

Faculty Organization Minutes  
April 18, 2014  
1:00-3:00  
Hawthorn Hall 107

1. Call to Order
2. Approval of Minutes of March 28, 2014 -- a motion was made to approve the minutes and they were passed unanimously.
3. President's Report
  - a. Congratulations to award winners: Board of Trustees: Bill Allegrezza, Frances Daniel, Joseph Ferrandino, Yuan Ying Guan, Tin-Chun Lin, Brian O'Camb, Ju Park, David Parnell, Monica Solinas-Saunders, Jie Wang. FACET: Kevin McElmurry, Linda Galocy. Founder's Day Teaching Award: Jonathyne Briggs. Campus Research Award: Iztok Hozo. Campus Service Award: Sureka Rao. Promotion and Tenure to Associate Professor: Dr. Abiona, Dr. Allegrezza, Dr. Booker. Promotion: Jennifer Anderson, Clinical Associate Professor, Rita Jablon, Clinical Associate Professor, Lynne Wiley, Clinical Associate Professor, Susan Zinner, promoted to full Professor and Ana Osan, promoted to full Professor.
4. Chancellor's Report
  - a. Congratulations to newly tenured faculty. Standards are appropriately difficult to achieve.
  - b. One Book initiative
    - i. Book has been chosen for next year: The New Jim Crow by Michelle Alexander. Please give this priority in your plans for 14-15. There are many ways to engage this program that go beyond assigning students to read the book.
    - ii. Faculty and students missed out on many excellent One Book events this semester including the conversation with the Author of The House on Mango Street. Students take an interest in events that faculty take an interest in.
  - c. Town Hall coming up, please attend. Thursday Apr 24 and Monday Apr 28
  - d. Please take the discussion about the future of advising seriously and get feedback to members of the executive committee
5. Vice Chancellors' Reports
  - a. P&T Workshop was successful. These workshops will continue frequently.
  - b. Carnegie Endorsement for Community Engagement – 70 page document was submitted last week.
  - c. Priority registration – a certain population would be given the opportunity to register a week earlier. This is to deal with
  - d. Building – fine tuning is ongoing. First wave of fiscal evaluations is under way. June trustee meeting is the target for approval.
  - e. Internet Security breaches at IU Bloomington – must be reported to IN Attorney General. Those involved in security breaches may lose their jobs. Please be vigilant. Shred old grade books and contact IT to have help finding info on your computer.
6. Spring Elections – Sue Zinner, Chair, Elections Committee
  - a. Charles Gallmeier, President, 2014-2016; Subir Bandyopadhyay, Vice President, 2014-2015; Mark Baer, Secretary, 2015-2015; Jonathyne Briggs, UFC Representative, 2014-2015; William Dorin and Iztok Hozo, At Large Members of the Executive Committee, 2014-2016; Erin Argyilan and Iztok Hozo, At Large Members of the Campus Promotion and Tenure Committee, 2014-2015.
7. CURE – Ellen Szarleta

- a. Work collaboratively with organizations in the area to create solutions to regional challenges.
  - b. Carnegie classification has been a recent priority. Answer will come in December.
  - c. 5 projects funded, 5 faculty members, >20 students
  - d. Community Garden – needs volunteers to help in changing locations.
  - e. [www.iun.edu/cure](http://www.iun.edu/cure)
8. Report of Statistics Assessment – Joseph Ferrandino, Frances Daniels, Kevin McElmurry, and Vesna Kilibarda
- a. 4 survey questions were asked to all Statistics students. Responses were aggregated and conclusions drawn regarding the success of the students in mastering basic concepts.
  - b. Value of the project was looking over the syllabi of the different professors. Each professor learned from the interaction and made adjustments.
9. Expectations for Visiting Full-time Faculty, External Reviewers, Multiple Authors – George Bodmer, Chair, Faculty Affairs Committee
- a. Attachment 1 – motion was raised and seconded by the FA Committee.
    - i. Highlighted amendments were raised, seconded and passed.
    - ii. Motion passed with some opposition.
  - b. Attachment 2 – motion was raised and seconded by the FA Committee.
    - i. Highlighted amendments were raised, seconded and passed.
    - ii. Motion passed unanimously.
  - c. Attachment 3 – motion was raised and seconded by the FA Committee.
    - i. Motion passed unanimously.
10. Proposals of the Constitutional Review Committee – Sue Zinner, Chair, Constitution Committee
- a. CR Committee presented Attachment 4.
  - b. Anonymous voting will be implemented in the fall. This may increase participation.
  - c. Motion to table this issue until fall was raised, seconded and passed unanimously.

