

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #7, 2014-15)

April 23, 2015

4:00 p.m.

LB (Letterman Building) Room 125

Approval of the Minutes of March 26, 2015

I. Announcements

A. *THIS WILL BE THE FINAL MEETING FOR 2014-15.*

*THE FIRST MEETING FOR 2015-16 WILL CONVENE IMMEDIATELY FOLLOWING THE
ADJOURNMENT OF THIS MEETING.*

B. Items to be removed immediately from Faculty and Professional Personnel Handbook (Enclosure #1)

C. Voting Program Areas – Professional Education Committee (Enclosure #2)

D. Academic Posting, 2014-15, Volume XLVI-6 (Attachment #1)

II. Recognition of Deaths

Glen Thomas Rosenthal
Director Emeritus of Employer Relations
and Campus Interviews
Retired 1987
15 Years of Service

John (Jack) Wyman
Professor of Architecture
1970-2015

III. Council/Committee/Student Senate Reports

A. Governance and Elections Committee – Chin-Sook Pak, Vice Chairperson

B. Faculty Council – Michael Hanley, Chairperson

C. University Council – Jennifer Jones-Hall, Chairperson

D. Campus Council – Kevin Thurman, Chairperson

E. Student Senate – Nicholas Wilkey, President, Student Senate

F. Faculty Athletics Representative to NCAA and MAC (FAR) – Charlene Alexander, FAR Representative
(Enclosure #3)

IV. Report by Chairperson of Senate – Amy Harden (Enclosure #4 - Issues in the Senate System)

- V. Questions Directed to the President
 - VI. Question and Answer Period
 - VII. Unfinished Business
 - VIII. New Business
 - A. Revision of University Promotion and Tenure Document (Enclosure #5)
 - B. Policy on Acceptance of Transfer Credit (Enclosure #6)
 - C. Revision of membership of Research Committee (Enclosure #7)
 - IX. Other Items
 - X. Adjournment
- /mt

MINUTES OF THE FIFTH MEETING OF THE 2014-15 UNIVERSITY SENATE
Thursday, February 26, 2015

Members Present: 61

Members Absent: 7

The meeting was called to order by the chairperson of the University Senate, Amy Harden, at 4:00 p.m.

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

Members Present: S. Aegisdittor, E. Agnew, A. Beane, R. Bernot, J. Bolin, A. Brown, P. Buis, B. Byers, B. Canada, D. Caristi, B. Chang, J. Chapman, M. Chiuni, J. Christman, C. Corbin, R. Davis, P. Ferguson, J. Fitzgerald, J. Forbey, B. Frankel, J. Gruver, M. Hanley, A. Harden, J. Hesser, M. Holtzman, A. Hopper, J. Huff, J. Jemiolo, T. Jitpai boon, J. Johnson, J. Jones-Hall, K. Kessler, T. King, K. Koch, R. Kovac, K. Kreamelmeyer, L. Lehman, I. Livshits, C. Luchs, M. Maggiotto, T. Mahfouz, S. McFadden, E. Nesson, C. Pak, S. Pattison, L. Pellerin, S. Rice-Snow, D. Singh, J. Stroh, C. Thomas, K. Thurman, D. Wheeler, R. Wijesinghe, N. Wilkey, S. Zhuk

Substitutes: Jean Marie Place for B. Brey, Payne Horning for Z. Huffman, Keith Kothman for E. Crawford, Ronald Hicks for M. Hill, Matt Stephenson for L. Julian, Glen Stamp for L. O'Hara

Members Absent: Shon Byrum, B. Collins, B. Kubel, T. Lewers, C. Munchel, L. Sullivan, B. Wagner

A motion was made and seconded (Forbey/Thurman) to approve the minutes of November 20, 2014.

The motion carried.

1. Announcements

Items I. A. (Next Scheduled Meetings), I. B. (Program Information-Enclosure #1), I. C. (Revision of membership of Events Programming and Scheduling Committee-Enclosure #2), I. D., (Revision of ex officio membership of Student Center Committee-Enclosure #3), and I.E. (Residence, Transfer, and Extension Work-Enclosure #4), were reviewed by the Senate membership.

2. There was a moment of silence to honor the lives of Frank Owens and Eugene Wagner.

3. Council/Committee/Student Senate Reports

A. Governance and Elections Committee – Chin-Sook Pak, Chair. Chin-Sook reported the committee met on January 8 and February 5, and discussed procedures relating to populating a new college (University Senate Agenda, 2/26/15, Enclosure #5). There are two steps involved.

First, the Academic Planning Task Force and Implementation Task Force are at work. Campus Open Forums have been scheduled. The Provost will submit a proposal to the senate who will in turn forward a recommendation to the President. The recommendation will be presented to the Board of Trustees and the Indiana Commission on Higher Education (ICHE).

The second step involves populating the new college. In the fall, 2015, each academic unit considering joining the new college will conduct an election within that unit. It will be under the supervision of the Governance and Elections Committee. All affected faculty within that college and having those units and programs will vote on the proposal to move. College faculty and administration from which the transfer will take place, will develop conditions and procedures for implementation.

The results of the voting will come forward to the Provost and the University Senate.

B. Faculty Council – Michael Hanley, Chair. Michael reported the council met on January 29 and discussed and passed the report of the academic titles task force. The Provost has offered to work further on the titles. They discussed and approved a new definition of Residence, Transfer, and Extension Work. It is an item in the announcements section of today's agenda. The Policy on Chronic Unsatisfactory Performance was postponed until a special meeting held on February 12. The meeting on February 12 consisted of a collegial discussion and the policy passed. It is an item on today's agenda, under New Business.

C. University Council – Jennifer Jones-Hall, Chairperson. Jennifer reported the council cancelled their meeting on February 5, but will meet on March 19. President Ferguson will be in attendance to receive and discuss feedback from his State of University Address on February 6.

- D. Campus Council – Kevin Thurman, Chair. Kevin reported the council met on February 12 and passed the Student Code Revisions on today’s agenda. The council will meet again in April and will be holding elections for 2015-16.
- E. Student Senate – Nick Wilkey, President of the Student Government Association, reported elections were held and Jack Hesser was elected president of SGA for 2015-16. The food pantry established during this academic year is proving to be too small and will be expanding.

4. Report by Chairperson of Senate – Amy Harden (University Senate Agenda, 2/26/15, Enclosure #6)

The issues in the senate system are moving forward. There were no questions.

5. Questions Directed to the President

President Ferguson commented on the following:

- Congratulated Jack Hesser and the Atlas team on their successful election. It was confirmed this election provided the highest turnout of voters in recent years.
- Appreciated the turnout for the State of the University Address on February 6. There were between 800-900 in attendance at Emens and about that same number online. This was a cooperative effort between the president’s office and media faculty to include as many constituencies as possible. He was briefed today by the student media group and appreciates their work.
- The Strategic Planning Leadership Team will be meeting tomorrow. Please forward all ideas/concerns, etc., to him.
- He was in attendance at the special meeting of the Faculty Council on February 12 and heard a very strong and deep commitment to excellence and self-governance. The concern has been, “is Ball State, are the faculty, committed to accountability?” Many of you may know that conversation came up publically with the Board of Trustees. They wanted to understand where the faculty were on the policy. The President supported Provost King’s leadership and fully supports and endorses the conversation at the meeting. What happened at the meeting is what should happen at a university – we must share our concerns, grievances, etc.

6. Question and Answer Period

There were no questions.

7. Unfinished Business

There was no unfinished business.

