



**Bradley University Senate  
Sixth Regular Meeting of the 2018-2019 Senate**

=  
3:10 p.m. – 5:00 p.m., April 18, 2019

Student Center Ballroom A/B



**MISSION:**

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application and interpretation of knowledge.

## Agenda

- I. Call to Order**
- II. Announcements**
- III. Approval of Minutes** (See Attachment 1)
- IV. Reports from Administrators**
  - A. President Roberts
  - B. Senior Vice President of Academic Affairs and Provost Zakahi
- V. Report from Student Body President Mikki Tran**
- VI. Consent Agenda** (See Attachment 2)
- VII. Associate Provost for Research and Dean of the Graduate School Selection and Evaluation Process** (see Attachments 3)
- VIII. Academic Rights of Non-tenure Track Faculty**, the suggested revisions to the Handbook from the Contractual Arrangement Committee on. (See Attachment 4)
- IX. Provost Evaluation Committee Membership**

*The Faculty Committee members will be proposed by the Senate Executive Committee from tenured faculty with one year of service or more; the committee will include at least one member with experience and expertise in qualitative and quantitative evaluation processes. The committee composition is to be approved by the Senate. The President may appoint a member to the committee.*

Mat Timm LAS  
Kara Wolf EHS  
Tony Adams CFA  
Eden Blair Bus  
Marty Morris Eng

- X. Old Business**

**Revisions to the Handbook due to the Move of Honorary Degrees Committee to Regulations and Degree Requirements Sub-Committee**

Motion - Adopt suggested Handbook Language Changes in Attachment 5 (vote in the April meeting)

- XI. New Business**
- XII. Adjournment**

## Program prioritization Senate Forum



Ask Ahmad for the attachments to be included in minutes

## **Bradley University Senate Fifth Regular Meeting of the 2018-2019 Senate**

### **MINUTES**

3:10 p.m. – 5:00 p.m., March 28, 2019

Student Center Marty Theatre



#### **MISSION:**

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application and interpretation of knowledge.

## **Agenda**

- I. Call to Order at 3:12**
- II. Announcements**
- III. Approval of Minutes**
  - 1<sup>st</sup>: Senator Edgecomb



**Bradley University Senate  
Fourth Regular Meeting of the 2018-2019 Senate**

3:10 p.m. – 5:00 p.m., February 21, 2019

**Minutes**



**MISSION:**

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application and interpretation of knowledge.

## Minutes

### I. Call to Order

Meeting called to order at 3:13

### II. Announcements – none

### III. Approval of Minutes (attached)

1<sup>st</sup> Dan Smith

Approved.

### IV. Reports from Administrators

#### A. President Roberts

- **Admissions numbers:** Deposits are up 2.4 % since last year; transfer numbers are down.
- **Radio station:** A contract is close to finalized with ISU. Issues still to be worked out include: for whom will the reporters report? are they ISU or BU employees? how to handle Bradley endowment money that is dedicated to WCBU? making sure no grants are lost from Corporation for Public Broadcasting. Etc.
- **Concern about minimum wage law:** 6-year implementation period for new minimum to phase in. In the short term the new minimums will cost the University \$400,000. The new minimum is likely to push the salary scale up, which will add about \$1 million to our budget. Impacts might include being unable to employ as many student workers.
- **City Council Public Safety Pension Fee (“Parcel fee”):** this “fee” applies to all, including not-for-profit entities, although public schools and the park district have now been excluded. Nonprofits are exempt from property tax. This fee is essentially a tax. The University is in conversation with Mayor and City Council to undo this precedent.
- **New building:** “Convergence Center” is on-schedule for August 1 move-in. Dedication ceremony scheduled for September 1, with an appreciation event for all contributors scheduled for that night. This date is chosen to coincide with the Fall Board of Trustees meeting.
- **Old Baker/Jobst:** Questions have been raised about whether we need to tear down Jobst and old Baker. But earlier inquiries suggested that retrofitting was too expensive; it is not feasible to tear down just part of the building.
- **Financial picture:** Spring enrollment (includes J-term and projections for Summer term) are strong and could put the University a small amount ahead of the revised budget; this would mean a lower deficit than projected.
- **Cash flow:** will be lower than in the past, but still near break-even.
- **Blueprint:** Having met with all 5 college faculties, he and provost are starting to meet with Administrative staffs. Dialogues went well. The concern now is how to create a process and resources to enable Bradley to retool for relevance, and to develop new revenue streams such as online programs and non-academic programs (example: women’s hockey, E-sports).

- **Training modules:** So far, there's 85-86% compliance with first 3 modules. Employees need to complete all modules by April 1.
- **Resources Committee and proposed language.** He agrees that faculty role is important, and that the role of Senate, Resources Committee, and faculty in prioritizing allocations and in making financial decisions needs to be examined. However the BOT are owners of the University: BOT delegates operational decisions to administration and academic matters to faculty. While there should be robust interaction of faculty in financial decisions, final decisions on money matters must rest with administration and with faculty over academics.
- **Questions:** None

B. Senior Vice President of Academic Affairs and Provost Zakahi

- **Faculty Gender Equity Study** is now available online to faculty and staff.
  - The Provost is working with the Deans on the "addressable" things.
    - Some things were already being addressed such as diversity of Senior Administration: women and people of color have been hired.
    - Others will be addressed by Strategic Plan: such as leadership training and the full professor gender split (only 20% female).
  - Some things are not feasible for Bradley: Example Child Care.
  - Dashboard posted on Provost website.
- **Strategic Plan** is advancing...See dashboard on Strategic Planning website.
  - The Graduate Advisory Group drafted a white paper on graduate education at Bradley (Goal 2 objective 3).
  - Provost met with Affirmative Action Committee to work on Goal 3.
    - They will begin to survey the current elements (curricular and co-curricular) that contribute to diversity at BU.
    - They will begin to oversee the \$20K budget for diversity previously overseen ad hoc by the Provost. He would like them to create a process for applying for these funds.
- CIO Gorman presented to Board regarding **IT infrastructure challenges**.
  - Millions of dollars of needed work include:
    - Aging telephone and data center and networks.
    - Wifi--an aging system for which repair parts cannot be secured.
    - Out of date classrooms that need attention beyond the annual budget of \$40 – 60 K.
    - IT Security efforts upgrades.
  - Assessment of Sakai – will open source systems meet our future needs?
  - Computer initiative for staff is haphazard. Individual departments buy what as needed for administrative needs. As a result, there are efficiency and security exposures to our networks, and missed opportunities for cost savings. However, no one ever thought to set aside money for things like this! So now they are looking at a scheme that would work like a "tax" on operating budgets to pool funds for replacements.
- **Evaluation of Deans' information** went out last week. The process is back on Qualtrics (had been suspended due to concerns about anonymity protections) returned from the Sakai process.



- David Scuffleman explained Qualtrics' ability to anonymize. Concerns have been addressed. If you are still concerned, do the survey from home, outside the network.
- **Questions:** None.

**V. Report from Student Body President Mikki Tran**

- Last semester Student Government requested **reallocation of Library hours:** instead of staying open to 4 am they will open 1 hour earlier on the weekend on a trial basis.
- Diversity and Inclusion Committee of the Student Senate will be doing an ongoing **event focused on tough conversation** about immigration, background, etc.
- **Speak Up event** will be held on March 11 at 5 pm in Student Center Ballroom. Students get to speak directly to administration. Faculty are welcome. Free food.

**VI. Consent Agenda**

All Items passed (see last page of this document).

**VII.** Senate EC appointed Dr. Kristi McQuade to the Contractual Arrangement Committee Information only.

**VIII.** EC recommendation on Senate Restructuring

**Motion: to**

- a. Rename the Committee on Affirmative Action to Equity and Diversity
- b. Eliminate function of the Retirement Advisory Committee and move to Contractual Arrangements, increase the membership by one from HR
- c. Move the Committee on Honorary Degrees to the Sub Committee on Regulations and Degree Requirements

This is a motion from Executive Committee and does not need a second.

