

INDIANA STATE UNIVERSITY EVANSVILLE

8600 University Boulevard
EVANSVILLE, INDIANA 47712

INTER-DEPARTMENTAL MEMORANDUM

TO: FACULTY MEMBERS

DATE: 5 May 1981

FROM: Marlene Shaw, Chairman
Faculty Council

SUBJECT: FACULTY COUNCIL MEETING: Session #21

The twenty-first session of Faculty Council will
be held:

Thursday, May 7, 1981
Faculty Reading Room
1:00 p. m.

Agenda:

1. Minutes for session #19
2. Promotions Procedures: Proposal I
3. Old Business
4. New Business
5. Announcements
6. Adjournment

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SESSION #21
MINUTES OF THE 1980-81
FACULTY COUNCIL MEETINGS

Time: Thursday, May 7, 1981; 1:00 P.M. in the Faculty Reading Room

Members Present: Marlene Shaw, Chairman; Professors P. Bennett, J. Davis, W. Hopkins, D. Kinsey, D. Lux, H. Sands, H. Van Over, E. vonFuhrmann

Ex-Officio Present: Vice President Reid

Others Present: Mr. Goss, Dr. Settle

1. Minutes of Session #19 were approved as amended.

2. Promotions Procedures: Proposal I

Dr. Kinsey moved to insert the section (amended D. Promotions Committee) regarding the functions of the Promotions Committee immediately following the responsibilities of the Division Chairperson. Seconded by Mr. vonFuhrmann. Motion passed.

Section B. Vice President for Academic Affairs

Dr. Van Over moved to accept this section in its entirety. Dr. Sands seconded. Mr. vonFuhrmann asked Council members to consider Items 8 and 9 in Proposal II for possible inclusion in the motion. Dr. Shaw felt that Item 6 of Proposal I is a crucial item in Section B because it appears to be the only place in the procedure which assures that the candidate will receive an accounting of his/her evaluation. Dr. Davis stated that the evaluation should be in writing to eliminate questions and uncertainties which are likely to result from one-on-one conversations. She felt a written evaluation was fair, made persons accountable for what they said and provided a reference for the faculty member when working toward self-improvement for promotion.

Dr. Davis moved to amend the motion by replacing Item 6 of the motion with the following: "To provide the candidate and/or President upon his/her request a written evaluation of the candidate's strengths and weaknesses in each area of evaluation specified in the Handbook under "Criteria for Faculty Appointment and Faculty Promotion." Dr. Hopkins seconded. Amendment was defeated.

Dr. Kinsey moved to amend the motion by replacing Item 6 with the following: "To provide the candidate and/or President upon his/her request a written evaluation of the candidate's strengths and weaknesses." Dr. Sands seconded. Amendment passed.

Dr. Sands moved to amend the above amendment by adding to it the following: "Such a written evaluation shall not be a part of the applicant's permanent record without the applicant's expressed consent." Mr. vonFuhrmann seconded. Dr. Davis felt that if the applicant chooses to ask for a written evaluation, then the applicant must accept the consequences of its going into the file. Mr. vonFuhrmann saw the written evaluation as a document separate from the promotions application. The amendment was defeated.

Dr. Kinsey moved to re-instate Item 6 of Proposal I as written: "To confer upon request with any faculty member whose application for promotion did not receive final favorable action." Dr. Van Over seconded. Motion passed. The former motion will become Item 7.

Dr. Sands moved to drop "or the President" from the new Item 7, to read:
"To provide upon request to the applicant a written evaluation of the applicant's strengths and weaknesses." Seconded by Dr. Kinsey. Motion passed.

Chairman Shaw then returned to the entire motion with its amendments. Motion passed.

Section C. President of the Evansville Campus

Dr. Davis moved to accept C.1. as written, Item 2 as suggested, Item 3 as written. Seconded by Dr. Van Over. The section reads as follows:

- " 1. May suggest to any faculty member whom the President deems worthy of consideration, that he/she submit an application for promotion to the Division Chairperson.
2. To receive from the Vice President for Academic Affairs the completed application, all recommendations and all evaluations.
3. To submit to the Board of Trustees in time for consideration at their April meeting the names of those faculty members that the President of the Campus recommends for promotion. "

Mr. vonFuhrmann moved to add the following to Section C as Item 4: "To confer upon request with an applicant regarding his/her strengths and weaknesses." Seconded by Dr. Hopkins. Motion passed. A vote was then taken on the entire motion. Motion passed.

