

**UNIVERSITY REVIEW COMMITTEE**  
Illinois State University

Friday, December 1, 2017  
3 p.m., Hovey 401D

**MINUTES**

Members present: Michael Byrns, Sam Catanzaro (non-voting), Diane Dean, Kevin Edwards, Rachel Shively, Sarah Smelser

Members not present: Angela Bonnell, Joe Goodman, Doris Houston, Sheryl Jenkins

Others present: Bruce Stoffel (recorder)

Note: In these minutes “URC” refers to the University Review Committee at Illinois State University; “Caucus” refers to the Faculty Caucus of the Academic Senate at Illinois State University; “ASPT” refers to appointment, salary, promotion, and tenure policies of Illinois State University; “ASPT 2012” refers to Faculty Appointment, Salary, Promotion, and Tenure Policies effective January 1, 2012; “ASPT 2017” refers to Faculty Appointment, Salary, Promotion, and Tenure Policies effective January 1, 2017;” and “CFSC” refers to college faculty status committee.

I. Call to order

Chairperson Diane Dean called the meeting to order at 3:04 p.m. A quorum was present.

II. Action items

Approval of minutes from the November 10, 2017 meeting

Sam Catanzaro requested that the first sentence in the fourth paragraph of Item IV of the draft minutes be replaced with the following sentence: “Catanzaro noted that a portion of a faculty member’s work is assumed tacitly to be service even though it might not be explicitly assigned as such.” Catanzaro further requested that the third sentence in the fourth paragraph of Item IV of the draft minutes be replaced with the following sentence: “Catanzaro added that once the amount of time a faculty member spends on service activities exceeds some threshold, it may be considered worthy of recognition or an explicit time assignment.”

*Michael Byrns moved approval of the minutes from the November 10, 2017 URC meeting with the changes requested by Catanzaro. Sarah Smelser seconded the motion. The motion passed on voice vote, all voting in the affirmative.*

Adopt an ASPT calendar for 2018-2019

Dean referred committee members to the proposed ASPT calendar for 2018-2019 (see attached), which had been sent to committee members with the meeting agenda. She asked Catanzaro if there are any substantive differences between the current (2017-2018) ASPT calendar and the proposed 2018-2019 ASPT calendar. Catanzaro said the only differences are the dates (in the “Date for 2018-2019” column of the calendar). Catanzaro explained that those dates have been set to comply with the following ASPT guideline: If the University is officially closed on any date for action described in the ASPT document, the action scheduled for that date must be completed on the next working day after the closing. Bruce Stoffel noted that the text in the “Action per ASPT Policies” column of the calendar is based on text in the ASPT document.

*Byrns moved to approve the proposed ASPT calendar for 2018-2019 as distributed prior to the meeting. Rachel Shively seconded the motion. The motion carried on voice vote, all voting in the affirmative.*

#### Review of University Policy 3.2.4: Salary Adjustments

Dean referred committee members to University Policy 3.2.4 titled “Salary Adjustments” (see attached), which had been sent to committee members with the meeting agenda. Dean explained that the Academic Senate has established a policy of reviewing each university policy at least once every five years and has asked for URC input regarding the Salary Adjustments policy.

*Byrns moved to communicate to the Academic Senate that URC has no comments or changes to suggest regarding University Policy 3.2.4: Salary Adjustments. Smelser seconded the motion. The motion carried on voice vote, all voting in the affirmative.*

#### Establish a schedule for URC review of college ASPT standards

Dean referred committee members to a memorandum included in the meeting packet from Stoffel regarding the need for URC to establish a schedule for review of college (ASPT) standards (see attached). Stoffel briefly reviewed the memorandum. He noted that the ASPT document requires URC to review college standards at five-year intervals and on an as-needed basis but defers to URC to establish a schedule for doing so. In the past, he said, URC has established a five-year schedule for reviewing the college standards. He noted that the schedule established by URC in connection with adoption of ASPT 2012 provided for review of college standards on a staggered basis, with one or more colleges scheduled to submit their standards to URC each year between 2014 and 2017. He added that he also sent a reminder to the colleges each spring, asking colleges to submit their college standards to URC if any changes to the standards had been during the prior year. Stoffel reported that standards of only two colleges were reviewed by URC in accordance with the schedule adopted by URC. He explained that URC deferred review of standards from the other five colleges until fall 2016, at which time URC asked all seven colleges to submit their standards if they had made changes to them to align with newly-adopted ASPT 2017. Stoffel reported that only one of the seven colleges submitted their standards for review by URC in response to that request. All others reported having made no changes to their standards.

