

**UNIVERSITY REVIEW COMMITTEE**  
Illinois State University

Thursday, December 13, 2018  
1 p.m., Hovey 401D

**MINUTES**

Members present: Angela Bonnell, Frank Beck, Sam Catanzaro (non-voting), Joe Goodman, Yoon Jin Ma, Nancy Novotny, Sarah Smelser

Members not present: Diane Dean, Kevin Edwards, Rachel Shively

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 policies” refers to *Faculty Appointment, Salary, Promotion, and Tenure Policies* effective January 1, 2017, Illinois State University, as subsequently amended; “CFSC” refers to college faculty status committee as provided for in ASPT policies; “DFSC” refers to department faculty status committee as provided for in ASPT policies; “Mennonite” refers to Mennonite College of Nursing at Illinois State University; “Milner” refers to Milner Library at Illinois State University; “CAS” refers to the College of Arts and Sciences at Illinois State University; “COE” refers to the College of Education at Illinois State University; “CAST” refers to the College of Applied Science and Technology at Illinois State University; “COB” refers to the College of Business at Illinois State University; and “CFA” refers to the College of Fine Arts at Illinois State University. Any general reference in these minutes to “DFSC” (i.e., a reference other than to the DFSC of a particular unit) refers to both DFSC and SFSC, and any reference to “department” or “school” (other than to a particular unit) refers to both department and school.

I. Call to order

Chairperson Joe Goodman called the meeting to order at 1:10 p.m. He welcomed committee members.

II. Approval of minutes

*Sarah Smelser moved approval of minutes from the November 29, 2018 URC meeting. Nancy Novotny seconded the motion. The motion passed on voice vote, with four ayes and two abstentions (Frank Beck and Yoon Jin Ma).*

III. Update: ASPT workshop series

Goodman reported that the third program in the 2018-2019 ASPT workshop series, regarding evaluation of scholarship and tentatively scheduled to be held during finals week, will instead be held during the spring (2019) semester.

IV. Update: Disciplinary articles

URC recommendations to Faculty Caucus regarding Articles XII and IV

Goodman reported that the Faculty Caucus (at its December 5, 2018 meeting) approved changes recommended by URC to Article XII (Disciplinary Actions: General Considerations) and Article IV (College Faculty Status Committee (CFSC)). He reported that the Caucus passed both articles quickly (i.e., with minimal discussion).

### Revision of CFSC standards

The committee next considered the status of efforts by the colleges to revise their CFSC standards prior to January 1, 2019, in light of the new disciplinary actions articles which take effect on that date. Revised CFSC standards are subject to review and approval by URC before they can take effect. To help guide the discussion, Goodman distributed an updated version of the document sent to committee prior to the meeting (see attached).

#### College of Arts and Sciences

Goodman distributed the version of the CAS CFSC standards as approved by the departments, schools, and CFSC on December 11, 2018 (see attached). Goodman reviewed the passages in the document that had been revised by the college per the request made by URC at its November 15, 2018 meeting.

Smelser noted specificity in the document regarding replacement of the dean on the CFSC. She said the college should perhaps include something in the standards to handle the situation in which associate dean positions in the college change. Goodman reported having worked with the college office on that passage, further reporting that the CFSC wanted that specificity in the passage. He added that if a disciplinary case arises in the college such that the passage regarding replacement of the dean does not provide sufficient guidance given the circumstances of the case, the college and URC can handle that matter on a case-by-case basis.

Goodman noted that because he had informed CAS that URC had rescinded its November 1, 2018 approval of the CAS CFSC standards and requested additional changes to the standards, URC approval of the CAS standards is necessary for the document to go into effect on January 1, 2019. *Beck moved approval of the CFSC standards for the College of Arts and Sciences as approved by the departments, schools, and CFSC on December 11, 2018. Novotny seconded the motion. The motion carried on voice vote, all voting in the affirmative.*

#### Mennonite College of Nursing

Goodman stated that URC approved CFSC standards for Mennonite on November 29, 2018 and that the standards have been approved by Mennonite faculty. He stated that no further action by URC regarding the Mennonite standards is needed.

#### Milner Library

Goodman stated that URC approved CFSC standards for Milner on November 15, 2018 subject to editorial changes being made to the standards by the college. He reported that the requested editorial changes have been made by the college, that the document has been approved by Milner faculty, and that no further action by URC regarding the Milner standards is needed.

#### College of Education

Goodman stated that URC approved CFSC standards for the College of Education on November 29, 2018 subject to additional changes being made to the standards by the college. Goodman distributed a version of the COE CFSC standards as revised by the college per the request of URC (see attached). He noted that the college has made the changes requested by URC and that faculty approval of the revised document is expected by December 14, 2018. *Novotny moved to affirm approval by URC on November 29, 2018, of CFSC standards for the College of Education with revisions to the standards having been made by the college as requested by URC at that meeting. Smelser seconded the motion. The motion passed on voice vote, all voting in the affirmative.*

#### College of Applied Science and Technology and College of Business

Goodman noted that URC (at its November 29, 2018 meeting) approved revised CFSC standards submitted by CAST and by COB subject to additional changes being made to them by each college. Goodman reported that faculty votes in each college on revised CFSC standards will not be completed until January 2019 (after the December 31, 2018 voting deadline that had been set forth by URC so the revised standards could take effect January 1, 2019). He said he would not have a problem approving an extension of the December 31, 2018 deadline for both colleges.

Sam Catanzaro explained that the spirit of the rule that CFSC standards be approved prior to their January 1 effective date is to prevent a promotion, tenure, or evaluation requirement being changed mid-year to the detriment of a faculty member. Catanzaro said the likelihood is minimal that a problem could result from URC granting the colleges an extension of the December 31, 2018 deadline for approving revised standards.

