

# IUPUI Faculty Council

## Annual Report 2016-17

*Prepared by:*  
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Director of Academic Affairs and Strategic Initiatives

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*We, the faculty members of Indiana University-Purdue University Indianapolis, in recognition of our common goal to better human conditions through the process of education, and in recognition and appreciation of the rights and responsibilities bestowed upon us by the state of Indiana through the Indiana University and the Purdue University Boards of Trustees for the accomplishment of this goal, do establish this Constitution for the purpose of creating a system which will aid in the identification, definition, and accomplishments of major specific objectives of this faculty.*

*~IUPUI Faculty Council Constitution Preamble*

### Getting the Job Done

#### **Policies/Amendments:**

- Clarified language in the IUPUI Emeritus Policy (Approved February 7, 2017)
- Task Force Recommendations for Non-Tenure-Track Faculty Serving on the IFC (Motion did not pass April 5, 2017)
- Academic Standing Policy: Probation, Dismissal, Reinstatement (Approved April 5, 2017)
- IUPUI Ombudsteam (Approved April 5, 2017)
- Expected Use of Canvas (Approved May 2, 2017)
- Revised Review Procedures for IUPUI Administrators (Approved May 2, 2017)
- Revisions to Constitution and Bylaws (Approved May 2, 2017)

#### **Resolutions:**

- Memorial Resolutions:
  - William F. Harvey (School of Law)
  - John C. Buhner (School of Liberal Arts)
  - William Reid (School of Science)
- Statement in Support of the Safety and Wellbeing of IU Students, Faculty, and Staff (Passed April 5, 2017)

#### **Elections:**

Elected to the Promotion and Tenure Committee

- Jeff Watt (through 2019)

Unit Representatives:

**Fairbanks School of Public Health\***

6/17 Ross Silverman

**School of Engineering and Technology**

6/18 Doug Acheson

6/17 Sarah Koskie

**School of Science**

6/18 Greg Druschel

6/18 Robert Minto

6/17 Peggy Stockdale

**Herron School of Art**

6/17 William Potter

**School of Health and Rehabilitation Sciences**

6/17 Wei Li

**School of Social Work**

6/18 Jeremiah Jagers

**IUPU Columbus**

6/18 Kevin Jones

**School of Informatics and Computing**

6/17 Ayoung Yoon

**University Library**

6/18 Tina Baich

**Kelley School of Business**

6/18 Tod Perry

**School of Liberal Arts**

6/18 Cornelis de Waal

6/18 Ray Haberski

6/18 Megan Musgrave

6/17 Lynn Pike

**Lilly Family School of Philanthropy\***

6/17 Dwight Burlingame

**School of Medicine**

6/18 Kacy Allgood

6/18 Erik Imel

6/18 David Nelson

6/18 Megan Palmer

6/18 Dan Rusyniak

6/18 Ruben Vidal

6/18 Frank Yang

6/17 Joseph Dynlacht

6/17 Alan Ladd

6/17 Lindsey Mayo

6/17 Li Shen

6/17 Jodi Smith

6/17 Emily Walvoord (Non-Member/NonVoting)

**McKinney School of Law**

6/17 Jim Nehf

**School of Nursing**

6/18 Joan Haase

**School of Dentistry**

6/18 Richard Jackson

6/18 Sean Stone

**School of Physical Education and Tourism Management**

6/18 Mark Urtel

**School of Education**

6/18 Jim Scheurich

**School of Public and Environmental Affairs**

6/17 Saba Siddiki

University Faculty Council:

Term Expires June 30, 2018

Ed Berbari (Engineering and Technology)

Charles Goodlett (Science)

Marc Mendonca (Medicine)

Jeff Watt (Science)

\*Indicates members of the UFC Executive Committee

IFC Executive Committee:

Term Expiring June 30, 2018

Tina Baich (University Library)

Ben Boukai (Science)

Josette Jones (Informatics and Computing)  
Deborah Stiffler (Nursing)