**ACTION** - Motion to extend the meeting by 30 minutes was raised, seconded and passed with a lack of enthusiasm.

11. Common Calendar Revisited II - Bob Mucci, Chair, Calendar Committee
- a. Beginning in 2015, do we want a break between Summer 1 and Summer 2 for July 4<sup>th</sup>?
  - b. Option 1 (no break between, 2 week break before fall) was raised, seconded and passed with some opposition.
12. Report from the Computer Committee - Bill Dorin, Chair
- a. Lecterns and Labs will move to Windows 8.1. These will default to Desktop and
  - b. University is negotiating on subscription for Adobe creative cloud.
  - c. Upgrades will be made to the hotdog cart computers.
13. Tech Tips – “Demoing Doceri” – Aaron Pigors, Interim Director of Instructional Media Services
- a. Ipad only app for controlling presentations.
  - b. Will also record audio lecture and actions as you teach.
  - c. Available in all classrooms this fall.
14. Old Business
- a. None.
15. New Business
- a. CISTL Workshop on Undergrad Research – Monday.

- b. Communication Week Guest Speaker - Thursday
16. Motion to adjourn was raised and seconded at 3:22

## Attachment 1

The Faculty Affairs Committee of the Indiana University Northwest Faculty Organization approved this April 2014.

### **Expectations for Visiting Full-time Faculty**

Full-time appointment to a Visiting Faculty position at IU Northwest entails the acceptance of responsibility to the University for the variety of learning activities.

All Visiting Faculty are accountable for meeting the following responsibilities during the academic year (and, if under contract, in the summer) as authorized by the Board of Trustees, President of the University, Chancellor, Vice Chancellor for Academic Affairs, Dean and their respective Department Chairs. Department Chairpersons, in *consultation* with the Dean, determine and assign all faculty obligations and responsibilities. These responsibilities include:

1. Teaching approximately 9-12 credit hours per semester (depending on ancillary activities assigned by Academic Unit) during the academic year, with appropriate adjustment during summer sessions as determined by the Chair in consultation with the Dean. This shall include the following:
  - a. Meeting all scheduled class and examination periods, including scheduling appropriate make-up time for any class or examination periods that might be missed during the course of a given semester. If absence from class becomes necessary, the faculty member must notify the department chair at the earliest possible opportunity and, unless in extreme emergency, prior to the beginning of the class to be missed. Course assignments must be planned so that no examinations or quizzes are given during the 15th week of classes. The only exceptions are laboratory examinations.
  - b. All assigned courses are to be conducted in accordance with the bulletin description, the current course outline, and stipulations of the department chair.
  - c. Faculty are required to use the course management system for IU according to departmental standards.
  - d. Faculty must use the IU-FLAG system for mid-term roster verification and create other appropriate means for improving student success.
  - e. Participation in the student evaluation process in accordance with established policies and procedures.
  - f. In consultation with the appropriate department chair, provide to all students in each course taught, and to the appropriate department chair, a syllabus. All syllabi should include at a minimum the professor's contact information, office hours, course outline, grading policy, absence policy and reading list. The syllabus must be approved by the Department Chair/Director or assigned faculty mentor in advance of distribution to students.
  - g. Submission of all grade reports, within the established timelines. In particular, final

grade reports must be submitted on time.

2. Availability on campus for interactions with students.
3. Maintaining regularly scheduled office hours each week during the semester, as determined by department needs.
4. Use IU email address for communication with students and other faculty and staff at IU Northwest.
5. Participation in required department meetings and service responsibilities as assigned by the Department Chair/Director.

## **Attachment 2**

This was approved by the Faculty Affairs Committee of the Indiana University Northwest Faculty Organization April 2014. To be added to the Promotion and Tenure Guidelines under “Supplemental File”:

In the case of articles with multiple authors, the file should clearly state portion of the article the candidate contributed, the significance of the candidate’s contribution, and how the order of authors was determined.

