

IUPUI Faculty Affairs Committee (FAC)

Minutes, October 24, 2011, IT 395

The meeting was called to order at 2:00 p.m.

Welcome and Introductions

The chair and committee members introduced themselves.

The current membership and terms of service were presented in the agenda.

Members with Term Expiring June 30, 2012

Beckstrand, Jan (Nursing)  
Chen, Yaobin (Engineering & Technology)  
Garetto, Lawrence (Dentistry)  
Jamison, Sharon (Education)  
O'Bryan, Ann (University Library)  
Hook, Sara (Informatics) (**Chair**)  
Hornback, Sally (Liberal Arts: English)  
Wittberg, Patricia (Liberal Arts: Sociology)  
Yost, Robert (Science)

Members with Term Expiring June 30, 2013

Babler, William (Dentistry)  
Frank, Mary Ann (E&T)  
Hawley, Dean (Medicine)  
Jones, Steve (Business)  
Lahiri, Debomoy (Medicine)  
Laucella, Pamela (Journalism)  
McGrew, John (Science)  
Miller, Steven R. (Law)  
Rothenberg, Jeff (Medicine)  
Walker, Marquita (Social Work)  
Wokeck, Marianne (Liberal Arts: History)

Liaisons for 2011-2013 (or Ex Officio)

Applegate, Rachel (**Executive Committee Liaison**)  
Sukhatme, Uday (IUPUI Administration: Academic Affairs) (**Administrative Liaison**)  
Fisher, Mary (IUPUI Administration: Academic Affairs) (**Dean of the Faculties  
Liaison**)

Members were encouraged to review the annual reports on the IUPUI Faculty Affairs Standing Committee's website at: [http://www.iupui.edu/~fcouncil/committees/faculty\\_affairs/](http://www.iupui.edu/~fcouncil/committees/faculty_affairs/)

## Review of Minutes from April 29, 2011

The committee reviewed the minutes from the April 29, 2011, meeting. The chair noted which items from 2010-2011 had been completed, which items were rendered moot and which items would be carried over into 2011-2012. In terms of the Professor of Practice issue, this new rank has been approved, but it did lead to an overarching discussion on how to improve university faculty governance. (See UFC Agenda, October 25, 2011, 5. UFC Reform Taskforce Report (30 minutes), (Professor Simon Atkinson) [FIRST READING], <http://www.indiana.edu/~ufc/docs/circulars/AY12/U4-2012.pdf> )

## Overview of Tasks for 2011-2012

Review and shorten the “Statement of Faculty Work (from 1996)”

FAC members were provided with a copy of the Statement of Faculty Work from 1996, written by William Plater, Executive Vice Chancellor and Dean of the Faculties, as well as the Teaching Load Policy for IUPUI from the IUPUI Supplement to the Academic Handbook. This document was previously included in the 1997-1999 IUPUI Supplement to the Academic Handbook as Appendix D, but does not appear in the current version. The chair provided some background on the origin of the document. There is concern that without such an overarching statement, faculty members may become overburdened by the increasing expectations of the university without any recourse or limitation. Some of the examples of where the document could be shortened include the sections on Conflict of Interest and Conflict of Commitment, instead with a citation and URL provided for the updated policies on these topics. As part of this discussion, FAC members discussed an issue that has been addressed periodically, which is whether there is a need for a policy for faculty members or departments using their own authored textbooks in their courses and thus gain the royalties.

## Faculty Behavior Policy for Chairs and Deans Dealing with “Toxic” Faculty

This is known more commonly as the disruptive faculty policy. A subcommittee comprised of Patricia Wittberg, Larry Garetto, Mary Fisher and Dean Hawley has been working to develop a rubric that would identify positive faculty behaviors and that would adopt a collegial model of interacting with faculty before a problem escalates into conduct that would be disruptive or dangerous. This effort is based on the work done by the Studer Group – see <http://www.studergroup.com/DB> - and Vanderbilt University. Jeff Rothenberg noted that meeting about this are already scheduled at the School of Medicine. Larry will send the revised materials that the subcommittee has prepared to the chair, who will forward it to FAC. The committee discussed whether the issue of faculty who are continually late to class or who cancel classes on a regular basis could be addressed under a disruptive faculty policy. (Note: This was an issue that was discussed by FAC in 2010-2011.)