IFC Nominating Committee:

Term Expiring June 30, 2018  
Kathy Marrs (Science)  
Willie Miller (University Library)  
L. Jack Windsor (Dentistry)  
Marianne Wokeck (Liberal Arts)

At-Large Representatives:

**Tenured/Tenure Track**  
**Term Expiring June 30, 2018**  
Edward Berbari (E&T)  
Amy Blevins (Medicine Library)  
Terri Bourus (Liberal Arts)  
Angela Bruzzaniti (Dentistry)  
Amanda Friesen (Liberal Arts)  
Jennifer Herron (Medicine)  
Andy Hudmon (Medicine)  
Mark Kaplan (Medicine)  
Daniella Kostroun (Liberal Arts)/Amber Comer  
(Health/Rehab Sciences) - Prof. Kostroun on sabbatical 2016-17. Amber  
Comer serving 2016-17; Daniella Kostroun serving 2017-18.  
Joan Kowolik (Dentistry)  
Robert Minto (Science)  
Kristi Palmer (University Library)  
Christine Picard (Science)  
Rick Ralston (University Library)  
Joseph Unthank (Medicine)  
Clark Wells (Medicine)  
L. Jack Windsor (Dentistry)

**Non-Tenure Track**  
**Term Expiring June 30, 2018**

Clinical Category  
Rebecca Dixon (Medicine)  
Jennifer Embree (Nursing)

Lecturer Category  
Rob Elliott (Engineering and Technology)  
Anita Giddings (Herron)/Stephanie Doty (alt for 2017)

Research Category  
Robert Barr (Science)  
Michelle Yip-Schneider (Medicine)

Faculty Board of Review Pool:

Term Expiring January 31, 2018  
Charles Goodlett (Science)  
Josette Jones (Informatics and Computing)  
Miriam Murphy (Law Library)

Kristi Palmer (University Library)  
Horia Petrache (Science)  
Karen Pollock (Medicine)  
John Schild (Engineering and Technology)  
Clark Wells (Medicine)  
L. Jack Windsor (Dentistry)  
Marianne Wokeck (Liberal Arts)

Faculty Grievance Advisory Panel: Term Expiring January 31, 2018  
Miriam Murphy (Law Library)  
Kristi Palmer (University Library)  
L. Jack Windsor (Dentistry)  
Marianne Wokeck (Liberal Arts)

### **Annual Report on Board of Review Activity (Since May 2016)**

Rachel Applegate, President  
IUPUI Faculty Council Meeting  
May 2, 2017

**Total Number of Board of Review Cases:** 4 (Appointed in 2016-2017)  
**Total Number of Requests Denied:** 2

Number of Board of Review Cases (Approved) for:

- Dismissal
- Academic Freedom
- Non-Reappointment
- Tenure
- Promotion
- Salary Adjustment 1\*
- Nature or Conditions of Work 2\* (One case including fairness of treatment.)
- Office of Equal Opportunity 2

\*Same case.

Cases Carried Over from 2015-2016:  
These cases are not included in the count above.

Board of Review Case 16-01: A Board of Review was appointed, and a formal hearing was held on June 6, 2016, regarding a negative promotion and tenure decision. The board's recommendations did not fully support the grievant. The chancellor accepted the board's recommendations.

Complaint Case 16-02: A complaint case was appointed for review by the Faculty Council Executive Committee as per the bylaws of the Faculty Council regarding matters concerning the Office of Equal Opportunity. The EC's recommendations did not fully support the grievant. The chancellor accepted the board's recommendations.

Requests Approved 2016-2017:

Complaint Case 16-03: A complaint case was appointed for review by the Faculty Council Executive Committee (EC) as per the bylaws of the Faculty Council regarding matters concerning the Office of

Equal Opportunity. However, after review of the materials presented by the grievant and the OEO director, the EC voted not to proceed with the case.

