

**UNIVERSITY REVIEW COMMITTEE**  
Illinois State University

Friday, September 13, 2019  
12 p.m., Hovey 401D

**MINUTES**

Members present: Frank Beck, Chad Buckley, Sam Catanzaro (non-voting), Diane Dean, Kevin Edwards, Joe Goodman, Yoon Jim Ma, Nancy Novotny, Melissa Oresky, Rachel Shively

Members not present: none

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,” as in “ASPT policies” or “ASPT document,” refers to Faculty Appointment, Salary, Promotion, and Tenure; “ASPT 2022” refers to the ASPT policies document to be drafted by URC, recommended by the Caucus, and approved by the President to take effect January 1, 2022; “CFSC” refers to College Faculty Status Committee as provided for in ASPT policies; and “PRPA” refers to the Office of Planning, Research, and Policy Analysis at Illinois State University.

I. Welcome and introductions

Sam Catanzaro, Associate Vice President for Academic Administration, called the meeting to order at 12 p.m. Catanzaro explained that he would serve as meeting facilitator until the committee elects its 2019-2020 chairperson (scheduled for later in the meeting). Meeting attendees introduced themselves. Catanzaro welcomed all committee members and recognized new members Melissa Oresky (representing the College of Fine Arts) and Chad Buckley (representing Milner Library).

II. Review of URC 2018-2019 and overview of 2019-2020

Catanzaro reviewed the *Annual Report of University Review Committee Activities, 2018-2019* (see attached), as submitted to the Caucus on May 16, 2019. Catanzaro distributed and reviewed *Agenda Items for 2019-2020, University Review Committee* (see attached).

Rachel Shively asked if the equity review plan (as recommended by URC to the Caucus in spring 2019) was approved by the Caucus. Joe Goodman responded that the Caucus approved the content of the document as recommended by URC but requested editorial changes. Goodman clarified that the Caucus directed URC to proceed with implementing the plan and asked that URC return to the Caucus in fall 2019 with the editorial changes.

Catanzaro said he will be asking URC to help him plan and deliver a series of ASPT workshops this academic year, similar to the 2018-2019 series developed collaboratively by Catanzaro, URC, and Susan Kalter (2018-2019 Caucus chairperson). Catanzaro said he hopes the series will include a session regarding evaluation of scholarship, a session he had hoped to offer in fall 2018 but had to postpone to focus on other priorities. Catanzaro said he likes to incorporate case studies in the sessions, so attendees can practice cases likely to arise in their ASPT experiences. Goodman noted that the fall 2018 session regarding the new disciplinary policies (that became effective January 1, 2019) was video recorded so ASPT committee members unable to attend the session would have access to session content and so ASPT committees could review the content together after the session. Goodman asked Catanzaro if he has received any feedback regarding the recording. Catanzaro responded that he has not, adding that he can check video analytics to determine how many times the recording has been viewed.

Catanzaro informed committee members that he expects one college to send URC proposed changes to its college ASPT standards this fall. He said the college will likely seek URC approval of the changes by the end of this calendar year, so they can take effect January 1, 2020.

III. Election of officers for 2019-2020

Catanzaro opened nominations for the position of URC chairperson. He provided a brief overview of position responsibilities and the time commitment involved. *Nancy Novotny nominated Rachel Shively for the position. Diane Dean seconded the motion. Shively accepted the nomination. There being no further nominations, Catanzaro closed nominations and called for a vote. The motion carried on voice vote, all voting in the affirmative.*

Catanzaro passed the role of meeting facilitator to newly-elected chairperson Shively.

Shively opened nominations for the position of URC vice-chairperson. *Frank Beck nominated Nancy Novotny for the position. Goodman seconded the nomination. Thanking Beck and Goodman for their support, Novotny respectfully declined the nomination. Novotny nominated Frank Beck for the position of Vice-Chairperson. Kevin Edwards seconded the nomination. Beck accepted the nomination. There being no further nominations, Shively closed nominations and called for a vote. The motion carried on voice vote, with eight ayes and one abstention (Beck).*

Shively opened nominations for the position of URC secretary. *Dean nominated Kevin Edwards for the position, Beck seconded the nomination. Edwards accepted the nomination. There being no further nominations, Shively closed nominations and called for a vote. The motion carried on voice vote, with eight ayes and one abstention (Edwards).*

[Yoon Jin Ma excused herself from the meeting.]

IV. Approval of minutes from the May 7, 2019 meeting  
Acknowledgement of May 8-15, 2019 virtual meeting outcomes

*Goodman moved to approve minutes of the May 7, 2019 URC meeting as distributed to committee members prior to the meeting. Novotny seconded the motion. The motion passed on voice vote, with five ayes and three abstentions (Chad Buckley, Melissa Oresky, and Diane Dean).*

*Goodman moved to approve the record of the May 8-15, 2019 virtual committee meeting (during which committee members voted to accept the CFSC annual reports submitted to URC, the Faculty Review Committee annual report submitted to URC, and the URC annual report to the Caucus). Beck seconded the motion. The motion passed on voice vote, with six ayes and two abstentions (Buckley and Oresky).*

V. Committee meeting schedule for fall 2019

Shively asked committee members for feedback regarding the draft committee meeting schedule for fall 2019 (see attached). Committee members agreed to convene at noon on the dates established in the schedule and to set aside 90 minutes for each meeting (ending early if the committee does not need the full 90 minutes to complete its business). Shively said she will be unable to attend the November 22 meeting (the Friday before the beginning of fall break) and asked if there be a sufficient number of committee members attending the meeting to constitute a quorum. Dean said she will not be able to attend the November 22 meeting in person but plans to participate by phone. Other committee members indicated that they will be available to attend. Oresky noted that she will not be able to attend the December 13 committee meeting.

VI. ASPT 2022 development process

Catanzaro introduced the ASPT 2022 discussion by orienting committee members to the ASPT 2022 materials distributed to committee members prior to the meeting (see attached). The materials include a description of committee subgroups formed to help develop recommendations for ASPT 2022 and a document with brief

descriptions of the issues cited in the descriptions of committee subgroups. Catanzaro explained that some issues were suggested by him, some issues were suggested by Kalter (based on her experiences working with ASPT policies and on feedback she had received from faculty colleagues), some issues were suggested by URC, and some issues were suggested by more than one of the three parties. Bruce Stoffel explained that the table of subgroups is the same as the table cited in minutes of the May 7, 2019 meeting, except the names of subgroup members who completed their URC terms in spring 2019 have been deleted.

Shively asked for feedback regarding the subgroups and issues. Committee members agreed to continue with the plan to develop recommendations for ASPT 2022 through the work of subgroups. Shively explained that each subgroup should have three members and asked for volunteers to fill open subgroup positions. Dean volunteered for Subgroup 3, and Buckley and Oresky volunteered for Subgroup 2. Shively said she will ask Ma to serve on Subgroup 1. Committee members agreed to continue using the schema developed by URC in spring 2019 to prioritize committee consideration of the issues. Oresky asked if the full committee will be addressing all issues or if the recommendations will be developed solely by the subgroups. Shively explained that the full committee will review and discuss recommendations made by the subgroups. Shively noted that the approach developed by URC in spring 2019 to develop ASPT 2022 recommendations assumed an early fall 2019 deadline for submitting the recommendations to the Caucus. She asked Catanzaro if the committee now has more time to develop its recommendations. Catanzaro responded that the new deadline for finalization of URC recommendations is the end of the academic year (2019-2020).

Shively asked Catanzaro for recommendations as to how the subgroups should function. Catanzaro offered to complete a first draft of recommendations for the top priority issues assigned to each subgroup (i.e., issues categorized as “higher and shorter.” He said he will send his drafts to the subgroups for their review while he drafts recommendations for issues categorized as “higher and slower” and then “lower and shorter.” Catanzaro said he will try to get first drafts to the subgroups by September 20 so they can begin their review of the drafts at the September 27 URC meeting (which, he said, he will be unable to attend). Shively noted that since URC will not have equity review data by then, URC can dedicate its September 27 meeting to discussion of ASPT. She suggested that URC members familiarize themselves with the ASPT issues that have been assigned to their subgroups and plan to meet in their subgroups at the September 27 meeting. Dean said that committee involvement in discussion of the issues from the start of the ASPT 2022 development process in this manner should help with acceptance of the committee recommendations by university faculty members. Catanzaro concurred.

Goodman recalled that, when URC was developing its recommendations for the ASPT document effective January 1, 2017, he sought input from the CFSC of his college. He explained that he contacted his CFSC for suggestions regarding ASPT issues URC should consider when developing its recommendations. He asked if URC members should likewise contact their respective CFSCs for input regarding development of ASPT 2022. Committee members agreed that it would be helpful to do so. Shively volunteered to draft a request from the committee to all CFSCs asking for their input. Dean suggested that each URC member could then individually follow up with their respective CFSC. Committee members agreed.

## VII. Equity review update

Goodman reported having contacted Angela Engel (Director of the Office of Planning, Research, and Policy Analysis) to inform her that the Caucus has approved an equity review plan and to ask that PRPA begin compiling data needed by URC to implement Phase I of the plan. Goodman said that Engel inquired with him about a timeline for completing Phase I. Goodman said he told Engel that the equity review plan provides URC flexibility in completing Phase I but that URC would like to complete the phase within the academic year if possible. Addressing his committee colleagues, Goodman suggested that a small group of URC members meet with Engel to discuss data and timing. Shively said she will plan such a meeting with Engel and invite Catanzaro and Goodman. Catanzaro suggested that the Office of Equal Opportunity and Access also be represented at the meeting.

Beck asked about the equity review plan revisions requested by the Caucus when it approved the plan. Goodman responded that the requested changes relate to optics and formatting. He explained that the phase descriptions in the plan are inconsistently structured and reported that the Caucus has asked that all five

descriptions be structured like Phases 1, 2, and 4. Shively asked for a volunteer to draft the changes. Goodman volunteered to do so.

