

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #6, 2012-13)

February 14, 2013

4:00 p.m.

Letterman Building (LB) 125

Approval of senate minutes of November 29, 2012

- I. Announcements
- A. Campus Smoking Policy
Smoking Policy Review and Implementation Committee
Dr. Kay Bales, Vice President for Student Affairs, Dean of Students
- B. Survey Report
President Jo Ann Gora
- C. Next Scheduled Meetings
Senate Agenda Committee – Monday, March 11, 2013, 2:00p.m. (LB 104)
University Senate – Thursday, March 21, 2013, 4:00 p.m., (LB 125)
- D. Results of Constitutional Amendments (Division of Salary and Benefits Committee, Membership of Undergraduate Education Committee, Merging of Instructional Media Support and Information Technology Committees - Enclosure #1)
- E. Results of Constitutional Amendment by electronic vote
(Revision of Start Date for University Senate Executive Committee)
- 70 members eligible to vote, 47 voted
 - Quorum is 36
 - Yes – 46, No – 1
- F. Contract and Salary Information (Enclosure #2)
- G. University Salary Document (Enclosure #3)
- H. Department Name Change
- Current: Department of Art
Proposed: School of Art
- I. Response from Undergraduate Education Committee concerning online vs. on-campus courses (Enclosure #4)
- II. Recognition of Death – Arnold Lee Cirtin, Adelaide Meador Cole, Edward Lyon, Jerry McManama
- III. Council/Committee/Student Senate Reports
- A. Governance and Elections Committee – Ralph Bremigan, Chairperson

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- B. Faculty Council – Kip Shawger, Chairperson
- C. University Council – Katie Slabaugh, Chairperson
- D. Campus Council – Kevin Thurman, Chairperson
- E. Student Senate – Chris Wilkey, President, Student Government Association

IV. Report by Chairperson of Senate – David Pearson (Enclosure #5 - Issues in the Senate System)

V. Question and Answer Period

VI. Unfinished Business

- A. Diversity Statement SR-02-10/11 (Enclosure #6)

VII. New Business

- A. Revision of Graduate Faculty Policy (Enclosure #7)
- B. Motion from Undergraduate Education Committee (UEC) regarding spring semester finals week:

UEC 11/19/12

Faculty Council 1/10/13

University Council 1/24/13

Campus Council (Failed 1/31/13)

“Change the Spring semester to follow the Fall semester more closely, and to go to a four-day finals week with the Monday of that week given back to instruction. This would add one day of teaching to the Spring semester and make it equivalent to the Fall in terms of the number of class days.”

VIII. Other Items

IX. Adjournment

/mt

MINUTES OF THE FIFTH MEETING OF THE 2012-13 UNIVERSITY SENATE
Thursday, November 29, 2012

Members Present: 57

Members Absent: 14

1. The meeting was called to order at 4:00 p.m., by the Chairperson of the University Senate, David Pearson.

Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: E. Agnew, A. Beane, R. Bellaver, E. Bowers, R. Bremigan, B. Brey, S. Byrum, J. Cassady, B. Canada, J. Chapman, M. Chiuini, C. Corbin, G. Dodson, J. Ellery, J. Forbey, A. France, M. Gerhard, J. Gora, D. Grosnick, J. Gruver, M. Guntsche, J. Hammons, M. Hanley, A. Harden, E. Hashimov, T. Hendricks, M. Holtzman, J. Huff, J. Jemiolo, T. King, K. Koch, K. Kreamelmeyer, M. Maggiotto, T. Mahfouz, S. Pattison, D. Pearson, L. Pellerin, N. Perera, K. Pierce, D. Shawger, K. Slabaugh, G. Stamp, M. Steib, C. Stone, K. Thurman, C. Updike, D. Wheeler, C. Wilkey

Substitutes: Con Sullivan for H. Closson, Jensen Zhao for R. Davis, Lucinda Van Alst for J. Ledbetter, Jerry McKean for P. Magro, Charles Haynes for C. Munchel, David Roof for T. Richardson, Ann Brown for G. Slater, Gloria Pavlik for L. Wiley, Sviatoslav Dmitriev for S. Zhuk

Members Absent: S. Aegisdottir, O. Benkato, P. Buis, J. Dowden, C. Griewank, Z. Guzelderli, M. Hamil, B. Hannon, J. Kluth, L. Lehman, E. Levitt, R. Purviance, S. Rice-Snow, J. Strauss

2. A motion was made and seconded (Shawger/Steib) to approve the minutes of October 25, 2012.

Joyce Huff was present at the meeting but was marked absent.

The motion carried.

3. Announcements

- A. Campus Smoking Policy

Smoking Policy Review and Implementation Committee

Dr. Kay Bales, Vice President for Student Affairs, Dean of Students

Vice President Bales introduced Kerry Anne McGeary, Director of the Global Health Institute, Phyllis A. Miller Professor of Health Economics, and Associate Professor of Economics. Dr. McGeary presented a very brief PowerPoint presentation (Attachment #1) regarding the committee and their findings and recommendations for the Ball State campus to be completely smoke and tobacco-free. All designated smoking areas would be closed. Rationale was also presented.

Due to time constraints, there was no time for questions to the committee. The PowerPoint presentation will be forwarded to the senate members for review and submission of questions or concerns.

- B. Dr. Randy Howard

Vice President for Business Affairs, and Treasurer

Vice President Howard presented a brief PowerPoint concerning the healthcare benefits at Ball State. He responded to the following questions (Attachment #2)

- *Are health incentives making any difference?*

The literature is mixed. Smoking is a definite. The university is working to selectively choose those things that have a fiscal and personal benefit.

- *What if a spouse cannot obtain insurance from their employer?*

This constitutes a qualifying event that is federally supported. We will not drop any from our insurance if we do not have proof that their employer has picked them up for insurance.

- *Is the university looking at equivalencies across different insurance companies? When we drop spouses and dependents, what is the employee saving?*

The university tried to put a couple of equivalencies in place, one of which is the subsidy level (put at 60% or higher). We still allow you to put the spouse on as a secondary insurance.

- *So if you take your spouse off of this policy, does your premium go down?*

The reason for putting these changes in place was to reduce the pressure on premium increases. Implementing these changes affects both the university and the employee. There are some who will pay more for their spouse's healthcare plan. Our primary goal is to make sure we can offer quality healthcare to our employees.

Because of time constraints for the meeting, employees were directed to the Payroll and Employee Benefits website to find answers to healthcare questions: peb@bsu.edu. Vice President Howard also offered to personally answer any questions. His e-mail address is: rbhoward@bsu.edu.