Complaint Case 16-04: A Board of Review was appointed, and a formal hearing was held on December 13, 2016, regarding the nature or conditions of work, fairness of treatment, and salary adjustment. The board's recommendations did not fully support the grievant. The chancellor did not accept the board's recommendations; however, he did encourage the school to consider suggestions made by the board for better communication and faculty consultation.

Board of Review Case 16-05: A board of review was recommended, but not appointed as the grievant did not pursue the grievance after assignment. Category: Nature or conditions of work.

Board of Review Case 17-01: A board of review was appointed, and a formal hearing was held on April 28, 2017, regarding the nature or conditions of work. A report has been submitted to the chancellor. The outcome of this case will be reported during 2017-2018.

#### Requests Denied:

A request for a Faculty Board of Review was received after a negative promotion and tenure decision. After negotiations, an administrative resolution was not achieved. The IFC Executive Committee did not agree to move the case forward to a formal review.

A request for a Faculty Board of Review was received concerning the nature or conditions of work. The IFC Executive Committee did not agree to move the case forward to a formal review.

Total Number of Grievances Referred to the Faculty Grievance Advisory Panel: 2  
Members of the Faculty Grievance Advisory Panel reported three contacts by faculty members or librarians during the 2016-2017 academic year.

- 0 Grievances were resolved prior to any request for a Board of Review.
- 2 Grievance was sent to a Board of Review.
- 1 Grievances have not been referred to a Board of Review.

### **Continuing the Work**

Per the IFC Constitution, Chancellor Charles Bantz gave the annual State of the Campus address on November 1, 2016.

The Faculty Census was presented on January 10, 2017, and can be found attached to the minutes of that meeting.

#### **Committee Reports:**

See the individual full reports on the committee web pages at <http://www.iupui.edu/~fcouncil/committees>. A Report on Council Actions follows:

# Report on Council Actions 2016-17 (per Bylaws Article 1. Section C.3)

## Committee Assignments

### Academic Affairs Committee

Assigned:

- Student Achievement Record - part of Comprehensive Student Record Project - <http://www.aacrao.org/resources/record>
  - Invite Mary Beth Myers and Gil Latz to EC meeting to discuss project. Key issue is whether student can/should be credited for learning on “achievement record” (co-curricular transcript) if there already is a RISE designation on transcript.
- Potential Policy on Credit Hour Overlap Between Minor to Major or Major to Second Major (Porter email of 5-14-14) *(Reported at February 3, 2015, IFC Meeting: The committee concludes that the academic units should have such policies and is generating a draft.)*
- Potential “refreshing/updating” of Principles of Undergraduate Learning. [Partner with Undergraduate Affairs Committee.] Can they be integrated with Principles of Co-Curricular Learning?
- Policy on the use of transferred credits being counted for award of both major and minor programs

Completed:

- Action on inclusion of required statements and policies in all course syllabi
- Academic Standing Policy: Probation, Dismissal, Reinstatement (PDR)
- Appointment of a liaison between the Undergraduate Admissions Committee and the Academic Affairs Committee
- Consideration of pre-proposal phase for new academic degree programs
- Policy on faculty sponsorship of student admission as a beginning freshman (First read at May 2017 IFC meeting. Second read/vote at September 2017 IFC meeting.)

Carry Over to 2017-18:

- Discussion of university degrees and policies being implemented without discussion by the committee.
- Credits transferred from campuses within both the IU and Purdue systems, how credits outside these systems are viewed by IUPUI, and how many credits must be taken at IUPUI before an undergraduate diploma may be granted at the IUPUI campus.

New for 2017-18:

- Proposal to move Commencement to Saturday (Provisional approval given by email vote by 2016-17 committee.)

