty Caucus suggestion/request: November 4, 2015
Faculty Caucus suggestion/request: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3.
Date(s) of additional URC review: November 17, 2015
URC action: URC approved a motion not to accept the suggestion from Faculty Caucus members.
Status: URC action to be reported to Faculty Caucus
Notes: URC members feel that referring first to a meeting with the full DFSC/SFSC or CFSC (XIII.E.2) is preferable because that action is more likely to result in a complete and favorable hearing from the perspective of the faculty member than would meeting one-on-one with the Chair/Director or Dean. URC members feel that the order of these two items is important, as it may suggest that the first approach listed (meeting with the full DFSC/SFSC or CFSC) is the preferred approach from the perspective of the faculty member. URC members point out that, regardless of the order of XIII.E.2 and XIII.E.3, faculty members have a choice between the two approaches.

23 Reference: XIII.E.3 (p. 62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”?
Date(s) of URC review:
URC action:
Status:
Notes:

24 Reference: XIII.E.4 (p. 62)
Date of suggestion/request: November 4, 2015
Suggestion/request: Add “to be” before the word “available” on line 2.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to accept the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

25 Reference: XIII.K.4 (p. 70)
Date of suggestion/request: November 4, 2015
Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process.
Date(s) of URC review:
URC action:
Status:
Notes:

26 Reference: XIII.K.5 (p. 70)
Date of suggestion/request: November 4, 2015
Suggestion/request: Remove the word “its” on the last line.
Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to accept the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

ASPT DOCUMENT CHANGES APPROVED BY FACULTY CAUCUS

None

UNIVERSITY REVIEW COMMITTEE
Tuesday, January 19, 2016
10 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston, Sheryl Jenkins, David Rubin, and Sam Catanzaro (non-voting)

Members not present: Rick Boser

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 10:04 a.m.

II. Welcome to new member Andy Rummel

Houston welcomed new member Andy Rummel, who has been elected to represent the College of Fine Arts on the committee.

III. Approval of minutes from the December 8, 2015 meeting

Christopher Horvath moved, Joe Goodman seconded approval of minutes from the December 8, 2015 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

IV. Overview of committee work for spring 2016

Meeting schedule

Bruce Stoffel solicited comments and suggestions from committee members regarding the committee meeting schedule for spring 2016, which was disseminated prior to the meeting. There were none.

ASPT review

Houston and Catanzaro updated committee members about Faculty Caucus review of revisions to the ASPT document recommended by URC at the beginning of the academic year. Houston and Catanzaro reported that the Caucus may defer a few issues for resolution after the Caucus has approved the new version of the ASPT document, which needs to be done by the end of March. The deferred issues would then be considered by both URC and the Caucus in the coming year. Bonnell said she has been fascinated by the number of comments made by Caucus members regarding the ASPT document. She reported that there have been instances in which concern by one or more Caucus members about a single word in a passage resulted in Faculty Caucus Chairperson Susan Kalter requesting additional review of the passage by URC. Houston explained that Kalter's approach to Caucus suggestions and requests has been, and will continue to be, to ask for additional URC review if just one person makes a suggestion or request and no other Caucus member objects. Houston continued her update by orienting committee members to the ASPT document status report (attached), noting that the Caucus may make additional requests of URC this spring.

Use of email to expedite committee work

Houston asked committee members whether they would be willing to use email communication between committee meetings to decide ASPT document suggestions or requests from the Caucus that are editorial

in nature. Committee members agreed that email may be used to decide editorial suggestions and requests from the Caucus but not substantive issues and then to do so following a consent-agenda process. A list of suggestions and requests will be emailed to committee members. Any member may then request that any item on the list be discussed at a URC meeting. If no such requests have been communicated regarding an item on the list, the item will be considered resolved, with URC agreeing to the suggestion or request.

Formation of working groups to expedite committee work

Houston suggested that the committee form working groups to research three substantive issues the Caucus is likely to defer until after Caucus approval of ASPT document changes this spring: how salary increments should be defined (item 10 on the status report), the role of student reactions to teaching performance in faculty evaluations (item 11 on the status report), and the performance evaluation process (item 41 on the status report). Committee members concurred and volunteered to serve as follows:

Salary increments (item 10): Goodman (chairperson), Rubin

Student reactions to teaching performance (item 11): Horvath (chairperson), Rummel

Performance evaluation process (item 41): Bonnell (chairperson), Jenkins

Houston said, because she will be representing URC at Caucus meetings this spring, she prefers not to join a working group. Dean said, unless her involvement in a working group is needed, she too prefers not to join a group because she also plans to attend Caucus meetings this spring in her role as URC vice-chairperson.

Horvath suggested that Houston notify committee members not present about the opportunities to volunteer for a working group.

Houston asked working groups to proceed with their work in the manner of their choice, to come to URC meetings this spring prepared to provide a brief update regarding their progress, and to give a final report to the full committee at its April 27 meeting.

V. Continued discussion of ASPT suggestions and requests from Faculty Caucus

Item 3 (re Article I.E)

Horvath moved to accept the change to Article I.E suggested by Caucus members (replacing the word “possible” with the word “reasonable” in the passage). Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Item 5 (re Article VIII)

Catanzaro explained that URC has already decided part of the Caucus suggestion, by agreeing to insert as a new Article VIII.C wording from Article IV.C.2. However, Caucus members also asked URC to consider adding the same wording to Article XIII (new Article XVI). Catanzaro said he suggests not doing so because IV.C.2 does not relate to appeals (the subject of XIII). He added that if URC thinks wording from IV.C.2 should be added to XIII, it would be most logical to add it to XIII.F or XIII.G.

Horvath suggested that, since XIII.F and XIII.G are about Faculty Review Committee involvement in an appeal and IV.C.2 does not relate to the appeals process, it might be better to insert wording from IV.C.2 earlier in XIII, perhaps between XIII.B and XIII.C, if it is added to XIII at all. He expressed concern that, if the wording is placed in XIII, a faculty member reading the passage there might assume that a negative DFSC/SFSC recommendation may be forwarded to the CFSC only if the faculty member intends to appeal the DFSC/SFSC decision, which is not the case.

Dean suggested that if the wording in IV.C.2 is inserted in XIII, it should be its own section. Houston said she prefers to add the wording to XIII, that there would be no harm in doing so, but the wording

would fit better earlier in XIII rather than at XIII.F or XIII.G. Bonnell said the wording does not fit XIII unless the article title is revised.

Houston asked committee members to re-read XIII before the next URC meeting and come prepared with a recommendation regarding Item 5 on the status report.

VI. Other business

Horvath volunteered to serve as acting secretary for the Tuesday committee meetings secretary Rick Boser will be unable to attend this spring.

VII. Adjournment

Dean moved, Bonnell seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 11:03 a.m.

Respectfully submitted,
Christopher Horvath, Acting Secretary
Bruce Stoffel, Recorder

Attachment: *Status of ASPT Document Changes as of January 15, 2016*

STATUS OF ASPT DOCUMENT CHANGES

As of January 15, 2016

SUGGESTIONS AND REQUESTS BY FACULTY CAUCUS

Blue denotes an EDITORIAL item yet to be decided by URC

Green denotes a SUBSTANTIVE item yet to be decided by URC

Gray denotes an item that has been decided by URC

Gray with green border denotes an item that will be addressed off-cycle

Page numbers in the Reference field of entries in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee to the Faculty Caucus in August 2015 rather than to page numbers in the current ASPT document (effective January 1, 2012).

Article numbers in the Reference field of entries in this report refer to article numbers in the current version of the ASPT document (effective January 1, 2012) rather than to article numbers in the version of the ASPT document recommended by the University Review Committee to the Faculty Caucus in August 2015.

1 **Article:** Overview
Page: 5
Section: Overview, Provisions for Mennonite College of Nursing Faculty

Date of suggestion/request: October 7, 2015
Suggestion/request: Revise to reflect current practice

URC response: Agreed

Date(s) of URC review: October 20, 2015; November 3, 2015; November 17, 2015

URC action: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC meeting to discuss this matter; following the November 3, 2015 URC meeting, URC member Sheryl Jenkins (the Mennonite representative on URC) met with Mennonite tenure track faculty members to discuss this issue and to invite them to a URC meeting so they could provide feedback directly to URC; Mennonite tenure track faculty members decided instead to submit their suggestions to URC via Sheryl; Sheryl drafted proposed ASPT document changes related to this matter and disseminated them to Mennonite tenure track faculty members for comment prior to the November 17, 2015 URC meeting; based on comments received from Mennonite tenure track faculty members and on discussion of this issue by URC members, URC approved the following motions on November 17, 2015.

- 1) To strike the passage titled "Provisions for Mennonite College of Nursing Faculty" from page 5
- 2) To remove IV.A.3 from page 13
- 3) To add the following sentence at the end of V.A.1 on page 18: "For MCN, the dean's designee (who must be tenured) will serve as chair of the DFSC."

Status: URC action to be reported to Faculty Caucus

Notes: The two sections suggested for deletion (motions 1 and 2 above) had been placed in the current ASPT document to address issues that arose because Mennonite did not have a sufficient number of tenure track faculty members to meet its ASPT committee obligations. Because that is no longer the situation at Mennonite and is not likely to be the situation at Mennonite in the foreseeable future, URC members concur with Mennonite tenure track faculty members that the passages should be deleted. With deletion of those passages, the composition of the Mennonite CFSC and DFSC would be governed by the same ASPT document provisions that govern the composition of the CFSC and DFSC/SFSC in other units. The suggested addition to V.A.1 is intended to address Mennonite not having a department chair who would otherwise serve as chair of the DFSC.

2 Article: I
Page: 8
Section: I.E

Date of suggestion/request: October 7, 2015

Suggestion/request: Consider replacing “obtain” with “consider”

URC response: Agreed

Date(s) of URC review: October 20, 2015

URC action: URC approved a motion to make the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes: The revised passage reads “All committees and officials within the faculty status system process will make every possible effort to consider the most reliable evidence available for use in their deliberations.”

3 Article: I
Page: 8
Section: I.E.

Date of suggestion/request: October 7, 2015

Suggestion/request: Consider replacing “possible” with “reasonable”

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

4 Article: V
Page: 19
Section: V.B.1

Date of suggestion/request: October 7, 2015

Suggestion/request: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years.

URC response: Disagreed

Date(s) of URC review: October 20, 2015; November 3, 2015; December 1, 2015

URC action: At its December 1, 2015 meeting, URC approved a motion to make the following changes to the passage initially recommended to Faculty Caucus in August 2015.

Revised V.B.1 (with track changes)

V.B.1

Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary. ~~and approved by the majority vote of the eligible Department/School faculty.~~ Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the

discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). The

DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)

New V.D.3

The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).

Status: URC action to be reported to Faculty Caucus

Notes: After lengthy discussion, URC has decided to retain its recommendation to Faculty Caucus for review of department/school policies and procedures at least every three years. Committee members feel that planning a review midway between the five-year reviews necessitated by changes to the university-wide ASPT document would not create an undue burden on departments/schools. URC notes that numerous departments/schools already discuss their ASPT policies and procedures annually. Committee members note that, while this ASPT document change would require DFSCs and SFSCs to review their policies and procedures at least every three years, faculty in those units may reasonably decide that no changes are necessary and, therefore, no vote of faculty would be needed.

5 Article: VIII
Page: 28
Section: VIII

Date of suggestion/request: October 21, 2015

Suggestion/request: Consider inserting a new Article VIII.C based on IV.C.2: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review."

See also new Article XVI (current Article XIII) for possible addition of the same or similar passage there.

URC response:

Date(s) of URC review: November 3, 2015

URC action: URC approved a motion to add the following as new Article VIII.C (with existing Article VIII.C renumbered Article VIII.D, existing Article VIII.D renumbered Article VIII.E, and so on):

"In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review. See also Article IV.C.2."

Status: URC action to be reported to Faculty Caucus

Notes:

6 **Article:** IX
Page: 32
Section: IX.B.2

Date of suggestion/request: October 21, 2015

Suggestion/request: Consider adding the following passage from Article IX.B.3 to Article IX.B.2:
“A stop-the-clock period will not count toward tenure or against the length of the probationary period.”

URC response: Disagreed

Date(s) of URC review: November 3, 2015

URC action: URC approved a motion not to add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues.

Status: URC action to be reported to Faculty Caucus

Notes:

7 **Article:** IX
Page: 32
Section: IX.B.2

Date of suggestion/request: October 21, 2015; January 15, 2016

Suggestion/request: Consider modifying the beginning of this passage as follows:

From: The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...

To: The probationary period at Illinois State University may not exceed six years. This probationary period may be interrupted by stop-the-clock extensions (see IX.B.3). This period may also be reduced by full-time service as a faculty member at other institutions of higher learning ...

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

8 **Article:** X
Page: 40
Section: X.D

Date of suggestion/request: October 21, 2015

Suggestion/request: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses)

URC response: Disagreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to retain X.D as URC had recommended it to Faculty Caucus, i.e., to not remove the parenthetical clause.

Status: URC action to be reported to Faculty Caucus

Notes: Including examples of resources that might be made available by a unit is beneficial to both the faculty member and to the unit. For the faculty member, having such a list helps the faculty member understand the types of resources that could be made available to her/him and the types of resources the faculty might request from the unit. For the unit, having such a list helps the unit understand the types of resources it should be offering to the faculty member and might help the unit project the cost of remediating a deficiency.

9 **Article:** XII
Page: 56
Section: XII.A.4

Date of suggestion/request: November 4, 2015

Suggestion/request: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.”

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to make the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

10 Article: XII
Page: 56
Section: XII.A.5

Date of suggestion/request: November 4, 2015

Suggestion/request: Consider defining salary increments by percentages rather than by dollar amounts.

URC response:

Date(s) of URC review: December 1, 2015

URC action: URC approved a motion to refer the question whether Article XII.A.5 should be modified to define raises by percentages rather than by dollar amounts back to Faculty Caucus for discussion and analysis.

Status: URC action to be reported to Faculty Caucus

Notes: URC discussed this matter at length at its December 1, 2015 meeting. The sense of the committee is that more time is needed to adequately discuss and analysis the suggestion than is available to URC at this time. Among the concerns/suggestions of individual URC members expressed during the committee discussion: 1)the suggestion merits discussion by multiple groups rather than just by URC, 2) Faculty Caucus should consider requesting assistance from administration in analyzing the financial implications of the suggested change and the status quo, 3) as an alternative to the suggestion, consideration should be given to increasing the dollar amounts of the raises since they have not likely been changed in many years, and 4) Faculty Caucus might consider asking URC to address this issue as a possible mid-five-year-cycle ASPT revision, when more time is available for adequate discussion of the matter.

11 Article: XII
Page: 57
Section: XII.B.2 and others throughout the document

Date of suggestion/request: November 4, 2015

Suggestion/request: Should the term “student reactions” still be used, or should the phrase be replaced with “student evaluations” or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member’s teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally.

URC response:

Date(s) of URC review: December 1, 2015; December 8, 2015

URC action:

Status: Under review by URC

Notes: At its December 1, 2015 meeting, committee members agreed to pursue a modest amount of additional information-gathering regarding the issue before making a recommendation to Faculty Caucus. Additional information-gathering may include requesting a presentation by the Center for Teaching, Learning, and Technology regarding best practices in teaching evaluation, consulting AAUP publications regarding the matter, studying policies and practices at other institutions, and reviewing recent research regarding the evaluation of teaching performance. The concern articulated by multiple URC members is that more time may be needed for URC to adequately discuss the questions raised by Faculty Caucus members than is available to URC at this time. At the December 8, 2015 URC meeting, Chairperson Houston deferred discussion of the matter until spring 2016. Houston indicated that she would contact Claire Lamonica, director of the Center for Teaching, Learning, and Technology, to invite her to a spring 2016 URC meeting.

12 Article: XII
Page: 58
Section: XII.B.5

Date of suggestion/request: November 4, 2015

Suggestion/request: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. "This letter shall provide an assessment of the faculty member's strengths and suggestions toward addressing weaknesses and ..."

URC response: Disagreed

Date(s) of URC review: December 8, 2015

URC action: URC approved a motion to not modify XII.B.5 to require written notifications to faculty members regarding ASPT decisions to include recommended (but not required) suggestions for addressing weaknesses.

Status: URC action to be reported to Faculty Caucus

Notes: It was consensus of URC members voting on the motion at the December 8, 2015 URC meeting that providing written suggestions is best practice but should not be required, that the manner in which ASPT committees have addressed weaknesses has not been a problem.

13 Article: XII
Page: 58
Section: XII.B

Date of suggestion/request: November 4, 2015

Suggestion/request: Remove extraneous period after XII.B.9.

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to make the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

14 Article: XIII
Page: 59
Section: XIII and others throughout the document

Date of suggestion/request: November 4, 2015

Suggestion/request: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice).

URC response: Agreed

Date(s) of URC review: December 8, 2015

URC action: URC approved a motion to add the following sentence to the end of XII.B.5: "The letter shall also inform the faculty member of the right to appeal the ASPT decision and shall cite the pertinent article of the ASPT document that describes the appeals process." The motion passed with three ayes, one nay, and one abstention.

Status: URC action to be reported to Faculty Caucus

Notes: The rationale articulated by the URC member making the motion was to provide consistency regarding provision of information to faculty members regarding opportunities to appeal ASPT decisions. Reasons expressed by URC members for not supporting the suggested change: concern about the length and clarity of decision letters and concern that the ASPT committee writing the letter might error in reciting the appropriate appeals passage or in its reference to the appropriate appeals passage. URC discussed where in the ASPT document the suggested passage should be added. The URC member making the motion selected XII.B.5, the passage regarding DFSC/SFSC notification regarding performance evaluation and recommended change in rank and/or tenure status.

15 Article: XIII
Page: 59
Section: XIII.A

Date of suggestion/request: November 4, 2015

Suggestion/request: Consider wording and sentence order of the first paragraph. Maybe change "An informal resolution may be effected ..." to "An informal resolution may also be effected ..." Maybe move the sentence beginning "An information resolution ..." to the end of the paragraph. Maybe both.

URC response: Agreed

Date(s) of URC review: December 8, 2015

URC action: URC approved a motion to revise the first paragraph of XIII.A to read as follows: "Illinois State University encourages the fair and equitable resolution of appeals. Informal resolution of issues is encouraged at the DFSC/SFSC and CFSC levels prior to formal meetings and/or appeals. In contrast to formal meetings as defined in XVI.B, informal resolution of issues can be accomplished through communications that address questions and concerns through provision of information or clarification. An informal resolution may also be effected after a formal meeting has been requested."

Status: URC action to be reported to Faculty Caucus

Notes:

16 Article: XIII
Page: 59
Section: XIII.A

Date of suggestion/request: November 4, 2015

Suggestion/request: Replace “except as noted” with reference to Appendices 1 and 8.

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to make the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

17 Article: XIII
Page: 60
Section: XIII.B.3

Date of suggestion/request: November 4, 2015

Suggestion/request: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order).

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to make the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

18 Article: XIII
Page: 60
Section: XIII.B.3.c

Date of suggestion/request: November 4, 2015

Suggestion/request: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.”

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to make the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

19 Article: XIII
Page: 60
Section: XIII.B.3.d

Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/SFSC” to “CFSC.”

URC response: Agreed

Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to make the suggested change.
Status: URC action to be reported to Faculty Caucus
Notes:

20 Article: XIII
Page: 61
Section: XIII.D.2

Date of suggestion/request: November 4, 2015
Suggestion/request: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word “perspective.”

URC response:

Date(s) of URC review:
URC action:
Status:
Notes:

21 Article: XIII
Page: 61-62
Section: XIII.E

Date of suggestion/request: November 4, 2015
Suggestion/request: Change “CFSC/DFSC/SFSC” to “CFSC or DFSC/SFSC.”

URC response: Agreed

Date(s) of URC review: November 17, 2015
URC action: URC approved a motion to replace references to “CFSC/DFSC/SFSC” in XIII.E and throughout the ASPT document with references to “DFSC/SFSC or CFSC”.
Status: URC action to be reported to Faculty Caucus
Notes: URC suggests that committees within the reference be ordered by administrative level, from lower to higher, and that the syntax be applied consistently throughout the ASPT document.

22 Article: XIII
Page: 61
Section: XIII.E

Date of suggestion/request: November 4, 2015

Suggestion/request: Rewrite the heading to “make it more accessible.” Change “making” to “which made.”
Reword the clause “to an appeal of a dean or chair/director report ...”

URC response:

Date(s) of URC review:

URC action:

Status:

Notes: Two options are proposed.

Option 1:

E. Procedures for Meetings ~~with Dean or Chair/Director~~ Preliminary to an Appeal of a Dean or Chair/Director Report ~~Making~~ which made a Negative Tenure or Promotion Recommendation

Option 2:

E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director

23 Article: XIII
Page: 61-62
Section: XIII.E.1

Date of suggestion/request: November 4, 2015

Suggestion/request: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., “The faculty member should be informed ...”). Add the word “may” before “have been ignored or misinterpreted.” Use active voice. For example, “The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ...”

URC response:

Date(s) of URC review:

URC action:

Status:

Notes: Revision drafted by Catanzaro, with track changes.

1. The faculty member should ~~know~~ be informed of the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted. (See IV.C.4 and V.C.4).

24 Article: XIII
Page: 61-63
Section: XIII.E.1 through XIII.E.6

Date of Faculty Caucus suggestion/request: November 4, 2015

Faculty Caucus suggestion/request: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3.

URC response: Disagreed

Date(s) of additional URC review: November 17, 2015

URC action: URC approved a motion not to accept the suggestion from Faculty Caucus members.

Status: URC action to be reported to Faculty Caucus

Notes: URC members feel that referring first to a meeting with the full DFSC/SFSC or CFSC (XIII.E.2) is preferable because that action is more likely to result in a complete and favorable hearing from the perspective of the faculty member than would meeting one-on-one with the Chair/Director or Dean. URC members feel that the order of these two items is important, as it may suggest that the first approach listed (meeting with the full DFSC/SFSC or CFSC) is the preferred approach from the perspective of the faculty member. URC members point out that, regardless of the order of XIII.E.2 and XIII.E.3, faculty members have a choice between the two approaches.

25 Article: XIII
Page: 62
Section: Reference: XIII.E.3

Date of suggestion/request: November 4, 2015

Suggestion/request: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”?

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

26 Article: XIII
Page: 62
Section: XIII.E.4

Date of suggestion/request: November 4, 2015

Suggestion/request: Add “to be” before the word “available” on line 2.

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to accept the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

27 Article: XIII
Page: 70
Section: XIII.K.4

Date of suggestion/request: November 4, 2015

Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

28 Article: XIII
Page: 70
Section: XIII.K.5

Date of suggestion/request: November 4, 2015

Suggestion/request: Remove the word "its" on the last line.

URC response: Agreed

Date(s) of URC review: November 17, 2015

URC action: URC approved a motion to accept the suggested change.

Status: URC action to be reported to Faculty Caucus

Notes:

29 Article: Appendix 1
Page: 73
Section: Appendix 1 (beginning on p. 73)

Date of suggestion/request: December 9, 2015

Suggestion/request: Add a flow chart to this appendix to graphically illustrate the timelines.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes: This change was suggested by URC Chairperson Doris Houston and supported by numerous Faculty Caucus members who commented.

30 Article: Appendix 1
Page: 74
Section: Appendix 1.B., "Prior to December 15"

Date of suggestion/request: December 9, 2015

Suggestion/request: Change the reference to "Section XV.D" at the end of the entry to "Section XVI.D" but only if the article numbering is changed throughout the document to accommodate new sections.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

31 Article: Appendix 1
Page: 74-75
Section: Appendix 1.B., "March 10"

Date of suggestion/request: December 9, 2015

Suggestion/request: Change the reference to "DFSC" (third line from the top on p. 75) to "DFSC/SFSC".

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

32 Article: Appendix 1
Page: 74
Section: Appendix 1.B., "Prior to December 15" (p. 74) and elsewhere throughout the document

Date of suggestion/request: December 9, 2015

Suggestion/request: Check for consistent use of "article" versus "section".

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

33 Article: Appendix 1
Page: 76
Section: Appendix 1.C, "February 25"

Date of suggestion/request: December 9, 2015

Suggestion/request: Change the reference on the last line, from "five" to "5" for consistency.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

34 Article: Appendix 1
Page: 76
Section: Appendix 1.C, "February 25"

Date of suggestion/request: December 9, 2015

Suggestion/request: Change the reference on line four from "The Chair" to "The chair".

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

35 Article: Appendix 1
Page: 76
Section: Appendix 1.C, "February 25"

Date of suggestion/request: December 9, 2015

Suggestion/request: Discuss the appropriateness of the CFSC chairperson acknowledging a written notice of intent to appeal a performance evaluation within five business days of its receipt. The concern raised by multiple Caucus members was the possibility, given this timing, that a faculty member could receive acknowledgement after the March 1 deadline for filing the appeal with the CFSC.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

36 Article: Appendix 1
Page: 77
Section: Appendix 1.E, "April 15"

Date of suggestion/request: December 9, 2015
Suggestion/request: Change this entry from passive to active voice.

URC response:

Date(s) of URC review:
URC action:
Status:
Notes:

37 Article: Appendix 1
Page: 77
Section: Appendix 1.E, "May 1", "The fifth-year review of College Standards ..."

Date of suggestion/request: December 9, 2015
Suggestion/request: Change this entry from passive to active voice.

URC response:

Date(s) of URC review:
URC action:
Status:
Notes:

38 Article: Appendix 1
Page: 77
Section: Appendix 1.E, "May 1", "Each CFSC shall submit an annual report to its College Council and the URC ..."

Date of suggestion/request: December 9, 2015
Suggestion/request: Reinsert the reference to "Promotion and Tenure" to clarify what is to be reported.

URC response:

Date(s) of URC review:
URC action:
Status:
Notes:

39 Article: Appendix 2

Page: 79

Section: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph

Date of suggestion/request: December 9, 2015

Suggestion/request: Remove the word “specific” from the last sentence of the paragraph. There was confusion among some Caucus members as to its meaning in this context. It was consensus of those Caucus members commenting that it would be easier to remove the word rather than try to agree on an alternative.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

40 Article: Appendix 2

Page: 79

Section: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph

Date of suggestion/request: December 9, 2015

Suggestion/request: Add to this paragraph mention of the role CFSCs have in ensuring that all departments/schools include in their DFSC/SFSC documents both standards of excellence and guidance to faculty members for achieving excellence (e.g., including examples). A concern was raised by one Caucus member that the DFSC in his/her department does not have such standards. Other Caucus members expressed concern about the situation and supported the Caucus member’s request that such an addition to the paragraph be considered.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes:

41 Article: Articles V and VII
Page: 20, 26
Section: V.C, VII, and related sections

Date of suggestion/request: December 9, 2015

Suggestion/request: Discuss how often performance evaluations must be conducted by a DFSC/SFSC and the content and extent of materials submitted by faculty members with their performance evaluation documents. Several caucus members expressed concern that the current performance evaluation system is overly burdensome for faculty members, that too much time is being spent by faculty members preparing their performance evaluation documents. One suggestion was to conduct performance evaluations every other year rather than every year. Another suggestion was to conduct performance evaluations annually for probationary faculty but every other year for tenured faculty. Diane Dean pointed out that performance evaluations inform annual salary increment decisions, so not having an annual evaluation may be problematic in distributing salary increments. Another option suggested was to continue to conduct performance evaluations every year but to reduce the extent of documentation being submitted by faculty members. It seemed to be the consensus of those Caucus members commenting during the meeting (there were several) that it might be timely for URC to revisit how performance evaluations are conducted, since the current system has been in place for several years without discussion or change.

URC response:

Date(s) of URC review:

URC action:

Status:

Notes: Susan Kalter pointed out that this issue is not one that URC could likely complete within the time allotted for preparation of the 2017 edition of the ASPT document but might be reviewed "off-cycle."

UNIVERSITY REVIEW COMMITTEE
Wednesday, February 3, 2016
1 p.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston, Sheryl Jenkins, Andy Rummel, David Rubin, and Sam Catanzaro (non-voting)

Members not present: None

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 1 p.m.

II. Approval of minutes from the January 19, 2016 meeting

Diane Dean moved, Joe Goodman seconded approval of minutes from the January 19, 2016 meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

III. Discussion of ASPT suggestions and requests from Faculty Caucus

Houston referred committee members to the *Status of ASPT Document Changes Dated January 29, 2016* (attached). At Houston's request, Bruce Stoffel oriented committee members to the report format.

A. Confirmation of consent agenda items (approved January 26, 2016)

Houston reported that items in the status report circulated via email for committee approval by consent were approved effective January 26, 2016. [Status report items in the circulation included item numbers 30, 31, 32, 33, 34, 36, 37, 38, and 39.]

B. Item 7

Sheryl Jenkins suggested changing the word "interrupted" to "extended" in the second sentence of the proposed passage so the sentence would read, "This probationary period may be extended by stop-the-clock extensions (see IX.B.3)." Sam Catanzaro clarified that, in suggesting the change to references in the ASPT document regarding length of the probationary period (from seven to six years), he intended that any stop-the-clock period would not count toward the six years and would not extend the length of the probationary period. Dean said, given Catanzaro's clarification, the word "interrupted" in the second sentence might be more appropriate than the word "extended." Dean added that it is important to clarify that a faculty member should not be expected to engage in research during stop-the-clock periods. Also regarding the second sentence of the proposed passage, committee members discussed changing the word "extensions" to "provisions" or "periods." Jenkins suggested that retaining the word "also" in the third sentence of the proposed passage might be misleading ("This period may also be reduced by full-time service as a faculty member at other institutions of higher learning ..."), because the prior sentence refers to an interruption of the probationary period rather than to a reduction of the period.

Dean moved that the passage in Section IX.B.2 of the ASPT document (i.e., in the version recommended by URC to Faculty Caucus in August 2015) that reads, "The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ..." be revised to read as follows: "The probationary period at Illinois State University may not exceed six years. This probationary period

may be interrupted by stop-the-clock provisions (see IX.B.3). This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...” Christopher Horvath seconded the motion. The motion carried on voice vote, all voting in the affirmative.

C. Item 5-B

Horvath said the last sentence of IV.C.2 is needlessly complicated and should be revised if it is added to XIII. Dean noted that if the sentence is modified in XIII it should also be modified elsewhere in the document. Catanzaro stated that IV.C.2 is acceptable to him as written. He added that redundancy can be beneficial if it helps faculty members understand their options, so including the passage in XIII would not be problematic for him. He said the passage might best fit with XIII.E or XIII.F or, perhaps, as a new XIII.F or a new XIII.G. Angela Bonnell suggested that the committee may want to consider rewording the passage and/or the article if the passage is added to XIII, to better integrate the content of the passage with the content of the article. Dean noted that the passage currently appears in sections that describe how DFSCs/SFSCs and CFSCs proceed but, perhaps, should not be included in XIII, which is about appeals. Horvath and Goodman agreed.

Dean moved to not accept the suggestion made by Faculty Caucus members that IV.C.2 be added to Article XIII, noting that the committee has already addressed the desire for redundancy by adding IV.C.2 to V.A and further noting that the content of IV.C.2 does not relate to content of XIII. Horvath seconded the motion. The motion carried on voice vote, all voting in the affirmative.

D. Item 20

Catanzaro explained that permitting a DFSC/SFSC or a CFSC to limit the number of witnesses is meant to allow committee members to use their professional judgement in managing committee meetings. Catanzaro said it would be very rare that a committee would not permit any witnesses. He added that, if asked by a dean or chair, he would advise allowing at least one or two witnesses so the faculty member has a chance to state her or his case.

Horvath said the Faculty Review Committee disallowed witnesses in cases before that committee when he was serving on it. He said there may be circumstances in which a DFSC or CFSC might want to do the same. David Rubin noted that a common point of clarification is the position of authors in a publication. Horvath said such issues can be clarified in writing rather than through witnesses.

Houston asked if there might be a DFSC or SFSC with internal strife that purposely decides to disallow all witnesses in a particular case. Catanzaro said that could happen and, if so, that could be an important aspect of an appeal filed by the faculty member.

Regarding whether a faculty member should be permitted to introduce new information in a formal meeting or hearing, Catanzaro noted that XIII.D.1 already addresses the question by granting the DFSC and CFSC discretion in deciding additional information it will accept from the faculty member. Dean concurred.

Bonnell noted that the Provost raised the question regarding the intent of the word “perspective” in XIII.D.1, perhaps because she has had some experience with its interpretation in that context. Catanzaro said, while he understands that some ASPT committee members seek direction for making sense of complex situations during ASPT deliberations, the word “perspective” was intentionally used in the passage to allow committees flexibility in deciding what additional information to accept and from whom.

Houston offered to work with Catanzaro to redraft XIII.D.2 to addresses issues raised by Caucus members. Boser expressed concern about wordsmithing, asking how much clearer the document can be. Goodman agreed.

Goodman moved to leave XIII.D.2 unchanged (i.e., not making any changes in response to issues raised by Faculty Caucus members). Dean seconded the motion. The motion carried on voice vote, with eight ayes and one nay.

IV. Communication from working groups

Horvath distributed a written report (attached) regarding work of the ad hoc committee on student evaluations. The committee is investigating guidelines and best practices of the American Association of University Professors, policies at benchmark institutions, and research on reliability of student evaluations as measures of faculty performance.

Goodman reported on work of the group investigating salary increments. He said that all universities researched thus far define salary increments using fixed dollar amounts rather than percentages. Houston suggested that Goodman's group consider using the same list of peer institutions as Horvath's group, so URC can be consistent when reporting findings to the Caucus. Horvath noted that the list of peer institutions is available on the university website.