VIII. Other business

There was none

IX. Adjournment

*Goodman moved that the meeting adjourn. Dean seconded the motion. The motion passed unanimously on voice vote. The meeting adjourned at 1:16 p.m.*

Respectfully submitted,  
Kevin Edwards, Secretary  
Bruce Stoffel, Recorder

Attachments:

*Annual Report of University Review Committee Activities, 2018-2019*, as submitted to the Faculty Caucus of the Academic Senate by the University Review Committee on May 16, 2019

*Agenda Items for 2019-2020, University Review Committee*, draft September 13, 2019, compiled by Dr. Sam Catanzaro, Associate Vice President for Academic Administration

*Meeting Schedule, University Review Committee, Fall 2019*

*Subgroups, ASPT 2022, University Review Committee, Fall 2019*, compiled September 6, 2019

*Suggestions and Ideas for ASPT Revisions to be Effective January 1, 2022, By Topic*, compiled September 6, 2019

# ANNUAL REPORT OF UNIVERSITY REVIEW COMMITTEE ACTIVITIES, 2018-2019

Approved by the University Review Committee May 15, 2019  
For submission to the Faculty Caucus of the Academic Senate, Illinois State University

## MEMBERS AND OFFICERS OF THE 2018-2019 UNIVERSITY REVIEW COMMITTEE

Member	Representing
Dr. Frank Beck	College of Arts and Sciences, Social Sciences Division
Associate Professor Angela Bonnell	Milner Library
Dr. Sam Catanzaro*	Office of the Provost
Dr. Diane Dean	College of Education
Dr. Kevin Edwards	College of Arts and Sciences, Sciences Division
Dr. Joe Goodman (Chairperson)	College of Business
Dr. Yoon Jin Ma	College of Applied Science and Technology
Dr. Nancy Novotny	Mennonite College of Nursing
Dr. Rachel Shively (Secretary)	College of Arts and Sciences, Humanities Division
Professor Sarah Smelser (Vice-Chairperson)	College of Fine Arts

\* Non-voting member, Provost's designee

## MEETINGS OF THE 2018-2019 UNIVERSITY REVIEW COMMITTEE

### Fall 2018

August 21, 2018  
September 6, 2018  
September 20, 2018  
October 4, 2018  
October 18, 2018  
November 1, 2018  
November 15, 2018  
November 29, 2018  
December 13, 2018

### Spring 2019

January 25, 2019  
February 8, 2019  
March 1, 2019  
March 22, 2019  
April 5, 2019  
April 19, 2019  
May 7, 2019  
May 8-15, 2019 (virtual)

## ISSUES ADDRESSED BY THE 2018-2019 UNIVERSITY REVIEW COMMITTEE

### Revisions to ASPT policies: Article XII. General Considerations (Disciplinary Actions)

Throughout fall 2018, the URC chairperson worked with the chairperson of the Milner Library CFSC and with the associate dean of Mennonite College of Nursing to coordinate requests from the two colleges for exceptions to provisions of the ASPT disciplinary articles to accommodate the one-department structure of each college. URC subsequently approved three motions related to this matter.

September 6, 2018: URC recommended a revision to Article XII (Disciplinary Articles: General Considerations) that had been requested by Milner Library faculty. The revision was intended to exempt Milner Library from the Article XII requirement that CFSC members recuse themselves from disciplinary proceedings involving faculty members from their own department or school.

November 1, 2018: URC recommended a revision to Article XII (Disciplinary Articles: General Considerations) to replace the revision recommended by URC on September 6, 2018. The replacement revision was intended to exempt both Milner Library and Mennonite College of Nursing from the recusal provision cited above. The exemption had been requested by Milner Library faculty and by Mennonite College of Nursing faculty.

November 15, 2018: URC approved a motion revising the wording of its November 1, 2018 recommendation to the Faculty Caucus, to address concerns raised at the November 7, 2018 Faculty Caucus meeting regarding the passage.

#### **Revisions to ASPT policies: Article IV. College Faculty Status Committee (CFSC)**

URC reviewed a request submitted by Milner Library to revise Section IV.A.2 by deleting reference to Milner Library as an exception to the ASPT policy regarding composition of CFSCs. Milner Library faculty had requested the change to permit the college to increase the size of its CFSC. On November 1, 2018, URC recommended a revision to Section IV.A.2 per the Milner Library request.

#### **Revisions to CFSC policies**

Throughout fall 2018, the URC chairperson advised deans and/or associate deans from each of the seven colleges regarding actions needed by each college to bring their CFSC standards into compliance with the disciplinary articles passed by the Faculty Caucus on September 12, 2018. URC subsequently took the following actions regarding CFSC standards submitted to URC by each college.

College of Applied Science and Technology:  
Approved revisions on November 29, 2018 and February 8, 2019

College of Arts and Sciences:  
Approved revisions on November 1, 2018 and December 13, 2018

College of Business:  
Approved revisions on November 29, 2018 and February 8, 2019

College of Education:  
Approved revisions on November 29, 2018 and December 13, 2018

College of Fine Arts:  
Approved revisions on November 29, 2018 and December 13, 2018

Mennonite College of Nursing:  
Approved revisions on November 1, 2018 and November 29, 2018

Milner Library:  
Approved revisions on November 15, 2018

#### **ASPT equity review**

In 2018-2019, URC continued discussions begun by the committee in 2017-2018 regarding recommendations presented to URC in spring 2018 by the Ad Hoc Working Group on ASPT Equity Review. That working group had been established by the Faculty Caucus on March 2, 2016 and convened in fall 2017 to conduct its work. URC took the following actions regarding the working group report and ASPT equity review during 2018-2019.

October 4, 2018: URC approved a plan for equity review phase III.

November 1, 2018: URC approved a plan for equity review phase IV.

March 1, 2019: URC met with Angela Engel, Director of the Office of Planning, Research, and Policy Analysis, and Anthony Walesby, Director of the Office of Equal Opportunity and Access, to discuss preliminary URC equity review recommendations, specifically their feasibility with respect to availability of the data needed to conduct the review.

March 22, 2019: URC approved a plan for equity review phase V.