Catanzaro explained that all colleges are asked to review their standards in advance of the effective date of the new edition of the ASPT document, to make any revisions necessary to align with the new ASPT document, and to submit their revised standards to URC for its review and approval in advance of the ASPT document effective date. Catanzaro noted that the next such review of college standards by URC is scheduled to occur in fall 2021, in advance of the scheduled January 1, 2022 effective date of the next edition of the ASPT document.

Byrns suggested that the questions before the committee are how URC should review college standards going forward and whether URC needs to review college standards now for their alignment with ASPT 2017 since only one college submitted their standards to URC in advance of the January 1, 2017 effective date of that document.

*Byrns made the following motion: That each college be asked to submit its current college standards to URC by February 1, 2018 for review by URC for its alignment with ASPT 2017; that each college be asked to submit its college standards to URC for its review and approval in fall 2021, after approval by the Caucus of the next edition of the ASPT document and before its projected January 1, 2022 effective date; and that each college be asked annually to submit its college standards to URC for its review and approval if the college had made changes to the standards during that academic year. Kevin Edwards seconded the motion. The motion carried on voice vote, all members voting in the affirmative.*

Stoffel said he will send each college the standards URC currently has on file for the college and ask the college to either confirm that the standards on file are current or send URC the most recent version. Edwards asked if it will be obvious to URC members what aspects of college standards are out of compliance with the ASPT document. Catanzaro noted that dates in the college standards are not likely to need modification, rather a key issue for URC to consider is whether any provisions of the standards are unclear.

III. Update: Ad hoc equity review committee

Dean said there was nothing new to report regarding the ad hoc equity review committee.

IV. Preview of URC work for spring 2018

Dean identified the following committee tasks for spring 2018: review and discussion of ad hoc equity review committee work, updates about Caucus discussions and actions regarding the proposed ASPT disciplinary articles (URC representatives will attend Caucus meetings when the policies are discussed), study of ASPT policies on service assignments (a working group will be established to facilitate this study), review of annual reports submitted by CFSCs, and review of the annual report submitted by the Faculty Review Committee

Dean asked Catanzaro which university policies URC might be asked by the Academic Senate to review. Catanzaro explained that the Executive Committee of the Academic Senate assigns university policies to committees for review and comment. The vast majority of the policies, Catanzaro said, are assigned to internal Academic Senate committees. He explained that, while URC is an external committee of the Academic Senate, URC is sometimes the first committee asked to review policies related to personnel since URC is responsible for ASPT. Dean said it seems, then, that URC waits to be assigned university policies to review instead of selecting policies to review. Catanzaro confirmed that to be the case.

V. ASPT policies on service assignments

Dean said the primary spring 2018 task for URC is studying ASPT policies regarding service assignments. She suggested that meeting once a month should be sufficient to address that and other issues coming before URC. Committee members concurred. Byrns noted that the service assignments working group could convene between that monthly committee meetings to conduct its work. Dean asked Stoffel to poll committee members via email regarding their availability for spring meetings. Shively asked if URC has already worked on the service assignments issue, citing references to service assignments in January 27, 2016 Caucus minutes. Dean responded that URC is starting anew with its review of the matter. Stoffel explained that the discussion of service assignments documented in the Caucus minutes cited by Shively relates to a minor ASPT policies wording change recommended by URC. Discussion of that recommended change led to a broader discussion of service assignments and, ultimately, to the request by Caucus that URC study service assignments in greater depth.

With the allotted meeting time having nearly expired, Dean suggested tabling discussion of service assignments until the next committee meeting. She noted that the committee is scheduled to meet again on December 8, 2017. Dean said URC could meet then to establish a working group on service assignments or could cancel the December 8 meeting and instead take up the matter in 2018. Committee members agreed to cancel the December 8 meeting and to reconvene in early 2018.