*Smelser moved to grant the College of Applied Science and Technology and the College of Business an extension of the December 31, 2018 deadline for approval by the college and by URC of revised CFSC standards scheduled to take effect January 1, 2019, such that the standards, once approved by the college and by URC will be retroactively effective January 1, 2019, and further that each college submit its revised standards as approved by the college in January 2019 to URC for final approval by URC. Bonnell seconded the motion. The motion carried on voice vote, all voting in the affirmative.*

#### College of Fine Arts

Goodman noted that URC (at its November 29, 2018 meeting) approved revised CFSC standards submitted by CFA subject to additional changes being made to them by the college. Goodman distributed revised CFA CFSC standards as approved by the CFSC and the schools in the college (see attached). He reported that he had met with CFA Associate Dean Sara Semonis to assist her with the changes requested by URC and that those changes have been made. Smelser asked if there was anything needing to be changed by the college other than the provision regarding replacement of the dean should the dean recuse. Goodman responded that URC also asked CFA to change references in the document to ASPT Policies. He reported that those changes have been made by the college.

*Smelser moved to affirm approval by URC on November 29, 2018, of CFSC standards for the College of Fine Arts with revisions to the standards having been made by the college as requested by URC at that meeting. Beck seconded the motion. The motion passed on voice vote, all voting in the affirmative.*

#### V. Approval of ASPT calendar for 2019-2020

The committee next considered a draft ASPT calendar for the 2019-2020 ASPT cycle as distributed to committee members prior to the meeting (see attached). Bruce Stoffel reviewed differences, other than dates, between the draft 2019-2020 ASPT calendar and the 2018-2019 ASPT calendar approved by URC last year. Stoffel said the most significant difference is the addition of the July 1 deadline for the dean of each college to designate an associate dean to substitute for the dean in disciplinary cases should the dean recuse. Stoffel said that is the only date-certain deadline he found through a scan of the disciplinary articles scheduled to take effect January 1, 2019. He noted that, to accommodate the addition of the July 1 deadline, he revised the calendar category previously titled "ASPT Elections" to "ASPT Elections and Designations." Stoffel said all other differences between the draft 2019-2020 ASPT calendar and the 2018-2019 calendar are editorial. Catanzaro commented that it would not hurt to include the July 1 deadline, that including it could especially benefit new deans and serve as a reminder to continuing deans.

Smelser asked if the rule that deadlines falling on a non-business date be changed to the first subsequent business date trickles down to CFSC and DFSC/CFSC actions. Catanzaro responded that it does, noting that the rule was added a few years ago. Bonnell noted that the rule was added with the adoption of the beige book (ASPT Policies effective January 1, 2012), which occurred when Dan Holland was chairing the Academic Senate/Faculty Caucus.

*Novotny moved approval of the ASPT calendar for 2019-2020 as distributed to URC members prior to the meeting. Smelser seconded the motion. The motion carried on voice vote, all voting in the affirmative.*

Goodman asked Catanzaro whether the cover color has been chosen for the ASPT Policies reprint (that will incorporate the new disciplinary articles). Catanzaro said the color has not yet been selected. Following a spirited discussion, the consensus of URC members present was that the Pantone color of the year for 2019 should be used for the cover. That color is called “living coral” by Pantone.

VI. Equity review plan, phase five

URC next considered the description of a “year five” equity review component as recommended to URC by the Ad Hoc Committee on Equity Review in spring 2018. Goodman expressed his preference for the revision of the description proposed in spring 2018 by Diane Dean (2017-2018 URC chairperson) and informally referred to as the “simple edits” version (see attached). Smelser noted repetition in the simple edits version regarding preserving confidentiality. (“These statistics will be reported confidentially to the URC in the aggregate, not broken down by college or department, in order to protect the identities of disciplined faculty” and “To preserve confidentiality, findings will be reported only in the aggregate, without any identifying information that may compromise individual faculty member’s privacy.”) Goodman said he prefers reiterating the statement that confidentiality is not going to be breached. Novotny and Smelser agreed, pointing out that the two sentences refer to different steps in a progression of reporting (i.e., report of information to URC and a report of findings by URC to the Caucus).

Catanzaro clarified that the paragraph added by Diane Dean (beginning, “At the conclusion of the analysis ...”) adds a step to the component, of URC reporting to the Caucus. Novotny asked what else URC would do with the findings if the committee does not send them elsewhere. Goodman said he likes stating that findings will be sent to the Caucus since URC is a body of the Academic Senate. Catanzaro said one might argue that URC should report findings to the Caucus but not the data. He expressed concern that it might be possible for individual faculty members to be being identified through a review of study findings since so few disciplinary cases are likely to occur and thus be included in the phase five analysis.

Committee members discussed ways the statement regarding a report of findings to the Caucus might be clarified to ensure against confidentiality breaches. Smelser suggested adding a provision about what reports may or may not include raw data. Catanzaro said he would be more comfortable firmly stating that raw data is not to be provided (in reports to external bodies).

Novotny said she thinks it is important that the governing body (i.e., the Caucus) should know if faculty members are not being treated fairly. She noted that the Caucus would only review findings in executive session (thus preventing public release of the data). Catanzaro noted that minutes are kept of executive sessions and are eventually released by the Caucus to the public. He added that releasing raw data could make it possible for more people to know about individual cases. Goodman agreed that preserving confidentiality will be difficult.

Goodman noted that the time allotted for the meeting has nearly expired. *Smelser moved to table discussion of equity review phase five until the next URC meeting. Bonnell seconded the motion. The motion carried on voice vote, all voting in the affirmative.*

VII. Other business

There was none.