April 5, 2019: URC approved recommendations to the Faculty Caucus regarding the report from the Ad Hoc Working Group for ASPT Equity Review. The URC chairperson submitted the recommendations to the Faculty Caucus chairperson on April 9, 2019.

### **ASPT policies regarding service assignments**

In response to a request Faculty Caucus made of URC when compiling the edition of ASPT policies effective January 1, 2017, URC studied policies and practices of units regarding service assignments. URC reviewed DFSC and SFSC guidelines of all departments/schools to document how the units address service in their AST policies regarding faculty assignments and faculty evaluations. At its October 18, 2018 meeting, URC discussed findings of its review. URC intends to consult those findings when compiling recommendations to the Faculty Caucus for the next edition of ASPT policies.

### **ASPT calendar for 2019-2020**

At its December 13, 2018 meeting, URC approved an ASPT calendar for 2019-2020. The calendar was distributed to all colleges, departments, and schools on December 17, 2018. The calendar was also posted on the Tenure and Promotion website: <https://provost.illinoisstate.edu/resources/tenure-promo/>.

### **ASPT professional development for members of ASPT committees (CFSCs, DFSCs, SFSCs, FRC)**

URC assisted Dr. Sam Catanzaro, Associate Vice President for Academic Administration, Policy, and Faculty Affairs (and the Provost's designee on the University Review Committee) and Dr. Susan Kalter, Academic Senate and Faculty Caucus chairperson, with planning and delivering ASPT professional development sessions in fall 2018. Five sessions were held on two topics.

**Topic:** General overview of the ASPT system and an introduction to the new disciplinary articles

**Dates:** September 25, 2018; September 26, 2018; November 13, 2018

**Attendance:** 81

**Note:** The November 13, 2018 session was videotaped for the benefit of ASPT committee members unable to attend any one of the three sessions and for ASPT committees wanting to review the information as a group. The video is posted on the Tenure and Promotion website: <https://provost.illinoisstate.edu/resources/tenure-promo/>.

**Topic:** Assessment of teaching

**Dates:** November 6, 2018; November 7, 2018

**Attendance:** 60

### **Planning for ASPT 2022**

During spring term 2019, URC discussed the process for compiling the next edition of ASPT policies (ASPT 2022, scheduled to take effect January 1, 2022). URC focused on a timeline for compiling recommendations to the Faculty Caucus for ASPT 2022 and on prioritizing issues URC will consider when compiling the recommendations. URC reviewed a list of issues submitted by Dr. Susan Kalter, Faculty Caucus chairperson, on behalf of faculty members who had submitted suggestions to her in recent years and on her own behalf, and a list of issues submitted by Dr. Sam Catanzaro. URC also inventoried issues URC working groups had studied in recent years.

### **CFSC annual reports to URC for 2018-2019**

URC reviewed annual reports submitted to the committee by each of the seven CFSCs in accordance with ASPT policies. URC also reviewed a compilation of five years of CFSC report data.

### **Faculty Review Committee annual report to URC for 2018-2019**

URC reviewed the annual report submitted to the committee by the Faculty Review Committee in accordance with ASPT policies. URC will forward the report to the Academic Senate office at the end of the academic year.

### **MINUTES OF 2018-2019 UNIVERSITY REVIEW COMMITTEE MEETINGS**

Minutes of 2018-2019 URC meetings are available online (except minutes of the last meeting of the academic year, which will be considered for approval by URC in fall 2019).

See: <https://provost.illinoisstate.edu/resources/tenure-promo/committee-minutes/>.



**AGENDA ITEMS FOR 2019-2020**  
**UNIVERSITY REVIEW COMMITTEE**  
DRAFT 9-13-19

**ASPT 2022**

Complete work on a draft document that can be submitted to the Faculty Caucus by August 2020.

**Equity Review**

Submit a revised equity review plan to the Faculty Caucus (formatting revisions requested by Faculty Caucus in May 2019).

Make progress on Equity Review Phase I

An idea discussed last year by URC was for URC to review Phase I data compiled by PRPA in fall 2019 and to ask CFSCs to review any data anomalies in spring 2020. That was, however, considered a tentative timeline, subject to availability of data from PRPA.

**Annual reports**

Review CFSC annual activity reports (due to URC by May 1, 2020).

Review FRC annual report (due to URC by May 1, 2020) and submit it to the Academic Senate office.

Compile URC annual report and submit it to the Academic Senate office (by May 15, 2020).

**ASPT workshops**

Assist Dr. Sam Catanzaro with planning and delivering a 2019-2020 ASPT workshop series.

**ASPT calendar for 2020-2021**

Adopt and disseminate a 2020-2021 ASPT calendar by December 31, 2019.

**Notes:**

The committee has no outstanding requests from the Academic Senate Executive Committee for review of university policies.

The committee has no outstanding requests from CFSCs for review of CFSC standards revisions. However, one college is voting on CFSC changes at this time, for submission to URC for review and approval.

The committee has no outstanding requests from ASPT committees or individual faculty members for ASPT policy interpretations.