4. Agenda Items I.C. (Next scheduled meetings), D. (Program Information), and E. (Board of Trustees Action) were reviewed.
5. There was a moment of silence to recognize the deaths of Veva McCoskey, Harlan Roepke, Byron Torke, and most recently, current faculty member Brian C. Donehew.
6. Committee Reports
 - A. Governance and Elections Committee – Ralph Bremigan, Chairperson, reported the committee did not meet as there was nothing on the agenda that was time-sensitive.
 - B. Faculty Council – Kip Shawger, Chairperson, reported the council met on November 1 for a lengthy meeting. Jennifer Bott spoke regarding iLearn, Robert Morris spoke regarding supplemental compensation, and Keith Kothman of the University Promotion and Tenure Committee (UP&T) received feedback from the council on university-wide proposed revisions to the UP&T document. Amy Harden is on assigned leave semester and a substitute is needed for secretary. Marilyn Buck also spoke briefly regarding the Higher Learning Commission and the upcoming forum dates for the campus community to attend.
 - C. University Council – Katie Slabaugh, Chairperson, reported the council met on November 8 and heard from a representative from the steering committee on the Higher Learning Commission's visit next year. They also reviewed and endorsed sending forward a member's request for the university to investigate a policy for telecommuting. Rationale was provided and it was sent forward to the Senate Agenda Committee who has forwarded it to the Salary and Benefits Committee for their review and consideration.
 - D. Campus Council – Kevin Thurman, Chairperson, reported the council did not meet this month.
 - E. Student Senate - Chris Wilkey, President, Student Government Association (SGA), reported the following over 1,000 constitutions were distributed on Constitution Day, approximately 350 students registered to vote on Democracy Day, there were 1,300 attendees at the Gibbs/Cheney debate, approximately 150-200 individuals attended the Errington/Oliver debate, 250 people were in attendance at the Election Night Watch Party, over ten different candidates appeared on campus, 250 people rode the campus shuttle to vote at the polls, there were 10,240 hits on the Vote 2012 website. SGA handed out 960 shirts – 500 glow in the dark and 460 Cardinal WINGS were given in trade for a used t-shirt, done in conjunction with the Black-out Football game. All donated shirts will be given to the Muncie Mission. Forty-four students will be going to the Men's basketball game with Butler on December. SGA provided transportation and half-price tickets. Approximately 46 individuals from the Muncie community participated in the Dancer Workshop. The start of terms for SGA has been moved back to the middle of April. Legislation passed from Student Senate: 1) Support of continuation of the Athletics Student Rewards Program, 2) Crosswalks on campus, and 3) looking at extending the hours of the Bookmark Café during finals. In progress is implementing a self-defense class through PEFWL and mandatory four-year plans for incoming students.

10. Report by Chairperson of Senate – Dave Pearson (University Senate Agenda 11/29/12, Enclosure #2)

A note will be sent to all departments and professional areas who have not returned their voting results on the three Constitutional Amendments.

The chair reported the Task Force on Academic Rigor will have a report to the Provost and President by the end of the year. An ad hoc salary study committee will meet tomorrow. With regard to Salary Compression: If promotion increments are increased, it will have an impact. The President added there are several areas addressing the issue and giving reviewing every step necessary to accomplish this task, if funding permits. It is not just a matter of distributing the money. Steps have to be done in an incremental fashion.

11. Questions Directed to the President

The President reported the following:

- Her office is arranging meetings with college faculties in late January. If you have particular concerns, please relay them to your dean. She will be bringing information regarding the legislative process and the Indiana Commission for Higher Education (ICHE), in general. Dialogue with faculty is the purpose of the meeting, however.
- You will all be receiving the ICHE publication, *Reaching Higher and Achieving More*, their strategic plan. This is the blueprint that drives the university's funding. Be looking for it in January.
- The Benefits Survey will be distributed. It will require you to think hard about your health benefits and what you personally value as an employee.
- There will be a reception for all faculty in January. The program will be the announcement of the Immersive Learning Awards.
- The Conversation with Dave and Oprah was excellent. The university has received permission to create DVD's. Please send her an e-mail if you are interested in receiving a DVD.
- Finally, our football team is 9-3; we anticipate a bowl game.

The President responded to the following question:

- *Can you make any comments regarding the results of the survey conducted this fall?*

The President reported she hopes to report results at the January faculty meetings. She has no information from Dr. Knight's office; however, preliminary results are to be delivered by December 12. There will most definitely be a report in January.

12. Question and Answer Period

There were no questions.

13. Unfinished Business

- A. Constitutional Amendment – Term Limits for Council/Committee Membership – Second Reading
(University Senate Agenda 11/29/12, Enclosure #3)

A motion was made and seconded (Thurman/Shawger) to remove from the table for discussion.

The motion carried.

It was explained that the current term limits for the Senate, but not for Councils/Committees. This amendment would put it in line with the term limits for senate, which is three two-year terms (six years total), at which time the member could not serve for one term (two years).

The motion in favor of the amendment carried.

14. New Business

- A. Constitutional Amendment – Revision of Start Date for University Senate Executive Committee – First Reading
(University Senate Agenda, 11/29/12, Enclosure #4)

The chair of the Governance and Elections Committee, Ralph Bremigan, explained the amendment creates a transition time in the governance system. Currently, all membership begins in the fall. There are instance when administration needs to have conversation with the executive committee of the senate during the summer. This would alleviate the confusion as which executive committee is in place.

A motion was made and seconded (Thurman/Bowers) to table until the next meeting of the Senate.

The motion carried.

B. Diversity Statement SR-02-10/11 (University Senate Agenda, 11/29/12, Enclosure #5)

Kevin Thurman reported there currently is no unified diversity statement in course syllabi across the university as a whole. This statement protects students as well as gives them direction to have an issue resolved.

A motion was made and seconded (Guntsche/Shawger) to approve the statement.

Discussion ensued. A friendly amendment was suggested to revise “their” to “his/her” throughout the statement. There was discussion as to whether it must be added to every syllabus? The President concurred, adding it is included in the student handbook as well as the student website.

A motion was made and seconded (Steib/Thurman) to table the motion.

The motion to table carried.

15. Other Items

There were no other items.

16. Adjournment

The meeting adjourned at 5:20 p.m.

January 17, 2013 _____

David Pearson, Chairperson

Amy Harden, Secretary

/mt

UNIVERSITY SENATE AMENDMENT – VOTING RESULTS – December 10, 2012

PROPOSED REVISION TO THE CONSTITUTION

Amendment #1 - Division of Salary and Benefits Committee

<u>Administration</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
President	49	1	6	56
Academic Affairs	51	2	3	56
Business Affairs	50	2	3	55
Information Technology	73	25	12	110
Student Affairs	51	1	1	53
University Advancement				0
Enrollment, Marketing, and Communications	15	0	2	17
Subtotal Administration	289	31	27	347
<u>Applied Sciences and Technology</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Family and Consumer Sciences	22	0	1	23
Military Science	10	0	0	10
Nursing	25	0	3	28
SPESES	20	0	0	20
Technology				0
Wellness and Gerontology	2	0	0	2
Subtotal Applied Sciences and Technology	79	0	4	83
<u>Architecture and Planning</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Architecture	18	0	1	19
Landscape Architecture	12	0	0	12
Urban Planning	7	0	0	7
Subtotal Architecture and Planning	37	0	1	38
<u>Miller College of Business</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Accounting	7	0	7	14
Economics	5	0	11	16
Finance and Insurance	8	1	4	13
Information Systems and Operations Management	15	0	1	16
Marketing and Management				0
Subtotal Miller College of Business	35	1	23	59
<u>College of Communication, Information, and Media</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Communication Studies	14	0	2	16

Information and Communication Sciences	7	0	0	7
Journalism	21	0	0	21
Telecommunications	20	0	0	20
Subtotal College of Communication, Information, and Media	62	0	2	64