VIII. Adjournment

*Beck moved that the meeting adjourn. Smelser seconded the motion. The motion was approved unanimously on voice vote. The meeting adjourned at 2:00 p.m.*

Respectfully submitted,  
Bruce Stoffel, Recorder

Attachments:

*History and Status of URC Review of CFSC Standards as of December 13, 2018*

*Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Standards, College of Arts and Sciences, January 2019*  
(as approved by a majority vote of the departments/schools and by the CFSC on December 11, 2018)

CFSC standards of the College of Education (pending review and approval of College of Education faculty as of December 13, 2018)

CFSC standards of the College of Fine Arts (as approved by the CFSC in November 2018 and approved by CFA schools in December 2018)

*ASPT Calendar 2019-2020, Illinois State University* (Draft document distributed to the University Review Committee on December 11, 2018)

*Proposed Scope of Equity Review Cycle* (“Simple Edits”), May 7, 2018, compiled by URC Chairperson Diane Dean based on discussions at spring 2018 URC meetings

**HISTORY AND STATUS OF URC REVIEW OF CFSC STANDARDS AS OF DECEMBER 13, 2018**  
**In the order of the initial date of submission to the University Review Committee**

**College of Arts and Sciences**

The CAS office submitted its CFSC standards to URC on October 18, 2018.  
URC passed a motion at its November 1, 2018 meeting approving the standards subject to changes being made to them by the college.  
CAS submitted a revised version of its CFSC standards to URC, with changes requested by URC, on November 9, 2018.  
URC reviewed the second CAS submission at its November 15, 2018 meeting and decided to ask for additional changes to the document.  
The CAS office subsequently made the additional changes requested by URC and forwarded the revised standards to its units for faculty vote.  
The departments, schools, and CFSC approved the standards on December 11, 2018.  
The college has submitted the document to URC for consideration at its December 13, 2018 meeting.

**Mennonite College of Nursing**

MCN submitted its CFSC standards to URC on October 26, 2018.  
URC passed a motion at its November 1, 2018 meeting approving the standards with no changes.  
URC re-reviewed the standards at its November 15, 2018 meeting. URC asked MCN to re-submit the standards with changes.  
MCN submitted a revised version of its CFSC standards to URC on November 21, 2018 with changes requested by URC.  
URC passed a motion at its November 29, 2018 meeting to approve the standards as submitted on November 21, 2018.  
The standards have been approved by college faculty.  
The final document, effective January 1, 2019, has been submitted by the college to URC for its records.

**Milner Library**

The MLB CFSC and DFSC approved revised CFSC standards on November 12, 2018.  
MLB submitted its CFSC standards to URC on November 12, 2018  
URC passed a motion at its November 15, 2018 meeting approving the standards subject to editorial changes being made to them by the college.  
The editorial changes have been made by the college.  
The final document, effective January 1, 2019, has been submitted by the college to URC for its records.

**College of Education**

COE submitted its CFSC standards to URC on November 28, 2018.  
URC passed a motion at its November 29, 2018 meeting approving the standards subject to additional changes being made to them by the college.  
The CFSC has approved the standards with changes requested by URC. Faculty voting is underway, with a December 14 deadline for reporting to CFSC.

### **College of Applied Science and Technology**

CAST submitted its CFSC standards to URC on November 28, 2018.

URC passed a motion at its November 29, 2018 meeting approving the standards subject to changes being made to them by the college.

The CFSC has approved the standards with changes requested by URC. Faculty voting is underway. The voting deadline is January 11, 2019.

### **College of Business**

COB submitted its CFSC standards to URC on November 28, 2018.

URC passed a motion at its November 29, 2018 meeting approving the standards subject to additional changes being made to them by the college.

COB has scheduled the faculty vote on the revised CFSC standards for January 2019.

### **College of Fine Arts**

CFA submitted its CFSC standards to URC on November 29, 2018.

URC passed a motion at its November 29, 2018 meeting approving the standards subject to changes being made to them by the college.

The CFSC has subsequently approved a revised version of the document, incorporating changes requested by URC.

The schools in CFA have voted to approved the document as revised by the CFSC.

FACULTY APPOINTMENT, SALARY, PROMOTION, AND TENURE (ASPT) STANDARDS  
College of Arts and Sciences  
January 2019

The College of Arts and Sciences is committed to a system of faculty evaluation and compensation that promotes the highest quality professional work by faculty. The College standards are meant to encourage departments/schools to set high expectations for faculty performance and to offer appropriate rewards to faculty based upon their accomplishments in teaching, scholarly or creative productivity, and service that genuinely advance the mission of the department/school, College, and the University.

The most important principle of effective faculty evaluation is peer review. The strongest evidence of performance in the area of scholarship or creative productivity comes from one's peers within the discipline. Generally, the best judges of the quality of such work are those who have similar academic interests and whose judgments influence dissemination in appropriate scholarly or creative venues. The best evaluators of the quality of a faculty member's teaching and service are peers within the academic department.

#### CFSC POLICIES

The College Faculty Status Committee (CFSC) shall be composed of the Dean of the College, who is an ex officio voting member and six members of the College faculty who represent the three groups (Natural Sciences and Mathematics, Social Sciences, Humanities). Each group has two members elected for two-year staggered terms. No department/school can have more than one representative. All members of the committee must hold tenure. College Council members shall not be eligible to serve. No faculty member may serve more than two consecutive terms. Faculty members may serve on only one ASPT committee at a time (URC, FRC, CFSC, D/SFSC).

CFSC members may participate in, be present at, and vote in ASPT deliberations involving individuals from their own departments/schools, excluding disciplinary proceedings. However, requests to have a CFSC member recused (regardless of departmental/school affiliation of the member) can be made by the applicant or by the Chair/Director/DFSC/SFSC of the department/school. Persons making such a request must provide the Dean a brief written explanation. These requests will be considered by the Dean and the CFSC on a case-by-case basis. A CFSC member may recuse herself/himself at any time but should not provide an explanation for his or her recusal. Individuals may not serve on CFSC the year they are being considered for Promotion, Distinguished or University Professor.

CFSC members may not participate in, be present at, or vote in disciplinary proceedings involving individuals from their own departments/schools. If fewer than five CFSC members remain eligible to participate in disciplinary proceedings, a replacement member for an elected CFSC member will be selected by the Dean, or designee if the Dean is recused, from past CFSC members in accordance with XII.B.3.a. Faculty members currently serving on a D/SFSC are not eligible for selection. If the Dean is recused from the disciplinary proceedings, the Associate Dean for Personnel, Budget and Planning will be the designee. If the Associate Dean for Personnel, Budget, and Planning is unable to serve due to a conflict or lack of availability, the Dean will designate the Associate Dean for Academic Programs and



Student Affairs. If the Associate Dean for Academic Programs and Student Affairs is unable to serve due to a conflict or lack of availability, the Dean will designate the Associate Dean for Research, Facilities, and IT.