## MEETING SCHEDULE, UNIVERSITY REVIEW COMMITTEE, FALL 2019

FRIDAY, SEPTEMBER 13, 2019  
12 P.M., Hovey 401D

FRIDAY, OCTOBER 25, 2019  
12 P.M., Hovey 401D

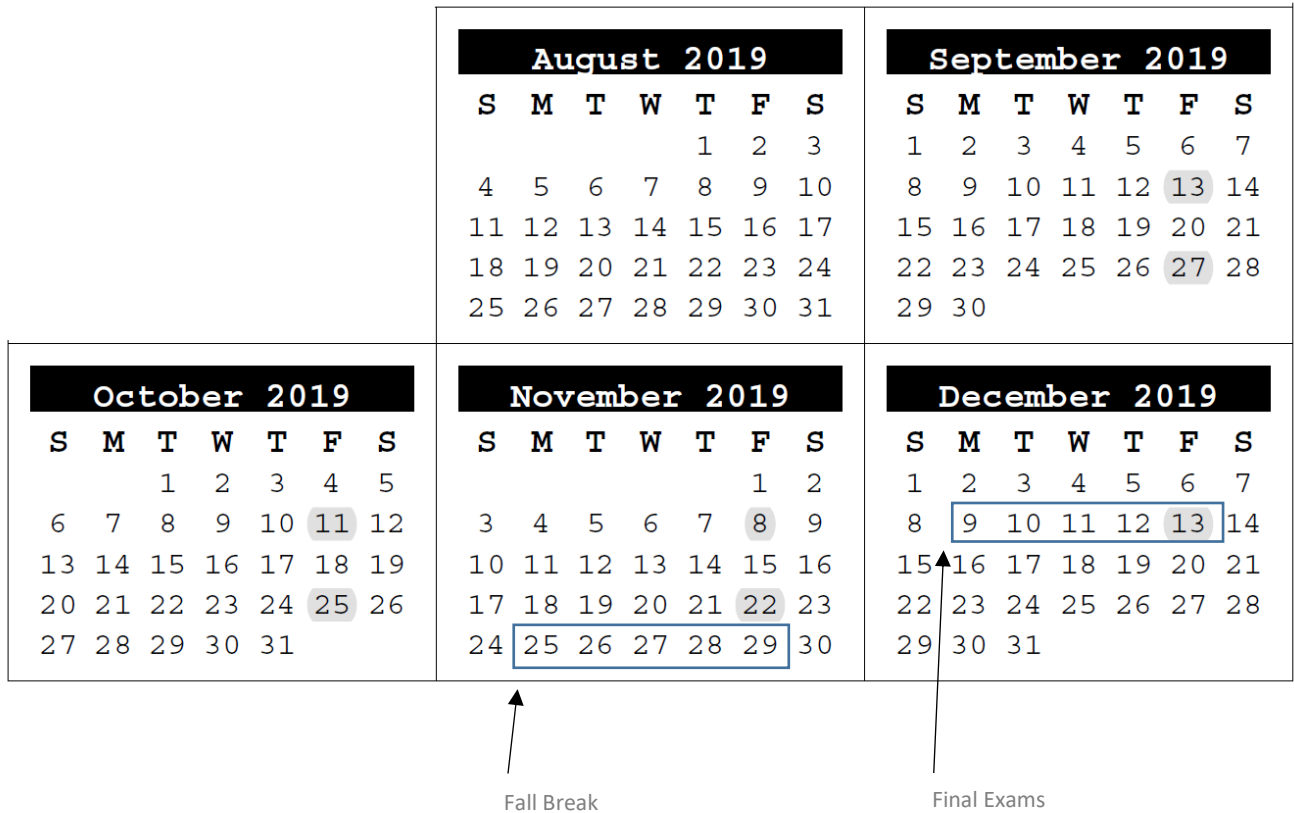
FRIDAY, DECEMBER 13, 2019  
12 P.M., Hovey 401D

FRIDAY, SEPTEMBER 27, 2019  
12 P.M., Hovey 401D

FRIDAY, NOVEMBER 8, 2019  
12 P.M., Hovey 401D

FRIDAY, OCTOBER 11, 2019  
12 P.M., Hovey 401D

FRIDAY, NOVEMBER 22, 2019  
12 P.M., Hovey 401D



**SUBGROUPS, ASPT 2022, UNIVERSITY REVIEW COMMITTEE, FALL 2019**

Notations in parentheses after each issue refer to sections and page numbers in *Suggestions and Ideas for ASPT Revisions to be Effective January 1, 2022, By Topic* (attached)

SUBGROUP	ISSUES
<p>Subgroup 1 Edwards Shively</p>	<p><u>Higher + Shorter</u> Conflicts of Interest (Catanzaro, p. 1, Kalter et al., p. 4) Faculty Assignments (Catanzaro, p. 1)</p> <p><u>Higher + Slower</u> Service (Catanzaro, p. 2, Kalter et al., p. 5, URC, p. 8) Confidentiality (Kalter et al., p. 3) Program Faculty Status Committee (Kalter et al., p. 5)</p> <p><u>Lower + Shorter</u> Policy Development and Revision, CFSC and DFSC/SFSC (Catanzaro, p. 2) Reporting Requirements (Catanzaro, p. 2, Kalter et al., p. 5)</p>
<p>Subgroup 2 Novotny</p>	<p><u>Higher + Shorter</u> AFEGC, Complaints to (Kalter et al., p. 3) Promotion, Common Standards (Catanzaro, p. 2)</p> <p><u>Higher + Slower</u> Mid-Probationary Review (Catanzaro, p. 1) Promotion, External Reviewers (Catanzaro, p. 2) Salary Incrementation, Stepped Salary System for Full Professors (Kalter et al., p. 5)</p> <p><u>Lower + Slower</u> Tenure, Residency Requirement (Kalter et al., p. 6) Clinical Professorship (Kalter et al., p. 3) Counteroffers (Kalter et al., p. 4)</p>
<p>Subgroup 3 Beck Goodman</p>	<p><u>Higher + Shorter</u> Performance Evaluation, Timing and Documentation (Kalter et al., p. 4, URC, p. 7)</p> <p><u>Higher + Slower</u> Performance Evaluation, Guidelines and Criteria (Catanzaro, p. 2) Performance Evaluation, Teaching (Kalter et al., p. 4, URC, p. 6) Appeals, General (Catanzaro, p. 1)</p> <p><u>Lower + Shorter</u> Integrity in Research (Kalter et al., p. 4)</p> <p><u>More information needed</u> Appeals, Non-Reappointment (Catanzaro, p. 1, Kalter et al., p. 3) Salary Incrementation (URC, p. 7)</p>