VI. Adjournment

Shively moved that the meeting adjourn. Byrns seconded the motion. The motion carried on voice vote, all voting in the affirmative. The meeting adjourned at 3:59 p.m.

Respectfully submitted,  
Bruce Stoffel, Recorder

Attachments:

*ASPT Calendar 2018-2019, Illinois State University, Draft, Undated*

*(University Policy) 3.2.4 Salary Adjustments, Revised September 2004*

Memorandum from Bruce R. Stoffel to University Review Committee 2017-2018 dated November 6, 2017 Re URC review of college (ASPT) standards

# ASPT Calendar 2018-2019

## Illinois State University

This calendar of ASPT activities at Illinois State University for 2018-2019 is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

The ASPT calendar for 2018-2019 is presented in two forms in this document. Individual calendars are presented for each of six ASPT activities described in the ASPT policies document. The individual calendars are followed by a single calendar that chronologically sets forth actions across all six activities. In the PDF version of this document, each heading below links to the appropriate section of this document.

Questions or comments regarding this ASPT calendar may be directed to Dr. Sam Catanzaro, Associate Vice President for Academic Administration, Policy, and Faculty Affairs, Office of the Vice President for Academic Affairs and Provost, Illinois State University, Phone: (309) 438-7018; Email: [catanzar@IllinoisState.edu](mailto:catanzar@IllinoisState.edu).

### Calendars by Activity

Reappointment

Promotion and Tenure

Performance Evaluation

Cumulative Post-Tenure Review

Review and Reporting Requirements

ASPT Elections

### Calendar, All Activities

## ASPT Calendar 2018-2019: Reappointment

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

<b>Date per ASPT Policies</b>	<b>Date for 2018-2019</b>	<b>Action per ASPT Policies</b>
February 1	Friday, February 1, 2019	The Provost shall give notice of termination not later than February 1 of the second academic year of service. If the appointment terminates during an academic year, the Provost shall give notice of termination at least six months in advance of the termination.
March 1	Friday, March 1, 2019	The Provost shall give notice of termination not later than March 1 of the first academic year of service. If a one-year appointment terminates during an academic year, the Provost shall give notice of termination at least three months in advance of the termination.
At least twelve months before the termination of an appointment after two or more years of service	Wednesday, May 15, 2019	The Provost shall notify a third- or subsequent-year faculty member who will not be reappointed at least twelve months before the termination of the appointment that the faculty member’s last day of employment is May 15 of the following year. If the appointment is at least twelve months and terminates during an academic year, the Provost shall notify the faculty member at least twelve months prior to the end of the appointment period.

*Non-reappointment recommendations may be appealed by a faculty member on procedural grounds, as provided in Section XIII.K. Because non-reappointment recommendations can be forwarded at different times during the academic year, there are no fixed calendar dates associated with non-reappointment appeals. See Section XIII.K and Appendix 5 of ASPT policies for a description of non-reappointment appeal actions and timelines.*

## ASPT Calendar 2018-2019: Promotion and Tenure

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

<b>Date per ASPT Policies</b>	<b>Date for 2018-2019</b>	<b>Action per ASPT Policies</b>
November 1	Thursday, November 1, 2018	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/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to December 15	Prior to Monday, December 17, 2018	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 business days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.
December 15	Monday, December 17, 2018	DFSC/SFSC recommendations for promotion and tenure must be reported to candidates and to the CFSC.
February 1	Friday, February 1, 2019	CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.
March 1	Friday, March 1, 2019	CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
March 10	Monday, March 11, 2019	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must inform the chair of the Faculty Review Committee (FRC) that he/she intends to file an appeal of the recommendation of the DFSC/SFSC or CFSC. The chair of the FRC must acknowledge receipt of this communication within 5 business days of having received it.
March 15	Friday, March 15, 2019	In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file an appeal as defined in Section XIII.C to the Faculty Review Committee (FRC). See also Section XIII.H.3.