**Editorial change proposed by Past President Mat Timm – amend language to say “Committee on Equity and Diversity”**

**Discussion:** The current motion is simply renaming, but committee functions will remain the same but the renamed committee can propose to modify their charge.

**Motion: to divide the three items and consider them separately:**

1<sup>st</sup> Senator Mat Timm; 2<sup>nd</sup> Senator Zakahi

**Motion carries.**

**Motion: Rename the Committee on Affirmative Action to Committee on Equity and Diversity**

**Motion carries.**

**Motion: Eliminate function of the Retirement Advisory Committee and move the function to Contractual Arrangements, increase the membership by one from Human Resources**

**Discussion included:**

- Varying views on whether this change will require a change to handbook language because this is combining two committees, and discussion that the reformulated committees may choose to re-define their charge.  
Parliamentarian McAsey: Questions like this – giant editorial changes -- are done by a vote of the Senate.
- There was discussion about how the HR person will get selected. Existing language governing population for Contractual Arrangements and the Retirement Advisory Committee were read out from <https://www.bradley.edu/academic/cio/senate/committees/contractual/> and from <https://www.bradley.edu/academic/cio/senate/committees/retirement/>. It was observed and then countered that a person from HR appointed by Senate Exec has always sat on both committees; rather, Contractual Arrangement has had someone from the business office on it, not someone from HR. Senate President Fakheri agreed that it has typically been someone from business office who understands finances that has been on Contractual Arrangements, and now we are saying HR. Exec committee will identify the HR rep and they will be approved by the Senate

Mixed vote. Ayes have it.

Motion carries.

**Motion: Move the Committee on Honorary Degrees to the Sub Committee on Regulations and Degree Requirements**

**Discussion:** one questions to Clarify the motion.

Motion carries.

The changes in language will be brought to the Senate next time.

IX. President Evaluation (see Attachment 1)

X. Provost Evaluation Process modification (see Attachment 1)

**Discussion:**

President and Provost are to be evaluated this year (3<sup>rd</sup> year). The President's results are to be shared only with the Board and President.

Senate President Fakheri wants to propose a process for the Provost's review that is like the one for the Deans, which is done electronically. Current Handbook language requires this process to be carried out in March but that can't be done in time; as a result, he wants to make a motion to delay evaluation and to create a modified process on to mimic the process for the Deans.

Concerns and questions included the following:

- The evaluation committee should include all 5 colleges and the Library.
- The current instrument is purely narrative. Numerical data should augment narrative assessments, which are difficult to process due to volume of response.
- The reminder that well-established methods and on-campus expertise exist to analyze qualitative (narrative) responses.
- Concern that we need a specific date.

**Motion: To delay the evaluation of the Provost till no later than November 2019.**  
1<sup>st</sup> Senator Akers;

Discussion:

- The handbook will need to be aligned with language that outlines the changed procedure.
- Concern about the Board of Trustees. Are they on board with this?
- Assurance that Evaluation of the President is done by BOT, but evaluation of the Provost is at the behest of the President and he is on board.

**Motion carries.**

## **XI. Old Business**

As this change is referred from Exec, no motion would be needed. However, the purpose (below) was to defer vote on this changed language. See Discussion below.

### **Handbook Language University Resources Committee**

Page 24 Revision 2.15a – April 19, 2018

From Pages 5 & 6 Revision 2.16 – December 5, 2018

Among the most important internal operations of the University on which there should be **joint determination**, and for which the maximum effectiveness in communication should be established and maintained are the following:

Planning concerning the future objectives and how to achieve them;

**Establishment of priorities and policies concerning the allocation of all resources, human and physical, among competing demands for both the short-run and the long-run;**

Information on the current budgetary situation and on budgetary projections in order to plan and establish priorities.

**Postpone adoption of the modified charge below, pending the determination if it will allow achievement of the above.**

#### **9. The Committee on University Resources (introduced in the last meeting vote in the February Meeting)**

The University Senate is charged with the responsibility of participating in decision-making about the academic goals of the University and policies and programs formulated to achieve them. These decisions, if they are to be consistent and effective, must be made within a known framework of University priorities and guidelines. Representative of the University community as a whole, the Senate must participate in

the process of determining those goals and priorities and the distribution of resources allocated to their achievement.

The University Resources Committee 'can best do this on behalf of the Senate by focusing its attention on University-wide and long-range decisions, and not involving itself in decisions ordinarily and properly made by departments, colleges and other Senate Committees.

1. The function of the Committee on University Resources shall be:
  - a) To foster the compatibility of resource allocations with overall University goals by focusing its attention on University-wide and long-range decisions:
    1. To review and analyze policies, projections, procedures and results of University actions involving the acquisition and allocation of resources;
      - i. The administration will share the financial plan in advance of the annual budget cycle and plan for an open and transparent process. The University Resources Committee will provide feedback and collaborate in the finalization of the budget for the upcoming fiscal year.
      - ii. The University Resources Committee will be informed of any changes in budget policy and the University Resources Committee will provide recommendations and/or feedback on proposed changes.
    2. To consult with Vice Presidents, and the Deans as needed, concerning the budget processes established in conjunction with the Chief Financial Officer and Assistant Vice President for Budgeting and Planning, and report its observations and recommendations to the Senate each year;
    3. To make periodic reports and recommendations to the University Senate Executive Committee, which will make recommendations to the University Senate.
  - b) To obtain needed information from the University Administration on a timely basis as required for the effective performance of its duties.
2. The Committee on University Resources shall consist of six members. Four members shall be appointed by the Executive Committee of the Senate, one of whom shall be chosen from among those whose training and experience is in areas relevant to the Committee. One shall be appointed from the staff of and by the Chief Financial Officer. One shall be a student appointed by the Student Senate.
  - a) Appointments are made for three-year renewable terms with staggered terminations
  - b) The Chairperson of the Committee shall be elected from and by the members of the Committee.

**Discussion:**

Senate President Fakheri: The reason for seeking a delay is that this reformulation is part of a larger question. Faculty voice is missing from the BOT's deliberations. Desired present conversation would be how to enhance the voice. He is forwarding a proposal to BOT to include faculty and a student on several committees of BOT. That gets faculty at the start of the process.

So here, the question is how to enhance faculty voice in regards to Resource Allocation. "Joint determination" in language above means shared governance.

University Resources Committee has a revised charge. Does this revision accomplish what's needed to enable faculty voice on resources decisions. If not, what steps are needed to have faculty voice included in large decisions? Is there a role for faculty on such decisions? What is our role? How do we assure that our role will be honored. President and Provost are willing to enhance shared governance/

Comments and questions included:

- Review of the history of the University Resources Committee
- Call for the budget to be shared with the Senate/faculty (noting that none has been shared for 3 years)
- How will the proposed reduction of URC committee membership from 6 to 5 members will help with the objectives
- Will the Strategic Planning Committee and the University Resources Committee complement or conflict with each other?
- Assessment that the Board of Trustees is not used to the idea of shared governance but wants to learn.
- What is URC charged with? Is URC charged with confidentiality? What are the issues in the past? Do they lack leverage due to confidentiality issues?
- Clarification that the current issue is to secure input into decisions before they are made rather than information after.  
question about what leverage or power the committee has to enforce their input if they're ignored.
- Reminder that URC and Contractual Affairs in the past have had to work hard just to secure information, even after the fact.
- Reminder that Senate's decisions are non-binding.
- Suggestion that much of these processes is embedded in the strategic plan (example Goal 4).
- How to operationalize promises of Strategic Plan?
- While the Deans and Department Chairs have considerable autonomy, there is no mechanism to allow them to their future budget.

**XII. New Business**

**XIII. Adjournment**

Motion to adjourn made and approved. Motioner not noted.

Adjourned at 4 50 pm.

