

IUPUI Faculty Council Committee Annual Report 2019-2020

Committee Name: Faculty Guide Committee

Chair: Katharine Macy (University Library)

Members: Richard Bell (Medicine)
Amy Blevins (Ruth Lilly Medical Library)
Sumedha Gupta (Liberal Arts)
Miriam Murphy (Law Library)

Ex-Officio

Ferguson, Margie (Academic Affairs) (Administrative Member)
Lee, Karen (Faculty Council Coordinator)
Miller, Willie (University Library) (Executive Committee Liaison)

Action Items:

Action Item(s)	Status
Reviewed the guide and updated all links.	Complete. Also added additional links where it was deemed to help provide clarity or additional resources.
Reviewed the guide and updated for obsolete language.	Complete
Reviewed guide for changes to University and IUPUI policies.	Complete. Including updating language due to changes in voting faculty; the new role of teaching professor; changes in ACA-20, ACA-21, ACA-26, ACA-33; rescissions of ACA-31, ACA-35, ACA-35; changes in bylaws regarding Ombudsteam,
Updated guide for gender inclusion, replacing he or she with inclusive singular they.	Complete. Recommending that constitution and bylaws committee update language in IUPUI constitution and bylaws.
Reviewed the guide to identify any policies that appear obsolete and recommend to the Faculty Council that the issue be assigned to the appropriate council committee for analysis.	Recommending that Faculty Affairs and/or Budgetary Affairs review the policy on dealing with the effects of financial difficulties upon faculty.
Update IUPUI history to reflect changes in management at IUPUI	Complete

<p>Addition of language describing clinical rank (similar to language of lecturers).</p>	<p>Some minor changes to the Lecturer section originally written in 2002 to reflect policies described that also apply to all NTT faculty (adding references to clinical faculty) as well adding new rank of teaching professor. After discussing with Rachel Applegate and John Watson recommending that Faculty Affairs review the section that describes lecturers for updates and develop similar language as appropriate for Clinical Faculty that can also distinguish the difference between the two meaningfully.</p>
<p>Review of the term “faculty” throughout the document and particularly in Section 1. Are definitions for faculty clearly defined? Are there definitions that are missing or confusing? Create annotation guide.</p>	<p>The committee created an annotated version of the guide for general references of the term “faculty” for the most part these reference appeared inclusive and seemed appropriate. Two sections of the faculty guide need deeper review by faculty affairs: Appendix A (IUPUI Policy on School Restructuring) and Appendix B (IUPUI Faculty / Librarian Review and Enhancement).</p>

Action Items to be carried over to 2020-2021:

Action Item(s)	Status
<p>Review the guide to identify any policies that appear obsolete and recommend to the Faculty Council that the issue be assigned to the appropriate council committee for analysis.</p>	
<p>Review the guide and updated all links.</p>	
<p>Review the guide and update for obsolete language.</p>	
<p>Need to link to a policy on creating a new department within a school that isn't in financial distress. Kathy Johnson is willing to construct new language to point to this.</p>	

Suggested new action items for 2020-2021:

Action Item(s)	Status

Please attach any completed documents, minutes, or recommendations made by your committee during this report year. One copy of this report and supporting documents will be sent to the IUPUI University Archives.

Attachments:

Memo to IFC Executive Committee
Minutes to 06/18/20 Meeting
Minutes to 02/21/20 Meeting

Report due: June 30, 2020

Submit to: Karen Lee
Office of the Faculty Council
klee2@iupui.edu

Memo

To: IFC Executive Committee

From: IFC Faculty Guide Committee, Katharine Macy, Chair

Re: Recommendations for items to be assigned to other IFC committees for review

Date: June 25, 2020

After carefully reviewing the Faculty Guide, making additions and changes which included inserting documents and changes from the IFC committees, we are recommending that the IFC Executive Committee consider assigning the following items for review to other IFC committees for 2020-2021:

To Budgetary Affairs Committee:

- Review the Policy on Dealing with the Effects of Financial Difficulties upon Faculty at IUPUI (Appendix D). This policy has not been significantly updated since its acceptance in 1996. This work would likely be a collaboration with the Faculty Affairs Committee.