## ASPT Calendar 2018-2019: Promotion and Tenure

<b>Date per ASPT Policies</b>	<b>Date for 2018-2019</b>	<b>Action per ASPT Policies</b>
March 21	Thursday, March 21, 2019	Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.
April 15	Monday, April 15, 2019	The FRC 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 Section XIII.G.3.
April 30	Tuesday, April 30, 2019	Provost's recommendation for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.
May 15	Wednesday, May 15, 2019	Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.

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## ASPT Calendar 2018-2019: Performance Evaluation

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

<b>Date per ASPT Policies</b>	<b>Date for 2018-2019</b>	<b>Action per ASPT Policies</b>
January 5	Monday, January 7, 2019	All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
February 1	Friday, February 1, 2019	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. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 business days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.B.
February 15	Friday, February 15, 2019	DFSC/SFSC shall transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.
February 25	Monday, February 25, 2019	Faculty members who wish to appeal their annual performance evaluations to the CFSC must notify the appropriate CFSC chairperson of their intention to do so in writing. The chair of the CFSC shall respond to the faculty member in writing acknowledging receipt of the written notification of the intent to file an appeal within 5 business days of its receipt.
March 1	Friday, March 1, 2019	Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.
March 31	Monday, April 1, 2019	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 Section XIII.I.



## ASPT Calendar 2018-2019: Cumulative Post-Tenure Review

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

<b>Date per ASPT Policies</b>	<b>Date for 2018-2019</b>	<b>Action per ASPT Policies</b>
January 5	Monday, January 7, 2019	All faculty members scheduled for cumulative post-tenure review must submit their materials.
February 15	Friday, February 15, 2019	The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.
February 25	Monday, February 25, 2019	Faculty member's last day to respond in writing or in person to the DFSC/SFSC cumulative post-tenure review evaluation and/or remediation plan.
March 8	Friday, March 8, 2019	The DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
March 22	Friday, March 22, 2019	A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) business days. Appeals will be held under the provisions of Section XIII.J.
April 15	Monday, April 15, 2019	Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.

## ASPT Calendar 2018-2019: Review and Reporting Requirements

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

Date per ASPT Policies	Date for 2018-2019	Action per ASPT Policies
March 31	Monday, April 1, 2019	Annually by March 31, each DFSC/SFSC must review its Department/School policies and procedures based on that academic year’s work and any informal faculty input, in order to identify areas that may need updating, either immediately or at the next five-year review. Any updates proposed by the DFSC/SFSC and approved by department/school faculty vote shall be submitted to the appropriate CFSC, which will approve them for their conformity to College standards and University policies and procedures.
April 15	Monday, April 15, 2019	Departments and Schools shall submit reports of the final results of faculty annual performance evaluations to the Provost, with the Dean’s signature, listing those evaluated as having unsatisfactory performance, all others evaluated, and those not evaluated. These reports are initiated by the Department/School and routed through the Dean’s Office for submission to the Provost by the April 15 deadline.
May 1	Wednesday, May 1, 2019	Each CFSC shall submit an annual report summarizing promotion and tenure recommendations to its College Council and the URC (see IV.D.3).
		Each CFSC shall submit an annual written report to the URC and the Provost that enumerates all performance-evaluation appeals and all cumulative post-tenure review appeals and describes their disposition (see XIII.I.10 and XIII.J.9).
		The CFSC shall submit to the URC the fifth-year review of College Standards or, in the interim, proposed revisions to College Standards.
		The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (See III.F). <i>[Note: URC is asked to forward the report to the Academic Senate office.]</i>

## ASPT Calendar 2018-2019: ASPT Elections

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

<b>Date per ASPT Policies</b>	<b>Date for 2018-2019</b>	<b>Action per ASPT Policies</b>
April 15	Monday, April 15, 2019	Members to the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected. Each College Dean shall inform the Provost of individuals elected to the University Review Committee and individuals elected to the Faculty Review Committee.
May 1	Wednesday, May 1, 2019	Members to the Department/School Faculty Status Committee must have been elected.

