

Faculty Senate Meeting

3 December 2021

Senators in Attendance: Jessica Mason, Kimberly Delaney, Charles Conaway, Rex Strange, Guyoung Huang, Mike Strezewski, Curt Gilstrap, Larua Bernhardt, Matthew Hanka, Stephanie Young, Marilyn Ostendorf, Mary Doerner

Other Attendees: Mohammed Khayum, Shelly Blunt, Amy Chan Hilton, Shelby Clark

- Held via Zoom meeting, called to order 2:03 pm
- Approval of old minutes
 - 5 November 2021: Approved unanimously with two abstentions.
- Chairs Report: Rex
 - Student Affairs Committee has now met and established a chair. Award deadlines have been rearranged and they will be proceeding with their standard business. Rex spoke to Dr. Doss and President Rochon about the possibility of adding an Ex Officio member on this committee from Dr. Doss's office. Senators unofficially agree by discussion that this is a good idea. It is President Rochon's purview to add members to the committee, but Faculty Senate supports that move. It was suggested that the bylaws be changed to reflect the new Ex Officio member once it has been decided.
 - Economic Benefits Committee contacted Rex and Dr. Khayum regarding establishment of criteria for merit-based pay raises. Rex encouraged that committee to act on this idea and submit suggestions to Senate as a charge.
 - Covid Steering Committee met 12/1/2021. We currently expect to maintain the mask mandate into the Spring semester. There is currently no inclination for a vaccine requirement at USI. There was discussion about publicizing the on-campus vaccination clinic. Faculty, The Shield, and everyone should encourage students and colleagues to seek vaccination.
 - Division 1 Committee met 12/3. The report is not yet finished. They anticipate finishing next week. It is still unclear how or if the report will be circulated. Rex anticipates that the Board of Trustees will receive the report in their January meeting. The previously announced campus-community survey was delayed and is scheduled to be circulated Monday, 12/6. It will be supplemented with an FAQ to help answer some initial questions.
- Provost's Report: Dr. Khayum
 - The January Board of Trustees meeting will likely involve a presentation of the Division I report, but they are unlikely to vote on that day. This vote is expected to be public, whenever it takes place.
 - Encourage everyone to "keep doing what we're doing" as we reach the end of the semester.

- Encourage all individuals to seek vaccination. Our clinic is open 2 days a week. Currently <10% of students have voluntarily reported vaccination. Employee voluntary reporting is around 36%. We will be monitoring cases and further decisions will be made with more information once we return in January.
- Virtual Professional Development Day on January 5
- We are in early conversations for a provider of online academic programs (Upgrad.com). They are originally out of India and specialize in online programs in Asia and expanding to other parts of the globe. The plan is to take advantage of programs currently in place that could be scaled up. Still in exploration stage. Rex will be represented in these ongoing conversations. It could be revenue sharing (similar to the Academic Partnerships model) or fee-for-service based on number of students recruited. Decisions regarding which programs might participate are happening at the Dean level and in consultation with relevant programs.
- Shelly Blunt:
 - Lilly Grant Adult Learner grant – we’ve done an assessment of our processes and had a consultant help identify areas we need to improve.
 - We’re upgrading Banner Self-Service from version 8 to version 9 starting in Spring (exact date unknown). There will be Professional Development opportunities to learn how to use the new system. Will activate the Faculty module first, then the Student module.
 - Workflow – new software that will transition our PDF/paper forms into an electronic pipeline. Will be implemented throughout the Spring Semester
 - Barns & Noble has a product called “First Day Complete”. Similar to First Day Access. Will allow a student to get all their books and have access to them on the first day of class at a reduced rate. Still exploring details if we choose to implement. Students will always have the option to opt out. Demo for Deans and Provost’s Council next week. Faculty can also opt out and agreement will not restrict faculty choices in book selection.
- New Business: Charge 2021_15 Query regarding unresolved charge #2020_04
 - Charge 2020_04 was sent to FAAC. Report we received in August 2021 did not reference this charge.
 - Motion and second to accept new charge. Discussion of formalizing timelines and expected actions when we send a charge to our subcommittees.
 - Senate was under the impression that FAAC was going line-by-line through the handbook to clarify title usage (Instructor vs instructor, etc), but this seems to have been dropped with the transition of new FAAC committee membership/chair.
 - Currently, Instructor application to Contract Assistant Professor (with attainment of terminal degree) does not come with a pay raise. Should be an option for a faculty member, not an automatic requirement. The path currently exists in the

handbook, but it is unclearly written and is currently not provided as an option to some Instructors that have terminal degrees. The pathway needs to be clarified and delineated in the Faculty Handbook.

- Handbook lists Rank-Eligible employees (ie. Tenure-track) that are eligible for promotion (with expectation of teaching, scholarship, service). There is another class of employees (Instructor, Contract Assistant Professor, Clinical Faculty) that are eligible for rank modifications, but not promotion. Third category are temporary/part time faculty. To establish a rank-change policy, you will need to establish criteria for those promotions as well. The positions seem to be used in different way across the colleges, which further complicates the issue.
 - This is a very daunting and time consuming task. A suggestion was made to create *ad hoc* committee to take on editing of the handbook. Consisting of senators, members of the Provost's office, other interested parties.
 - Motion to re-charge FAAC to address this issue and report back to us on what actions they can take and/or what resources they will need to complete this task.
 - Unanimously passed with two abstentions.
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- Next Meeting: January 14, 2022
 - Adjourned at 3:01 pm.
 - Minutes recorded by Kim Delaney

Formal Request for USI Faculty Senate Action

Name: _____ (Optional)

Date of Submission: 11/19/21

Name of Faculty Senate Representative:

1. Rex Strange
2. _____
3. _____

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. Charge Title:

Investigation of unresolved charge dating from 01/27/2020

2. Background:

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

A charge titled "Promotion Process for change of rank from Instructor to Contract Professor" was submitted on 01/27/2021 and has not been resolved

3. Action Requested and Desired Result:

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Resolution of charge

4. Potential Resources:

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Items 5-7 are to be completed by Senate Chair or Secretary:

5. Senate Comments:

6. Action Taken by the Faculty Senate:

7. Action Taken by the Administration:

Action taken by Senate:

Re-charge FAAC with this issue and report back to Senate on what actions they can take and/or what resources they will need to complete this task. Faculty Senate Chair and FAAC should work with the Provost's Office to identify the resources necessary to undertake the necessary handbook modifications.