### Budgetary Affairs

- Banded tuition results
- Performance funding / any legislative teams
- Beautifying campus
- Counting School of Medicine percentages for governance and assessments

### Campus Planning Committee

Assigned:

Completed:

- Campus Conversations
- Campus Conversations Mission Statement and Process Outline
- Work with Faculty Affairs Committee on School of Medicine tenure, practice plan, and compensation (Deferred to Faculty Affairs Committee per IFC-EC)
- RCM Review Feedback
- Monitor Strategic Plan including process and performance indicators
- Guidelines for building signage
- Request updates on Welcoming Campus Initiative.

Carry Over to 2017-18:

- Review and comment on Continuing Student Campus Survey
- Review and comment on PULSE surveys (e.g., campus safety, diversity, common theme).
- Review and comment on National Survey of Student Engagement (NSSE) and other tools that gather information about students and faculty
- Request updates on implementation of IUPUI Strategic Plan and Welcoming Campus Initiative. Report any concerns to IFC.

New for 2017-18:

- Campus Conversations (annual)

- Monitor impact on faculty and campus from changes in medical school operations. Make recommendations for responding to changes.

#### **Constitution and Bylaws Committee**

Assigned:

Completed:

- Verbatim Minutes: Withdrawn
- Metropolitan Affairs Committee: Removed from bylaws as inactive committee.
- Review Constitution Article 1. Faculty Membership. Section A1. to reflect members of the faculty are those whose tenure home is IUPUI regardless of where they primarily work. : Withdrawn
- Email voting: Withdrawn
- Recognition of Honors College: Withdrawn
- Undergraduate Curriculum Advisory Committee: Removed from bylaws.
- Time limit for a Board of Review: Bylaws amended
- Use of electronic means for attendance at Boards of Review: Bylaws amended
- Allow use of Senior Academy faculty when considering composition of Boards of Review: Withdrawn

Carry Over to 2017-18:

New for 2017-18:

- Amend the Bylaws Grievance Procedures to allow for a Unit Recommendation Report to follow a completed Board of Review. The purpose of the Unit Recommendation Report would be for the Board of Review to recommend to the Chancellor or dean structural changes in the operations of an academic unit that would benefit the prevention of future grievances. (Received by the Committee in e-mail message from Rachel Applegate on April 24, 2017.)

#### **Distance Education Committee**

Completed:

- Review ePort/Taskstream transition
- IU Online fee usage and student services, online testing, residency (how courses are counted)
- Monitor testing and validation on testing performed through IUPUI Testing Services office
- Video technologies for conference calls
- Unizin development and Next.IU.edu
- Online accessibility and Quality Matters

Carry Over to 2017-18:

- Monitor Graduate Faculty Council for graduate-level policies
- Follow-up with Unizin
- Follow-up with online proctoring
- Follow-up with the transition to Zoom from Adobe Connect

New for 2017-18:

- Updates from IU Online
- Updates from Quality Matters
- Support structures for students who are fully online.

#### **Faculty Affairs Committee**

Completed:

- Sexual Violence Prevention policies and procedures: Review occurred in University Faculty Council
- Recommendation to IFC and campus P&T Committee to review and revise differing guidelines for presenting a balanced case for clinical faculty in core schools: Discussed and approved by IFC-EC and IFC.
- NTTF Task Force Report (Tabled in May 2015): Proposal presented again in April 2016, but did not pass. Next steps are identified under Carry Over to 2017-18.
- Assign a faculty member to serve on the Campus Center Advisory Committee (along with Rob Wolter of E&T): Elizabeth Kryder-Reid was appointed.
- Discuss the need for an “ombudsteam” for faculty grievances: Next steps are needed.
- Policies for use of faculty data present in Activity Insight/Digital Measures (e.g., can it be accessed by Office of Community Engagement for reporting on community-engaged research?)
- Emeritus policy: Discussion of including lecturers: Approved.
- Review and report on IUPUI Guidelines for Faculty Work Arrangements: Endorsed by IFC.
- Review “Review Procedures for IUPUI Administrators” in the Faculty Guide. Propose removing the “NOTE” and list of leaders at the end of the policy: NOTE was deleted from the policy by the IFC