### Consent Agenda

172246	<b>Core Curriculum Addition</b>	HIS HIS 323 Ancient Greece and the Hellenistic World
175456	<b>Course Addition</b>	P T P T 762 Advanced Dry Needling Upper Quarter Integration
175455		P T P T 761 Advanced Dry Needling Lower Quarter Integration
174624		FCS FCS 237 Sustainability in Retail
167025		M E M E 390 Mechanical Engineering Seminar
153408		HIS HIS 352 Introduction to Digital Humanities
174867	<b>Course Deletion</b>	CFA CFA 201 Entrepreneurial Mindset in CFA
175286	<b>Course Modification</b>	MTG MTG 341 Marketing Research I [Changes:PreReq]
174967		P T P T 624 Gross Anatomy II [Changes:Hours]
174966		P T P T 622 Functional Anatomy II [Changes:Hours]
174965		P T P T 614 Gross Anatomy I [Changes:Hours]
174963		P T P T 612 Functional Anatomy I [Changes:Hours]
174914		P T HS 310 Statistical Procedures in Health Sciences [Changes:Number]
174900		PSY PSY 691 Research I [Changes:Hours,Desc]
174837		IME IME 481 Lean Production Systems [Changes:PreReq]
174739		PSY PSY 315 Child Psychopathology [Changes:Desc]
174717		BIO BIO 341 Personal Genomics [Changes:Title,Desc]
176354	<b>Minor Modification</b>	THE Theatre Arts

## IV. Reports from Administrators

### A. President Roberts

- **Construction update:** The building is on schedule for a late July-early August move-in. A ceremony is scheduled for November 1 for donors and past presidents.
- **Basketball conference champs.** Flap with media due to spat between Brian Wardle and reporter from Peoria Journal Star was different than reported but the

President observed that the media gets to tell the story their way. He noted timing and bad publicity in various locations.

- **Wifi problems.** Administrators been gathering data on how students are using wireless access. Sakai is less than 1% of bandwidth use, with 75% for games and 19% for streaming content.
- **WCBU deal with ISU and WGLT** is done with minor details. In Peoria, there will remain workspace, local reporters, and national programming content. The transition should be almost seamless.
  - Questions: were regarding a PJ Star item that reported the WCBU budget was cut from 150K to 0 and asking why we don't just sell the license.
  - Answers: Bradley's subsidy to WCBU has been about 360K a year, half of which is cash costs and the rest in-kind. We will continue to incur those costs, but partnering will reduce those costs by about the number reported. Selling the license was investigated but no buyers were found. In this deal ISU will use their equipment and run the business and Bradley will save some money. President notes that if this deal tanks, the station will simply shut down.
- **EMBO (Enrollment Management) report:** First-year deposits are down 29 from last year at this time. (Spring break variance pushes back campus visit days so we have 2 more major visit days to go that were already in last year). In particular we are down 34 deposits in 2 zipcodes in NW and SW suburbs.
  - Marquette, St Louis U, Butler, and UI Urbana are offering greater than 60% discounts to those zip codes. This means that deterioration in the market is happening faster than expected.
  - Budget projections are based on assumption of 1080 first-years.
  - There will be a substantial deficit and a cash deficit. BOT is likely to say no to the deficit.
  - Blueprint calls for new revenue streams and increased program relevance, but such changes will take 2-4 years to be operational. So we will need to cut costs in the meantime and everything is on the table. Example: Senior leadership is taking no salary increase, but no reduction either. As a result, program prioritization (see below) will be important.
  - Our model must change – we must have less reliance on traditional 18-24 year-olds, and also seek other strategies.
  - President stresses retention and that faculty-student relationships are crucial. He urges faculty to make themselves available to students.
    - Questions: were regarding insight into the per-student impact on finances and whether we are facing a cash flow problem.
    - Answer: Tuition and related expenses for students yield on average \$25K per student.
    - Answer: the new building means some cash flow issues. Cash is involved with capital expenses such as upgrades. Currently we are paying interest on loans etc. that are not in operating budget.

B. Senior Vice President of Academic Affairs and Provost Zakahi

- **Network and Wifi:** Emergent issues have been addressed, but underlying issues are still in progress. Already spent: 75% of projected budget, yet some buildings



are not updated. CIO Gorman's message: We need to have systems up to date if we want to take advantage of "self-healing" capabilities of new equipment.

- **Program prioritization:** members of SPC have been meeting with college executive committees to begin sharing and gathering information from across campus. Forums are planned. There will be one after the next Senate meeting. This will be an iterative process. Changes can be made even as feedback is collected.
- **Programs of high demand are needed:**
  - Online programs are starting in several new places (examples: new Ed D. And BUS is working with Meteor Learning to offer Fall 2020 online Grad programs. Undergrad programs for non-traditional students are being explored in consultation with Pearson and Meteor.
  - Academic Affairs is examining ways to get around space limitations due to F2F instruction needs for high demand professional graduate programs and expand them; example: using Next Center. However, he doesn't want Undergrads to walk to the Next Center, especially in the evenings.
- **What can Faculty do to make a difference?**
  - Faculty are doing a good job supporting *recruitment*, but if you can do more, do so. Congrats to LAS for recent successes in this area.
  - *Student retention* efforts. Retention has actually dropped: 82% retention this year, vs. 87% in the past. Nathan Thomas is on vacation.
    - Things to do:
      - Use Navigate (an EAB product formerly called Student Success Collaborative) early warning system.
      - Continue good advising. Bradley brand has been built on relationship between faculty and students.
      - Student Affairs and Academic Affairs are working on "systematic things" to improve retention such as Academic Success Center.
    - **Questions/comments:** if faculty connection is so important, why do we staff entry level courses like English 101 and Com 103 with contingent faculty. How can student bond with faculty who are not on campus and who are not able to teach them at later levels of their work? Calls for faculty-student engagement regarding retention and recruitment suggest that there should be a far more serious commitment to full-time ongoing faculty in these formative classrooms.
- Senate President Fakheri: underscores the seriousness of this financial situation and calls upon faculty to assume more responsibility for making needed changes.

#### V. Report from Student Body President Mikki Tran

- Sexual assault awareness month is next month. Teal shirts at games, flags on the circle of pride.
- Election season for Student Senate is going on.

#### VI. Consent Agenda (See Attachment 2)

Approved.

	A	B	C	D
1	ID	Document	Name	Description
2	176501	Concentration Addition	Ahmad Fakheri	M E Chemical Engineering
3	177224	Concentration Modification	Bradley Andersh	CHM B.S./M.S.-Biochemistry (BCM 4+1)
4	177223	Concentration Modification	Bradley Andersh	CHM B.S./M.S.-Chemistry (CHM 4+1)
5	176998	Concentration Modification	Bradley Andersh	CHM Chemistry Business Concentration (CHM-B)
6	176997	Concentration Modification	Bradley Andersh	CHM Chemistry American Chemical Society Certified-Concentration (CHM-C)
7	173513	Concentration Modification	Bradley Andersh	CHM Chemistry Pre-Pharmacy Concentration (CHM-PP)
8	173512	Concentration Modification	Bradley Andersh	CHM Chemistry Pre-Medical Concentration (CHM-PM)
9	177594	Core Curriculum Addition	Jennifer Robin	BUS BUS 400 Senior Consulting Project
10	176597	Core Curriculum Addition	Scott Cavanah	I M I M 441 Animation Capstone II
11	176583	Core Curriculum Addition	Scott Cavanah	I M I M 440 Animation Capstone I
12	176340	Core Curriculum Addition	Joshua Lewer	ECO ECO 499 Senior Seminar in Economics, Part II
13	176338	Core Curriculum Addition	Joshua Lewer	ECO ECO 498 Senior Seminar in Economics, Part I
14	175548	Core Curriculum Addition	Anthony Hermann	PSY PSY 400 Honors Research
15	174525	Core Curriculum Addition	Dawn Roberts	PSY PSY 342 Undergraduate Practicum: Community Agency
16	173405	Core Curriculum Addition	Adolfo Cisneros	WLC WLS 342 Survey of Hispanic American Literature I
17	173402	Core Curriculum Addition	Adolfo Cisneros	WLC WLS 343 Survey of Hispanic American Literature II
18	173387	Core Curriculum Addition	Melvy Portocarrero	WLC WLS 322 Latin-American Civilization and Culture
19	171823	Core Curriculum Addition	Gail Petravick	ATG ATG 268 Business Ethics
20	178026	Course Addition	Elly Peterson	BUS BUS 672 Assessing Privacy & Security Threats
21	177391	Course Addition	Ahmad Fakheri	M E CHE 416 CHE 416 Transport Phenomena II
22	177390	Course Addition	Ahmad Fakheri	M E CHE 415 Transport Phenomena I
23	177389	Course Addition	Ahmad Fakheri	M E CHE 321 Chemical Reaction Engineering
24	177387	Course Addition	Ahmad Fakheri	M E CHE 302 Material and Energy Balances
25	177018	Course Addition	Cory Ganschow	MUS MED 101 Introduction to Music Education
26	177009	Course Addition	Julie Reyer	M E M E 309 Research Project Development
27	176919	Course Addition	Cindy Brubaker	NUR NUR 752 Advanced Health Informatics
28	176862	Course Addition	Ahmad Fakheri	M E CHE 301 Chemical Engineering Thermodynamics
29	174880	Course Addition	Kara Wolfe	FCS FCS 371 Convention & Meeting Planning
30	174878	Course Addition	Kara Wolfe	FCS FCS 271 Food & World Cultures
31	172273	Course Addition	Dean Campbell	CHM CHM 114 Chemistry of the Elements
32	176960	Course Deletion	Bradley Andersh	CHM CHM 680 Literature Seminar
33	176955	Course Deletion	Bradley Andersh	CHM CHM 682 Thesis Research Seminar
34	176875	Course Deletion	Jean Grant	ETE ETE 485 Early Childhood Profession: Reflective Practices
35	174100	Course Deletion	Joshua Lewer	ECO ECO 608 U. S. Business Cycles in the International Economy
36	178046	Course Modification	Elly Peterson	BUS BUS 627 Managing Product & Process Technology [Changes:Title,Hours,Desc]
37	177802	Course Modification	Michael Risen	ENC ENC 723 The Internship II [Changes:Number,Title,Hours,Desc]
38	177801	Course Modification	Michael Risen	ENC ENC 722 The Internship I [Changes:Number,Title,Hours,Desc]
39	177265	Course Modification	Jennifer Robin	BUS BUS 621 Leadership Immersion: Awareness, Connection, Impact [Changes:Title,Desc]