**SUGGESTIONS AND IDEAS FOR ASPT REVISIONS  
TO BE EFFECTIVE JANUARY 1, 2022  
BY TOPIC**

**CATANZARO**

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**APPEALS, GENERAL**

The entire article on Appeals could use a thorough review with an eye toward clarification and streamlining. Also, I think we might consider developing and requiring a standardized form for the two steps in every appeal, with the goal to help faculty understand just what is needed or not needed at each step.

Section(s): XVII, XVII.B (request of a formal meeting), XVII.C (appeal statements)

**APPEALS, NON-REAPPOINTMENT**

Consider clarifications as needed given that these are relatively new provisions. (Note that, currently, Catanzaro recommends against expanding CFSC review of DFSC/SFSC non-reappointment recommendations, in contrast to Kalter).

Section(s): XVII.K

*[See also Part B: Kalter et al.]*

**CONFLICTS OF INTEREST**

Add more explicit language about conflicts of interest and their management.

Section(s): I.B

**DISCIPLINARY POLICIES**

Review Disciplinary Policies in light of any experience with them (because they are relatively new).

Section(s): XII through XV

**FACULTY ASSIGNMENTS**

Clarify chair/director role and responsibilities in making faculty assignments.

Section(s): VII.B

**MID-PROBATIONARY REVIEW**

Consider developing a requirement of, and attendant guidelines for, mid-probationary review. Probably not to go beyond department unless it results in non-reappointment, in which instance the non-reappointment policies in XI and appeals policies in XVII.K apply and there is no need for additional policies. Use CAS as a model.

Section(s): IX

## **PERFORMANCE EVALUATION, GUIDELINES AND CRITERIA**

Thorough review for clarity and to update items. Add language emphasizing more strongly that the list is considered illustrative, not exhaustive. Consider including guidelines for faculty presenting evidence not included in list.

Section(s): Appendix 2

*[See also Part C: URC]*

## **POLICY DEVELOPMENT AND REVISION, CFSC AND DFSC/SFSC**

Consider clarification of CFSC and DFSC/SFSC responsibilities for policy development, college/department/school procedures, and timelines for changes.

Section(s): IV and V

## **PROMOTION, COMMON STANDARDS**

Rewrite last two sentences to clarify two distinctions: (1) the difference between criteria for promotion (provided in VIII.F1 and VIII.F2) and the evidence presented that the criteria have been met (provided in Appendix 2), and (2) how Appendix 2 should and should not be used.

Section(s): VIII.F

## **PROMOTION, EXTERNAL REVIEWS**

Require external review of scholarly/creative contributions for promotion (see IX.D). Use CAS as a model.

Section(s): VIII.E, IX.D

## **REFERENCES (TO OEOA)**

Update name of OEOA.

Section(s): throughout the document

## **REPORTING REQUIREMENTS**

Consider clarification of reporting requirements and process for each committee (FRC, CFSC, DFSC/SFSC).

Section(s): III through V

*[See also Part B: Kalter et al.]*

## **SERVICE**

Clarification of expectations about service as part of faculty role (in general) and faculty assignments.

Consider explication of service expectations in light of language about assignments.

Section(s): Overview, VII

*[See also Part B: Kalter et al. and Part C: URC]*

## **AFEGC, COMPLAINTS TO**

Make sure ASPT policies explicitly permit a faculty member to individually enter a complaint with AFEGC regarding performance evaluations, tenure and promotion decisions, and post-tenure review rather than just permitting an ASPT committee to do so. Follow national standards in this regard.

Section(s): VII.F, XVII.G.2-4, XVII.I.1, XVII.J.1 and elsewhere

Make sure ASPT Article XII [sic] (Appeals Policies and Procedures) conforms to the referrals part of the jurisdiction of AFEGC in University Policy 3.3.8.

Section(s): XVII

Make sure AFEGC is mentioned where needed whenever violations of academic freedom are mentioned, or make sure the reader is referred to an appeals section where AFEGC is mentioned.

Section(s): throughout the document

Compare mention of AFEGC in ASPT policies with current AFEGC policy to identify gaps and conflicts.

Section(s): throughout the document

## **APPEALS, NON-REAPPOINTMENT**

Consider expanding the right to file an appeal with CFSC to include a general appeal, in addition to a procedural appeal, so CFSC may correct or call attention to any potential bad situation with a DFSC that might arise.

Section(s): XVII.K

*[See also Part A: Catanzaro]*

In non-reappointment policies, make sure the timeline and notifications processes for AFEGC appeals (whether referrals or complaints) is quite clear (so that the Provost does not prematurely send out a final notification).