Carry Over to 2017-18:

- Review draft Adjunct Faculty Policy/Procedures for Promotion (*On 4-21-14 committee agenda. Lavitt gave to Koskie on 2-2-15 by email. Will be addressed at the September 2015 meeting. 5-2017 Report: SAVCAA will coordinate with FAC when and how to resume discussion and communication about this issue.*)
- How to assure (IUSM) NTTF that they have a voice, even if their vote remains restricted in accordance with university policies (60/40 proportion of tenure-line to NTT faculty)? IFC-EC is working on a policy.
- Need for systematic analysis of policies and procedures in the Faculty to assure definitions for “faculty” and “full-time,” for example, are consistent and correctly and appropriately applied: The SAVCAA and the Constitution and Bylaws Committee need to be involved in coordinating this effort.
- Review policies and procedures for tenure, practice plan, and compensation in the School of Medicine.
- Determination of “full-time” for School of Medicine faculty, especially with those whose “effort” and compensation is primarily in IU Health.
- (Re)consideration of new NTT faculty appointment/title: Assistant/Associate Professor of Instruction: Refer to notes about “specialized faculty;” ask IFC-EC to coordinate with OAA and insist that all academic units follow the policies and procedures.  
Northwestern University: <http://www.weinberg.northwestern.edu/faculty/documents/Teaching-Track%20Policies.pdf>

Track%20Policies.pdf

- Discuss the creation of a subcommittee of the Faculty Affairs Committee and the campus P&T Committee to review core school policy of P&T at IUPUI.

**Faculty Guide Committee**

Completed:

- Annual review of guide for archiving.
- Added: IUPUI Guidelines for Faculty Work Arrangements (Section Two).
- Added: Clinical Faculty Promotion and Tenure Criteria and Expectation (Section Two).
- Added: Sexual Misconduct Policy (Section Two).
- Added: Nepotism Policy (Section Two).
- Added: Academic Standing Policy: Probation, Dismissal, Reinstatement (Section Four).
- Added: Transfer of Credit Completed at the 100 and 200 Level (Section Four).
- Bylaws moved to an appendix.

Carry Over to 2017-18:

- Revisit the status of Circular 2017-07.1 – Creation of an IUPUI Ombudsteam (up for second read/vote at IFC)

Action Items:

- Review the Faculty Guide to identify any policies that are potentially outdated and recommend to the IFC that the identified policies be assigned to the appropriate council committees for currency review.

**Fringe Benefits Committee**

- Benefits: Keep pushing to get the message out about benefits in a timely manner.
- Get the word out to faculty: Clinical Care Services at IUPUI (<http://hr.iu.edu/benefits/CCServices/index.html>)
- Comparison of benefits for IUPUI and IUB faculty.
- Maternity and Family leave
- Benefits for part-time faculty
- How does the IUPUI benefits plan compare to other institutions?

**Library Affairs Committee**

Completed:

- Library Renovations (from President’s Retreat 2016)
- Ensure access to campus-specific resources for student who take online courses
- Explore adding doctoral student thesis information to IUPUI transcripts
- Link open access uploading to Activity Insight.
- Continue to monitor Open Access usage, faculty feedback, strategies to increase usage and implement improvements if necessary.
- Ensure library meets the needs of the IUPUI faculty

Carry Over to 2017-18:

- Continue to monitor Open Access policy
- Link open access uploading to Activity Insight.
- Providing input to and advocating for the University Library at IUPUI
- Evolving nature of the scholarly record
- Explore adding doctoral student thesis information to IUPUI transcripts

- Online Journals: Confirm that knowledge base document is available and students on other campuses have access to online materials.
- University Library budgetary concerns: Advocate for increase in budget.