**VII. Revisions to the Handbook from the Contractual Arrangement Committee due to the dissolution of the Retirement Advisory Committee and the transfer of its duties to the Committee on Contractual Arrangements.**

**Motion - Adopt suggested Handbook Language Changes in Attachment 3 (vote in the April meeting).**

The suggested revisions to the dissolution of the Retirement Advisory Committee and the transfer of its duties to the Committee on Contractual Arrangements.

Starting on Page 25 of Faculty Handbook Revision 2.15a – April 19, 2018

11. The Committee on Contractual Arrangements

1. The functions of the Committee on Contractual Arrangements shall be:
  - a. To work with and act in advisory capacity to the Administration in establishing the best possible contractual arrangements for faculty and administrators;
  - b. To act as a vehicle for communication between the Administration and the faculty and administrators. The Committee shall receive, review and make recommendations concerning all changes proposed in contractual arrangements for faculty and administrators including but not limited to those contractual arrangements governing retirement and benefits. It shall gather information from within and outside the University. It shall consult with and discuss its findings with faculty, administrators, and Administration;
  - c. To be responsible for recommending to the Senate changes in those parts of the Faculty Handbook which are related to contractual agreements. It shall receive, review and make recommendations regarding all contractual changes proposed for these sections of the Page 26 Revision 2.16 – December 5, 2018 Faculty Handbook. These changes in the Faculty Handbook shall be approved by Senate, the President of the University, and if necessary, by the Board of Trustees.
2. To meet at least annually with the Provost and Vice President for Academic Affairs in order to discuss current contractual arrangements;
3. The Committee shall be composed of six ~~five~~ members. The University Senate shall elect three members ~~one from the administrators and three from the full-time faculty, and the Executive Committee of the Senate shall appoint one faculty member with expertise in areas relevant to the Committee and two administrators (one from Human Resources and one from Business Affairs). These appointments are subject to Senate approval. At least one member must be a member of the University Senate, but the other four need not be Senate members.~~ Committee members shall serve for staggered three-year terms which begin at the start of the Fall semester. The committee shall elect a chairperson and secretary at its first meeting in the Fall semester.

Strike the following from page 28

16. Retirement Advisory Committee

1. The function of the Retirement Advisory Committee shall be:
    - a. To meet at least annually with the Provost and Vice President for Academic Affairs in order to receive reports on commitments under the current retirement policy;
    - b. To make recommendations and to offer suggestions to the University that would improve the existing retirement plan. Also, to receive suggestions and recommendations from the Provost and Vice President for Academic Affairs concerning possible changes in the existing retirement plan.
  2. The Retirement Advisory Committee shall consist of:
-

- a. Four full-time faculty members and one administrative staff member to be selected by the Executive Committee of the University Senate for three-year renewable terms on a staggered basis;
- b. Where practical, one member of the Retirement Advisory Committee shall also be a member of the Committee on Contractual Arrangements.

Strike the following from page 60

h) The Retirement Advisory Committee, established by the University Senate, will consist of four faculty members and one administrative staff member. The Committee will meet at least annually with the Provost and Vice President for Academic Affairs to receive from the University the character of the retirement commitments that have been made and are being considered. Aspects of programmatic changes anticipated will also be shared. The Committee will serve to offer oversight suggestions and recommendations that would enhance the quality of plan development by individuals and the acceptance by the University. The University Senate is encouraged to consider at least one dual appointment to the Retirement Advisory Committee and the Contractual Arrangements Committee;

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No second needed; motion is from committee.

**Motion to allow voting in this meeting:** 1<sup>st</sup> Steven Banning

Discussion: none

**Motion to allow voting approved.**

**Original motion carries**

**VIII. Revisions to the Handbook due to the Move of Honorary Degrees Committee to Regulations and Degree Requirements Sub-Committee**

**Motion** - Adopt suggested Handbook Language Changes in Attachment 4 (vote in the April meeting)

**Senate Executive Committee Meeting  
March 8, 2019  
Proposed Move of Honorary Degrees Committee to  
Regulations and Degree Requirements Sub-Committee**

Faculty Handbook, page 2: Strike line number five.

~~**5. Committee on Honorary Degrees.....21**~~

Faculty Handbook, page 14: Strike line d.

~~**d. Committee on Honorary Degrees;**~~

Faculty Handbook, page 21: Strike section 5.

~~**5. The Committee on Honorary Degrees**~~

~~1. The function of the Committee on Honorary Degrees shall be:~~

~~a. To encourage submission of names from faculty, administration, trustees, alumni and students for consideration as recipients of honorary degrees;—~~

~~b. Recommend to the President any nominees it considers worthy of an honorary degree;—~~

~~c. Evaluate the policies and procedures for granting the honorary degree and recommend to the Senate any changes deemed appropriate.~~

~~2. The Committee on Honorary Degrees shall consist of the Provost and Vice President for Academic Affairs who shall serve as Chairperson; two academic deans; and four full-time faculty members recommended by the Executive Committee and approved by the Senate for two-year staggered terms.—~~

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Faculty Handbook, page 154: Amend Section H as shown below. Information in brackets are the suggested additions.

## H. Procedure for Nominations for Honorary Degrees

- b. Bradley University shall confer honorary degrees in recognition of outstanding achievement in the various fields of human endeavor and in celebration of personal excellence. Such degrees may be awarded posthumously.
  - c. Honorary degrees may be conferred at the winter and spring commencements and upon other appropriate occasions.
  - d. The honorary degree awarded to any individual shall be based on criteria generally recognized in higher education and appropriate for the achievement and excellence being honored.
  - e. In general, no more than three honorary degrees shall be conferred at any one occasion.
  - f. Any member of the student body, faculty, administration, alumni and the Board of Trustees of the University is eligible to submit to the [Sub-Committee on Regulations and Degree Requirements](#) ~~Committee on Honorary Degrees~~ the names of one or more candidates for an honorary degree. Persons submitting nominations should provide written evidence in support of the nominee. Forms for this purpose are available from the Office of the Provost.
  - g. The [Sub-Committee on Regulations and Degree Requirements](#) ~~Committee on Honorary Degrees~~ shall review the qualifications of all nominees and shall submit its recommendations to the President of the University and to the Board of Trustees for approval.
  - h. The names of nominees for honorary degrees to be awarded at commencement or other regularly scheduled convocations shall be
-

submitted to the [Sub-Committee on Regulations and Degree Requirements](#) ~~Committee on Honorary Degrees~~ no later than two months prior to the convocation at which it is proposed the degree shall be awarded.