Bonnell and Jenkins reported on work of the group investigating performance evaluations. Bonnell said that the group is also investigating peer institutions and that all but two require annual evaluations. The trickier issue for the group, according to Bonnell, is what constitutes too much time spent by faculty preparing annual evaluation documents. Jenkins reported that Mennonite College of Nursing faculty report spending from two hours to over 40 hours preparing annual performance evaluation documents. She noted that this may be a department issue, since ASPT policies are flexible with regard to the nature of performance evaluation documentation. Boser reported that faculty in his department spend two to four hours on their performance evaluation papers. He said that if the Caucus goal is to encourage a standardized approach to performance evaluation submissions across campus, standardization may not be easy to achieve. Bonnell suggested that the performance evaluation process should be comparable across departments while reflecting the culture of each unit. Houston added that issues to be addressed include the breadth and depth of the review and whether the process should be different for tenured faculty than for probationary faculty.

V. Deferral of college standards submissions, from spring 2016 to fall 2016

Houston referred committee members to the memorandum from Stoffel (attached) regarding scheduled spring 2016 submission of college standards by the College of Arts and Sciences, the College of Business, and Mennonite College of Nursing. Committee members agreed that the three colleges should be allowed to defer their submission until fall 2016, after they have made any changes necessitated by changes to University ASPT standards approved this spring by the Caucus.

VI. Other business

There was none.

VII. Adjournment

Boser moved, Dean seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 2 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments:
Status of ASPT Document Changes as of January 29, 2016
URC ad hoc Committee on Student Evaluations (report by Chris Horvath and Andy Rummel, undated)
Memorandum from Bruce Stoffel regarding the schedule for college standards submissions, spring 2016

Page numbers in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee in August 2015 rather than to page numbers in the current ASPT document.

Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

STATUS OF ASPT DOCUMENT CHANGES

January 29, 2016

PENDING BEFORE THE UNIVERSITY REVIEW COMMITTEE

| | |
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| 7 | <p>ARTICLE: IX PAGE: 32 SECTION: IX.B.2</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015; January 15, 2016 SUGGESTION/REQUEST: Consider modifying the beginning of this passage as follows:</p> <p>From:</p> <p>The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>To:</p> <p>The probationary period at Illinois State University may not exceed six years. This probationary period may be interrupted by stop-the-clock extensions (see IX.B.3). This period may also be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |
| 5-B | <p>ARTICLE: XIII PAGE: 59</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Consider inserting the following passage from IV.C.2 in Article XIII: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review."</p> <p>DATE(S) OF URC REVIEW: January 19, 2016 URC ACTION: STATUS: URC deferred further discussion of the item until its February 3 meeting. Scheduled for consideration by Caucus, as an action item, on February 17, 2016 NOTES: See also 5-A</p> |

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| 20 | <p>ARTICLE: XIII PAGE: 61 SECTION: XIII.D.2</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word “perspective.” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |
| 22 | <p>ARTICLE: XIII PAGE: 61 SECTION: XIII.E</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Rewrite the heading to “make it more accessible.” Change “making” to “which made.” Reword the clause “to an appeal of a dean or chair/director report ...” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> <p>NOTES: Two options are proposed.</p> <p>Option 1: E. Procedures for Meetings with Dean or Chair/Director Preliminary to an Appeal of a Dean or Chair/Director Report Making <u>which made</u> a Negative Tenure or Promotion Recommendation</p> <p>Option 2: E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director</p> |
| 23 | <p>ARTICLE: XIII PAGE: 61-62 SECTION: XIII.E.1</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., “The faculty member should be informed ...”). Add the word “may” before “have been ignored or misinterpreted.” Use active voice. For example, “The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ...” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016 NOTES: Revision drafted by Catanzaro, with changes tracked:</p> <p>1. The faculty member should know <u>be informed</u> of the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted. (See IV.C.4 and V.C.4).</p> |

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| 25 | <p>ARTICLE: XIII PAGE: 62 SECTION: Reference: XIII.E.3</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”? DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |
| 27 | <p>Article: XIII Page: 70 Section: XIII.K.4</p> <p>Date of suggestion/request: November 4, 2015 Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process. Date(s) of URC review: URC action: Status: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |
| 29 | <p>ARTICLE: Appendix 1 PAGE: 73 SECTION: Appendix 1 (beginning on p. 73)</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Add a flow chart to this appendix to graphically illustrate the timelines. DATE(S) OF URC REVIEW: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016 NOTES: This change was suggested by URC Chairperson Doris Houston and supported by numerous Faculty Caucus members who commented.</p> |
| 35 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, “February 25”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Discuss the appropriateness of the CFSC chairperson acknowledging a written notice of intent to appeal a performance evaluation within five business days of its receipt. The concern raised by multiple Caucus members was the possibility, given this timing, that a faculty member could receive acknowledgement after the March 1 deadline for filing the appeal with the CFSC. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |

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| 40 | <p>ARTICLE: Appendix 2 PAGE: 79 SECTION: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Add to this paragraph mention of the role CFSCs have in ensuring that all departments/schools include in their DFSC/SFSC documents both standards of excellence and guidance to faculty members for achieving excellence (e.g., including examples). A concern was raised by one Caucus member that the DFSC in his/her department does not have such standards. Other Caucus members expressed concern about the situation and supported the Caucus member's request that such an addition to the paragraph be considered. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |
| 42 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider including the second clause of item five in the Evaluation Guidelines and Criteria for Service Activities on page 85: Refereeing or editing journal articles, grant proposals, and book manuscripts. DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES: This suggestion was submitted in response to the request sent to members of the university community for comments regarding the August 2015 draft ASPT document. Senator Kalter suggests that URC consider consulting with the University Research Council regarding this suggestion.</p> |
| 43 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding a statement to the text preceding the list clarifying that the order of the list is not meant to imply the relative value of each factor. DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES: If such a statement is added to page 83, should a similar statement be added to the text preceding the list of teaching factors and the list of service factors, also in Appendix 2?</p> |

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| 44 | <p>ARTICLE: Appendix 2 PAGE: 84 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding the following to the list on pages 83-84: 16. Other activities as determined by the department/school. DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES: If this is added to the list on pages 83-84, should the same be added to the list of teaching factors and the list of service factors, also in Appendix 2?</p> |
| 45 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider reversing the order of items 9 and 10 in the list of factors on page 83, placing “submitting grant proposals” before “obtaining grants.” DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES:</p> |
| 46 | <p>ARTICLE: Appendix 2 PAGE: 84 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Considering inserting the word “substantive” to item 15 on page 84, so the item reads: “Demonstrating <i>substantive</i> leadership of teams conducting scholarly or creative work, especially where that leadership contributes to the success of other faculty, students, or staff.” DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES:</p> |
| 47 | <p>ARTICLE: Appendix 4 PAGE: 87 SECTION: Note below the flow chart</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding to the list in parentheses in the notation at the bottom of the page reference to chairs/directors and deans, since they may write minority reports that become part of the promotion and tenure file. DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES:</p> |

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| 48 | <p>ARTICLE: Appendix 4 PAGE: 87 SECTION: Box with the text, "Option to review by FRC a negative recommendation"</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Add a notation indicating recommendations that can be appealed to FRC, perhaps by adding language in Comment SC53 to the box or perhaps by use of an asterisk in the box and a note at the bottom of the page or perhaps by adding to the box the appropriate section numbers from the text (as has been done with flow charts in proposed new appendices). DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES:</p> |
| 10 | <p>WORKING GROUP Joe Goodman (CH) and David Rubin</p> <p>ARTICLE: XII PAGE: 56 SECTION: XII.A.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider defining salary increments by percentages rather than by dollar amounts. Or consider increasing the dollar amounts of the raises since they have not likely been changed in many years. URC ACTION: URC has formed a working group to investigate this issue. STATUS: The working group is scheduled to report to the full URC on April 27, 2016 NOTES: This item may be considered by Caucus off-cycle.</p> |
| 11 | <p>WORKING GROUP Christopher Horvath (CH) and Andy Rummel</p> <p>ARTICLE: XII PAGE: 57 SECTION: XII.B.2 and others throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Should the term "student reactions" still be used, or should the phrase be replaced with "student evaluations" or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member's teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally. URC ACTION: URC has formed a working group to investigate this issue. STATUS: The working group is scheduled to report to the full URC on April 27, 2016 NOTES: This item may be considered by Caucus off-cycle.</p> |

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| 41 | <p>WORKING GROUP Angela Bonnell (CH), Rick Boser, and Sheryl Jenkins</p> <p>ARTICLE: Articles V, VII, and related articles PAGE: 20, 26, and others SECTION: V.C, VII, and related sections</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Discuss how often performance evaluations must be conducted by a DFSC/SFSC and the content and extent of materials submitted by faculty members with their performance evaluation documents. Several caucus members expressed concern that the current performance evaluation system is overly burdensome for faculty members, that too much time is being spent by faculty members preparing their performance evaluation documents. One suggestion was to conduct performance evaluations every other year rather than every year. Another suggestion was to conduct performance evaluations annually for probationary faculty but every other year for tenured faculty. Diane Dean pointed out that performance evaluations inform annual salary increment decisions, so not having an annual evaluation may be problematic in distributing salary increments. Another option suggested was to continue to conduct performance evaluations every year but to reduce the extent of documentation being submitted by faculty members. It seemed to be the consensus of those Caucus members commenting during the meeting (there were several) that it might be timely for URC to revisit how performance evaluations are conducted, since the current system has been in place for several years without discussion or change. URC ACTION: URC has formed a working group to investigate this issue. STATUS: The working group is scheduled to report to the full URC on April 27, 2016 NOTES: This item may be considered by Caucus off-cycle.</p> |
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| 49 | <p>WORKING GROUP</p> <p>ARTICLE: PAGE: SECTION:</p> <p>DATE OF SUGGESTION/REQUEST: SUGGESTION/REQUEST: DATE(S) OF URC REVIEW: URC ACTION: STATUS: NOTES:</p> |
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| 4 | <p>ARTICLE: V PAGE: 19 SECTION: V.B.1</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years. DATE(S) OF URC REVIEW: October 20, 2015; November 3, 2015; December 1, 2015 URC ACTION: At its December 1, 2015 meeting, URC approved a motion to make the following changes to the passage initially recommended to Faculty Caucus in August 2015.</p> <p>Revised V.B.1 (with track changes)</p> <p>V.B.1 Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. <u>Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary.</u> and approved by the majority vote of the eligible Department/School faculty. Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). <u>The</u></p> <p><u>DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)</u></p> <p>New V.D.3</p> <p><u>The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).</u></p> <p>STATUS: Scheduled for Caucus consideration on February 3, 2016 NOTES: Caucus discussed the URC recommendation on January 20, 2016, when it considered a motion to approve revised Article V. Caucus tabled the motion to approve revised Article V due to concerns about this passage. Chairperson Kalter said she would redraft the passage for consideration by Caucus at a future Caucus meeting.</p> |
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| <p>6</p> | <p>ARTICLE: IX PAGE: 32 SECTION: IX.B.2</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: “A stop-the-clock period will not count toward tenure or against the length of the probationary period.” DATE(S) OF URC REVIEW: November 3, 2015 URC ACTION: URC approved a motion not to add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| <p>14</p> | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII and others throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice). DATE(S) OF URC REVIEW: December 8, 2015 URC ACTION: URC approved a motion to add the following sentence to the end of XII.B.5: “The letter shall also inform the faculty member of the right to appeal the ASPT decision and shall cite the pertinent article of the ASPT document that describes the appeals process.” The motion passed with three ayes, one nay, and one abstention. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016 NOTES: The rationale articulated by the URC member making the motion was to provide consistency regarding provision of information to faculty members regarding opportunities to appeal ASPT decisions. Reasons expressed by URC members for not supporting the suggested change: concern about the length and clarity of decision letters and concern that the ASPT committee writing the letter might error in reciting the appropriate appeals passage or in its reference to the appropriate appeals passage. URC discussed where in the ASPT document the suggested passage should be added. The URC member making the motion selected XII.B.5, the passage regarding DFSC/SFSC notification regarding performance evaluation and recommended change in rank and/or tenure status.</p> |

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| 15 | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII.A</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider wording and sentence order of the first paragraph. Maybe change “An informal resolution may be effected ...” to “An informal resolution may also be effected ...” Maybe move the sentence beginning “An information resolution ...” to the end of the paragraph. Maybe both. DATE(S) OF URC REVIEW: December 8, 2015 URC ACTION: URC approved a motion to revise the first paragraph of XIII.A to read as follows: “Illinois State University encourages the fair and equitable resolution of appeals. Informal resolution of issues is encouraged at the DFSC/SFSC and CFSC levels prior to formal meetings and/or appeals. In contrast to formal meetings as defined in XVI.B, informal resolution of issues can be accomplished through communications that address questions and concerns through provision of information or clarification. An informal resolution may also be effected after a formal meeting has been requested.” STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 16 | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII.A</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Replace “except as noted” with reference to Appendices 1 and 8. DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 17 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order). DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 18 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3.c</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.” DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |

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| 19 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3.d</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change "CFSC/SFSC" to "CFSC." DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 21 | <p>ARTICLE: XIII PAGE: 61-62 SECTION: XIII.E</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change "CFSC/DFSC/SFSC" to "CFSC or DFSC/SFSC." DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to replace references to "CFSC/DFSC/SFSC" in XIII.E and throughout the ASPT document with references to "DFSC/SFSC or CFSC". STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016 NOTES: URC suggests that committees within the reference be ordered by administrative level, from lower to higher, and that the syntax be applied consistently throughout the ASPT document.</p> |
| 24 | <p>ARTICLE: XIII PAGE: 61-63 SECTION: XIII.E.1 through XIII.E.6</p> <p>DATE OF FACULTY CAUCUS SUGGESTION/REQUEST: November 4, 2015 FACULTY CAUCUS SUGGESTION/REQUEST: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3. DATE(S) OF ADDITIONAL URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion not to accept the suggestion from Faculty Caucus members. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016 NOTES: URC members feel that referring first to a meeting with the full DFSC/SFSC or CFSC (XIII.E.2) is preferable because that action is more likely to result in a complete and favorable hearing from the perspective of the faculty member than would meeting one-on-one with the Chair/Director or Dean. URC members feel that the order of these two items is important, as it may suggest that the first approach listed (meeting with the full DFSC/SFSC or CFSC) is the preferred approach from the perspective of the faculty member. URC members point out that, regardless of the order of XIII.E.2 and XIII.E.3, faculty members have a choice between the two approaches.</p> |
| 26 | <p>ARTICLE: XIII PAGE: 62 SECTION: XIII.E.4</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Add "to be" before the word "available" on line 2. DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to accept the suggested change. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |

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| 28 | <p>ARTICLE: XIII PAGE: 70 SECTION: XIII.K.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Remove the word “its” on the last line. DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to accept the suggested change. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 30 | <p>ARTICLE: Appendix 1 PAGE: 74 SECTION: Appendix 1.B., “Prior to December 15”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change the reference to “Section XV.D” at the end of the entry to “Section XVI.D” but only if the article numbering is changed throughout the document to accommodate new sections. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 31 | <p>ARTICLE: Appendix 1 PAGE: 74-75 SECTION: Appendix 1.B, “March 10”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change the reference to “DFSC” (third line from the top on p. 75) to “DFSC/SFSC”. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 32 | <p>ARTICLE: Appendix 1 PAGE: 74 SECTION: Appendix 1.B, “Prior to December 15” (p. 74) and elsewhere throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Check for consistent use of “article” versus “section”. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC agreed with the suggestion via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 33 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, “February 25”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change the reference on the last line, from “five” to “5” for consistency. DATE(S) OF URC REVIEW: January 26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |

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| 34 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, "February 25"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change the reference on line four from "The Chair" to "The chair". DATE(S) OF URC REVIEW: January 26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 36 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, "April 15"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change this entry from passive to active voice. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 37 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, "May 1", "The fifth-year review of College Standards ..."</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change this entry from passive to active voice. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
| 38 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, "May 1", "Each CFSC shall submit an annual report to its College Council and the URC ..."</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Reinsert the reference to "Promotion and Tenure" to clarify what is to be reported. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |

Page numbers in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee in August 2015 rather than to page numbers in the current ASPT document.

Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

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| 39 | <p>ARTICLE: Appendix 2 PAGE: 79 SECTION: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Remove the word “specific” from the last sentence of the paragraph. There was confusion among some Caucus members as to its meaning in this context. It was consensus of those Caucus members commenting that it would be easier to remove the word rather than try to agree on an alternative. DATE(S) OF URC REVIEW: January 21-26-2016 URC ACTION: URC approved the change via consent agenda STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
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DECIDED BY FACULTY CAUCUS

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| 1 | <p>ARTICLE: Overview PAGE: 5 SECTION: Overview, Provisions for Mennonite College of Nursing Faculty</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Revise to reflect current practice DATE(S) OF URC REVIEW: October 20, 2015; November 3, 2015; November 17, 2015 URC ACTION: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC meeting to discuss this matter; following the November 3, 2015 URC meeting, URC member Sheryl Jenkins (the Mennonite representative on URC) met with Mennonite tenure track faculty members to discuss this issue and to invite them to a URC meeting so they could provide feedback directly to URC; Mennonite tenure track faculty members decided instead to submit their suggestions to URC via Sheryl; Sheryl drafted proposed ASPT document changes related to this matter and disseminated them to Mennonite tenure track faculty members for comment prior to the November 17, 2015 URC meeting; based on comments received from Mennonite tenure track faculty members and on discussion of this issue by URC members, URC approved the following motions on November 17, 2015.</p> <p>1) To strike the passage titled "Provisions for Mennonite College of Nursing Faculty" from page 5 2) To remove IV.A.3 from page 13 3) To add the following sentence at the end of V.A.1 on page 18: "For MCN, the dean's designee (who must be tenured) will serve as chair of the DFSC."</p> <p>STATUS: Caucus incorporated the URC recommendation in the revised Overview, approved by Caucus January 20, 2016.</p> |
| 2 | <p>ARTICLE: I PAGE: 8 SECTION: I.E</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider replacing "obtain" with "consider" DATE(S) OF URC REVIEW: October 20, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated the URC recommendation in revised Article, approved by Caucus 20, 2016.</p> |
| 3 | <p>ARTICLE: I PAGE: 8 SECTION: I.E.</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider replacing "possible" with "reasonable" DATE(S) OF URC REVIEW: January 19, 2016 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated the URC recommendation in revised Article I, approved by Caucus January 20, 2016.</p> |

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DECIDED BY FACULTY CAUCUS

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| 5-A | <p>ARTICLE: VIII PAGE: 28</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Consider inserting a new Article VIII.C based on IV.C.2: “In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC’s recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review.” DATE(S) OF URC REVIEW: November 3, 2015 URC ACTION: URC approved a motion to make the change and to renumber existing Article VIII.C as Article VIII.D, existing Article VIII.D as Article VIII.E, and so on. STATUS: Caucus incorporated URC recommendation in revised Article VIII, approved by Caucus January 27, 2016 NOTES: See also 5B</p> |
| 8 | <p>ARTICLE: X PAGE: 40 SECTION: X.D</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses) DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to retain X.D as URC had recommended it to Faculty Caucus, i.e., to not remove the parenthetical clause. STATUS: Caucus incorporated URC recommendation in revised Article X, approved by Caucus January 27, 2016</p> |
| 9 | <p>ARTICLE: XII PAGE: 56 SECTION: XII.A.4</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.” DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |

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Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

DECIDED BY FACULTY CAUCUS

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| 12 | <p>ARTICLE: XII PAGE: 58 SECTION: XII.B.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. "This letter shall provide an assessment of the faculty member's strengths and suggestions toward addressing weaknesses and ..." DATE(S) OF URC REVIEW: December 8, 2015 URC ACTION: URC approved a motion to not modify XII.B.5 to require written notifications to faculty members regarding ASPT decisions to include recommended (but not required) suggestions for addressing weaknesses. STATUS: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016 NOTES: It was consensus of URC members voting on the motion at the December 8, 2015 URC meeting that providing written suggestions is best practice but should not be required, that the manner in which ASPT committees have addressed weaknesses has not been a problem.</p> |
| 13 | <p>ARTICLE: XII PAGE: 58 SECTION: XII.B</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Remove extraneous period after XII.B.9. DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |

URC ad hoc Committee on Student Evaluations:

Chris Horvath (CAS/Philosophy)

Andy Rummel (CFA/Music)

1. AAUP guidelines and best practices:

2. Benchmark Institutions:

Are student course evaluations administered?

How: On-line/In course

By whom: Students/Faculty/Administration

Methodology

Are the student course evaluations part of the faculty evaluation process?

Tenure/Promotion

Annual performance evaluation

Are other forms of teaching evaluation required for faculty evaluation?

What other forms?

Weighting

Mandatory or optional?

3. Research on reliability of student evaluations as measure of faculty performance/learning outcomes assessment:

With special attention to

Female Faculty

Faculty of Color

LGBTQ Faculty

EASL Faculty



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MEMORANDUM

TO: Bruce R. Stoffel, Recorder, University Review Committee

FROM: University Review Committee

DATE: January 29, 2016

RE: Deferral of college standards submissions, from spring 2016 to fall 2016

Several years ago the University Review Committee adopted a schedule for review of college standards at five-year intervals, as mandated by the ASPT document (Section II.C). Per the schedule adopted by URC, the College of Arts and Sciences, the College of Business, and Mennonite College of Nursing are expected to submit their college standards this spring, by May 1, 2016, for review by URC either this spring or this coming fall.

However, these three colleges as well as the other four will be asked to revise their college standards this coming fall to align with the new university ASPT document and to then submit their revised standards to URC for URC review and approval prior to December 31, 2016.

Rather than ask the College of Arts and Sciences, College of Business, and Mennonite College of Nursing to submit their college standards to URC twice this calendar year (this spring and again this fall), URC could choose to waive the spring 2016 submission given the unique circumstance this year of having a new university ASPT document adopted.

QUESTION:

Does URC support waiving the scheduled spring 2016 submission of college standards by the College of Arts and Sciences, College of Business, and Mennonite College of Nursing, with the understanding that all seven colleges will be asked to submit revised college standards to URC in fall 2016?

UNIVERSITY REVIEW COMMITTEE
Tuesday, February 16, 2016
10 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Diane Dean, Joe Goodman, Christopher Horvath, Sheryl Jenkins, Andy Rummel, David Rubin, and Sam Catanzaro (non-voting)

Members not present: Rick Boser and Doris Houston

Others present: Bruce Stoffel (recorder)

I. Call to order

Vice-Chairperson Diane Dean presided in Chairperson Doris Houston's absence. Dean called the meeting to order at 10:07 a.m.

II. Approval of minutes from the February 3, 2016 meeting

Bruce Stoffel reported that the minutes were not yet ready for distribution to the committee. Dean deferred approval of minutes to the March 2, 2016 committee meeting.

III. Discussion of ASPT suggestions and requests from Faculty Caucus

Note: ASPT item numbers in these minutes refer to item numbers in the *Status of ASPT Document Changes Dated February 12, 2016* (see attached).

A. Item 22

Christopher Horvath moved to replace the heading of Section XIII.E with the following heading: "Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director" (i.e., Option 2 in Item 22 of the ASPT Status Report). Joe Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative.

B. Item 23

A revised recommendation for the replacement passage in Section XIII.E.1, written by Sam Catanzaro, was distributed to committee members: "In accordance with IV.C.4 and V.C.4, communications of CFSC and DFSC/SFSC recommendations, as well as Dean and Chair/Director reports, should include a rationale for those recommendations. Thus, the faculty member should be able to address the concerns..." Catanzaro explained that his revised recommendation is more direct and is written in active voice, as requested by Faculty Caucus (hereinafter, "Caucus") members.

Horvath asked for clarification of the options before the committee. Catanzaro explained that he previously drafted the version in Item 22 of the ASPT Status Report and that his revised recommendation just distributed to committee members is intended to better address concerns raised by Caucus members. Horvath asked what follows the ellipsis at the end of the revised recommendation. Catanzaro responded, "in that recommendation and speak to factors or materials that have been ignored or misinterpreted."

Sheryl Jenkins moved approval of the passage as revised by Catanzaro and distributed at this meeting, i.e., "In accordance with IV.C.4 and V.C.4, communications of CFSC and DFSC/SFSC recommendations, as well as Dean and Chair/Director reports, should include a rationale for those

recommendations. Thus, the faculty member should be able to address the concerns....” Horvath seconded the motion. The motion carried on voice vote, all voting in the affirmative.

C. Item 25

Dean read XIII.E.3. She explained that some Caucus members have suggested granting the DFSC discretion whether newly-submitted information should be considered by the chairperson. Horvath framed the case as involving two issues. The first issue is at whose discretion the additional information shall be considered. Horvath said that, if wording of XIII.E.3 is changed to give the DFSC discretion, it could be interpreted that the DFSC would be telling the chairperson he/she must consider the new information. That may be further interpreted as telling the chairperson to render a particular decision, which would be inappropriate on the part of the DFSC. The second issue is whether information added to the promotion/tenure application by the candidate would be available for viewing by all parties involved in the process. Horvath said that if only the chairperson has access to the new information, there would then effectively be two versions of the promotion/tenure packet, one with the new information and one without it, which could be problematic.

Bonnell recollected the Caucus discussion regarding this matter. She explained that some Caucus members articulated the view that the chairperson, as a voting member of the DFSC, would get a voice in deciding whether the new information should be considered, even if the change to XIII.E.3 suggested by Caucus members is made. Horvath pondered whether some Caucus members may be confusing an appeal to the DFSC with an appeal to the chairperson, which is a separate matter. He opined that it should be the chairperson’s decision what information to consider at this point in the process and the committee’s decision at other points.

Catanzaro offered that it may need to be clarified in the ASPT document that any information submitted by the candidate is added to the tenure/promotion packet for all parties to view, which, he said, should be the case. He asked if there is interest among committee members that such language be added to the document. Goodman asked how often tenure/promotion decisions are so close such that the issue of access to new information and how it is to be used in the decision-making process could arise. Catanzaro said annually there may be a few such instances.

Committee members agreed to ask Catanzaro to review the ASPT document for language regarding access to newly-submitted information. It was the general sense of the committee that, if such language exists, XIII.E.3 should not be changed and, further, that if such language does not exist, the ASPT document should be revised to include that language but that XIII.E.3 should remain unchanged. Catanzaro agreed to research the matter and report back.

D. Item 27

Dean read XIII.K.4. She explained that the question raised by some Caucus members is whether the five-day deadline for a faculty member, who has received a non-reappointment notice from the Provost, to file a complaint with Academic Freedom, Ethics, and Grievance Committee (AFEGC) is too short. Catanzaro noted that the benchmark in the ASPT document for filing appeals or complaints is 10 days in some cases, five days in others. He added that, generally, filing an intent to appeal has a five-day deadline (as opposed to a deadline for filing the actual appeal). Goodman asked if the faculty member need only file an intent to appeal within five days in this case (XIII.K.4). Horvath replied that it is AFEGC policy that the faculty member need only file an intent to appeal within five days, not the actual appeal.

Goodman moved to leave XIII.K.4 as it is (i.e., to retain the five-day deadline for a faculty member receiving a non-reappointment letter from the Provost to file a complaint with AFEGC). Rubin seconded the motion. The motion carried on voice vote, all voting in the affirmative.

E. Item 29

Stoffel reported that Item 29 has been resolved. Caucus chairperson Susan Kalter has agreed to have Catanzaro draft a flow chart and submit it to Caucus for its review later in the ASPT document review process.

F. Item 35

Dean reviewed Appendix 1.C (February 25 entry), explaining the concern voiced by some Caucus members that a faculty member might not receive acknowledgement of her/his intent to appeal a performance evaluation in time for the faculty member to file the appeal by the March 1 deadline. Catanzaro said a faculty member is unlikely not to submit an appeal by the March 1 deadline if the dean does not confirm receipt of the intent to appeal. Failure of a dean to acknowledge receiving the notice of intent would not likely disrupt the process, he added.

Horvath moved, Goodman seconded that the February 25 entry in Appendix 1.C remain unchanged. The motion passed on voice vote, all voting in the affirmative.

G. Item 40

Dean explained the request from some Caucus members that the first paragraph of Appendix 2 be revised to explicitly mention the role of CFSCs in ensuring that all units include in their ASPT documents standards of excellence and guidance to faculty members for achieving them.

Horvath noted that the 2012 edition of the ASPT document requires departments and schools to include in their department/school ASPT document a definition for overall satisfactory performance, but departments/school were not asked to define excellence. Horvath said that his department does not have written rules about what qualifies as meritorious performance, that the question is discussed every year by the DFSC. Rubin reported that faculty in his school recently spent two months discussing how to rank faculty performance but were unable to reach a decision. Catanzaro noted that deciding when performance should be rated as excellent rather than satisfactory is a perennial issue in units across the University.

Dean said she is conflicted about the Caucus request. While the evaluation process should be objective, she said, it may not be appropriate for the ASPT document to prescribe a checklist that would apply to all units. Dean suggested not adding the suggested wording at this time but being open to revisiting the request if this continues to be an issue. Sheryl Jenkins agreed, stating that the ASPT document should be kept as simple as possible. Rubin concurred, noting that prescribing such guidelines can limit options of ASPT committee members in such matters.

Horvath moved that the first paragraph of Appendix 2 not be revised to explicitly mention the role of CFSCs in ensuring that all departments/schools include in their ASPT documents standards of excellence and guidance to faculty members for achieving them. Rubin seconded the motion. The motion carried on voice vote, all voting in the affirmative.

IV. Communication from working groups

Working group on student reactions to teaching performance

Horvath reported that the working group (Horvath and Andy Rummel) continues to make progress and will report at the next URC meeting.

Working group on salary increments

Goodman reported for the working group investigating salary increments (Goodman and Rubin). He distributed copies of two documents (see attached), one with information about salary increments at

comparison and non-comparison institutions and another summarizing salary increment policies at Virginia public universities. Goodman cautioned using the Ball State University figures, because that information was found in secondary sources. Goodman noted that the handout regarding salary increments at Virginia public universities is based on information compiled by a colleague at James Madison University. One of those universities, William and Mary, gives discretion in setting salary increments to its deans.

Goodman reported difficulty finding universities that define salary increments as a percentage of salary. Most universities seem to define salary increments by fixed dollar amounts instead. Dean noted that most increments reported by Goodman's working group are higher than amounts at ISU.

Dean asked if Goodman and Rubin's working group is prepared to make a recommendation to URC. Goodman responded that he prefers to wait until information has been obtained from all benchmark institutions. He added that the group charge is to investigate whether salary increments should be defined by fixed dollar amount or by percentage. He said the working group does not intend to recommend specific dollar amounts but will let the Academic Senate decide those figures.

Working group on performance evaluation

Bonnell reported for the working group investigating performance evaluation (Bonnell, Boser, and Jenkins). Bonnell distributed copies of a handout (see attached) summarizing working group findings to date.

Bonnell reported having asked Milner Library faculty members for their thoughts about the evaluation process. All respondents described the process as overly burdensome, that preparing annual evaluation documents took too much time. Bonnell posited that if Milner Library faculty members are spending too much time preparing annual papers, it may be because the library has not established guidelines for preparation of annual papers.

Jenkins reported that evaluation documentation in Mennonite College of Nursing is extensive. Mennonite faculty members have reported spending from 10 hours to 40 or more hours preparing annual performance papers. She noted that some faculty members are not aware that items in suggested report outline are optional. Rubin asked if the Mennonite report described by Jenkins is in addition to Digital Measures reporting. Jenkins confirmed that it is. She explained that Mennonite faculty members are asked to update Digital Measures monthly, but most faculty members do not have time to do so.

Horvath reported that his department at one time used Digital Measures but has since discontinued its use. He explained that evaluation papers in his department now consist of three sections, on teaching, research, and service, and a curriculum vita. He explained that annual papers in his department are not extensive, because in his discipline it is the number and nature of publications that distinguishes one faculty member from another. Horvath said he was among the faculty members at the University that used to submit large amounts of documentation annually. He said he has since learned that, in his department, the volume of documentation does not affect the evaluation outcome. Now, he and other faculty members in his department submit as little documentation as needed by the DFSC to make its decisions.

Catanzaro reported that in his home department, the chairperson initiated an external review of the performance evaluation process and the amount of documentation being submitted annually by faculty members. The exercise initiated a culture shift in the department, resulting in less voluminous submissions.

Dean asked Bonnell if the working group on performance evaluation is prepared to make a recommendation to URC or if the group is still collecting information. Bonnell said the working group could spend months and years studying the issue, but, in the end, the matter of burdensome annual evaluation documentation will likely be explained by discretionary decisions at the local (department/school) level. She asked Catanzaro if the working group has access to DFSC/SFSC

documents from units across the University, so the group can test that theory. Catanzaro responded that all college, department, and school ASPT guidelines are posted on the Office of the Provost website. He suggested that a question the working group might ask is how much the documentation described in those guidelines reflects what is actually being submitted by faculty members.

V. Other business

There was none.

VI. Adjournment

Goodman moved, Rubin seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 11:06 a.m.