## PROMOTION AND TENURE

Evaluation of the professional performance of faculty cannot be reduced to simple numeric standards. D/SFSCs and the CFSC must make judgments about the overall quality of a candidate's performance in accordance with the unit's "satisfactory" and "unsatisfactory" standards as these committees make recommendation on promotion and tenure. Given these assumptions, the following standards should apply in considering all applications for promotion and tenure within the College:

To qualify for promotion and tenure, a faculty member must exhibit sustained and consistent high quality performance in all faculty roles.

1. Each candidate for promotion or tenure must present evidence of high quality achievements in teaching. Evidence of high quality teaching must include a statement that addresses the candidate's teaching philosophy and goals, as well as examples of course materials (e.g., syllabi, selected assignments). It is the responsibility of the Chair/Director to provide a summary of systematically gathered student reactions to teaching performance, with results placed in the context of departmental norms.
2. Each candidate for promotion or tenure must present high-quality scholarly or creative productivity. These works may have appeared in any medium, but the scholarly or creative productivity will have been subject to external peer review appropriate to the discipline. Successful scholarly or creative records normally also include additional evidence of scholarly productivity demonstrated by activities such as conference papers, performances, invited addresses or funded external grants. Evidence of high quality scholarly or creative productivity should include a statement that addresses how the work contributes to the discipline and plans for future work.
3. Each candidate for promotion or tenure must present evidence of service activities that advance the mission of the department, college, university, discipline, or community.
4. The scholarship or creative productivity of each candidate for promotion or tenure will be evaluated by at least three and no more than six scholars from his or her discipline and external to Illinois State University. The external reviewers should be at or above the rank that the candidate is seeking and should not be former mentors, former students, spouses or significant others, co-authors, or co-investigators on grants. Guidelines for conducting the review will be developed by each department/school and added to the department/school's ASPT document.
5. The College regards the customary six-year probationary period in rank as an opportunity to observe a candidate's sustained performance in teaching, scholarship or creative productivity and service before awarding promotion and tenure. Early promotion and tenure is unusual in the College and shall occur only when the candidate has exhibited an extraordinary scholarly record, an exceptional record of teaching performance, and appropriate service.
6. Each candidate for tenure will undergo a mid-probationary tenure review conducted by the D/SFSC in the candidate's third or fourth year in order to assess the candidate's progress toward tenure.

Written departmental assignments for faculty may emphasize one of the faculty roles over others for purposes of evaluation. However, all candidates for promotion and tenure must have a record that includes peer-reviewed scholarly or creative productivity, and strong teaching.

To ensure uniformity in the presentation of information on candidates for promotion or tenure, all D/SFSCs shall utilize the College format for documentation of promotion and tenure cases.

#### PERFORMANCE REVIEW

Department/school guidelines for the annual performance review of faculty should reflect the strategic directions and values of the department/school. These guidelines should be designed to recognize faculty contributions in both short-term and long-term performance.

Faculty's overall annual performance will be evaluated in accordance with "satisfactory" and "unsatisfactory" standards developed by each Department/School's Faculty Status Committee (D/SFSC). departments/schools may choose to provide separate assessments of faculty performance in each evaluation category (teaching, scholarly or creative productivity, and service) as either "satisfactory" and "unsatisfactory," but must provide an overall assessment of "satisfactory" or "unsatisfactory." In addition, a separate interim appraisal of the faculty member's progress towards tenure and/or promotion must be included (see VII.E. in the University ASPT policies).

Annual performance review of faculty should be consistent with the annual assignment letters provided to each faculty member by the Chair/Director. Assignment letters should include information on the faculty member's teaching load for the year, the amount of time assigned to scholarly or creative productivity, and any other assignments expected to utilize significant portions of a faculty member's time.

#### SALARY REVIEW

Annual salary review should be directed toward ensuring that faculty salaries are consistent with performance and contributions to the department, in both the short term and the long term. The Chair/Director serves as chair of the D/SFSC and is responsible with presenting to the D/SFSC a set of recommendations regarding the distribution of salary increment funds. The D/SFSC is responsible for input and final approval of salary recommendations.

The College standards were approved by a majority vote of the departments/schools, December 11, 2018.

The College standards were approved by the CFSC, December 11, 2018.

The College standards were approved by the University Review Committee, December XXX, 2018.

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

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

### College Appointment, Salary, Promotion, and Tenure Policies

1. **Responsibility to Students:** Student achievement and learning are the primary ends of faculty work. Faculty members are expected to demonstrate a high commitment to students, offering the support and respect that are crucial to student success.
2. **DFSC Responsibility:** DFSC members must act in the best interests of the Department consistent with college and university policies. The Chair, as the permanent member of the DFSC, shall provide a long-term perspective on each faculty member's performance and offer recommendations to the DFSC regarding the work of the DFSC.
3. **CFSC Membership:** The CFSC shall be comprised of six tenured faculty members, including two members from each academic department, and the Dean, who is an ex-officio voting member and Chairperson of the Committee. Members from each department are elected at-large by the faculty of the College for staggered two-year terms.
4. **CFSC Responsibility:** CFSC members must act in the best interest of the College consistent with department and university policies. CFSC members will participate in, be present at, and vote in ASPT deliberations (including appeals) involving individuals from each department, including their own department. However, in cases of a disciplinary proceeding emanating from their home departments/schools, CFSC members of the same department/schools are not to participate and are automatically recused in accordance with XII.B.3. The Dean may serve on cases from his/her home department/school but must recuse himself/herself when there is a specific conflict of interest, bias, or conflict of commitment. Likewise, any administrator or member of a committee involved in a disciplinary proceeding who deems themselves disqualified for bias, conflict of interest, or conflict of commitment will remove themselves from the case, either at the request of the faculty member or of the initiator of the proceedings (DFSC or Provost), or on their own initiative. If the Dean is recused from these proceedings, an Associate Dean designated by the Dean will substitute as the chair of the CFSC deliberations. The Dean will designate substitutes and the order in which they will succeed one another in a case of conflict or lack of availability annually on July 1 in accordance with XII.B.3. The Associate Dean will have full voting rights as acting dean in the case.  
  