- i. At the beginning of each regular semester, the ~~Committee on Honorary~~ [Sub-Committee on Regulations and Degree Requirements](#) ~~Degrees~~ shall invite nominations from members of the University.
- j. Nominations for honorary degrees to be awarded at special convocations may be made at any time.

Faculty Handbook, page 239: Amend Index shown below. Strike Committee on Honorary Degrees and subsequent page numbers.

~~Committee on Honorary Degrees~~ — ~~14, 21, 154~~

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No second needed; motion is from committee.

**Motion to allow vote at this meeting:** 1<sup>st</sup> Stephen Banning

**Motion fails.**

Discussion: Have you appealed to this committee prior to these changes. Would like to have this sent to the committee.

Vote on this motion is delayed to next meeting.



**IX. Revisions to the Handbook due to the Proposed Change of Affirmative Action Committee to Diversity and Equity Committee**

**Motion** - Adopt suggested Handbook Language Changes in Attachment 5 (vote in the April meeting)

**Senate Executive Committee Meeting**  
**March 8, 2019**  
**Proposed Change of Affirmative Action Committee to**  
**Diversity and Equity Committee**

Faculty Handbook, page 27: Change committee name to Committee on Diversity and Equity.

**14. The Committee on Diversity and Equity ~~Affirmative Action~~**

(Revised on April 18, 2002, October 18, 2018, and on November 15, 2018)

11. The function of the Committee on Diversity and Equity ~~Affirmative Action~~ shall be to review and, where appropriate, recommend practices and policies for the purpose of (a) enhancing the diversity of the faculty and student body through recruitment, retention, and other appropriate strategies, and (b) protecting individuals from discrimination and harassment based on age, color, creed, disability, ethnicity, gender, gender identity and expression, marital status, national origin, race, religion, sex, sexual orientation, gender identity and expression or veteran status. The Committee shall make recommendations to the University Senate and to the administrative officers involved in the implementation of affirmative action policies. To accomplish its objectives, the Committee shall periodically solicit and review reports from administrative officers, University Senate, university committees, and others involved in diversity and affirmative action policies.
  
  12. The Committee shall be composed of nine members. Six members shall be appointed by the Executive Committee subject to approval by the Senate, one of whom, a Senate member, shall be designated as Chairperson. One member shall be appointed by the Provost and Vice President for Academic Affairs and one member by the Vice President for Legal Affairs. One member shall be a student selected by the Student Senate. Appointments are for three-year renewable terms with staggered terminations.
-

Faculty Handbook, page ii: Change committee name to Committee on Diversity and Equity.

14. The Committee on ~~Diversity and Equity~~ **Affirmative Action**.....27

Faculty Handbook, page 14: Change committee name to Committee on Diversity and Equity.

I. Committee on- ~~Diversity and Equity~~ **Affirmative Action**;

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No second needed; motion is from committee

**Motion to vote at this meeting:** 1 Steven Banning

**Motion carries**

**Original motion carries**

**X. Motion from the Senate EC committee** (see memo from the TP&D Committee Attachment 6)

Memorandum

From: The University Senate Tenure, Promotion & Dismissal Committee

To: The University Senate Executive Committee

Date: February 8, 2019

Re: Recommendation that an Ad Hoc committee on the university tenure and promotion process be formed

At the University Senate Tenure, Promotion & Dismissal Committee meeting on February 4, 2019, it was decided that it is time for a comprehensive review of the university's tenure and promotion process. It has been nearly thirty years since the last comprehensive review of this process. As such, this committee recommends the formation of an Ad Hoc committee on the university tenure and promotion process.

This committee discussed whether this issue should be addressed directly by T, P & D, and came to a unanimous conclusion that it should not. This committee serves primarily as a forum for review of tenure, promotion, and dismissal decisions, not as a policy making body. Moreover, the committee, as currently staffed, does not represent all of the colleges in the university.

The charge to the ad hoc committee should be broad enough for it to take on all issues arising out of the tenure and promotion process. While we do not intend to restrict the scope of the work of the ad hoc committee, some issues arose during our discussion. These include, what happens to the tenure clock when a faculty member takes family leave? Are there unspoken standards in departments or colleges for promotion to full professor that should be made explicit? How can we change our process to improve the likelihood of success in our diversity efforts?

The deliberations of the ad hoc committee should include a university-wide conversation on the tenure and promotion process. It will be up to the ad hoc committee to determine how this should be done, but input from faculty in all colleges and at all ranks should be received and considered.

The Ad hoc committee should include representation from our committee. Mat Timm and Jackie Hogan have agreed to serve.

We thank you for your consideration of our recommendation. If you have any questions about our deliberations, please contact Craig Curtis for more information.

**Motion - Form an Ad-Hoc committee to examine and make recommendations on the University tenure and promotion processes and criteria. The Ad-Hoc committee shall be composed of:**

1. One representative elected by and from the tenured/tenure track faculty of each academic college and the library
3. 2 representatives to be chosen by Senate Exec

4. A non-voting administrator for perspective on process-related questions to be chosen by the Provost.  
(vote in the April meeting)

No second needed; motion is from committee

**Discussion:**

**Questions included:** Who would develop a charge for the committee, whether the charge needs to be approved by the body, and inquiry about the usual procedure for an ad hoc committee vs. a standing committee, and whether the committee will be able to put things directly on the floor.

**Clarifications included** that Senate Exec would define the charge, but the overarching charge is to look at the tenure process. It is a very broad charge. Goals are to address inconsistencies, gender equity report.

Ad hoc committee is needed to take care of things that won't be recurring.

Action on this motion at next meeting.

**XI. Motions to add representation to Board of Trustees' sub-committees**

**Motion 1 – Board of Trustees Student Affairs Committee shall include a student member appointed by the Student Senate to a two-year term.**

Discussion: None

**Motion carries**

**Motion 2 – Board of Trustees Academic Planning Committee shall include a faculty member appointed by the Senate Executive Committee to a two-year term.**

Discussion:

**Question:** How many people are on that committee?

**Answer:** the whole board is invited to these meetings. Discussion is by a committee of the whole with only committee members voting. They will be voting. But the more input the better. Motion 3 does not meet with the whole board there

**Motion carries.**

**Motion 3 – Board of Trustees Building Infrastructure Strategic Plan Special Committee shall include a faculty member appointed by the Senate Executive Committee to a two-year term.**

Discussion: None

**Motion Carries**

**Motion 4 – Board of Trustees Finance & Property Committee shall include a faculty member appointed by the Senate Executive Committee to a two-year term.**

Discussion: None

**Motion carries.**

**XII. Provost Evaluation Process modification (see Attachments 7)**

Starting on Page 149 Revision 2.16 – December 5, 2018

## D. Procedures for Evaluation of the President and Provost

Regarding the performance of Bradley University's President and Provost  
Feedback shall be solicited every three years.

### 1. Initiation of feedback for the University President

- a. The Senate President shall contact the Chair of the Board of Trustees, or his/her designee, in January of the University President's third year, and every subsequent third year, to initiate the feedback process.
- b. The Board shall construct appropriate feedback survey questions and return them to the Senate President no later than March 1.
- c. The Senate President, in conjunction with the Chair of the Board of Trustees, shall determine an appropriate time period for responses.
- d. The Senate President shall distribute the survey to all full-time employees of the university.
- e. Individual responses shall be returned directly to the Chair of the Board of Trustees.
- f. These responses should be considered in the evaluation of the University President.