<u>College of Fine Arts</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Art	33	0	7	40
Music	42	0	1	43
Theatre & Dance	26	0	1	27
Subtotal College of Fine Arts	101	0	9	110

<u>College of Sciences and Humanities</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Anthropology	6	0	2	8
Biology	22	0	0	22
Chemistry	19	0	0	19
Computer Science	10	1	3	14
Criminal Justice and Criminology	12	0	0	12
English	29	0	0	29
Geography	12	0	0	12
Geology	1	0	6	7
History	15	1	1	17
Mathematical Sciences	30	0	2	32
Modern Languages and Classics	19	0	1	20
Natural Resources and Environmental Management	7	0	0	7
Philosophy and Religious Studies	8	0	0	8
Physics and Astronomy	14	0	0	14
Physiology and Health Science	14	0	0	14
Political Science	15	0	0	15
Psychology	19	0	1	20
Social Work	8	0	0	8
Sociology	8	0	0	8
Speech Pathology and Audiology				0
Subtotal College of Sciences and Humanities	268	2	16	286

<u>Teachers College</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Counseling Psychology and Guidance Services	6	0	0	6
Educational Leadership				0
Educational Psychology	16	0	3	19
Educational Studies	12	3	0	15
Elementary Education	31	0	0	31
Special Education	13	0	0	13
Burriss Laboratory School				0
Subtotal Teachers College	78	3	3	84

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
TOTALS	949	37	85	1071
Total "Yes" votes				949
Total "No" votes				37
Total Present and Voting				986
				x 2/3
2/3 of Total Present and Voting				657.333
			Amendment	PASSED

Amendment #2 - Membership of Undergraduate Education Committee (UEC)

<u>Administration</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
President	45	2	9	56
Academic Affairs	50	1	4	55
Business Affairs	53	1	2	56
Information Technology	87	7	16	110
Student Affairs	50	0	3	53
University Advancement				0
Enrollment, Marketing, and Communications	15	0	2	17
Subtotal Administration	300	11	36	347

<u>Applied Sciences and Technology</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Family and Consumer Sciences	22	0	1	23
Military Science	10	0	0	10
Nursing	24	1	3	28
SPESES	20	0	0	20
Technology				0
Wellness and Gerontology	2	0	0	2
Subtotal Applied Sciences and Technology	78	1	4	83

<u>Architecture and Planning</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Architecture	7	11	1	19
Landscape Architecture	12	0	0	12
Urban Planning	7	0	0	7
Subtotal Architecture and Planning	26	11	1	38

<u>Miller College of Business</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Accounting	7	0	7	14
Economics	4	1	11	16
Finance and Insurance	9	0	4	13
Information Systems and Operations Management	16	0	0	16
Marketing and Management				0
Subtotal Miller College of Business	36	1	22	59

<u>College of Communication, Information, and Media</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Communication Studies	14	0	2	16
Information and Communication Sciences	7	0	0	7
Journalism	20	1	0	21
Telecommunications	20	0	0	20
Subtotal College of Communication, Information, and Media	61	1	2	64

<u>College of Fine Arts</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Art	33	0	7	40
Music	43	0	0	43
Theatre & Dance	27	0	0	27
Subtotal College of Fine Arts	103	0	7	110

<u>College of Sciences and Humanities</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Anthropology	8	0	0	8
Biology	22	0	0	22
Chemistry	18	1	0	19
Computer Science	10	1	3	14
Criminal Justice and Criminology	0	12	0	12
English	29	0	0	29
Geography	12	0	0	12
Geology	1	0	6	7
History	17	0	0	17
Mathematical Sciences	30	0	2	32
Modern Languages and Classics	15	2	3	20
Natural Resources and Environmental Management	7	0	0	7
Philosophy and Religious Studies	8	0	0	8
Physics and Astronomy	13	0	1	14
Physiology and Health Science	14	0	0	14
Political Science	15	0	0	15
Psychology	19	0	1	20
Social Work	8	0	0	8
Sociology	8	0	0	8
Speech Pathology and Audiology				0
Subtotal College of Sciences and Humanities	254	16	16	286

<u>Teachers College</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Counseling Psychology and Guidance Services	6	0	0	6
Educational Leadership				0
Educational Psychology	16	0	3	19
Educational Studies	14	0	0	14
Elementary Education	31	0	0	31
Special Education	13	0	0	13
Burriss Laboratory School				0
Subtotal Teachers College	80	0	3	83

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
TOTALS	938	41	91	1070
Total "Yes" votes				938
Total "No" votes				41
Total Present and Voting				979
				x 2/3
2/3 of Total Present and Voting				652.667
				Amendment PASSED

**Amendment #3 - Merging Instructional Media Support and
Information Technology Committees**

<u>Administration</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
President	47	1	8	56
Academic Affairs	51	0	4	55
Business Affairs	53	0	1	54
Information Technology	84	8	18	110
Student Affairs	49	1	3	53
University Advancement				0
Enrollment, Marketing, and Communications	15	0	2	17
Subtotal Administration	299	10	36	345

<u>Applied Sciences and Technology</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Family and Consumer Sciences	22	0	1	23
Military Science	10	0	0	10
Nursing	25	0	3	28
SPESES	20	0	0	20
Technology				0
Wellness and Gerontology	2	0	0	2
Subtotal Applied Sciences and Technology	79	0	4	83

<u>Architecture and Planning</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Architecture	19	0	0	19
Landscape Architecture	12	0	0	12
Urban Planning	7	0	0	7
Subtotal Architecture and Planning	38	0	0	38

<u>Miller College of Business</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Accounting	7	0	7	14
Economics	5	0	11	16
Finance and Insurance	9	0	4	13
Information Systems and Operations Management	15	1	0	16
Marketing and Management				0
Subtotal Miller College of Business	36	1	22	59

<u>College of Communication, Information, and Media</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Communication Studies	14	0	2	16
Information and Communication Sciences	7	0	0	7
Journalism	21	0	0	21
Telecommunications	20	0	0	20
Subtotal College of Communication, Information, and Media	62	0	2	64

<u>College of Fine Arts</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Art	33	0	7	40
Music	42	0	1	43
Theatre & Dance	26	0	1	27
Subtotal College of Fine Arts	101	0	9	110

<u>College of Sciences and Humanities</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Anthropology	8	0	0	8
Biology	22	0	0	22
Chemistry	19	0	0	19
Computer Science	9	2	3	14
Criminal Justice and Criminology	12	0	0	12
English	29	0	0	29
Geography	12	0	0	12
Geology	1	0	6	7
History	17	0	0	17
Mathematical Sciences	31	0	1	32
Modern Languages and Classics	16	1	3	20
Natural Resources and Environmental Management	7	0	0	7
Philosophy and Religious Studies	8	0	0	8
Physics and Astronomy	14	0	0	14
Physiology and Health Science	14	0	0	14
Political Science	15	0	0	15
Psychology	18	0	2	20
Social Work	8	0	0	8
Sociology	8	0	0	8
Speech Pathology and Audiology				0
Subtotal College of Sciences and Humanities	268	3	15	286

<u>Teachers College</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Counseling Psychology and Guidance Services	6	0	0	6
Educational Leadership				0
Educational Psychology	15	0	4	19
Educational Studies	14	0	1	15
Elementary Education	31	0	0	31
Special Education	13	0	0	13
Burriss Laboratory School				0