Respectfully submitted,
Christopher Horvath, Acting Secretary
Bruce Stoffel, Recorder

Attachments:

Status of ASPT Document Changes as of February 12, 2016

Working File, Last Updated (February 16, 2016), from Joe Goodman on behalf of the working group on salary increments

Promotion Pay at Virginia Public Institutions, from Joe Goodman on behalf of the working group on salary increments

URC Performance Evaluations Working Group, Spring 2016 (Bonnell, Boser, Jenkins)

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STATUS OF ASPT DOCUMENT CHANGES

February 12, 2016

SECTION 1 OF 3: PENDING BEFORE URC

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| 22 | <p>ARTICLE: XIII PAGE: 61 SECTION: XIII.E</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Rewrite the heading to “make it more accessible.” Change “making” to “which made.” Reword the clause “to an appeal of a dean or chair/director report ...” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016</p> <p>NOTES: Two options are proposed.</p> <p>Option 1: E. Procedures for Meetings with Dean or Chair/Director Preliminary to an Appeal of a Dean or Chair/Director Report Making <u>which made</u> a Negative Tenure or Promotion Recommendation</p> <p>Option 2: E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director</p> |
| 23 | <p>ARTICLE: XIII PAGE: 61-62 SECTION: XIII.E.1</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., “The faculty member should be informed ...”). Add the word “may” before “have been ignored or misinterpreted.” Use active voice. For example, “The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ...” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES: Revision drafted by Catanzaro, with changes tracked:</p> <p>1. The faculty member should know <u>be informed of</u> the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted. (See IV.C.4 and V.C.4).</p> |

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SECTION 1 OF 3: PENDING BEFORE URC

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| 25 | <p>ARTICLE: XIII PAGE: 62 SECTION: Reference: XIII.E.3</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”? DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016</p> |
| 27 | <p>Article: XIII Page: 70 Section: XIII.K.4</p> <p>Date of suggestion/request: November 4, 2015 Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process. Date(s) of URC review: URC action: Status: Scheduled for consideration by Caucus, as an action item, on March 2, 2016</p> |
| 29 | <p>ARTICLE: Appendix 1 PAGE: 73 SECTION: Appendix 1 (beginning on p. 73)</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Add a flow chart to this appendix to graphically illustrate the timelines. DATE(S) OF URC REVIEW: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES: This change was suggested by URC Chairperson Doris Houston and supported by numerous Faculty Caucus members who commented.</p> |
| 35 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, “February 25”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Discuss the appropriateness of the CFSC chairperson acknowledging a written notice of intent to appeal a performance evaluation within five business days of its receipt. The concern raised by multiple Caucus members was the possibility, given this timing, that a faculty member could receive acknowledgement after the March 1 deadline for filing the appeal with the CFSC. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016</p> |

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SECTION 1 OF 3: PENDING BEFORE URC

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| 40 | <p>ARTICLE: Appendix 2 PAGE: 79 SECTION: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Add to this paragraph mention of the role CFSCs have in ensuring that all departments/schools include in their DFSC/SFSC documents both standards of excellence and guidance to faculty members for achieving excellence (e.g., including examples). A concern was raised by one Caucus member that the DFSC in his/her department does not have such standards. Other Caucus members expressed concern about the situation and supported the Caucus member's request that such an addition to the paragraph be considered. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016</p> |
| 42 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider including the second clause of item five in the Evaluation Guidelines and Criteria for Service Activities on page 85: Refereeing or editing journal articles, grant proposals, and book manuscripts. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES: This suggestion was submitted in response to the request sent to members of the university community for comments regarding the August 2015 draft ASPT document. Senator Kalter suggests that URC consider consulting with the University Research Council regarding this suggestion.</p> |
| 43 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding a statement to the text preceding the list clarifying that the order of the list is not meant to imply the relative value of each factor. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES: If such a statement is added to page 83, should a similar statement be added to the text preceding the list of teaching factors and the list of service factors, also in Appendix 2?</p> |

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| 44 | <p>ARTICLE: Appendix 2 PAGE: 84 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding the following to the list on pages 83-84: 16. Other activities as determined by the department/school. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES: If this is added to the list on pages 83-84, should the same be added to the list of teaching factors and the list of service factors, also in Appendix 2?</p> |
| 45 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider reversing the order of items 9 and 10 in the list of factors on page 83, placing “submitting grant proposals” before “obtaining grants.” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES:</p> |
| 46 | <p>ARTICLE: Appendix 2 PAGE: 84 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Considering inserting the word “substantive” to item 15 on page 84, so the item reads: “Demonstrating <i>substantive</i> leadership of teams conducting scholarly or creative work, especially where that leadership contributes to the success of other faculty, students, or staff.” DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES:</p> |
| 47 | <p>ARTICLE: Appendix 4 PAGE: 87 SECTION: Note below the flow chart</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding to the list in parentheses in the notation at the bottom of the page reference to chairs/directors and deans, since they may write minority reports that become part of the promotion and tenure file. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES:</p> |

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| 48 | <p>ARTICLE: Appendix 4 PAGE: 87 SECTION: Box with the text, "Option to review by FRC a negative recommendation"</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Add a notation indicating recommendations that can be appealed to FRC, perhaps by adding language in Comment SC53 to the box or perhaps by use of an asterisk in the box and a note at the bottom of the page or perhaps by adding to the box the appropriate section numbers from the text (as has been done with flow charts in proposed new appendices). DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016 NOTES:</p> |
| 10 | <p>WORKING GROUP Joe Goodman (CH) and David Rubin</p> <p>ARTICLE: XII PAGE: 56 SECTION: XII.A.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider defining salary increments by percentages rather than by dollar amounts. Or consider increasing the dollar amounts of the raises since they have not likely been changed in many years. URC ACTION: URC has formed a working group to investigate this issue. STATUS: The working group is scheduled to report to the full URC on April 27, 2016 NOTES: This item may be considered by Caucus off-cycle.</p> |
| 11 | <p>WORKING GROUP Christopher Horvath (CH) and Andy Rummel</p> <p>ARTICLE: XII PAGE: 57 SECTION: XII.B.2 and others throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Should the term "student reactions" still be used, or should the phrase be replaced with "student evaluations" or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member's teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally. URC ACTION: URC has formed a working group to investigate this issue. STATUS: The working group is scheduled to report to the full URC on April 27, 2016 NOTES: This item may be considered by Caucus off-cycle.</p> |

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| 41 | <p>WORKING GROUP Angela Bonnell (CH), Rick Boser, and Sheryl Jenkins</p> <p>ARTICLE: Articles V, VII, and related articles PAGE: 20, 26, and others SECTION: V.C, VII, and related sections</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Discuss how often performance evaluations must be conducted by a DFSC/SFSC and the content and extent of materials submitted by faculty members with their performance evaluation documents. Several caucus members expressed concern that the current performance evaluation system is overly burdensome for faculty members, that too much time is being spent by faculty members preparing their performance evaluation documents. One suggestion was to conduct performance evaluations every other year rather than every year. Another suggestion was to conduct performance evaluations annually for probationary faculty but every other year for tenured faculty. Diane Dean pointed out that performance evaluations inform annual salary increment decisions, so not having an annual evaluation may be problematic in distributing salary increments. Another option suggested was to continue to conduct performance evaluations every year but to reduce the extent of documentation being submitted by faculty members. It seemed to be the consensus of those Caucus members commenting during the meeting (there were several) that it might be timely for URC to revisit how performance evaluations are conducted, since the current system has been in place for several years without discussion or change. URC ACTION: URC has formed a working group to investigate this issue. STATUS: The working group is scheduled to report to the full URC on April 27, 2016 NOTES: This item may be considered by Caucus off-cycle.</p> |
| 49 | <p>WORKING GROUP Charge to be determined</p> |

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| 4 | <p>ARTICLE: V PAGE: 19 SECTION: V.B.1</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years. DATE(S) OF URC REVIEW: October 20, 2015; November 3, 2015; December 1, 2015 URC ACTION: At its December 1, 2015 meeting, URC approved a motion to make the following changes to the passage initially recommended to Faculty Caucus in August 2015.</p> <p>Revised V.B.1 (with track changes)</p> <p>V.B.1 Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. <u>Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary.</u> and approved by the majority vote of the eligible Department/School faculty. Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). <u>The</u></p> <p><u>DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)</u></p> <p>New V.D.3</p> <p><u>The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).</u></p> <p>STATUS: Scheduled for Caucus consideration on February 17, 2016</p> <p>NOTES: Caucus discussed the URC recommendation on January 20, 2016, when it considered a motion to approve revised Article V. Caucus tabled the motion due to concerns about this passage. Chairperson Kalter said she would redraft the passage for consideration by Caucus at a future Caucus meeting. Caucus considered a redraft of this passage, prepared by Susan Kalter, at its February 3, 2016, meeting. After extensive discussion, Caucus agreed it was not ready to vote on the motion. Susan Kalter offered to revise the passage again and bring it back to Caucus for consideration. The re-revised passage is scheduled for consideration by Caucus on February 17, 2016, in connection with an action item to approve Article V.</p> |
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| 6 | <p>ARTICLE: IX PAGE: 32 SECTION: IX.B.2</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: “A stop-the-clock period will not count toward tenure or against the length of the probationary period.” DATE(S) OF URC REVIEW: November 3, 2015 URC ACTION: URC approved a motion not to add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues. STATUS: Scheduled for Caucus consideration, as an action item, on February 17, 2016</p> |
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| 7 | <p>ARTICLE: IX PAGE: 32 SECTION: IX.B.2</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015; January 15, 2016 SUGGESTION/REQUEST: Consider modifying the beginning of this passage as follows:</p> <p>From:</p> <p>The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>To:</p> <p>The probationary period at Illinois State University may not exceed six years. This probationary period may be interrupted by stop-the-clock extensions (see IX.B.3). This period may also be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>DATE(S) OF URC REVIEW: February 3, 2016</p> <p>URC ACTION: URC approved a motion to recommend replacing the first two sentences of Section IX.B.2 (of the ASPT document as recommended by URC to Faculty Caucus in August 2015) as follows:</p> <p>From:</p> <p>The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>To:</p> <p>The probationary period at Illinois State University may not exceed six years. This probationary period may be interrupted by stop-the-clock provisions (see IX.B.3). This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on February 17, 2016</p> |
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| 14 | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII and others throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice). DATE(S) OF URC REVIEW: December 8, 2015 URC ACTION: URC approved a motion to add the following sentence to the end of XII.B.5: "The letter shall also inform the faculty member of the right to appeal the ASPT decision and shall cite the pertinent article of the ASPT document that describes the appeals process." The motion passed with three ayes, one nay, and one abstention. STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016 NOTES: The rationale articulated by the URC member making the motion was to provide consistency regarding provision of information to faculty members regarding opportunities to appeal ASPT decisions. Reasons expressed by URC members for not supporting the suggested change: concern about the length and clarity of decision letters and concern that the ASPT committee writing the letter might error in reciting the appropriate appeals passage or in its reference to the appropriate appeals passage. URC discussed where in the ASPT document the suggested passage should be added. The URC member making the motion selected XII.B.5, the passage regarding DFSC/SFSC notification regarding performance evaluation and recommended change in rank and/or tenure status.</p> |
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| 5-B | <p>ARTICLE: XIII PAGE: 59</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015</p> <p>SUGGESTION/REQUEST: Consider inserting the following passage from IV.C.2 in Article XIII: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review."</p> <p>DATE(S) OF URC REVIEW: January 19, 2016; February 3, 2016</p> <p>URC ACTION: URC approved a motion to NOT add the passage from IV.C.2 to Article XIII</p> <p>STATUS: URC deferred further discussion of the item until its February 3 meeting. Scheduled for consideration by Caucus, as an action item, on March 2, 2016.</p> <p>NOTES: In approving the URC motion, URC members indicated that they like the idea of repeating the passage in the ASPT document and noted that the passage appears in Section IV.C.2 and Section V.A. URC members noted that the passage would not fit well with Article XIII because the subject of the passage differs from the subject of Article XIII (appeals).</p> |
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15 **ARTICLE:** XIII
PAGE: 59
SECTION: XIII.A

DATE OF SUGGESTION/REQUEST: November 4, 2015
SUGGESTION/REQUEST: Consider wording and sentence order of the first paragraph. Maybe change “An informal resolution may be effected ...” to “An informal resolution may also be effected ...” Maybe move the sentence beginning “An information resolution ...” to the end of the paragraph. Maybe both.
DATE(S) OF URC REVIEW: December 8, 2015
URC ACTION: URC approved a motion to revise the first paragraph of XIII.A to read as follows: “Illinois State University encourages the fair and equitable resolution of appeals. Informal resolution of issues is encouraged at the DFSC/SFSC and CFSC levels prior to formal meetings and/or appeals. In contrast to formal meetings as defined in XVI.B, informal resolution of issues can be accomplished through communications that address questions and concerns through provision of information or clarification. An informal resolution may also be effected after a formal meeting has been requested.”
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

16 **ARTICLE:** XIII
PAGE: 59
SECTION: XIII.A

DATE OF SUGGESTION/REQUEST: November 4, 2015
SUGGESTION/REQUEST: Replace “except as noted” with reference to Appendices 1 and 8.
DATE(S) OF URC REVIEW: November 17, 2015
URC ACTION: URC approved a motion to make the suggested change.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

17 **ARTICLE:** XIII
PAGE: 60
SECTION: XIII.B.3

DATE OF SUGGESTION/REQUEST: November 4, 2015
SUGGESTION/REQUEST: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order).
DATE(S) OF URC REVIEW: November 17, 2015
URC ACTION: URC approved a motion to make the suggested change.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

18 **ARTICLE:** XIII
PAGE: 60
SECTION: XIII.B.3.c

DATE OF SUGGESTION/REQUEST: November 4, 2015
SUGGESTION/REQUEST: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.”
DATE(S) OF URC REVIEW: November 17, 2015
URC ACTION: URC approved a motion to make the suggested change.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

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| 19 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3.d</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change "CFSC/SFSC" to "CFSC."</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to make the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016</p> |
| 20 | <p>ARTICLE: XIII PAGE: 61 SECTION: XIII.D.2</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word "perspective."</p> <p>DATE(S) OF URC REVIEW: February 3, 2015</p> <p>URC ACTION: URC approved a motion to NOT modify XIII.D.2 i.e., NOT to clarify whether bodies can disallow all witnesses, NOT to clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted, and NOT to clarify the word "perspective."</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 2, 2016</p> <p>NOTES: The rationale for URC not modifying XIII.D.2 is to allow ASPT committees flexibility in determining, on a case-by-case basis, the nature and proceedings of formal meetings and appeal hearings.</p> |
| 21 | <p>ARTICLE: XIII PAGE: 61-62 SECTION: XIII.E</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change "CFSC/DFSC/SFSC" to "CFSC or DFSC/SFSC." DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to replace references to "CFSC/DFSC/SFSC" in XIII.E and throughout the ASPT document with references to "DFSC/SFSC or CFSC".</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016</p> <p>NOTES: URC suggests that committees within the reference be ordered by administrative level, from lower to higher, and that the syntax be applied consistently throughout the ASPT document.</p> |

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24 **ARTICLE:** XIII
PAGE: 61-63
SECTION: XIII.E.1 through XIII.E.6

DATE OF FACULTY CAUCUS SUGGESTION/REQUEST: November 4, 2015
FACULTY CAUCUS SUGGESTION/REQUEST: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3.
DATE(S) OF ADDITIONAL URC REVIEW: November 17, 2015
URC ACTION: URC approved a motion not to accept the suggestion from Faculty Caucus members.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016
NOTES: URC members feel that referring first to a meeting with the full DFSC/SFSC or CFSC (XIII.E.2) is preferable because that action is more likely to result in a complete and favorable hearing from the perspective of the faculty member than would meeting one-on-one with the Chair/Director or Dean. URC members feel that the order of these two items is important, as it may suggest that the first approach listed (meeting with the full DFSC/SFSC or CFSC) is the preferred approach from the perspective of the faculty member. URC members point out that, regardless of the order of XIII.E.2 and XIII.E.3, faculty members have a choice between the two approaches.

26 **ARTICLE:** XIII
PAGE: 62
SECTION: XIII.E.4

DATE OF SUGGESTION/REQUEST: November 4, 2015
SUGGESTION/REQUEST: Add “to be” before the word “available” on line 2.
DATE(S) OF URC REVIEW: November 17, 2015
URC ACTION: URC approved a motion to accept the suggested change.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

28 **ARTICLE:** XIII
PAGE: 70
SECTION: XIII.K.5

DATE OF SUGGESTION/REQUEST: November 4, 2015
SUGGESTION/REQUEST: Remove the word “its” on the last line.
DATE(S) OF URC REVIEW: November 17, 2015
URC ACTION: URC approved a motion to accept the suggested change.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

30 **ARTICLE:** Appendix 1
PAGE: 74
SECTION: Appendix 1.B., “Prior to December 15”

DATE OF SUGGESTION/REQUEST: December 9, 2015
SUGGESTION/REQUEST: Change the reference to “Section XV.D” at the end of the entry to “Section XVI.D” but only if the article numbering is changed throughout the document to accommodate new sections.
DATE(S) OF URC REVIEW: January 21-26, 2016
URC ACTION: URC approved the change via consent agenda, January 26, 2016.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

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31 **ARTICLE:** Appendix 1
PAGE: 74-75
SECTION: Appendix 1.B, “March 10”

DATE OF SUGGESTION/REQUEST: December 9, 2015
SUGGESTION/REQUEST: Change the reference to “DFSC” (third line from the top on p. 75) to “DFSC/SFSC”.
DATE(S) OF URC REVIEW: January 21-26, 2016
URC ACTION: URC approved the change via consent agenda, January 26, 2016.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

32 **ARTICLE:** Appendix 1
PAGE: 74
SECTION: Appendix 1.B, “Prior to December 15” (p. 74) and elsewhere throughout the document

DATE OF SUGGESTION/REQUEST: December 9, 2015
SUGGESTION/REQUEST: Check for consistent use of “article” versus “section”.
DATE(S) OF URC REVIEW: January 21-26, 2016
URC ACTION: URC agreed with the suggestion via consent agenda, January 26, 2016.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

33 **ARTICLE:** Appendix 1
PAGE: 76
SECTION: Appendix 1.C, “February 25”

DATE OF SUGGESTION/REQUEST: December 9, 2015
SUGGESTION/REQUEST: Change the reference on the last line, from “five” to “5” for consistency.
DATE(S) OF URC REVIEW: January 26, 2016
URC ACTION: URC approved the change via consent agenda
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

34 **ARTICLE:** Appendix 1
PAGE: 76
SECTION: Appendix 1.C, “February 25”

DATE OF SUGGESTION/REQUEST: December 9, 2015
SUGGESTION/REQUEST: Change the reference on line four from “The Chair” to “The chair”.
DATE(S) OF URC REVIEW: January 26, 2016
URC ACTION: URC approved the change via consent agenda, January 26, 2016.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

36 **ARTICLE:** Appendix 1
PAGE: 77
SECTION: Appendix 1.E, “April 15”

DATE OF SUGGESTION/REQUEST: December 9, 2015
SUGGESTION/REQUEST: Change this entry from passive to active voice.
DATE(S) OF URC REVIEW: January 21-26, 2016
URC ACTION: URC approved the change via consent agenda, January 26, 2016.
STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016

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| 37 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, “May 1”, “The fifth-year review of College Standards ...”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Change this entry from passive to active voice. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda, January 26, 2016. STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016</p> |
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| 38 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, “May 1”, “Each CFSC shall submit an annual report to its College Council and the URC ...”</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Reinsert the reference to “Promotion and Tenure” to clarify what is to be reported. DATE(S) OF URC REVIEW: January 21-26, 2016 URC ACTION: URC approved the change via consent agenda, January 26, 2016. STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016</p> |
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| 39 | <p>ARTICLE: Appendix 2 PAGE: 79 SECTION: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Remove the word “specific” from the last sentence of the paragraph. There was confusion among some Caucus members as to its meaning in this context. It was consensus of those Caucus members commenting that it would be easier to remove the word rather than try to agree on an alternative. DATE(S) OF URC REVIEW: January 21-26-2016 URC ACTION: URC approved the change via consent agenda, January 26, 2016. STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016</p> |
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Page numbers in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee in August 2015 rather than to page numbers in the current ASPT document.

Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 1 | <p>ARTICLE: Overview PAGE: 5 SECTION: Overview, Provisions for Mennonite College of Nursing Faculty</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Revise to reflect current practice DATE(S) OF URC REVIEW: October 20, 2015; November 3, 2015; November 17, 2015 URC ACTION: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC meeting to discuss this matter; following the November 3, 2015 URC meeting, URC member Sheryl Jenkins (the Mennonite representative on URC) met with Mennonite tenure track faculty members to discuss this issue and to invite them to a URC meeting so they could provide feedback directly to URC; Mennonite tenure track faculty members decided instead to submit their suggestions to URC via Sheryl; Sheryl drafted proposed ASPT document changes related to this matter and disseminated them to Mennonite tenure track faculty members for comment prior to the November 17, 2015 URC meeting; based on comments received from Mennonite tenure track faculty members and on discussion of this issue by URC members, URC approved the following motions on November 17, 2015.</p> <p>1) To strike the passage titled “Provisions for Mennonite College of Nursing Faculty” from page 5 2) To remove IV.A.3 from page 13 3) To add the following sentence at the end of V.A.1 on page 18: “For MCN, the dean’s designee (who must be tenured) will serve as chair of the DFSC.”</p> <p>STATUS: Caucus incorporated the URC recommendation in the revised Overview, approved by Caucus January 20, 2016.</p> |
| 2 | <p>ARTICLE: I PAGE: 8 SECTION: I.E</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider replacing “obtain” with “consider” DATE(S) OF URC REVIEW: October 20, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated the URC recommendation in revised Article, approved by Caucus January 20, 2016.</p> |
| 3 | <p>ARTICLE: I PAGE: 8 SECTION: I.E.</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider replacing “possible” with “reasonable” DATE(S) OF URC REVIEW: January 19, 2016 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated the URC recommendation in revised Article I, approved by Caucus January 20, 2016.</p> |

Page numbers in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee in August 2015 rather than to page numbers in the current ASPT document.

Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 5-A | <p>ARTICLE: VIII PAGE: 28</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Consider inserting a new Article VIII.C based on IV.C.2: “In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC’s recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review.” DATE(S) OF URC REVIEW: November 3, 2015 URC ACTION: URC approved a motion to make the change and to renumber existing Article VIII.C as Article VIII.D, existing Article VIII.D as Article VIII.E, and so on. STATUS: Caucus incorporated URC recommendation in revised Article VIII, approved by Caucus January 27, 2016 NOTES: See also 5B</p> |
| 8 | <p>ARTICLE: X PAGE: 40 SECTION: X.D</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses) DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to retain X.D as URC had recommended it to Faculty Caucus, i.e., to not remove the parenthetical clause. STATUS: Caucus incorporated URC recommendation in revised Article X, approved by Caucus January 27, 2016</p> |
| 9 | <p>ARTICLE: XII PAGE: 56 SECTION: XII.A.4</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.” DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |

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Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 12 | <p>ARTICLE: XII PAGE: 58 SECTION: XII.B.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. "This letter shall provide an assessment of the faculty member's strengths and suggestions toward addressing weaknesses and ..." DATE(S) OF URC REVIEW: December 8, 2015 URC ACTION: URC approved a motion to not modify XII.B.5 to require written notifications to faculty members regarding ASPT decisions to include recommended (but not required) suggestions for addressing weaknesses. STATUS: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016 NOTES: It was consensus of URC members voting on the motion at the December 8, 2015 URC meeting that providing written suggestions is best practice but should not be required, that the manner in which ASPT committees have addressed weaknesses has not been a problem.</p> |
| 13 | <p>ARTICLE: XII PAGE: 58 SECTION: XII.B</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Remove extraneous period after XII.B.9. DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. STATUS: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |

Working File

Last updated (February 16, 2016)

Table 1: IBHE Comparison Institutions used in Non-Salary Studies

| | Comparison Institutions | Enrollment | Assistant to Associate | Associate to Full |
|----|--------------------------------|-------------------|-------------------------------|--------------------------|
| 1. | Ball State University | 21,196 | \$4000 | \$6000 |
| 2. | Bowling Green State University | 16,912 | \$5500 | \$9000 |
| 3. | Central Michigan University | 27,069 | \$6250 | \$7250 |
| 4. | Miami University (Ohio) | 18,456 | \$6000 | \$9000 |
| 5. | Old Dominion University | 24,932 | \$4000 | \$8000 |
| 6. | Portland State University | 28,241 | | |
| 7. | UNC-Charlotte | 26,571 | | |
| 8. | UNC-Greensboro | 18,502 | | |
| 9. | Western Michigan University | 23,914 | | |
| 10 | Wichita State University | 14,495 | | |

Table 2: Non-comparison Institutions with Percentage Based Advancement Raises

| | Comparison Institutions | Enrollment | Assistant to Associate | Associate to Full |
|----|--------------------------------|-------------------|-------------------------------|--------------------------|
| 1. | UT-Chattanooga | 10,781 | 10% of Current Salary | 10% of Current Salary |
| 2. | Virginia Military Institute | 1,700 | 5% or \$3000 | 5% or \$3000 |
| 3. | | | | |

| Institution | Promotion Pay at Virginia Public Institutions | | Notes |
|----------------------------------|---|--------------------------------------|--|
| | Assistant to Associate | Associate to Professor | |
| Christopher Newport University | minimum salary \$60,000 | minimum salary \$78,000 | CNU uses salary minimums rather than pay increases for promotions. Assistant Professor minimum salary is \$47,000. These are only general amounts. W & M does not follow any across-the-board guidelines for faculty promotion salary increases. The increases are at the dean's discretion. |
| College of William and Mary | about \$2,500 | about \$3,000 | For P&T - its \$1,500 for one action (promotion or tenure); \$2,000 for both actions. If they receive genuine excellence in all categories (Provost decision), whatever action amount is doubled (\$1,500 will be 3,000; 2,000 will be 4,000). |
| George Mason University | \$3,500 | \$5,000 | |
| James Madison University | \$2,000 | \$3,000 | |
| Longwood University | \$1,500 | \$2,500 | \$1,500 for approved for tenure |
| Norfolk State | \$4,000 | \$6,000 | |
| Old Dominion University | \$3,500 | \$5,000 | |
| Radford University | \$2,000 | \$3,000 | |
| University of Mary Washington | | | UMW also provides a \$2,000 raise when a lecturer is promoted to senior lecturer. These are determined by each school. Typically, the school decides how much they want to award as a base promotion increase, then they adjust for additional merit, if warranted. |
| University of Virginia | \$1,500 | \$2,000 | |
| University of Virginia-Wise | \$1,500 | \$2,500 | |
| Virginia Commonwealth University | 5% or \$3,000 (whichever is greater) | 5% or \$3,000 (whichever is greater) | Instructor to Assistant Professor - \$1,000 |
| Virginia Military Institute | \$3,000 | \$4,500 | |
| Virginia State University | \$3,000 (with tenure) | \$4,000 (with tenure) | |
| Virginia Tech | \$3,000 (with tenure) | \$4,000 (with tenure) | |

URC Performance Evaluations Working Group, Spring 2016
(Bonnell, Boser, Jenkins)

Benchmark Institutions for ISU

http://prpa.illinoisstate.edu/data_center/peer_groups/

1. **Ball State University** Annual evaluations used for salary increment, page 98
<http://cms.bsu.edu/-/media/WWW/DepartmentalContent/FacProfHandbook/201516/201516C2.pdf>

2. **Bowling Green State University** Annual review with rolling three-year review to determine merit increases

"The annual merit review will be based upon the accomplishments over the most recent three-year period on a rolling basis, ie., each year new information is added to the file for the most recent year, and information from the oldest year is eliminated from the file. This will help to reduce inequities that can result both from differences in the merit funds available each year and from fluctuations in performance that may occur from year to year.

<http://www.bgsu.edu/arts-and-sciences/philosophy/graduate-program/graduate-student-handbook/philosophy-department/department-policies-and-procedures/iv-annual-faculty-evaluation-and-determination-of-merit.html>

3. **Clemson University** Annual performance evaluations via Faculty Activity System (FAS), Appendices E, F

"An individual's recommended merit increase is based upon the performance evaluation by the chair or director although there may be no precise correlation between the annual faculty evaluation and the amount of salary increase." page IV-10

"Post Tenure Review Merit salary increments are based on these annual performance reviews." page IV-8

<http://www.clemson.edu/administration/provost/documents/facultymanual.pdf>, page IV-4

4. **Miami University (Ohio)** Annual evaluations used in determining salary recommendations

"Each tenured and probationary member of the instructional staff shall receive at a minimum a written annual evaluation based at least in part on data supplied by the person in his or her Annual Report of Professional Activities. Evaluations shall serve two functions: (1) to guide the professional development of the person and (2) to record part of the evidence upon which personnel decisions and salary recommendations shall be based."

<https://blogs.miamioh.edu/miamipolicies/?p=163>

5. and 6. **University of California-Riverside** and **University of California-Santa Cruz** A system of rigorous performance review is linked directly to compensation on salary scales.

"Faculty are reviewed on average every two to three years by faculty peers and administrators."

"Faculty continue to be reviewed regularly after tenure is conferred. Senior faculty who reach the highest "step" at the professorial level (Professor, Step IX) may receive a special review and be placed "above scale," where they still undergo regular review but the salary

exceeds the maximum salary designated for the title series. On many UC campuses, these "above scale" faculty are awarded the title of "Distinguished Professor."

<http://www.ucop.edu/academic-personnel-programs/files/uc-faculty-comp-summary-jun-2014.pdf>

Academic Salary Scales

<http://www.ucop.edu/academic-personnel-programs/compensation/2015-16-academic-salary-scales.html>

- 7. University North Carolina-Greensboro** Annual reviews contribute toward merit increases "Annual reviews should provide a means of recognizing, encouraging, and rewarding faculty performance by means of merit pay increases, when funds are available for this purpose."

<http://provost.uncg.edu/documents/personnel/posttenurereview.pdf>

8. University of Wisconsin-Milwaukee

"The Departmental Executive Committee shall provide for the periodic review of the performance of every faculty member. These reviews include those for determining annual merit salary increases, contract renewal, tenure and promotion and tenured faculty review." page 30

<http://www4.uwm.edu/secu/policies/faculty/upload/May2015P-P.pdf>

Questions asked of Milner tenure-line faculty (2 weeks to comment, responses due 2/12/16)

1. Do you agree that the performance evaluation system is overly burdensome?
Assistant: 1 yes
Associate: 4 yes
Full: 2 yes

2. Do you agree that too much time is being spent by faculty members preparing their performance evaluation documents?
Assistant: 1 yes
Associate: 4 yes
Full: 2 yes

3. How much time do you spend preparing materials?
Assistant: 10-12 hours
Associate: range from 8 to 40 hours
Full: range from days to a week

4. For tenured faculty members, do you spend less time preparing materials post-tenure than when pre-tenure, and if so, could you estimate the difference?
Assistant: NA
Associate: 4 yes (less time is spent but still too much)
Full: yes; about the same

Milner Library Department Faculty Status Committee document III.B.1 (pages 11–12)

III. B. Annual Evaluation

1. General Procedures

No later than January 5th of each year, or the next working day if the University is officially closed on January 5th, faculty must submit materials to the DFSC for an annual performance evaluation of their activities and accomplishments of the preceding year.

Faculty members shall submit the following:

- an activities report;
- a copy of their current job description;
- a list of their goals for the year being evaluated;
- a list of goals for the coming year;
- faculty assignments prepared in consultation with the Department Chair or his/her designee for the period under review; and
- additional supporting materials.
- Pre-tenured faculty members shall also submit all prior DFSC annual performance evaluations.

The activities report, from one to seven pages in length (one side of a page = one page), should focus on the prior year's most significant achievements in relation to the job description and faculty assignments. The list of goals for the year being evaluated should include an indication of whether each goal was met. It is appropriate to refer to specific sections of the activities report and to include bulleted lists or brief statements of explanation. Supporting materials the individual wishes to submit may be included in appendices. Individuals are asked to emphasize quality rather than quantity of work in these reports, although numerical evidence may be cited in support of arguments for quality.

Administrative coordinators shall write evaluations and discuss them with faculty members. After an evaluation is completed and signed, administrative coordinators are responsible for submitting it to the DFSC by the same date identified by the ASPT Calendars for faculty to submit their files for performance evaluations (typically January 5). Faculty members may, if they wish, append a written response to their evaluations.

In addition to submitting paper copies, faculty members are encouraged—but not required—to submit electronic copies of their activities report, job description, and annual goals to the DFSC Chair to be made available via network facilities to DFSC members only. The DFSC Chair will delete the electronic files upon completion of the annual evaluation and/or promotion and tenure timeline each year.

UNIVERSITY REVIEW COMMITTEE
Wednesday, March 2, 2016
1 p.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Joe Goodman, Doris Houston, Sheryl Jenkins, Andy Rummel, David Rubin, and Sam Catanzaro (non-voting)

Members not present: Diane Dean and Christopher Horvath

Others present: Susan Kalter (Chairperson, Academic Senate/Faculty Caucus), Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 1 p.m.

II. Approval of minutes

Approval of minutes from the February 3, 2016 meeting and minutes from the February 16, 2016 meeting was deferred until the March 15, 2016 meeting.

III. Remarks by Susan Kalter, Chairperson, Academic Senate/Faculty Caucus

Houston welcomed Susan Kalter to the meeting. Houston asked Kalter to update URC regarding the Faculty Caucus (“Caucus”) review of the ASPT document and to provide her insights regarding the role URC plays in the ASPT process in relation to the Caucus.

Kalter reported that the Caucus is scheduled to vote this evening to create an ad hoc committee on equity review and is also scheduled to continue its discussion of the proposed disciplinary articles. She noted that Section II.D is the only part of Article II not yet approved by the Caucus. She reported that the newest version of Section II.D, drafted by Kalter and Houston, states that URC is to oversee equity review. Kalter said that, depending what the Caucus decides this evening regarding the ad hoc committee, the Caucus may need to wait until fall semester to approve that section. David Rubin said he prefers that a revised Section II.D be included in the version of the ASPT document approved by the Caucus this spring or fall, adding that the issue of equity review otherwise might not be addressed. Kalter agreed.

Rubin asked if Shane McCreery (Director of the Office of Equal Opportunity, Equity, and Access) is scheduled to meet again with URC regarding equity. Houston responded that, to her knowledge, a second meeting with McCreery has not been scheduled. She said she will follow up with McCreery.

Catanzaro noted that the Caucus could approve Section II.D this fall, which would allow time to include the section in the version of the ASPT document scheduled to take effect January 1, 2017. But, he added, it would be better for the Caucus to approve that section this spring, because he hopes to have the new ASPT document printed in time to distribute it to new faculty members and academic units this summer. He noted that units will need time this fall to incorporate ASPT policy changes into their department/school ASPT policies before the new ASPT document takes effect. Kalter agreed that Caucus approving Section II.D this spring is preferable. She said that the Caucus is on target to get that done. She also noted that Article XIII is the most complicated part of the ASPT document yet to be approved by the Caucus. She added that, most definitely, the proposed new disciplinary articles will not be approved by the Caucus this spring.

