

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #7, 2019-20)

April 23, 2020

4:00 p.m.

Via Webex/ Online Conference

Approval of the Minutes of March 26, 2020.

I. Announcements

A. Next Scheduled Meetings

University Senate– Tentatively Thursday, August 27, 2020, 4:00 p.m., location/method to be determined.

Senate Agenda Committee – Tentatively Monday, August 17, 2020, 2:00p.m., location/method to be determined.

- B. With Undergraduate Education Committee’s approval on March 16, 2020, we will communicate with the appropriate stakeholders to create a university-wide communication and work flow plan on the WPP’s suspension, a plan that will include information for any students who may wish to modify their graduation plans in light of this change. Most students and departments should not feel much-- if any-- impact at all, and incoming students for AY 2020-21 will never experience the WPP as a graduation requirement.

Kecia D. McBride, Ph.D., Vice Provost for Academic Affairs

II. Recognition of Deaths

Dr. John Reno

Chairperson Emeritus of Physical Education, Coordinator Emeritus of Sport Administration & Sport Management Programs, and Professor Emeritus of Physical Education

Retired 2002

42 Years of Service

Dr. George J. Gannage, Jr.

Assistant Teaching Professor of Marketing and Assistant Director of the Center for Professional Selling

Michael Engber

Professor Emeritus of Business Law

Retired 1998

31 years

III. Questions Directed to President Mearns

IV. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson
B. Faculty Council – Jon Truitt, Chairperson
C. University Council – Laura Helms, Chairperson
D. Student Government Association- Aiden Medellin

- V. Report by Chairperson of Senate – Tarek Mahfouz– GANTT chart (Enclosure #1 - Issues in the Senate System)
- VI. Question and Answer Period
- VII. Unfinished Business
 - A. Senate Restructuring Adhoc Committee- New Constitution Final Read- (3rd Read Constitution Draft)- Karen Kessler
- VIII. New Business
 - A. Non-Tenure-Line Faculty Reconsideration Policy- (Enclosure #2)- Jennifer Christman
Voted on and approved by Faculty Council on March 19, 2020.
 - B. Professional Education Committee Revisions- (Enclosure #3)- Don Ester
This item was voted on and approved by Faculty Council on April 16, 2020.
 - C. Faculty Qualifications Task Force- (Enclosure #4 and attached Excel spreadsheet/ Copy of 4BSU
Disciplinary Terminal Degree Table)- Melody Bernot/Jennifer Wies
This item was voted on and approved by Faculty council on April 16, 2020.
- IX. Other Items
- X. Adjournment

/ba

MINUTES OF THE SIXTH MEETING OF THE 2019-20 UNIVERSITY SENATE
March 26, 2020

Members Present: 51

Members Absent: 20

1. The meeting was called to order by the Chair of the University Senate, Tarek Mahfouz, at 4:00 p.m.

Rules for the meeting were explained by Tarek Mahfouz. Substitutions were announced and noted.

Members Present: R. Bernot, L. Bielski, C. Braden, C. Chen, J. Christman, M. Clayton, B. Condie, B. Frankel, J. Fry, S. Fulton, K. Gayes, L. Gerstein, L. Helms, K. Hennessee, K. Heuett, J. Huff, K. Kessler, C. Kinsella, M. Kovach, R. Kraus, A. Kuban, A. Latz, S. Lee, C. Placek, D. Lewandowski, L. Li, E. Lucas, C. Luchs, T. Mahfouz, C. Malone, M. McCarthy, M. McGriff, C. McIntosh, A. Medellin, K. Mesarosh, P. Nagelkirk, D. Nardi, J. Plowdrey, S. Rivera-Mills, J. Shimkus, S. Smith, J. Sponseller, J. Truitt, J. Tye, M. Watters, R. Wijesinghe, S. Wilczynski, M. Wilson, R. Yantz

Substitutes: T. Carter for R. Rice-Snow, K. Kreamelmeyer for S. Tancock

Members Absent: C. Airriess, C. Bohanon, M. Cairns, C. DeBlasio, C. Gallagher, R. Groeber, T. Ho, J. Hopwood, R. Kovac, I. Livshits, S. Martin, G. Mearns, J. Place, K. Reese, D. Roof, M. South, J. Thaller, L. Wang, A. Yen, E. Zygmunt

A motion was made and seconded to approve the minutes of February 27, 2020.