Subtotal Teachers College

79	0	5	84
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TOTALS

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
962	14	93	1069

Total "Yes" votes

962

Total "No" votes

14

Total Present and Voting

976

x 2/3

2/3 of Total Present and Voting

650.667

Amendment

PASSED

CONTRACT AND SALARY INFORMATION

Terms of Appointment¹¹

1. Ball State University is an equal opportunity employer. The appointment of faculty members and administrative officers is governed by professional consideration, not by political or other nonprofessional factors.
2. Academic employees are for the most part employed on a nine-month basis, for teaching in the fall and spring semesters -- the academic year -- and for teaching on-campus classes (some of which are evening classes and some Saturday classes) and extension (off-campus) classes.
3. Some assignments for the academic-year faculty will be made for teaching in the summer session, but summer employment is not guaranteed, nor is any faculty member required to teach in any summer session. Each department shall develop a statement of recommendation on summer employment, agreed on by a majority of the full-time regular faculty of the department. Such policy should be reviewed when a majority of the regular faculty members in a department request a review. Statements shall be filed in the office of the appropriate dean.¹² Summer session courses should, in general, be taught by those holding the appropriate terminal degree.
4. The terms of employment of faculty and professional personnel employed on other than academic year contracts are established annually within the contractual agreement between the employee and the University.
5. A faculty member must complete at least one semester of full-time service during any academic year in order to receive a full year's credit for purposes of tenure consideration.
6. Associate professorships and professorships are available to qualified persons who are being employed when circumstances and qualifications warrant such rank.¹³ The form "Recommendations for Unusual Appointment" must be submitted with the request to employ.

Reassignments

1. The University retains the right, through the appropriate dean, to reassign faculty members to other courses, to research, or to other professional activities, should it become necessary to cancel offerings because of insufficient enrollment or other good and just causes.

Contract and Salary Information

1. Information about the academic salary plan and benefits may be obtained from the Office of the Associate Provost.
2. Contracts with University faculty members include an agreement that the faculty member is bound by the rules and regulations as printed in the Faculty and Professional Personnel Handbook and approved by the University Senate and/or the Board of Trustees.¹⁴

3. Supplemental compensation paid to Ball State University faculty and professional personnel through the University Payroll and Employee Benefits Office is covered in the University Supplemental Compensation Policy.

**Guidelines for
Faculty Load
Assignments and
Reporting**¹⁵

1. Faculty Load Planning¹⁶
 - 1.1 Academic assignments are determined by the chairperson of the department and the college dean, Provost and Vice President for Academic Affairs, and the President. Academic assignments may include on-campus as well as off-campus classes, assigned time for research or writing, consultative services, or administrative duties. Academic assignments will vary from one faculty member to another. The academic workload for a University faculty member is 24 credit hours for the academic year, 6 credit hours for the summer term, and 12 credit hours for the summer semester.
2. Faculty Load Reporting
 - 2.1 By November 15 of the fall semester and April 1 of the spring semester, department chairpersons will forward to the college dean, Provost and Vice President for Academic Affairs, and President an actual academic load report for the appropriate semester using the same report format used to present the proposed academic load.
3. Faculty Load --Assigned Time
 - 3.1 Scholarly and/or Creative Productivity
 - 3.11 Faculty who demonstrate scholarly and/or creative productivity may be assigned 3-4 credit hours each semester. Each college will determine its definition of scholarly and/or creative productivity within accepted collegiate guidelines of academic performance and achievement. This productivity must be current and ongoing to merit assigned time.
 - 3.12 Department chairpersons will submit a report to the dean at the end of each semester summarizing the scholarly, research, and/or creative productivity of each faculty member given assigned time for research.
 - 3.13 Faculty who receive assigned time for research will not receive paid overloads during the same semester in which the research time is granted.
 - 3.2 Departmental Administration
 - 3.21 Department chairpersons may be assigned 6-8 hours each semester. Typically, chairpersons engaged in research and/or service activities will be teaching one class per semester. Administrative assistants/associate chairpersons/assistant chairpersons and directors of graduate programs may be assigned 3-4 hours each semester.
 - 3.3 Other Administrative Responsibilities
 - 3.31 Assigned time for other administrative responsibilities must be approved in advance by the department chairperson and the dean.
 - 3.4 Grants
 - 3.41 Faculty engaged in externally funded projects and/or internally funded research may be assigned time as outlined in the proposal and with the approval of the department chairperson and the dean.
 - 3.5 Service Activities
 - 3.51 Faculty working on service projects and activities contributing to their professional development and significantly benefiting their subject matter discipline may be assigned 3-4 hours each semester.
 - 3.52 All departmental requests for assigned time should be submitted to the dean's office when the semester schedule is completed. Additions to or modifications of this list should be submitted when they occur but always prior to the beginning of the semester. In all cases, the principles of

flexibility and accountability should inform the decisions regarding assigned time.

4. Faculty Load –Other Guidelines¹⁷
 - 4.1 When computing academic workloads, the following guidelines should be considered.
 - 4.11 Chairpersons may adjust teaching and research loads between semesters during the academic year (for example, assigning 6-8 hours of research time during one semester and no research time the other semester) if this is consistent with departmental requirements.
 - 4.12 With the approval of the department chairperson and dean, a faculty member may be allowed additional load hours when a class size is exceptionally large.
 - 4.13 Under normal circumstances, the direction of independent studies, master's theses, and doctoral dissertations shall be considered part of a faculty member's scholarly, creative, and teaching responsibilities during the academic year. Each college will establish a written policy to address compensation and load credit for teaching responsibilities beyond one's regular course load such as the direction of independent studies, master's theses, honor's theses, and doctoral dissertations. This policy is subject to the approval of the appropriate dean, provost, and the Board of Trustees.
 - 4.14 As a rule, contract faculty will be assigned to teaching and not to other responsibilities such as research, service, and administration. Contract faculty members whose assignments include responsibilities other than teaching will receive assigned time, additional salary, or other compensation to be determined by their department chairperson.
 - 4.15 Summer terms are an integral component of Ball State's total instructional program. Consistent with University policy, faculty will be paid 15% of the academic year salary per full load per summer term. As defined by the Faculty and Professional Personnel Handbook, a full load is six (6) hours per summer term.
5. Underenrolled Classes
 - 5.1 The minimum class size shall be ten (10) for undergraduate and six (6) for graduate classes. For purpose of determining class size an undergraduate shall count 1/10th, a graduate 1/6th, and an auditor shall count 1/50th in an undergraduate class and 1/30th in a graduate class in such determinations.
 - 5.2 Each department may offer one under enrolled class section per semester and for each five week summer term at its own absolute discretion and make its own determination of the justifiable minimum for an under enrolled class. Departments may offer other under enrolled classes with permission of the college dean. All under enrolled classes must carry full teaching load credit for the faculty members involved. Faculty members teaching under enrolled classes will not be eligible for overload pay.

