

UNIVERSITY REVIEW COMMITTEE
Thursday, October 24, 2013
11 a.m., Hovey 401D

MINUTES

Members present: Angela Bonnell, Phil Chidester, Doris Houston, Domingo Joaquin, Sheryl Jenkins, Bill O'Donnell, David Rubin, and Sam Catanzaro (ex officio)

Members not attending: Temba Bassoppo-Mayo

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson David Rubin called the meeting to order at 11:00 a.m.

II. Approval of minutes from the October 10, 2013 meeting

Phil Chidester moved, Angela Bonnell seconded approval of minutes from the October 10, 2013 meeting. The motion carried.

III. Action item: Five-year review of College of Education (ASPT) Standards

Committee members reviewed *2012 College of Education Appointment, Salary, Promotion, and Tenure Policies*, as approved by the College Faculty Status Committee in October 2011 and approved by the University Review Committee on November 8, 2011.

Doris Houston commented that references to campus ASPT policies throughout the document are helpful. She asked if there are other college standards to be reviewed this year. Bruce Stoffel indicated that only College of Education standards are scheduled for review this year. Standards from the College of Applied Science and Technology are scheduled for review in 2014-2015, standards from the College of Arts and Sciences, College of Business, and Mennonite College of Nursing are scheduled for review in 2015-2016, and standards from the College of Fine Arts and Milner Library are scheduled for review in 2016-2017.

Houston moved, Sheryl Jenkins seconded approval of *2012 College of Education Appointment, Salary, Promotion, and Tenure Policies*, as approved by the College Faculty Status Committee in October 2011 and approved by the University Review Committee on November 8, 2011 (attached). The motion carried.

IV. Other business

Sam Catanzaro reported that he had not received any new issues for review by the committee since the October 10, 2013, URC meeting. As issues arise, he will contact Chairperson Rubin.

Catanzaro reminded committee members that applications for tenure and/or promotion are due to department/school faculty status committees on November 1, 2013. Catanzaro explained

that URC is responsible for reviewing ASPT policies but does not adjudicate individual ASPT-related cases.

Stoffel reported that he was contacted by the Dean's office, College of Applied Science and Technology, regarding the CAST vacancy on the committee. Stoffel reported that, based on his conversation, it seems that the college has initiated or will soon initiate an election for a college representative on URC.

V. Adjournment

Rubin adjourned the meeting at approximately 11:15 a.m.

Respectfully submitted,
Angela Bonnell, Secretary
Bruce Stoffel, Recorder

Attachments:
2012 College of Education Appointment, Salary, Promotion, and Tenure Policies, as approved by the College Faculty Status Committee in October 2011, approved by the University Review Committee on November 8, 2011, and reviewed and approved by the University Review Committee on October 24, 2013.

**2012 COLLEGE OF EDUCATION
APPOINTMENT, SALARY, PROMOTION AND TENURE POLICIES**

Policies and procedures developed by Department Faculty Status Committees (DFSCs) within the College of Education will be performance-based, fair, clear, consistent with the mission of the College, and in conformity with College policies consistent with Illinois State University Faculty Appointment Salary Promotion and Tenure (ASPT) Policies effective January 1, 2012.

College Appointment, Salary, Promotion, and Tenure Policies

1. **Responsibility to Students:** Student achievement and learning are the primary ends of faculty work. Faculty members are expected to demonstrate a high commitment to students, offering the support and respect that are crucial to student success.
2. **DFSC Responsibility:** DFSC members must act in the best interests of the Department consistent with college and university policies. The Chair, as the permanent member of the DFSC, shall provide a long-term perspective on each faculty member's performance and offer recommendations to the DFSC regarding the work of the DFSC.
3. **CFSC Responsibility:** CFSC members must act in the best interest of the College consistent with department and university policies. CFSC members will participate in, be present at, and vote in ASPT deliberations (including appeals) involving individuals from each department, including their own department.
4. **Performance Expectations:** All faculty members, including those who are newly appointed, will be evaluated annually based on their record of performance between January 1 and December 31 for the calendar year of their evaluation. During the annual performance review, the DFSC shall consider activities performed (or reaching completion) during the calendar year being evaluated but give due attention to long-term contributions made by particular faculty. "Anonymous communications (other than officially collected student reactions to teaching performance) shall not be considered in any evaluative activities" (2012 ASPT Policies, V. 2. d., p. 21). Faculty performance in teaching, scholarly and creative productivity, and service may vary annually in terms of emphasis. "The annual performance evaluation process shall include (1) an annual assessment of the faculty member's performance in teaching, scholarly and creative productivity, and service; (2) a separate interim appraisal of the faculty member's progress toward tenure and/or promotion, if applicable; and (3) an overall evaluation of the faculty member's performance in the evaluation period as either "satisfactory" or "unsatisfactory" (2012 ASPT Policies, VII. E., pp. 25-26).
 - **Teaching:** The College of Education values outstanding teaching by all faculty members. No probationary faculty member shall be reappointed who does not demonstrate promise of excellence or excellence in teaching. All courses delivered by College of Education faculty members will be evaluated by students using an instrument with a common core of questions asked of all classes. Departments and faculty members may add questions to the instrument. In their policies and procedures, DFSCs must describe the acceptable mechanism(s) for the evaluation of teaching performance beyond that of student evaluations to be used within the Department (2012 ASPT Policies, Appendix 2, pp. 62-64).

- **Scholarly and Creative Productivity:** Scholarly and creative productivity may take many forms. Scholarly and creative productivity should be connected to the mission of the College of Education. Scholarly and creative productivity needs to result in products that are open to review by knowledgeable peers. Both individual and collaborative efforts in scholarly and creative productivity are valued (2012 ASPT Policies, Appendix 2, pp. 64-65).
 - **Service:** Faculty members shall make internal contributions within the University, College, and Department. They shall also make external contributions to schools, other education entities, professional associations, or organizations (2012 ASPT Policies, Appendix 2, p. 66).
5. **Promotion and Tenure:** Consistent with the 2012 ASPT Policies, VIII., pp. 26-39.
- Promotion to Associate Professor:* Faculty seeking promotion to associate professor must show evidence of sustained and consistent performance in all three areas as defined above, promise of outstanding contributions in the future, and connection to the mission of the College (2012 ASPT Policies, VIII. E. 2., pp. 27-28).
- Tenure:* The granting of tenure is a major decision. A summative review of a faculty member's professional activities shall be completed at the time a tenure recommendation is made (2012 ASPT Policies, IX, pp. 29-34).
- Promotion from Associate Professor to Professor:* Earning the rank of professor requires a level of accomplishment of the highest quality and sustained productivity across all three areas of performance expectations (2012 ASPT Policies, VIII. E. 3., pp. 28-29)
- Application Format:* In order to ensure uniformity and simplicity in the presentation of evidence from candidates for promotion or tenure, all DFSCs will use the College format for documentation. This format will be disseminated annually by the CFSC with the college policies.
6. **Salary Review:** The annual salary reviews should be directed toward ensuring that faculty salaries are consistent with the performance records of faculty in accordance with the expectations established by the DFSC and CFSC. DFSC criteria may also include equity and/or market adjustments for individual faculty. Except in unusual circumstances, salary recommendations may not be of equal shares (e.g. percents, dollars) across faculty.

CFSC approved October, 2011

URC approved November 8, 2011 with no changes

URC approved October 24, 2013 with no changes