### **Attachment 3**

The Faculty Affairs Committee of the Indiana University Northwest Faculty Organization approved this April 2014, for inclusion in the Promotion and Tenure Guidelines, replacing “External Reviews”

#### **Guidelines on Reviewer Selection and Solicitation for External Reviewers**

External reviewers provide valuable insight into the work and impact of faculty being reviewed for promotion and/or tenure. Reviewers should comment on merits of the contributions and the relationship to the broader review of scholarship as they impact the areas of teaching, research, and service. The value of properly vetted, selected, and informed reviewers is essential for ensuring the best outcome in the larger approval process from primary review to executive review. The integrity of the external review process is reinforced by proper selection and contact of the external reviewers.

**Timeline for Identification.** For candidates under review for the fall semester, potential reviewers should be identified during the prior spring term. This will allow sufficient time to contact reviewers during the summer before the review begins in the fall.

**Potential Reviewers.** The primary review of the faculty is that occurring in the department. The identification of potential and appropriate reviewers is the responsibility of the department or program chair (with concurrence with the dean if necessary), or the dean in units without departments. Input should be obtained from the candidate under review and the primary review committee. While candidates should feel free to recommend potential reviewers, they may also identify individuals that should not be included due to professional conflicts or other justifiable rationale that would preclude an objective assessment or review of the candidate’s dossier. Candidates do not approve external reviewers. *Candidates do not contact potential reviewers or otherwise interfere with the review process.* The responsibility for determining if a potential reviewer is willing to review the dossier for a candidate resides with the chair, or the designee of the dean of the unit.

A sufficient number of reviewers should be solicited to ensure a reasonable number of responses to the request. Typically six reviews received are an ideal number to ensure strong feedback for any promotion case.

Reviewers need to be identified that can give unbiased assessments of a candidate’s work. Reviewers should not have significant or close relationships with the candidate under review, or have a conflict or an appearance of a conflict of interest. Co-authors, thesis advisors, post-doctoral mentors, faculty from schools that have awarded degrees to the candidate, close or personal friends do not make ideal candidates for external reviews. It does not contribute favorably to the review process if inappropriate reviewers are included in the dossier.

**Formal Communication with Reviewers.** The template letter for soliciting input from an external reviewer is attached. The letter seeks a review, based on the primary area of the candidate, but encourages review of other aspects of the candidate’s work to the extent possible. The external reviewer is *not* asked to comment on whether the candidate should be promoted (or not), but on the *quality, quantity, and impact of the candidate’s work and scholarship.* Reviewers are encouraged to comment on the quality of journals, publications, or other dissemination outlets used by the candidate and their appropriateness in the candidate’s discipline. For creative activity, comments on the nature of

the juried shows, performances, exhibitions, etc., are all relevant. Candidates do not contact any proposed or selected external reviewers.

**Elements of Dossier sent to External Reviewers.** The template letter is usually accompanied by the candidate's curriculum vitae, narratives on teaching, research, and service, perhaps copies of publications in press (that are not available electronically for the reviewer), or other significant items. Internal reviews of the candidate's work or letters of support are not included in this dossier. Elaborate or extensive and detailed information will decrease the likelihood of a review, so judgment needs to be exercised by the chair. A copy of approved guidelines and standards for promotion and/or tenure should be enclosed. The same dossier should be sent to all external reviewers. The transmission of dossiers and contact with external reviewers is the responsibility of the dean, department chair, or program director. Again, the candidate does not contact the external reviewers.

**Access to Letters from External Reviewers.** Faculty have access to external letters of review through the office of Academic Affairs. Faculty members do not have access while recommendations are in development on committees and with administrators. Requests for dossier with external letters must be made in writing to the Office of Academic Affairs. Copies will generally be available after the campus process is completed.

**External Reviews.** A brief professional biography and possibly a CV of each external reviewer will be included in the dossier. It is helpful when the fields of the reviewers enable them to address the impact and importance of the candidate's contributions. The candidate should list all reviewers and indicate his or her connection with them.



## Attachment 4

### **PROPOSALS TO REVISE THE IUN FACULTY CONSTITUTION Submitted by Susan Zinner, Chair, IUN Constitution Committee**

The issue: in order to amend the IUN Faculty Constitution, 100 faculty votes are needed. The problem is that we seldom, if ever, reach this threshold in faculty voting participation. We currently have 172 faculty members who are eligible to vote. It is estimated that about 60-70 faculty members typically vote on issues.

**Proposal 1:** Change the required threshold to a lower number such as 50 or 60.

**Proposal 2:** Ask Department Directors/Chairs/Deans to create incentives to encourage faculty members to vote, but keep the threshold at 100 in order that it remains a clear majority of faculty.