Dr. Shaw suggested that Proposal II (page 6), Sections A and B on the responsibilities of the applicant and the Division Promotions Committee be added under Responsibilities of Personnel Involved in the Promotions Process.

Mr. vonFuhrmann moved to accept Section A, 1-4 as written. No second was made. Dr. Kinsey moved to accept Section A, 1-4 as follows:

" A. Applicant for Promotion

1. To prepare a completed promotion's application which provides well-organized evidence to document his/her achievements in the areas of evaluation specified in the Handbook.
2. To transmit the completed application to the Division Chairperson by the first day of classes of the Spring Semester.
3. To provide additional pertinent information upon request by an appropriate administrator or promotions committee evaluating the applicant.

4. Can withdraw his/her promotion application at any time prior to its being transmitted to the Board of Trustees."

Dr. Sands suggested that Proposal I, A.2. (page 7) be placed as Item 1 under Section B. After a discussion of whether or not a Division Promotions Committee should be an initiating body, Dr. Sands withdrew her suggestion.

Dr. Davis moved to accept Section B, 1-5 as follows:

"B. Division Promotions Committee

1. To receive the applicant's promotion application from the Division Chairperson.
2. To evaluate pertinent information concerning an applicant's qualifications for promotion.
3. To grant or request an interview with the applicant prior to making the Committee's recommendation.
4. To inform the Division Chairperson in writing of the Committee's recommendation by the third Monday of classes of Spring Semester.
5. To provide the Division Chairperson with a written evaluation of the applicant's strengths and weaknesses."

Dr. Sands seconded. Motion carried.

Dr. Davis moved that throughout the By-Laws and Handbook the Promotions Committee be referred to as the University Promotions Committee, that the candidate be referred to as the applicant, and that the items within the section on Responsibilities of Personnel Involved in the Promotions Process be successively listed as found in the accompanying attachment. Dr. Kinsey seconded. Motion passed. The final form of all changes is attached.

3. Old Business

Dr. Shaw informed the Council that she had received memos from Dr. Rice and Dr. Bennett regarding the Student Grievance Committee. The Council is waiting for a written reply on the Tuition Fee Remission policy recommendation.

4. New Business

Dr. Kinsey requested that the Faculty Council for 1981-82 consider a policy on solicitation on campus. There is faculty opposition regarding book buyers being escorted off campus by the bookstore manager and University Security Guards.

Dr. Shaw suggested that a recommendation be made and added to her memo to President Rice regarding documenting changes in the Promotions Committee and its procedures. She suggested that all Handbook changes need to be documented and dated. Dr. Sands moved that all changes made in the Handbook be documented

and dated from this date forward. Seconded by Mr. vonFuhrmann. Motion passed.

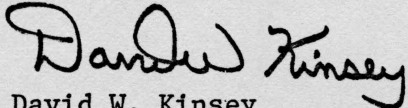
5. Announcements

Chairman Shaw announced that the Board of Trustees meeting will be on our campus Friday, May 8, 1981. The Welfare Meeting will be at 10:00 a.m. on the Bridge. The open meetings will begin at 10:00 and 11:00 a.m. Dr. Shaw encouraged all faculty members to attend the meeting.

The next meeting of the Faculty Council will be Saturday, May 9, 1981 at 7:30 a.m. in HPER Room 207.

6. The meeting was adjourned at 3:25 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "David W. Kinsey".

David W. Kinsey
Secretary, Faculty Council
May 9, 1981

ISUE Handbook, Section II, Faculty Organization

By-Laws of the Faculty Constitution
Article V. Standing Committees

*Section 5. The University Promotions Committee.

The Committee is composed of one elected senior faculty representative from each academic Division. The President, and anyone else appointed by him, shall be ex-officio members of the Committee. Representatives from Engineering Technology, Humanities, and Science and Mathematics will be elected in odd-numbered years. Representatives from Allied Health, Business, Education, and Social Science will be elected in even-numbered years. Members should serve a two-year term. A person may be re-elected to serve one successive two-year term. Functions of the Committee are:

- A. To acknowledge in writing to the individual under consideration the receipt of the promotion application.
- B. To review pertinent information concerning any applicant's qualifications.
- C. To inform each applicant in writing, by way of the Committee Chairperson, of the Committee's recommendation.
- D. To make recommendations to the Vice President for Academic Affairs concerning those for whom promotion should be recommended and those for whom promotion should not be recommended.