### ~~Initiation of the feedback for the Provost and Vice-president for Academic Affairs of the university~~

- ~~a. The Senate President shall contact the University President in January of the Provost's third year, and every subsequent third year, to initiate the feedback process.~~
- ~~b. The University President shall construct appropriate feedback survey questions and return them to the Senate President no later than March 1.~~
- ~~c. The Senate President, in conjunction with the President of the university, shall determine an appropriate time period for responses.~~
- ~~d. The Senate President shall distribute the survey to all full-time employees under the areas of the Provost's responsibilities.~~
- ~~e. Individual responses shall be returned directly to the University President.~~
- ~~f. These responses should be considered in the evaluation of the Provost.~~

### Suggested survey questions to elicit feedback:

- a. What is the President ~~(Provost)~~ doing that the President ~~(Provost)~~ should keep doing?
- b. What is the President ~~(Provost)~~ doing that the President ~~(Provost)~~ should stop doing?
- c. What is the President ~~(Provost)~~ not doing that the President ~~(Provost)~~ should be doing?
- d. Additional comments
- e. The President ~~or Provost~~ shall be invited to propose additional question(s).

### 2. Initiation of the feedback for the Provost and Vice-president for Academic Affairs of the university

#### i. Description and Objectives

- a. The evaluation of a Provost provides the Provost with information that the Provost can use to improve in said position. The evaluation keeps the channels of communication open between the Provost, the President, and the faculty of the University.

- b. The ultimate responsibility for evaluation of the Provost rests with the President. Such evaluation is continuous and ongoing.
- c. Two types of evaluations of the Provost are conducted; one every year by the President and the other every third year by the faculty. The evaluation by the faculty is designed to provide additional information to the President and the Provost.

**ii. The Survey Questionnaire**

- a. The evaluation process includes a questionnaire submitted to all full-time faculty of the University with one year of service or more. The questionnaire is designed to collect information about how the Provost is perceived by the faculty of the University.
- b. There is room on the questionnaire for written comments.
- c. The respondents' anonymity is protected at all times.
- d. The questionnaire and revisions to it must be approved by the University Senate.
- e. In evaluating the Provost, the President may use information from additional sources such as Deans, outside advisory groups, and student groups.

**iii. Procedures for the Third Year Evaluation**

- a. The Provost evaluation shall be completed by a Faculty Committee before the end of Provost's third full academic year in office, and again before the end of each subsequent third anniversary year.
- b. All deliberations of the committee are confidential. The charge of the committee is to collect and analyze information about how the Provost's performance is perceived by the faculty and to convey this information to the President, and ultimately to the Provost.
- c. The Faculty Committee members will be proposed by the Senate Executive Committee from tenured faculty with one year of service or more; the committee will include at least one member with experience and expertise in qualitative and quantitative evaluation processes. The committee composition is to be approved by the Senate. The President may appoint a member to the committee.
- d. The Faculty Committee elects its chairperson from among its members.
- e. The formation of the committee should be completed by the end of the Fall semester of Provost's third full academic year in office. The questionnaire is then distributed no later than 3 weeks after the start of the Spring semester of Provost's third full academic year and is due back in two weeks.
- f. The memo that accompanies the questionnaire shall state that the completed questionnaires are to be submitted directly to the committee and that the committee will read the responses, analyze them, and forward them in aggregate, along with their analysis, to the President as part of its final report. The memo shall also state that the President will forward the report, including the analysis and the aggregate responses, to the Provost.
- g. The Chair of the Faculty Committee shall present to the President a written confidential report summarizing the committee's findings. The report shall substantiate its conclusions in a way that is consistent with Part f above.
- h. The President may request more detailed substantiation of specific conclusions. The committee shall comply to the extent consistent with Part f above.
- i. After reviewing the Faculty Committee's report and discussing it with the Faculty Committee, the President shall forward the report, including the analysis and the

aggregate responses, to the Provost.

**iv. Correspondence and Forms for Evaluation of Provost**

Sample correspondence, Provost Evaluation Form for Faculty, and Dean Evaluation Form for Executive Committee Members are found in the Handbook appendix.



**Sample cover letter for the questionnaire used in the third year evaluation**

FACULTY QUESTIONNAIRE ABOUT Provost \_\_\_\_\_

**Introductory Remarks**

This survey questionnaire is being submitted to all full-time faculty of the University with one year of service or more. It is designed to collect information about how the Provost is perceived by the faculty of the University.

Do not include your name in responses to this questionnaire. Your anonymity as a respondent shall be protected at all times.

Your individual response, together with all of the other faculty responses, will be read and analyzed by the Faculty Committee. The Faculty Committee will forward aggregate information about the individual responses and analysis of those responses to the President as part of its final report.

The President will discuss the report, including the completed questionnaires and the analysis, with the Faculty Committee. Then the President will forward the report, including aggregate information about the individual responses and the analysis, to the Provost. The President will discuss the report with the Provost and use it, along with information from other sources, in evaluating the Provost.

The names and campus addresses of the members of the Faculty Committee are:

Name	Campus Address
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	6.

### Third year Faculty Assessment of the Provost

<p>In the left-hand column record your degree of familiarity with the Provost's performance in the specified area, where 0 is No Knowledge and 5 is First-Hand Knowledge</p> <p>In the right-hand columns record your assessment of the Provost's performance by checking the appropriate box.</p>						
Knowledge 0 to 5	ASSESSMENT OF LEADERSHIP	Outstanding	Above Expectation	Satisfactory	Below Expectation	Unsatis- factory
	1. Fosters an environment or culture that stimulates excellence in teaching					
	2. Fosters an environment or culture that stimulates scholarship					
	3. Fosters an environment or culture that stimulates service					
	4. Communicates effectively with faculty					
	5. Advocates for Academic Affairs					
	6. Generates external support, strengthens ties with external constituencies and promotes the academic programs of the University locally and nationally					
Please comment on Leadership:						
Knowledge 0 to 5	ASSESSMENT OF GOVERNANCE	Outstanding	Above Expectation	Satisfactory	Below Expectation	Unsatis- factory
	7. Allocates resources					
	8. Handles personnel issues, including tenure and promotion decisions					
	9. Uses the committee and shared governance structure of the University					
	10. Personnel selection and hiring					
	11. Holds meetings with faculty with appropriate frequency					

Please comment on Governance:
<b>QUESTIONS ON THE PROVOST'S PERFORMANCE</b>
What are the Provost's strengths?
How can the Provost's performance be improved?
<b>QUESTIONS ON THE STATE OF THE UNIVERSITY</b>
Is the academic state of the University developing in an appropriate direction and at an appropriate rate? If so, why? If not, why not?
What are the most important academic challenges facing the University?
<b>SPACE FOR OPEN-ENDED COMMENTS</b>
Other comments you may wish to make about the Provost and the academic state of the University:

**Motion** - Revise the Provost Evaluation Process by adopting Handbook Language Changes in Attachment 7 (vote on population to be held in the April meeting)

This is a process similar to how Deans are selected.

**Discussion:** A faculty committee will be proposed by Senate Exec and be approved by this body. Their function will be to oversee the survey process, and to analyze the results and write a report.