Motion carried.

2. Announcements

- A. Next Scheduled Meetings

University Senate – Thursday, April 23, 2020, 4:00 p.m., Webex
Senate Agenda Committee – Monday, April 13, 2020, 2:00 p.m., Webex

- B. The University Senate meeting set for April 23, 2020 will be expected to take longer than one hour and to be prepared for a suspension of time.

3. Recognition of Deaths

There was a moment of silence to recognize the death of the following:

Morry Mannies
Assistant Professor of Speech and Director of Speech Education (1968-1975)
Voice of the Cardinals
Retired 2011

4. Questions Directed to President Mearns

Provost Susana Rivera-Mills was available by phone. The following inquiries were made:

- Commencement- do we have a revised plan yet? Should have a decision within the next 7-10 days.
- Enrollment for Fall 2020? It is still too early to know how the Coronavirus will affect enrollment.
- What steps is admissions taking to engage potential students? They are reaching out virtually, with phone calls and online conferences.
- Junior faculty are concerned about how the loss of research due to the Coronavirus might affect the process of tenure and promotion. There is a group gathering information now to determine the best way to move forward on this subject.
- As of right now, the date for return to campus is April 6, 2020. The university is in communication with the Governor's office and local Health Department. Updates will be communicated.
- One Ball State Day? As of this time, plan is to still hold this event as scheduled on April 7, 2020.

- Are there any needs for students or families that we can meet? The university continues to house approximately 108 students on campus following the social distancing guidelines. They are receiving health services, counseling and any other supportive services needed.
- Provost Rivera-Mills is very proud of our campus community, the faculty's innovative and creative ways of continuing to engage students, support to the local hospital and services to meet the community's needs. Thank you all from the bottom of my heart. Tarek Mahfouz thanked the administration in return.

5. Committee Reports

- A. Governance and Elections Committee – Karen Kessler- I will provide more information under unfinished business. She will be reaching out to all Senators to help engage their departments in the voting process on the new constitution with the goal of getting two-thirds (2/3) of the people to vote.
- B. Faculty Council – Jon Truitt- The council heard committee reports at the meeting on March 19, 2020. The Non-Tenure-Line Committee presented a reconsideration proposal that was approved by the Faculty Council. This proposal will be provided to the Senate Agenda Committee for consideration on April 13, 2020.
- C. University Council – Laura Helms- The council will be meeting on April 2, 2020 by WebEx.
- D. Student Government Association – Aiden Medellin – The association is working on in-house items, such as the governing documents. They are meeting by WebEx. There is no new legislation for consideration at this time. They have two more weeks for possible legislation work.

6. Report by Chairperson of Senate – Tarek Mahfouz – Gantt chart (Enclosure #1) - Issues in the Senate System

Tarek Mahfouz reviewed each item briefly, highlighting the current location and ongoing nature of each. These items included:

- A. Core Curriculum Revision- This item remains with the committee. They are determining the best way to move forward given the current circumstances. They cannot hold forums. Tarek Mahfouz and Jon Truitt have been asked by the Provost to present information to the Academic Leadership team.
- B. Graduate Education Committee- Taught/with policy revision proposal- This item was considered at Faculty Council on March 19, 2020. The Graduate Education Committee are currently working on the proposal and the language previously provided by Bruce Frankel. They do plan to present new language. At Faculty Council on March 19, 2020, Bruce Frankel's Motion was voted on and tabled to allow the Graduate Education Committee to complete their work.
- C. Non-tenure-line Reconsideration Policy- This item was approved by Faculty Council on March 19, 2020. It will be provided to the Senate Agenda Committee for consideration on April 13, 2020.
- D. Master Planning & Facilities Proposal- The University Council will consider this proposal at their next meeting on April 2, 2020.
- E. Board of Trustee membership Ad hoc- We will consider this item today.
- F. Undergraduate Education Committee- BA/BS Program Distinctions- There is no new information on this item.
- G. Senate Restructuring Ad hoc Writing Committee- We will consider this item today.

7. Question and Answer Period:

There were no additional questions.

8. Unfinished Business:

- A. Board of Trustee Membership Ad hoc- (Attached PDF- Resolution Amending Members on Board of Trustees and Preliminary Report Faculty Staff on BoT)- Jim Flowers and Bruce Frankel

A motion was made by Bruce Frankel to open this item for discussion. Karen Kessler seconded. Jim Flower provided background information on this proposal. Bruce Frankel explained and referenced the attachments.

