

IUPUI School of Education Faculty Affairs/Budgetary Affairs Committee
2008-09 Annual Report

Committee Members: Mary Fisher; Linda Houser; Signe Kastberg (ex officio); Keith Morran (Chair); Pat Rogan (ex officio); Josh Smith; Pat Stites (ex officio); Chalmer Thompson

The IUPUI Faculty Affairs/Budgetary Affairs Committee met monthly during the 2008-09 academic year. The Committee served in an advisory capacity to Dean Gerardo Gonzalez and Executive Associate Dean Pat Rogan on budgetary and faculty affairs matters and also made policy recommendations on related matters. The following major issues were considered during the year:

Financial Health: Summary financial reports were reviewed by the Committee on a regular basis and discussed with Executive Associate Dean Pat Rogan. A wide variety of options were regularly discussed in relation to increasing revenues and decreasing expenses for the IUPUI School of Education.

Faculty Summer Salary: Due to the uncertain financial situation of the IUPUI School of Education, the Committee recommended that faculty receive summer salaries of 9% of base salary for three-credit courses with a salary cap of \$9,000 per course. It was also recommended that this policy be revisited each year (document attached).

Joint Policy Proposals with the IUB Faculty/Budgetary Affairs Committee: The Committee worked in collaboration with the IUB Committee on the following policy proposals (documents attached):

- Departmental Voting Eligibility for Split-Appointed Faculty (approved by Policy Council with amendments)
- Chair's Letters in Promotion and Tenure Cases (approved by Policy Council with amendments)
- Unsolicited Faculty Letters in Promotion and Tenure Dossiers (approved by Policy Council)
- Participation of Associate Faculty Members on the P&T Committee (forwarded to the Policy Council Agenda Committee)

Doctoral Student Teaching Salary: At the request of Executive Associate Dean Pat Rogan, the Committee reviewed the current policy of paying doctoral student part-time instructors \$3,900 per three-credit course. Due to the current financial conditions and the fact that we currently pay doctoral level part-time instructors only \$2,000 per three-credit course, it was recommended that

doctoral student instructors also be paid at a rate of \$2,000 per three-credit course beginning with the summer 2009 semester (document attached).

IUPUI SOE Course Syllabi Guidelines: In response to the IUB Faculty Affairs Committee's feedback, our Committee recommended changes to the existing IUPUI SOE syllabi guidelines to cast them more as "guidelines" rather than as "requirements". This was done to avoid infringing on the academic freedom of faculty. These changes have now been implemented (document attached).

Report submitted: April 13, 2009

IUPUI School of Education
Policy Statement on Faculty Summer Salaries

Beginning with the summer 2009 semester, the IUPUI School of Education policy on faculty summer salaries will be as follows:

Six Week Courses

Faculty (tenured, tenure-line, and clinical) will be paid nine percent (9%) of their base salary, up to a maximum of \$9,000, for each regular (non-workshop) three credit course (or proportionately for other than three credits) taught during summer sessions for all undergraduate courses with enrollments of 22 students or more and graduate enrollments of 18 students or more. For undergraduate courses with less than 22 students or graduate courses with less than 18 students, faculty will receive a prorated salary based on the percent of enrollment as compared to the minimum required enrollment for their course (e.g., if a class has only 80% of the minimum enrollment, the faculty member would receive 80% of the salary that would have been received if the class met or exceeded the minimum enrollment).

Ten days prior to the beginning of the summer session for which a course is scheduled, if the course does not have the minimum enrollment of students at that time, the faculty member must make a decision to either not teach the course, or to teach it at the prorated salary amount if the required minimum enrollment is not eventually met. Faculty members may request summer teaching assignments of a maximum of six semester credits; however, the Executive Associate Dean of the IUPUI School of Education (or his/her designate) will make the final determination of which courses are to be offered during any particular summer session. Although faculty requests for summer courses will be honored when feasible, faculty members are not guaranteed summer teaching assignments.

Workshops

Faculty members (tenured, tenure-line, and clinical) will be paid \$2,000 per three credit workshop (or proportionately for other than three credits). This salary will be prorated if the enrollment is less than 24 students.

Annual Reconsideration of Policy

The financial situation of the IUPUI School of Education is subject to variation from year to year; therefore, it is recommended that this policy be revisited each year and modified as needed.

Recommendation of the IUPUI Faculty Affairs/Budgetary Affairs Committee
April 8, 2009

Departmental Voting Eligibility for Split-Appointed Faculty

A Policy Proposed by IUB FAC Spring 2008

Proposed Policy

Some faculty in the School of Education hold split appointments across academic departments within the School. Faculty who are appointed to academic departments at .5 FTE or more for their faculty line are eligible to vote on all departmental matters, in accordance with School policy, including promotion and tenure decisions. Faculty who are appointed at less than .5 FTE for their faculty line are not eligible to vote on departmental matters. [This policy will apply only to core campus academic departments and will not apply to the campus-specific departments at IUPUI.]

It must be noted that the voice and participation of all faculty in the life and business of their respective departments, regardless of the level of appointment, should be encouraged. Eligibility to vote represents only one such mechanism for participation.

Rationale

The guiding principle involved in our decision is the premise that voting in departments requires a certain level of understanding of departmental activities. Faculty who serve *at least* .50 FTE in a department are sufficiently engaged with the department to possess the kind of knowledge that would best serve the responsibilities of a vote. When a person is engaged in a department through an appointment less than .5 FTE, it is expected that the faculty member would not possess sufficient knowledge of the department's work to afford a responsible vote.