Files¹⁸

1. Personnel Files
 - 1.1 A personnel file is a file which contains documents or records that show that a personnel action has been taken (e.g., contract letters, P-3 forms) or which contains information upon which a personnel action has been based (e.g., letter of application, evidence in a disciplinary action). Some examples of personnel actions are recruiting, hiring, firing, transferring, promoting, granting tenure, and approving compensation.
 - 1.2 Materials in a personnel file may include, but are not limited to, application for appointment; letters of recommendation; official contract letters; forms

- concerning changes in appointment, salary, title, etc.; vita; salary information; formal evaluations by supervisors; teaching evaluations; information concerning scholarly productivity or creative endeavors; information concerning service in a professional capacity; information concerning any disciplinary actions taken; or information concerning the status of any formal charges against the employee.
- 1.3 Materials that are not to be placed in a personnel file include information about the employee's gender, race, disability, national origin, religion, age, veteran status, citizenship, sexual orientation, or marital status. Any file that will be used by people other than the employee, such as a promotion and tenure committee, may not include this information.
 - 1.4 All this information shall be made available to the affected faculty or professional personnel member. When detrimental material is placed in his or her personnel file, the faculty or professional personnel member shall be notified in writing and given the right to place in the file materials that might rebut or explain the detrimental information. Anonymous letters will never be made part of any personnel file. Improper materials placed in a personnel file will be removed and destroyed by the chairperson, supervisor, or vice president and the affected faculty or professional personnel member.
 - 1.5 As a general rule, personnel files are located in the departmental or unit office, the dean's or vice president's office, and the Associate Provost's area.
2. Confidential Files
 - 2.1 Certain files are maintained in confidence due to the sensitive nature of the materials contained in these files. The primary example of this type of file is the investigative files maintained in the Office of University Compliance. The faculty or professional personnel member involved may not see the file because the identity of the complainant is kept confidential unless and until formal disciplinary action has been initiated. However, if a formal complaint is filed against a faculty or professional personnel member, that individual is informed of the complaint. Although the file itself and the complainant's identity are not available to the accused, he or she is given notice of the existence, substance, and details of the complaint. If formal disciplinary action is initiated, the accused is informed of the identity of the complainant.
 - 2.2 The files concerning allegations of discrimination in the Office of University Compliance are not available to anyone other than the Executive Director of University Compliance without his or her explicit permission.
 - 2.3 Personal notes and investigative records are considered to be confidential unless they are used to make a decision concerning someone's employment status or unless they provide a basis for disciplinary action.

UNIVERSITY SALARY DOCUMENT

POLICIES FOR ANNUAL SALARY ADJUSTMENTS FACULTY AND PROFESSIONAL PERSONNEL⁴¹

1. Statement of Policy
 - 1.1 The general purposes of the salary program at Ball State University are to attract, retain, and reward faculty and other professional personnel who enable the University to realize its mission. The salary program should contribute positively to the morale of the faculty and professional personnel and provide both incentive and reward for achievement. The salary program at Ball State University is designed to recognize the differences in performance and characteristics among faculty and professional personnel. The salary program rewards meritorious performance and exceptional achievement and also takes into account other factors, such as marketability, that affect the University's ability to pursue excellence.
 - 1.2 The President of the University is responsible for developing salary programs consistent with the mission of the academic and administrative units of the University in accordance with this Statement of Policy.
2. Definitions
 - 2.1 Definition of Faculty and Professional Personnel.
University salary administration guidelines for faculty and professional personnel apply to all continuing professional personnel employees and those currently tenured or on tenure-track or continuing contract³⁹ appointment classified as follows:
 - 2.11 Faculty employed on academic or fiscal year contract;
 - 2.12 Professional personnel employed on academic or fiscal year contract (including professional personnel holding rank in academic departments);
 - 2.13 Faculty and professional personnel returning from approved leave of absence during present or next fiscal year.
 - 2.2 Definition of Salary Units.
The units covered by these guidelines are each of the colleges headed by a Dean and the non-collegiate units headed by the Vice Presidents or President.
 - 2.3 Definition of Salary Subunits.⁴⁰
Subunits are those academic and non-academic (e.g., centers, departments, institutes, museums, schools, special programs) entities which are under the administrative supervision of the respective salary unit.
3. Promotions in Academic Rank
 - 3.1 The value of the promotions in academic rank shall be determined by the ~~salary unit and be charged against the salary increment funds allocated to the salary unit.~~ **Provost and Vice President for Academic Affairs with approval by the Board of Trustees.**
4. General Salary Increases
 - 4.1 Each year funding for continuing professional employees' salary increases will be allocated to each salary unit.

- 4.2 Salary increment funds to each salary unit will be equal to the previous year's base salaries for all continuing employees multiplied by eighty-five percent (85%) of the maximum percentage attainable for salary increases. Money not allocated to the salary units will be distributed by the President or appropriate Vice President for reasons such as:
- 4.21 to allow the University, as necessary, to meet offers received by faculty and professional personnel from competing employers when such action is recommended by the salary subunit; the decision to distribute money shall be accompanied by appropriate documentation;
 - 4.22 to recognize differential merit or market circumstances between and among salary units and salary subunits; differential market decisions shall be accompanied by appropriate documentation;
 - 4.23 to deal with inequitable salary circumstances in which an individual by virtue of initial salary inequity is paid demonstrably less than comparable colleagues;
 - 4.24 to fund appeals that have been approved by the head of the salary unit. (Salary units will be expected to repay funds needed for appeals from their next year's salary allotment.);
 - 4.25 to fund legally required salary adjustments.
- 4.3 Although incremental money distributed for market purposes will become part of the faculty member's salary base, annual University reviews will be conducted by the University Salary and Benefits Committee to assess changing market conditions and to make appropriate recommendations for adjustments.
- 4.4 Any funds committed for purposes designated in 4.2 but eventually not so used, must be returned to the total University salary increment pool for distribution the next fiscal year.
- 4.5 Total remaining compensation adjustment dollars available for continuing personnel each year will be distributed in ways established by majority vote of the continuing professional employees within each salary unit, except for promotion money to be distributed in accordance with 3.1.

All subunits must, however, award no less than ~~fifteen-seventy~~ percent (~~1570~~%) of their total increment funds for meritorious service in accordance with the subunit criteria. These "merit" funds cannot be distributed on an "across the board" basis. Meritorious service must be determined annually.

- 4.6 Criteria and processes shall be developed within each salary unit for salary administration and approved by written ballot by a majority of a quorum of the members of each such unit who are eligible to vote. Subunits must develop criteria consistent with their unit's criteria. These criteria and processes shall be reviewed and approved annually by the appropriate subunit head (e.g., chairperson, director, coordinator)⁴¹ and unit head (Dean, Vice President, Provost and Vice President for Academic Affairs, President). The President or Provost and Vice President for Academic Affairs and the University Salary and Benefits Committee must approve all criteria and processes for all units. The criteria and processes shall be made known in advance of salary administration implementation. Discretionary awards need not be given to every individual. To be eligible for a salary increment, an individual's performance must be deemed to be satisfactory by the salary subunit. However, a faculty member's failure to receive a "satisfactory progress" recommendation in the tenure review process is not necessarily a determination that his or her performance is unsatisfactory for salary purposes.⁴²

Salary units or subunits that do not develop approved criteria and processes may have all merit and discretionary dollars withheld from them.