Houston asked Kalter to speak to how she and the Caucus view the work of URC in ASPT policy discussions. Houston noted that, earlier in the document review process, URC members felt that broader

ASPT issues were beyond the purview of URC. However, more recently URC has organized working groups to research them.

Kalter noted that anything in the ASPT document is within the scope of URC. She explained that URC is not an arm of the Caucus but is a standing external committee of the Academic Senate. The Senate "Blue Book" describes relationships between the Senate and internal and external committees. According to the "Blue Book" description for URC, the committee is charged with making ASPT policy recommendations to the Caucus. Being a larger body than URC, the Caucus may have concerns or perspectives not considered by URC. If the Caucus has significant concerns about any URC recommendation, the concerns are sent to URC for further discussion. The decision regarding any URC recommendation is ultimately made by the Caucus, Kalter said.

Kalter clarified that there may be ASPT issues, such as salary increments, about which URC cannot make recommendations without assistance. Kalter explained that URC may request guidance and advice from other parties, such as from administrative staff. Regarding salary increments, Kalter noted that the Caucus has heard concerns regarding salary compression for many years. She asked URC to consider whether anything can be done during the promotion process to ameliorate the problem.

Houston thanked Kalter for meeting with the committee. Kalter then left the meeting.

IV. Discussion of ASPT suggestions and requests from Faculty Caucus

Note: ASPT item numbers below refer to numbers in *Status of ASPT Document Changes dated March 2, 2016* (see attached).

Item 25

Catanzaro explained Section XIII.E.3 and how it came to be included with the ASPT recommendations proposed by URC. He explained that he drafted the section based on his experience with the kind of situation addressed by the section. He said he developed the procedure described in the section in consultation with the URC chairperson at the time and also with the unit head.

Bruce Stoffel noted that URC members, at the February 16, 2016 URC meeting, seemed to be leaning toward rejecting the Caucus suggestion regarding Section XIII.E.3, if it is the case that any information added to a promotion or tenure dossier is available for review by any party to the application process. Catanzaro said that is clearly the case.

Joe Goodman clarified that the candidate always has the option to file an ethical grievance. He added that any missteps in the process are subject to appeal. Catanzaro concurred. He noted that the candidate could appeal to the Faculty Review Committee if the candidate believes there has been a violation of procedural protocol and may file with the Academic Freedom, Ethics and Grievance Committee (AFEGC) if the candidate believes there has been an ethical violation.

Goodman moved to leave Section XIII.E.3 as URC had recommended it to the Caucus in August 2015, with the rationale that a candidate for tenure or promotion has the option to appeal if the candidate believes a good faith effort has not been made by a party to the process. Boser seconded the motion. The motion was approved on voice vote, all voting in the affirmative.

Item 29

Houston asked Catanzaro if the flow chart illustrating the University ASPT Calendar (Appendix 1 of the ASPT document) can be done in time for the March 23, 2016 Caucus meeting. Catanzaro said, to determine if that is possible, he first needs to consult with Greta Janis (in the Office of the Provost) regarding her work schedule.

Item 42

Goodman noted that Appendix 2 (guidelines and criteria for faculty evaluation) sets forth guidelines and criteria units may choose to incorporate into their own ASPT guidelines, but units are not required to do so. Catanzaro agreed but noted there may be an expectation among some parties that a criterion appearing in the ASPT document should be considered by the department/school ASPT committee. Catanzaro reported having consulted John Baur (Interim Associate Vice President for Research and Graduate Studies) about this matter. Baur feels it would be acceptable to cite refereeing or editing journal articles, grant proposals, and book manuscripts in both illustrative criteria for scholarship and illustrative criteria for service. Rubin said he has seen such activity credited toward both evaluation categories.

Sheryl Jenkins moved, Rubin seconded accepting the Caucus suggestion that “referring or editing journal articles, grant proposals, and book manuscripts” be included in illustrative criteria for both scholarship and service. The motion passed on voice vote, all voting in the affirmative.

Item 43

Goodman moved to reject the Caucus suggestion that a statement be added to the text preceding Evaluation Guidelines and Criteria for Scholarly and Creative Productivity to clarify that the order of the list is not meant to imply relative value, the rationale for said rejection being that the introduction to Appendix 2 states that activities cited in the appendix are illustrative rather than prescriptive and that departments/school are expected to adapt the guidelines to their own unique situations. Andy Rummel seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Item 44

Goodman moved to reject the Caucus suggestion that an entry be added to the list of Evaluation Guidelines and Criteria for Scholarly and Creative Productivity that reads “Other activities as determined by the department/school,” the rationale for said rejection being that the introduction to Appendix 2 states that activities cited in the appendix are illustrative rather than prescriptive and that departments/school are expected to adapt the guidelines to their own unique situations. Rubin seconded the motion. The motion passed on voice vote, all voting in the affirmative.

V. Communication from working groups

Working group on student reactions to teaching performance

Rummel reported that fellow working group member, Christopher Horvath, is compiling information collected by Rummel and Horvath and will report at a future URC meeting.

Working group on salary increments

Goodman distributed an updated report regarding salary increment policies at comparison institutions (see attached). He provided the following information regarding content of the report. University of North Carolina (UNC) schools are in a battle with the state legislature as to how raises should be handled. The current policy in the UNC system is for the board overseeing each school in the system to make decisions regarding raises, if funds are available, but that policy is under discussion. The legislature is also investigating faculty teaching loads. Portland State University includes in its union contract a provision intended to address compression and inversion, through percentage increases in salary based on longevity. West Virginia University has a similar policy, which provides for the possibility of a 10 percent salary increase at five-year intervals after full professorship has been attained. Kansas State University provides for a fixed increment of \$11,075 for faculty members promoted from assistant to associate professor and the same amount for faculty members promoted from associate to full professor. Wichita State University also provides for fixed increments, \$3,000 and \$5,000.

Houston asked if the working group is investigating fiscal implications of salary increment options. Catanzaro suggested that fiscal analysis can be done either by the Office of the Provost or Finance and Planning once committee members have decided which options it would like to pursue. Rick Boser said it has been a long time since the University last increased salary increments tied to promotion. Catanzaro said he thinks the last increase occurred when John Presley was provost. Catanzaro said he would investigate this.

Working group on performance evaluation

Bonnell distributed a survey of faculty members regarding time spent preparing annual evaluation documents, with results noted on the survey instrument (see attached). She reported that working group members have administered the survey to faculty members in their respective units.

Boser reported that faculty members in his department do not view the current performance evaluation system used in his department as problematic. He opined that whether performance evaluation is considered problematic likely depends on the department culture. Bonnell said that Digital Measures (software used by faculty in some units to report their work) seems to be more of an issue for faculty members responding to the survey. She also reported that policies and procedures for submitting annual evaluation documents vary drastically across campus units, based on her review of department and school ASPT guidelines posted on the Office of the Provost website.

Boser stated that departments and schools are free to set their own performance evaluation policies but then must deal with problems that result from them. He asked if there is anything else the working group needs to do regarding this issue. Houston said that the final step is to submit a recommendation to the Caucus. Committee members then discussed the content and length of the summary report. Houston suggested that it might be helpful for the working group to illustrate the range of reporting requirements and expectations across departments and schools. Working group members pointed out that compiling such a range of requirements and expectations would require a lot of additional research by the working group. Catanzaro suggested that, because so much of performance evaluation relates to the culture of the unit and that culture might not be codified, it might not be possible to illustrate the full range of actual performance evaluation activities. Bonnell agreed, citing an instance in which performance evaluation instructions used by one unit are not part of formal performance evaluation policies of that unit posted online.

VI. Other business

There was none.

VII. Adjournment

Boser moved, Bonnell seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 2:07 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments:

Status of ASPT Document Changes as of March 2, 2016 (in two sections)

Working File, Last Updated (March 2, 2016), from Joe Goodman on behalf of the working group on salary increments

URC Survey: Time spent by faculty to prepare and submit their DFSC/SFSC documents, February 19, 2016, from Angela Bonnell on behalf of the working group on performance evaluation

Page numbers in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee in August 2015 rather than to page numbers in the current ASPT document.

Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

STATUS OF ASPT DOCUMENT CHANGES

March 2, 2016

SECTION 1 OF 3: PENDING BEFORE URC

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| 25 | <p>ARTICLE: XIII PAGE: 62 SECTION: Reference: XIII.E.3</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Should the phrase “at the discretion of the dean/chair/director” be changed to “at the discretion of the committee”?</p> <p>DATE(S) OF URC REVIEW: February 16, 2016</p> <p>URC ACTION:</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016; at its February 16, 2016 meeting, URC discussed the suggestion at length. No motion was made, and, thus, no vote was taken. It was the general sense of the committee that if language exists in the ASPT document that would allow all parties to the ASPT process access to the newly-submitted information (referred to in the section), XIII.E.3 should not be changed. Further, if such language does not exist, the ASPT document should be revised to include such language but XIII.E.3 should not be changed. Catanzaro agreed to research the matter and report back to URC.</p> |
| 29 | <p>ARTICLE: Appendix 1 PAGE: 73 SECTION: Appendix 1 (beginning on p. 73)</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015 SUGGESTION/REQUEST: Add a flow chart to this appendix to graphically illustrate the timelines. DATE(S) OF URC REVIEW: February 16, 2016 STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES: This change was suggested by URC Chairperson Doris Houston and supported by numerous Faculty Caucus members who commented; the chart is to be created by Catanzaro and Janis (Office of the Provost)</p> |
| 42 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider including the second clause of item five in the Evaluation Guidelines and Criteria for Service Activities on page 85: Refereeing or editing journal articles, grant proposals, and book manuscripts. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES: This suggestion was submitted in response to the request sent to members of the university community for comments regarding the August 2015 draft ASPT document. Senator Kalter suggests that URC consider consulting with the University Research Council regarding this suggestion.</p> |

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| 43 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding a statement to the text preceding the list clarifying that the order of the list is not meant to imply the relative value of each factor. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES: If such a statement is added to page 83, should a similar statement be added to the text preceding the list of teaching factors and the list of service factors, also in Appendix 2?</p> |
| 44 | <p>ARTICLE: Appendix 2 PAGE: 84 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding the following to the list on pages 83-84: 16. Other activities as determined by the department/school. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES: If this is added to the list on pages 83-84, should the same be added to the list of teaching factors and the list of service factors, also in Appendix 2?</p> |
| 45 | <p>ARTICLE: Appendix 2 PAGE: 83 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider reversing the order of items 9 and 10 in the list of factors on page 83, placing "submitting grant proposals" before "obtaining grants." DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES:</p> |
| 46 | <p>ARTICLE: Appendix 2 PAGE: 84 SECTION: Appendix 2, Evaluation Guidelines and Criteria for Scholarly and Creative Productivity</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Considering inserting the word "substantive" to item 15 on page 84, so the item reads: "Demonstrating <i>substantive</i> leadership of teams conducting scholarly or creative work, especially where that leadership contributes to the success of other faculty, students, or staff." DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES:</p> |

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| 47 | <p>ARTICLE: Appendix 4 PAGE: 87 SECTION: Note below the flow chart</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Consider adding to the list in parentheses in the notation at the bottom of the page reference to chairs/directors and deans, since they may write minority reports that become part of the promotion and tenure file. DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES:</p> |
| 48 | <p>ARTICLE: Appendix 4 PAGE: 87 SECTION: Box with the text, "Option to review by FRC a negative recommendation"</p> <p>DATE OF SUGGESTION/REQUEST: January 27, 2016 SUGGESTION/REQUEST: Add a notation indicating recommendations that can be appealed to FRC, perhaps by adding language in Comment SC53 to the box or perhaps by use of an asterisk in the box and a note at the bottom of the page or perhaps by adding to the box the appropriate section numbers from the text (as has been done with flow charts in proposed new appendices). DATE(S) OF URC REVIEW: URC ACTION: STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016 NOTES:</p> |

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| 10 | <p>WORKING GROUP Joe Goodman (CH) and David Rubin</p> <p>ARTICLE: XII PAGE: 56 SECTION: XII.A.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Consider defining salary increments by percentages rather than by dollar amounts. Or consider increasing the dollar amounts of the raises since they have not likely been changed in many years.</p> <p>URC ACTION:</p> <p>STATUS: The working group provided a progress report to URC on February 3, 2016 and February 16, 2016. The group is researching salary increment policies of comparator institutions. The group is scheduled to present its final report to URC on April 27, 2016</p> <p>NOTES: This item may be considered by Caucus off-cycle.</p> |
| 11 | <p>WORKING GROUP Christopher Horvath (CH) and Andy Rummel</p> <p>ARTICLE: XII PAGE: 57 SECTION: XII.B.2 and others throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Should the term “student reactions” still be used, or should the phrase be replaced with “student evaluations” or some other term? Consider AAUP guidance. Look to recent research regarding use of student evaluations in evaluating a faculty member’s teaching. Consider adding a requirement that multiple methods of teaching evaluation be weighed equally.</p> <p>URC ACTION:</p> <p>STATUS: The working group reported at the February 3, 2016 and February 16, 2016 URC meetings that the group is making progress. The working group is scheduled to present its final report to URC on April 27, 2016.</p> <p>NOTES: This item may be considered by Caucus off-cycle.</p> |

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| 41 | <p>WORKING GROUP Angela Bonnell (CH), Rick Boser, and Sheryl Jenkins</p> <p>ARTICLE: Articles V, VII, and related articles PAGE: 20, 26, and others SECTION: V.C, VII, and related sections</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Discuss how often performance evaluations must be conducted by a DFSC/SFSC and the content and extent of materials submitted by faculty members with their performance evaluation documents. Several caucus members expressed concern that the current performance evaluation system is overly burdensome for faculty members, that too much time is being spent by faculty members preparing their performance evaluation documents. One suggestion was to conduct performance evaluations every other year rather than every year. Another suggestion was to conduct performance evaluations annually for probationary faculty but every other year for tenured faculty. Diane Dean pointed out that performance evaluations inform annual salary increment decisions, so not having an annual evaluation may be problematic in distributing salary increments. Another option suggested was to continue to conduct performance evaluations every year but to reduce the extent of documentation being submitted by faculty members. It seemed to be the consensus of those Caucus members commenting during the meeting (there were several) that it might be timely for URC to revisit how performance evaluations are conducted, since the current system has been in place for several years without discussion or change.</p> <p>URC ACTION:</p> <p>STATUS: The working group reported its progress at the February 3, 2016 and February 16, 2016 URC meetings. The group is researching performance evaluation policies at other institutions and is researching performance evaluation policies in departments/schools at ISU. The working group is scheduled to present its final report to URC on April 27, 2016.</p> <p>NOTES: This item may be considered by Caucus off-cycle.</p> |
| 49 | <p>WORKING GROUP Charge to be determined</p> |

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| 14 | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII and others throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Should we stipulate in our policies that letters of decision by an ASPT body must include directions to the faculty member for appeal, or do we not add that to our policies (but continue to recommend that bodies do so as best practice).</p> <p>DATE(S) OF URC REVIEW: December 8, 2015</p> <p>URC ACTION: URC approved a motion to add the following sentence to the end of XII.B.5: "The letter shall also inform the faculty member of the right to appeal the ASPT decision and shall cite the pertinent article of the ASPT document that describes the appeals process." The motion passed with three ayes, one nay, and one abstention.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> <p>NOTES: The rationale articulated by the URC member making the motion was to provide consistency regarding provision of information to faculty members regarding opportunities to appeal ASPT decisions. Reasons expressed by URC members for not supporting the suggested change: concern about the length and clarity of decision letters and concern that the ASPT committee writing the letter might error in reciting the appropriate appeals passage or in its reference to the appropriate appeals passage. URC discussed where in the ASPT document the suggested passage should be added. The URC member making the motion selected XII.B.5, the passage regarding DFSC/SFSC notification regarding performance evaluation and recommended change in rank and/or tenure status.</p> |
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| 5-A | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII.A</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Consider wording and sentence order of the first paragraph. Maybe change "An informal resolution may be effected ..." to "An informal resolution may also be effected ..." Maybe move the sentence beginning "An information resolution ..." to the end of the paragraph. Maybe both.</p> <p>DATE(S) OF URC REVIEW: December 8, 2015</p> <p>URC ACTION: URC approved a motion to revise the first paragraph of XIII.A to read as follows: "Illinois State University encourages the fair and equitable resolution of appeals. Informal resolution of issues is encouraged at the DFSC/SFSC and CFSC levels prior to formal meetings and/or appeals. In contrast to formal meetings as defined in XVI.B, informal resolution of issues can be accomplished through communications that address questions and concerns through provision of information or clarification. An informal resolution may also be affected after a formal meeting has been requested."</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 5-B | <p>ARTICLE: XIII PAGE: 59</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015</p> <p>SUGGESTION/REQUEST: Consider inserting the following passage from IV.C.2 in Article XIII: "In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC's recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review."</p> <p>DATE(S) OF URC REVIEW: January 19, 2016; February 3, 2016</p> <p>URC ACTION: URC approved a motion to NOT add the passage from IV.C.2 to Article XIII</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016.</p> <p>NOTES: In approving the motion, URC members indicated that they like the idea of repeating the passage in the ASPT document and noted that the passage appears in Section IV.C.2 and Section V.A. URC members noted that the passage would not fit well with Article XIII because the subject of the passage differs from the subject of Article XIII (appeals).</p> |
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| 16 | <p>ARTICLE: XIII PAGE: 59 SECTION: XIII.A</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Replace "except as noted" with reference to Appendices 1 and 8.</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to make the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 17 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Consider flipping c and d (so the deadlines set forth in a-d are in chronological order).</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to make the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 18 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3.c</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Add a comma after “and/or plan” and the word “to” before “communicate.” “Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.”</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to make the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 2, 2016</p> |
| 19 | <p>ARTICLE: XIII PAGE: 60 SECTION: XIII.B.3.d</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Change “CFSC/SFSC” to “CFSC.”</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to make the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
| 20 | <p>ARTICLE: XIII PAGE: 61 SECTION: XIII.D.2</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Clarify whether bodies can disallow all witnesses (i.e., allow no witnesses). Clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted. Clarify the word “perspective.”</p> <p>DATE(S) OF URC REVIEW: February 3, 2015</p> <p>URC ACTION: URC approved a motion to NOT modify XIII.D.2 i.e., NOT to clarify whether bodies can disallow all witnesses, NOT to clarify whether new information may be brought forth or if the hearing is restricted to discussing evidence that may have been ignored or misinterpreted, and NOT to clarify the word “perspective.”</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016</p> <p>NOTES: The rationale for URC not modifying XIII.D.2 is to allow ASPT committees flexibility in determining, on a case-by-case basis, the nature and proceedings of formal meetings and appeal hearings.</p> |

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| 21 | <p>ARTICLE: XIII PAGE: 61-62 SECTION: XIII.E</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Change “CFSC/DFSC/SFSC” to “CFSC or DFSC/SFSC.”</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to replace references to “CFSC/DFSC/SFSC” in XIII.E and throughout the ASPT document with references to “DFSC/SFSC or CFSC”.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> <p>NOTES: URC suggests that committees within the reference be ordered by administrative level, from lower to higher, and that the syntax be applied consistently throughout the ASPT document.</p> |
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| 22 | <p>ARTICLE: XIII PAGE: 61 SECTION: XIII.E</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Rewrite the heading to “make it more accessible.” Change “making” to “which made.” Reword the clause “to an appeal of a dean or chair/director report ...”</p> <p>DATE(S) OF URC REVIEW: February 16, 2016</p> <p>URC ACTION: URC approved a motion to replace the existing heading with the following heading: “Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Dean, Chair/Director</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016”</p> |
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| 23 | <p>ARTICLE: XIII PAGE: 61-62 SECTION: XIII.E.1</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Rewrite this passage to clarify that the rationale for the negative recommendation is to be given to the faculty member (e.g., "The faculty member should be informed ..."). Add the word "may" before "have been ignored or misinterpreted." Use active voice. For example, "The official who issues the report should deliver the recommendation so the faculty member is made aware of the rationale ..."</p> <p>DATE(S) OF URC REVIEW: February 16, 2016</p> <p>URC ACTION: URC approved a motion to revise XIII.E.1 to begin: "In accordance with IV.C.4 and V.C.4, communications of the CFSC and DFSC/SFSC recommendations, as well as Dean and Chair/Director reports, should include a rationale for those recommendations. Thus, the faculty member should be able to address the concerns ..."</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016</p> <p>NOTES: If the URC recommendation is accepted by Caucus, the complete XIII.E.1 would read as follows:</p> <p>"In accordance with IV.C.4 and V.C.4, communications of the CFSC and DFSC/SFSC recommendations, as well as Dean and Chair/Director reports, should include a rationale for those recommendations. Thus, the faculty member should be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted."</p> |
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| 24 | <p>ARTICLE: XIII PAGE: 61-63 SECTION: XIII.E.1 through XIII.E.6</p> <p>DATE OF FACULTY CAUCUS SUGGESTION/REQUEST: November 4, 2015</p> <p>FACULTY CAUCUS SUGGESTION/REQUEST: Consider rearranging the items in XIII.E to help faculty members understand their options and to help them be strategic. Consider flipping XIII.E.2 and XIII.E.3.</p> <p>DATE(S) OF ADDITIONAL URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to not accept the suggestion from Faculty Caucus members.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> <p>NOTES: URC members feel that referring first to a meeting with the full DFSC/SFSC or CFSC (XIII.E.2) is preferable because that action is more likely to result in a complete and favorable hearing from the perspective of the faculty member than would meeting one-on-one with the Chair/Director or Dean. URC members feel that the order of these two items is important, as it may suggest that the first approach listed (meeting with the full DFSC/SFSC or CFSC) is the preferred approach from the perspective of the faculty member. URC members point out that, regardless of the order of XIII.E.2 and XIII.E.3, faculty members have a choice between the two approaches.</p> |
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| 26 | <p>ARTICLE: XIII PAGE: 62 SECTION: XIII.E.4</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Add “to be” before the word “available” on line 2.</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to accept the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 27 | <p>Article: XIII Page: 70 Section: XIII.K.4</p> <p>Date of suggestion/request: November 4, 2015</p> <p>Suggestion/request: Rethink the five-day deadline for a faculty member to file a complaint with AFEGC. Is that time too short from the perspective of the faculty member? If URC decides to recommend a longer period, the period should not be too long so as to needlessly lengthen the entire process.</p> <p>Date(s) of URC review: February 16, 2016</p> <p>URC action: URC approved a motion to not change the five-day deadline referred to in XIII.K.4.</p> <p>Status: Scheduled for consideration by Caucus, as an action item, on March 23, 2016</p> |
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| 28 | <p>ARTICLE: XIII PAGE: 70 SECTION: XIII.K.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015</p> <p>SUGGESTION/REQUEST: Remove the word “its” on the last line.</p> <p>DATE(S) OF URC REVIEW: November 17, 2015</p> <p>URC ACTION: URC approved a motion to accept the suggested change.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 30 | <p>ARTICLE: Appendix 1 PAGE: 74 SECTION: Appendix 1.B., "Prior to December 15"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Change the reference to "Section XV.D" at the end of the entry to "Section XVI.D" but only if the article numbering is changed throughout the document to accommodate new sections.</p> <p>DATE(S) OF URC REVIEW: January 21-26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
| 31 | <p>ARTICLE: Appendix 1 PAGE: 74-75 SECTION: Appendix 1.B, "March 10"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Change the reference to "DFSC" (third line from the top on p. 75) to "DFSC/SFSC".</p> <p>DATE(S) OF URC REVIEW: January 21-26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
| 32 | <p>ARTICLE: Appendix 1 PAGE: 74 SECTION: Appendix 1.B, "Prior to December 15" (p. 74) and elsewhere throughout the document</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Check for consistent use of "article" versus "section".</p> <p>DATE(S) OF URC REVIEW: January 21-26, 2016</p> <p>URC ACTION: URC agreed with the suggestion via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |

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| 33 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, "February 25"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Change the reference on the last line, from "five" to "5" for consistency.</p> <p>DATE(S) OF URC REVIEW: January 26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 34 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, "February 25"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Change the reference on line four from "The Chair" to "The chair".</p> <p>DATE(S) OF URC REVIEW: January 26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 35 | <p>ARTICLE: Appendix 1 PAGE: 76 SECTION: Appendix 1.C, "February 25"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Discuss the appropriateness of the CFSC chairperson acknowledging a written notice of intent to appeal a performance evaluation within five business days of its receipt. The concern raised by multiple Caucus members was the possibility, given this timing, that a faculty member could receive acknowledgement after the March 1 deadline for filing the appeal with the CFSC.</p> <p>DATE(S) OF URC REVIEW: February 16, 2016</p> <p>URC ACTION: URC passed a motion to retain this passage as it had previously been recommended to Caucus by URC.</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016</p> |
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SECTION 2 OF 3: DECIDED BY URC / PENDING BEFORE CAUCUS

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| 36 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, "April 15"</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Change this entry from passive to active voice.</p> <p>DATE(S) OF URC REVIEW: January 21-26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 37 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, "May 1", "The fifth-year review of College Standards ..."</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Change this entry from passive to active voice.</p> <p>DATE(S) OF URC REVIEW: January 21-26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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| 38 | <p>ARTICLE: Appendix 1 PAGE: 77 SECTION: Appendix 1.E, "May 1", "Each CFSC shall submit an annual report to its College Council and the URC ..."</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Reinsert the reference to "Promotion and Tenure" to clarify what is to be reported.</p> <p>DATE(S) OF URC REVIEW: January 21-26, 2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for Caucus consideration, as an action item, on March 23, 2016</p> |
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SECTION 2 OF 3: DECIDED BY URC / PENDING BEFORE CAUCUS

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| 39 | <p>ARTICLE: Appendix 2 PAGE: 79 SECTION: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Remove the word “specific” from the last sentence of the paragraph. There was confusion among some Caucus members as to its meaning in this context. It was consensus of those Caucus members commenting that it would be easier to remove the word rather than try to agree on an alternative.</p> <p>DATE(S) OF URC REVIEW: January 21-26-2016</p> <p>URC ACTION: URC approved the change via consent agenda, January 26, 2016.</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016</p> |
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| 40 | <p>ARTICLE: Appendix 2 PAGE: 79 SECTION: Appendix 2, University Guidelines and Criteria for Faculty Evaluation, first paragraph</p> <p>DATE OF SUGGESTION/REQUEST: December 9, 2015</p> <p>SUGGESTION/REQUEST: Add to this paragraph mention of the role CFSCs have in ensuring that all departments/schools include in their DFSC/SFSC documents both standards of excellence and guidance to faculty members for achieving excellence (e.g., including examples). A concern was raised by one Caucus member that the DFSC in his/her department does not have such standards. Other Caucus members expressed concern about the situation and supported the Caucus member’s request that such an addition to the paragraph be considered.</p> <p>DATE(S) OF URC REVIEW: February 16, 2016</p> <p>URC ACTION: URC passed a motion to retain this passage as had previously been recommended to Caucus by URC (i.e., to not revise the passage to mention the role CFSCs have in ensuring that all departments/schools include in their DFSC/SFSC documents both standards of excellence and guidance to faculty members for achieving excellence (e.g., including examples).</p> <p>STATUS: Scheduled for consideration by Caucus, as an action item, on March 23, 2016</p> |
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SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 1 | <p>ARTICLE: Overview PAGE: 5 SECTION: Overview, Provisions for Mennonite College of Nursing Faculty</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Revise to reflect current practice DATE(S) OF URC REVIEW: October 20, 2015; November 3, 2015; November 17, 2015 URC ACTION: Initially URC decided to refer the issue to Mennonite College of Nursing for a recommendation back to URC; at its November 3, 2015 meeting, URC decided to invite members of the Mennonite DFSC and CFSC to the December 1, 2015 URC meeting to discuss this matter; following the November 3, 2015 URC meeting, URC member Sheryl Jenkins (the Mennonite representative on URC) met with Mennonite tenure track faculty members to discuss this issue and to invite them to a URC meeting so they could provide feedback directly to URC; Mennonite tenure track faculty members decided instead to submit their suggestions to URC via Sheryl; Sheryl drafted proposed ASPT document changes related to this matter and disseminated them to Mennonite tenure track faculty members for comment prior to the November 17, 2015 URC meeting; based on comments received from Mennonite tenure track faculty members and on discussion of this issue by URC members, URC approved the following motions on November 17, 2015.</p> <p>1) To strike the passage titled “Provisions for Mennonite College of Nursing Faculty” from page 5 2) To remove IV.A.3 from page 13 3) To add the following sentence at the end of V.A.1 on page 18: “For MCN, the dean’s designee (who must be tenured) will serve as chair of the DFSC.”</p> <p>CAUCUS ACTION: Caucus incorporated the URC recommendation in the revised Overview, approved by Caucus January 20, 2016.</p> |
| 2 | <p>ARTICLE: I PAGE: 8 SECTION: I.E</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider replacing “obtain” with “consider” DATE(S) OF URC REVIEW: October 20, 2015 URC ACTION: URC approved a motion to make the suggested change. CAUCUS ACTION: Caucus incorporated the URC recommendation in revised Article, approved by Caucus January 20, 2016.</p> |
| 3 | <p>ARTICLE: I PAGE: 8 SECTION: I.E.</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015 SUGGESTION/REQUEST: Consider replacing “possible” with “reasonable” DATE(S) OF URC REVIEW: January 19, 2016 URC ACTION: URC approved a motion to make the suggested change. CAUCUS ACTION: Caucus incorporated the URC recommendation in revised Article I, approved by Caucus January 20, 2016.</p> |

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SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 4 | <p>ARTICLE: V PAGE: 19 SECTION: V.B.1</p> <p>DATE OF SUGGESTION/REQUEST: October 7, 2015</p> <p>SUGGESTION/REQUEST: Consider requiring department/school review of department/school ASPT documents at least every five years rather than at least every three years.</p> <p>DATE(S) OF URC REVIEW: October 20, 2015; November 3, 2015; December 1, 2015</p> <p>URC ACTION: At its December 1, 2015 meeting, URC approved a motion to make the following changes to the passage initially recommended to Faculty Caucus in August 2015.</p> <p>Revised V.B.1 (with track changes) V.B.1 Following appropriate faculty input, each DFSC/SFSC shall develop Department/School policies and procedures for appointment, reappointment, performance evaluation, promotion, tenure, and post-tenure reviews. These policies and procedures shall be approved by the majority vote of the eligible Department/School faculty prior to January 1 of the year in which the policies and procedures take effect. Department/School ASPT policies and procedures shall be reviewed at least every three years. <u>Any changes resulting from such reviews will be subject to vote of the eligible Department/School faculty, with approval requiring a majority of those voting. If no changes are made, no vote is necessary.</u> and approved by the majority vote of the eligible Department/School faculty. Copies of these policies and procedures shall be distributed to each Department/School faculty member. These policies and procedures are left to the discretion of each Department/School but they shall be submitted to the appropriate CFSC, which will approve them for conformity to College standards and University policies and procedures (see IV.B.1). <u>The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies (See V.D.3)</u></p> <p>New V.D.3 <u>The DFSC/SFSC shall report annually to the CFSC whether they reviewed their Department/School policies. Any changes must be approved by the CFSC (see IV.B.1 and V.B.1).</u></p> <p>CAUCUS ACTION: Caucus approved revised Article V at its February 17, 2016. The article as approved does not incorporate changes recommended by URC.</p> |
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SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 5-A | <p>ARTICLE: VIII PAGE: 28</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Consider inserting a new Article VIII.C based on IV.C.2: “In all situations involving a positive DFSC/SFSC recommendation for promotion, the CFSC shall review the promotion application of the individual involved and either endorse the DFSC/SFSC’s recommendation or reach an alternate recommendation. A faculty member may withdraw an application for promotion at any time during the review process prior to review by the President. Negative DFSC/SFSC recommendations for promotion shall not be forwarded beyond the Department/School to the CFSC unless the faculty member requests, in writing, to the Department/School Chairperson/Director, additional review.” DATE(S) OF URC REVIEW: November 3, 2015 URC ACTION: URC approved a motion to make the change and to renumber existing Article VIII.C as Article VIII.D, existing Article VIII.D as Article VIII.E, and so on. CAUCUS ACTION: Caucus incorporated URC recommendation in revised Article VIII, approved by Caucus January 27, 2016 NOTES: See also 5B</p> |
| 6 | <p>ARTICLE: IX PAGE: 32 SECTION: IX.B.2</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015</p> <p>SUGGESTION/REQUEST: Consider adding the following passage from Article IX.B.3 to Article IX.B.2: “A stop-the-clock period will not count toward tenure or against the length of the probationary period.”</p> <p>DATE(S) OF URC REVIEW: November 3, 2015</p> <p>URC ACTION: URC approved a motion to not add said sentence from Article IX.B.3 to Article IX.B.2, because those two articles address different issues.</p> <p>CAUCUS ACTION: Caucus approved revised Article IX at its February 17, 2016 meeting. The revised article does not include the sentence as had been suggested by Caucus members. However, concerns of Caucus members were addressed by changes to the beginning of IX.B.2. See also 7.</p> |

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SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 7 | <p>ARTICLE: IX PAGE: 32 SECTION: IX.B.2</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015; January 15, 2016 SUGGESTION/REQUEST: Consider modifying the beginning of this passage as follows:</p> <p>From:</p> <p>The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>To:</p> <p>The probationary period at Illinois State University may not exceed six years. This probationary period may be interrupted by stop-the-clock extensions (see IX.B.3). This period may also be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>DATE(S) OF URC REVIEW: February 3, 2016</p> <p>URC ACTION: URC approved a motion to recommend replacing the first two sentences of Section IX.B.2 (of the ASPT document as recommended by URC to Faculty Caucus in August 2015) as follows:</p> <p>From:</p> <p>The probationary period at Illinois State University may not exceed six years. This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>To:</p> <p>The probationary period at Illinois State University may not exceed six years. This probationary period may be interrupted by stop-the-clock provisions (see IX.B.3). This period may be reduced by full-time service as a faculty member at other institutions of higher learning ...</p> <p>STATUS: Caucus incorporated the URC recommendation in revised Article IX, approved by Caucus February 17, 2016.</p> |
| 8 | <p>ARTICLE: X PAGE: 40 SECTION: X.D</p> <p>DATE OF SUGGESTION/REQUEST: October 21, 2015 SUGGESTION/REQUEST: Reconsider the parenthetical passage. Consider removing it. Consider keeping it. Consider keeping it but adding qualifying language to the effect that a department might not be able to provide resources, that resources are available to other faculty members (e.g., faculty members who have not been deemed deficient), and that other types of support are potentially available to assist the faculty member (i.e., types of support not already listed in the parentheses)</p> <p>DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to retain X.D as URC had recommended it to Faculty Caucus, i.e., to not remove the parenthetical clause. CAUCUS ACTION: Caucus incorporated URC recommendation in revised Article X, approved by Caucus January 27, 2016</p> |

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SECTION 3 OF 3: DECIDED BY FACULTY CAUCUS

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| 9 | <p>ARTICLE: XII PAGE: 56 SECTION: XII.A.4</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Change “the Academic Senate” to “the Faculty Caucus of the Academic Senate.” DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. CAUCUS ACTION: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |
| 12 | <p>ARTICLE: XII PAGE: 58 SECTION: XII.B.5</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Consider including in the written notification to the faculty member recommended (but not required) suggestions for addressing weaknesses. “This letter shall provide an assessment of the faculty member’s strengths and suggestions toward addressing weaknesses and ...” DATE(S) OF URC REVIEW: December 8, 2015 URC ACTION: URC approved a motion to not modify XII.B.5 to require written notifications to faculty members regarding ASPT decisions to include recommended (but not required) suggestions for addressing weaknesses. It was consensus of URC members that providing written suggestions is best practice but should not be required, that the manner in which ASPT committees have addressed weaknesses has not been a problem. CAUCUS ACTION: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |
| 13 | <p>ARTICLE: XII PAGE: 58 SECTION: XII.B</p> <p>DATE OF SUGGESTION/REQUEST: November 4, 2015 SUGGESTION/REQUEST: Remove extraneous period after XII.B.9. DATE(S) OF URC REVIEW: November 17, 2015 URC ACTION: URC approved a motion to make the suggested change. CAUCUS ACTION: Caucus incorporated URC recommendation in revised Article XII, approved by Caucus January 27, 2016</p> |

Working File
 Last updated (March 2, 2016)

Table 1: IBHE Comparison Institutions used in Non-Salary Studies

| Comparison Institutions | Enrollment | Assistant to Associate | Associate to Full |
|-----------------------------------|-------------------|-------------------------------|--------------------------|
| 1. Ball State University | 21,196 | \$4000 | \$6000 |
| 2. Bowling Green State University | 16,912 | \$5500 | \$9000 |
| 3. Central Michigan University | 27,069 | \$6250 | \$7250 |
| 4. Miami University (Ohio) | 18,456 | \$6000 | \$9000 |
| 5. Old Dominion University | 24,932 | \$4000 | \$8000 |
| 6. Portland State University | 28,241 | \$2169 ^{4, 2} | |
| 7. UNC-Charlotte | 26,571 | | |
| 8. UNC-Greensboro | 18,502 | | |
| 9. Western Michigan University | 23,914 | \$4500 | \$6500 |
| 10. Wichita State University | 14,495 | \$3000 ³ | \$5000 ³ |

Table 2: Non-comparison Institutions with Percentage Based Advancement Raises

| Comparison Institutions | Enrollment | Assistant to Associate | Associate to Full |
|--------------------------------|-------------------|-------------------------------|--|
| 1. UT-Chattanooga | 10,781 | 10% of Current Salary | 10% of Current Salary |
| 2. Virginia Military Institute | 1,700 | 5% or \$3000 | 5% or \$3000 |
| 3. Kansas State University | 24,766 | \$11,075 | \$11,075 |
| 4. West Virginia University | 29,175 | 10% of Current Salary | 10% of Current Salary & 5 year review for 10% ↑ |

End Notes

1. Portland State University has union representation. The 9-month rate is the minimum increase for rank reassignment. Faculty with a 12-month contract receive a minimum of \$2,640.