8. New Business

A. Policy on Chronic Unsatisfactory Performance (University Senate Agenda, 2/26/15, Enclosure #7)

A motion was made and seconded (Hanley, Kessler) to approve the policy.

Joseph Chapman, University Senate member, expressed concerns from some faculty in the Miller College of Business (MCOB). He believes the standards are not the same from the three departments within MCOB. He suggested research not be a component of the standards for the MCOB faculty. He also believes phased retirement should not be included in this policy.

Provost King responded to the concerns expressed by the senate members.

- With regard to phased retirement, their contract specifically states their load, which more than likely is just teaching.
- With regard to load policies, each department has an appeals policy and this can be utilized by the faculty member.
- He yielded the floor to Sushil Sharma, Associate Dean of the Miller College of Business, who confirmed faculty in that College have to have two general publications and five other intellectual contributions over a five-year period to meet the standard for satisfactory performance.

Discussion ensued. It was confirmed by a senate member that we have reviewed these concerns at the Faculty Council meeting on February 12. The departments and subunits have the power to set standards for each subunit. This would take care of their faculty and the different kinds of loads they are doing. There are many ways to do this to take care of faculty.

The senate member feels there is a fear of accountability and that we need to embrace the idea of being accountable.

A senate member requested clarification concerning the location of this policy in the Faculty and Professional Personnel Handbook. In this section, it mentions both faculty and professional personnel. It is not clear how these revisions apply to professional personnel. If it applies to professional personnel, there has been no review by the University Council nor the professional personnel salary and benefits committee.

It was confirmed this applies to tenured faculty only.

A motion was made and seconded (Hanley/Kessler) to revise the first sentence in 2.5 to read:

“Two consecutive unsatisfactory evaluation years or three unsatisfactory evaluations in five years for a tenured faculty member trigger a remediation process.”

The motion carried.

Another faculty member of the senate voiced their concern over unintended consequences, such as 1) we are advisory to the president and if this does pass we need to be aware of things may happen that are unintended, 2) the thought of this leading to unionization. AAUP was contacted earlier and they found problems with this policy. This is not something we want; 2) would this discourage tenure-track faculty from coming to Ball State; 3) would this promote age discrimination; 4) would this further damage the reputation of the university given the investment problem we had a couple of years ago.

The Provost responded that AAUP’s concern was over a post-tenure policy. This policy is conforming to acceptable performance levels of those involved and doing their job. He is also sensitive to the age discrimination issue. He urged the senate to vote positively in favor of this policy.

There was a call for the question.

By hand vote (Aye – 28, Nay – 14), the motion carried to end debate.

By paper vote (Aye – 37, Nay – 19), the motion carried to approve the policy.

B. Student Code Revisions (University Senate Agenda, 2/26/15, Enclosure #8)

A motion was made and seconded (Thurman/Hesser) to approve the revisions.

Mike Gillilan, Director of Student Rights and Community Standards, was present at today’s meeting to review the revisions to the policy. The revisions pertained to leaves of absence by students, the grade appeals policy, and the academic ethics policy. The last two policies will be handled by the newly appointed Associate Dean of University College, Debbie Rodgers. The term, “dishonesty” was replaced with “misconduct,” which retains the idea of dishonesty. There was further discussion in the policy about intentionality within dishonesty. There was other revisions in language – “guilty, innocent, and punishment,” were replaced with “responsible, not responsible, and consequences.”

Discussion ensued. A question was raised about including medical leave as a leave of absence since pregnancy is included. Mike replied the committee will be reconvening to look at language associated with military leave and will also be looking at medical leave.

Another question arose as to whether the pregnancy leave of absence pertained only to the student or also includes pregnant family members? Mike replied this only applies to pregnant students.

The motion carried to approve the revisions to the Student Code.

9. Other Items

There were no other items.

10. Adjournment

A motion was made and seconded to adjourn. The meeting adjourned at 4:50 p.m.

Respectfully submitted,

Lisa Pellerin, Secretary

/mt

Academic Posting, 2014-15, Volume XLVI-6
New (N) and Revised (R) Programs

University Core Curriculum

Foundations, Tier 1 Domain, Tier 2, Tier 3 Course/Experience, Writing

College of Applied Sciences and Technology

School of Nursing

Master of Science in Nursing (R)

Registered Nurse to Master of Science Nursing Mobility (R)

Post-Master's Certificate Family Nurse Practitioner (R)

Past-Master's Certificate Family Nurse Practitioner for the Adult Nurse Practitioner or

Adult/Gerontology Nurse Practitioner (R)

School of Physical Education, Sport, and Exercise Science

Master of Science in Applied Gerontology (N) (PENDING ICHE APPROVAL)

Bachelor of Athletic Training (R)

Miller College of Business

Minor in Six Sigma (R)

College of Communication, Information, and Media

Department of Journalism

Major in Advertising (R)

Minor in Public Relations (R)

Master of Arts in Public Relations (R)

Department of Telecommunications

Master of Arts in Telecommunications (R)

College of Fine Arts

Department of Art

Teaching Major in Visual Arts (All-Grade) (R)

All-Grade Education Program (R)

Department of Theatre and Dance

Major in Dance (N) (PENDING ICHE APPROVAL)

Teaching Major in Theatre (R)

Senior High, Junior High/Middle School Education Program (R)

College of Sciences and Humanities

Department of English

Master of Arts in English (Rhetoric and Composition) (R)

Department of Modern Languages and Classics

Major in Chinese, Classical Languages, French, German, Japanese (R)

Minor in Chinese, Classical Languages, French, German, Japanese (R)

Teaching Major in Foreign Language: French, German, Japanese, Latin (R)

Department of Speech Pathology and Audiology

Major in Preaudiology (R)

Major in Speech-Language Pathology (R)

Teachers College

Interdepartmental Programs

Dual Major in Early Childhood and Early Childhood Special Education (R)

Department of Counseling Psychology and Guidance Services

Cognate in Diversity in Counseling Psychology (R)

Department of Educational Leadership

Specialist in Education in School Superintendency (R)

Department of Elementary Education

Major in Early Childhood with Minor in Early Childhood Special Education

(Pre-K Only Track – no license) Concentration (R)

Department of Special Education

Certificate in Applied Behavior Analysis (R)

TO: Senate Agenda
FR: Provost's Task Force on Handbook Review and Revision
DATE:
RE: Recommendations for immediate removal

A Provost's Task Force on Handbook Review and Revision, led by Dr. Amy Harden, is recommending the following sections of the *Faculty and Professional Personnel Handbook* be **deleted** at the earliest convenience.

TESTING OF MATRICULANTS (pdf p. 195)

1. Undergraduate matriculating students take a group of entrance tests. These test results are then interpreted to the students during the Freshman Orientation Program. Other tests and inventories are administered at the request of either faculty members or students. For ease in interpretation, all scores are transposed to percentile ranks, both local and national. These percentile ranks are recorded on the students' permanent record cards which, with the students' personnel folders containing the test results, are available to faculty members for examination.

Recommendation to delete based on conversation with the Director of Admissions and Orientation and the Registrar and Director of Registration and Academic Progress.

Rationale: Information is outdated and inaccurate. Placement tests may or may not happen during orientation (a move to on-line testing prior is underway). Record cards no longer exist. Furthermore, only certain information is made available to given personnel in given units for the purpose of placement.

2. Following the administering of the speech and hearing tests, faculty members receive a list of students with hearing losses, marked to indicate whether the student should be seated in or near the front of the room. The Speech and Hearing Clinic provides instruction time for those who need clinical assistance.

Recommendation to delete based on conversation with the Director of Admissions and Orientation, the Registrar and Director of Registration and Academic Progress, and the Chair of Speech Pathology and Audiology.