- 4.7 Personnel on joint appointments between colleges or between a college and a non-collegiate unit shall be evaluated for purpose of discretionary awards in proportion to their full-time equivalent appointments in the unit. These personnel

must be apprised of criteria and procedures used in all units to which they are appointed.

- 4.7 Each individual shall be informed in writing by the department chairperson or equivalent administrator at the first level of recommendation prior to forwarding the recommendation. Any changes at subsequent levels of review within the University shall be communicated to the initial administrator for purposes of informing the affected individual.
 - 4.8 Salary grievance procedures shall be developed within the salary unit and it is expected that salary grievances will be resolved within the salary unit. All recommended salary adjustments based upon grievances or appeals must be approved by the head of the salary unit, appropriate University officer and the President. Any salary adjustment based on a grievance shall be made as soon as possible and no later than the beginning of the next academic year.
5. Implementation and Amendment Procedures
 - 5.1 The President or the Provost and Vice President for Academic Affairs, working with the Salary and Benefits Committee of the Faculty Council, will review annually salary administration guidelines to assure compliance.
 - 5.2 Recommendations for improvements in the salary process, with rationale, may be made to the Salary and Benefits Committee of the Faculty Council. Such recommendations should be submitted in writing as early as possible each year to allow any revisions to be implemented in the salary administration process.
 - 5.3 The timetable for the salary administration process and any changes in University guidelines shall be announced prior to the start of the salary administration process each year.
 - 5.4 Once approved by the Board of Trustees, changes in these guidelines will be recommended by the President after obtaining the assistance and consultation of the University community.

Faculty and Professional Personnel Online Handbook, pages 196-97

Response from Undergraduate Education regarding
On-campus Students taking Online Courses

The Senate's charge to UEC:

As part of the university's response to facilitating graduation of students in 4 years and in an effort to encourage students who left Ball State without a degree to finish, an increased number of courses have become available as Independent Learning Program (ILP) courses. Often there is an on campus class and an ILP course taught the same semester. The tuition structure has changed so that students are not charged extra for taking an ILP course. Prior to that, it could cost the student an extra \$1000 to take an ILP course. That tuition structure discouraged on-campus students from taking ILP courses when also taking on-campus classes.

As a result of these and other circumstances, some on-campus students are taking ILP courses when there are still seats available in the on-campus version of the class. Reports from departments indicate that the number of students making this choice is greater when on-campus classes are scheduled at the less desirable times such as MWF at 8 am. Departments have expressed concern that on-campus classes may not fill appropriately as a result. A request has been made by a few department chairs for the development of a policy regarding on campus students taking ILP courses when there are seats available in the on campus sections.

UEC reply:

First, a policy regarding this matter already exists, which we feel already addresses the Senates' concerns:

Current Policy:

- 1.82 Students who are enrolled as on-campus, full-time students shall not be allowed to enroll in independent learning or contract courses, if an on-campus section of an equivalent course is available during the proposed period of enrollment in the independent learning or contract course without the approval of the Department Chairperson.

Faculty and Professional Personnel Online Handbook, Page 231

Second, the extended education program will be significantly restructured this academic year, and it does not seem wise to us to make a new policy for a department in the midst of such substantial change.

Therefore, we suggest making only minor changes to the policy that already exists:

Suggested Revisions:

Undergraduate Education Committee 11/12/12

- 1.82 Students who are enrolled as on-campus, full-time students shall not be allowed to enroll in ~~independent learning or contract~~ online courses if an on-campus section of an equivalent course is available during the proposed period of enrollment in the ~~independent learning or contract~~ online course without the approval of the Department Chairperson.

CLEAN COPY:

- 1.82 Students who are enrolled as on-campus, full-time students shall not be allowed to enroll in online courses if an on-campus section of an equivalent course is available during the proposed period of enrollment in the online course without the approval of the Department Chairperson.

ISSUES IN THE SENATE SYSTEM, 2012-13

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
FACULTY COUNCIL												
Salary Compression	From Council Salary & Benefits	9-9-10										
Membership of Professional Education Committee	To Governance & Elections	1/26/12										
Academic Calendar	Sen.Agenda Comm.	1/7/13										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
UNIVERSITY COUNCIL												
Telecommuting	From Sen.Agenda to Salary & Benefits	11/19/12										
Academic Calendar	Sen.Agenda Comm.	1/7/13										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
CAMPUS COUNCIL												
Cardinal Cash												
Academic Calendar	Sen.Agenda Comm.	1/7/13										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
AGENDA COMMITTEE												
Open Access Mandate Proposal	Library & Pub.&Intel. Prop.	3/15/10 3/15/10										
Evaluation of Teaching	Teaching Evaluation	9/19/11										
Faculty Load/Salary Adjustments	Faculty/University Councils	8/20/12										
Taking ILP classes when on-campus classes available	UEC	8/20/12										
Revision of current Family Leave Policy	Salary & Benefits	9/17/12										
Term limits for councils/committees	G&E	10/15/12										
Diversity Statement from SGA	Faculty Council	10/15/12										

Academic Calendar	To all Councils	1/7/13											
Credit Hour Assignment	Admissions&Credits, Extended Educ., UEC, GEC	1/7/13											
Graduate Faculty Policy	Faculty Council	1/7/13											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>GOVERNANCE AND ELECTIONS</i>													
Rep. of P/T Cont.Fac. on Senate	Agenda to Contract Faculty	11/21/11 12/1/11											
Membership of Professional Education Committee	From Faculty Council to PEC	1/26/12 2/2/12											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>OTHER</i>													
Accountability Measures-Academic Rigor	Task Force convened January, 2012	10/10/11											

Senate Agenda Committee 10/15/12
Campus Council 10/18/12
Faculty Council 11/1/12
Senate Agenda Committee 11/19/12
University Senate (Tabled 11/29/12)
Senate Agenda Committee 2/4/13

University Senate Agenda
February 14, 2013
Enclosure #6

<u>Student Senate</u> SR-02-10/11	<u>Status</u>	<u>Date</u>
	1 st Reading- Agenda	01-31-11
	2 nd Reading- Senate Body	02-02-11
	3 rd Reading- Senate Body	02-09-11

Author(s): Jacob Kluth, Diversity/Multicultural Chair, Student Government Association

Sponsor(s): Whitney Hamblin, Vice President, Student Government Association
Juliana Abercrombie, Secretary, Student Government Association
Ronnie Bell, Treasurer, Student Government Association
Kayla Pickersgill, President Pro Tempore, Student Government Association
Student Voluntary Services
Latino Student Union
Spectrum
Asian American Student Association
Interfraternity Council
Justin Dowden, Phi Gamma Delta, IFC Delegate
Kendra Kimbel, Student Services Whip, Student Government Association
Chris Buck, Student Services Chairman, Student Government Association

Title: Senate Resolution Presenting a Diversity Statement to Ball State University
Summary: A senate resolution creating and presenting a Diversity Statement to Ball State University from the Diversity and Multicultural Committee of the Student Government Association to be put into Syllabi.

Whereas: Ball State University has a diverse campus and;

Whereas: Students should not be discriminated against because of race, religion, ethnicity, national origin, disability, sexual orientation, gender, age, or economic status, and;

Whereas: Discrimination is a subjective point of view, and;

Whereas: Students should be allowed an open communication with Professors to discuss issues of discrimination,

Therefore be it Resolved That: The Ball State University Student Government Association officially presents the Diversity and Multicultural Committee's Diversity Statement to be put into syllabi at Ball State University.