Discussion ensued, including but not limited to the following topics;

1. Should administration and the Board of Trustees be approached for their support
2. Should other universities be approached in regards to a possible formation of a coalition
3. There are different sections of the Indiana Code- every university is different

4. Forming a coalition could take upwards of a year to complete

A motion was made and seconded to approve this proposal and send it forward, to meet with the administration and the Board of Trustees to gauge their support.

A vote was taken by the Senators providing a Yes or No in the chat feature of the WebEx. The following final tally was taken: thirty-one (31) Yes, thirteen (13) No and one (1) abstention.

Motion carried.

C. Senate Restructuring Adhoc Committee- New Constitution- (Attached PDF- Senate Second Reading Draft)- Karen Kessler.

Karen explained that the attached document was the same as the first document provided for the first reading on February 27, 2020. Karen agreed to provide the updated 2nd Reading document by Monday March 30, 2020 to be emailed to all Senators for review with the deadline of April 10, 2020 at 5pm for any feedback. The third and final reading of the document will occur at the University Senate meeting set for April 23, 2020.

A motion was made and seconded to consider today the second reading of the constitution.

A vote was taken by the Senators providing a Yes or No in the chat feature of the WebEx. The following final tally was taken: forty-three (43) Yes, two (2) No and one (1) abstention.

Motion carried.

9. New Business: There is no new business at this time.

10. Other Items:

11. Adjournment:

A motion was made and seconded to adjourn at 5:00 p.m.

Motion carried

Respectfully Submitted,

Laura Helms, Secretary

/ba

Issues in the Senate System, 2019-20 (04.17.20)

FACULTY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
Core Curriculum Revision	To FC	03.21.19												
	Tabled to FC Sent to UCC	04.18.19												
GEC- Taught/with 101.4 FPPH changes B. Frankel- Motion	To SAC	08.19.19												
	To FC (tabled)	09.05.19												
	FC	10.10.19												
	To GEC & FC?	11.07.19												
Non-Tenure-Line Reconsideration Policy	SAC	02.17.20												
	FC	03.19.20												
	SAC Senate	04.13.20 04.23.20												
PEC- Revisions	SAC	04.13.20												
	FC	04.16.20												
	Pending FC-Senate	04.23.30												
UNIVERSITY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
CAMPUS COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
SENATE AGENDA				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
Board of Trustee Membership Ad hoc	Senate	08.29.19												
	SAC	09.23.19												
	Senate	10.03.19												
	SAC	03.16.20												
	Senate	03.26.20												
UEC- BA/BS Program Distinctions	SAC To UEC	01.06.20												

Faculty Qualifications Task Force Report	SAC FC Senate	04.13.20 04.16.20 04.23.20											
GOVERNANCE & ELECTIONS				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
SRAHC- Writing Committee	G&E FC UC G&E G&E Senate- 1 st Read Senate- 2 nd Read SAC Senate- 3 rd Read	02.07.19 09.05.19 09.12.19 01.16.20 02.06.20 02.27.20 03.26.20 04.13.20 04.23.20											

To: Jon Truitt, Chair, Faculty Council
From: Jennifer Christman, Chair, Non-tenure-line Faculty Committee
Date: January 24, 2020
Re: Non-tenure-line Faculty Reconsideration Policy Proposal

As it stands, there is no formal reconsideration process in the Faculty and Professional Personnel Handbook for non-tenure-line faculty promotion. **The proposed language for the reconsideration policy of the non-tenure-line faculty promotion process is in bold below.** The non-tenure-line promotion policy as it currently stands is italicized.

16.1.3. NON-TENURE-LINE FACULTY TITLES AND PROMOTIONS

16.1.3.1. Non-tenure-line faculty members currently employed by Ball State may have their titles reassigned based on the criteria listed in the titles and promotions chart and may be eligible to apply for the appropriate promotion level based on demonstration of excellence in their area of specialization.

16.1.3.1.1. Non-tenure-line faculty may be eligible to apply for a first promotion no earlier than the seventh (7th) year of full-time service.

16.1.3.1.2. Non-tenure-line faculty are eligible to apply for a second promotion no earlier than five (5) years of service after their first promotion.