2. Portland State University provides for an "Academic Professional Compression Increase." Faculty receive a one-time salary increase based on years of service at the University.

- a. Three years of service or more, but less than six years of service: 2%
- b. Six years of service or more, but less than nine years of service: 3%
- c. nine years of service or more: 4%

3. Data reflects 1999 rates.

URC Survey: Time spent by faculty to prepare and submit their DFSC/SFSC documents

February 19, 2016

Background: The ISU Faculty Caucus is considering/discussing the time spent by faculty to prepare and submit their DFSC/SFSC documents and if there should be a more standardized approach that may be more equitable across departments/schools. For example, should departments/schools conduct a paperwork audit periodically to see if the requirements are reasonable and provide quality data? (Something like the Office of Budget Management telling us it should take no more than 4-hours to complete our taxes.) To this end, the University Review Committee (URC) is also tasked with investigating the issue.

DFSC Performance Review Preparation Survey

Response totals in parenthesis. Comments bulleted below responses. N = 12

1. How much time do you spend preparing your annual merit performance evaluation documents:

< 4-hours (3) < 8-hours (6) > 16-hours (3) > 24-hours (0)

Comments: NONE

2. For tenured faculty members, do you spend less time preparing materials post-tenure than when pre-tenure?

If so, how much less time do you spend now that you are tenured? _____ hours.

Yes (2) About the same (2) No (1) N/A (7)

Comments:

- Only two faculty indicated the number of less hours as 2 hours, 8 hours.
- Yes, but the process changed – now “Activity Insight”

3. How would you rate the amount of time it takes to prepare and submit your annual merit performance evaluation documents:

About right? (10) Too long? (1) Overly burdensome? (0)

Comments:

- The electronic system should make things easier not more difficult. I wish we would improve it, but it sounds like the administrators really like it.
- I can't say I'm a huge fan of the Activity Insight, but the time commitment isn't terribly burdensome.
- I don't find the process to be overly long in time required to complete. I see it as a necessity to documenting our activities.

4. Additional comments on this topic not provided above?

- Need to keep track and update self information continuously through the year.
- DFSC needs to see your record, but I'm not sure "Digital Measures" does this. I really have no idea what DFSC reads of the material in that program. Are publications viewable via Digital Measures? Digital Measures does appear to be a good move to consolidate data.
- I am not satisfied with reports generated by activity insight. It doesn't include all the input data. I think there should be only one standard report and not several different types... which is confusing.
- I am comfortable with the process. I like Digital Measures.
- Inefficiency of activity insight. Extra is needed because of its lack of flexibility.
- I think I spend too much time due to digital measures.
- The review process can be simplified by providing i.e. summary of accomplishments. The annual review report (auto-generated) seems to be not very organized accordingly. This can make the review process not very efficient.
- The formatting of the summary report is my biggest complaint about Activity Insight. It's difficult to find things in the summary/annual report, and the formatting doesn't look nice.

Thanks for your assistance and participation in this survey, Rick

NOTE TO MINUTES FILE, UNIVERSITY REVIEW COMMITTEE, 2015-2016

The University Review Committee was scheduled to meet on Tuesday, March 15, 2016, at 10 a.m. in Hovey 102.

Appearing for the meeting were Angela Bonnell, Christopher Horvath, Sheryl Jenkins, and David Rubin.

The gathering disbanded at 10:10 a.m. due to the lack of a quorum required to conduct business.

Bruce Stoffel
Recorder, University Review Committee

UNIVERSITY REVIEW COMMITTEE
Wednesday, March 30, 2016
1 p.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston, Sheryl Jenkins, Andy Rummel, David Rubin, and Sam Catanzaro (non-voting)

Members not present: None

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 1:03 p.m.

II. Discussion of ASPT suggestions and requests from Faculty Caucus

Update on the URC request for an equity review committee

Houston reported that the Faculty Caucus (the “Caucus”) has approved establishment of an equity review committee. She referred committee members to the document titled *2016-2017 Ad Hoc Committee for ASPT Equity Review* (see attached). Houston thanked committee members for their roles in establishing the committee.

Joe Goodman asked how study by the ad hoc committee of equity with respect to protected classes differs from the work done by the Office of Equal Opportunity, Ethics, and Access (OEOEA). Houston explained that OEOEA studies equity with respect to protected classes defined by federal guidelines, but the ad hoc committee could decide to study equity with respect to other classes. Houston also noted that OEOEA reviews hiring and promotion data, but some aspects of the ASPT system such as faculty assignments and merit are beyond the scope of that office.

Goodman asked whether the ad hoc committee will rely on data compiled by OEOEA. Houston responded that the ad hoc committee will likely use OEOEA data but also data from other sources, such as the Office of Planning, Research, and Policy Analysis and academic departments. Diane Dean noted that the ad hoc committee is to decide what data will be used in equity review. She suggested that the ad hoc committee should at least review what OEOEA does and then decide whether that is satisfactory or needs to be changed.

Horvath asked when URC has to elect a member to serve on the ad hoc committee. Bruce Stoffel reported that the committee will not be established until fall 2016. The Academic Senate chairperson is expected to begin working on ad hoc committee membership in August or September 2016.

Section II.D (role of URC in equity review)

Houston noted that URC still needs to make a recommendation to the Caucus regarding Section II.D of the ASPT document (the passage about equity review). She referred committee members to two options for rewording Section II.D (see attached). She explained that both options provide for completing a portion of the equity review every year so equity review would not involve a huge undertaking every five years. She added that OEOEA is to determine the criteria for the affirmative action segment of the equity review.

Goodman asked about the nature of anticipated consultation between OEOEA and URC. Christopher Horvath observed that two processes seem to be involved in the proposed equity review: work done by

OEOEA as prescribed by law and a broader review. Horvath noted that OEOEA will likely participate in that broader review under the direction of URC.

Rick Boser asked why URC is not waiting to recommend wording for Section II.D until the ad hoc committee on equity review reports its findings. Houston responded that Section II.D in the current ASPT document is vague and lacks timelines and, therefore, should be revised for the new edition of the document scheduled for Caucus approval this spring.

Dean stated that she prefers Option A. She noted that completing designated portions of an equity review annually is feasible, because in some years URC does not have as much to do. Horvath said he, too, prefers Option A, noting that whatever wording is approved will eventually be reviewed anyway when the ASPT document is next revised. Angela Bonnell asked what an annual portion of an equity review might include. Horvath responded that equity review might be organized by college or by issue.

Horvath moved to recommend the following passage to the Faculty Caucus as a replacement for Section II.D of the current ASPT document:

Every five years the URC will oversee a University-wide equity review, with designated portions of such review conducted annually. Based on the results of the review, the URC shall develop an appropriate equity distribution plan. This plan must be approved by the faculty members of the Academic Senate prior to its implementation. The Office for Equal Opportunity, Ethics, and Access shall determine the criteria for affirmative action equity review in consultation with the URC.

Bonnell seconded the motion. The motion carried on voice vote with all voting in the affirmative.

Article XIII (with concerns from Academic Senate Chairperson Susan Kalter)

Stoffel explained that materials distributed to committee members prior to the meeting include the version of Article XIII (see attached) expected to be considered by the Caucus as an action item on April 6, 2016. He explained that the meeting materials also include concerns (see attached) regarding that version. Caucus Chairperson Susan Kalter has asked URC to consider those concerns so URC representatives attending the April 6, 2016 Caucus meeting are prepared to respond to them.

Caucus Concern #1

Committee members discussed whether there is a reason why URC would not want to recommend replacing the phrase “sufficient time to finalize” in Section XIII.A.3.c-d with either a specific date or number of days. Catanzaro said he could not think of any implications other than adding deadlines to the ASPT calendar.

Goodman noted that, while the Caucus concern relates to Section XIII.A.3.c-d, the phrase “sufficient time to finalize” is also used in Section XIII.A.3.a-b.

Horvath noted the differences in time between the deadlines cited in Section XIII.A.3.a through Section XIII.A.3.d. He said that URC might consider replacing the phrase “sufficient time to finalize” with reference to five working days. Catanzaro noted that those differences might not be pertinent since Sections XIII.A.3.c and XIII.A.3.d refer to different processes.

Dean said she prefers retaining the phrase “sufficient time to finalize,” because the circumstances related to requests for a formal meeting may differ. She suggested allowing the committee and faculty member flexibility to make meeting arrangements appropriate to the unique circumstances of each case.

Horvath noted that, if the concern is that a CFSC would keep delaying the formal meeting so it does not happen, language in the ASPT document states that the CFSC cannot avoid holding a formal meeting. He said if a committee were to avoid holding a formal meeting, such action could appropriately lead to an ethics complaint from the faculty member.

Horvath moved that Section XIII.A.3.c-d not be modified to replace the phrase “sufficient time to finalize” with either a specific date or a count of days. Goodman seconded the motion.

Bonnell asked Goodman if the Caucus concern should also have cited Sections XIII.A.3.a-b. Goodman responded that it probably should have. Horvath noted that whether the request was intended to cite c-d or a-d, the argument is the same, that the committee is required to hold a formal meeting with the faculty member. Catanzaro suggested that c-d might have been cited in the concern rather than a-d because attention had been drawn to c-d in discussions about whether those passages should be reordered.

[Houston excused herself from the meeting. Dean assumed responsibility for facilitating the discussion.]

Dean asked Horvath if his motion related to a-d or c-d. Horvath suggested that URC respond only to passages cited in the concern communicated to URC, i.e., c-d.

Dean called the question. The motion passed on voice vote, all voting in the affirmative.

Caucus concern #2

Dean explained the concern regarding Section XIII.D.4. Horvath said he agrees with Kalter’s point and suggested accepting her recommendation. Bonnell asked who had suggested the change in XIII.D.4 from the version in the current ASPT document to the version recommended by URC in August 2015. Catanzaro said he probably suggested the change, to make a stronger statement about not needing to follow rules of evidence as required in a court of law.

Boser moved to change Section XIII.D.4 as suggested by Kalter. Rummel seconded the motion. The motion passed on voice vote, all voting in the affirmative. As a result of this action, revised Section XIII.D.4 is worded as follows: Formal meetings are not bound by rules of evidence as required in a court of law. Reasonable time should be allowed for formal meetings or appeals hearings.

Caucus concern #3

Dean explained the suggested change to Section XIII.E.1 regarding minority reports. Catanzaro noted that reports from chairpersons and directors in this context are not called minority reports and, therefore, the suggestion need not be entertained by URC. Dean said URC will respond to the Caucus with that clarification, as a point of information.

Caucus concern #4

Dean reviewed the concern communicated by the Caucus regarding the last sentence of Section XIII.K.4. Catanzaro said that Kalter may be concerned that AFEGC have as much time as it needs to make its decision. He noted that the May 1 deadline in Section XIII.K.4 for AFEGC to report its decision is intended to allow the Provost sufficient time to act on a non-reappointment decision by the May 15 deadline.

Goodman asked if a faculty member who has received a non-reappointment notice would go on leave until AFEGC renders its decision. Catanzaro explained that if the faculty member is in the third year of service, the faculty member would be employed as a non-tenure track faculty member the following year, but if the faculty member is in the first or second year of service, non-reappointment is effective May 15. The latter situation would result in uncertainty for the University and the faculty member, Catanzaro added. He said that the University would rather not be in the position of having to decide whether to rehire the faculty member if AGEGC subsequently decides in favor of the faculty member.

Dean asked why the current ASPT document specifies a deadline for AFEGC to report when, in XIII.K.5, there is no deadline for OEOEA to report. Catanzaro responded that OEOEA likely follows reporting deadlines set forth in federal and state regulations.

Horvath noted that if AFEGC does not meet a May 1 deadline it is impossible to convene the committee during the summer, so no action is likely to be taken by AFEGC until August 15. Goodman asked how late in the academic year faculty members contact AFEGC to request a review. Horvath said faculty members usually request a review of their case soon after receiving a notice of non-reappointment. He added that the review process can be lengthy, because AFEGC attempts to resolve the matter informally.

Horvath noted that the word “report” in the passage may be confusing, because the deadline for AFEGC to communicate its decision on individual case reviews and the deadline for AFEGC to report its annual activity to the Caucus is the same date. Bonnell suggested changing the word “report” to minimize the confusion. Dean suggested using the same term used in AFEGC policy, for consistency. Catanzaro then consulted AFEGC policy (3.3.8) and reported that it uses the word “report.”

Boser moved to retain reference in Section XIII.K.4 to a May 1 deadline for AFEGC to submit its report. Goodman seconded the motion. The motion passed on voice vote, with all voting in the affirmative.

Bonnell moved that the word “report” in the last sentence of Section XIII.K.4 be replaced with the phrase “report of its findings and recommendations.” David Rubin seconded the motion. The motion passed on voice vote, all voting in the affirmative. As a result of this action, the last sentence of Section XIII.K.4, as recommended by URC, reads as follows: The Academic Freedom, Ethics, and Grievance Committee must submit its report of its findings and recommendations by May 1 of the academic year in which the appointment terminates.

III. Other business

There was none.

IV. Adjournment

Boser moved, Bonnell seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 2:00 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments:

Resolution 02.23.16.01, 2016-17 Ad Hoc Committee for ASPT Equity Review, pending before the Faculty Caucus of the Academic Senate, Illinois State University, as of March 25, 2016

Item 50, Section IID, Equity Review, ASPT Status Report, 03-18-16

Concerns Regarding Proposed ASPT Article XIII ... Submitted by Academic Senate Chairperson Susan Kalter to University Review Committee Chairperson Doris Houston via Email Dated March 25, 2016 with Article XIII of the ASPT document as pending before the Faculty Caucus on April 6, 2016

02.23.16.01

Dist. Faculty Caucus 3/2/16

2016-17 AD HOC COMMITTEE FOR ASPT EQUITY REVIEW

Membership:

Three (3) Faculty (as defined in ASPT policy), elected by the Faculty Caucus

Member, Faculty Caucus, elected by the Faculty Caucus

Member, University Research Committee, elected by the URC

Chairperson, Faculty Caucus (or designee)

Chairperson, University Research Committee (or designee)

Ex Officio, non-voting: Director of the Office of Equal Opportunity, Ethics, and Access

Ex Officio, non-voting: Assistant Vice President for Academic Administration

Ex Officio, non-voting: representative from the Office of Planning, Research, and Policy Analysis

Comment [c1]: Dr. Kalter has confirmed that this reference was intended to be to the University Review Committee not to the University Research Committee. *Bruce Stoffel*

Comment [c2]: Dr. Kalter has confirmed that this reference was intended to be to the University Review Committee not to the University Research Committee. *Bruce Stoffel*

Functions:

The committee will:

1. Elect a faculty chairperson and a secretary.
2. Create a scope, framework, schedule, repeatable cycle, and office(s) and/or departments of lead responsibility whereby internal equity information would be reported to the URC.
 - a. In determining scope, the committee will define the types of equity that can reasonably be studied
 - b. In determining scope, the committee will define the areas of ASPT jurisdiction regarding which equity can reasonably be studied, whether or not short-term adjustment may be possible

3. Forward recommendations for review and approval by the URC (who will then forward the original or revised recommendations to the Faculty Caucus for review and approval).
4. Other tasks as assigned by the University Review Committee.

Reporting: To the University Review Committee and the Faculty Caucus.

Executive Committee recommendations regarding ASPT equity reviews:

The Executive Committee makes the following recommendations to the Faculty Caucus regarding the equity review called for in ASPT policy, Article II.D.

1. We recommend the formation of a Senate “task force” (ad hoc mixed committee) to create a scope, framework, schedule, and office(s) and/or departments of lead responsibility whereby internal equity information would be reported to the URC.
2. Ideally, this *temporary* Senate external committee would create a schedule that divides the work of studying equity into manageable annual reports, each focusing on a distinct matter or matters over a five-year repeatable cycle.
3. In determining scope, the committee would need to define two main areas:
 - a. The types of equity that can reasonably be studied: e.g. gender equity, equity with respect to race/ethnicity; equity with regard to disability status; equity with regard to country of origin, equity with regard to sexual orientation, equity with regard to marital status, climate with regard to religion, climate with regard to military/non-military affiliation, age-ism, compression/inversion, etc.
 - b. The areas of ASPT jurisdiction regarding which equity can reasonably be studied and adjusted: e.g. salary; appointment, non-reappointment, achievement of tenure, tenure denial, achievement of first promotion, retention & attrition/resignation at the junior level; achievement of second promotion, mid-level post-tenure review, retention & attrition/resignation at the mid-level; distribution of assignments within departments, workload issues; performance evaluation criteria & processes; retention and attrition/pre-retirement resignation at the senior level.
 - c. The committee might also need to look at:
 - i. What conversations are happening nationally
 - ii. What else is happening locally at ISU that may need consideration
4. Selection of membership on the ad hoc committee:

- a. Three faculty members from an at-large pool of all faculty covered by ASPT policy:
The Senate office will send out to FAC-L a call for faculty volunteers with skills related to equity review studies who can best help build the scope, framework, annual schedule and five-year cycle, and identify the administrative experts and department-sourced data needed to complete the annual reports. This call for faculty volunteers will require the submission of a one-page CV and a statement of qualifications. (We would ask volunteers to describe their skill set/qualifications as they see fit to define it rather than giving any list of skills needed. The Caucus would receive those and vote for members it deems best fitted to the tasks.)
 - b. Ex-officio members of the committee will be: the Senate chairperson (voting), the URC chairperson (voting), the OEOEA director (non-voting), the Assistant/Associate Vice President for Academic Administration (non-voting), a PRPA representative (non-voting).
 - c. One additional faculty Senator and one additional URC member will serve as voting members.
5. We recommend that receipt of reports and general *oversight* of conducting of the equity reviews as well as development of appropriate equity re-distribution plans in response to reports/findings remain the responsibility of URC, with periodic reports to the Faculty Caucus and approval of proposed equity re-distribution plans by Caucus and the President, as in current policy.
 6. We recommend that the ad hoc mixed committee either be disbanded once the scope, framework, schedule, and offices have been determined or filled only once every five years to review the previously established scope, etc. for possible adjustments as needed.
 7. The initial recommendations of the committee will be reviewed and approved by the URC and forwarded to the Faculty Caucus for review and approval; subsequent revisions shall follow the same process.

Page numbers in this report refer to page numbers in the version of the ASPT document recommended by the University Review Committee in August 2015 rather than to page numbers in the current ASPT document.

Article numbers refer to article numbers in the current version of the ASPT document rather than to article numbers in the version of the document recommended by the University Review Committee in August 2015.

PENDING BEFORE URC

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| 50 | <p>ARTICLE: II PAGE: 9 SECTION: II.D</p> <p>DATE OF SUGGESTION/REQUEST: February 17, 2016</p> <p>SUGGESTION/REQUEST: Replace this section with wording introduced by Caucus Chairperson Susan Kalter at the February 17, 2016 Caucus meeting.</p> <p><u>Section II.D as it appears in the current ASPT document (effective January 1, 2012):</u></p> <p>The URC may conduct a University-wide equity review. In this case, the URC shall develop an appropriate equity distribution plan. This plan must be approved by the faculty members of the Academic Senate prior to its implementation. The Office for Diversity and Affirmative Action shall determine the criteria for affirmative action equity review in consultation with the URC.</p> <p><u>Section II.D as it appears in the revised ASPT document recommended by URC in August 2015:</u></p> <p>Every six to eight years the URC shall review any equity distribution plans and implementation of the plans to ensure conformity to University policies and procedures.</p> <p><u>Section II.D as introduced by Caucus Chairperson Kalter at the February 17, 2016 Caucus meeting:</u></p> <p>Option A:</p> <p>Every five years the URC will oversee a University-wide equity review, with designated portions of such review conducted annually. Based on the results of the review, the URC shall develop an appropriate equity distribution plan. This plan must be approved by the faculty members of the Academic Senate prior to its implementation. The Office for Equal Opportunity, Ethics, and Access shall determine the criteria for affirmative action equity review in consultation with the URC.</p> <p>Option B:</p> <p>Once every five years the URC will oversee a University-wide equity review, or it will annually oversee designated portions thereof. Based on the results of the review, the URC shall develop an appropriate equity distribution plan. This plan must be approved by the faculty members of the Academic Senate prior to its implementation. The Office for Equal Opportunity, Ethics, and Access shall determine the criteria for affirmative action equity review in consultation with the URC.</p> <p>DATE(S) OF URC REVIEW:</p> <p>URC ACTION:</p> <p>STATUS: Tentatively scheduled for consideration by Caucus, as an action item, on April 6, 2016, subject to confirmation by Faculty Caucus Chairperson Susan Kalter.</p> <p>NOTES: At the March 2, 2016 Caucus meeting, Caucus approved a motion to create an ad hoc committee separate from the Caucus and from URC, to consider the content of an equity review and related issues. The committee is to be formed in fall 2016 and is expected to reports its findings to Caucus prior to the end of the 2016-2017 academic year.</p> |
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Concerns Regarding Proposed ASPT Article XIII (See Attached)
Submitted by Academic Senate Chairperson Susan Kalter
To University Review Committee Chairperson Doris Houston
Via Email Dated March 25, 2016

1. For XIII.A.3.c-d, I am quite concerned and I think Senator Cox could be concerned that saying "sufficient time to finalize" could allow especially DFSCs to avoid meetings with chronically disgruntled faculty. I would strongly recommend a day count there or an actual date.
2. For C16, in my view, the alternative "are not bound by" is preferable, as it avoids implying that we don't respect any methodical procedures with regard to evidence whatsoever.
3. I don't recall if Chair/Director and Dean's reports are called minority reports too, or if that term is reserved to dissenting reports by other DFSC and CFSC members. If the former, it might be good to insert the word in XIII.E.1
4. For XIII.K.4, I am quite concerned about the final sentence. Nowhere else in any of our policies do we set hard deadlines for AFEGC processes of any kind. This one appears to be an artifact of the last major ASPT revision. There are provisions in AFEGC for timely adjudication of referrals and complaints, but also allowance for adjustment of those, which could include notification of/consultation with the Provost and/or President if something in a non-reappointment appeal got hung up for a good reason. I think we should strike that sentence to conform with "best practice" and our own practice in every other instance.

Appeals Policies and Procedures

~~XIII~~XVI. Appeals Policies and Procedures

A. Illinois State University encourages the fair and equitable resolution of appeals. Informal resolution of issues is encouraged at the DFSC/SFSC and CFSC levels prior to formal meetings and/or appeals. In contrast to formal meetings as defined in XVI.B, informal resolution of issues can be accomplished through communications that address questions and concerns through provision of information or clarification. An informal resolution may also be effected after a formal meeting has been requested.

Time requirements and deadlines for filing appeals and for other processes are found in ~~Appendix~~ Appendices 1 and 8 to these Policies.

Appeals policies and procedures in this Article address the regularly scheduled processes for promotion, tenure, and annual performance evaluation, cumulative post-tenure review, and non-reappointment recommendations. Appeals procedures for disciplinary actions, which only occur as needed, are provided in the Articles XI through XIV of these policies.

A.B. The Nature of Formal Meetings with DFSCs/SFSCs and CFSCs

1. A formal meeting with a DFSC/SFSC or CFSC is a preliminary step in all appeals. A formal meeting must be requested by a faculty member following a negative recommendation by the DFSC/SFSC or CFSC for promotion and/or tenure prior to appeal to the Faculty Review Committee (FRC). A formal meeting with a DFSC/SFSC must also be requested by a faculty member prior to an appeal of a recommendation for performance evaluation or post-tenure review to the CFSC.

2. All formal meetings must be requested by the faculty member in writing within 5 business days of receipt of the recommendation. Faculty members must state clearly in the written request their reasons for the meeting.

3. The timeline for holding formal meetings is as follows (see Appendix 1 for deadlines):

Comment [SC3]: Again, a reminder that this is a revision to the current Article XIII that is presented in this document.

Comment [SC4]: Sentence moved to end of paragraph with addition of "also."

Comment [SC5]: URC endorsed these new sentences as clarifying the distinction between an informal resolution and a formal meeting.

Comment [SC6]: Sentence moved here from above (see comment 4), "also" inserted.

Comment [SC7]: See XVI.J on Non-reappointment recommendation appeals.

Comment [SC8]: URC approved motion to accept Caucus suggestion to refer specifically to Appendix 8 as well as 1 and to remove the parenthetical phrase "except as noted." Note that Appendix 8 covers the timelines for appeals on procedural grounds of non-reappointment recommendations, which vary by the year of appointment and thus are difficult to include concisely in Appendix 1.

Comment [SC9]: This sentence provides the rationale for separating the appeals processes for disciplinary actions from this Article.

Comment [SC10]: URC discovered some confusion and inconsistency within the text and Appendix 1 in the Beige Book.

- a. Formal meetings to discuss promotion and tenure recommendations with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its recommendation and communicate it to the candidate and CFSC by the December 15 deadline.
- b. Formal meetings to discuss annual evaluation recommendations with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its recommendation and communicate it to the candidate and CFSC by the February 15 deadline.
- a-c. Formal meetings to discuss promotion and tenure recommendations with the CFSC must be scheduled to allow the CFSC sufficient time to finalize its recommendation and communicate it to the candidate, DFSC/SFSC, and Provost by the March 1 deadline.
- d. Formal meetings to discuss cumulative post-tenure reviews and/or remediation plans with the DFSC/SFSC must be scheduled to allow the DFSC/SFSC sufficient time to finalize its review and/or plan, and to communicate it to the faculty member and the appropriate Dean by the March 8 deadline.

Comment [SC11]: Inappropriate reference to "SFSC" deleted here.

Comment [SC12]: CFSC does not ordinarily receive Cumulative Post-Tenure Review material (see X.E in this version, X.D in Beige Book). If there is an appeal, materials can be forwarded to CFSC by Dean, and faculty member has right to supply additional information.

Comment [SC13]: Section XIII.B.2.d (formerly c) edited for clarity – comma added after "and/or plan" and "to" inserted between "and" and "communicate."

Comment [SC14]: Sections XIII.B.2.c and XIII.B.2.d now follow in chronological order, as requested by Faculty Caucus.

~~2-4.~~ All formal meetings with a DFSC/SFSC or CFSC ~~will~~ shall be conducted in accordance with ~~XIII~~XVI. D.

C. Definition of Appeals:

An appeal is here defined as a written statement by a faculty member that explains why a faculty member believes that there has been a misinterpretation, misjudgment, or procedural error relating to a promotion, tenure, or performance evaluation recommendation concerning that faculty member.

D. Procedures Common to Formal Meetings and all Appeals before the CFSC:

- 1. Faculty members ~~must~~shall be afforded a reasonable time to present arguments. The faculty member who believes that relevant factors or materials have been ignored or misinterpreted shall be entitled to present arguments and supplement his or her materials before final recommendation by the DFSC/SFSC or CFSC. Information not originally presented in applications for

tenure/promotion or annual evaluation materials may be considered at the discretion of the DFSC/SFSC or CFSC.

2. Faculty members may be accompanied by a faculty advocate. The advocate may be present to advise the faculty member only and not to address the committee. Although witnesses to specific facts or occurrences or to provide perspective regarding teaching, scholarly or creative productivity or service will not ordinarily be necessary, faculty members will be allowed a reasonable number of witnesses. The DFSC/SFSC or CFSC shall have the discretion to limit the number of witnesses at a formal meeting or appeal hearing.
3. Formal meetings or appeals hearings with the CFSC ~~will shall~~ be closed to all but the DFSC/SFSC and CFSC, the faculty member, and the faculty advocate. The faculty member shall be provided, if requested by the faculty member, a meeting with the CFSC without members of the DFSC/SFSC present. Subsequent to that meeting the CFSC shall meet with the DFSC/SFSC. Students shall be called as witnesses only in extraordinary circumstances.
4. ~~Formal meetings will not follow rules of evidence as required in a court of law. Formal rules of evidence as required in a court of law will not be followed.~~ Reasonable time should be allowed for formal meetings or appeals hearings.
5. Following the formal meeting or appeal hearing, the DFSC/SFSC or CFSC ~~will shall~~ meet to reconsider the earlier decision and ~~will shall~~ promptly issue a communication either (a) affirming the prior recommendation or (b) changing the prior recommendation. If changes to the prior recommendation are made, no reference will be made to the nature of the prior recommendation. The faculty member ~~will shall~~ be notified in writing of the decision promptly and informed of any further rights of appeal.

E. Meeting Procedures Prior to Appealing a Negative Tenure or Promotion Recommendation Submitted by a Chair/Director or Dean

1. In accordance with IV.C.4 and V.C.4, communications of the CFSC and DFSC/SFSC recommendations, as well as

Comment [SC15]: Faculty Caucus suggested the possibility of clarifying three matters: (1) whether a committee could disallow all witnesses; (2) whether new information was allowed or only discussion of misinterpreted or ignored information; (3) the word "perspective." URC chose to leave this section as is to allow ASPT committee flexibility in determining, on a case-by-case basis, the nature and proceedings of formal meetings and appeal hearings.

Comment [c16]: Attempt at more clear and succinct phrasing. Alternative: "are not bound by"

Comment [SC17]: This section title was rewritten so as to be more accessible and clear, at request of Faculty Caucus

Dean and Chair/Director reports, should include a rationale for those recommendations. Thus, the faculty member should know the rationale for the negative recommendation to be able to address the concerns raised in that recommendation and speak to factors or materials that have been ignored or misinterpreted.

2. In the event that a Dean, Chair, or Director submits a report making a different recommendation than the majority of the DFSC/SFSC or CFSC, a candidate may request a Formal Meeting with the full DFSC/SFSC or CFSC, as provided for in ASPT Policies XVI.D. Because the Dean/Chair/Director report is by definition arguing against the majority recommendation of the DFSC/SFSC or CFSC, a Formal Meeting with the full DFSC/SFSC or CFSC is not required.

3. As an alternative to a Formal Meeting with the entire DFSC/SFSC or CFSC, an opportunity to meet with the Chair/Director or Dean shall be provided, to address factors or materials that the faculty member believes to have been ignored or misinterpreted. Information not originally presented in applications for tenure/promotion may be submitted, and will be considered at the discretion of the Chair/Director or Dean.