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## ASPT Calendar 2018-2019: Chronological, All Activities

This calendar is based on actions and deadlines described in the ASPT policies document titled *Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies*, effective January 1, 2017 (aka “ASPT 2017” or “the green book”). Articles and sections cited in this calendar refer to articles and sections in that ASPT policies document. The document prescribes that if the University is officially closed on any date for action described in the document, the action scheduled for that date must be completed on the next working day after the closing. Entries in the “Date for 2018-2019” column of this calendar comply with that provision.

Date per <i>ASPT Policies</i>	Date for 2018-2019	Action per <i>ASPT Policies</i>
November 1	Thursday, November 1, 2018	<b>Promotion and Tenure:</b> 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/School Chairperson/Director prior to November 1 of the year previously scheduled for the summative review for tenure.
Prior to December 15	Prior to Monday, December 17, 2018	<b>Promotion and Tenure:</b> 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 business days prior to submitting the final DFSC/SFSC recommendations to the CFSC. The DFSC must provide opportunity, if requested, for the candidates to hold a formal meeting with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.
December 15	Monday, December 17, 2018	<b>Promotion and Tenure:</b> DFSC/SFSC recommendations for promotion and tenure must be reported to candidates and to the CFSC.
January 5	Monday, January 7, 2019	<b>Performance Evaluation:</b> All faculty members eligible for performance-evaluation salary increment must submit files in support of their request for performance-evaluation adjustments.
		<b>Cumulative Post-Tenure Review:</b> All faculty members scheduled for cumulative post-tenure review must submit their materials.

## ASPT Calendar 2018-2019: Chronological, All Activities

Date per ASPT Policies	Date for 2018-2019	Action per ASPT Policies
February 1	Friday, February 1, 2019	<p><b>Promotion and Tenure:</b> CFSC must notify candidates of intended recommendations and provide opportunity, if requested, for candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the CFSC recommendation, then the candidate must request a meeting with the CFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.D.</p>
		<p><b>Performance Evaluation:</b> 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. DFSC/SFSC must notify faculty members of intended recommendations to CFSC at least 10 business days before submitting these recommendations to CFSC and provide opportunity, if requested, for the candidates to meet with the committee to discuss these recommendations. If the candidate wishes to request a formal meeting to discuss the DFSC/SFSC recommendation, then the candidate must request a meeting with the DFSC/SFSC within 5 business days of receiving the recommendation. Formal meetings will be held under the provisions of Section XIII.B.</p>
		<p><b>Reappointment:</b> The Provost shall give notice of termination not later than February 1 of the second academic year of service. If the appointment terminates during an academic year, the Provost shall give notice of termination at least six months in advance of the termination.</p>
February 15	Friday, February 15, 2019	<p><b>Performance Evaluation:</b> DFSC/SFSC shall transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.</p>
		<p><b>Cumulative Post-Tenure Review:</b> The DFSC/SFSC must inform the faculty member of cumulative post-tenure review evaluation and, if applicable, a plan for remediation.</p>
February 25	Monday, February 25, 2019	<p><b>Performance Evaluation:</b> Faculty members who wish to appeal their annual performance evaluations to the CFSC must notify the appropriate CFSC chairperson of their intention to do so in writing. The chair of the CFSC shall respond to the faculty member in writing acknowledging receipt of the written notification of the intent to file an appeal within 5 business days of its receipt.</p>
		<p><b>Cumulative Post-Tenure Review:</b> Faculty member's last day to respond in writing or in person to the DFSC/SFSC cumulative post-tenure review evaluation and/or remediation plan.</p>