Should recusals result in a CFSC of less than five elected members, including the CFSC chairperson, the selection of replacement members will come from other college's CFSCs and/or past member pools (first by most recent past year of service on the CFSC and next by years in service). The replacement members to sit on the COE CFSC will be drawn from colleges in the following order: CAS, MCN, CAST, COB, then CFA.
5. **Performance Expectations:** All faculty members, including those who are newly appointed, will be evaluated annually based on their record of performance between January 1 and December 31 for the calendar year of their evaluation. During the annual performance review, the DFSC shall consider activities performed (or reaching completion) during the calendar year being evaluated

but give due attention to long-term contributions made by particular faculty. “Anonymous communications (other than officially collected student reactions to teaching performance) shall not be considered in any evaluative activities” (2017 ASPT Policies, V. C. 2. d., p. 18). Faculty performance in teaching, scholarly and creative productivity, and service may vary annually in terms of emphasis. “The annual performance evaluation process shall include (1) an annual assessment of the faculty member’s performance in teaching, scholarly and creative productivity, and service; (2) a separate interim appraisal of the faculty member’s progress toward tenure and/or promotion, if applicable; and (3) an overall evaluation of the faculty member’s performance in the evaluation period as either “satisfactory” or “unsatisfactory” (2017 ASPT Policies, VII. E., p. 23).

- **Teaching:** The College of Education values outstanding teaching by all faculty members. No probationary faculty member shall be reappointed who does not demonstrate promise of excellence or excellence in teaching. All courses delivered by College of Education faculty members will be evaluated by students using an instrument with a common core of questions asked of all classes. Departments and faculty members may add questions to the instrument. In their policies and procedures, DFSCs must describe the acceptable mechanism(s) for the evaluation of teaching performance beyond that of student reactions to teaching performance to be used within the Department (2017 ASPT Policies, Appendix 2, pp. 60-62).
- **Scholarly and Creative Productivity:** Scholarly and creative productivity may take many forms. Scholarly and creative productivity should be connected to the mission of the College of Education. Scholarly and creative productivity needs to result in products that are open to review by knowledgeable peers. Both individual and collaborative efforts in scholarly and creative productivity are valued (2017 ASPT Policies, Appendix 2, pp. 62-63).
- **Service:** Faculty members shall make internal contributions within the University, College, and Department. They shall also make external contributions to schools, other education entities, professional associations, or organizations (2017 ASPT Policies, Appendix 2, pp. 63-64).

5. **Promotion and Tenure:** Consistent with the 2017 ASPT Policies, VIII., pp. 24-26.

*Promotion to Associate Professor:* Faculty seeking promotion to associate professor must show evidence of sustained and consistent performance in all three areas as defined above, promise of outstanding contributions in the future, and connection to the mission of the College (2017 ASPT Policies, VIII. F. 1., p. 25).

*Tenure:* The granting of tenure is a major decision. A summative review of a faculty member’s professional activities shall be completed at the time a tenure recommendation is made (2017 ASPT Policies, IX, pp. 27-31).

*Promotion from Associate Professor to Professor:* Earning the rank of professor requires a level of accomplishment of the highest quality and sustained productivity across all three areas of performance expectations (2017 ASPT Policies, VIII. F. 2, p. 26)

*Application Format:* In order to ensure uniformity and simplicity in the presentation of evidence from candidates for promotion or tenure, all DFSCs will use the College format for documentation. This format will be disseminated annually by the CFSC with the college policies.

6. **Salary Review:** The annual salary reviews should be directed toward ensuring that faculty salaries are consistent with the performance records of faculty in accordance with the expectations established by the DFSC and CFSC. DFSC criteria may also include equity and/or market

adjustments for individual faculty. Except in unusual circumstances, salary recommendations may not be of equal shares (e.g. percents, dollars) across faculty.

**Approved by the University Review Committee, May 11, 2018**

DRAFT

## COLLEGE OF FINE ARTS ASPT STANDARDS

The mission of the College of Fine Arts is to educate developing artists, scholars, teachers and therapists. We believe in advancement of the arts within a diverse intellectual and social environment through collaboration in learning and artistic practice. Underlying all our work is the commitment to the arts as a vital and fundamental cultural force necessary to the functioning of a democratic society and to the education of its citizens.

### INTRODUCTION

It is the responsibility of a profession to set standards and to evaluate its members using those standards. The standards presented here were developed within the context of the College of Fine Arts mission statement. Faculty members in the College of Fine Arts recognize their responsibility to participate in the peer review and evaluation process through the system approved by the Board of Trustees. As established by that system, Fine Arts faculty shall receive a performance evaluation annually. Extending from the annual evaluations, and in an effort to mentor faculty, the School Faculty Status Committee (SFSC) is responsible for insuring that faculty understand their individual responsibilities and that they are informed in writing regarding their individual progress toward promotion and tenure. The College Faculty Status Committee (CFSC) is responsible for reviewing the SFSCs recommendations in light of standards established in this document.

The SFSCs will meet with their faculty to consult about any changes in standards and to discuss performance evaluation procedures. The CFSC will consider any concerns and suggestions raised by the faculty through the SFSCs and will disseminate recommended changes in the standards to the College of Fine Arts faculty. The College standards shall be approved by a majority vote of the SFSCs within the College. Each School shall have one vote, to be determined by majority vote of School faculty as defined in the University ASPT Policies. The CFSC will then forward the revised standards to the University Review Committee (URC) according to the URC's schedule.

### COLLEGE FACULTY STATUS COMMITTEE (CFSC) MEMBERSHIP

The College of Fine Arts Faculty Status Committee shall be comprised of six tenured faculty members and the Dean of the College. Each of the three Schools of the College shall have two faculty representatives, who shall be elected at large by the faculty of the College for staggered two-year terms. Committee members may not serve concurrently on the College Council, School Faculty Status Committee, Faculty Review Committee, or University Review Committee. A faculty member may serve two consecutive terms on the CFSC, and after a two-year interval, may be re-elected. The Dean of the College is an *ex officio* voting member and Chairperson of the Committee. College of Fine Arts CFSC members may participate in all discussions and vote in all ASPT deliberations, excluding disciplinary proceedings involving faculty from their own unit (School) where their tenure is held. All matters pertaining to disciplinary actions will follow policies outlined in the University ASPT. Should adhering to disciplinary procedures result in a committee of fewer than five members, replacement(s) will be made by the Dean of the College, in consultation with the appropriate School Directors, by means of the mechanism specified in Article XII.B.3.a. of the University ASPT Policies.

Should the dean recuse from the CFSC in disciplinary cases, a tenured associate dean previously designated by the Dean to substitute will chair the CFSC deliberations. Substitutes and the order in which they succeed one another will be designated annually by July 1. The associate dean will have full voting rights as acting dean.

## EVALUATION

While teaching is the first priority of the University, faculty members are expected to be academically and/or creatively productive and to participate in service to the profession and to the University. Faculty are expected to address concerns expressed in previous SFSC evaluations. The criteria for evaluation that follow presume that faculty being reviewed are in compliance with Illinois State University policy on ethical conduct. Please consult the University's Faculty Appointment, Salary, Promotion, and Tenure Policies document and the University Policies, Procedures, and Guidelines for further guidance.

### A. Teaching

Teaching is defined as faculty and student interaction or faculty support activities in which the focus is on student gains in skills, knowledge, understanding, and personal growth. This definition clearly encompasses traditional classroom instruction, but it also includes a broad array of less traditional activities. The following items include, but are not limited to, examples which may be used to identify meritorious teaching:

- A record of solidly favorable student reactions to teaching performance;
- Favorable teaching ratings by peers through review of instructional materials;
- Favorable teaching ratings by peers through classroom observation;
- Favorable teaching reactions by alumni;
- Evidence that the faculty member's students experience cognitive or affective gain as a result of their instruction;
- Syllabi from various courses that feature clarity of instructional objectives, clear organization of material, and equitable and understandable criteria for the evaluation of student work;
- Breadth of teaching ability as this is illustrated by effective teaching in different classroom settings, effective teaching of different types of students, preparation of new courses, or significant modification of established courses;
- Evidence of meritorious supervision of students in scheduled classes, independent studies, internships, clinical experiences, laboratories and fieldwork;
- Advising and mentoring of students in their preparation of research projects, theses and dissertations, portfolios, performances, and exhibitions;
- Significant involvement in sponsoring student organizations and co-curricular activities;
- Development or review of teaching materials;
- Development of new teaching techniques;
- Service as a master teacher to others;

- Recognition of meritorious teaching by winning teaching awards;
- Writing successful competitive grant proposals related to teaching;
- Evidence of additional training and education.

#### B. Scholarly and Creative Productivity

Scholarly and creative productivity includes activities at local, regional, national, and international levels. The evaluation of scholarly and creative productivity requires consideration of a variety of factors and must consider the quality and significance of each contribution. Factors used to evaluate meritorious scholarly and creative productivity include, but are not limited to:

- Authorship or co-authorship of peer-reviewed published materials such as journal articles, abstracts, monographs, books, book chapters, cases, artistic works, software, or other professional and technical documents;
- Authorship or co-authorship of published materials such as editorially reviewed books, articles, abstracts, translations, software, cases, artistic works or other professional and technical documents;
- Production and presentation of films, videos, recordings, and digital works related to the scholarly or creative discipline;
- Refereeing or editing journal articles, grant proposals, and book manuscripts;
- Presentations and papers delivered at local, regional, national and international meetings;
- Performances, exhibitions, and other creative activities locally, regionally, nationally and internationally;
- Managing or serving as a consultant for exhibitions, performances, or research projects;
- Obtaining competitive external or internal grants related to scholarly and creative productivity;
- Writing and submitting proposals for competitive grants, internal or external, related to scholarly and creative productivity;
- Writing and submitting required grant and contract reports;
- Receiving internal or external awards obtained for scholarly or creative productivity;
- Providing evidence that scholarly or creative works have been submitted for review;
- Documenting scholarly or creative works in progress.

#### C. Service

The College of Fine Arts, with the University, recognizes under the category of service two major sub-categories. The evaluation of service requires consideration of a variety of factors, including both University service and professional service. Factors used to evaluate service include, but are not limited to, the following:

- Holding office or completing a major assignment with a national or regional professional organization;
- Consultation and service to civic organizations, social agencies, government, business, or industry that is related to the faculty member's teaching, research, or administrative work at Illinois State University;
- Holding office or completing a major assignment in professional organizations;



- Responsibility for planning workshops, seminars, or conferences for department/school, college, or University groups;
- Chairing or leading department/school, college or university committees;
- Nomination for or receipt of an award that recognizes service to department/school, college, university, or to groups outside of the university;
- Serving as program chairperson (state, regional, national or international);
- Serving as consultant, advisor, board member to educational, civic, social, business or other groups;
- Serving on accreditation or evaluation teams;
- Chairing a professional conference session (state, regional, national or international);
- Writing and submitting competitive grant or contract proposals for activities related primarily to service;
- Obtaining a competitive grant or contract for activities related primarily to service;
- Service on a university, college or department/school committee;
- Administering areas or programs within the department/school, college, or university;
- Recruitment of faculty, staff and students;
- Adjudicating.

#### SALARY, PROMOTION, AND TENURE

Decisions regarding salary, promotion, and tenure are based on a faculty member's ability to maintain and document a high level of performance in the three areas of review. Schools will provide a defined standard to guide candidates in documenting teaching, scholarly/creative productivity, and service for review by the SFSC and the CFSC. Since it is commonplace for fine arts units to employ a broad umbrella of teaching techniques and approaches, the reviewers will take these varied techniques under consideration and assess both the quantity and quality of materials submitted. While student evaluations should not be the only criterion used, the SFSCs are required to consider a representative sample of student opinion forms over time and over the range of courses taught by each candidate for tenure, promotion, and post-tenure review. To this end, each School's SFSC shall archive all student evaluation forms for at least six years to allow this range of consideration, and the SFSC should be prepared to provide these to the CFSC upon request for consideration during the process of review.