Rationale: While the Speech and Hearing Clinic still provides testing for those who seek it, testing info is confidential.

VETERANS' SERVICES (pdf p. 196)

1. The University Veterans' Advisor is located in Lucina Hall. All veterans' administration forms used in making application for educational benefits must be filed in this office. Questions about veterans' affairs should be directed to this office.
2. In addition, children of disabled or deceased World War, Korean Conflict, and Vietnam veterans are eligible for the exemption from the contingent portion of the general fees each semester as provided by the Indiana General Assembly. Application for this exemption should be made in the Office of Scholarships and Financial Aid.

Recommendation to delete based on discussion with the Veterans Benefits Coordinator and the Scholarships and Associate Director Financial Aid Program Administration.

Rationale: Information is outdated and inaccurate; additionally, information is misleading as there are multiple Veterans Services resources throughout campus.

TELEVISION NETWORK COURSES¹⁶

1. Undergraduate and graduate residence credit may be earned when that instruction is conducted via the Indiana Higher Education Telecommunications System. Courses must be approved and offered under the jurisdiction of an academic department or center of Ball State University.
2. The Miller College of Business offers both the MBA and M.S. in Accounting degrees by TV at sites throughout Indiana. This program uses the Indiana Higher Education Telecommunications System to broadcast classes live to students off-campus. Off-campus students contribute to on-campus classes by telephone. All rules of admission, prerequisites, and grade -point average required of Ball State's on-campus programs apply to students completing degrees by TV. Professors use the same rigorous standards of grading and course requirements at all classroom locations.

Recommendation to delete based on conversation with Associate Provost for Learning Initiatives and the Dean of the Miller College of Business.

Rationale: Information is dated and inaccurate. Online course information is stated elsewhere.

CORRESPONDENCE COURSES (p. 183)

Global removal of all mention of Correspondence Courses in handbook

Rationale: No longer authorized by the Higher Learning Commission (HLC) to deliver correspondence courses.

2015-16 PEC Representatives	EMAIL	Program Area	College	Dept	PROGRAM AREA OF LICENSURE				
					Undergrad Initial	Graduate Initial	Post-Bac Initial	Post-Bac Addition	School Services
Swensson, Jeff	sjswensson@bsu.edu	Building Level Administrator	TC	Ed Lead					
Truell, Allen	atruell@bsu.edu	Business Education	MCB	ISOM	x		x		
Lazaros, Edward	ejlazaros@bsu.edu	Career and Technical Education: Trade and Industrial	CAST	Tech			x		
Sadaf, Ayesha	sadaf@bsu.edu	Computer Education (Technology Facilitator)	TC	Ed Studies				x	
Truell, Allen	atruell@bsu.edu	CTE: Business Services & Technology	MCB	ISOM				x	
Truell, Allen	atruell@bsu.edu	CTE: Marketing	MCB	ISOM				x	
Lazaros, Edward	ejlazaros@bsu.edu	Director of Career and Technical Education	CAST	Tech					
Ford, Karen	kford@bsu.edu	Director of Curriculum and Instruction	TC	Ed Lead					
Harvey, Michael	mwharvey@bsu.edu	Director of Exceptional Needs	TC	Spec Ed					
		Dual Maj: Early Childhood/Special Education (Mild Intervention)	TC	Spec Ed Elem Ed	x				
Yssel, Nina	nysssel@bsu.edu	Dual Major: Elementary/Special Education (Mild Intervention)	TC	Spec Ed	x				
Seabert, Denise	dseabert@bsu.edu	Dual Program: Health and Physical Education	CSH CAST	Phys&Health Exercise Sci	x		x		
Zygmunt, Eva	emzygmuntfil@bsu.edu	Early Childhood	TC	Elem Ed	x				
Miels, Jill	jmiels@bsu.edu	Elementary Education (K-6)	TC	Elem Ed	x				
		Elementary Transition to Teaching	TC	Dean's Office		x			
Stallings, Lynne	lstallings@bsu.edu	English as a New Language	CSH	English				x	
		Family and Consumer Science	CAST	Fam / Cons Sci	x		x	x	
Gerrity, Kevin	kwgerrity@bsu.edu	Fine Arts: Instrumental and General Music	CFA	Music	x		x		
Daehn, Michael	madaehn@bsu.edu	Fine Arts: Theatre	CFA	Theatre	x		x	x	
Prater, Michael	mprater@bsu.edu	Fine Arts: Visual Arts	CFA	Art	x		x		

Gerrity, Kevin	kwgerrity@bsu.edu	Fine Arts: Vocal and General Music	CFA	Music	x		x			
Rubenstein, Lisa	lrubenstein@bsu.edu	Gifted and Talented Education	TC	Ed Psych			x	x		
Hayes, Brian	bhayes@bsu.edu	Journalism	CCIM	Journ	x		x	x		
Benko, Susanna	slbenko@bsu.edu	Language Arts	CSH	English	x		x			
Contreras, Jose	jncontrerasf@bsu.edu	Mathematics	CSH	Math	x		x			
Contreras, Jose	jncontrerasf@bsu.edu	Mathematics - Middle School/Junior High	CSH	Math				x		
Contreras, Jose	jncontrerasf@bsu.edu	Mathematics - Junior High-Middle School 5-9	CSH	Math	x					
Bottomley, Diane	dbottomley@bsu.edu	Reading License Concentration	TC	Elem Ed				x		
Mayes, Renae	rdmayes@bsu.edu	School Counselor	TC	Ed Lead						x
Rubenstein, Lisa	lrubenstein@bsu.edu	School Psychologist (School Psychologist (Ph.D.); School Psychologist (MA/Ed.S.))	TC	Ed Psych						x
Pavlik, Jeffrey	jwpavlik@bsu.edu	Science: Chemistry	CSH	Chem	x		x	x		
Pavlik, Jeffrey	jwpavlik@bsu.edu	Science: Earth Space Science	CSH	Geol	x		x	x		
Robinson-Hill, Rona	rmrobinsonhi@bsu.edu	Science: Life Science	CSH	Bio	x		x	x		
Bryan, Joel	jabryan@bsu.edu	Science: Physics	CSH	Physics	x		x	x		
Drake Brown, Sarah	sedrakebrown@bsu.edu	Social Studies: Economics	CSH	Hist	x		x			
Drake Brown, Sarah	sedrakebrown@bsu.edu	Social Studies: Geographical Perspectives	CSH	Hist	x		x			
Drake Brown, Sarah	sedrakebrown@bsu.edu	Social Studies: Government and Citizenship	CSH	Hist	x		x			
Drake Brown, Sarah	sedrakebrown@bsu.edu	Social Studies: Historical Perspectives	CSH	Hist	x		x			
Drake Brown, Sarah	sedrakebrown@bsu.edu	Social Studies: Psychology	CSH	Hist	x		x			
Drake Brown, Sarah	sedrakebrown@bsu.edu	Social Studies: Sociology	CSH	Hist	x		x			
Hadadian, Azar	ahadadia@bsu.edu	Special Education: Hearning Impaired/Deaf Program	TC	Spec Ed	x	x		x		x
Koch, Kourtland	krkoch@bsu.edu	Special Education: Early Childhood Special Education	TC	Spec Ed	x	x		x		x
Pufpaff, Lisa	lapufpaff@bsu.edu	Special Education: Severe/Intense Intervention	TC	Spec Ed	x	x		x		x
Yssel, Nina	nyssel@bsu.edu	Special Education: Mild Intervention	TC	Spec Ed	x	x		x		x
Swensson, Jeff	sjswensson@bsu.edu	Superintendent (Ed.D. and ED.S.)	TC	Ed Lead						
Seymour, Richard	rseymour@bsu.edu	Technology & Engineering Education	CAST	Tech	x		x			
Luke, Chris	clluke@bsu.edu	World Language	CSH	Mod Lang	x		x			
					31	5	24	18	6	
					Undergrad Initial	Graduate Initial	Post-Bac Initial	Post-Bac Addition	School Services	



April 16, 2015

To: University Senate
Athletics Committee
Provost King
President Ferguson

From: Charlene M. Alexander, Faculty Athletics Representative

RE: 2014-2015 Faculty Athletic Representative Report

Please accept the following report of activities important to the Mid American Conference (MAC), the NCAA, and our Athletic Department.