**Motion:** Carries.

**XIII. Old Business**

**Handbook Language for University Resources Committee** (still under discussion)  
Trying to see how to facilitate information so this will be on old business for a while,

**XIV. New Business**  
None

**XV. Adjournment at 4:30**

<u>ID</u>	<u>Document</u>	<u>Name</u>	<u>Description</u>
173428	Core Curriculum Addition	Souhail Elhouar	C E CON 493 Senior Project Planning
174725	Core Curriculum Addition	Souhail Elhouar	C E CON 498 Senior Project
176263	Core Curriculum Addition	Seth Katz	ENG ENG 302 Advanced Writing: Travel Writing
176845	Core Curriculum Addition	Kimberly Mitchell	ART ART 406 Graphic Design Portfolio
177609	Core Curriculum Addition	Young Park	CS CS 490 Capstone Project I
177610	Core Curriculum Addition	Young Park	CS CS 491 Capstone Project II
174779	Course Addition	Daniel Smith	COM COM 104 Honors Public Performance
178030	Course Addition	Jessica Nigg	FCS FCS 102 Profession of Dietetics
178028	Course Addition	Jessica Nigg	FCS FCS 103 Food Resource Management
178029	Course Addition	Jessica Nigg	FCS FCS 202 Food and Nutrition
178031	Course Addition	Jessica Nigg	FCS FCS 204 Family Programs Across the Life Span
178032	Course Addition	Jessica Nigg	FCS FCS 305 Experimental Foods
178154	Course Addition	Scott Kanoff	THE THE 228 Stage Management
178033	Course Deletion	Jessica Nigg	FCS FCS 104 Introductory Food Principles
178035	Course Deletion	Jessica Nigg	FCS FCS 308 Nutriton Counseling
178070	Course Deletion	Rachel Vollmer	FCS FCS 246 Family Systems and Applications
178043	Course Deletion	Jessica Nigg	FCS FCS 400 Senior Seminar in Family and Consumer Sciences
178126	Course Deletion	Carmen Keist	FCS FCS 235 Apparel Product Development and Analysis
178127	Course Deletion	Carmen Keist	FCS FCS 332 Advanced Clothing Construction
178164	Course Deletion	Lorena Chica	I M I M 280 Quality Assurance in Games
178015	Course Modification	Carmen Keist	FCS FCS 333 Apparel Product Development and Quality Assurance [Changes:Title,Desc]
178042	Course Modification	Jessica Nigg	FCS FCS 304 Sports and Exercise Nutrition [Changes:PreReq]
178037	Course Modification	Jessica Nigg	FCS FCS 405 Food Service Systems [Changes:PreReq]
178038	Course Modification	Jessica Nigg	FCS FCS 410 Advanced Nutrition [Changes:PreReq]
178039	Course Modification	Jessica Nigg	FCS FCS 411 Medical Nutrition Therapy I [Changes:PreReq]
178040	Course Modification	Jessica Nigg	FCS FCS 412 Medical Nutrition Therapy II [Changes:PreReq]
178124	Course Modification	Carmen Keist	FCS FCS 233 Consumer Textiles [Changes:Desc]
178163	Course Modification	Lorena Chica	I M I M 180 Introduction to the Game Industry [Changes:Hours]
178219	Course Modification	Matt McGowan	ETL BLW 289 Topics in Business Law [Changes:Desc,PreReq]
178220	Course Modification	Matt McGowan	ETL BLW 389 Advanced Topics in Business Law [Changes:Title,Desc,PreReq]
178222	Course Modification	Matt McGowan	ETL ENT 289 Topics in Entrepreneurship [Changes:Desc,PreReq]
178223	Course Modification	Matt McGowan	ETL ENT 389 Advanced Topics in Entrepreneurship [Changes:Title,Desc,PreReq]
178225	Course Modification	Matt McGowan	ETL MIS 289 Topics in Management Information Systems [Changes:Desc,PreReq]
178229	Course Modification	Matt McGowan	ETL MIS 389 Advanced Topics in Management Information System [Changes:Desc,PreReq]
177998	Major Modification	Brian Huggins	E E Electrical Engineering
177997	Major Modification	Rachel Vollmer	FCS Family & Consumer Sciences Education
178020	Major Modification	Jessica Nigg	FCS Nutrition and Dietetics
178085	Major Modification	Brian Huggins	E E Electrical Engineering with Computer Option
178123	Major Modification	Carmen Keist	FCS Retail Merchandising
178160	Major Modification	Lorena Chica	I M Animation
178162	Major Modification	Lorena Chica	I M Game Design
178161	Major Modification	Lorena Chica	I M User Experience

**Add starting at the end of Page 147 Revision 2.16 – December 5, 2018**

**E. Selection of the Associate Provost for Research and Dean of the Graduate School**

The search shall be initiated by the Provost of the University. The faculty component of the search committee shall number at least one more than half the voting membership of the search committee, and shall be selected according to a procedure devised by the Executive Committee of the University Senate and approved by the University Senate. In addition to faculty members of the search committee, one Dean of Colleges, chosen by the Deans of Colleges, shall be a voting member.

**Add starting at the end of Page 154 Revision 2.16 – December 5, 2018**

**G. Procedures for the Third Year Evaluation of the Associate Provost for Research and Dean of the Graduate School Conducted by the Faculty Committee**

- a. The evaluation of the Associate Provost for Research and Dean of the Graduate School shall be completed by a Faculty Committee before the end of Dean's third full academic year in office, and again before the end of each subsequent third anniversary year.
- b. All deliberations of the committee are confidential. The charge of the committee is to collect and analyze information about how the Dean's performance is perceived by:

- Chairs of the departments that have graduate programs
- Graduate Faculty
- Graduate coordinators
- Director of Research and Sponsored Programs
- Graduate school staff
- Graduate students
- Faculty who submitted a grant during the evaluation period

and to convey this information to the Provost, and ultimately to the Associate Provost for Research and Dean of the Graduate School.

- c. The Faculty Committee members will be proposed by the Senate Executive Committee from graduate faculty with one year of service or more; the committee will include at least one member with experience and expertise in qualitative and quantitative evaluation processes. The committee composition is to be approved by the Senate. The Provost may appoint an additional member to the committee.
- d. The Faculty Committee elects its chairperson from among its members.
- e. The formation of the committee should be completed by the end of the September of Dean's third full academic year in office. The questionnaire is then distributed no later than the end of October of the Dean's third full academic year and is due back in two weeks

The memo that accompanies the questionnaire shall state that the completed questionnaires are to be submitted directly to the committee and that the committee will read the responses, analyze them, and forward them in aggregate, along with their analysis, to the Provost as part of its final report. The memo shall also state that the Provost will forward the report, including the analysis and the aggregate responses, to the Associate Provost for Research and Dean of the Graduate School.

- f. The Chair of the Faculty Committee shall present to the Provost a written final report summarizing the committee's findings, including the analysis and the aggregate responses. The report shall substantiate its conclusions in a way that is consistent with Part e above.
- g. The Provost may request more detailed substantiation of specific conclusions. The committee shall comply to the extent consistent with Part f above.
- h. After reviewing the Faculty Committee's report and discussing it with the Faculty Committee, the Provost shall forward the report, including the analysis and the aggregate responses, to the Associate Provost for Research and Dean of the Graduate School.
- i. The Provost shall discuss the committee's report with the Dean.
- j. In evaluating the Dean, the Provost shall use the committee's report and may use information from additional sources such as other Deans, outside advisory groups, and student groups.

**Sample cover letter for the questionnaire used in the third year evaluation of the Associate Provost for Research and Dean of the Graduate School**

FACULTY QUESTIONNAIRE ABOUT Associate Provost for Research and Dean of the Graduate School \_\_\_\_\_

**Introductory Remarks**

This survey questionnaire is being submitted to those specified in the Handbook for the evaluation of the Associate Provost for Research and Dean of the Graduate School. It is designed to collect information about how the Associate Provost for Research and Dean of the Graduate School is perceived by the faculty of the University.

Do not include your name in responses to this questionnaire. Your anonymity as a respondent shall be protected at all times.

Please fill it out survey no later than October 15, 20 \_\_.

Your individual response, together with all of the other faculty responses, will be read and analyzed by the Faculty Committee. The Faculty Committee will forward aggregate information about the individual responses and analysis of those responses to the Provost as part of its final report. The Provost will discuss the report, including the completed questionnaires and the analysis, with the Faculty Committee.

Then the Provost will forward the report, including aggregate information about the individual responses and the analysis, to the Associate Provost for Research and Dean of the Graduate School. The Provost will discuss the report with the Associate Provost for Research and Dean of the Graduate School and use it, along with information from other sources, in evaluating him/her.

The Faculty Committee invites you to submit additional, confidential, signed comments on the Associate Provost for Research and Dean of the Graduate School. Signed comments must be submitted under separate cover. Please submit your signed comments, if any, to a member of the Faculty Committee. The names and campus addresses of the five members of the Faculty Committee are:

Name	Campus Address
1.	1.
2.	2.
3.	3.
4.	4.



5.

5.

6.

6.