New for 2017-18:

- Library Town Halls and Campus Tour

#### **Promotion and Tenure Committee**

- Balanced case for clinicals
- Reviewing major/substantive changes to the guidelines each year (distinguishing between cosmetic or procedures changes and those involving substance)

Completed:

- Incorporating the vice chancellor for research into the review of cases
- Public Scholar criteria and approval process

#### **Research Affairs Committee**

- Timeline for search for VC for Research
- Role of the VC for Research in promotion and tenure proceedings.
- Policy Reviews:
  - Revisions to the Sponsored Research Programs – Internal Submission Deadlines: <http://policies.iu.edu/policies/categories/research/IU-Research-Policies/internal-deadlines.shtml>
  - Laboratory Safety: <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-EHS-02.shtml>
  - Dual Use Research of Concern: <http://policies.iu.edu/policies/categories/research/IU-Research-Policies/durc.shtml>
- Policy on Centers and Institutes
- Update on the transparency and funding of programs
- Indirect Cost Recovery guidelines to the IFC.
- Center designation process – inventory of active/inactive centers as a first fact-finding step.
- IUCRG Program – faculty input into future directions/funding priorities if the program continues.

#### **Staff Relations Committee**

Completed:

Carry Over to 2017-18:

- Review policies and procedures in the bylaws that govern the IFC's Staff Relations Committee and, comparably, the ISC's Faculty Relations Committee and change them to current practices.
- Review impact of HR 2020
- Search committee training (better and more systematic across campus and at all levels)
- Effective ways of communication about issues and concerns of interest to all IUPUI employees.
- Overcome incompatible technologies that hinder effective communication across campus and systems.

#### **Student Affairs Committee**

Assigned:

- Review of sexual misconduct policy brought forward by the UFC
- Diversity
- Off-campus student conduct (note new Greek policy)

Completed:

- Academic Misconduct
- Campus climate for adult learners
- Monitor campus pedestrian safety
- Review of RISE Program Proposal for Formal Student Recognition and Awards

Carry Over to 2017-18:

- Update the Academic Misconduct portion of the Student Code of Rights, Responsibilities, and Conduct
- Campus pedestrian safety
- Campus climate for adult learners

#### **Technology Committee**

Completed:

- Need nominees for University Faculty Council ad hoc co-committee (Caitlin Pollock, Rob Elliott, Kate Thedwall)
- Review usage of Activity Insight.
- Review BLUE pricing and use.
- How does the committee become informed about policies, guidelines, recommendations, proposed technologies, etc., and how can it provide input before a decision is made?

- Updates on new classrooms and classroom technology: Need better coordination with the registrar (classroom scheduling) so that faculty who need technology are given the classrooms that are appropriate.
- IU Online: Issues surround fees, support, faculty control over the curriculum, technology, instructional design, etc.
- Review usage of eDossier System
- IU's Videoconferencing Strategy: Are faculty clear about what is being proposed and whether it fits their needs?
- Update on Unizin.
- Update on next.iu pilots.
- Update on Quality Matters.
- Update on Duo and IT Security.
- Update on web collaboration tools.
- Update on UITS Role and Responsibility Clarification.
- Update on Accessibility.
- Update on Crimson Card.

Carry Over to 2017-18:

- How does the committee become informed about policies, guidelines, recommendations, proposed technologies, etc., and how can it provide input before a decision is made? *Matt Gunkel shared a proposal about a better dissemination plan for existing UITS resources (January 2017). We also worked on sending questions to presenters ahead of time so that they would be able to be prepared with answers and make efficient use of everyone's time.*
- Updates on new classrooms and classroom technology. *Matt Gunkel, Julie Johnston, and Mary Beth Myers gave a presentation in January 2016, but were willing to return to given an update.*
- Update on web collaboration tools
- Canvas update
- New Electronic and IT Accessibility Coordinator
- Have Marcia Gonzales (compliance office) come and talk about the role of UITS for accommodations and accessibility. Also launch of an ADA course for faculty that is supposed to be ready in fall 2017.
- Continue meeting in different locations to try out the technology. Can alert faculty and UITS of the joys and struggles with different technology setups.