

IUPUI Faculty Council Committee Annual Report 2015-2016

Committee Name: Faculty Guide Committee

Chair: Judith Wright (Business)

Members: Joseph Dynlacht (Medicine)
 Margaret Ferguson (Academic Affairs – Administrative Member)
 Fran Huehls (University Library)
 Karen Lee (Faculty Council Coordinator)
 Kristi Palmer (IFC Executive Committee Liaison)
 Ron Wek (Medicine)
 Kim White-Mills (Liberal Arts)
 Gina Yoder (Education)

Action Items:

Action Item(s)	Status
A special note was added to the first page of the Guide to explain the discontinuance of the IUPUI Handbook which was replaced in 2014-2015 by the Indiana University Policies website.	Complete.
Two parts of Section One, Overall Structure and Governance of IUPUI, which provide context for the Handbook were updated. The Committee secured the services of Stephen E. Towne, Associate University Archivist, IUPUI University Library to draft updates for “A Brief History of IUPUI” and “IUPUI Organization in the IU Context” (replacing the previous “IUPUI in the State System”).	Complete. The Committee wishes to acknowledge the substantial and generous contribution of Stephen Towne in this action item.
The newly-adopted Nepotism Policy was added to the end of Section Two, The Academic Appointee and IUPUI.	Complete.
Section Three, Academic and Administrative Policies was revised to add the newly-adopted “Laboratory Safety Policy – University Policy #PS-EHS-02.” (This replaces the former “Policy on Access to Laboratories with Hazardous Materials or Laboratory Animals by Visitors” which was removed.)	Complete.
The “Transfer of Credit Completed at the 100 and 200 Level (Policy ACA-56),” approved in the February 2016 Faculty Council meeting was added to Section Four, IUPUI Services, Resources, and Student Relations under the heading of IUPUI Admission Policy.	Complete.

Section Four, IUPUI Services, Resources and Student Relations, "Grade Replacement Policy" was updated to reflect a recent clarification in the policy made by the Academic Affairs Committee. The clarification appears in the last line of the policy.	Complete.
The updated Faculty Guide was reviewed by the Committee and it is prepared to be archived on July 1, 2016.	Complete. The Committee wishes to acknowledge the support and substantial contribution of Karen Lee in achieving completion of its work.

Action Items to be carried over to 2016-2017:

Action Item(s)	Status
None	N/A

Suggested new action items for 2016-2017:

Action Item(s)	Status
A suggested Action Item for 2016-2017 is to charge the Committee with reviewing the Faculty Guide to identify any policies they find to be potentially outdated and to recommend to the Faculty Council that the identified policies be assigned to the appropriate council committees for currency review.	N/A

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, 2016

**Submit to: Lori Klosterman
Office of Academic Affairs
lokloste@iupui.edu**