4. A faculty advocate may accompany the candidate, to be available to provide advice but not to address the Chair/Director or Dean or otherwise argue on the candidate's behalf. The faculty advocate may answer questions directed to him/her by the Chair/Director or Dean.

5. If the candidate wishes to bring witnesses, then a Formal Meeting with the full DFSC/SFSC or CFSC shall be convened and witnesses may participate as provided in

Comment [SC18]: At suggestion of Faculty Caucus, URC edited this subsection to clarify how faculty will know the rationale for recommendations they might wish to appeal. First sentence is added, note strikethrough of delete language in second sentence.

Comment [SC19]: Here and throughout this section, "CFSC/DFSC/SFSC" has been changed to "DFSC/SFSC or CFSC," reflecting usage throughout the remainder of the document.

Comment [SC20]: Faculty Caucus suggested re-ordering subsections 2 and 3. URC voted against doing so on the grounds that the faculty member has the choice of meeting with the full committee or merely the committee chair, and listing the "full committee" option first might suggest that this option could be viewed, from the faculty member's perspective, as more likely to result in a complete and favorable hearing. The URC notes that the key point is that both options are available.

Comment [SC21]: Parallel change here from "Dean/Chair/Director" for consistency with change noted in Comment 19

Comment [SC22]: Faculty Caucus asked whether this should be "at the discretion of the committee." URC voted to leave the language as proposed in August 2015. In debating the issue, members of URC noted that appeal is always available to faculty who believe a party to the ASPT process did not act in good faith, and also that any information added to a tenure or promotion dossier is available for review by all parties to the process, as noted elsewhere in ASPT policies. Thus, anything submitted to the Chair/Director or Dean is available for review by other committee members.

Comment [SC23]: "to be" inserted at request of Faculty Caucus.

XVI.D.2.

6. The timeline for meeting with the Chair/Director or Dean and subsequent steps in the appeals process shall follow that for Formal Meetings and Appeals provided in Appendix 1.B to these policies.

EE. The Appeals Process:

1. Any negative promotion and/or tenure recommendation by a DFSC/SFSC or CFSC may be appealed. Appeals from the DFSC/SFSC to the FRC may take place only after the decision by the CFSC is made final, and then on the same appeals schedule as appeals from the CFSC. The appeal procedure is outlined in XIII.XVI.DH.
2. Performance evaluations conducted by a DFSC/SFSC may be appealed to the CFSC only. Performance evaluations conducted by a CFSC, in the absence of a DFSC/SFSC, may be appealed to the FRC, which shall perform the functions of the CFSC in this appeal process. (See XIII.XVI.HI.)
3. Separate Dean or Chair/Director reports may be appealed to the FRC on the same appeals schedule as appeals from the CFSC.
4. Minority reports, unless the appellant alleges that violations of ethics or academic freedom have occurred, are not subject to appeal.

Comment [SC24]: This and the first half of the following sentence are current policy, having been approved after the printing of the Beige Book.

Comment [SC25]: This new phrase ("which shall...") makes clear how XVI.I will apply if FRC ever needs to hear a performance evaluation appeal under this provision.

FG. The Nature of Promotion or Tenure Appeals:

1. The system that governs the appeal process in cases involving promotion and tenure recommendations is based on the following points:
 - a. The DFSC/SFSC, CFSC, Provost, and Faculty Review Committee (FRC) may each formulate recommendations regarding promotion and tenure. Only the President, as designated by the Board of Trustees, has the authority to render a University decision.

Comment [SC26]: URC chose not to include language from IV.C.2 and V.A about the disposition of negative DFSC/SFSC recommendations for promotion, because the substance of that language was repeated in the sections describing the duties of the CFSC and the DFSC/SFSC, and further, was not germane to appeals policy and procedures *per se*.

- b. A faculty member may request that the FRC formulate its additional recommendation if a negative recommendation has been forwarded by the DFSC/SFSC or CFSC.
 - c. All recommendations (DFSC/SFSC, CFSC, Provost, and FRC) are forwarded to the President for consideration.
2. If a faculty member wishes to request an appeal of a negative recommendation by the DFSC/SFSC or CFSC with respect to promotion or tenure, he/she may direct the request to the FRC. The faculty member should refer to the Academic Freedom, Ethics and Grievance Committee (AFEGC) any allegations of violation that fall within that committee's jurisdiction.
 3. If the FRC believes that the basis of the appeal is an academic freedom or ethics violation question, the FRC may suspend its proceedings until it receives the report from the AFEGC. However, if the FRC does not receive a report from the AFEGC in time to fulfill the reporting obligation according to the calendar (see Appendix 11.B.) the FRC shall forward an interim report. Likewise it may address itself to other issues raised in its own review and issue an interim report.
 4. Upon completion of AFEGC hearings, if any, reports of the AFEGC, in addition to being processed as outlined in the procedures of the AFEGC, shall also immediately be forwarded to the FRC and shall become a permanent part of the FRC report. If, in the judgment of the AFEGC, a violation of academic freedom has occurred, the FRC ~~must~~ shall decide whether the violation significantly contributed to the decision to deny promotion or tenure. The FRC shall then complete its deliberations and forward its complete report and recommendation.

GH. Initiation of a Promotion or Tenure Appeal:

1. In the case of promotion or tenure recommendations, the faculty member ~~shall~~ must notify the Chairperson of the FRC in writing of an intention to appeal by March 10. ~~This notification must be given within five (5) business days (days when University offices~~

Comment [SC27]: URC was concerned about possible confusion arising from the indeterminacy of the "five business days" rule and inconsistencies between some of the timelines stated in the Policy and the Appendix. March 10 provides more than five business days, to the appellant's advantage, even if March 1 falls on a weekend.

~~are open to the public) of the date that the faculty member received official notification of the CFSC recommendation.~~ The Chairperson of the FRC shall respond to the faculty member within five (5) business days following the receipt of a written intent to request additional review.

2. The Chairperson of the FRC shall notify the appropriate college and department/school faculty status committees and the Provost of a faculty member's ~~request intent to file for~~ an appeal. The FRC shall initiate consideration of an appeal as expeditiously as possible.
3. The FRC in promotion and tenure cases must receive from the faculty member ~~an appeal as defined in XVI.C, including~~ written information supporting the request for an appeal, ~~by March 15.~~ This information shall also be made available to the DFSC/SFSC and CFSC. The faculty member may request appropriate information regarding the case. This information shall include any official document used to support a decision regarding a faculty member.
4. In order to effect a just and efficient appeal, the FRC shall be provided any documents used by the DFSC/SFSC or CFSC in the process of making recommendations. The FRC may request the parties to the review to appear in person. The FRC may deny an appeal where there is no evidence that a substantial basis for an appeal exists.
5. An FRC recommendation shall be based on a majority vote of the members of the committee. The FRC shall report the recommendation to the faculty member, the appropriate DFSC/SFSC, CFSC, the Provost, and the President (see ~~XIII.XVI.E.G.31.~~ and Appendix ~~11.~~B.). The Provost and President shall consider this recommendation in making a decision.

Comment [SC28]: One attempt to clarify the distinction between the "intent to file" and the actual "written appeal."

Comment [SC29]: Another attempt to clarify distinction between "intent to file" and "written appeal," with distinct appeal deadline noted.

~~II.~~ Initiation of a Performance-Evaluation Appeal:

1. A summative recommendation for a performance-evaluation review of a faculty member conducted by the DFSC/SFSC may be appealed to the CFSC regarding interpretations of faculty performance and/or adherence to ASPT policies. In a performance-evaluation appeal, the CFSC is the sole and final

appellate body. It may support or reverse a recommendation made by the DFSC/SFSC. If the CFSC believes that the basis of the appeal is an academic freedom or ethics violation question, the CFSC may suspend its proceedings until it receives the report from the Academic Freedom, Ethics and Grievance Committee.

2. Before filing a written intent to appeal a performance evaluation with the appropriate CFSC, a faculty member who believes that relevant factors or materials have been ignored or misinterpreted by the DFSC/SFSC is encouraged to seek an informal resolution of the issues with the DFSC/SFSC. If such informal resolution is unsuccessful, the faculty member shall be required to have a formal meeting with that committee to present arguments and additional materials for reconsideration of the decision prior to filing the written appeal. If the attempt of resolution after a formal meeting is unsuccessful, the appeal process shall proceed if the appellant so desires.
3. The appellant ~~shall~~ must notify the appropriate CFSC Chairperson in writing of the intention to appeal the performance evaluation ~~within ten (10) business days (days when University offices are open to the public) of the date on which the appellant received official notification of the department/school action giving rise to the appeal~~ by February 25. The Chairperson of the appropriate CFSC in the case of a performance evaluation appeal shall respond to the appellant within five (5) business days following the receipt of a written intent to appeal.
4. The Chairperson of the appropriate CFSC shall inform the Chairperson/Director of the DFSC/SFSC of ~~an appellant's the faculty member's intent to file a~~ performance evaluation appeal. The appropriate CFSC shall initiate consideration of a performance evaluation appeal (see Appendix H.C.).
5. The CFSC in performance evaluation cases must receive from the appellant an appeal as defined in XVI.C, including written information supporting the appeal, by March 1. The appellant may request appropriate information regarding the case. This information shall include any official document used to support a decision regarding a faculty member. The appellant has the

Comment [SC30]: As above, a clearer deadline regarding the "intent to file" that extends the timeline just a bit.

Comment [SC31]: See comment 35.

right to address the CFSC in person, and either the appellant or the CFSC can request the DFSC/SFSC to appear in person before the CFSC.

6. The CFSC shall have access to any materials used by the DFSC/SFSC to make a decision. The CFSC may request from the appropriate faculty status committee written information supporting the original decision, which the DFSC/SFSC shall supply. In those rare instances when an event occurs or information becomes available after the initial decision of the DFSC/SFSC and before deliberation of the CFSC, which event or information has direct bearing on the materials under review, such event or information may be considered by the CFSC with full written disclosure to the faculty member and the DFSC/SFSC. The CFSC may deny a hearing on an appeal where there is no showing that a substantial basis for appeal exists.
7. If a hearing is permitted by the CFSC, it ~~will~~ shall be conducted in accordance with ~~XIII~~XVI.D.
8. The CFSC is the sole appeal in the case of performance evaluations. If a CFSC decision results in a change to a DFSC/SFSC recommendation, the DFSC/SFSC recommendation letter shall be revised in accordance with the CFSC decision, and all prior DFSC/SFSC communications shall be purged from the faculty member's record.
9. A majority vote of the CFSC is necessary to sustain or reverse the DFSC/SFSC recommendation.
10. Each CFSC shall submit an annual written report to the URC and to the Provost that enumerates all performance-evaluation appeals and describes their disposition. [See IV.D.3.](#)

H. Initiation of a Cumulative Post-Tenure Review **Appeal** *(The reader should consult the current ASPT calendar for cumulative post-tenure review appeal dates.)*

1. A summative recommendation from a cumulative post-tenure review of a faculty member conducted by the DFSC/SFSC may be appealed to the CFSC regarding interpretations of faculty performance, and/or goals for extending teaching, scholarly and

Comment [SC32]: Deleted sentence deemed redundant with statement in XVI.A referencing Appendix timelines.

creative productivity and service initiatives over the coming three to five years. Failure to adhere to ASPT policies may also be appealed. In a cumulative post-tenure review appeal, the CFSC is the sole and final appellate body. It may support or modify a recommendation made by the DFSC/SFSC. If the CFSC believes that the basis of the appeal is an academic freedom or ethics violation question, the CFSC may suspend its proceedings until it receives the report from the Academic Freedom, Ethics and Grievance Committee.

2. A faculty member who believes that relevant factors or materials have been ignored or misinterpreted by the DFSC/SFSC is encouraged to seek an informal resolution of the issues with the DFSC/SFSC. If such informal resolution is unsuccessful, the faculty member shall be required to have a formal meeting with the DFSC/SFSC to present arguments and additional materials for reconsideration of the decision (see [Section XVI.D.](#)) If the formal meeting is unsuccessful then the appeal process shall proceed if the appellant so desires.
3. By March 22 a faculty member must file to the CFSC chairperson a written appeal to the cumulative post-tenure review evaluation and/or plan for remediation. The Chairperson of the appropriate CFSC shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) business days and shall refer the faculty member to the appropriate section of the ASPT policy.
4. The appellant may request appropriate information regarding the case. This information shall include any document used to support a decision regarding a faculty member. The appellant has the right to address the CFSC in person, and either the appellant or the CFSC can request the DFSC/SFSC to appear in person before the CFSC.
5. The CFSC shall have access to any materials the DFSC/SFSC used to make its decision. The CFSC may request from the appropriate faculty status committee written information supporting the original decision, which the DFSC/SFSC shall supply. In those rare instances when an event occurs or information becomes available after the initial decision of the DFSC/SFSC and before deliberation of the CFSC, which event or

information has direct bearing on the materials under review, such event or information may be considered by the CFSC with full written disclosure to the faculty member and the DFSC/SFSC. The CFSC may deny a hearing on an appeal where a substantial basis for an appeal has not been demonstrated.

6. If a hearing is permitted by the CFSC, it will be conducted in accordance with ~~XIV~~XVI. D. In no event shall written notification of the CFSC's decision occur later than April 15.
7. The CFSC is the sole appeal in post-tenure reviews. If a CFSC decision results in a change to a DFSC/SFSC recommendation, the DFSC/SFSC recommendation letter shall be revised in accordance with the CFSC decision, and all prior DFSC/SFSC communications shall be purged from the faculty member's record.
8. A majority vote of the CFSC is necessary to sustain or modify the DFSC/SFSC recommendation.
9. By May 1 each CFSC shall submit an annual written report to the URC and to the Provost that enumerates all cumulative post-tenure review appeals and describes their disposition. See IV.D.3.

K. Initiation of a Non-Reappointment Recommendation Appeal:

1. A recommendation for non-reappointment of a probationary faculty member may be appealed to the CFSC to consider whether the DFSC/SFSC provided adequate due process to the non-reappointment decision. In instances when a non-reappointment recommendation is made by a CFSC because of the absence of a DFSC/SFSC, the probationary faculty member may appeal to the FRC. Such appeals shall follow the timelines provided in Appendix 8 to these Policies.
2. In determining whether adequate due process was provided, the CFSC shall restrict its inquiry to procedural issues related to the manner in which the review was conducted. The CFSC shall not substitute its judgment for that of the DFSC/SFSC on the merits of whether the candidate should be reappointed.

Comment [SC33]: Note that this section (previously J) was approved subsequent to initial publication of the Beige Book. Minor clarifications in subsection K.5 have been added. Also, timelines for this appeal process are summarized in a new Appendix 8, because the lack of fixed calendar dates precludes inclusion in Appendix 1 (or at least makes it very awkward to communicate concisely).

Comment [SC34]: URC realized that a timeline had not been developed when the non-reappointment appeal policy was approved. Because the timelines vary depending on year of appointment, and because a non-reappointment recommendation can be made at any time prior to the notice requirements, URC recommends a separate appendix outlining the timelines rather than adding deadlines to Appendix 1.

3. If, using the preponderance of the evidence (more likely than not) test as the standard of review, the CFSC determines due process errors that substantially affected the non-reappointment decision, the CFSC shall refer the recommendation back to the DFSC/SFSC to reassess the merits, remedying any inadequacies of the prior process.
4. If a faculty member believes that the basis for non-reappointment was an academic freedom or ethics violation, the faculty member may request a review by the Academic Freedom, Ethics and Grievance Committee. In order to allow a final decision prior to the end of the faculty member's appointment, the faculty member must file a complaint as required by Academic Freedom, Ethics and Grievance Committee within five (5) business days (days when University offices are open to the public) of the date that the faculty member received the official notification of non-reappointment from the Provost. The Academic Freedom, Ethics, and Grievance Committee must submit its report by May 1 of the academic year in which the appointment terminates.
5. If a faculty member believes that the basis for non-reappointment was a violation of the University's Policy on Anti-Harassment and Non-Discrimination, he/she may seek relief through the Office of Equal Opportunity, Ethics and Access, which will conduct a timely investigation consistent with its standard procedures for addressing such complaints.

Comment [SC35]: A question was raised in Faculty Caucus whether this five-day deadline was too short. URC approved a motion to maintain the five-day deadline.

Comment [SC36]: The word "its" deleted as suggested by Faculty Caucus.

Comment [SC37]: URC recommended that the role of OEOEA be specified.

UNIVERSITY REVIEW COMMITTEE
Tuesday, April 12, 2016
9 a.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Diane Dean (via telephone), Joe Goodman, Christopher Horvath, Doris Houston, Andy Rummel, and Sam Catanzaro (non-voting)

Members not present: Rick Boser, Sheryl Jenkins, and David Rubin

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Doris Houston called the meeting to order at 9:05 a.m.

II. Discussion of ASPT suggestions and requests from Faculty Caucus

Update on ASPT document approval

Houston thanked committee members for their hard work on the ASPT document recommendations this academic year. Houston reported that URC has completed all work the Faculty Caucus (“the Caucus”) has asked the committee to complete by the end of the term. She noted that issues being discussed by URC working groups will not be considered by the Caucus until fall 2016. She also noted that discussion of the proposed new articles related to faculty discipline has been deferred by the Caucus until fall 2016.

Timeline for Appendix 1

Bruce Stoffel provided context for the timelines drafted for inclusion with Appendix 1 (ASPT calendar) per the suggestion of the Caucus. Stoffel explained that timelines (see attached) have been drafted for three of the six sections of the appendix: Calendar for Promotion and Tenure, Calendar for Performance Evaluation Review, and Calendar for Cumulative Post-Tenure Review. The other three calendars in Appendix 1 either set forth dates that may vary depending on an individual faculty member’s circumstance or identify deadlines not otherwise associated with a broader process. For those reasons, Stoffel said, timelines have not been developed for the other three sections of the appendix but can be.

Houston asked if ASPT document section or page numbers can be added to deadlines displayed in the timelines to direct the reader to more information about each deadline or action. Bonnell agreed with the suggestion. Sam Catanzaro responded that cross references can be added. He suggested citing section numbers rather than page numbers because pagination of the document has not yet been finalized.

Christopher Horvath moved to recommend the three timelines, as disseminated to URC prior to the meeting but with cross references added, to the Caucus. Joe Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Revised passage. Appendix 2

Houston provided context for the request from the Caucus for URC to consider rewording the last sentence of the first paragraph of Appendix 2 (“Departments/schools must consider a demonstration of quality of accomplishment and a standard of excellence as they select guidelines and criteria for evaluation”). Houston said some Caucus members consider the sentence confusing because it seems to address multiple concepts. Catanzaro agreed, asking if the sentence is about establishing guidelines for setting forth criteria for faculty excellence or if the sentence is about guiding faculty members in making a case in their faculty evaluation papers for excellence in their work.

Catanzaro offered two options for the committee to consider: deleting the sentence without replacing it or endorsing the replacement sentence suggested by Caucus Chairperson Susan Kalter:

“Departments/schools must select guidelines and criteria for evaluation that guide faculty in how to demonstrate quality of accomplishments and achieve a standard of excellence.” Horvath said that, while he thinks the replacement sentence is better than the sentence that had been recommended by URC, the replacement sentence also conflates two concepts. Houston noted a possible third interpretation of the sentence: that it may refer to departments and schools demonstrating that evaluation standards are in line with high quality performance. Horvath suggested that the sentence be deleted to eliminate potential confusion resulting from its triple conflation. He added that the concepts addressed in the sentence are implicit elsewhere in the ASPT document. Goodman and Houston agreed.

Horvath moved that the last sentence of the first paragraph of Appendix 2 not be rewritten but instead be deleted. Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative. Houston reiterated the rationale for the committee recommendation to delete the sentence: that, by conflating concepts, the sentence may confuse readers and that the concepts the sentence is intended to convey are addressed elsewhere in the ASPT document multiple times.

III. Working group reports

Goodman asked if working groups are to frame their final reports as what URC recommends or what the working group recommends. Houston clarified that the reports should be framed as the URC recommendation to the Caucus.

Report from the working group on student evaluations (Christopher Horvath and Andy Rummel)

Horvath disseminated a written interim report from the working group on student evaluations. He first reviewed the Caucus charge to the working group: 1) whether the term “student reactions” should still be used or replaced with “student evaluations” or some other term, and 2) whether a requirement should be added to the ASPT document that multiple methods of teaching evaluation must be weighted equally in the faculty evaluation process. Houston noted that the Caucus also gave URC license to consider other issues related to student evaluations should URC want to do so. Horvath then summarized the interim working group recommendations. He explained that, in developing its recommendations, the working group has considered guidance published by the American Association of University Professors (AAUP), practices at benchmark institutions, and literature on the topic.

Horvath reported that AAUP has not issued specific guidelines regarding appropriate terminology for student feedback and that benchmark institutions use a variety of terms. Horvath said the working group recommends referring to student feedback as anything but “student evaluations,” because students do not evaluate their instructors but provide feedback regarding instruction in a specific course. Horvath said the working group recommends retaining the term “student reactions” or using the term “student responses.”

Horvath reported that he and Rummel found the second charge (whether multiple methods of teaching evaluation should be equally weighted) a bit more complicated. They surmise that the suggestion was made by the Caucus to prevent student reactions from being used as the predominant method to evaluate teaching performance. Horvath noted that the resources consulted by the working group agree that teaching evaluation should be an ongoing process involving multiple methods rather than based on information from a single point in time using a single method. He said that equally weighting all modes of evaluation could impede achieving an ongoing, comprehensive teaching evaluation process. Horvath also stated that student reactions to teaching are fraught with complex biases, which, he said, may suggest that departments should be allowed to consider various factors contributing to those biases on an individual basis.

Houston asked how the working group might recommend integrating such an approach to teaching evaluation in the ASPT document, which, Houston noted, would not need to be done until next academic year. Horvath referred to the following sentence in the interim working group report: “Instead, we would suggest language that encourages schools/departments to develop methods of teaching evaluation that

take into consideration multiple sources of data in ways appropriate to the particular ... faculty member, course load, pedagogy, course content, and discipline.” Horvath suggested rewording that sentence and adding it to the ASPT document. He offered to work on the wording and to help determine where in the ASPT document the wording should be added. Horvath suggested that generating some sort of model for teaching evaluation might help illustrate this approach to the Caucus but noted that models need to be tailored to individual disciplines. Generating a single model would be difficult for that reason, he said.

Houston noted that scores from student reactions to instruction continue to play a significant role in evaluating teaching performance in many departments and schools at the University. She asked committee members how they feel about that situation. Horvath responded that referring to student feedback as quantitative data is false. He cited lack of consistency across schools and departments with respect to methodology used to administer student feedback surveys and to interpret and apply results. Goodman agreed, also noting that rating scales differ across departments and colleges.

Horvath said he will revise the working group report and resubmit it to URC. There was discussion whether the revised report should refer to the term “student reactions” or to “student responses.” Bonnell suggested that, whatever the preferred term, it should be used consistently throughout the ASPT document. Horvath suggested using the term “student responses” to be consistent with the name of a common survey instrument used at the University, the Student Response Inventory. Committee members thanked Horvath and Rummel for their work on this issue, noting both the policy guidance and professional development implications resulting from their efforts.

Report from the working group on the evaluation process (Angela Bonnell, Rick Boser, and Sheryl Jenkins)

Bonnell reported that her group is working on recommendations regarding the time involved in compiling annual portfolios for performance evaluation. She said the group has consulted AAUP publications as well as policies at benchmark institutions. She said it seems clear to group members from their research that all faculty members at the University should be asked to prepare performance evaluation papers every year. She clarified that conducting performance evaluations annually is not just about salary incrementation. Conducting evaluations on an annual basis helps convey the importance of that feedback to the professional development of faculty members, she said.

Bonnell said the working group does not recommend stating explicitly in the ASPT document what departments and schools should be doing with respect to performance evaluations, rather it should be left to each department and school to decide. She added that there may be opportunities for sharing best practices regarding performance evaluation among units at the University, perhaps through the ASPT professional development sessions facilitated by Catanzaro.

Houston reported that several persons providing feedback about the proposed ASPT document changes have questioned the current policy of preparing performance evaluation portfolios in December and conducting evaluations in January, a period when faculty members are busy preparing spring courses. She asked Bonnell if her working group encountered guidance about the timing of performance evaluations while conducting its research. Bonnell responded that, while her group noted variations across institutions regarding the timing of evaluations, the group did not discuss the issue. She added that the group is willing to do so.

Horvath said that, from a pragmatic perspective, he would rather compile his portfolio for evaluation during winter break than in May. Catanzaro pointed out that if portfolios were due in May, DFSCs would be working off contract (i.e., after the May 15 end date for most faculty contracts). Diane Dean noted that moving the evaluation portfolio due date to May could complicate decisions regarding salary incrementation and appeals. If such matters are to be decided before the fall semester, the evaluation process has to start early, she added. Catanzaro said that changing the timeline could help separate the promotion and tenure application and decision processes so they are treated as the distinct processes they are, but he is unsure whether the benefits of such a change would outweigh the costs. Horvath agreed, noting that the two processes are so closely related.

Report from the working group on salary incrementation (Joe Goodman and David Rubin)

Goodman reported that the primary concern of his working group is the dollar amount of the salary increment associated with promotion from assistant professor to associate professor and the amount associated with promotion from associate professor to full professor. He said that, while all peer institutions researched by the working group define salary increments by fixed amounts rather than by percentages, those amounts are higher than increments granted by Illinois State. Goodman said that, despite these differences, the working group prefers to be measured in its recommendations given the continuing budget crisis in the state. He asked for guidance from the committee in framing working group recommendations.

Catanzaro agreed that the issue is sensitive given the current public dialogue about the cost of higher education. Recalling that the last increase in salary increments was likely approved in the early to middle 2000s, Catanzaro suggested that the working group consult ASPT documents in the Provost's office to determine how often, when, and in what amounts changes have been to the salary increments by the University. That information might help make a case for discussion of an increase despite the financial uncertainty facing the state.

IV. Approval of minutes

Because the meeting was nearing the established time for adjournment, Houston suggested that minutes of prior meetings be reviewed and approved via consent agenda. Meeting attendees concurred. Minutes of the following meetings will be reviewed and approved in this manner: February 3, 2016; February 16, 2016; March 2, 2016; and March 30, 2016.

V. Other business

There was none.

VI. Adjournment

Horvath moved, Bonnell seconded that the meeting adjourn. The motion carried on voice vote, all voting in the affirmative. The meeting adjourned at 10:04 a.m.

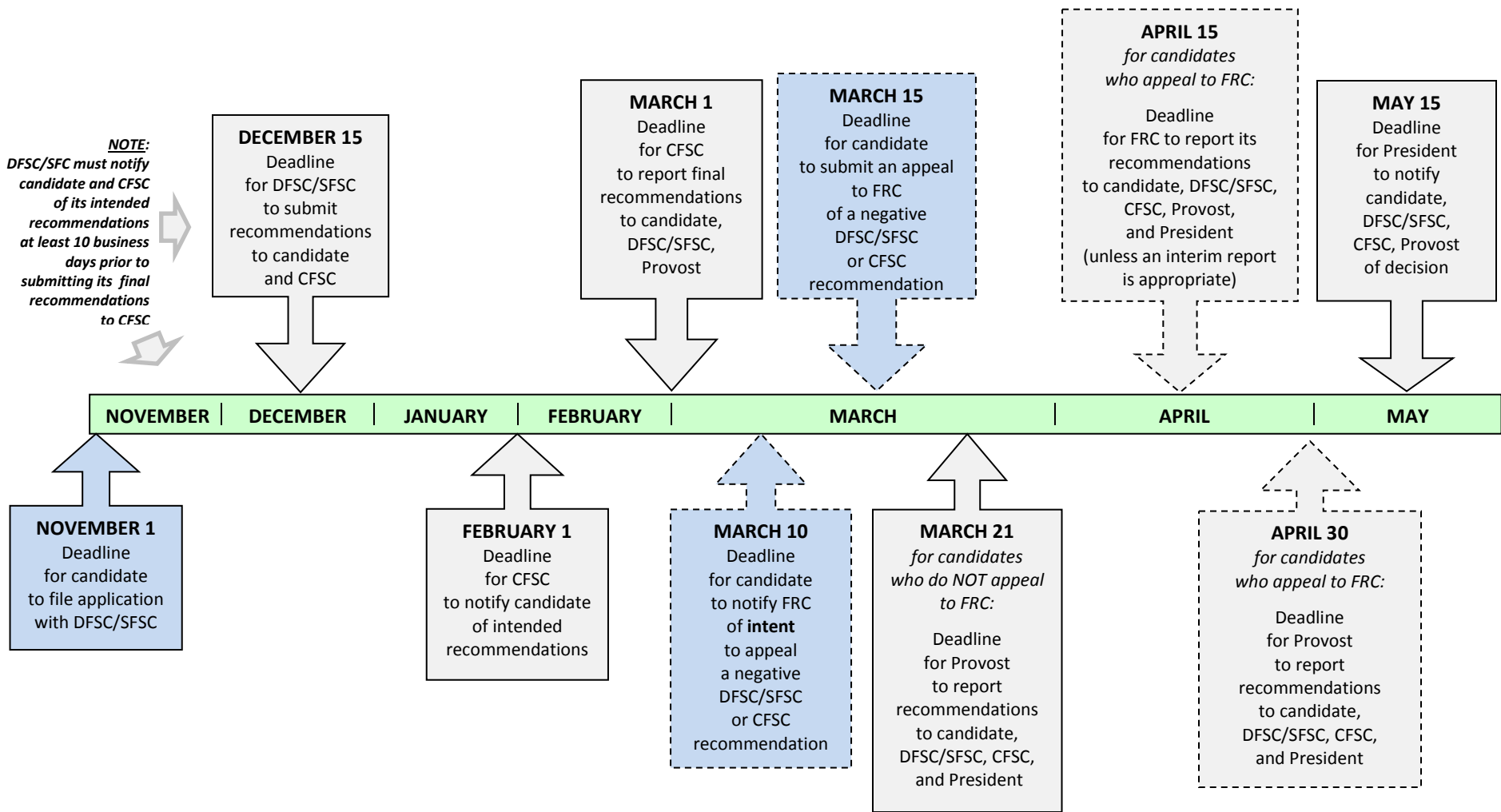
Respectfully submitted,
Christopher Horvath, Acting Secretary
Bruce Stoffel, Recorder

Attachments:

Draft Appendix 1 timelines

URC Working Group on Student Evaluations: Chris Horvath (CAS/Philosophy), Andy Rummel (CFA/Music), Date Submitted:
April 11, 2016

Timeline: Promotion and Tenure



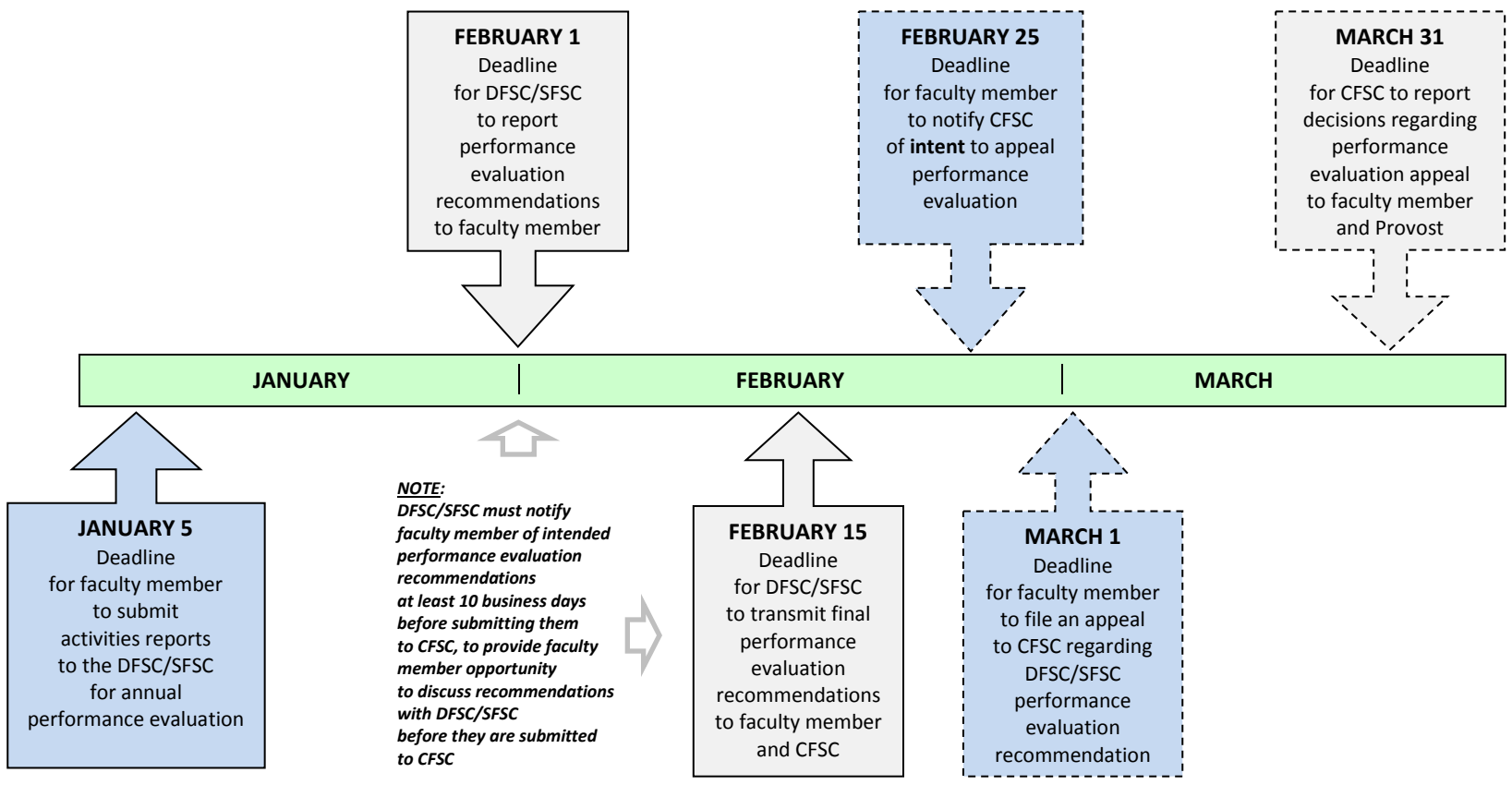
KEY

DFSC: Department Faculty Status Committee
 SFSC: School Faculty Status Committee
 CFSC: College Faculty Status Committee
 FRC: Faculty Review Committee

BLUE denotes an action initiated by the candidate
 GRAY denotes an action initiated by a committee or an administrator
 Dashed outline denotes an action related to an appeal by the candidate

This timeline is provided as a planning tool.
 For a complete description of the promotion and tenure process, including policies and procedures for appealing promotion and tenure decisions, please refer to Articles VIII, IX, and XIII of this document.