**Proposal 3:** Change the required threshold to a lower number such as 50 or 60, but increase the required percentage of affirmative votes required to pass the amendment (e.g., if only 60 faculty are needed to vote for an amendment, at least 75 percent—45 of those 60—must be positive for the amendment to pass).

**Proposal 4:** Change the required threshold to a lower number such as 50 or 60 and require that 3 out of 4 academic units participate in the voting. (i.e., no unit should be able to control the outcome of any vote). Therefore, we would have to meet the basic required number of votes and participation of faculty from 3 out of 4 academic units. (CHHS, COAS, SOE, SOBE.)

**Proposal 5:** Adopt a simple majority vs. supermajority rule depending on the significance of the amendment being proposed. The more important issues would require a supermajority of faculty and the less significant issues would require a simple majority.

**Proposal 6:** Ask faculty at the beginning of each academic year if they intend to be a voting or non-voting member of Faculty Org. There would be an expectation that those choosing to be voting members would vote on amendments, if any, coming before the Faculty Org. Faculty would be free to change their status at the beginning of each academic year.

**Others?**

**Attachment 5**

**July 4<sup>th</sup> week break. One week break between Summer Session II and Fall**

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**SUMMER TERM (4155)**

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**Summer Session I:**

Registration & Schedule Adj. \_\_\_\_\_ Mar. 30 – May 17  
Classes Begin \_\_\_\_\_ May 18  
Late Registration & Drop/Add \_\_\_\_\_ May 18 – 24  
Memorial Day Holiday \_\_\_\_\_ May 25 (No Classes)  
Memorial Day Make-Up \_\_\_\_\_ May 29  
Pass/Fail Deadline \_\_\_\_\_ May 29  
Automatic Withdrawal Deadline \_\_\_\_\_ June 12  
Classes End \_\_\_\_\_ June 28  
Final Examinations \_\_\_\_\_ Last Day of Regularly  
Scheduled Classes  
Final Grades Due \_\_\_\_\_ June 30  
S.S. I Corrected Grades Due \_\_\_\_\_ July 15

**Summer Session II:**

Registration & Schedule Adj. \_\_\_\_\_ Mar. 30 – July 5  
Classes Begin \_\_\_\_\_ July 6  
Late Registration & Drop/Add \_\_\_\_\_ July 6 – 11  
Pass/Fail Deadline \_\_\_\_\_ July 17  
Automatic Withdrawal Deadline \_\_\_\_\_ July 31  
Classes End \_\_\_\_\_ August 16  
Final Examinations \_\_\_\_\_ Last Day of Regularly  
Scheduled Classes  
Final Grades Due \_\_\_\_\_ August 18  
S.S. II Corrected Grades Due \_\_\_\_\_ September 2

No July 4<sup>th</sup> week break. Two week break between Summer Session II and Fall

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**SUMMER TERM (4155)**

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**Summer Session I:**

Registration & Schedule Adj. \_\_\_\_\_ Mar. 30 – May 17  
Classes Begin \_\_\_\_\_ May 18  
Late Registration & Drop/Add \_\_\_\_\_ May 18 – 23  
Memorial Day Holiday \_\_\_\_\_ May 25 (No Classes)  
Memorial Day Make-Up \_\_\_\_\_ May 29  
Pass/Fail Deadline \_\_\_\_\_ May 29  
Automatic Withdrawal Deadline \_\_\_\_\_ June 12  
Classes End \_\_\_\_\_ June 28  
Final Examinations \_\_\_\_\_ Last Day of Regularly  
Scheduled Classes  
Final Grades Due \_\_\_\_\_ June 30  
S.S. I Corrected Grades Due \_\_\_\_\_ July 15

**Summer Session II:**

Registration & Schedule Adj. \_\_\_\_\_ Mar. 30 – June 28  
Classes Begin \_\_\_\_\_ June 29  
Late Registration & Drop/Add \_\_\_\_\_ June 29 – July 5  
Pass/Fail Deadline \_\_\_\_\_ July 10  
Automatic Withdrawal Deadline \_\_\_\_\_ July 24  
Classes End \_\_\_\_\_ August 9  
Final Examinations \_\_\_\_\_ Last Day of Regularly  
Scheduled Classes  
Final Grades Due \_\_\_\_\_ August 11  
S.S. II Corrected Grades Due \_\_\_\_\_ August 25