Section(s): XVII.K.4, Appendix 8

## **CLINICAL PROFESSORSHIP**

Adding a Clinical Professorship to the faculty ranks. In ASPT policies and also as an amendment to 3.3.3.

Section(s): Overview and throughout the document

## **CONFIDENTIALITY**

Consider rewording Section I.D (regarding confidentiality) to clarify that DFSCs, SFSCs, and CFSCs may openly talk about ASPT policies and other committee business for which there is no need for confidential treatment.

Consider clarifying that the confidentiality of the ASPT process cannot be used as a gag rule that prevents AFEGC from thoroughly investigating referrals/complaints regarding ethics or academic freedom violations in ASPT deliberations. AFEGC hearings must be conducted in ways that keep confidential issues confidential, but that allow the AFEGC hearing panel into the confidences (with the same expectation of keeping those confidences).

Section(s): I.D

## **CONFLICTS OF INTEREST**

Regarding the last sentence of Section I.B: "No persons at any level may participate in deliberations regarding their own evaluations or those of spouses or other relatives by law or by consanguinity." Should this exclusion be expanded in light of discussions by the Academic Senate regarding the proposed Amorous Relations policy (nee Consensual Relations policy)?

Section(s): I.B

## **COUNTEROFFERS**

When making a counteroffer to retain a faculty member who has a job offer another institution, consider allowing the Provost to raise the salaries of similarly situated faculty members in the same department (not just the faculty member to whom the counteroffer was made).

Section(s): XVI and elsewhere

## **INTEGRITY IN RESEARCH**

Compare the Integrity in Research and Scholarly Activities policy to ASPT policy and identify areas in the ASPT policy where the integrity policy may need to be mentioned. Just as we mention AFEGC in ASPT, and just as URC has been charged with making sure these AFEGC references appear in all the right places and are consistent with national norms, URC might recommend changes to the AFEGC policy or the integrity policy if either policy is inadequate in this regard.

Section(s): throughout the document

## **PERFORMANCE EVALUATION, TEACHING**

Incorporate changes recommended by URC to Appendix 2 since adoption of ASPT 2017 regarding evaluation of teaching. Related review the report of the ad hoc Teaching Learning Community group that met in 2018-2019 (at the request of the Faculty Caucus?) to examine student responses to instruction. See the Academic Senate office or Dr. Kalter for the report.

Section(s): Appendix 2

*[See also Part C: URC]*

## **PERFORMANCE EVALUATION, TIMING AND DOCUMENTATION**

For tenured professors, consider evaluating scholarship once every three years, teaching once every three years, and service once every three years.

Section(s): VII, XVI

*[See also Part C: URC]*

Consider relaxing the deadline for DFSC/SFSC completion of performance evaluations to give those committees more time to complete their work. Perhaps extend the deadline for completion of tenured persons' letters.

Section(s): Appendix 1

## **PROGRAM FACULTY STATUS COMMITTEE**

Consider providing for establishment of Program Faculty Status Committees for evaluation of faculty members hired to teach interdisciplinary programs (e.g., Arts Technology, African American Studies, Women and Gender Studies). The idea is that such committee could only apply to programs that are not wholly housed in a single department. Consider inviting Provost Murphy to share her thoughts regarding this suggestion.

Section(s): ASPT Committee Structure and elsewhere throughout the document

## **REFERENCES (TO ACADEMIC SENATE)**

Replace references in ASPT policies to “Academic Senate” with references to “Faculty Caucus of the Academic Senate.”

Section(s): throughout the document

## **REPORTING REQUIREMENTS**

Review item 5) in Section II.E to clarify its intent and meaning and to clarify what the report is to consist of and why. Is this being done? Should it be? If so, what processes and procedures should be followed?

Section(s): II.E

*[See also Part A: Catanzaro]*

## **SALARY INCREMENTATION, DISTINGUISHED PROFESSOR AND UNIVERSITY PROFESSOR**

Discuss whether the practice of granting a rise in base salary to faculty members granted Distinguished Professor or University Professor status should be addressed in ASPT policies (through the addition to the ASPT document of policies and procedures for doing so).

Section(s): VIII and XVI

## **SALARY INCREMENTATION, STEPPED SALARY SYSTEM FOR FULL PROFESSORS**

Explore the wisdom and feasibility of a stepped salary system at the full professor rank, such as those negotiated at other state universities through unions. The idea is that once an individual receives the full professor rank, they would stay at that rank, but their productivity afterward would make them eligible for a bump increase after a certain set number of years and stated productivity expectations, similar to a promotional increment, with limits on the number of bumps and their spacing. It is quite possible that this system is either not wise or not feasible here at ISU, or both, but we should find out and see if we can be more competitive if we adopted such a system.

Section(s): VIII, XVI

*[See also Part C: URC]*

## **SERVICE**

Provide clarification in ASPT policies regarding expectation of faculty regarding service contributions, how service is assigned, and how service is evaluated in annual performance evaluations.

Section(s): Overview (page 2), VII

*[See also Part A: Catanzaro and Part C: URC]*



## TENURE, RESIDENCY REQUIREMENT

Consider a residency requirement for tenure eligibility. That is, consider requiring that a faculty member come to campus to teach and serve on a regular basis and not allow the granting tenure to a faculty member who Skypes into their classes and serves only virtually on committees or not at all.