Ball State University is committed to fostering and promoting a healthy learning community. All students will be treated with respect, tolerance, and equality regardless of race, religion, ethnicity, national origin, disability, sexual orientation, gender, age, or economic status. If, for any reason, a student feels discriminated against in the classroom based on these differences, he/she should contact his/her professor or the department chair. The Office of University Compliance or the Office of Student Rights and Community Standards may be contacted if the student is not satisfied with the results of meeting with his/her professor or department chair. The Ball State University community believes in the strength of diversity and recognizes the importance of appreciating equality.

GRADUATE FACULTY POLICY⁷⁶

As a member of the Council of Graduate Schools, Ball State University subscribes to the view that every University should have a recognizable graduate faculty that includes individuals who have a commitment to graduate education, whose scholarly activities are appropriate to the direction of advanced degree programs, and who collectively assume responsibility for equivalence of value across degree programs. Ball State also recognizes that definitions of scholarship vary among the academic disciplines, and we acknowledge that the use of a single criterion to define members of the graduate faculty discounts the diversity that characterizes scholarly and artistic competence, intellectual leadership, and experience with graduate education.

The purpose of the following policy is to ~~outline~~ explain criteria for the ~~two~~ three classifications of graduate faculty ~~and articulate~~; their responsibilities and prerogatives, and explain their ~~the~~ terms of membership. This policy also discusses, ~~the articulation of departmental criteria, and~~ the routing of appeals.

Upon the approval of an initial application, all new tenure-track faculty are considered a ~~regular Full~~ regular Full graduate faculty member for a six year term. Other tenure-track or tenured faculty are eligible for Regular Full, or Associate, or Assistant mMembership. Full-time contract faculty may be eligible for Regular Full, or Associate, or Assistants Membership. Only BSU faculty are eligible for Full membership. Part-time faculty are eligible for Associate or Assistant Membership only.

All faculty members teaching graduate courses must ~~th~~ apply for membership to the graduate faculty by the end of the term in which they appear as an instructor of record.

1. ~~Regular Full~~ Member

1.1 Criteria

1.11 In judging the qualifications of an applicant for ~~the Full g~~Graduate ~~f~~Faculty membership, the primary consideration is whether the faculty member is an active and productive scholar and an effective teacher at the graduate level. Individual colleges and/or departments should determine the details of these criteria.

1.12 In general, graduate faculty are expected to demonstrate:

1.121 Scholarly competence, which is ~~usually~~ reflected by possession of the terminal degree in the candidate's field (for terminal degree equivalence, see 5.6) ~~or an exceptionally meritorious record as a scholar in lieu of the highest earned degree~~; and

1.122 Intellectual leadership, which typically connotes active participation in contributing to the discipline at various levels, e.g., state, regional, national, and international. Successful applicants are recognized by scholars in the field for their intellectual attainments and creative contributions, and they may be sought out for their expertise to serve in positions of scholarly leadership such as membership on editorial boards and professional reviewing for scholarly journals and presses; and

1.123 Potential to direct the research of graduate students, to teach graduate courses effectively, to plan and direct graduate programs, and to direct research/creative projects and theses.

1.2 Responsibilities and Prerogatives

1.21 Full gGraduate faculty are eligible to:

1.211 Teach all levels of graduate course work within their academic, artistic, or clinical competence;

1.212 Serve on doctoral committees;

1.213 Chair Ed.S., master's theses, and creative project committees;

1.214 Serve on Ed.S., master's thesis, and creative project committees;

1.215 Develop graduate programs and courses;

1.216 Serve as members of the Graduate Education Committee;

1.217 Vote on graduate faculty issues.

1.22 Chairs of dissertation, theses, research papers, and creative projects who retire or who move to other institutions may be retained as chairs when such arrangements

are advantageous to the student and convenient to the former faculty member and Ball State University.

1.3 The Doctoral Committee Chair Endorsement

1.31 Applicants who qualify for ~~regular-Full~~ graduate faculty membership may apply for an endorsement to chair doctoral committees and direct doctoral dissertations.

1.32 In addition to meeting the criteria listed in 1.1 above, applicants must have the earned doctorate and demonstrate a high level of competence in directing research/writing. Individual colleges and/or departments should determine the details of these criteria.

2. Associate Member

2.1 Criteria

2.11 Prospective ~~a~~Associate members of the graduate faculty are expected:

2.111 ~~To have a demonstrated scholarly competence, which is reflected by possession of the terminal degree in the candidate's field (for terminal degree equivalence, see 5.6); and
To have completed an advanced degree in an area relevant to the field of study, or in lieu of the advanced degree, to have developed a high level of competence in an area of special need not covered by a regular member of the graduate faculty;~~

2.112 To provide reasonable assurance that their service will be available throughout the period of the special need.

2.12 Members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.

2.2 Responsibilities and Prerogatives

2.21 Members may teach all levels of graduate course work within their academic, artistic, or clinical competence;

2.22 Members may serve as committee members, but not as chairpersons of theses, ~~or and~~ creative projects.

3. Assistant Member

3.1 Criteria

3.11 Prospective assistant members of the graduate faculty are expected:

3.111 To have completed an advanced degree (not necessarily the terminal degree) in an area relevant to the field of study, or in lieu of the advanced degree, to have developed a high level of competence in an area of special need not covered by a member of the graduate faculty;

3.112 To provide reasonable assurance that their service will be available throughout the period of the special need.

3.12 Assistant members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.

3.2 Responsibilities and Prerogatives

3.21 Assistant members are not eligible to teach graduate course work.

3.22 Assistant members may serve as committee members, but not as chairpersons of theses, ~~or and~~ creative projects.

4.3. Terms of Membership

4.3.1 Full Regular members of the graduate faculty are appointed for a period of six years.

4.3.2 Associate and Assistant members are appointed for three years.

4.3.3 Reappointments are subject to the departmental criteria and conditions in place at the time of reapplication;

4.3.31 Faculty who fail to qualify for reappointment to the graduate faculty may complete their ongoing obligations; however, except under special circumstances, they may not take on new obligations that are specifically reserved for the graduate faculty;

4.3.32 Faculty who fail to qualify for the endorsement may complete their obligations as doctoral committee chairs or dissertations directors; however, except under special circumstances, they may not take on new obligations as doctoral committee chairs or dissertation directors.

5.4. Departmental Guidelines and Procedures

5.4.1 An appropriate departmental committee, e.g., the Graduate Faculty Committee or the Salary-Merit Committee, takes the primary role in defining the criteria for appointment and reappointment of the department's graduate faculty,

in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.

54.2 Departmental criteria for graduate faculty membership and the doctoral committee chair endorsement will be submitted every six years via the College Dean to the Graduate Education Committee for review and approval.

54.3 Approval of an applicant's graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant's department and College Dean.

54.4 The application will consist of the candidate's curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity. Only those professional accomplishments during the three (Associate or Assistant) or six (~~FullRegular~~) years prior to the application will be considered.

54.5 Exceptions to these policies and procedures are made on a case-by-case basis; occasionally individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School.