*Procedures for Faculty Promotion

University Promotions Committee

The Committee is composed of one elected senior faculty representative from each academic Division. The President, and anyone else appointed by him, shall be ex-officio members of the Committee. Representatives from Engineering Technology, Humanities, and Science and Mathematics will be elected in odd-numbered years. Representatives from Allied Health, Business, Education, and Social Science will be elected in even-numbered years. Members should serve a two-year term. A person may be re-elected to serve one successive two-year term.

Applications for Promotion

A. Procedures for Application

Applications for promotion are available in the Office of Vice President for Academic Affairs and can be initiated as follows:

1. An individual faculty member who meets the minimum criteria and requirements for faculty promotion may submit an application form to the Division Chairperson for evaluation and action.
2. The faculty member who is not under the direct jurisdiction of a Division Chairperson may submit promotion applications to his immediate supervisor or director who should follow the procedures outlined for Division Chairperson.
3. The faculty member must transmit the completed application for promotion by the first day of classes of the spring semester.

† Responsibilities of Personnel Involved in the Promotions Process

A. Applicant for Promotion

1. To prepare a completed promotion's application which provides well-organized evidence to document his/her achievements in the areas of evaluation specified in the Handbook.
2. To transmit the completed application to the Division Chairperson by the first day of classes of the Spring Semester.
3. To provide additional pertinent information upon request by an appropriate administrator or promotions committee evaluating the applicant.
4. Can withdraw his/her promotion application at any time prior to its being transmitted to the Board of Trustees.

B. Division Promotions Committee

1. To receive the applicant's promotion application from the Division Chairperson.
2. To evaluate pertinent information concerning an applicant's qualifications for promotion.
3. To grant or request an interview with the applicant prior to making the Committee's recommendation.
4. To inform the Division Chairperson in writing of the Committee's recommendation by the third Monday of classes of Spring Semester.
5. To provide the Division Chairperson with a written evaluation of the applicant's strengths and weaknesses.

C. Division Chairperson

1. To make a continuing study of Division faculty members eligible for promotion.
2. May suggest that any faculty members in the Division he deems worthy of

consideration submit an application for promotion; such suggestions must be made by an announced date of each year.

3. To create annually (a) Division Promotions Committee(s) whose membership(s) is (are) established in agreement with the Division faculty.
4. To complete a recommendation form for each faculty member applying for promotion.
5. To inform the applicant of the Division Chairperson's recommendation.
6. To forward the applicant's promotion form, and any other pertinent information to the Vice President for Academic Affairs by the fourth Monday of classes of the Spring semester.

D. University Promotions Committee

1. To acknowledge in writing to the individual under consideration the receipt of the promotion application.
2. To review pertinent information concerning any applicant's qualifications.
3. To inform each applicant in writing, by way of the Committee Chairperson, of the Committee's recommendation.
4. To make recommendations to the Vice President for Academic Affairs concerning those for whom promotion should be recommended and those for whom promotion should not be recommended.

E. Vice President for Academic Affairs

1. To make applications for promotion available to any faculty member who requests one.
2. May suggest to any faculty member whom the Vice President deems worthy of consideration that he/she submit an application for promotion to the Division Chairperson.
3. To receive the recommendations for promotion transmitted by the

Chairperson of the University
Promotions Committee.

4. To analyze such recommendations and to seek additional data deemed necessary.
5. To make recommendations on each application.
6. To confer upon request with any faculty member whose application for promotion did not receive final favorable action.
7. To provide upon request to the applicant a written evaluation of the applicant's strengths and weaknesses.

F. President of the Evansville Campus

1. May suggest to any faculty member whom the President deems worthy of consideration, that he/she submit an application for promotion to the Division Chairperson.
2. To receive from the Vice President for Academic Affairs the completed application, all recommendations and all evaluations.
3. To submit to the Board of Trustees in time for consideration at their April meeting the names of those faculty members that the President of the Campus recommends for promotion.
4. To confer upon request with an applicant regarding his/her strengths and weaknesses.