Section(s): IX.C

## URC

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### PERFORMANCE EVALUATION, TEACHING

The Working Group on Students Evaluations (Christopher Horvath and Andy Rummel, Spring 2016) recommended against referring to end-of-term course surveys as evaluative, rather referring to them as opportunities for student responses regarding their experiences with a particular instructor or course. The working group recommended against requiring equal weighting of the sources of input used by an ASPT committee to evaluate teaching performance. The working group suggested adding language to the ASPT document that “encourages schools/departments to develop methods of teaching evaluation that take into consideration multiple sources of input over an extended period of time and weight the various sources of data in ways appropriate to the particular the faculty member, course load, pedagogy, course content, and discipline.” URC approved the working group report on May 13, 2016.

The Working Group on Teaching Evaluations (Michael Byrns, Rachel Shively, and Sarah Smelser, Fall 2017) reviewed recommendations of the Working Group on Student Evaluations and concurred with them. The working group recommended modifying Appendix 2 to encourage units to adopt a holistic approach to evaluation of teaching and to include self-reflection among possible methods of evaluation. At its November 10, 2017 meeting, URC approved a motion to recommend replacing the passage in Appendix 2 headed “Factors Used for Evaluation of Teaching” (on pages 96-97 of ASPT 2019) with the following passage.

#### **Factors Used for Evaluation of Teaching**

Guidelines and criteria for the evaluation of teaching are based on common teaching activities such as those listed above. Those who evaluate teaching should take into consideration multiple types of evidence over an extended period of time and weigh the various sources of data in ways appropriate to particular faculty members and their situations. One such source of data must be student reactions to teaching performance. When evaluating student reactions to teaching, reviewers should consider factors that can influence the data collected, including course load, instructional method, course content, discipline, potential sources of bias, etc. In addition to student reactions, other sources of evidence that may be used to identify meritorious teaching include, but are not limited to, the following:

1. A record of solidly favorable student reactions to teaching performance;
2. Favorable teaching ratings by peers through review of instructional materials;
3. Favorable teaching ratings by peers through classroom observation;
4. Favorable teaching reactions by alumni;
5. A narrative self-reflection on teaching performance;
6. Evidence that the faculty member’s students experience cognitive or affective gain as a result of their instruction;
7. 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;
8. 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;

9. Evidence of meritorious supervision of students in independent studies, internships, clinical experiences, laboratories, and field work;
10. Credible advising and mentoring of students in their preparation of research projects, theses, and dissertations;
11. Significant involvement in sponsoring student organizations and co-curricular activities;
12. Development or review of teaching materials (textbooks, workbooks, reading packets, computer programs, curriculum guides, etc.);
13. Development of new teaching techniques (videotapes, independent study modules, computer activities, instructional technologies, etc.);
14. Service as a master teacher to others (conducting teaching workshops, supervising beginning teachers, coaching performances, etc.);
15. Recognition of meritorious teaching by winning teaching awards;
16. Submitting successful competitive grant proposals related to teaching.

Section(s): VII, XVI.B, Appendix 2

*[See also Part B: Kalter et al.]*

### **PERFORMANCE EVALUATION, TIMING AND DOCUMENTATION**

The URC Working Group on Annual Performance Evaluations (Angela Bonnell, Rick Boser, and Sheryl Jenkins, Spring 2016) recommended against conducting performance evaluations every other year rather than every year, recommended against conducting performance evaluations annually for probationary faculty but every other year for tenured faculty, and recommended against introducing language in the ASPT document for reducing the extent of performance evaluation documentation submitted by faculty members. The working group recommended that departments/schools review and revise as necessary policies and procedures regarding faculty activity reports, taking into consideration the time faculty spend in preparing the required elements of the reports. The working group recommended sharing of individual unit practices with regard to activity reporting in a university-wide setting. URC approved the working group report on May 13, 2016.

Section(s): VII, XVI.B

*[See also Part B: Kalter et al.]*

### **SALARY INCREMENTATION**

The Working Group on Tenure and Promotion Salary Increases (Joe Goodman and David Rubin, Spring 2016) concluded that a full departure from the precedent at the University of using fixed monetary salary increments (rather than percentage-based increments) appears unwarranted. The working group recommended a full peer group compensation survey be conducted to examine salary increment amounts at Illinois State, which, the working group, observed are below the mean and median of the IBHE peer comparison group. The working group recommended a full evaluation of faculty turnover rates and costs by academic rank. The working group report cited the “salary enhancement policy” utilized by West Virginia University. URC approved the working group report on April 27, 2016.

Section(s): VIII, XVI.A

*[See also Part B: Kalter et al.]*

## SERVICE

URC discussed service assignments in fall 2018. Committee members reviewed DFSC/SFSC guidelines to determine current policies and practices regarding service. Committee members discussed their findings at the October 18, 2018 URC meeting. No report regarding service was placed on record and no motions were made regarding the issue. Suggestions of individual committee members cited in URC meeting minutes include citing in the ASPT document that service is an implicit responsibility of faculty (with or without further citing service in the ASPT document), asking CFSCs to determine if there are concerns in their units regarding service and, if so, to address them, not prescribing in the ASPT document a point system for service assignments or evaluation, asking that units be clear about their service policies in their ASPT guidelines.

Section(s): Overview (page 2), VII

*[See also Part A: Catanzaro]*

*[See also Part B: Kalter et al.]*

BRS, Revised 9-6-19