Proposed Policy on Chair's Letters in Promotion and Tenure Cases

Submitted by the Budgetary and Faculty Affairs Committees IUB and IUPUI

March 3, 2009 as amended by Policy Council April 1, 2009

With respect to Promotion and Tenure cases, the Chair of the Department or designated Chair of the Primary Committee will be asked to write a narrative paragraph characterizing the discussion of the Primary Committee and then share that paragraph with faculty involved in the particular discussion and vote. Faculty will email the chair if they have corrections to recommend or discrepancies to voice. This document will be included in the Dossier.

Rationale:

This policy increases both the transparency of the process and the inclusion of faculty voice in the process. Moreover, this policy would make it possible for faculty to provide feedback on how their views are being represented by the narrative.

Policy Regarding Unsolicited Faculty Letters in Promotion and Tenure Dossiers

Jointly Proposed by the IUB and IUPUI Faculty Affairs Committees

Spring 2009

Unsolicited letters received from Indiana University faculty members will not be included in the promotion, tenure or long-term contract dossiers of School of Education candidates. This policy will apply to all School of Education promotion, tenure, and long-term contract candidates on the IUB and IUPUI campuses.

Rationale

There should be a uniform policy concerning unsolicited letters that is applied consistently across all departments in the School of Education. Allowing the inclusion of unsolicited letters in the dossier can enhance the openness and transparency of the promotion and tenure process; however, their inclusion also creates the possibility that a small minority of faculty could have a disproportionate influence on promotion and tenure decisions. Given that all primary committee faculty have the opportunity to openly voice their opinions in the primary committee meeting, it seems most fair to disallow the inclusion of unsolicited letters for all candidates.

Proposed Policy: Participation of Associate Faculty Members on the P&T Committee

Submitted by the Budgetary and Faculty Affairs IUB and IUPUI

April 8, 2009

Proposed Policy:

Associate Professors may serve on the School of Education Promotion and Tenure Committee. At any given time, there should be no more than two Associate Professors serving on the committee and they will recuse themselves for the discussion and vote on promotion to Full Professor cases.

Rationale: Sometimes it is difficult to achieve desired diversity on the committee given the existing pool of full professors, across a variety of terms – gender, department, race, for examples. There is no policy against having Associate Professors serve on the P&T committee. The Budgetary and Faculty Affairs committees at IUB and IUPUI think it is reasonable to draw on those in the Associate Faculty ranks to diversify the P&T committee when needed.

Additional Note:

In order to avoid any possibility that the School's P&T Committee vote might result in a tie, the Agenda Committee asked us to either provide a way of resolving ties or amend the proposal to seat exactly two Associate Professors when Associate Professors are to be included. The IUB Faculty Affairs Committee does not share the Agenda Committee's concern of ties. In fact, we do not see this as a problem at all. By insisting on two and exactly two Associate Professors whenever Associate Professors are to be included on the committee we potentially decrease the likelihood of including Associate Professors at all. We, thereby, jeopardize the practical potential of solving the problem to which this policy speaks, namely providing a viable mechanism for achieving desired diversity on the committee. Even if the committee was made up of all Full Professors there might still be reasons why someone would recuse oneself from the vote. Therefore there still could be a tie vote. Because we do not see a tie vote as problematic and because we have much greater concern over a failure to establish mechanisms through which we might diversify the committee, we would prefer that the agenda committee put forward our proposal as edited above.

However, we do not want to risk having this returned to our committee again. Given that we are nearing the end of the semester and are soon to run out of Policy Council meetings, we feel a sense of urgency. It is with that urgency that we offer the proposal below as a second option if Agenda Committee is unwilling to forward the above proposal to Policy Council.

Thus, you have two proposals in front of you. We will support either one, but we have a strong preference for the original one.

Second Proposal:

Associate Professors may serve on the School of Education Promotion and Tenure Committee. At any given time Associate Professors are included on the Committee, there must be exactly two. Those two Associate Professors serving on the committee will recuse themselves for the discussion and vote on promotion to Full Professor cases.

IUPUI School of Education

Policy Statement on IUB Doctoral Student Teaching Salaries

Beginning with the summer 2009 semester, the IUPUI School of Education policy on IUB doctoral student teaching salaries will be as follows:

IUB doctoral students teaching courses on the IUPUI campus will receive \$2,000 per three credit course (or proportionately for other than three credits). This base rate may be reduced proportionately for undergraduate courses with enrollments of less than 22 students or for graduate courses with enrollments of less than 18 students.

Recommendation of the IUPUI Faculty Affairs/Budgetary Affairs Committee
February 18, 2009

COURSE SYLLABI

To fulfill responsibilities as Indiana University faculty, each faculty member, each semester, submits a copy of course syllabi to the Scheduling Officer (akornbro@iupui.edu). Syllabi are collected and kept on file so that they might be available upon request. Electronic copies of course syllabi are submitted to Rae Kornbroke (akornbro@iupui.edu) by the end of the 1st week of the class. Syllabus guidelines are listed below.

1. Semester/year (Spring 2008), **DEPT code**, Course number, class (section) number and title;

Ex: Spring 2008

EDUC W531 / 12375 "Computers in Education"

2. Instructor name, office and telephone numbers, office hours
and/or other contact provisions;
3. Course description
4. Course goals and rationale/narrative overview;
5. Course grading system that is intellectually justifiable

Please include grading scale or holistic grading requirements.

Clearly state what equates an A, B, etc.

6. Attendance policy

7. Statement about plagiarism (see attached)

8. Statement about accommodations (see attached)

Notes: Guidelines 1 through 6 are drawn from the Faculty responsibilities identified in the Indiana University Academic Handbook (p. 49).

Guidelines 7 and 8 are recommended by IUPUI administration.