FAR:

- Participated in the MAC's 2014 Division 1 FAR Institute from May 15-17, 2014 in Indianapolis. The institute was designed to provide information and tools to improve my ability to fulfill the role as FAR on campus, in the MAC, and within the NCAA. During the institute, I developed an action plan and model to become a more effective FAR both locally and nationally.

NCAA Topics:

- The NCAA is conducting the 2015 Growth, Opportunities, Aspirations and Learning of Students in college (GOALS) study. The GOALS 2015 study will provide NCAA policymakers and member institutions with detailed information on the athletics, academic and social experiences of student-athletes across all sports and NCAA divisions. It also will provide objective and attitudinal data from student-athletes on possible academic and social trade-offs and sacrifices they have made in order to participate in collegiate athletics. Among student-athletes allowing us to link their responses to academic data, we will be able to determine how non-academic factors predict college academic outcomes. In total, this study will provide a highly comprehensive national picture of student-athlete experiences and well-being. Ball State University's football team was randomly selected to participate in this study.
- The NCAA has launched a Sport Science Institute for the study and improvement of the health and safety of student athletes. Special attention is given to studying concussion and the mental health needs of students.

MAC Topics:

- The MAC is continuing to review Student-Athlete Mental Health in response to recent suicides across the country. We completed a second survey developed by the MAC to review Student Athlete Mental Health resources at Ball State University.

Ball State Topics:

- For the fifth straight year we have over 300 student athletes with a 3.0 or above. We also have 10 student athletes with a perfect 4.0 grade point average. Also, the women's tennis team collectively posted a 3.67 GPA.
- We reviewed student athlete majors and course taking patterns by sport and found no areas for concern.
- This year we hired a new Executive Director of Student Athlete Support Services (SASS), Megan Walters and an Upper-Class Athlete Advisor and Academic Coordinator for Student Athlete Support Services Neil Behrman. Natalie Cousin has also joined the team as an Academic Coordinator.
- This year I worked with the Executive Director of Student Athlete Support Services to begin a Sport Psychology Pilot program to help student athletes hone their mental training skills in support of their sport and academics.
- In collaboration with SASS, we designed a Baseline Educational Testing program for incoming student athletes.
- I provided educational support to student athletes on the benefits of interacting with their faculty on a daily basis, how to build relationships on campus and how to advocate for themselves in regards to team travel and class absences.
- Student Athlete Support Services is now organized by sport to improve communication between coaches, students and the SASS office. It was imperative to organize the sport/student assignments by Academic Coordinator. This allows coaches and students to have one point person within the office and help coordinators have a holistic view of their students/teams.
- The SASS Executive Director created benchmarks to categorize standardized levels of support. These include but are not limited to counseling and monitoring services.
- The traditional model of study table for freshmen and upper class student athletes still exists. However, additional support services including Objective Based Study Table programing was added to assist students needing more support. This allows the SASS staff to individualize support services for students. These students are required to work in the Learning Center where they have access to additional academic support via Graduate Assistants and their work is guided by weekly Objective Sheets created by the SASS Coordinators.
- The University Athletics Committee held 5 meetings this year (2 times in the Fall and 3 times in the Spring). Minutes from those meetings have been placed on file with University Senate. The committee continues to work on ensuring a full roster of faculty representatives from each college, athletics department, students and student athletes, and professional staff. Reports are received from the Athletic Director, the Gender Equity and Diversity Subcommittee, and the FAR. The committee continues to work on revising the Faculty Handbook language to better reflect the work of the committee and update the committee composition.

Ball State Athletic Team Highlights for 2014-15:

- **Football:** Ball State had eight student-athletes receive All-Mid-American Conference honors and Scott Secor was named the MAC Player of the Year.
- **Women's Volleyball:** Ball State ended the season with a 17-13 overall record and an 11-5 mark in the MAC. Four student-athletes received All-MAC honors.
- **Soccer:** Ball State finished second in the MAC West Division for the best finish ever for the Cardinals in the divisional format. The team advanced to the semi-finals of the MAC Tournament for the second straight year.
- **Field Hockey:** Sally Northcroft, Ball State Alum, was named new head coach. Northcroft was a two-time All-American and two-time MAC Player of the Year for the Cardinals. She was inducted into the Ball State Athletics Hall of Fame in 2010 and the MAC Hall of Fame in 2014.
- **Men's Basketball:** Ball State's Sean Sellers was named the MAC Freshman of the Year, marking the second straight year the Cardinals' have had a student-athlete win the award.
- **Women's Basketball:** Ball State won its sixth MAC West Division Championship and advanced to the WNIT for a third straight season.
- **Gymnastics:** The Cardinals had two individual champions at the MAC Championships -- Denasiha Christian on the floor and Jessica Leko on the beam with a school record 9.900.
- **Men's Swimming:** Over the course of the MAC Championships, Ball State earned 10 top-16 finishes, as well as four top-8 spots.
- **Women's Swimming:** Ball State earned 17 top-16 finishes, including six top-8 finishes. The Cardinals sent two divers -- Madie Zirzow and Brittany Penn -- to the NCAA Diving Zones.
- **Men's Volleyball:** Still competing and will compete in the Midwest Intercollegiate Volleyball Association Tournament on April 24-May 1.
- **Men's Golf:** Still competing and will compete in the MAC Championships on May 1-3.
- **Women's Golf:** Still competing and will compete in the MAC Championships on April 24-26.
- **Baseball:** Still competing and is in second place in the MAC West Division.
- **Softball:** Still competing and is the second highest ranked team in the MAC in RPI and has the best record in the MAC this season.
- **Track and Cross Country:** Track team is still competing and will host the MAC Championships on May 14-16.
- **Men's Tennis:** Still competing and will compete at MAC Championships on April 24-26.
- **Women's Tennis:** Still competing and will compete at MAC Championships on April 24-26.

