

INDIANA STATE UNIVERSITY EVANSVILLE

8600 University Boulevard
EVANSVILLE, INDIANA 47712

INTER-DEPARTMENTAL MEMORANDUM

TO: **FACULTY MEMBERS**

DATE: **February 20, 1981**

FROM: **Marlene Shaw, Chairman
Faculty Council**

SUBJECT: **ANNUAL SPRING FACULTY MEETING AND FACULTY COUNCIL SESSION #13.**

The Annual Spring Faculty Meeting is scheduled for:

**Tuesday, April 14, 1981
Room A34
2:00 p.m.**

The thirteenth session of Faculty Council is scheduled for:

**Monday, March 2, 1981
Faculty Reading Room
2:00 p.m.**

Agenda:

1. Minutes of Sessions #11 and #12.
2. Tuition Fee Waiver for Faculty Dependents
3. Recommendations for Faculty Promotions Procedures
4. Old Business
5. New Business
6. Reports
7. Adjournment

JMC

APPROVED
Session #15
3/23/81

SESSION #13
MINUTES OF THE 1980-81
FACULTY COUNCIL MEETINGS

Time: Monday, March 2, 1981; 2:00 P.M. in the Faculty Reading Room

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

Ex-Officio Present: President Rice, Vice President Reid

Others Present: Dr. Abshier, Dr. Bigham, Mr. Goss, Dr. Gottcent, Dr. Kelley, Dr. Pitzer

1. The minutes of January 19, 1981 (Session #11) and February 2, 1981 (Session #12) were approved as amended.

2. Tuition Remission Policy

Dr. Sands and Mr. vonFuhrmann reported back to Council on the findings of the subcommittee composed of Dr. Scavone and themselves. Dr. Sands reported on the history and funding of the tuition remission policy in the Purdue system. Full tuition fee waiver was instituted in 1907 for faculty and staff children, and adjusted to partial tuition waiver in 1922. In 1980-81, 672 faculty/staff children (in a 32,000 student body) are benefitting from the tuition waiver program. The cost of the program is absorbed by Purdue University.

Mr. vonFuhrmann moved that Faculty Council endorse the principle of a fifty percent tuition remission for the spouses and dependent children of full-time faculty members, with the recommendation that funding must come from sources other than faculty salaries and benefits. Dr. Sands seconded the motion. Suggestions for implementing the policy included legislative appropriations earmarked for tuition remission, a special category of University scholarships, and a late registration procedure which assured that new class sections would not be opened to accommodate these students. The motion passed 7 to 1.

3. Faculty Promotions Procedures

- a. A second proposal for changes in the promotion procedure was introduced by Dr. Shaw. She stated that the proposal includes alternatives brought forth by faculty members in discussions with her. The proposal is based on a uniform process for all applicants, with evaluations being made at four non-overlapping levels -- Division Promotions Committee, Division Chairperson, University Promotions Committee, and Vice President for Academic Affairs -- prior to being transmitted to the President.
- b. Mr. Goss reported on the Promotions Process at ISUE. He stated that the documents of support for each candidate are kept in one central area -- this area being the Office of the Vice President for Academic Affairs. Each member of the Promotions Committee reviewed the promotion documents from this office. Due to the expense of reproduction of these items, this procedure should be continued.

It was felt by some of the Promotions Committee members that the word "candidate" regarding the promotion process be changed to "applicant".

Mr. Goss stated that an up-dated documentation file should be compiled by all faculty members on campus and as additional information is obtained, this should be added to the file. The Division Chairman could then have an automatic review of all members of his division once a year, for possible promotion candidates.

- c. Discussion regarding the candidate's role centered primarily around the philosophy of a self-initiation process as compared with an annual review of all eligible faculty members. Dr. Pitzer suggested that each faculty member keep an up-dated file in the Division, with each person being considered when minimal requirements have been met. He pointed out that this would streamline the procedure and remove the burden of self-advocacy. Dr. Rice pointed out that an annually up-dated file would provide the data base needed for decisions on appointment, tenure, promotion, and merit. Dr. Hopkins objected to an individual having to prepare annually for promotion. He pointed out that a self-initiated application permits the candidate to interweave achievements into a best-case presentation.
- d. Discussion regarding the responsibilities of the Division Promotions Committee centered primarily around whether or not that it grant or request an optional interview with the candidate prior to making its recommendation. Mr. Goss believed this to be legislatively too binding, and that flexibility for operation of the Committee be allowed within each Division. Dr. Gottcent believed there is no way to eliminate self-advocacy and stated that the promotions process should not be totally a paper process. In his opinion, an interview should always be included at the Division level, with the University Promotions Committee seeing that promotions standards are applied fairly across the University.

Regarding the section on the Division Chairperson's responsibilities, discussion centered around the formation and membership on the Division Promotions Committee. Dr. Van Over favored maximum flexibility at the Division level. Mr. Goss stated that it would be a staffing problem for small Divisions if a faculty member could not serve on both the Division and the University Promotions Committees. Dr. Abshier believed it beneficial if memberships overlapped because of the carry over in a member's knowledge of the material and the information not in print. Dr. Sands expressed concern that membership overlap would permit double reinforcement of one member's positive or negative evaluation. Discussion also centered on a written evaluation of the candidate's strengths and weaknesses. Dr. Pitzer emphasized the need for more personal advising with a Chairperson counseling each faculty member annually regarding his/her progress. In his opinion, weaknesses would best be discussed privately between the Chairperson and the faculty member. Dr. Gottcent believed that in an advocacy system, written evaluations should include weaknesses as well as strengths.

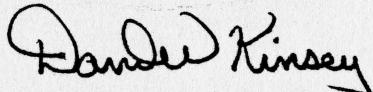
- e. Concerning item C.1., Mr. Goss recommended that all applications for promotion should be obtained only through the Office of the Vice President for Academic Affairs to assure that each applicant receives a copy of the current application form. He further recommended that C.5. be re-worded to read "To establish Division Promotions Committee to evaluate the candidate."

f. Discussion was initiated regarding the University Promotions Committee. Discussion centered on the merits of members being "senior tenured" faculty. Ms. Lux emphasized the need to omit the term "tenured", because it would discriminate against the Division of Allied Health. Mr. Bennett questioned the definition of "senior". Dr. Rice indicated that it was the custom of the Academy to require members to be "tenured full professors" who are the faculty members least vulnerable to subsequent acts of kindness or recrimination. Dr. Gottcent expressed his sensitivity to Division representation, yet was concerned for persons at a junior rank evaluating persons being considered for promotion to a senior rank. To address this discrepancy would be discriminatory to some Divisions. Dr. Hopkins recommended that each Division be represented by a "senior" member. Mr. Goss stated that it is useless to state specifics, because stipulating "senior tenured full professor" would in no way guarantee maturity or perspective.

4. The next Faculty Council meeting will be Monday, March 16, 1981 at 2:00 P.M. in the Faculty Reading Room.

5. The meeting was adjourned at 4:27 P.M.

Respectfully submitted,



David W. Kinsey
Secretary, Faculty Council
March 23, 1981