Approved by Schools, December 2018

Approved College Faculty Status Committee, November 2018

Approved University Review Committee, December 2018

# 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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>December 17, 2018          | DFSC/SFSC recommendations for promotion and tenure must be reported to candidates and to the CFSC.   |
| February 1                    | Friday,<br>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,<br>March 1, 2019              | CFSC recommendations for promotion and tenure must be reported to the Provost, DFSC/SFSC, and candidates.  |
| March 10                      | Monday,<br>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,<br>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,<br>March 21, 2019 | Provost's recommendation for non-appealed candidates must be reported to the President, CFSC, DFSC/SFSC, and candidate.  |
| April 15                      | Monday,<br>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,<br>April 30, 2019  | Provost's recommendation for appealed cases must be reported to the President, candidate, DFSC/SFSC and CFSC.  |
| May 15                        | Wednesday,<br>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,<br>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,<br>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,<br>February 15, 2019 | DFSC/SFSC shall transmit final recommendation for performance-evaluation review to the faculty member and to the CFSC.   |
| February 25                   | Monday,<br>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,<br>March 1, 2019     | Faculty members must file with the CFSC any appeal of the DFSC/SFSC performance-evaluation recommendation.   |
| March 31                      | Monday,<br>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,<br>January 7, 2019   | All faculty members scheduled for cumulative post-tenure review must submit their materials.  |
| February 15                   | Friday,<br>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,<br>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,<br>March 8, 2019     | The DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member.  |
| March 22                      | Friday,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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 ASPT Policies | Date for 2018-2019                    | Action per ASPT Policies  |
|------------------------|---------------------------------------|---|
| November 1             | Thursday,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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

**Proposed ~~Scope of each year's equity study~~ Equity Review Cycle**  
**Based on ASPT equity ad hoc committee's discussions**

**Year Phase one:**

Salary, with each faculty member's monthly salary adjusted into an annual standard for ease of analysis and layperson comprehension, broken out by the following categories related to equal opportunity and access:

1. Gender
2. Race/ethnicity
3. Disability status, if possible
4. U.S. citizenship status versus citizenship status from each continent of origin if not U.S.
5. Military/non-military, if possible
6. Age
7. Intersections of the above as determined by the URC and PRPA, once the raw data is received

Controls:

1. highest earned degree
2. years since appointment on tenure-line at ISU
3. rank
4. years in rank (both with and without this control; as well as intersection of rank by years-in-rank)
5. departmental affiliation by department of rank
6. past administrative appointment or not (chairs/deans/Provost office & deans offices AP roles)

Type:

- ~~a. snapshot in time rather than longitudinal~~
- ~~b. two key sub-models:
  - ~~i. controlled for experience, field and rank~~
  - ~~ii. same without controlling for rank~~~~
- ~~c. total population model (for example, large, high-paid colleges that throw our data off can be excluded in a not-total population model)~~
- ~~d. white-male model with possible sub-models (for example, compared to all-women and compared to all faculty of color) as determined by URC and PRPA~~

Following receipt of the raw and intersectional data by URC, URC will need to work with CFSCs to combine the results ~~of the multiple regression analyses~~ with assessment of individual faculty performance. This is not a URC-level endeavor, but a CFSC-level endeavor, with CFSCs reporting back to the URC regarding findings and corrective steps if identified.

A few studies from other universities that the ad hoc committee examined show the percent distribution of male/female, race/ethnic identity across departments. The Academic Planning Committee and PRPA already currently track this type of data in a different way through Academic Program Profiles and the APC encourages diversification plans; however, seeing concentrations comparatively on one graph may be informative to considerations of how work environment may be affecting outcomes.

At the conclusion of the analysis, the URC will report its findings to Faculty Caucus. To preserve confidentiality, findings will be reported only in the aggregate, without any identifying information that may

compromise individual faculty member's privacy. Ideally, the completion time for the study will be one year. However, actual completion time may vary in the implementation of the review. At the conclusion of the study, URC will also evaluate the overall process and make procedural recommendations for future reviews.



## Year-Phase two

Quantitative analysis of ~~conditions~~ or dynamics from appointment through tenure, ~~university-wide, longitudinal; no controls for departmental affiliation in year two, judgment of URC and the administration whether or not to include department affiliation in years seven and beyond~~ subsequent reviews.

The Provost's office and PRPA, and OEOA if necessary, will work together to provide the URC with data related to successful tenure cases and promotions to associate professor, time-to-tenure-and-promotion, non-reappointments, tenure denials, and resignations/retirements prior to tenure-and-promotion.

Once the raw data regarding how many persons were appointed without tenure over the study period has been collected, it will be broken out by overall percent within the subcategories of each of these categories: gender, race/ethnicity, disability status, country of origin, military/non-military, and age. For gender, disability status, military/non-military, and age, these categories and subcategories will be defined here at minimum as "at the time of hire" and "at the time of the study or last year tracked if non-reappointed/tenure denied/resigned/retired."

The URC will also be provided with the overall percentage of the total appointed who have been tenured/promoted. Within the subset of those tenured/promoted, percentages will be provided according to gender, race/ethnicity, disability status, country of origin, military/non-military, and age. Time to tenure-and-promotion will also be provided, both overall and broken out according to gender, etc.

The URC will be provided with the overall percentage of the total appointed who have been non-reappointed. Within non-reappointments, percentages will be provided according to gender, race/ethnicity, disability, status, country of origin, military/non-military, and age. Time to non-reappointment will also be provided, both overall and broken out according to gender, etc.

The URC will be provided with the overall percentage of the total appointed who were denied tenure upon applying for it. Within non-reappointments due to tenure denial, percentages will be provided according to gender, race/ethnicity, disability, status, country of origin, military/non-military, and age. Time to tenure denial will also be provided, both overall and broken out according to gender, etc.

The URC will be provided finally with the overall percent of the total appointed who resigned/retired prior to tenure/first promotion. Within those resignations/retirements, percentages will be provided according to gender, race/ethnicity, disability, status, country of origin, military/non-military, and age. Time to resignation/retirement will also be provided, both overall and broken out according to gender, etc.