Timeline: Performance Evaluation Review

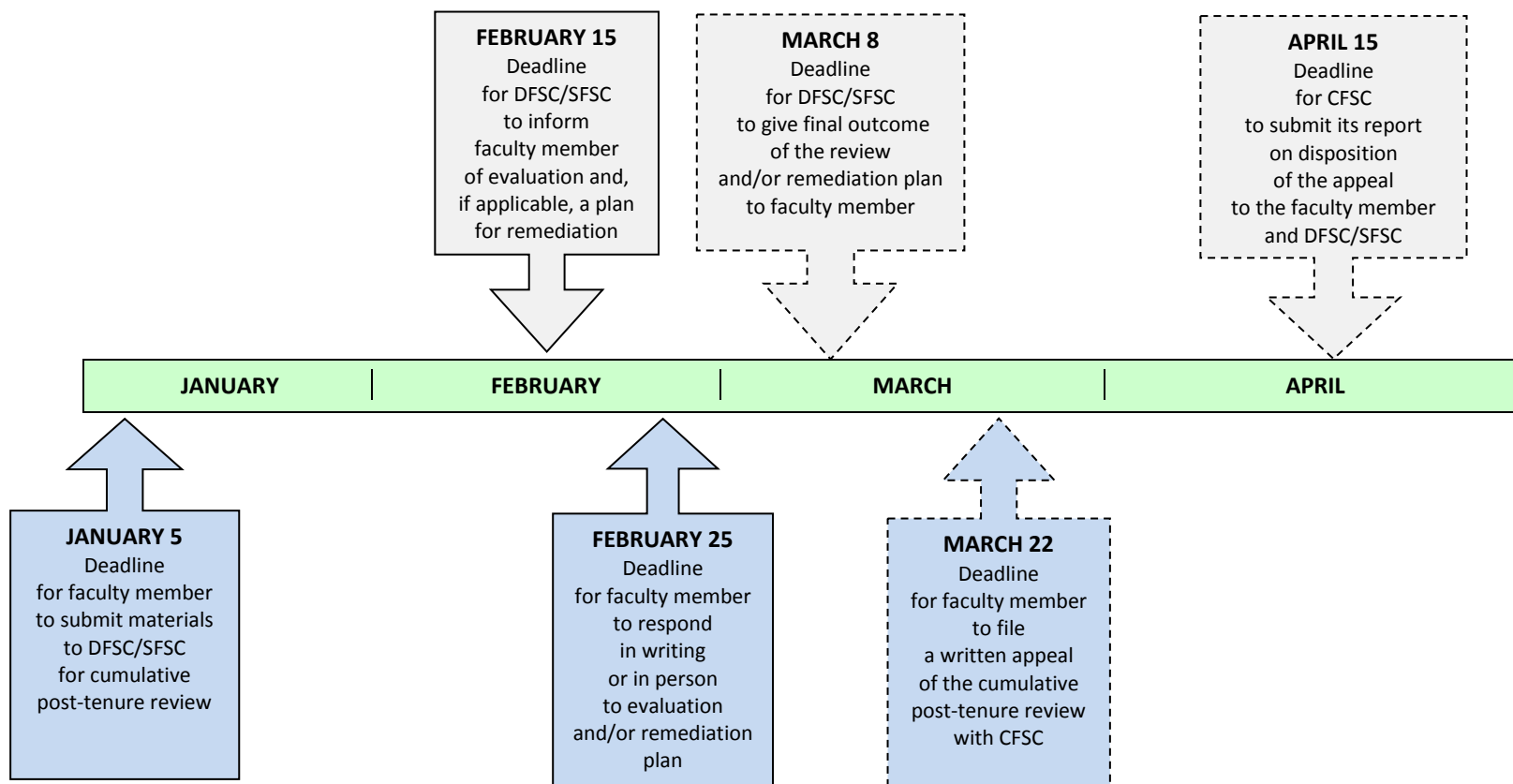


KEY
 DFSC: Department Faculty Status Committee
 SFSC: School Faculty Status Committee
 CFSC: College Faculty Status Committee

BLUE denotes an action initiated by the faculty member
 GRAY denotes an action initiated by a committee
 Dashed outline denotes an action related to an appeal by the faculty member

This timeline is provided as a planning tool.
 For a complete description of the promotion and tenure process, including policies and procedures for appealing promotion and tenure decisions, please refer to Articles VIII, IX, and XIII of this document.

Timeline: Cumulative Post-Tenure Review



KEY

DFSC: Department Faculty Status Committee
 SFSC: School Faculty Status Committee
 CFSC: College Faculty Status Committee

BLUE denotes an action initiated by the faculty member
 GRAY denotes an action initiated by a committee
 Dashed outline denotes an action related to an appeal by the faculty member

This timeline is provided as a planning tool.
 For a complete description of the promotion and tenure process, including policies and procedures for appealing promotion and tenure decisions, please refer to Articles VIII, IX, and XIII of this document.

URC Working Group on Student Evaluations:

Chris Horvath (CAS/Philosophy)

Andy Rummel (CFA/Music)

Task:

The subcommittee was asked to review Article VII.B.2 (pg 57) and provide guidance to the URC regarding the following suggestions/requests from the Faculty Caucus (11/4/15):-

- (i) *Should the term "student reactions" still be used or should the phrase be replaced with "student evaluations" or some other term?*
- (ii) *Consider adding a requirement that multiple methods of teaching evaluation be weighted equally.*

The Faculty Caucus requested that the subcommittee consider both AAUP Guidelines and recent research on the use of student input in the evaluation of faculty teaching.

Review:

The subcommittee reviewed material available on-line in order to reach its recommendations. In addition to AAUP material and recent research on student evaluations, we chose to examine the practices of "Benchmark Institutions" (list attached) in order to determine "best practices" with respect to the use of student input in faculty evaluations.

The subcommittee addressed the following questions in their review.

1. What are the AAUP guidelines with respect to the use of student course evaluations in the evaluation of faculty teaching?
2. How do our "Benchmark Institutions" administer student course evaluations and how are those evaluations used in the evaluation of faculty teaching? Are other forms of teaching evaluation required for faculty evaluation? If they are required, are different modes of evaluation given equal weight?
3. What are the most recent research finding on the reliability of student evaluations as measure of faculty performance/learning outcomes assessment? Is there evidence of systematic bias in student course evaluations with respect to female faculty, faculty of color, LGBTQ faculty, ESL faculty?

Findings and Recommendations:

*With respect to request/suggestion (i), the subcommittee recommends **retaining** the less-formal term "student reaction".*

Justifications:

- There is a great deal of heterogeneity across departments and colleges in both the instruments used to generate student feedback and in the methodology used to administer those instruments.

- Some instruments are clearly designed to elicit comments on the instructor's performance (e.g. "Was the instructor regularly late or absent from class?" "Did the instructor return graded material in a timely manner?") and others are designed to elicit feedback on the course itself (e.g. "Were the reading assignments interesting and relevant?" "Was the course well organized?")
- Some instruments use primarily open questions and others use a numerical scale. (Some departments use 5 as a positive response and other departments use 5 as a negative response.)
- Some faculty self-administer their "evaluations" with little guidance or oversight while other departments have elaborate procedures for administering and collecting evaluations.
- The AAUP has no specific guidelines regarding this issue.
- Our Benchmark Institutions take a variety of approaches. Most use the terms "course evaluation" or "instructor evaluation".
- A review of the relevant literature suggests that "evaluation" is a misnomer. The data gathered on the typical student response instruments do not provide reliable information about the quality of instructor's performance in the classroom or about the instructor's success in achieving desired learning outcomes.
- There is ample evidence of inherent bias in many student "evaluations" with respect to race, gender, sex, and sexuality. Cis-gender, white male faculty may benefit from a race and gender based "assumption of competence". Female, non-white, and non cis-gender faculty suffer the effects of the opposite assumption.

This disparity coupled with the documented problems with bias inherent in the student evaluation process lead us to suggest that the student feedback should not be considered "evaluative" in any formal sense. Rather, student "course evaluations" should be treated as an opportunity for students to provide feedback regarding their experience with a particular instructor in a particular course. Whatever we call these student "reactions" should reflect this reality.

With respect to request/suggestion (ii), the status quo seems to privilege student course evaluation. We believe the intent of this suggestion is to increase the relative importance of modes of teaching evaluation other than student evaluation. The subcommittee endorses this basic idea. However, simply requiring that all sources of data regarding teaching performance be treated equally seems to miss the real target. A review of the relevant literature and "Best Practices" suggests that the evaluation of teaching should be a holistic and on-going process not limited to a single source of data or a single day at the end of the semester. We believe requiring all schools/departments to treat all sources of input equally (i.e. treating student course evaluations with equal weight to peer review of a comprehensive teaching portfolio or peer observation in the classroom) would, in fact, impede the development of comprehensive and on-going methods of teaching evaluation. We **do not recommend** the suggested change. Instead, we would suggest language that

encourages schools/departments to develop methods of teaching evaluation that take into consideration multiple sources of input over an extended period of time and weight the various sources of data in ways appropriate to the particular the faculty member, course load, pedagogy, course content, and discipline.

Justifications:

- The AAUP has no specific guidelines regarding this issue. However, “a recent AAUP survey finds declining response rates on student reviews of professors, too many colleges that do little beyond student reviews, and concerns about bias against women, minorities and adjuncts. But association panel wants to improve system, not end it.” (Inside Higher Ed June 10, 2015)
- IDEA is a non-profit organization doing research to improve higher education. Several schools and departments on campus use “student response inventories” developed by IDEA (e.g. the College of Fine Arts) According to IDEA, “Student ratings of instruction (SRI) should be supplemented with peer review and ongoing faculty development. We were pleased to read that 69 percent of respondents see the need for student feedback about their teaching. We also agree that institutions should end the practice of allowing SRI to serve as the only or primary indicator of teaching effectiveness. IDEA has long recommended that they count no more than 30 percent to 50 percent of the overall teaching evaluation.” (IDEA June 22, 2015)
- Our Benchmark Institutions take a variety of approaches to faculty teaching evaluation. All include some form of student input. Most require additional sources of data, most often peer review of teaching material and less often classroom observation. The relative weight given to different sources of data regarding teaching performance varies significantly both between and within institutions. Most commonly, college and university level policy requires multiple sources of input on teaching performance while decisions about specific kinds of assessment required and the relative weighting of are made at the department level.
- The variety in policies and procedures at the department level within Benchmark Institutions reflects the differences in course content and pedagogy within different disciplines. These differences should be respected.
- A review of the literature reveals a persistent problem of gender and race bias in student course evaluations. This bias is most often revealed in a complex interaction of student gender, instructor gender, and course content. (e.g. Basow, 1998 and Laube, 2007.) For example, a consistent gender bias is found against female faculty who introduce (appropriately) feminist content into non-gender studies courses, though a similar negative response does not apply to male faculty who do the same thing.
- The same bias response has been demonstrated with respect to race and race-focused course content.

Selected Bibliography:

Andersen, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *Political Science & Politics*, 30, 216-219.

Explores the potentially damaging effects of gender bias in student evaluations of teaching, specifically with regard to student expectations. Reviews a number of laboratory and "real life" studies and summarizes their conclusions. Notes the different and conflicting expectations of students and recommends a broader approach to teacher evaluations.

Arreola, R. A. (2000). Developing a comprehensive faculty evaluation system: A handbook for college faculty and administrators on designing and operating a comprehensive faculty evaluation system (2nd ed.). Bolton, MA: Anker Publishing Company, Inc.

This handbook provides a practical model for developing and using a comprehensive faculty evaluating system that responds to the specific needs, concerns, and characteristics of the faculty and administration of an individual academic unit. It outlines an eight-step procedure that focuses on the determination of: (1) the faculty role model; (2) faculty role model parameter values; (3) roles in the faculty role model; (4) role component weights; (5) appropriate sources of information; (6) information source weights; (7) how information should be gathered; and (8) appropriate forms and protocols. It also examines the selection and development of forms for the student evaluation of faculty, providing samples of student rating form items is included. An appendix contains a sample faculty evaluation manual.

Basow, S. A. (1998). Student evaluations: Gender bias and teaching styles. In L. H. Collins, Chrisler, J.C., & Quina, K. (Eds.), Career strategies for women in academe: Arming Athena. (pp. 135-156). Thousand Oaks, CA: Sage.

Using a quantitative approach, Basow argues that the overall effect of gender on student evaluations is small, accounting for about 3% of variance. However, there may be significant interaction effects between gender and other context variables that may cumulatively disadvantage female faculty.

Cashin, W. E. (1995). Student ratings of teaching: The research revisited. IDEA paper No. 32. This paper attempts to summarize the conclusions of the major reviews of the literature on student ratings of teaching. It is an update of a paper by the same name published as IDEA Paper No. 20 from the Center for Faculty Evaluation and Development in 1988. Viewing student ratings as data rather than evaluations may help to put them in proper perspective. Studies have considered the multidimensionality of student ratings and their reliability and validity. They have been compared to student learning outcomes, the self-ratings of the instructor, and the ratings of others, and possible sources of bias have been studied. There are probably more studies of student ratings than of all the other data used to evaluate college teaching combined, and there are certainly enough studies to allow some conclusions. In general, student ratings tend to be statistically reliable, valid, and relatively free from bias and need for control. Nevertheless, they are only one source of data about teaching and must be used with multiple sources of data to make judgments about all the components of teaching.

Laube, H., Massoni, K., Sprague, J., & Ferber, A. L. (2007). The impact of gender on the evaluation of teaching: What we know and what we can do. *NWSA Journal*, 19(3), 87-104.

Merritt, Deborah J. (2008). Bias, the Brain, and Student Evaluations of Teaching. *St. John's Law Review* 82, 235-287.

Miller, J., & Chamberlin, M. (2000). Women are teachers, men are professors: A study of student perceptions. *Teaching Sociology*, 28(4), 283-298.

Sociology students' perceptions of their instructors' educational attainment levels are examined empirically. The authors find gender disparities: students misattribute in an upward direction the level of education actually attained by male graduate student instructors, while they misattribute in a downward direction the level of formal education attained by women, even when the female faculty member is a full professor. The misattributions are linked to the imputed statuses "teacher" for women and "professor" for men, regardless of the actual positions held or the credentials earned by faculty members and graduate student instructors. The authors suggest that a process of marginalization explains the empirical findings - a process that is attributed by others, but chosen by the self, regardless of the social and economic costs incurred.

Miller, Claire Cain. "Is the Professor Bossy or Brilliant? Much Depends on Gender." *New York Times* 6 Feb 2015.

Ratings Agency. (2016). "Students Judge Their Teachers. Often Unfairly." *Economist* 23 Jan 2016.

Simpson, R. D. (1995). Uses and misuses of student evaluations of teaching effectiveness. *Innovative Higher Education*, 20(1), 3-5.

While student evaluations of teaching performance can provide useful feedback on faculty, particularly on dimensions of course delivery, there are serious limitations. Bias and distrust are often overlooked in interpreting student ratings. An inappropriate use is in rank-ordering faculty in a department. Student evaluation data must be integrated with other sources of information on teaching quality.

Travis Russ, Cheri Simonds & Stephen Hunt. (2002). Coming Out in the Classroom ... An Occupational Hazard?: The Influence of Sexual Orientation on Teacher Credibility and Perceived Student Learning. *Communication Education* 51(3), 311-324.

Wachtel, H. K. (1998). Student evaluation of college teaching effectiveness: A brief review. *Assessment & Evaluation on Higher Education*, 23, 191-212.

This paper presents a brief review of the existing research on student written evaluations of the teaching performance of college and university instructors. First, a short historical background is given.

UNIVERSITY REVIEW COMMITTEE

Wednesday, April 27, 2016

1 p.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Rick Boser, Diane Dean, Joe Goodman, Christopher Horvath, Doris Houston (via telephone), Sheryl Jenkins, Andy Rummel

Members not present: David Rubin, Sam Catanzaro (non-voting)

Others present: Bruce Stoffel (recorder)

I. Call to order

Vice-Chairperson Diane Dean presided for Chairperson Doris Houston, who joined the meeting via telephone. Dean called the meeting to order at 1:05 p.m.

II. Approval of minutes from the April 12, 2016 meeting

Christopher Horvath moved, Andy Rummel seconded approval of minutes from the April 12, 2016 committee meeting as distributed prior to the meeting. The motion carried on voice vote, all voting in the affirmative.

III. Final reports from spring 2016 ASPT working groups

Promotion increments (Joe Goodman and David Rubin)

Joe Goodman reported for the working group. He distributed copies of the working group final report, dated April 26, 2016 (see attached). Goodman stated that the working group recommends retaining the current ASPT policy of defining salary increases associated with promotions by fixed amounts rather than by percentages.

Goodman said he has reviewed archived Illinois State ASPT documents and has discovered that the current promotion increments have been in place for ten years. He reported that salary increments in the current ASPT document are lower than salary increments offered by other institutions about which the working group gathered information. He said the working group recommends that the Faculty Caucus (hereinafter the "Caucus") consider whether current increments are appropriate, noting that the working group was not charged by the Caucus to do so.

Goodman reported that, while conducting its research, the working group discovered a study at Iowa State University of costs incurred by that institution when replacing a faculty member. At the time of the study the average replacement cost to hire one nine-month assistant professor (tenure-eligible) was \$111,432, Goodman said. Goodman suggested that by increasing salary increments associated with promotion, faculty turnover at Illinois State might be reduced which, in turn, would save the University faculty replacement costs. Additional costs paid in salary increases in a given year might be less than total faculty replacement costs during that year, he added. Goodman pointed to a model adopted by West Virginia University that provides for the possibility of a 10 percent salary increase for tenured faculty members every five years. Such a policy might help address salary compression and inversion at the University, he noted.

Houston thanked Goodman and Rubin for their report. She said the discrepancies between the promotion salary increments offered by Illinois State and those offered by other institutions are eye opening. Dean agreed. She asked how the committee should proceed. Houston suggested asking Caucus Chairperson

Susan Kalter whether the Caucus will consider the additional issues raised by Goodman and Rubin's working group.

Houston moved, Angela Bonnell seconded that the committee accept the working group report on tenure and promotion salary increases, that the committee recommend retaining the current policy of defining those increases by fixed amounts, and that the committee recommend that the Caucus consider other issues raised by the working group in the "Future Considerations" section of the working group report. The motion passed on voice vote, all voting in the affirmative.

Student reactions to teaching performance (Christopher Horvath and Andy Rummel)

Horvath reported that after the last URC meeting the working group made minor revisions to its draft report. He explained the changes.

Horvath said the working group is not recommending changes to policies in the current ASPT document regarding student feedback on teaching performance. He explained that referring to student feedback as either "student reactions" or "student responses" is acceptable to the group but using the term "student evaluations" is not. Horvath reported that the working group, at the request of the Caucus, also considered whether the ASPT document should be revised to require department/school faculty status committees to equally weigh methods of evaluating teaching performance when conducting annual faculty evaluations. He said the working group recommends against adding such a requirement. Instead, the group recommends that each academic unit be allowed flexibility to tailor its teaching evaluation policies to best meet its needs.

Horvath said the working group further considered modifying the current ASPT document to state that student reactions to teaching performance should not be the predominate method of evaluating teaching. He said the working group decided against recommending such a modification because that point is already covered in the ASPT document. What is not addressed well in the document, he said, is the matter of best practices. He said the working group decided against addressing best practices because the group was not charged by the Caucus to do so. Houston suggested that it would be appropriate for URC to make recommendations to the Caucus regarding best practices, because, she said, the role of URC is to initiate recommendations regarding ASPT policies in addition to responding to requests from the Caucus.

Dean asked if the new edition of the ASPT document is scheduled to be printed in the fall. Bruce Stoffel responded that Catanzaro plans to have the book printed this summer so it will be available at new faculty orientation in August. He added that Kalter has announced that the Caucus may consider amendments to the new edition as early as fall 2016.

Horvath noted that the section of the ASPT document that would have to be revised to address best practices is substantial, adding that it would take time and attention to draft the revisions. Boser agreed. Horvath suggested responding to the Caucus request now while planning to address the issue of best practices next academic year. Houston asked if that approach is stated in the working group report. Horvath responded that it is not but that it could be added. He suggested approving the report via consent agenda once he has added those sentences. All committee members present agreed. Dean thanked Horvath and Rummel for their research and for their efforts compiling the working group report.

Performance evaluation process (Angela Bonnell, Rick Boser, and Sheryl Jenkins)

Bonnell reviewed the working group report disseminated to committee members via email prior to the meeting (see attached). She reported that the working group recommends against conducting performance evaluations every other year but instead recommends that the current policy of conducting annual performance evaluations be retained. Bonnell said the working group recommends against revising the ASPT document to address time spent by faculty members on their evaluation portfolios. She explained that working group members believe time spent on portfolios is a matter of department or school culture, noting that the ASPT document states that each unit is to create its own policies and procedures regarding performance evaluation. Bonnell added that the working group recommends that, when reviewing those

policies and procedures, academic units should consider the burden they place on faculty members. To help academic units understand their options with regard to performance evaluation policies and procedures, the working group recommends that units be provided opportunities to discuss their ASPT policies and procedures with other departments and schools at the University, Bonnell said.

Dean noted the variation across campus in the amount of time being spent by faculty on their portfolios, adding that excessive time spent on the portfolios is a problem in only some units. She suggested that changing the document to address the issue may unnecessarily impact all units. Horvath suggested that trust between faculty members and their department faculty status committee is an important factor in time spent by faculty members on their annual portfolios. He suggested that when faculty members trust that their committee will do the right thing, broad rules regarding performance evaluation are acceptable, but, if such trust does not exist, detailed performance evaluation policies and procedures may be more appropriate.

Houston thanked the working group for its efforts. She asked if it would be appropriate for URC to share the working group insights with colleges, department, and schools. Dean suggested recommending to the Caucus that communicating “best practices” to departments and schools would be appropriate and helpful in light of the differences across campus with respect to time preparing annual performance evaluation portfolios. Dean added that a unit may adopt a certain culture of preparing annual portfolios because the unit does not know there are options. Boser noted that department representatives serve with representatives of other departments on college faculty status committees, leading to awareness across units of differences in performance evaluation policies and procedures.

Bonnell asked if she should revise the working group report to require the Provost’s office to offer programming to address concerns about the burden of performance evaluation on faculty. Boser and Dean suggested not doing so. Dean said it would be better to make such programming voluntary. She suggested working with the deans on the issue. Boser said it might be helpful to work with the council of department chairpersons and school directors.

Horvath moved, Goodman seconded that the working group report be tabled, that the working group revise the report to incorporate suggestions made by URC members, and that the revised report be circulated to URC members via email for approval via consent agenda. The motion passed on voice vote, all voting in the affirmative.

[Horvath then left the meeting.]

IV. Semester wrap and a look ahead to fall 2016

Houston announced that this is the last URC meeting for Rummel, as he has represented the College of Fine Arts on URC in spring 2016 to compete a three-year term vacated by another faculty member in the college. She thanked Rummel for his service to URC.

Houston announced that elections of 2016-2017 URC officers will be held in fall 2016.

V. Other business

There was none.

VI. Adjournment

Boser moved, Goodman seconded that the meeting adjourn. The motion passed on voice vote, all voting in the affirmative. The meeting adjourned at 2 p.m.

Respectfully submitted,
Rick Boser, Secretary
Bruce Stoffel, Recorder

Attachments:

URC Working Group on Tenure and Promotion Salary Increases, Joseph Goodman (COB/Management and Quantitative Methods), David Rubin (CAS/Biological Sciences), Submitted for review: 26 April 2016

University Review Committee, Spring 2016, Working Group on Annual Performance Evaluations, Angela Bonnell (Milner), Rick Boser (CAST/TEC), and Sheryl Jenkins (MCN), April 2016

URC Working Group on Tenure and Promotion Salary Increases

Joseph Goodman (COB/ Management and Quantitative Methods)

David Rubin (CAS/ Biological Sciences)

Submitted for review: 26 April 2016

TASK

The subcommittee was asked to review and compare Article XII.A.5 (p. 42), “salary increments...Assistant Professor to Associate Professor...and Associate Professor to Professor...” and provide recommendations to the University Review Committee (henceforth, URC) regarding peer institution monetary increase. The request from Faculty Caucus:

Should Illinois State University use a fixed monetary amount or a percentage based promotion and tenure salary increment?

ISU HISTORICAL PERSPECTIVE

ISU, currently, awards a \$3000/year minimum salary increment for promotion to Associate Professor and a \$5000/year minimum salary increment for a promotion to Professor. These salary increments replaced the 2005-2006 ASPT Policy document: \$2250/year minimum for Assistant to Associate; and \$3000/year minimum for Associate to Professor, originally inserted in 2001 ASPT document. Prior to the 1995-1998 ASPT Policy document, there is no mention of a fixed or percentage based salary increment with promotion and/or tenure.

METHODOLOGY

Comparison institutions were identified from the *Illinois State University Planning, Research, and Policy* “Peer Groups” website (http://prpa.illinoisstate.edu/data_center/peer_groups/). ISU identifies four main peer groups. Institutions for this analysis were selected from the Illinois Board of Higher Education (IBHE) Peer Group for Salary Comparisons and the IBHE Peer Group for Non-salary Comparisons. Thirty-five institutions are listed across both comparison tables. Each university’s policy manuals concerning promotion and tenure were evaluated for salary increment raises. The manuals were searched, electronically, using the following symbols, phrases, or words: 1) “\$”; 2) “%”; 3) “promotion”; 4) “raise”; 5) “assistant to”; 6) “associate to”; 7) “salary increments”; and 8) “assistant professor”, “associate professor”, or “professor”. The search method generated 18 institutions with comparable data. Additional on-line searches were conducted on the remaining 17 institutions. However, the data was not available through public sources. No effort was undertaken to contact the schools’ administrative professionals.

Online searches generated additional data sources. Table 2 reports institutions from the search and not considered within ISU’s peer comparison groups.

RESULTS

Table 1 presents data for ISU's Peer Salary and Non-Salary promotion and tenure salary increments. The average student enrollment for the comparable institutions is: 22,616 students, S.D. = 9949. Approximately, 83% of the peer institutions use a fixed monetary salary increment for promotion and tenure, 17% use either a percentage based or hybrid formula. The average fixed salary increment for promotion from Assistant Professor to Associate Professor is: \$4,788.00, S.D. = \$1135.81 (Median = \$5000.00). The average fixed salary increment for promotion from Associate Professor to Professor is: \$7,058.00, S.D. = \$1614.24 (Median = \$7000.00). Institutions using the percentage based salary increment range from 9% to 12% of the faculty's base salary.

RECOMMENDATION

The URC was asked to consider using a fixed monetary or a percentage based promotion and tenure salary increment. ISU's fixed monetary salary increment is in line with peer institutions. As such, a full departure from past precedent appears unwarranted.

FUTURE CONSIDERATIONS

Faculty pay, direct and indirect compensation, continues to garner attention. A 2012 HR Horizons article identified, pay compression and inversion, competitiveness, pay progression, workload, and pay fairness as the Top Five problems with faculty pay⁴. Hutcheson, Stiles, and Wong note,

“Many institutions manage faculty pay effectively. Yet, many leaders also think their current practices need to be more contemporary...Institutions that do not regularly make market adjustments or lack a process for managing faculty pay progression will experience more significant, extensive, and costly compression and inversion issues.”

Illinois State University is not isolated from the challenges of balancing fair compensation and economic conditions. For example, West Virginia University utilizes a “salary enhancement” policy⁵ wherein fully-promoted faculty members submit 5-year revaluation dossiers. The faculty member is eligible for up to a 10% salary enhancement in addition to standard merit increases⁶. Two issues warranting future consideration, for ISU, are: 1) salary increment amounts; and 2) faculty turnover due to salary compression and/or inversion. Each issue is discussed below.

Salary Increment Amounts. The IBHE Peer Comparison group data indicates ISU's salary increment rates are below the mean and the median for both, Assistant to Associate and Associate to Professor. It is recommended that a full peer group compensation survey examine this discrepancy. The survey and analyses should investigate direct and indirect compensation comparisons. Contextual items available, or absent, from ISU faculty will provide the necessary insight prior to any new salary increment implementation.

Faculty Turnover. Turnover costs are unique to each university. However, and by example, Iowa State University reported the average replacement costs to hire one 9-month Assistant Professor (Tenure eligible) was \$111,432.00⁷. Turnover has two facets, involuntary/voluntary or dysfunctional/functional, and is based upon either the employee's or organization's perspective. Involuntary turnover is defined as the employee is discharged from the organization, i.e. terminated or lay-offs. Voluntary turnover is the employee choosing to exit the organization. Dysfunctional turnover, then, is the organization losing a valuable, high performing employee. Conversely, in functional turnover the organization is losing a low performing employee. As addressed by Hutcheson et al (2012), salary compression and inversion concerns can contribute to faculty turnover, specifically voluntary and dysfunctional. It is imperative for Illinois State University to understand its costs and causes associated with faculty turnover. The recommendation is a full evaluation of faculty turnover rates and costs by academic rank.

Table 1: IBHE Comparison Institutions Salary and Non-Salary: Promotion and Tenure Increments

| Comparison Institutions | Enrollment | Assistant to Associate | Associate to Full |
|--|---------------|---------------------------------------|---------------------------------------|
| 1. Ball State University | 21,196 | \$4000 | \$6000 |
| 2. Bowling Green State University | 16,912 | \$5500 | \$9000 |
| 3. Central Michigan University | 27,069 | \$6250 | \$7250 |
| 4. Cleveland State University | 16,936 | \$6000 | \$9000 |
| 5. Florida Atlantic University | 30,364 | 9% of previous year's Base | 12% of previous year's base |
| 6. Georgia State University | 32,082 | \$5000 | \$6000 |
| 7. Illinois State University | 20,807 | \$3000 | \$5000 |
| 8. Miami University (Ohio) | 18,456 | \$6000 | \$9000 |
| 9. Old Dominion University | 24,932 | \$4000 | \$8000 |
| 10. Ohio University | 29,217 | \$6000 | \$9000 |
| 11. Portland State University | 28,241 | \$2169 ^{1,2} | |
| 12. Rutgers University | 4,857 | 10% of base | 10% of base |
| 13. University of Northern Colorado | 12,075 | \$3000 | \$5000 |
| 14. University of South Florida | 48,793 | \$5000 | \$7000 |
| 15. University of Southern Mississippi | 14,551 | \$4000 | \$5000 |
| 16. University of Toledo | 20,381 | 10% or \$10,000, whichever is greater | 10% or \$10,000, whichever is greater |
| 17. Western Michigan University | 23,914 | \$4500 | \$6500 |
| 18. Wichita State University | 14,495 | \$3000 ³ | \$5000 ³ |

Table 2: Non-comparison Institutions with Fixed or Percentage Based Advancement Increments

| Comparison Institutions | Enrollment | Assistant to Associate | Associate to Full |
|--------------------------------|------------|------------------------|--|
| 1. UT-Chattanooga | 10,781 | 10% of Current Salary | 10% of Current Salary |
| 2. Virginia Military Institute | 1,700 | 5% or \$3000 | 5% or \$3000 |
| 3. Kansas State University | 24,766 | \$11,075 | \$11,075 |
| 4. West Virginia University | 29,175 | 10% of Current Salary | 10% of Current Salary & 5 year review for 10% increase |

End Notes

1. Portland State University has union representation. The 9-month rate is the minimum increase for rank reassignment. Faculty with a 12-month contract receive a minimum of \$2,640.
2. Portland State University provides for an "Academic Professional Compression Increase." Faculty receive a one-time salary increase based on years of service at the University.
 - a. Three years of service or more, but less than six years of service: 2%
 - b. Six years of service or more, but less than nine years of service: 3%
 - c. nine years of service or more: 4%
3. Data reflects 1999 rates.
4. Hutcheson, K., Stiles, Y., & Wong, C. (2012, February). The top five problems in faculty pay. *HR Horizons*, 7(1), Retrieved from <http://hrhorizons.nacubo.org/newsletter/past-issues/volume-7-issue-1/the-top-five-problems-in-faculty-pay.html>.
5. West Virginia University Board of Governors Policy 30. Retrieved from <http://bog.wvu.edu/files/d/07196b0e-11d0-43c3-aa1a-6af227c3bf6f/policy30.pdf>
6. McConnell, J. (2015, October 16). Memorandum to Academic Deans Re: Salary Enhancement for Continued Academic Achievement for 2015-2016. Retrieved from <http://wvufaculty.wvu.edu/r/download/220511>
7. Making the business case: The imperative for supporting and promoting workplace flexibility in higher education. *American Council on Education*. Retrieved from <https://www.acenet.edu/news-room/Pages/Making-the-Business-Case-for-Workplace-Flexibility.aspx>.

University Review Committee, Spring 2016
Working Group on Annual Performance Evaluations

Angela Bonnell (Milner)
Rick Boser (CAST/TEC)
Sheryl Jenkins (MCN)

BACKGROUND

At the Academic Senate's Faculty Caucus held December 9, 2015, several senators expressed concern that the current annual performance evaluation system is overly burdensome for faculty members and that too much time is being spent by faculty members preparing their performance evaluation documents. The following comments were made at that meeting:

- Performance evaluations should be conducted every other year rather than every year.
- Performance evaluations should be conducted annually for probationary faculty but every other year for tenured faculty.
- Performance evaluations should be conducted annually, but the extent of documentation being submitted by faculty members should be reduced.
- Performance evaluations inform annual salary increment decisions; not having an annual evaluation would be problematic in distributing salary increments (when salary increments are available).