## Update Faculty Contracts Upon Promotion

This is also a carry-over issue from 2010-2011 and reflects that changing nature of – and expectations for – faculty work. Concerns were raised about faculty members who have been here several years and who now are provided with fewer resources than newly hired faculty as well as faculty members who step down from administrative roles and non-tenure track faculty whose roles may change throughout their careers at the university without any kind of documentation. Jeff Rothenberg noted a related issue – with the emergence of IU Health, private practitioners are being given faculty appointments in the School of Medicine. This issue also overlaps with the Statement of Faculty Work above, but it may be helpful to design some Memorandum of Understanding templates. The chair will work on this issue.

## Student Evaluation of Teaching – THE COMMITTEE WILL ISSUE A REPORT IN THE FALL

This is also a carry-over issue from 2010-2011. Robert Yost noted that the project is complete and he will provide a report on the project. He will also put together a document on best practices that will be reviewed and hopefully endorsed by FAC. He is especially interested in opinions about the validity of global scores. FAC members discussed some of the issues with student evaluations, including the low rate of return, small class sizes and online courses. Mary Ann Frank noted that the School of Engineering & Technology had just revised its student evaluation questions for use in online courses and will share it with FAC (distributed in email on October 25, 2011).

## Discuss the grievance process and the Board of Review procedures with the Constitution and Bylaws Committee

FAC members were provided with a copy of the current procedures – see <http://www.iupui.edu/~fcouncil/governance/grievance.html> The concern is that the stated procedures are not being followed, such as the select of a chair. The review and revision of the procedures will also be discussed with the Constitution and Bylaws Committee. In the meantime, FAC members who have recently been involved in either a Faculty Grievance Advisory Panel or Board of Review process to compare their experiences with what is stated in the procedures and to identify any discrepancies. Do we need to change the policies and procedures or do they get in the way of the process?

Faculty Academic Misconduct (The Academic Handbook makes reference to this, but the procedure of how to deal with it is not clear. The FAC is to identify procedures.)

FAC members were provided with the relevant sections from the IU Academic Handbook, including the section on enforcement – see [https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main\\_Page](https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main_Page), Section 1.2. The chair will confer with IFC President Jack Windsor to clarify what needs to be done. Questions were raised about how this policy relates to policies on the dismissal of faculty for incompetence

or misconduct. The Student Code of Conduct was recently revised and will be shared with FAC, with the belief that the faculty policies and procedures should parallel those for students.

#### Recognition of Honors College into the IFC

This is also an issue that will be considered by the Constitution and Bylaws Committee. FAC members agreed to postpone any activity on this issue pending the discussions about merging small schools.

#### How do Other Colleges and Universities Reward Their Associate Faculty

Discussion on the issue was postponed for now.

#### Final Issue

One last issue that was discussed was the recent change to the prescribed format for faculty CVs. This is purely an administrative function and happens at the end of the promotion and tenure process at the campus level. At that time, the IUPUI Promotion and Tenure Committee revises the guidelines and related forms. FAC members expressed concerns that the most recent revisions were a major change to the CV format, that some needed categories of faculty work were not there and that many faculty had already made substantial progress on preparing their dossiers before they were informed of the revised format.

#### Next Meeting

The chair will send a Doodle request, with the goal for FAC to meet at least one more time this semester.

#### Adjournment

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Sara Anne Hook, Chair

IUPUI Faculty Affairs Committee

#### ACTION ITEMS:

- 1) Please forward materials referenced in the minutes or discussed to the chair for distribution to FAC members.
- 2) Please let the chair which of the FAC's tasks for 2011-2012 you would be interested in helping with.
- 3) Please respond to the Doodle poll so that the chair can set the next meeting.