

IUPUI Faculty Council Committee Annual Report 2018-2019

Committee Name: Faculty Guide Committee
Chair: Katharine Macy (University Library)
Members: Amy Blevins (Ruth Lilly Medical Library)
 Kellie Cranfill (Radiology and Imaging Sciences)

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
Review guide and update for obsolete language.	Complete
Update guide for new combined policy on conflict of interest, nepotism, and conflict of commitment	Complete. Now under heading Conflict of Interest & Commitment.
Principles of Ethical Conduct only referenced in lab practices. Should it be referenced elsewhere?	Provided reference in Conflict of Interest & Commitment
Review of the term faculty throughout document and particularly in Section 1. Are definitions for faculty clearly defined? Are there definitions that are missing or confusing?	Committee found the use of the term faculty to be clear in accordance with the defined administrative policies. Definitions for faculty are based on two policies referenced on Section 2 of the guide: University Policies ACA-14 and ACA-18. In the absence of specification the assumption is the faculty is inclusive with the exception of visiting and academic specialists.
Check that PULS has been updated to IUPUI+	Complete, but actually updated to PLUS to be inclusive of Columbus and Fort Wayne.
Test PDF document of updated guide for accessibility & Resolve issues.	Complete

Action Items to be carried over to 2019-2020:

Action Item(s)	Status
N/A	

Suggested new action items for 2019-2020:

Action Item(s)	Status
An action item that was previously suggested is also recommended for the 2018-2019 committee: the faculty guide committee should 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.	

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.

Report due: June 30, 2019

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

Minutes
Faculty Guide Committee Meeting
February 18, 2019

Attendees: Katharine Macy, Kellie Cranfill, Amy Blevins, Karen Lee, Willie Miller, Margaret Ferguson

1. Introductions

2. Review Charge with the committee

- 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.
- Reviewed initial comments from Karen Lee and Rachel Applegate with the committee.

3. Faculty Guide analysis assignments were provided and key action items discussed

Assignments:

- Amy Blevins – Section One, Appendices (A – B)
- Kellie Cranfill – Section Two
- Katharine Macy – Sections Three - Five, Appendices (C – F)

4. When making changes in the document be sure to do the following:

- Access from box folder
- Open in Word, lock file to ensure that others aren't editing the document (specify time frame or remember to unlock when done)
- Track changes (under review tab) so that Karen Lee can easily review those changes.
- You can either track a change in proposed new language or add a comment with proposed language for the group to review.

4. Action items:

- Check for up to date links throughout document
- Check for obsolete language
- Address comments in Work in Progress document as appropriate
- Principles of Ethical Conduct only one page referring to lab practices. This will be referenced earlier in the documents in the area that discusses the new combined policy on conflict of interest, nepotism, and conflict of commitment. Should it be referenced elsewhere?
- New combined policy on conflict of interest, nepotism, and conflict of commitment needs to be updated throughout the guide. Policy located at: <https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html>
- In Section 1, need to carefully review faculty and what it refers to? Is this clearly defined?
- Faculty definitions: language needs to be included as to the definitions of clinical faculty. Are there other types of faculty we need to specify? i.e. academic specialist. Work on developing preliminary language and definitions to recommend to IFC Executive Committee and Academic Affairs.

- New consolidated conflict of interest policy.
- Definitions, what are missing or confusing, e.g. clinical faculty
- Check Guide for to ensure PULS has been updated to reflect PLUS
- Karen Lee will email final Faculty Guide to Katharine Macy to test for accessibility on screen reader.
- Willie Miller is going to try to locate the list of all the types of faculty on campus.

5. Upcoming dates:

- Katharine will send e-mail for progress report on April 1
- Finish suggesting revisions by May 7
- Next Meeting June 12th 9:30-10:30am in University Library – Room TBD

6. Preliminary Agenda for June 12th Meeting

- Review changes
- Write memo to IFC Executive Committee
- Write annual report

Minutes
Faculty Guide Committee Meeting
June 12, 2019

Attendees: Kellie Cranfill, Amy Blevins, Karen Lee, Margaret Ferguson

Absent: Willie Miller

1. Reviewed final changes to Faculty Guide, which includes a last minutes change from IUPUI+ to PLUS in the guide to be inclusive of Columbus and Fort Wayne. Karen Lee will update guide today and Katharine will rerun accessibility checks on PDF, updating as needed before end of day.
2. Reviewed and updated draft of annual report. Clarified language and committee position on definition of faculty. Discussed continuing the priority of reviewing for obsolete language in next year. Annual report will be submitted this week.
3. The Faculty Guide had several policy updates this year. After review, the committee has no recommendations for further review by other IFC committees during 2019-2020 academic year.
4. Discussed Committee Roster and Chair responsibilities. Katharine Macy will continue as chair for next year. In the fall, we will select a second person as a vice-chair to ensure continuity.

Great work everyone!