## ASPT Calendar 2018-2019: Chronological, All Activities

Date per ASPT Policies	Date for 2018-2019	Action per ASPT Policies
March 1	Friday, March 1, 2019	<b>Promotion and Tenure:</b> CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.
		<b>Performance Evaluation:</b> Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.
		<b>Reappointment:</b> The Provost shall give notice of termination not later than March 1 of the first academic year of service. If a one-year appointment terminates during an academic year, the Provost shall give notice of termination at least three months in advance of the termination.
March 8	Friday, March 8, 2019	<b>Cumulative Post-Tenure Review:</b> The DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.
March 10	Monday, March 11, 2019	<b>Promotion and Tenure:</b> In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must inform the chair of the Faculty Review Committee (FRC) that he/she intends to file an appeal of the recommendation of the DFSC/SFSC or CFSC. The chair of the FRC must acknowledge receipt of this communication within 5 business days of having received it.
March 15	Friday, March 15, 2019	<b>Promotion and Tenure:</b> In the event of a negative recommendation by the DFSC/SFSC or the CFSC, a candidate who wishes a University-wide appeal of his/her credentials must file an appeal as defined in Section XIII.C to the Faculty Review Committee (FRC). See also Section XIII.H.3.
March 21	Thursday, March 21, 2019	<b>Promotion and Tenure:</b> Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.
March 22	Friday, March 22, 2019	<b>Cumulative Post-Tenure Review:</b> A faculty member must file, to the CFSC chairperson, a written appeal to the cumulative post-tenure review. The CFSC chairperson shall acknowledge receipt of the appeal to the appellant and the DFSC/SFSC within five (5) business days. Appeals will be held under the provisions of Section XIII.J.
March 31	Monday, April 1, 2019	<b>Performance Evaluation:</b> 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 Section XIII.I.
		<b>Review and Reporting Requirements:</b> Annually by March 31, each DFSC/SFSC must review its Department/School policies and procedures based on that academic year's work and any informal faculty input, in order to identify areas that may need updating, either immediately or at the next five-year review. Any updates proposed by the DFSC/SFSC and approved by department/school faculty vote shall be submitted to the appropriate CFSC, which will approve them for their conformity to College standards and University policies and procedures.

## ASPT Calendar 2018-2019: Chronological, All Activities

Date per ASPT Policies	Date for 2018-2019	Action per ASPT Policies
April 15	Monday, April 15, 2019	<p><b>Promotion and Tenure:</b> The FRC 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 Section XIII.G.3.</p>
		<p><b>Cumulative Post-Tenure Review:</b> Each CFSC shall submit to each appellant faculty member and to the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.</p>
		<p><b>Review and Reporting Requirements:</b> Departments and Schools shall submit reports of the final results of faculty annual performance evaluations to the Provost, with the Dean's signature, listing those evaluated as having unsatisfactory performance, all others evaluated, and those not evaluated. These reports are initiated by the Department/School and routed through the Dean's Office for submission to the Provost by the April 15 deadline.</p>
		<p><b>ASPT Elections:</b> Members to the University Review Committee, Faculty Review Committee, and College Faculty Status Committee must have been elected. Each College Dean shall inform the Provost of individuals elected to the University Review Committee and individuals elected to the Faculty Review Committee.</p>
April 30	Tuesday, April 30, 2019	<p><b>Promotion and Tenure:</b> Provost's recommendation for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.</p>
May 1	Wednesday, May 1, 2019	<p><b>Review and Reporting Requirements:</b> Each CFSC shall submit an annual report summarizing promotion and tenure recommendations to its College Council and the URC (see IV.D.3).</p>
		<p><b>Review and Reporting Requirements:</b> Each CFSC shall submit an annual written report to the URC and the Provost that enumerates all performance-evaluation appeals and all cumulative post-tenure review appeals and describes their disposition (see XIII.I.10 and XIII.J.9).</p>
		<p><b>Review and Reporting Requirements:</b> The CFSC shall submit to the URC the fifth-year review of College Standards or, in the interim, proposed revisions to College Standards.</p>
		<p><b>Review and Reporting Requirements:</b> The FRC shall submit to the URC a final report summarizing the number of appeals by Department/School and College, the type of appeals, and the disposition of these appeals (See III.F). <i>[Note: URC is asked to forward the report to the Academic Senate office.]</i></p>
<p><b>ASPT Elections:</b> Members to the Department/School Faculty Status Committee must have been elected.</p>		
May 15	Wednesday, May 15, 2019	<p><b>Promotion and Tenure:</b> Notifications of the promotion and tenure decisions by the President shall be sent to the candidates, CFSCs, DFSC/SFSCs, and the Provost.</p>

## ASPT Calendar 2018-2019: Chronological, All Activities

Date per <i>ASPT Policies</i>	Date for 2018-2019	Action per <i>ASPT Policies</i>
At least twelve months before the termination of an appointment after two or more years of service	Wednesday, May 15, 2019	<b>Reappointment:</b> The Provost shall notify a third- or subsequent-year faculty member who will not be reappointed at least twelve months before the termination of the appointment that the faculty member's last day of employment is May 15 of the following year. If the appointment is at least twelve months and terminates during an academic year, the Provost shall notify the faculty member at least twelve months prior to the end of the appointment period.