The consensus of those Caucus members commenting during the meeting (there were several) was that it might be timely for University Review Committee (URC) to revisit how performance evaluations are conducted, since the current system has been in place for several years without discussion or change.

The URC convened a working group charged with investigating this issue at the January 19, 2016 meeting. Any resulting recommendations would likely be considered by Caucus off-cycle from the other ASPT items currently in the review process.

WORKING GROUP INVESTIGATION

To better understand the issue, working group members researched:

1. past and current practice of annual performance evaluations at Illinois State University
2. current practice at ISU's benchmark institutions
3. relevant policy statements by the American Association of University Professors (AAUP)
4. attitudes from faculty across campus

FINDINGS

1. Past and Current Practice at Illinois State University

Since the first *Appointment, Salary, Promotion and Tenure (ASPT) Policies* document published in 1979, tenured and probationary tenure faculty members have been required to "submit to their DFSC reports on their activities and accomplishments for the purpose of evaluation" (X.B.2). Also, "Each DFSC will conduct merit evaluations of each tenured and probationary tenure faculty member annually" (X.B.4).

The current ASPT document references annual performance evaluations in several areas: Overview: Faculty Evaluation Process, V.C.1.; VII.E.; IX.D.1; X; and XII. The most substantive references are in VII. "Faculty Assignments and Evaluations" and XII.B.3 "Performance Evaluation and Salary Incrementation."

Annual performance review is one of several reviews tenure-track faculty will experience in their academic life. Others reviews include reappointment, promotion, tenure, sabbatical, and post-tenure (ASPT p.3).

Additionally, Illinois State University's policy on tenure (3.2.6) states that "The University shall, at regular intervals, review and evaluate the performance of tenured faculty in order to offer constructive guidance and to encourage a continuing high level of faculty accomplishment. The University shall establish the policies, procedures and criteria needed to accomplish such periodic evaluations."

2. Benchmarking

Illinois State University's benchmark institutions <http://prpa.illinoisstate.edu/data_center/peer_groups> require annual performance evaluations except those in the University of California (UC) system (Santa Cruz and Riverside). In the UC system, "Faculty are reviewed on average every two to three years by faculty peers and administrators." (See attached appendix for overview.)

3. American Association of University Professors (AAUP)

The AAUP 2005 report, "Managing Faculty Productivity after Tenure," <<http://www.aaup.org/issues/tenure/managing-faculty-productivity-after-tenure-2005>> states that "In view of the fact that salary increase decisions are made annually at most institutions, an annual review of faculty performance would be necessary to support these salary increase decisions. If merit pay plans are adopted, the process should be made more transparent. Such transparency will be achieved, in part, by:

- ensuring that salary enhancement programs have clear objectives
- incorporating faculty peer-review committees into the process
- developing and implementing policies by peers
- applying criteria for such increases consistently and fairly
- ensuring appeals procedures to provide additional opportunities for decision-maker(s) to obtain relevant information
- ensuring that merit pay criteria are not used to squelch the speech of faculty

4. Feedback from Faculty at ISU

Bonnell, Boser and Jenkins sought feedback from tenured and probationary tenure faculty members across campus. Attitudes varied across departments/schools. Respondents reported

- spending a range from two hours to more than 40 hours preparing and/or writing their activity reports
- that required elements varied greatly within departments/schools from a CV with a brief 3-page narrative to a dossier including cover page, table of contents, a CV, lengthy narratives, appendices, future plans, summary of student evaluations, summary of peer evaluations, past DFSC/SFSC evaluations, evidence of an updated productivity report entries into in a third-party activity tracking and reporting e-portfolio system (e.g., Digital Measures, Sedona)
- that the presence of an e-portfolio system in a Department/School can add time that does not benefit the individual or the department/school and is duplicative of other required elements of the activity report

Feedback varies by department/school. The working group surmises that the culture of the department/school, as well as required elements of an activity report, are determining factors in how much time is spent preparing and writing annual activity reports.

RECOMMENDATIONS

Changes are not necessary in the ASPT document. Annual evaluations are a standard practice at other universities, including those that we compare ourselves against. AAUP supports the use of annual evaluations when they are used in making annual salary increase decisions.

Departments/Schools should consider reviewing their performance evaluation policies and procedures (p.18, V.A.5) and as they are required to “provide guidance regarding the format and content of activities reports” (p.25, VII.D.) they should strive to offer guidance that considers the time spent creating annual activity reports. According to the ASPT document, “Each Department/School is both allowed and expected to design a document that, without violating the intent of the criteria given herein, shapes these criteria to reflect its own identity, mission, and culture” (p.1). Departments/schools are free to set their own performance evaluation policies but face the consequences that result from those policies. Requiring faculty to submit extensive dossiers—especially those that also require submission with duplicative information into third party e-portfolio systems—is not an efficient use of faculty members’ time or that of members of the DFSC/SFSC who are required to review those lengthy dossiers.

Since annual evaluations provide the framework on which departments/schools determine salary incrementation among faculty, annual evaluations should provide sufficient detail for the DFSC/SFSC to make appropriate merit determinations. Similarly, annual evaluations should provide enough detail that DFSC/SFSCs can review and evaluate the performance of tenure-line faculty to offer constructive guidance and to encourage a continuing high level of faculty accomplishment. That feedback can contribute toward better faculty performance in teaching, research and service.

Departments/Schools should be provided an annual opportunity to discuss their DFSC/SFSC policies and procedures. These conversations can encourage DFSC/SFSCs to learn best practices from across the university.

April 2016

Appendix

Working Group on Annual Performance Evaluations, Spring 2016

Benchmark Institutions for ISU http://prpa.illinoisstate.edu/data_center/peer_groups/

1. **Ball State University** Annual evaluations used for salary increment, page 98

<http://cms.bsu.edu/-/media/WWW/DepartmentalContent/FacProfHandbook/201516/201516C2.pdf>

2. **Bowling Green State University** Annual review with rolling three-year review to determine merit increases

“The annual merit review will be based upon the accomplishments over the most recent three-year period on a rolling basis, ie., each year new information is added to the file for the most recent year, and information from the oldest year is eliminated from the file. This will help to reduce inequities that can result both from differences in the merit funds available each year and from fluctuations in performance that may occur from year to year.

<http://www.bgsu.edu/arts-and-sciences/philosophy/graduate-program/graduate-student-handbook/philosophy-department/departments-policies-and-procedures/iv-annual-faculty-evaluation-and-determination-of-merit.html>

3. **Clemson University** Annual performance evaluations via Faculty Activity System (FAS), Appendices E, F

“An individual's recommended merit increase is based upon the performance evaluation by the chair or director although there may be no precise correlation between the annual faculty evaluation and the amount of salary increase.” page IV-10

“Post Tenure Review Merit salary increments are based on these annual performance reviews.” page IV-8

<http://www.clemson.edu/administration/provost/documents/facultymanual.pdf>, page IV-4

4. **Miami University (Ohio)** Annual evaluations used in determining salary recommendations

“Each tenured and probationary member of the instructional staff shall receive at a minimum a written annual evaluation based at least in part on data supplied by the person in his or her Annual Report of Professional Activities. Evaluations shall serve two functions: (1) to guide the professional development of the person and (2) to record part of the evidence upon which personnel decisions and salary recommendations shall be based.”

<https://blogs.miamioh.edu/miamipolicies/?p=163>

5. and 6. University of California-Riverside and University of California-Santa Cruz A system of rigorous performance review is linked directly to compensation on salary scales.

“Faculty are reviewed on average every two to three years by faculty peers and administrators.”

“Faculty continue to be reviewed regularly after tenure is conferred. Senior faculty who reach the highest “step” at the professorial level (Professor, Step IX) may receive a special review and be placed “above scale,” where they still undergo regular review but the salary exceeds the maximum salary designated for the title series. On many UC campuses, these “above scale” faculty are awarded the title of “Distinguished Professor.”

http://www.ucop.edu/academic-personnel-programs/_files/uc-faculty-comp-summary-jun-2014.pdf

Academic Salary Scales

<http://www.ucop.edu/academic-personnel-programs/compensation/2015-16-academic-salary-scales.html>

7. University North Carolina-Greensboro Annual reviews contribute toward merit increases
“Annual reviews should provide a means of recognizing, encouraging, and rewarding faculty performance by means of merit pay increases, when funds are available for this purpose.”

<http://provost.uncg.edu/documents/personnel/posttenurereview.pdf>

8. University of Wisconsin-Milwaukee

“The Departmental Executive Committee shall provide for the periodic review of the performance of every faculty member. These reviews include those for determining annual merit salary increases, contract renewal, tenure and promotion and tenured faculty review.” page 30

<http://www4.uwm.edu/secu/policies/faculty/upload/May2015P-P.pdf>

Sources

Euben, Donna R., and Barbara A. Lee, "Managing Faculty Productivity After Tenure." *American Association of University Professors*. Last modified August 2006.

<http://www.aaup.org/issues/tenure/managing-faculty-productivity-after-tenure-2005>.

Illinois State University. *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*. Normal, Ill.: Illinois State University, 1979.

[Milner Library, floor 6 [LD2347 .A132](#)]

———. "Tenure Policy (3.2.6)." Last modified April 2012.

<http://policy.illinoisstate.edu/employee/3-2-6.shtml>.

———. Planning, Research, and Policy Analysis. "Peer Groups." Accessed February 15, 2016. http://prpa.illinoisstate.edu/data_center/peer_groups/.

UNIVERSITY REVIEW COMMITTEE, 2015-2016
Items Approved via Consent Agenda, May 13, 2016

The following actions were approved by the University Review Committee via consent agenda on May 13, 2016.

Approval of the report from the working group on student reactions to teaching performance
(see attached)

Approval of the report from the working group on the performance evaluation process
(see attached)

Acceptance of annual reports submitted to the University Review Committee by the seven college faculty status committees in accordance with Section IV.D.3 of the university ASPT document effective January 1, 2012
(see attached)

Acceptance of the annual report submitted to the University Review Committee by the Faculty Review Committee in accordance with Section III.F of the university ASPT document effective January 1, 2012
(see attached)

Acknowledged by the University Review Committee, September 20, 2016

URC Working Group on Student Evaluations:

Chris Horvath (CAS/Philosophy)

Andy Rummel (CFA/Music)

Task:

The subcommittee was asked to review Article VII.B.2 (pg 57) and provide guidance to the URC regarding the following suggestions/requests from the Faculty Caucus (11/4/15):

- (i) *Should the term “student reactions” still be used or should the phrase be replaced with “student evaluations” or some other term?*
- (ii) *Consider adding a requirement that multiple methods of teaching evaluation be weighted equally.*

The Faculty Caucus requested that the subcommittee consider both AAUP Guidelines and recent research on the use of student input in the evaluation of faculty teaching.

Review:

The subcommittee reviewed material available on-line in order to reach its recommendations. In addition to AAUP material and recent research on student evaluations, we chose to examine the practices of “Benchmark Institutions” (list attached) in order to determine “best practices” with respect to the use of student input in faculty evaluations.

The subcommittee addressed the following questions in their review.

1. What are the AAUP guidelines with respect to the use of student course evaluations in the evaluation of faculty teaching?
2. How do our “Benchmark Institutions” administer student course evaluations and how are those evaluations used in the evaluation of faculty teaching? Are other forms of teaching evaluation required for faculty evaluation? If they are required, are different modes of evaluation given equal weight?
3. What are the most recent research finding on the reliability of student evaluations as measure of faculty performance/learning outcomes assessment? Is there evidence of systematic bias in student course evaluations with respect to female faculty, faculty of color, LGBTQ faculty, ESL faculty?

Findings and Recommendations:

*With respect to request/suggestion (i), the subcommittee recommends **retaining** the less-formal term “student response”.*

Justifications:

- There is a great deal of heterogeneity across departments and colleges in both the instruments used to generate student feedback and in the methodology used to administer those instruments.

- Some instruments are clearly designed to elicit comments on the instructor's performance (e.g. "Was the instructor regularly late or absent from class?" "Did the instructor return graded material in a timely manner?") and others are designed to elicit feedback on the course itself (e.g. "Were the reading assignments interesting and relevant?" "Was the course well organized?")
- Some instruments use primarily open questions and others use a numerical scale. (Some departments use 5 as a positive response and other departments use 5 as a negative response.)
- Some faculty self-administer their "evaluations" with little guidance or oversight while other departments have elaborate procedures for administering and collecting evaluations.
- The AAUP has no specific guidelines regarding this issue.
- Our Benchmark Institutions take a variety of approaches. Most use the terms "course evaluation" or "instructor evaluation".
- A review of the relevant literature suggests that "evaluation" is a misnomer. The data gathered on the typical student response instruments do not provide reliable information about the quality of instructor's performance in the classroom or about the instructor's success in achieving desired learning outcomes. (Simpson 1995, Wachtel 1998)
- There is ample evidence of inherent bias in many student "evaluations" with respect to race, gender, sex, and sexuality. Cis-gender, white male faculty may benefit from a race and gender based "assumption of competence". Female, non-white, and non cis-gender faculty suffer the effects of the opposite assumption. (Laube et al. 2007)

This disparity coupled with the documented problems with bias inherent in the student evaluation process lead us to suggest that the student feedback should not be considered "evaluative" in any formal sense. Rather, student "course evaluations" should be treated as an opportunity for students to provide feedback regarding their experience with a particular instructor in a particular course. Whatever we call these student feedback data should reflect this reality. The committee suggests "student responses".

With respect to request/suggestion (ii), the status quo seems to privilege student course evaluation. We believe the intent of this suggestion is to increase the relative importance of modes of teaching evaluation other than student evaluation. The subcommittee endorses this basic idea. However, simply requiring that all sources of data regarding teaching performance be treated equally seems to miss the real target. A review of the relevant literature and "Best Practices" suggests that the evaluation of teaching should be a holistic and on-going process not limited to a single source of data or a single day at the end of the semester. We believe requiring all schools/departments to treat all sources of input equally (i.e. treating student course evaluations with equal weight to peer review of a comprehensive teaching portfolio or peer observation in the classroom) would, in fact, impede the development of comprehensive and on-going methods of teaching evaluation. We

do not recommend the suggested change. Instead, we would suggest language that encourages schools/departments to develop methods of teaching evaluation that take into consideration multiple sources of input over an extended period of time and weight the various sources of data in ways appropriate to the particular the faculty member, course load, pedagogy, course content, and discipline. Revising the language in the ASPT Policy in a way that achieves the kind of comprehensive, disciplinary-appropriate, and individually tailored evaluation of teaching suggested as a “best practice” by our research will take careful consideration. The URC plans to draft the necessary revisions during the 2016-2017 academic year and forward them to the Faculty Caucus for consideration.

Justifications:

- The AAUP has no specific guidelines regarding this issue. However, “a recent AAUP survey finds declining response rates on student reviews of professors, too many colleges that do little beyond student reviews, and concerns about bias against women, minorities and adjuncts. But association panel wants to improve system, not end it.” ([Inside Higher Ed June 10, 2015](#))
- IDEA is a non-profit organization doing research to improve higher education. Several schools and departments on campus use “student response inventories” developed by IDEA (e.g. the College of Fine Arts) According to IDEA, “Student ratings of instruction (SRI) should be supplemented with peer review and ongoing faculty development. We were pleased to read that 69 percent of respondents see the need for student feedback about their teaching. We also agree that institutions should end the practice of allowing SRI to serve as the only or primary indicator of teaching effectiveness. IDEA has long recommended that they count no more than 30 percent to 50 percent of the overall teaching evaluation.” ([IDEA June 22, 2015](#))
- Our Benchmark Institutions take a variety of approaches to faculty teaching evaluation. All include some form of student input. Most require additional sources of data, most often peer review of teaching material and less often classroom observation. The relative weight given to different sources of data regarding teaching performance varies significantly both between and within institutions. Most commonly, college and university level policy requires multiple sources of input on teaching performance while decisions about specific kinds of assessment required and the relative weighting of are made at the department level.
- The variety in policies and procedures at the department level within Benchmark Institutions reflects the differences in course content and pedagogy within different disciplines. These differences should be respected.
- A review of the literature reveals a persistent problem of gender and race bias in student course evaluations. This bias is most often revealed in a complex interaction of student gender, instructor gender, and course content (e.g. Basow, 1998 and Laube, 2007.) For example, a consistent gender bias is found against female faculty who introduce (appropriately) feminist content

- into non-gender studies courses, though a similar negative response does not apply to male faculty who do the same thing.
- The same bias response has been demonstrated with respect to race and race-focused course content.

Selected Bibliography:

Andersen, K., & Miller, E. D. (1997). Gender and student evaluations of teaching. *Political Science & Politics*, 30, 216-219.

Explores the potentially damaging effects of gender bias in student evaluations of teaching, specifically with regard to student expectations. Reviews a number of laboratory and "real life" studies and summarizes their conclusions. Notes the different and conflicting expectations of students and recommends a broader approach to teacher evaluations.

Arreola, R. A. (2000). Developing a comprehensive faculty evaluation system: A handbook for college faculty and administrators on designing and operating a comprehensive faculty evaluation system (2nd ed.). Bolton, MA: Anker Publishing Company, Inc.

This handbook provides a practical model for developing and using a comprehensive faculty evaluating system that responds to the specific needs, concerns, and characteristics of the faculty and administration of an individual academic unit. It outlines an eight-step procedure that focuses on the determination of: (1) the faculty role model; (2) faculty role model parameter values; (3) roles in the faculty role model; (4) role component weights; (5) appropriate sources of information; (6) information source weights; (7) how information should be gathered; and (8) appropriate forms and protocols. It also examines the selection and development of forms for the student evaluation of faculty, providing samples of student rating form items is included. An appendix contains a sample faculty evaluation manual.

Basow, S. A. (1998). Student evaluations: Gender bias and teaching styles. In L. H. Collins, Chrisler, J.C., & Quina, K. (Eds.), Career strategies for women in academe: Arming Athena. (pp. 135-156). Thousand Oaks, CA: Sage.

Using a quantitative approach, Basow argues that the overall effect of gender on student evaluations is small, accounting for about 3% of variance. However, there may be significant interaction effects between gender and other context variables that may cumulatively disadvantage female faculty.

Cashin, W. E. (1995). Student ratings of teaching: The research revisited. IDEA paper No. 32.

This paper attempts to summarize the conclusions of the major reviews of the literature on student ratings of teaching. It is an update of a paper by the same name published as IDEA Paper No. 20 from the Center for Faculty Evaluation and Development in 1988. Viewing student ratings as data rather than evaluations may help to put them in proper perspective. Studies have considered the multidimensionality of student ratings and their reliability and validity. They have been compared to student learning outcomes, the self-ratings of the instructor, and the ratings of others, and possible sources of bias have been studied. There are probably more studies of student ratings than of all the other data used to evaluate

college teaching combined, and there are certainly enough studies to allow some conclusions. In general, student ratings tend to be statistically reliable, valid, and relatively free from bias and need for control. Nevertheless, they are only one source of data about teaching and must be used with multiple sources of data to make judgments about all the components of teaching.

Laube, H., Massoni, K., Sprague, J., & Ferber, A. L. (2007). The impact of gender on the evaluation of teaching: What we know and what we can do. *NWSA Journal*, 19(3), 87-104.

Merritt, Deborah J. (2008). Bias, the Brain, and Student Evaluations of Teaching. *St. John's Law Review* 82, 235-287.

Miller, J., & Chamberlin, M. (2000). Women are teachers, men are professors: A study of student perceptions. *Teaching Sociology*, 28(4), 283-298.

Sociology students' perceptions of their instructors' educational attainment levels are examined empirically. The authors find gender disparities: students misattribute in an upward direction the level of education actually attained by male graduate student instructors, while they misattribute in a downward direction the level of formal education attained by women, even when the female faculty member is a full professor. The misattributions are linked to the imputed statuses "teacher" for women and "professor" for men, regardless of the actual positions held or the credentials earned by faculty members and graduate student instructors. The authors suggest that a process of marginalization explains the empirical findings - a process that is attributed by others, but chosen by the self, regardless of the social and economic costs incurred.

Miller, Claire Cain. "Is the Professor Bossy or Brilliant? Much Depends on Gender." *New York Times* 6 Feb 2015.

Ratings Agency. (2016). "Students Judge Their Teachers. Often Unfairly." *Economist* 23 Jan 2016.

Simpson, R. D. (1995). Uses and misuses of student evaluations of teaching effectiveness. *Innovative Higher Education*, 20(1), 3-5.

While student evaluations of teaching performance can provide useful feedback on faculty, particularly on dimensions of course delivery, there are serious limitations. Bias and distrust are often overlooked in interpreting student ratings. An inappropriate use is in rank-ordering faculty in a department. Student evaluation data must be integrated with other sources of information on teaching quality.

Travis Russ, Cheri Simonds & Stephen Hunt. (2002). Coming Out in the Classroom ... An Occupational Hazard?: The Influence of Sexual Orientation on Teacher Credibility and Perceived Student Learning. *Communication Education* 51(3), 311-324.

Wachtel, H. K. (1998). Student evaluation of college teaching effectiveness: A brief review. *Assessment & Evaluation on Higher Education*, 23, 191-212.

This paper presents a brief review of the existing research on student written evaluations of the teaching performance of college and university instructors. First, a short historical background is given.

**University Review Committee, Spring 2016
Working Group on Annual Performance Evaluations**

Angela Bonnell (Milner)
Rick Boser (CAST/TEC)
Sheryl Jenkins (MCN)

BACKGROUND

At the Academic Senate's Faculty Caucus held December 9, 2015, several senators expressed concern that the current annual performance evaluation system is overly burdensome for faculty members and that too much time is being spent by faculty members preparing their performance evaluation documents.

The following considerations were made at that meeting:

1. Performance evaluations should be conducted every other year rather than every year.
2. Performance evaluations should be conducted annually for probationary faculty but every other year for tenured faculty.
3. Performance evaluations should be conducted annually, but the extent of documentation being submitted by faculty members should be reduced.

Caucus members also commented that performance evaluations inform annual salary increment decisions. Not having an annual evaluation would be problematic in distributing salary increments (when salary increments are available). Consensus of those Caucus members commenting during the meeting (there were several) was that it might be timely for University Review Committee (URC) to revisit how performance evaluations are conducted. The current system has been in place for several years without discussion or change.

URC WORKING GROUP INVESTIGATION

The URC convened a working group charged with investigating this issue at the January 19, 2016 meeting. Any resulting recommendations would likely be considered by Caucus off-cycle from the other ASPT items currently in the review process. To better understand the issue, working group members researched:

- A. past and current practice of annual performance evaluations at Illinois State University
- B. current practice at ISU's benchmark institutions
- C. relevant policy statements by the American Association of University Professors (AAUP)
- D. attitudes from faculty across campus

FINDINGS

A. Past and Current Practice at Illinois State University

Since the first *Appointment, Salary, Promotion and Tenure (ASPT) Policies* document published in 1979, tenured and probationary tenure faculty members have been required to "submit to their DFSC reports on their activities and accomplishments for the purpose of evaluation" (X.B.2). Also, "Each DFSC will conduct merit evaluations of each tenured and probationary tenure faculty member annually" (X.B.4).

The current ASPT document references annual performance evaluations in several areas: Overview: Faculty Evaluation Process, V.C.1.; VII.E.; IX.D.1; X; and XII. The most substantive references are in VII. "Faculty Assignments and Evaluations" and XII.B.3 "Performance Evaluation and Salary Incrementation."

Annual performance review is one of several reviews tenure-track faculty will experience in their academic life. Others reviews include reappointment, promotion, tenure, sabbatical, and post-tenure (ASPT p.3). Additionally, Illinois State University's policy on tenure (3.2.6) states that "The University shall, at regular intervals, review and evaluate the performance of tenured faculty in order to offer

constructive guidance and to encourage a continuing high level of faculty accomplishment. The University shall establish the policies, procedures and criteria needed to accomplish such periodic evaluations.”

B. Benchmarking

Illinois State University’s benchmark institutions <http://prpa.illinoisstate.edu/data_center/peer_groups> require annual performance evaluations except those in the University of California (UC) system (Santa Cruz and Riverside). In the UC system, “Faculty are reviewed on average every two to three years by faculty peers and administrators.” (See attached appendix for overview.)

C. American Association of University Professors (AAUP)

The AAUP 2005 report, “Managing Faculty Productivity after Tenure,” <<http://www.aaup.org/issues/tenure/managing-faculty-productivity-after-tenure-2005>> states that “In view of the fact that salary increase decisions are made annually at most institutions, an annual review of faculty performance would be necessary to support these salary increase decisions. If merit pay plans are adopted, the process should be made more transparent. Such transparency will be achieved, in part, by:

- ensuring that salary enhancement programs have clear objectives
- incorporating faculty peer-review committees into the process
- developing and implementing policies by peers
- applying criteria for such increases consistently and fairly
- ensuring appeals procedures to provide additional opportunities for decision-maker(s) to obtain relevant information
- ensuring that merit pay criteria are not used to squelch the speech of faculty.”

D. Feedback from Faculty at ISU

Bonnell, Boser and Jenkins sought feedback from tenured and probationary tenure faculty members across campus. Respondents reported

- spending a range from two hours to more than 40 hours preparing and/or writing their activity reports
- that required elements varied greatly from one department/school to another. Required elements included a CV with a brief 3-page narrative to a dossier including a cover page, table of contents, a CV, lengthy narratives, appendices, future plans, summary of student evaluations, summary of peer evaluations, past DFSC/SFSC evaluations, evidence of an updated productivity report entries into in a third-party activity tracking and reporting e-portfolio system (e.g., Digital Measures, Sedona)
- the presence of an e-portfolio system in a Department/School can add time that does not benefit the individual or the department/school and is duplicative of other required elements of the activity report

The working group surmises that the culture of the department/school, as well as required elements of an activity report, are determining factors in how much time is spent preparing and writing annual activity reports.

WORKING GROUP RECOMMENDATIONS

Based on its findings the URC working group has determined changes are not necessary in the ASPT policies in reference to the three faculty caucus considerations. The working group offers two recommendations for further consideration.

Faculty Caucus Considerations #1 and #2

The working group does not recommend conducting performance evaluations every other year (rather than every year) or annually for probationary faculty but every other year for tenured faculty for the following reasons:

Reason 1—Performance evaluations inform annual salary increment decisions; the absence of annual evaluations would be problematic in distributing salary increments (when salary increments are available).

Reason 2—Annual performance reviews are one of several reviews tenure-track faculty will experience in their academic life. Annual evaluations play an integral role in other reviews: reappointment, promotion, tenure, sabbatical, and post-tenure (ASPT p.3). The absence of annual evaluations could likely affect those reviews.

Since the first edition of ASPT policies in 1979 there have been references to annual evaluations: “Each DFSC will conduct merit evaluations of each tenured and probationary tenure faculty member annually” (X.B.4). Currently, the most substantive references in the ASPT guidelines are found in VII. “Faculty Assignments and Evaluations” and XII.B.3 “Performance Evaluation and Salary Incrementation.”

Reason 3—Annual evaluations are recommended AAUP practice: “In view of the fact that salary increase decisions are made annually at most institutions, an annual review of faculty performance would be necessary to support these salary increase decisions.”

Reason 4—Annual evaluations are standard practice at other universities, including those Illinois State University compares itself against.

Reason 5—Annual evaluations can contribute to high achieving faculty performance in teaching, research and service.

Reason 6—If there were different evaluation practices established for pre- and post-tenured faculty members, new policies would need to be established. Each group would need to provide sufficient information in activity reports to ensure that DFSC/SFSCs could fairly apportion annual merit funds, if available.

Faculty Caucus Consideration #3

The working group does not recommend introducing language to reduce documentation submitted by faculty into ASPT policies.

Reason 1—While feedback from faculty in departments/schools confirms that some faculty spend considerable time preparing their annual papers, not all do. The culture of an individual department/school, as well as required elements of an activity report, are determining factors in how much time is spent preparing and writing annual activity reports.

Reason 2—Current ASPT guidelines encourage flexibility: “Each Department/School is both allowed and expected to design a document that, without violating the intent of the criteria given herein, shapes these criteria to reflect its own identity, mission, and culture” (p.1). Standardizing or mandating the length or required elements of activity reports may inhibit a department/school to reflect its culture.

URC Working Group Recommendation #1

Since department/schools are required to “provide guidance regarding the format and content of activities reports” (VII.D) they should review and revise as necessary policies and procedures (p.18, V.A.5) taking into consideration the time faculty spend in preparing the required elements of their annual activity reports.

Reason 1—According to the ASPT policies, departments/schools are free to set their own performance evaluation policies but face the consequences that result from those policies that may require excessive documentation. Requiring faculty to submit extensive dossiers—especially those that also require submission with duplicative information into third party e-portfolio systems—is not an efficient use of faculty members’ time or that of members of the DFSC/SFSC who are required to review those lengthy dossiers.

Reason 2—Reasonable, clearly written policies and procedures are good practice. Well written guidelines can contribute to evaluations that offer constructive feedback for the professional development of faculty. This feedback can contribute toward better faculty performance and continuing high levels of faculty accomplishment in teaching, research and service throughout an individual’s academic life.

URC Working Group Recommendation #2

In addition to inviting periodic review (V.B.) from faculty in Departments/Schools to discuss DFSC/SFSC policies and procedures regarding activity reporting requirements, there would be value in sharing of individual unit practices in a university-wide setting. Such an opportunity could occur at a chairs/directors meeting or a workshop attended by members of DFSC/SFSCs across campus.

Reason 1—There is significant variation in DFSC/SFSCs policies and procedures. Conversations and dialogue throughout and among departments/schools across the University could help DFSC/SFSCs learn best practices. DFSC/SFSCs could apply these best practices, or at least alternate approaches to collecting and evaluating faculty activity documentation. DFSC/SFSCs could apply these practices while maintaining their own identity, mission, and culture. Rewritten guidelines could help faculty in those departments/schools who spend excessive time preparing and writing their annual activity reports.

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Approved by URC 5/13/16

Appendix

Working Group on Annual Performance Evaluations, Spring 2016

Benchmark Institutions for ISU http://prpa.illinoisstate.edu/data_center/peer_groups/

1. **Ball State University** Annual evaluations used for salary increment, page 98
<http://cms.bsu.edu/-/media/WWW/DepartmentalContent/FacProfHandbook/201516/201516C2.pdf>

2. **Bowling Green State University** Annual review with rolling three-year review to determine merit increases

“The annual merit review will be based upon the accomplishments over the most recent three-year period on a rolling basis, ie., each year new information is added to the file for the most recent year, and information from the oldest year is eliminated from the file. This will help to reduce inequities that can result both from differences in the merit funds available each year and from fluctuations in performance that may occur from year to year.

<http://www.bgsu.edu/arts-and-sciences/philosophy/graduate-program/graduate-student-handbook/philosophy-department/department-policies-and-procedures/iv-annual-faculty-evaluation-and-determination-of-merit.html>

3. **Clemson University** Annual performance evaluations via Faculty Activity System (FAS), Appendices E, F

“An individual's recommended merit increase is based upon the performance evaluation by the chair or director although there may be no precise correlation between the annual faculty evaluation and the amount of salary increase.” page IV-10

“Post Tenure Review Merit salary increments are based on these annual performance reviews.” page IV-8

<http://www.clemson.edu/administration/provost/documents/facultymanual.pdf>, page IV-4

4. **Miami University (Ohio)** Annual evaluations used in determining salary recommendations

“Each tenured and probationary member of the instructional staff shall receive at a minimum a written annual evaluation based at least in part on data supplied by the person in his or her Annual Report of Professional Activities. Evaluations shall serve two functions: (1) to guide the professional development of the person and (2) to record part of the evidence upon which personnel decisions and salary recommendations shall be based.”

<https://blogs.miamioh.edu/miamipolicies/?p=163>

5. and 6. **University of California-Riverside** and **University of California-Santa Cruz** A system of rigorous performance review is linked directly to compensation on salary scales.

“Faculty are reviewed on average every two to three years by faculty peers and administrators.”

“Faculty continue to be reviewed regularly after tenure is conferred. Senior faculty who reach the highest “step” at the professorial level (Professor, Step IX) may receive a special review and be placed “above scale,” where they still undergo regular review but the salary exceeds the maximum salary

designated for the title series. On many UC campuses, these “above scale” faculty are awarded the title of “Distinguished Professor.”

http://www.ucop.edu/academic-personnel-programs/_files/uc-faculty-comp-summary-jun-2014.pdf

Academic Salary Scales

<http://www.ucop.edu/academic-personnel-programs/compensation/2015-16-academic-salary-scales.html>

- 7. University North Carolina-Greensboro** Annual reviews contribute toward merit increases
“Annual reviews should provide a means of recognizing, encouraging, and rewarding faculty performance by means of merit pay increases, when funds are available for this purpose.”

<http://provost.uncg.edu/documents/personnel/posttenurereview.pdf>

8. University of Wisconsin-Milwaukee

“The Departmental Executive Committee shall provide for the periodic review of the performance of every faculty member. These reviews include those for determining annual merit salary increases, contract renewal, tenure and promotion and tenured faculty review.” page 30

<http://www4.uwm.edu/secu/policies/faculty/upload/May2015P-P.pdf>

Sources

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<http://www.aaup.org/issues/tenure/managing-faculty-productivity-after-tenure-2005>.

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http://prpa.illinoisstate.edu/data_center/peer_groups/.

The following attachments have been redacted from the version of this document posted on the University Review Committee Minutes website.

Acceptance of annual reports submitted to the University Review Committee by the seven college faculty status committees in accordance with Section IV.D.3 of the university ASPT document effective January 1, 2012

Acceptance of the annual report submitted to the University Review Committee by the Faculty Review Committee in accordance with Section III.F of the university ASPT document effective January 1, 2012