5.6 The Dean of the Graduate School may approve the equivalence of the terminal degree -for candidates with an exceptionally meritorious record of recognized scholarship, creative endeavor, or achievement in practice commensurate to the scholarly expectations of the terminal degree in the field. In such cases, the Dean of the Graduate School shall consider the relevance of the highest earned degree, professional licensure and certifications, and direct and substantial work experience (~~5 or more years~~) related to the field that demonstrates competency and the highest levels of achievement.

65. Appeals

Appeals from an adverse departmental decision should be made to the Dean of the College; appeals from an adverse college decision should be made to the Dean of the Graduate School; appeals from an adverse decision of the Dean of the Graduate School should be made to the Faculty Affairs Committee of the Graduate Education Committee. In all cases the final decision will be made by the Dean of the Graduate School.

GRADUATE FACULTY POLICY⁷⁶ (CLEAN COPY)

As a member of the Council of Graduate Schools, Ball State University subscribes to the view that every University should have a recognizable graduate faculty that includes individuals who have a commitment to graduate education, whose scholarly activities are appropriate to the direction of advanced degree programs, and who collectively assume responsibility for equivalence of value across degree programs. Ball State also recognizes that definitions of scholarship vary among the academic disciplines, and we acknowledge that the use of a single criterion to define members of the graduate faculty discounts the diversity that characterizes scholarly and artistic competence, intellectual leadership, and experience with graduate education.

The purpose of the following graduate faculty policy is to explain the criteria for the three classifications of graduate faculty and articulate their responsibilities and prerogatives, and explain their terms of membership. This policy also discusses the routing of appeals.

Upon approval of an initial application, all new tenure-track faculty are considered a Full graduate faculty member for a six year term. Other tenure-track or tenured faculty are eligible for Full, Associate, or Assistant membership. Full-time contract faculty may be eligible for Full, Associate or Assistant membership. Only BSU faculty are eligible for Full membership. Part-time faculty are eligible for Associate or Assistant membership only.

All faculty members teaching graduate courses must apply for membership to the graduate faculty by the end of the term in which they appear as an instructor of record.

1. Full Member

1.1 Criteria

1.11 In judging the qualifications of an applicant for Full graduate faculty membership, the primary consideration is whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.

Individual colleges and/or departments should determine the details of these criteria.

1.12 In general, graduate faculty are expected to demonstrate:

1.121 Scholarly competence, which is reflected by possession of the terminal degree in the candidate's field (for terminal degree equivalence, see 5.6); and

1.122 Intellectual leadership, which typically connotes active participation in contributing to the discipline at various levels, e.g., state, regional, national, and international. Successful applicants are recognized by scholars in the field for their intellectual attainments and creative contributions, and they may be sought out for their expertise to serve in positions of scholarly leadership such as membership on editorial boards and professional reviewing for scholarly journals and presses; and

1.123 Potential to direct the research of graduate students, to teach graduate courses effectively, to plan and direct graduate programs, and to direct research/creative projects and theses.

1.2 Responsibilities and Prerogatives

1.21 Full graduate faculty are eligible to:

1.211 Teach all levels of graduate course work within their academic, artistic, or clinical competence;

1.212 Serve on doctoral committees;

1.213 Chair Ed.S., master's theses, and creative project committees;

1.214 Serve on Ed.S., master's thesis, and creative project committees;

1.215 Develop graduate programs and courses;

1.216 Serve as members of the Graduate Education Committee;

1.217 Vote on graduate faculty issues.

1.22 Chairs of dissertation, theses, research papers, and creative projects who retire or who move to other institutions may be retained as chairs when such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.

1.3 The Doctoral Committee Chair Endorsement

1.31 Applicants who qualify for full graduate faculty membership may apply for an endorsement to chair doctoral committees and direct doctoral dissertations.

1.32 In addition to meeting the criteria listed in 1.1 above, applicants must have the earned doctorate and demonstrate a high level of competence in directing research/writing. Individual colleges and/or departments should determine the details of these criteria.

2. Associate Member

2.1 Criteria

2.11 Prospective Associate members of the graduate faculty are expected:

2.111 To have a demonstrated scholarly competence, which is reflected by possession of the terminal degree in the candidate's field (for terminal degree equivalence, see 5.6); and

2.112 To provide reasonable assurance that their service will be available throughout the period of the special need.

2.12 Members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.

2.2 Responsibilities and Prerogatives

2.21 Associate members may teach all levels of graduate course work within their academic, artistic, or clinical competence;

2.22 Associate members may serve as committee members, but not as chairpersons of theses or creative projects.

3. Assistant Member

3.1 Criteria

3.11 Prospective Assistant members of the graduate faculty are expected:

3.111 To have completed an advanced degree (not necessarily the terminal degree) in an area relevant to the field of study, or in lieu of the advanced degree, to have developed a high level of competence in an area of special need not covered by a member of the graduate faculty;

3.112 To provide reasonable assurance that their service will be available throughout the period of the special need.

3.12 Assistant members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.

3.2 Responsibilities and Prerogatives

3.21 Assistant members are not eligible to teach graduate course work.

3.22 Assistant members may serve as committee members, but not as chairpersons of theses or creative projects.

4. Terms of Membership

4.1 Full members of the graduate faculty are appointed for a period of six years.

4.2 Associate and Assistant members are appointed for three years.

4.3 Reappointments are subject to the departmental criteria and conditions in place at the time of reapplication;

4.31 Faculty who fail to qualify for reappointment to the graduate faculty may complete their ongoing obligations; however, except under special circumstances, they may not take on new obligations that are specifically reserved for the graduate faculty;

4.32 Faculty who fail to qualify for the endorsement may complete their obligations as doctoral committee chairs or dissertations directors; however, except under special circumstances, they may not take on new obligations as doctoral committee chairs or dissertation directors.

5. Departmental Guidelines and Procedures

5.1 An appropriate departmental committee, e.g., the Graduate Faculty Committee or the Salary-Merit Committee, takes the primary role in defining the criteria for appointment and reappointment of the department's graduate faculty, in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.

5.2 Departmental criteria for graduate faculty membership and the doctoral committee chair endorsement will be submitted every six years via the College Dean to the Graduate Education Committee for review and approval.

5.3 Approval of an applicant's graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant's department and College Dean.

5.4 The application will consist of the candidate's curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity. Only those professional accomplishments during the three (Associate and Assistant) or six (Full) years prior to the application will be considered.

5.5 Exceptions to these policies and procedures are made on a case-by-case basis; occasionally individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School.

5.6 The Dean of the Graduate School may approve the equivalence of the highest earned degree for candidates with an exceptionally meritorious record of recognized scholarship, creative endeavor, or achievement in practice commensurate to the scholarly expectations of the terminal degree in the field. In such cases, the Dean of the Graduate School shall consider the relevance of the highest earned degree, professional licensure and certifications, and direct and substantial work experience related to the field that demonstrates competency and the highest levels of achievement.

6. Appeals

Appeals from an adverse departmental decision should be made to the Dean of the College; appeals from an adverse college decision should be made to the Dean of the Graduate School; appeals from an adverse decision of the Dean of the Graduate School should be made to the Faculty Affairs Committee of the Graduate Education Committee. In all cases, the final decision will be made by the Dean of the Graduate School.