ISSUES IN THE SENATE SYSTEM, 2014-15

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>FACULTY COUNCIL</i>													
Telecommuting	Salary&Benefits, to Business Affairs	11/19/12 3/19/13		[Cross-hatched]									
Special Assigned Leave Policy	Special Leave	11/4/13											
Policy on Consensual Sexual Relationships	Academic Freedom & Ethics	6/16/14		[Cross-hatched]									
Undergraduate GPA	Postponed	3/12/15											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>UNIVERSITY COUNCIL</i>													
Telecommuting	Salary&Benefits to Business Affairs	11/19/12 3/19/13		[Cross-hatched]									
Online Evaluations	Distance Education/ Teaching Evaluation	9/16/13		[Cross-hatched]									
Responsible Conduct of Research	Agenda to Research	9/15/14		[Cross-hatched]									
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>CAMPUS COUNCIL</i>													
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>AGENDA COMMITTEE</i>													
University Use of Personal Data	Faculty S&B, PP S&B, VP for Business Affairs, General Counsel	11/6/14		[Cross-hatched]									
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>GOVERNANCE AND ELECTIONS</i>													

REVISION TO UNIVERSITY PROMOTION AND TENURE DOCUMENT

III Policy Statements

1. Policy Statements for Promotion
 - 1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.
 - 1.2 Policies and criteria related to recommending promotions shall be clear, specific, and accessible to all personnel.
 - 1.3 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.
 - 1.4 Any department member or eligible professional personnel member has the right to present herself or himself to the Department Promotion and Tenure Committee for consideration for promotion to Associate Professor after the fourth tenure credible year. A request for ~~re~~consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.
 - 1.5 Recommendations for promotion shall be initiated at the level where the candidate's qualifications can be best identified and evaluated. In most instances this would be the department.
 - 1.51 Each affected department, school, and college must have formal criteria, procedures, and policies for recommendations for promotions.
 - 1.52 Recommendations shall be supported by ample documentary evidence demonstrating that the candidate for promotion satisfies established criteria. Documentation shall include:
 - 1.521 Evaluation forms approved by the administrative unit concerned.
 - 1.522 In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental and college policies and procedures. The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate's list. Challenges to the list of reviewers will be handled according to department and college policies. All letters received from external reviewers will be available to evaluators in the promotion review process.
 - 1.6 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.
 - 1.7 The departmental and collegiate policies and criteria for promotions must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the Office of the Provost and Vice President for Academic Affairs.
 - 1.8 All promotions to Associate Professor and Professor will be granted on the basis of the spring recommendations. Regular Instructors will be promoted to Assistant Professor in September on the basis of provisions made in appointment letters. Regular Instructors appointed in 1978 and thereafter must have appointment letters that specify conditions for promotion. Regular Instructors appointed prior to 1978 whose appointment letters do not specifically state such conditions will be considered for promotion each September in accordance with criteria contained in approved departmental promotion and tenure documents.
 - 1.9 No person may serve as a member of a College Promotion and Tenure Committee who is a candidate for promotion. An individual so elected who later becomes a candidate for promotion must resign from the committee.
 - 1.10 No person may serve as a member of a Department Promotion and Tenure Committee who is a candidate for promotion.
 - 1.101 Once an individual submits a written statement to the department chair indicating the intent to apply for promotion, that person is considered to be a candidate and can no

~~longer serve on the committee. Each department shall establish a date by which the written statement must be submitted. The date must occur in the Spring Semester prior to review. An individual so elected who later becomes a candidate for promotion must resign from the committee.~~

- 1.102 The one exception to these provisions involves the chairperson of the department when he or she is a candidate for promotion. In that circumstance, he or she shall not participate in his or her ex-officio capacity during the deliberations of promotion to the same rank.
- 1.103 No candidate shall be evaluated by a Promotion and Tenure Committee of fewer than three (3) eligible voting members. ~~Department committees on which tenure track faculty serve must be a minimum of four (4) persons in order to maintain the minimum voting membership requirement when a tenure track committee member is excused during the review of his/her progress towards tenure proceedings.~~ Departments which under these or any other conditions cannot form a Promotion and Tenure Committee of at least three voting members shall develop specific provisions subject to the approval of the College and the University Promotion and Tenure Committees.
- 1.11 At any step in the promotion process (Department Promotion and Tenure Committee; department chairperson; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending a faculty member favorably for promotion shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement. All candidates for promotion will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of strengths and weaknesses in the areas of teaching, scholarship, and service.
- 1.12 Vote counts shall accompany any final recommendations.
2. Policy Statements for Tenure
 - 2.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.
 - 2.2 Policies and criteria related to recommending tenure shall be clear, specific, and accessible to all personnel.
 - 2.3 Policies and criteria for tenure shall be subject to annual evaluation and review and to periodic revision.
 - 2.4 If a faculty member is hired at the rank of Associate Professor without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.
 - 2.5 The departmental and collegiate policies and criteria for tenure must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the Office of the Provost and Vice President for Academic Affairs.
 - 2.6 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.
 - 2.7 Tenure for those who hold academic rank is earned in an academic department and held in the University.
 - 2.71 For all individuals hired by the University after June 30, 1981, tenure may be granted only to those who hold academic rank in an academic department. When a candidate is hired, academic rank must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee or, if it is unavailable, another faculty committee, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees. Years granted toward tenure at the time of hiring must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee or, if it is unavailable, another faculty committee, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees.
 - 2.8 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.

- 2.9 When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees. Generally, the probationary period will not exceed seven full-time years of tenure-creditable service as a faculty member at Ball State University. The exceptions are noted below.

When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

- 2.91 A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

2.911 The faculty member is seriously ill;

2.912 The faculty member is the principal care-giver for a son/stepson or daughter/stepdaughter;

2.913 The faculty member is the principal care-giver for a family member who is seriously ill;

2.914 The faculty member will be on leave for at least one semester of the academic year.

A request that a year not be counted as tenure-creditable shall be made to the department chairperson prior to the beginning of the next academic year. The request shall include documentation of the circumstances involved. The request shall be given immediately by the department chairperson to the Department Promotion and Tenure Committee. The request requires approval of the Department Promotion and Tenure Committee, the department chairperson, the appropriate dean, and the Provost and Vice President for Academic Affairs.

- 2.92 In cases where the exceptional achievements of a candidate in teaching, research, publication, creative endeavors, scholarly productivity, and other meritorious activities resulted in appointment at the associate or professor ranks, tenure may be recommended to the trustees as early as the completion of the third year, following a recommendation from the Department Promotion and Tenure Committee, and approval from the department chairperson, academic dean, and Provost and Vice President for Academic Affairs. The Board of Trustees may grant tenure in special cases to an individual who holds or will hold academic rank without any probationary period, or with a probationary period of fewer than three years, if all of the following conditions are fulfilled:

2.921 The Board obtains the prior positive recommendations of the Promotion and Tenure Committee of the academic department in which the candidate holds (or will hold) academic rank, department chairperson, the academic dean, the Provost and Vice President for Academic Affairs, and the President.

2.922 The Board concurs with the recommendation that the individual possesses superior academic and/or creative qualifications;

2.923 The Board concurs with the recommendation that waiver of the normal probationary period is necessary to induce the individual to accept an offer of employment or to continue his or her employment with the University.

- 2.10 Specific conditions of employment that must be fulfilled by a tenure-track faculty member (in addition to the general standards of performance) will be stated in writing by the University administration at the time of employment. In order to be eligible for a favorable tenure recommendation, the faculty member must meet these employment conditions unless he or she is released there from, in whole or in part, by means of a written departmental recommendation that is approved by the academic dean, the Provost and Vice President for Academic Affairs, and the President.

- 2.11 No later than February 15 of each academic year, each department will send a letter to the Provost and Vice President for Academic Affairs, via the academic dean, and the faculty member, setting forth the status of each tenure-track faculty member with respect to his or her fulfillment of the conditions of appointment and any matters pertaining to the quality of his or her performance. This letter will contain the recommendations of the department chairperson and the academic dean.

- 2.111 Before the end of each academic year prior to year seven, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member in writing as to the University's official assessment of his or her status with regard to progress toward tenure. The contents of the letter will reflect:
- 2.1111 The University's official record of the individual's status with respect to fulfillment of specific conditions of employment which were stated in the letter of employment; and
 - 2.1112 The University's assessment of the individual's performance and progress toward tenure.
 - 2.1113 In years one through six, three decisions are possible: Satisfactory progress, unsatisfactory progress, or termination.
- If the members of a department wish to recommend termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect shall be filed in the Office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the final date set forth in 2.14-2.143 below for giving written notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendations of the academic dean.
- 2.12 Tenure and promotion to Associate Professor will be aligned.
- 2.121 The tenure and promotion to Associate Professor decision will be made in the seventh year.
 - 2.122 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.
 - 2.123 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
- 2.13 The following are necessary prerequisites in order to be eligible for tenure:
- 2.131 The faculty member must have satisfied any specific conditions of employment set forth in his or her letter of appointment;
 - 2.132 The faculty member must have received a positive tenure recommendation from his or her academic department; and
 - 2.133 There must be available significant evidence of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.
 - 2.134 The faculty member meets qualifications to be promoted to Associate Professor.
- 2.14 Tenure may be attained only through official action by the Board of Trustees of the University. The Board will make its decision after receiving and reviewing the recommendations of the department, academic dean, Provost and Vice President for Academic Affairs, and the President, but the Board will not be bound to follow any of said recommendations.
- 2.15 Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Trustees shall be given to the faculty member in writing in accordance with the following standards:
- 2.151 Not later than March 1 of the first academic year of service, if the appointment is to expire on the day the spring semester closes; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
 - 2.152 Not later than December 15 of the second academic year of service, if the appointment is to expire on the day the spring semester closes; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
 - 2.153 At least twelve months before the expiration of an appointment after two or more years in the institution.
- 2.16 Contract full-time appointment service may be considered as part of the probationary period for those who are later placed on regular full-time faculty and professional personnel status.

- 2.17 Prior service at Ball State University may be counted toward tenure after the person has completed a one-year probationary period following the return.
- 2.18 Years of service remain with the individual when regular full-time faculty and professional personnel transfer from one academic or professional area to another.
- 2.19 Any tenure-track individual serving as a member of a Department or College Promotion and Tenure Committee must be absent from deliberations concerning his or her progress toward tenure.
- 2.20 The Department P&T Committee will make an annual recommendation to the dean of the college on progress toward tenure for tenure track faculty members. After the department P&T committee's determination, the following will happen:
 - 2.201 The Department P&T Chair will write a recommendation letter that reviews the candidate's strengths and weaknesses and areas for improvement.
 - 2.202 The letter will be forwarded to the Dean of the college after all departmental deliberations are complete.
 - 2.203 The department chair may agree or disagree in writing with the department P&T committee's recommendation.
 - 2.204 Upon request from the faculty member, the department P&T chair will meet with the faculty member to discuss and clarify the content of the letter.

At any other step in the tenure process (department chairperson if his or her recommendation is different from the Department Promotion and Tenure Committee; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending satisfactory progress for a faculty member shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.

- 2.21 Vote counts shall accompany any final recommendations.

3. Policy Statements for Materials Presented for Promotion and Tenure Purposes

- 3.1 Promotion and Tenure Materials Presented by Faculty Members. Faculty members shall present promotion and tenure materials in a format specified by college and departmental policies for tenure or promotion deliberations. Those materials shall contain a curriculum vitae and supporting documentation in accordance with guidelines established by departments and colleges for those materials.
- 3.2 Internal Records and Materials: Section II of this Handbook, Faculty and Professional Personnel Policies - - Files, defines a personnel file and identifies materials for a personnel file. A portion of this personnel file shall be designated the Promotion and Tenure file, shall be separately maintained, and shall be kept in the department chairperson's office for every individual faculty member or professional personnel member who is eligible to be considered for promotion and/or tenure. As is the case with the entire personnel file, this Promotion and Tenure file shall be open to the faculty or professional personnel member concerned. Materials shall be placed in the file in a timely manner by the department chairperson.³³ A candidate's Promotion and Tenure file shall contain all materials and only those materials relevant to promotion and/or tenure. Such materials include, but are not limited to, vita; forms concerning changes in appointment; 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; information concerning the status of any formal charges against an employee; or signed letters from students, alumni, peers, supervisors, etc., concerning teaching, scholarly productivity or creative endeavors, or service in a professional capacity. Information about the individual's gender, race, disability, national origin, religion, age, veteran status, citizenship, sexual orientation, or marital status may not be included. As with all contents of the personnel file, when information detrimental to an individual is placed in the candidate's Promotion and Tenure file, it shall be brought to his or her attention in writing at once by his or her administrative head. The faculty or professional personnel member shall have the opportunity to place in the file materials which might rebut or explain the detrimental information. Detrimental material that has not been brought to the attention of the faculty or professional

personnel member cannot be used in subsequent promotion and tenure deliberations. Anonymous letters shall not be made a part of this file.

- 3.3 Supplemental External Review Letters for Promotion to Professor. In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide a supplementary **evaluative** review of the candidate's scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental and college policies and procedures. The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate's list. Challenges to the list of reviewers will be handled according to department and college policies. All letters received from external reviewers will be available to evaluators in the promotion review process. External review letters shall be inserted and retained in the candidate's Promotion and Tenure file for use by the departmental, collegiate, and in the case of an appeal, University Promotion and Tenure committees, and by the Provost in promotion deliberations for the current year. The candidate has the right to examine all external review letters received. For the examination of the letters by the candidate, anonymity of the external evaluators must be protected in accordance with procedures established by departments and colleges. The candidate has the right to respond to information contained in the letters. At the conclusion of these deliberations, the letters shall be retained in a confidential file in the Office of the Dean of the College. Once letters are placed in this separate confidential file, they cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.

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III Policy Statements

1. Policy Statements for Promotion
 - 1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.
 - 1.2 Policies and criteria related to recommending promotions shall be clear, specific, and accessible to all personnel.
 - 1.3 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.
 - 1.4 Any department member or eligible professional personnel member has the right to present herself or himself to the Department Promotion and Tenure Committee for consideration for promotion to Associate Professor after the fourth tenure credible year. A request for consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.
 - 1.5 Recommendations for promotion shall be initiated at the level where the candidate's qualifications can be best identified and evaluated. In most instances this would be the department.
 - 1.51 Each affected department, school, and college must have formal criteria, procedures, and policies for recommendations for promotions.
 - 1.52 Recommendations shall be supported by ample documentary evidence demonstrating that the candidate for promotion satisfies established criteria. Documentation shall include:
 - 1.521 Evaluation forms approved by the administrative unit concerned.
 - 1.522 In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental and college policies and procedures. The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate's list. Challenges to the list of reviewers will be handled according to department and college policies. All letters received from external reviewers will be available to evaluators in the promotion review process.
 - 1.6 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball

- State. The evidence must demonstrate a record of continuous activity.
- 1.7 The departmental and collegiate policies and criteria for promotions must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the Office of the Provost and Vice President for Academic Affairs.
 - 1.8 All promotions to Associate Professor and Professor will be granted on the basis of the spring recommendations. Regular Instructors will be promoted to Assistant Professor in September on the basis of provisions made in appointment letters. Regular Instructors appointed in 1978 and thereafter must have appointment letters that specify conditions for promotion. Regular Instructors appointed prior to 1978 whose appointment letters do not specifically state such conditions will be considered for promotion each September in accordance with criteria contained in approved departmental promotion and tenure documents.
 - 1.9 No person may serve as a member of a College Promotion and Tenure Committee who is a candidate for promotion. An individual so elected who later becomes a candidate for promotion must resign from the committee.
 - 1.10 No person may serve as a member of a Department Promotion and Tenure Committee who is a candidate for promotion.
 - 1.101 Once an individual submits a written statement to the department chair indicating the intent to apply for promotion, that person is considered to be a candidate and can no longer serve on the committee. Each department shall establish a date by which the written statement must be submitted. The date must occur in the Spring Semester prior to review.
 - 1.102 The one exception to these provisions involves the chairperson of the department when he or she is a candidate for promotion. In that circumstance, he or she shall not participate in his or her ex-officio capacity during the deliberations of promotion to the same rank.
 - 1.103 No candidate shall be evaluated by a Promotion and Tenure Committee of fewer than three (3) eligible voting members. Departments which under these or any other conditions cannot form a Promotion and Tenure Committee of at least three voting members shall develop specific provisions subject to the approval of the College and the University Promotion and Tenure Committees.
 - 1.11 At any step in the promotion process (Department Promotion and Tenure Committee; department chairperson; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending a faculty member favorably for promotion shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement. All candidates for promotion will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of strengths and weaknesses in the areas of teaching, scholarship, and service.
 - 1.12 Vote counts shall accompany any final recommendations.
2. Policy Statements for Tenure
 - 2.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.
 - 2.2 Policies and criteria related to recommending tenure shall be clear, specific, and accessible to all personnel.
 - 2.3 Policies and criteria for tenure shall be subject to annual evaluation and review and to periodic revision.
 - 2.4 If a faculty member is hired at the rank of Associate Professor without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.
 - 2.5 The departmental and collegiate policies and criteria for tenure must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the Office of the Provost and Vice President for Academic Affairs.
 - 2.6 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.
 - 2.7 Tenure for those who hold academic rank is earned in an academic department and held in the University.

- 2.71 For all individuals hired by the University after June 30, 1981, tenure may be granted only to those who hold academic rank in an academic department. When a candidate is hired, academic rank must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee or, if it is unavailable, another faculty committee, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees. Years granted toward tenure at the time of hiring must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee or, if it is unavailable, another faculty committee, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees.
- 2.8 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.
- 2.9 When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees. Generally, the probationary period will not exceed seven full-time years of tenure-creditable service as a faculty member at Ball State University. The exceptions are noted below.

When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

2.91 A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

- 2.911 The faculty member is seriously ill;
- 2.912 The faculty member is the principal care-giver for a son/stepson or daughter/stepdaughter;
- 2.913 The faculty member is the principal care-giver for a family member who is seriously ill;
- 2.914 The faculty member will be on leave for at least one semester of the academic year.

A request that a year not be counted as tenure-creditable shall be made to the department chairperson prior to the beginning of the next academic year. The request shall include documentation of the circumstances involved. The request shall be given immediately by the department chairperson to the Department Promotion and Tenure Committee. The request requires approval of the Department Promotion and Tenure Committee, the department chairperson, the appropriate dean, and the Provost and Vice President for Academic Affairs.

2.92 In cases where the exceptional achievements of a candidate in teaching, research, publication, creative endeavors, scholarly productivity, and other meritorious activities resulted in appointment at the associate or professor ranks, tenure may be recommended to the trustees as early as the completion of the third year, following a recommendation from the Department Promotion and Tenure Committee, and approval from the department chairperson, academic dean, and Provost and Vice President for Academic Affairs. The Board of Trustees may grant tenure in special cases to an individual who holds or will hold academic rank without any probationary period, or with a probationary period of fewer than three years, if all of the following conditions are fulfilled:

- 2.921 The Board obtains the prior positive recommendations of the Promotion and Tenure Committee of the academic department in which the candidate holds (or will hold) academic rank, department chairperson, the academic dean, the Provost and Vice President for Academic Affairs, and the President.
- 2.922 The Board concurs with the recommendation that the individual possesses superior academic and/or creative qualifications;

- 2.923 The Board concurs with the recommendation that waiver of the normal probationary period is necessary to induce the individual to accept an offer of employment or to continue his or her employment with the University.
- 2.10 Specific conditions of employment that must be fulfilled by a tenure-track faculty member (in addition to the general standards of performance) will be stated in writing by the University administration at the time of employment. In order to be eligible for a favorable tenure recommendation, the faculty member must meet these employment conditions unless he or she is released there from, in whole or in part, by means of a written departmental recommendation that is approved by the academic dean, the Provost and Vice President for Academic Affairs, and the President.
- 2.11 No later than February 15 of each academic year, each department will send a letter to the Provost and Vice President for Academic Affairs, via the academic dean, and the faculty member, setting forth the status of each tenure-track faculty member with respect to his or her fulfillment of the conditions of appointment and any matters pertaining to the quality of his or her performance. This letter will contain the recommendations of the department chairperson and the academic dean.
- 2.111 Before the end of each academic year prior to year seven, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member in writing as to the University's official assessment of his or her status with regard to progress toward tenure. The contents of the letter will reflect:
- 2.1111 The University's official record of the individual's status with respect to fulfillment of specific conditions of employment which were stated in the letter of employment; and
- 2.1112 The University's assessment of the individual's performance and progress toward tenure.
- 2.1113 In years one through six, three decisions are possible: Satisfactory progress, unsatisfactory progress, or termination.
- If the members of a department wish to recommend termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect shall be filed in the Office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the final date set forth in 2.14-2.143 below for giving written notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendations of the academic dean.
- 2.12 Tenure and promotion to Associate Professor will be aligned.
- 2.121 The tenure and promotion to Associate Professor decision will be made in the seventh year.
- 2.122 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.
- 2.123 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
- 2.13 The following are necessary prerequisites in order to be eligible for tenure:
- 2.131 The faculty member must have satisfied any specific conditions of employment set forth in his or her letter of appointment;
- 2.132 The faculty member must have received a positive tenure recommendation from his or her academic department; and
- 2.133 There must be available significant evidence of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.
- 2.134 The faculty member meets qualifications to be promoted to Associate Professor.
- 2.14 Tenure may be attained only through official action by the Board of Trustees of the University. The Board will make its decision after receiving and reviewing the recommendations of the

department, academic dean, Provost and Vice President for Academic Affairs, and the President, but the Board will not be bound to follow any of said recommendations.

- 2.15 Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Trustees shall be given to the faculty member in writing in accordance with the following standards:
 - 2.151 Not later than March 1 of the first academic year of service, if the appointment is to expire on the day the spring semester closes; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
 - 2.152 Not later than December 15 of the second academic year of service, if the appointment is to expire on the day the spring semester closes; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
 - 2.153 At least twelve months before the expiration of an appointment after two or more years in the institution.
 - 2.16 Contract full-time appointment service may be considered as part of the probationary period for those who are later placed on regular full-time faculty and professional personnel status.
 - 2.17 Prior service at Ball State University may be counted toward tenure after the person has completed a one-year probationary period following the return.
 - 2.18 Years of service remain with the individual when regular full-time faculty and professional personnel transfer from one academic or professional area to another.
 - 2.19 Any tenure-track individual serving as a member of a Department or College Promotion and Tenure Committee must be absent from deliberations concerning his or her progress toward tenure.
 - 2.20 The Department P&T Committee will make an annual recommendation to the dean of the college on progress toward tenure for tenure track faculty members. After the department P&T committee's determination, the following will happen:
 - 2.201 The Department P&T Chair will write a recommendation letter that reviews the candidate's strengths and weaknesses and areas for improvement.
 - 2.202 The letter will be forwarded to the Dean of the college after all departmental deliberations are complete.
 - 2.203 The department chair may agree or disagree in writing with the department P&T committee's recommendation.
 - 2.204 Upon request from the faculty member, the department P&T chair will meet with the faculty member to discuss and clarify the content of the letter.
- At any other step in the tenure process (department chairperson if his or her recommendation is different from the Department Promotion and Tenure Committee; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending satisfactory progress for a faculty member shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.
- 2.21 Vote counts shall accompany any final recommendations.

3. Policy Statements for Materials Presented for Promotion and Tenure Purposes

- 3.1 Promotion and Tenure Materials Presented by Faculty Members. Faculty members shall present promotion and tenure materials in a format specified by college and departmental policies for tenure or promotion deliberations. Those materials shall contain a curriculum vitae and supporting documentation in accordance with guidelines established by departments and colleges for those materials.
- 3.2 Internal Records and Materials: Section II of this Handbook, Faculty and Professional Personnel Policies - - Files, defines a personnel file and identifies materials for a personnel file. A portion of this personnel file shall be designated the Promotion and Tenure file, shall be separately maintained, and shall be kept in the department chairperson's office for every individual faculty member or professional personnel member who is eligible to be considered for promotion and/or tenure. As is the case with the entire personnel file, this Promotion and Tenure file shall be open to the faculty or professional personnel member concerned. Materials shall be placed in the file in

a timely manner by the department chairperson.³³ A candidate's Promotion and Tenure file shall contain all materials and only those materials relevant to promotion and/or tenure. Such materials include, but are not limited to, vita; forms concerning changes in appointment; 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; information concerning the status of any formal charges against an employee; or signed letters from students, alumni, peers, supervisors, etc., concerning teaching, scholarly productivity or creative endeavors, or service in a professional capacity.

Information about the individual's gender, race, disability, national origin, religion, age, veteran status, citizenship, sexual orientation, or marital status may not be included. As with all contents of the personnel file, when information detrimental to an individual is placed in the candidate's Promotion and Tenure file, it shall be brought to his or her attention in writing at once by his or her administrative head. The faculty or professional personnel member shall have the opportunity to place in the file materials which might rebut or explain the detrimental information.

Detrimental material that has not been brought to the attention of the faculty or professional personnel member cannot be used in subsequent promotion and tenure deliberations. Anonymous letters shall not be made a part of this file.

- 3.3 Supplemental External Review Letters for Promotion to Professor. In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental and college policies and procedures. The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate's list. Challenges to the list of reviewers will be handled according to department and college policies. All letters received from external reviewers will be available to evaluators in the promotion review process. External review letters shall be inserted and retained in the candidate's Promotion and Tenure file for use by the departmental, collegiate, and in the case of an appeal, University Promotion and Tenure committees, and by the Provost in promotion deliberations for the current year. The candidate has the right to examine all external review letters received. For the examination of the letters by the candidate, anonymity of the external evaluators must be protected in accordance with procedures established by departments and colleges. The candidate has the right to respond to information contained in the letters. At the conclusion of these deliberations, the letters shall be retained in a confidential file in the Office of the Dean of the College. Once letters are placed in this separate confidential file, they cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.

Revision of Policy on Transfer Credit

Proposed Policy

Acceptance of Transfer Credit. Generally, all nonremedial, nonvocational courses in which a student earns a 2.0 or better at college and universities accredited by regional accrediting agencies are accepted by Ball State University. Students may petition the appropriate academic department for the acceptance of vocational courses or repeated courses for degree completion. Only course credit transfers to Ball State University; ~~no~~ grades transfer no transfer credits will be used in the calculation of any Ball State GPA. Students are encouraged to contact individual academic departments for specific transfer policies related to requirements in majors or minors.

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Undergraduate Catalog

Electronic vote to Revise Membership of Research Committee

The Research Committee voted 12-0 (with 1 abstention), to add 3 voting members to the university research committee from the College of Science and Humanities, specifically from the departments in the life and physical sciences, (Geology, Chemistry, Biology, Natural Resources or Physics).

Quorum was established and motion carried.

Suggested Revisions to membership of Research Committee:

- 10.1 Membership –The membership of the Research Committee shall consist of the following appointed members:
- 10.11 Voting
- 10.111 Seven faculty, one representing each college, one of whom must be a member of the Faculty Council, appointed by the Faculty Council for staggered two year terms;
- 10.112 Three additional members from the departments of life and physical sciences in the College of Sciences and Humanities (Geology, Chemistry, Biology, Natural Resources and Environmental Management, or Physics);
- 10.11~~23~~ Three members appointed by the University Council, one of whom must be a member of the University Council, staggered two year terms;
- 10.11~~34~~ One undergraduate and one graduate student selected by the Student Government Association, for one year terms.

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- 10.113 Three members appointed by the University Council, one of whom must be a member of the University Council, staggered two year terms;
- 10.114 One undergraduate and one graduate student selected by the Student Government Association, for one year terms.

Rationale:

The current membership limits the committee to only one member from the College of Science and Humanities. Roughly ½ of any given competition (student or faculty) are “hard science” proposals. Those that would fall under the URC 3 subcommittee review (Mathematical, Biological, Physical, Health and Applied Sciences). Currently that faculty member from CSH is not of these disciplines, let alone more than one to constitute a committee. So to fill the void for that committee we must rely on “volunteers” from those disciplines to assist all year, every year, for no university credit.

In Memoriam

The members of the University Senate recognize with regret the death of:

John (Jack) Wyman

It is with great sadness that we have learned of the passing of Jack Wyman, professor of architecture. He has been a very influential member of the College of Architecture and Planning where his many contributions continue to benefit generations of CAP students.

John Edward Wyman known to all as Jack, died Friday April 17th, 2015 at Ball Memorial Hospital in Muncie, IN. He was 76 years old. Jack is survived by his wife of 53 years Dorothy Lassiter Wyman, daughters Ann Ruble (Ernie) and Catherine Storey (Judd), grandchildren Adam and Christopher Ruble, and Ashton Storey, brother Lee Wyman (Jackie), nieces Amy Vallidis and Beth Wyman.

Born in Martinsville, VA on May 31st, 1938, the son of Edward and Mary Helen Wyman, Jack grew up in Goldsboro, North Carolina. He graduated from North Carolina State University, College of Design, with a Bachelor of Architecture degree in 1961.

He began his career working at several small architecture firms in North Carolina for approximately five years. During this time, he also became a Licensed Architect. Next Jack moved to Cambridge, MA to work for The Architects Collaborative (TAC). Jack's first assignment when he arrived was to work with Walter Gropius, one of the fathers of modern architecture. The project was an office tower located in Cleveland, OH, which was Gropius' final design. As Jack continued to work at TAC, he went on to be the job captain for the American Institute of Architects (AIA) Headquarters in Washington DC. A chance encounter at an AIA Convention with Charlie Sappenfield, the new dean at Ball State University, lead Jack to give teaching a try. In 1970, he came to Ball State University in Muncie, IN to teach the first graduating class of fifth year thesis students.

He enjoyed the students so much that he continued to teach Design Studios and the Philosophy of Architecture classes for the next 45 years. During this time, he also continued his private practice and completed award winning design projects. In 2001, Jack was the inaugural recipient of the Charles M. Sappenfield Award of Excellence in teaching chosen by the alumni, represented by Ball State University's College of Architecture and Planning Alumni Board.

His memorial service will be held on May 23rd, 2015 at 2:30pm at the Unitarian Universalist Church of Muncie. UUCM is located at 4800 W. Bradford Drive, Muncie, IN 47304. In lieu of flowers, the family has asked that contributions be made to the Charles M. Sappenfield Guest Lecture Series Fund (#621) for the College of Architecture and Planning at Ball State University in Jack's name. Online condolences can be made to the family here -<http://obits.meesmortuary.com/View.aspx?oID=3353&n=John>.

*University Senate
April 23, 2015*