16.1.3.1.3. Years of full-time service do not need to be continuous.

16.1.3.1.4. Salary increments may be awarded at each promotion along with a three-year contract and a five-year contract, respectively.

16.1.3.2. Documentation of excellence may vary depending on the area of specialization.

16.1.3.2.1. Departments will create their own policies, procedures, and expectations for excellence for promotion of non-tenure-line faculty.

16.1.3.2.2. The document will be included in the department's non-tenure-line faculty merit document.

16.1.3.2.3. The document must be approved by the University Faculty Salary and Benefits Committee.

16.1.3.3. All promotion decisions will be handled at the department level and approved by the College Dean, the Provost and Executive Vice President for Academic Affairs, Office of the President, and the Board of Trustees.

16.1.3.3.1. Decisions on promotions are a separate process from and will have no bearing on the annual review of non-tenure-line faculty performance and decisions about contract renewals.

16.1.3.4 RIGHT OF RECONSIDERATION RE: Non-tenure line PROMOTION

16.1.3.4.1. Reconsideration

16.1.3.4.1.1. Reconsideration is the act whereby a candidate may request that an initial adverse decision by a departmental committee or Dean be reexamined.

Reconsideration can take place before an appeal. Reconsideration provides an opportunity for a candidate to clarify content of material.

- 16.1.3.4.1.2.** If the initial adverse recommendation has been made by the department Non-Tenure-Line Promotion Committee, then the candidate may ask for a reconsideration of that recommendation by the Department Committee before he or she may proceed further.
- 16.1.3.4.1.21.** The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if a department Non-Tenure-Line Promotion Committee advises a faculty member in writing that it is recommending against promoting to such member, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of non-tenure-line faculty members who have been promoted. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.
- 16.1.3.4.1.22.** There are two permissible reasons to request reconsideration: 1) procedural violations, which allege that during the evaluation of the candidate's materials that there were specific infractions of procedures set forth in the Faculty and Professional Personnel Handbook and/or other relevant and approved sub-unit or college documents; or 2) substantive violations, in the case of the department Non-Tenure-Line Promotion Committee's incomplete review or misinterpretation of the promotion file. The candidate's written request must address the specific examples of the procedural violations and/or submitted materials potentially not reviewed or misinterpreted. The written request for reconsideration shall be filed in the office of the department chairperson and forwarded to the Department Non-Tenure-Line Committee.
- 16.1.3.4.1.3.** After receiving a request for reconsideration, the Department Committee must meet to reconsider its initial adverse recommendation. The Department Committee must meet with the candidate if requested. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.
- 16.1.3.4.1.31.** After meeting to reconsider the candidate's materials, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote. If the decision is to affirm the initial adverse recommendation, the committee shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation. The letter will be a part of the candidate's personnel file.

- 16.1.3.4.1.3.2** The candidate's materials for promotion shall be held in the departmental office and shall not be forwarded to the College Dean until the requests for reconsideration has been completed.
- 16.1.3.4.1.4** If the initial adverse recommendation has been made by the College Dean, then he or she may ask for reconsideration at the collegiate level.
- 16.1.3.4.1.4.1** The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if a College Dean advises a faculty member in writing that it is recommending against awarding promotion to such member, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of non-tenure-line faculty members who have been promoted. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.
- 16.1.3.4.1.4.2** There are two permissible reasons to request reconsideration: 1.) the College Dean's incomplete review of; or 2.) misinterpretation of the promotion file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request shall be filed in the office of the College Dean.
- 16.1.3.4.1.4.3** After receiving a request for reconsideration, the College Dean must reconsider the initial adverse recommendation. The Dean must meet with the candidate if he or she so requests. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.
- 16.1.3.4.1.4.4** The Dean will inform the candidate of his or her decision following reconsideration. If the decision is to affirm the initial adverse recommendation, the Dean shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of the candidate's personnel file.
- 16.1.3.4.1.4.5** The candidate's materials for promotion shall be held in the Dean's office and shall not be forwarded to the University Non-Tenure-Line Faculty Committee until all requests for reconsideration have been exhausted.
- 16.1.3.4.1.5** If the initial adverse recommendation has been made by the Provost, then the candidate may ask for reconsideration by the Provost.

- 16.1341.51. The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, the Provost advises a faculty member in writing that they are recommending against promotion to such member, the period to request reconsideration would run from the date of receipt of the communication, rather than from the date on which the Board of Trustees subsequently announces the names of non-tenure-line faculty members who have been promoted. Any request for reconsideration not filed within this time limit will be denied automatically, unless the Provost determines that good cause has existed for the delay.
- 16.1341.52. There are two permissible reasons to request reconsideration: 1.) the Provost's incomplete review of; or 2.) misinterpretation of the promotion file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request shall be filed in the office of the Provost.
- 16.1341.53. After receiving a request for reconsideration, the Provost must reconsider their initial adverse recommendation. The Provost must meet with the candidate if they request. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.
- 16.1341.54. After reconsidering the candidate's materials, the Provost shall overturn or affirm the previous decision. This decision supersedes the previous decision.
- 16.1341.55. The Provost will inform the candidate of their decision following reconsideration.
- 16.1341.56. The candidate's materials for promotion shall be held in the Provost's Office and shall not be forwarded to the university President until all requests for reconsideration have been exhausted.

16.1.3.4. Appeals (would need shifted to 16.1.3.5 – all following policy codes edited accordingly)

16.1.3.4.1. The first line of appeal for a negative promotion decision should be heard by an ad hoc committee comprised of non-tenure-line faculty members from that college and a representative of the dean's office.

16.1.3.4.2. The second line of appeal should be heard by the University Non-tenure-line faculty Affairs Committee and a representative of the Provost's Office.

16.1.3.5. Implementation

16.1.3.5.1. The policy begins Fall Semester 2018.

16.1.3.5.2. Non-tenure-line faculty currently employed by Ball State University will have their titles reassigned based on the criteria of the Titles and Promotion chart.

16.1.3.5.3. Non-tenure-line faculty will be eligible to apply for the appropriate promotion level based on the faculty member's documented demonstration of excellence and requisite number of years of service.

16.1.3.5.4. *During the initiation year for titles and promotion, a department committee holds the discretion of awarding titles to non-tenure-line faculty who have shown excellence with meritorious ratings and have been employed by Ball State University a minimum of seven (7) years to the first promotion according to the Titles and Promotion Chart.*

16.1.3.5.5. *During the initiation year for titles and promotion, a department committee holds the discretion of awarding titles to non-tenure-line faculty who have shown excellence with meritorious ratings and have been employed by Ball State University for a minimum of twelve (12) years to the second promotion according to the Titles and Promotion Chart.*

16.1.3.5.6. *Non-tenure-line faculty who received the first promotion during the initiation year and have served twelve (12) or more years may apply for the second promotion after three (3) years.*

16.1.3.5.7. *Non-tenure-line faculty who hold the title of Assistant Professor prior to August 18, 2018, may elect to maintain the title of Assistant Professor but will negate their ability to be promoted.*

16.1.3.5.7.1. *Final decisions on maintaining the title or moving to the promotable titles must be made within the 2018F-2019 Academic Year.*

Respectfully submitted,
Jennifer Christman
Chair, Non-tenure-line Faculty Committee
Department of Criminal Justice & Criminology

**PROPOSED REVISION OF THE PROFESSIONAL EDUCATION COMMITTEE
(Passed by PEC on Feb. 26, 2020; Don Ester, Chair)**

10.8.4.9. Professional Education Committee

10.8.4.9.1. Membership — The membership of the Professional Education Committee shall consist of the following:

Faculty representatives must be approved as Professional Education Faculty Category I. University term limits apply except in cases where program size restricts the number of eligible faculty.

10.8.4.9.1.1. Voting

- 10.8.4.9.1.1.1. One faculty member elected by and from the Miller College of Business, for a two-year term;**
- 10.8.4.9.1.1.2. One faculty member elected by and from the College of Communication, Information, and Media, for a two-year term;**
- 10.8.4.9.1.1.3. Two faculty members elected by and from the College of Fine Arts, for staggered two-year terms;**
- 10.8.4.9.1.1.4. One faculty member elected by and from the College of Health, for a two-year term;**
- 10.8.4.9.1.1.5. Four faculty members elected by and from the College of Sciences and Humanities, for staggered two-year terms;**
- 10.8.4.9.1.1.6. Six faculty members elected by and from Teachers College; for staggered two-year terms;**
- 10.8.4.9.1.1.7. One graduate student appointed by the Professional Education Committee, for a one-year term;**
- 10.8.4.9.1.1.8. One undergraduate student appointed by the Professional Education Committee, for a one-year term;**
- 10.8.4.9.1.1.9. Two representatives from K-12 public education (either two teachers or one teacher and one administrator) appointed by the Professional Education Committee, for two-year terms.**

10.8.4.9.1.2. Non-Voting

- 10.8.4.9.1.2.1. One faculty member appointed by and from the Faculty Council, for a two-year term;**
- 10.8.4.9.1.2.2. Dean of Teachers College, ex officio, or a designee;
- 10.8.4.9.1.2.3. Associate Dean of Teachers College, ex officio, or a designee;

- 10.8.4.9.1.2.4. Accreditation and Assessment Coordinator from Teachers College, ex officio, or a designee;
- 10.8.4.9.1.2.5. Director of Teacher Education Services and Clinical Practice, ex officio, or a designee.
- 10.8.4.9.1.2.6. Director of edTPA, or a designee.**

10.8.4.9.2. Responsibilities – **The Professional Education Committee is responsible for the following initiatives and activities and forwards recommendations to the Dean of Teachers College:**

- 10.8.4.9.2.1. To elect a Chairperson, Vice Chairperson, and Secretary from its membership by majority vote for one-year terms;
- 10.8.4.9.2.2. To form an Executive Committee from the Professional Education Committee membership, consisting of the Chairperson, the Vice Chairperson, the Secretary, the Associate Dean for Educator Preparation, and a representative from P-12 public schools. The Executive Committee will prepare an agenda for each meeting and expedite committee business;
- 10.8.4.9.2.3. To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
- 10.8.4.9.2.4. **To review and recommend approval of new and revised professional education courses;**
- 10.8.4.9.2.5. **To review and recommend approval of new and revised programs that lead to initial licensure of P-12 teachers or advance licensure of specialized school professionals for employment in P-12 schools and districts;**
- 10.8.4.9.2.6. **To regularly review and recommend approval of new and existing educator preparation policies;**
- 10.8.4.9.2.7. To approve Professional Education Faculty applications;
- 10.8.4.9.2.8. Establish and regulate sub-committees responsible for completing the work of the **Educator Preparation Provider**. Members of sub-committees may include other professional education faculty, P-12 representatives, and students;
- 10.8.4.9.2.9 To review its own organization, procedures, and functions and to make recommendations to the Governance and Elections Committee on these matters.**

Faculty Qualifications Task Force Final Report

Terms of Service: November 2019- April 2020

Membership:

- Jennifer R. Wies (chair), Director for Assessment and Accreditation and Professor of Anthropology
- Kristen McCauliff- Associate Vice Provost for Academic Affairs
- Adam Beach- Dean, Graduate School
- MaryJo Germani- Professor and Chair, Speech Pathology and Audiology, College of Health
- Pat Collier- Professor and Chair, English, College of Sciences and Humanities
- Glen Stamp- Professor and Chair, Communication Studies, College of Communication, Information, and Media
- Trudi Weyermann- Assistant Provost, Division of Online and Strategic Learning
- Andrea Swartz- Professor and Chair, Architecture, College of Architecture and Planning

Charge

1. Review University and Department-level policies for tested experience for HLC compliance.
2. Determine responsible entity for assuring compliance “at hire.”
3. Determine responsible entity for maintaining tested experience documentation.
4. Confirm the presence of verifiable transcripts for the stated degree.
5. Identify interconnected policies or processes to assure compliance.
 - a. Graduate faculty status.
 - b. Graduate teaching assistant policies.
 - c. Undergraduate teaching assistant policies.
 - d. Dual credit.
 - e. Human relations job ad development
6. Make recommendations to VPAA/Provost by April 2020. Share with Provost’s Council and route through governance.

Activities

1. Reviewed information about HLC Faculty Qualification and Tested Experience policies and identified best practices from other institutions.
2. Extensively reviewed the existing 31 unit-level Tested Experience policies, corresponding candidate approval forms, and example of approved Tested Experience candidates.
3. Prepared revised policies and forms for adoption via the BSU governance process.
4. Developed a Disciplinary Terminal Degree table, by department, to reflect terminal degrees as determined by BSU disciplines and guide the use of Tested Experience. A terminal degree refers to the highest academic degree required in a given field of study for the purposes of hiring faculty and establishing rank.
5. Reviewed Spring 2018 Instructor of Record rosters with degree status to ascertain extent of misaligned qualifications, inclusive of graduate assistant instructors.

6. Consulted with relevant key constituents, including: Dual Credit, Human Resources, and selected academic departments.

Outcomes

1. Revised Faculty Qualifications Policy and Memo
2. BSU Terminal Degree Table

Additional Recommendations

1. Identify routes for training and information across the academic colleges and other instructional units regarding faculty qualification and tested experience exemptions.
2. Centralize the Tested Experience form for ease and clarity of use (currently each unit develops their own form).
3. Collaborate with Human Resources and hiring approval officials to align position descriptions with the appropriate terminal degree.
4. Discuss whether BSU wishes to pursue minimum degree requirements for faculty ranks (see South Dakota Board of Regents example).
5. Remove Faculty and Professional Personnel Handbook and othering guiding document discrepancies regarding oversight of faculty qualifications and tested experience approvals.
6. Determine regular review intervals for the faculty qualifications and tested experiences policies and documentation (e.g. every three years).
7. Review and revise policies and guidance for undergraduate students and graduate student assistants engaged in all forms of teaching. Identify oversight and support mechanisms for this form of instruction.

Approved (via email) by a majority and submitted to Kecia McBride, Vice Provost for Academic Affairs on March 25, 2020.

February 4, 2020

RE: Faculty Qualifications and Tested Experience Policy

FROM: Faculty Qualifications Task Force

Jennifer Wies, Convener

Members: Adam Beach, Mary Jo Germani, Glenn Stamp, Kristen McCauliff, Andrea Swartz, Patrick Collier, and Trudi Weyermann

BSU approved the Faculty Qualifications and Tested Experience Policy (FPPH Policy 19) in 2017 in response to the 2016 revised guidance from the Higher Learning Commission regarding faculty qualifications. In addition to providing clear guidelines for establishing faculty qualifications, this guidance indicated that demonstrating appropriate qualifications of instructional faculty is a significant component of the regional accreditation process and requires constant and deliberate attention.

Three years after policy implementation, the Director for Assessment and Accreditation convened a task force to:

7. Review University and Department-level policies for tested experience for HLC compliance.
8. Determine responsible entity for assuring compliance “at hire.”
9. Determine responsible entity for maintaining tested experience documentation.
10. Confirm the presence of verifiable transcripts for the stated degree.
11. Identify interconnected policies or processes to assure compliance.

After careful review of the current department policies and filed candidate approval forms, an examination of other institution’s practices, and appraisal of the best practices literature concerning faculty qualifications, the task force determined that:

1. The current policy suggests that departments develop unit-level policies, approved by deans and the provost, with potentially unique Tested Experience candidate forms. This has resulted in 30 unique unit-level policies, which are inconsistently compliant with the HLC Faculty Qualifications requirements.
2. The BSU Tested Experience process is not fully integrated in the hiring process, resulting in new hires that are assigned instructional load without tested experience documentation.
3. The currently filed Tested Experience Candidate Forms (n=31) showed that forms are inconsistently executed and filed.
4. Responsible entities for the maintenance and execution of faculty qualifications oversight are unclear and unit leaders do not have the information necessary to fully implement the current policy.

Therefore, the Faculty Qualifications Task Force recommends the following actions to assure that BSU’s faculty qualifications processes meet the established minimum criteria as set forth by the Higher Learning Commission:

1. Establish a singular, University-level policy to guide the faculty qualifications processes, and support subject matter expert evaluation of Tested Experience at the unit-level.
2. Use a common, University-level Tested Experience Candidate Approval form for all instructional faculty who do not possess a terminal degree in the discipline.

3. Develop a terminal degree credentialing table to use in the determination of a terminal degree in the discipline.

These action items will require a revision to FPPH policy 19. Further, this policy revision intersects with the following policies and processes which may be affected:

1. Graduate faculty status application process.
2. Teaching assistant policies.
3. Human relations job ad development.

Timeline

February 2020	Develop terminal degree tables in collaboration with instructional units and appropriate area supervisor (deans, VPs, etc.)
March 2020	Route policy and appendices through appropriate governance structures
April 2020	Policy approval and implementation, open meetings for implementation training

To support this policy implementation, the committee recommends the following actions be completed and discussed each academic semester:

1. Instructional unit supervisors (deans, VPs, etc.) produce a faculty assignment report to ensure satisfactory alignment of degree and course instruction. Reports are shared with the Director of Assessment and Accreditation for institutional documentation.
2. Misaligned instructional load be addressed via Tested Experience approval (if applicable) or other appropriate action.