At the conclusion of the analysis, the URC will report its findings to Faculty Caucus. To preserve confidentiality, findings will be reported only in the aggregate, without any identifying information that may compromise individual faculty member's privacy. Ideally, the completion time for the study will be one year. However, actual completion time may vary in the implementation of the review. At the conclusion of the study, URC will also evaluate the overall process and make procedural recommendations for future reviews.

**Commented [DD1]:** Reference to "conditions or dynamics" removed because the type of study proposed does not investigate that type of phenomena.

**Commented [DD2]:** See rationale offered in footnotes for separating out reviews of "tenure" and "promotion"

**Commented [DD3]:** Reference to "controls" removed because these are descriptive studies.

### Year-Phase three

Quantitative analysis of conditions or dynamics from tenure through resignation/retirement

**Commented [DD4]:** See previous comment re: "conditions or dynamics."

The Provost's office and PRPA, and OEOA if necessary, will work together to provide the URC with data related to successful promotions to full professor, time-to-promotion to full professor, resignations/retirements prior to promotion to full professor, and time-to-resignation/retirement prior to promotion to full professor.

UID scope: All persons tenured or hired with tenure between the earliest year reasonably available and the current or previous year during which the data is being collected, whether still at ISU or not. A minimum of one decade of hiring should be represented during the year three study, fifteen years during year eight, and twenty years in subsequent cycle years.

Once the raw data regarding how many persons were tenured or hired with tenure over the study period has been collected, it will be broken out by overall percent within the subcategories of each of these categories: gender, race/ethnicity, disability status, country of origin, military/non-military, and age. For gender, disability status, military/non-military, and age, these categories and subcategories will be defined here at minimum as "at the time of tenuring/appointment with tenure" and "at the time of the study or last year tracked if resigned/retired."

The URC will also be provided with the overall percent of the total who have been promoted to full professor and/or appointed at full professor at or after the year of eligibility. Within the subset of those promoted to full professor, percentages will be provided according to gender, race/ethnicity, disability, status, country of origin, military/non-military, and age. The time to promotion to full, both overall and broken out according to gender, race/ethnicity, etc will also be provided. For those eligible to be promoted who have not yet been promoted but remain employed at ISU, the overall and broken down percentages will be provided along with the number of years since tenure/appointment with tenure.

In addition, the overall percent of the total who resigned/retired prior to second promotion and the time between tenure/appointment with tenure and resignation will be provided. Within this subset of resignations/retirements prior to promotion to full professor, the percentages according to gender, race/ethnicity, disability, status, country of origin, military/non-military, and age will be provided.

At the conclusion of the analysis, the URC will report its findings to Faculty Caucus. To preserve confidentiality, findings will be reported only in the aggregate, without any identifying information that may compromise individual faculty member's privacy. Ideally, the completion time for the study will be one year. However, actual completion time may vary in the implementation of the review. At the conclusion of the study, URC will also evaluate the overall process and make procedural recommendations for future reviews.

## Year-Phase four

Two simple studies will be performed:

- 1) The Provost's office will provide data on the percentage of faculty members receiving unsatisfactory ratings from DFSCs as compared to the total ASPT faculty, and will further break this data out by gender, race/ethnicity, etc. (according to our year one scope). It will compare this broken-out data to the total ISU tenure-line population to see if there are patterns of disproportionality such as would be analogous to studies in K-12 education that have found that the race/ethnicity and gender of students suspended is disproportionately African American males. If year nine data yields no remarkable results, this study might not need to be repeated in year fourteen, year nineteen, etc. The intention of this study will be to examine the success/failure of our system of rewards, including merit-based salary increments, formative feedback, and other factors intended to encourage successful faculty productivity outcomes.
- 2) Starting in FY19, the Provost's office will ask chairs/directors to provide data regarding all persons who leave a faculty role for positions outside of the University, with or without a request for a counteroffer, and regarding the percentage of any counteroffer in relation to current salary for all faculty who received a counteroffer, coded by whether they stayed at ISU or were not retained. This data will be collected and in year four will be provided to the URC. It will be broken down by department and by gender, race/ethnicity, etc. (according to our year one scope). These two break downs need not be intersected if to do so would reveal confidential personnel information. Records of institutions to whom we have lost faculty may also be of interest in formulating optimum retention strategies for ISU. The intention of this study will be to examine the success/failure of our efforts to retain faculty and the ability of ISU to offer competitive salaries.

At the conclusion of each analysis, the URC will report its findings to Faculty Caucus. To preserve confidentiality, findings will be reported only in the aggregate, without any identifying information that may compromise individual faculty member's privacy. Ideally, the completion time for both studies will be one year. However, actual completion time may vary in the implementation of the review. At the conclusion of the study, URC will also evaluate the overall process and make procedural recommendations for future reviews.

## **Year five**

Study of sanctions/suspension/dismissal outcomes

The Provost's office will provide the overall percentage of faculty members sanctioned/suspended/dismissed (in the aggregate, with dismissals not separated from suspensions, suspensions not separated from sanctions) as compared to the total ASPT faculty.

It will also provide data regarding how the persons discipline break down by gender, race/ethnicity, etc., according to our year one scope.

Intersections here (e.g. white male, black female, disabled older-than-peers faculty member) will be provided.

These statistics will be reported confidentially to the URC in the aggregate, not broken down by college or department, in order to protect the identities of disciplined faculty. According to proposed Article XII.A.7, confidential reports of disciplinary actions will also be submitted annually by the Provost to the URC.

However, such annual reports may or may not include data related to equal opportunity and access considerations, so may not related directly to these year-five studies.

[At the conclusion of the analysis, the URC will report its findings to Faculty Caucus. To preserve confidentiality, findings will be reported only in the aggregate, without any identifying information that may compromise individual faculty member's privacy. Ideally, the completion time for the study will be one year. However, actual completion time may vary in the implementation of the review. At the conclusion of the study, URC will also evaluate the overall process and make procedural recommendations for future reviews.](#)