CHARGE TO THE USI FACULTY SENATE

Formal Request for USI Faculty Senate Action

Name: _____ (Optional)

Date of Submission: January 27, 2020

Name of Faculty Senate Representative:

1. Rich Bennett
2. Rex Strange
3. _____

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. Charge Title:

Promotion Process for change of rank from Instructor to Contract Associate Professor

2. Background:

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

There is not a policy currently in place to advance in rank from Instructor to Contract Assistant Professor once a terminal degree in your field has been attained. There are several instructors in the Pott College of Science, Engineering, and Education who have earned a terminal degree in their field after employment by the University without advancement in rank.

3. Action Requested and Desired Result:

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Establish a policy to be able to rank advance upon attainment of your terminal field degree similar to that of clinical and library faculty from Instructor to Contract Assistant Professor.

4. Potential Resources:

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

The process for promotion can be found in the Employee handbook .
Item III-Faculty and Academic Policies, Section B -Types of Appointment, Section 1B-Rank Eligible Full Time Teaching Faculty, p. 42-43 and additionally in Section IIB-Contract FullTime Teaching Faculty.

B. TYPES OF APPOINTMENT

Regular(non-temporary) faculty members may be appointed as either rank-eligible or contract faculty. All other faculty assignments are temporary.

I. Rank-Eligible Full-time Teaching Faculty

A. Regular full-time members of the teaching faculty appointed to serve in regular full-time assignments are:

1. Tenured or eligible for tenure or clinical track upon the completion of all requirements as stated in approved departmental, college, and University policies and all specific requirements as stated in the initial letter of appointment;
2. Eligible for all privileges extended by the University to regular full-time faculty, including employee benefit programs identified in the letter of appointment;
3. Eligible for full participation in the affairs of the University, of its component institutions (e.g., Faculty Senate and its councils and committees), and of its departments and administrative units in accordance with University policy;
4. Eligible for academic promotion in accordance with departmental, college, and University policies; and
5. Given assignments which are recommended by departmental chairs or supervisors and which are in accordance with policies found in the University Handbook.

B. Ranks which may be assigned to Rank-Eligible Teaching Faculty include the following:

Assistant Professor. Persons with an earned terminal degree as determined by the discipline but little or no professional experience are usually appointed to the rank of assistant professor.

Associate Professor. The associate professor holds an earned terminal degree as determined degree and has had significant professional experience.

Professor. The professor holds an earned terminal degree and has had extensive professional experience.

Clinical Faculty. Clinical Faculty serve primarily in practice disciplines and will be held to the same standards in teaching, advising, and service as are tenure track/tenured faculty. The scholarship expectations of clinical faculty consist of a focus on application, evaluation, and dissemination of clinical, industrial, or professional practice. Clinical faculty appointments are non-tenure positions with the same rank as tenure track/tenured faculty, but provide for renewable term appointment and are eligible for promotion.

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ITEM: III

DATE: 12/18

Clinical Assistant Professor. Persons with an earned master's degree as determined by the discipline but little or no professional experience are usually appointed to the rank of assistant professor.

Clinical Associate Professor. The associate professor holds an earned terminal degree as determined degree and has had significant professional experience.

Clinical Professor. The professor holds an earned terminal degree and has had extensive professional experience.

Regular Full-Time Library Faculty. Regular Full-Time Library Faculty are appointed in

ranks analogous to and modeled on faculty ranks. These are affiliate librarian, assistant professor of library science, associate professor of library science, and senior professor of library science. The status of librarians holding titles under this rank system is similar to that of regular full-time faculty, with a master's degree considered as the usual terminal degree. The rank of initial appointment is determined by such factors as professional activities, experience, and degrees held. Library faculty are both rank-eligible and tenure-eligible.

II. Contract Full-Time Teaching Faculty

A. Members of the teaching faculty appointed to serve in specified assignments and are not eligible to progress in rank. These assignments may be for one semester or an academic year and are on a full-time basis during the term of employment. Contract teaching faculty are:

1. Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments;
2. Given assignments which are recommended by department chairs or supervisors and which are in accordance with policies found in the University Handbook;
3. Eligible, if contract full-time teaching faculty, to participate with voting rights in the departmental or area governance system by invitation of a majority of the regular members of the unit; and

B. Contract faculty are accorded the following privileges:

1. Full-time contract faculty, may participate in the staff benefit programs of the University as stated in Section C of the University Handbook.

C. Ranks which may be assigned include the following:

1. Instructor. The instructor normally holds at least the master's degree. Faculty members who hold the rank of instructor shall not be eligible for consideration for continuous appointment (tenure). They shall, however, be eligible for annual term appointments.
2. Contract Assistant Professor, Contract Associate Professor, or Contract Professor. Changes from contract appointments to regular faculty status must follow the customary procedures o

Items 5-7 are to be completed by Senate Chair or Secretary:

5. Senate Comments:

6. Action Taken by the Faculty Senate:

7. Action Taken by the Administration: