

DEANS COUNCIL
May 12, 2020
Minutes

The Deans Council met electronically via Zoom on Tuesday, May 12, 2020 from 8:30-10:00 a.m. Those present were Austin Agho (Chair), Jane Bray, Gail Dodge, Kate Hawkins, David Metzger, Brian Payne, Kent Sandstrom, Ben Stuart, Jeff Tanner, Robert Wojtowicz, and Bonnie Van Lunen. The following agenda items were discussed.

1. The April 14 minutes were approved with amendments to items 7 and 10.B.
2. AY19-16-B and C- Proposed Changes to the Policy on Administrative Withdrawal from the University

Council members discussed and approved the recommendation from the Faculty Senate for changes to the policy on Administrative Withdrawal from the University. According to the current policy, if administrative withdrawal is approved, individual instructors may object to the withdrawal. If the instructor objects, the grade automatically turns into an F. However, there have been cases when the original grade assigned by the instructor was a passing grade and not an F. In these cases, it is proposed that the original grade assigned by the instructor stand and not automatically change to an F. It is harmful to students to change a passing grade to an F in those cases when a faculty member objects to an administrative withdrawal.

An additional update is recommended to state who has the authority to approve exceptions to the policy. It is proposed that the Assistant Vice President for Undergraduate Studies have authority for exceptions regarding undergraduate students, and the Dean of the Graduate School have authority for exceptions regarding graduate students.

The Council's recommendation will be forwarded to President Broderick for approval.

3. AY19-15-B- Proposed Changes to the Grade Appeal Policy

Council members discussed and approved the recommendation from the Faculty Senate for changes to the Grade Appeal policy. The current policy contains contradictory language. Section II.A.8 says: The chair will ask the college Grade Appeal Review Committee to appoint the reviewers within five working days. But section III.A.1. says: Each college will create a Grade Appeal Review Committee that has one representative from each department in the college and a list of potential student members. If an appeal is heard, the Dean will select two faculty members and one student from these lists. The proposed change would bring consistency to the policy by stating in both sections that the Grade Appeal Review Committee appoints the reviewers if an appeal is heard. The Council's recommendation will be forwarded to President Broderick for approval.

4. AY19-29-C- Revisions to Graduate Degree Requirements Section in the Graduate Catalog

Council members approved the revisions to the Graduate Degree Requirements section of the Graduate Catalog. The proposed revisions make the language consistent across Master's, Education Specialist, and Ph.D. programs regarding minimum degree requirements. In addition, the revisions make explicit that the Graduate Program Director is the person authorized to approve changes in a student's academic degree framework, such as course substitutions and exceptions to milestone requirements. The Council's recommendation will be forwarded to President Broderick for approval.

5. AY19-28-F- Is it Possible to Extend the Clock for a Second Time During the Tenure Process Given the Current Circumstances

Council members discussed and approved the recommendation from the Faculty Senate for changes to the Tenure policy to allow for an extension of the tenure clock in the case of national or state emergencies independent of any previous extension granted to the faculty member. In addition, Council members approved the recommendation to offer all tenure-track faculty members the option to have their tenure clock extended by one year to help alleviate the impact of the COVID-19 crisis. The Council's recommendation will be forwarded to President Broderick for approval. If approved by the President, the recommended changes will be submitted to the Board of Visitors for final approval in June. If approved by the Board, Austin Agho will communicate details of the extension of the tenure clock to all tenure-track faculty.

6. AY19-1-F- Need Clarification Regarding Guidelines for Co-Authorship, Including Influence on Faculty Evaluation and Impact on Reportable Conflicts of Interest

Council members discussed and approved the recommendation from the Faculty Senate that would clarify the guidelines for co-authorship, including how co-authorship should influence evaluation of faculty publications, as well as when co-authorship might constitute a conflict of interest. Documentation of personal and professional relationships with all potential external reviewers, including potential conflicts of interest, would become part of the tenure or promotion file; the final list of external reviewers, along with the documentation of personal and professional relationships and potential conflicts of interest, would be included in the application package for all internal reviewers. In general, co-authors should be excluded as external reviewers.

The proposed changes would appear in the policies on Tenure, Promotion in Rank, and Evaluation of Scholarly Activity and Research. The Council's recommendation will be forwarded to President Broderick for approval. If approved by the President, the recommended changes to the Tenure and Promotion in Rank policies will be submitted to the Board of Visitors for final approval in June, and the changes to the policy on Evaluation of Scholarly Activity and Research will be included in the next update of the Teaching and Research Faculty Handbook.

7. AY19-12-F- Conflict of Interest in Tenure and Promotion is Different and there may be a Need for a Conflict of Interest Statement Upload in Workflow

Council members discussed and approved the recommendation from the Faculty Senate about conflict of interest information in the policies on Tenure and Promotion in Rank. The proposal is to make the policies consistent by adding the same language to the policy on Promotion in Rank that is included in the policy on Tenure. The Council's recommendation will be forwarded to President Broderick for approval. If approved by the President, the recommended changes to the Promotion in Rank policy will be submitted to the Board of Visitors for final approval in June.

8. AY19-20-F- Confirming Attendance at Promotion and Tenure Committee Meetings

Council members discussed and approved the recommendation from the Faculty Senate regarding attendance at promotion and tenure committee meetings. The proposal is to add language to the policies on Tenure and Promotion in Rank stating that the chair of the committee must record the names of all persons participating in the discussion and vote and the tally of votes for and against. The Council's recommendation will be forwarded to President Broderick for approval. If approved by the President, the recommended changes to the Tenure and Promotion in Rank policies will be submitted to the Board of Visitors for final approval in June

9. AY19-21-F- Criteria for Training for Department Promotion and Tenure Committee Participation

Council members discussed and approved the recommendation from the Faculty Senate regarding criteria for training for promotion and tenure committee meetings. The proposal is to add language to the policies on Tenure and Promotion in Rank stating that the chair of the committee should direct the committee members to consider and apply the relevant sections in the Teaching and Research Faculty Handbook and the departmental statement on research evaluation in their comments and votes. The Council's recommendation will be forwarded to President Broderick for approval. If approved by the President, the recommended changes to the Tenure and Promotion in Rank policies will be submitted to the Board of Visitors for final approval in June

10. AY19-25-F- Selection of Chair for Departmental Promotion Committee and its Representatives to the College Committee

Council members discussed and approved the recommendation from the Faculty Senate regarding selection of the chair for the departmental promotion committee and its representatives to the college committee. The proposal is to add language to the policies on Tenure and Promotion in Rank stating that departmental promotion and tenure committees elect their own chair among their members. The Council's recommendation will be forwarded to President Broderick for approval. If approved by the President, the recommended changes to the Tenure and Promotion in Rank policies will be submitted to the Board of Visitors for final approval in June

11. AY17-08-G- Faculty Teaching Load

Council members discussed the recommendation from the Faculty Senate for revisions to the policy on Faculty Teaching Load that would change teaching load to workload throughout the policy. The Senate also recommended a revision to item 6 of the policy to include the following statement: A faculty member's responsibility in research and scholarly activity, as well as service, must be accounted for in the apportionment of workload in addition to teaching. Austin Agho said that, in the interest of transparency, the workload policy approved for each college should be communicated to the college faculty in a proactive way and that a statement on transparency might be added in the policy. Council members suggested the addition of a statement defining workload as including the areas of teaching, research and service and felt that a fuller discussion of teaching load versus workload was needed before making changes to the policy. They also felt additional discussion was needed, either at a future Deans Council meeting or with the Faculty Senate Executive Committee.

12. Scheduling of Summer Classes

Kate Hawkins reported that issues regarding the scheduling of summer classes are being resolved. Brian Payne added that advisors have the information they need about when and how classes are scheduled and summer enrollment is trending up.