DRAFT



## **3.2.4 Salary Adjustments**

### **Policy**

Annual salary adjustments for faculty and administrative/professional employees and adjustments based upon promotion in academic rank shall normally be made at the same time each year. Adjustments shall be approved by the President. As background information, the Board will be provided a full listing of individual salary adjustments.

Persons on paid leave shall receive the same consideration as those actively in service. Salary adjustments other than the annual salary adjustment and adjustments based upon promotion in academic rank shall require approval of the President or his/her designee. Salary adjustments may be increases or decreases.

Recommendations for salary adjustments shall be based on determinations as to the meritorious performance of the individuals involved in fulfilling their duties and their various responsibilities. The University shall use employee salary review, promotion, and retention procedures and practices which provide equitable treatment.

Initiating body: Associate Vice President of Human Resources

Contact: 309-438-8311

Revised on: 09/2004

**MEMORANDUM**

TO: University Review Committee 2017-2018

FROM: Bruce R. Stoffel, Recorder, University Review Committee

DATE: November 6, 2017

RE: URC review of college (ASPT) standards

**BACKGROUND**

Section II.C of ASPT 2017 sets forth as a responsibility of the University Review Committee review and approval of college standards (i.e., college ASPT guidelines) at five-year intervals or on an as-needed basis.

A primary responsibility of the URC is to formulate, and at five-year intervals and on an as-needed basis, revise the Illinois State University ASPT document. If necessary, the URC will forward appropriate recommendations for revision of these policies and procedures to the Academic Senate. Unless otherwise provided, revisions of these policies shall be effective as of January 1 of the year following approval by the Faculty Caucus of the Academic Senate. **The URC reviews and approves college standards at five-year intervals and on an as-needed basis.** The URC considers Department/School policies and procedures only at the request of the appropriate Dean or DFSC/SFSC. It does not consider individual cases. In order to fulfill this primary function, the URC shall receive annual reports from each College Faculty Status Committee (see IV.D) and from the Faculty Review Committee (see III.F).

This mandate has been carried over from prior editions of the ASPT document. Subsequent to Faculty Caucus approval of those prior editions, URC established a schedule for systematic review of college standards, whereby each college was assigned an academic year during which the college would submit its standards to URC. The schedule adopted by URC in April 2012 follows.

College	Year of Review	Due to URC
College of Education	2013-2014	May 1, 2014
College of Applied Science and Technology	2014-2015	May 1, 2015
College of Arts and Sciences	2015-2016	May 1, 2016
College of Business	2015-2016	May 1, 2016
Mennonite College of Nursing	2015-2016	May 1, 2016
College of Fine Arts	2016-2017	May 1, 2017
Milner Library	2016-2017	May 1, 2017

Pursuant to this schedule, URC, on October 24, 2013, reviewed and approved standards submitted by the College of Education and, on May 7, 2015, reviewed and approved standards submitted by the College of Applied Science and Technology. URC deferred review of standards from the other five colleges until fall 2016, when URC asked all seven colleges to report any changes made to their standards to align with ASPT 2017.

**DECISION NEEDED**

How does URC prefer to schedule review of college standards to comply with the mandate in ASPT 2017? URC could decide to establish a schedule similar to the one established by URC subsequent to approval of ASPT 2012. An option that would not be precluded by ASPT 2017 would be to schedule standards of all seven colleges for review in fall 2021, prior to the effective date of ASPT 2022 and to also review standards of any college that chooses to revise their standards prior to fall 2021.

Whichever approach URC decides, the person in this recorder's position will continue to remind colleges each spring to submit their standards to URC if any changes had been made to them during the prior year.