TEACHING FACULTY QUALIFICATIONS POLICY AND PROCEDURES

(to replace FPPH policy 19)

Ball State University ensures that all instructional faculty and faculty responsible for developing curriculum possess the academic preparation, training, and experience to teach in an academic setting, meet or exceed the minimum requirements of accrediting bodies, and accomplish the mission of the institution.

When determining qualifications of its teaching faculty, Ball State University considers, where appropriate, undergraduate and graduate degrees, related work experiences, professional licenses and certifications, or other demonstrated competencies and achievements that contribute to effective teaching. Guidance regarding these criteria is contained in the Higher Learning Commission document entitled "Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices."

A. Academic Qualifications

When determining acceptable qualifications of its teaching faculty, Ball State University gives primary consideration to the highest degree earned in the discipline. Degrees earned are only acceptable if awarded by an institution that holds accreditation from one of the regional or national accrediting agencies recognized by the U.S. Department of Education. Foreign credentials must meet standards established by the American Association of Collegiate Registrars and Admissions Officers.

Faculty should have completed a program of study in the discipline in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed as described below. The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches the courses the faculty member would teach in accordance with the conventions of the academic field.

Graduate student involvement in instruction is outlined in the Faculty and Professional Personnel Handbook, "Graduate Assistants in Teaching Roles" and in the Graduate School's "Guidelines and Information for Ball State University Graduate Assistants."

1. Undergraduate Courses Enrolling Only Baccalaureate Students

Faculty teaching undergraduate courses enrolling only baccalaureate students may be deemed qualified if they have earned a:

1. Master's degree or higher in the teaching discipline; or
2. Master's degree or higher in any discipline with at least 18 graduate semester credit hours in the discipline in which they are teaching.

2. Master's-level Graduate Courses and Mixed Undergraduate/Graduate Courses

Faculty teaching master's-level graduate courses or taught/with undergraduate/graduate courses may be deemed qualified if they possess a:

1. Record of research, scholarship, or achievement appropriate for the graduate program; and

- a. A terminal degree (e.g. Ph.D., Ed.D., J.D., MFA, etc. as determined by academic department) in the teaching discipline or subfield; or
- b. Terminal degree in any discipline with at least 18 completed graduate semester credit hours in the teaching discipline.

3. Doctoral-level Courses

Faculty teaching doctoral courses may be deemed qualified if they possess a:

1. Terminal degree in the teaching discipline; and
2. Demonstrated record of research and scholarship appropriate to the program and degree offered.

B. Experience-based Qualifications

In the absence of the academic qualifications articulated above (Section II.A), qualification to teach in a particular discipline may be based on other credentials.

A department may justify a faculty member's assignment to teach a given course based on a combination of academic, experiential, and other credentials including, as appropriate: undergraduate or graduate degrees, related work experiences, professional licenses and certifications, or other demonstrated competencies and achievements that contribute to effective teaching. These experiences should be equivalent to the degree that would otherwise be required for the faculty teaching position. This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to and current in the discipline in which the faculty member would be teaching.

Although appropriate experiences will vary from discipline to discipline, departments relying on experience-based qualifications should: 1) consider experiences and engagement activities that qualify faculty to teach pursuant to a system of evaluation established by the agency accrediting the discipline, or 2) develop faculty hiring qualifications that outline a minimum threshold of experience and a system of evaluating the professional qualifications of the faculty member.

Tested experience qualifications should be:

1. Established for specific disciplines and programs; and
2. Consistent across all hires in that area; and
3. Expressed clearly in the position description at the time of hiring.

C. Documentation of Qualifications

It is the responsibility of the instructional unit offering the courses that the faculty member will teach to verify their teaching qualifications. The responsibility for ensuring appropriate credentials for all teaching faculty teaching lies with the applicable dean.

Copies of all credentials and original transcripts shall be maintained within 1) the faculty member's personnel file held by the academic unit and 2) the Vice Provost for Academic Affairs.