**Annual Faculty Assessment of the Associate Provost for Research and Dean of the Graduate School**

Academic Year:

In the left-hand column record your degree of familiarity with the Associate Provost's performance in the specified area, where 0 is No Knowledge and 5 is First-Hand Knowledge

In the right-hand columns record your assessment of the Provost's performance by checking the appropriate box.

Knowledge 0 to 5	ASSESSMENT OF LEADERSHIP	Outstanding	Above Expectation	Satisfactory	Below Expectation	Unsatisfactory
	1. Fosters an environment or culture that stimulates excellence in graduate programs					
	2. Fosters an environment or culture that stimulates scholarship and pursuit of external funding					
	3. Fosters a supportive environment or culture for faculty					
	4. Fosters a supportive environment or culture for graduate students					
	5. Communicates effectively with graduate students					
	6. Advocates for the Graduate School					
	7. Effectively promotes the academic programs of the University locally, nationally, and internationally.					

Please comment on his/her Leadership:

Knowledge 0 to 5	ASSESSMENT OF GOVERNANCE	Outstanding	Above Expectation	Satisfactory	Below Expectation	Unsatis- factory
	8. Allocating resources appropriately					
	9. Uses the committee and shared governance structure of the University					
	10. Personnel selection and hiring					
	11. Holding meetings with faculty with appropriate frequency					

Please comment on Governance:

**QUESTIONS ON THE PROVOST'S PERFORMANCE**

What are the Associate Provost for Research and Dean of the Graduate School strengths?

How can the Associate Provost for Research and Dean of the Graduate School's performance be improved?

**QUESTIONS ON THE STATE OF THE GRADUATE SCHOOL**

Is the academic state of the Graduate school developing in an appropriate direction and at an appropriate rate? If so, why? If not, why not?

What are the most important academic challenges facing the Graduate School?

Other comments you may wish to make about the Provost and the academic state of the University:

The main purpose of the revisions below is to clarify the rights of full-time non-tenure track faculty. We are also suggesting some language and organization changes to improve clarity and consistency.

#### SUGGESTED CHANGES BEGIN ON PAGE 38

b. Full-time and part-time positions not eligible for tenure, ~~consisting of the following ranks:~~

~~Full-time non-tenure track faculty are granted the right to participate in curriculum development. If enfranchised by 2/3 of their department's tenure-track and tenured faculty, non-tenure track faculty may also participate in other departmental shared governance proceedings, including, but not limited to, the hiring of faculty and staff, and the election of chairs (see section III.A.3). They cannot evaluate, nominate or vote for the tenure or promotion of tenure-track and tenured faculty (see section II.C.2).~~

~~Full-time non-tenure track faculty can be granted permission by the Dean of their college to participate in shared governance at the college level.~~

~~Full-time non-tenure track faculty can be granted permission by the Senate Executive Committee to participate in shared governance at the university level.~~

~~Full-time and part-time non-tenure track appointments include the following categories:~~

##### ~~1) In-Residence Appointments~~

- ~~Instructor In-Residence~~
- ~~Assistant Professor In-Residence~~
- ~~Associate Professor In-Residence~~
- ~~Professor In-Residence~~
- ~~Distinguished Professor In-Residence~~

~~In-residence~~ faculty teaching at the graduate level should have a terminal degree or a master's degree and relevant experience in the field in which they are teaching. ~~In-residence~~ faculty teaching at the undergraduate level should have a master's degree or a bachelor's degree and relevant experience in the field in which they are teaching. Situations where professional experience is accepted in lieu of academic qualifications will be considered based on guidelines established by each department in consultation with the appropriate Dean and approved by The University Provost and Senior Vice President for Academic Affairs.

While there are a variety of circumstances in which an in-residence appointment may be appropriate for a department, it is expected that they will entail only a brief association with the University. ~~(See Annual Contracts). In-residence appointees are not eligible for tenure while serving in an in-residence appointment status.~~

~~c. 2) Special Appointments, not eligible for tenure, consisting of the following ranks:~~

##### ~~1) a. Adjunct Faculty~~

~~Individuals with outstanding professional qualifications engaged as consultants by the University. Adjunct faculty are appointed at a rank appropriate to the individual's qualifications.~~

##### ~~2) b. Visiting Professor~~

~~An individual who holds equivalent rank at some other institution or who is employed by another organization and meets the academic requirements for such rank at Bradley University. The individual would be engaged in teaching or a combination of teaching-research on either a full-time or part-time basis. The appointment would~~

be only a brief association with the University (See Annual Contracts) for a summer, semester, part of a semester, or a year; and when warranted, reappointment could be considered. ~~The visiting professor or instructor would not be eligible for tenure.~~

### 3) c. Affiliate Instructor

An individual who meets the qualifications for instructor and who would regularly or occasionally teach part-time. ~~Appointees are not eligible for tenure.~~

### 4) d. Research Professor, Research Associate Professor, or Research Assistant Professor

An individual who meets the requirement for such rank, but whose responsibility to the University would be principally research activities. Normally, research appointments are not eligible for tenure, but upon recommendation by the appropriate administrative officers, tenure may be granted.

### 5) e. Emeritus Status

An individual who, after long service to the University, has retired. This appointment is made by the President of the University upon recommendation of the department chairperson, the dean of the college, and the Provost and Vice President for Academic Affairs. See also Emeriti Benefits.

#### 1) Policy for Emeritus Appointment

The Emeritus appointment for faculty and administrative professionals retiring from service at Bradley University is a formal recognition of meritorious service exceeding the expected norm of performance to the University, to the community and to the profession. The rank of Emeritus may be conferred only on retiring persons who have served on the faculty or in professional administrative positions for a minimum of fifteen years.

#### Appointment Procedure:

- a) Nominations of faculty candidates are to be submitted to the Provost and Vice President for Academic Affairs and those of professional staff to the appropriate Vice President during the last semester of active service. Although nominations may be initiated by anyone, it is recommended that they be processed through the individual's chairperson or director, and dean or Associate Provost.
- b) Documentation of the candidate's qualifications must be presented with the nomination.
- c) The candidate's qualifications will be evaluated by the Provost and Vice President for Academic Affairs or other appropriate Vice President and an ad hoc advisory review committee including three Emeriti appointed by the Provost and Vice President for Academic Affairs or other Vice President. When possible, one member should be acquainted with the candidate's professional area. In special cases, the length of service may be waived to recognize persons who have made distinguished professional contributions to the University. Recommendations of Emeritus appointment are then forwarded to the President and Board of Trustees.

#### 2) Emeriti Benefits

All special appointments require approval by the Provost and Vice President for Academic Affairs. Special appointment faculty teaching at the graduate level should have a terminal degree or a master's degree and relevant experience in the field in which they are teaching. Special appointment faculty teaching at the undergraduate level should have a masters degree or a bachelors degree and relevant

experience in the field in which they are teaching. Situations where professional experience is accepted in lieu of academic qualifications will be considered based on guidelines established by each department in consultation with the appropriate Dean and approved by The University Provost and Senior Vice President for Academic Affairs.

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### C. Evaluations

#### 1. Activity Report

#### 2. General Procedures for Faculty Recommendations

- a. Recommendations for full-time ~~appointment~~, reappointment, tenure and promotion shall originate with the **full-time tenured** department faculty, in accordance with procedures developed by the faculty of each College.
- b. The chairperson will initiate the recommendation process at the appropriate time.
- c. Prior to initiation of the recommendation procedures, any full-time faculty member may nominate for appointment, reappointment, or promotion.
- d. The recommendation of the faculty shall include the results of a poll of the group indicating the numbers supporting, opposing, and abstaining. It also may include, if the faculty wishes, a written statement approved by the appropriate faculty.
- e. The faculty recommendation will be conveyed to the chairperson who will add a recommendation to that of the faculty. At this stage of the process, the faculty member being considered may append written comments and documents to the recommendation.
- f. The chairperson will forward the recommendation to the Dean of the College, who will add a recommendation to the recommendatory package, and forward the whole to the Provost and Vice President for Academic Affairs.
- g. Once initiated, the promotion process may be terminated only by the faculty member's written request.
- h. Faculty members dissatisfied with their recommendations should consult this Faculty Handbook, Due Process, for the appropriate appeals procedures.