To Constitution & Bylaws Committee:

- Update language in constitution and bylaws to be gender inclusive by referring to references to “he or she” with the singular “they”, a standard that has become widely accepted stylistically (including by the American Psychological Association). “He or she” can be found in the following sections:
 - Constitution, Article IV, Section A, 4e
 - Bylaws, Article 1, Section D.
 - Bylaws, Article IV, Section G, 4d

To Faculty Affairs Committee:

- Review the Policy on Dealing with the Effects of Financial Difficulties upon Faculty at IUPUI (Appendix D). This policy has not been significantly updated since its acceptance in 1996. This work would likely be a collaboration with the Budgetary Affairs Committee.
- Review IUPUI Policy on School or Program Structuring (Appendix A) for use of the term faculty. There are general references of the term faculty, and the committee questions whether these general references are accurate or the policy should be clarified. The last significant review was in 2003.
- Review of IUPUI Faculty/Librarian Review & Enhancement (Appendix B). The last significant update was 1999. Plan B “Involuntary” is not clear as to which faculty groups this applies to and might be interpreted to any faculty member including, tenure-track, non-tenure track full-time, part-time appointments and academic specialists.
- Review the Lecturer Appointments subsection in Section Two of the Faculty Guide. Additional language was added to include the new rank of Teaching Professor in 2020. However, this

section has not materially changed since 2002. Similar language needs to be crafted for Clinical appointments in a way that distinguishes both similarities and differences from the lecturer rank. After discussing with Rachal Applegate and John Watson, it was determined that this needs to be sent to Faculty Affairs to analyze.

The committee also reviewed the guide and annotated general references for faculty throughout as requested by the committee. This [annotated guide](#) is attached; please note this draft is for annotation purposes and not the final published version effective July 1, 2020. Overall the committee finds that general references seem to be inclusive and clear. However, there are two appendices where this is confusing and not appropriate and should be reviewed as listed above.

The committee also identified an issue in Section 1, under “Administrative Titles”. It is unclear as to whether this section and the subsections: Search and Screen Procedures for Administration, and Review Procedures for IUPUI Administration is explicitly inclusive or exclusive for the Dean of the IU School of Medicine. We recommend this be directed to either the appropriate IFC and/or administrative committee for review.

IFC Faculty Guide Committee

Minutes from 6/18/2020 @ 9am

Attendees: Katharine Macy (Chair), Karen Lee, Margie Ferguson, Sumedha Gupta, Amy Blevins, Miriam Murphy, Richard Bell

- Reviewed and resolved final comments within the guide. Karen Lee will work with this draft to finalize the guide.
 - An issue identified was around a circular reference to IUPUI P&T Guidelines between IFC Faculty Guide and Academic Affairs website. Katharine agreed to add this to the memo. [Update: Katharine reviewed this issue again after the meeting (she made the original comment) and it appears to be fixed on the Academic Affairs website and is now clear on the procedure, so excluding from the memo].
 - A question came up on Section 1: Administrative Titles and how this applied to the Dean of the School of Medicine and whether this was inclusive or exclusive of that position. Adding this to the memo to the executive committee.
 - Reviewed [annotated copy](#) of the draft for “Faculty” references and identified Appendix A & B as needing further review due to lack of clarity as to what the term “faculty” means.
- Reviewed draft of the [annual report](#) and no major changes.
- Reviewed draft of the [memo](#) and discussed additions.
- Katharine is stepping down from the committee this year but will be available to provide guidance and support to the new chair.

Agenda & Minutes for IFC Faculty Guide Committee 2/21/2022

Attendees: Katharine Macy, Karen Lee, Amy Blevins, Miriam Murphy, Sumedha Gupta, Margie Ferguson

Absent: Girish Rao

1. Introductions

2. Review Charge:

- Review the guide to identify any policies that appear obsolete and recommend to the Faculty Council that the issue be assigned to the appropriate council committee for analysis, and
- Check through the guide to make sure all links are up-to-date and working.

3. Faculty Guide analysis assignments:

Each member of the committee will be assigned a section to review for confusing language, correct links, to make corrections.

Amy Blevins - Section 1

Richard Bell - Section 2 Through Conditions of Employment: Background checks of Academic Candidates

Sumedha Gupta - Section 2 From Teaching Loads at IUPUI

Katharine Macy Section 3 & 4

Miriam Murphy Section 5, Appendix A - C

Katharine Macy, Appendix D-F

When editing the Box Work in Progress Document, be sure to lock the file while reviewing and making changes. Use track changes when updating links and or text. When you have questions, concerns about content being unclear or obsolete add a comment.

4. Action items:

- Annotated copy where Faculty seems to refer to all types of faculty and the definition or distinct applicable faculty groups is not clear. - Add a comment and specify that it appears to be unclear or include all faculty.
- Add approved policy changes. Katharine with work with Karen Lee to insert.

5. Schedule June Meeting: (Finalize changes to Faculty Guide and write annual report)

Available dates (10am?):

- ~~June 8-12~~
- June 15-19

- ~~Jun 21-23~~