



Fourth Regular Meeting
2021-2022 Bradley University Senate
3:10 p.m., Wednesday, December 8, 2021
Ballroom A, Bradley Student Union
and via Zoom

Mathew Timm is inviting you to a scheduled Zoom meeting.



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.

I. Call to Order

II. Announcements

0. The meeting is being recorded.
1. 2022 marks the 125 Anniversary of the founding of Bradley University. The President's Office is collecting ideas about how to celebrate this anniversary. If you have suggestions or would like to volunteer to help plan the celebration, contact Rennee Charles.
2. Covid protocols permitting, the University Senate will return to in-person only meetings in February. Senate Exec is exploring the possibility of live streaming the meetings, but these will be for informational purposes only, e.g., individuals viewing the livestream on-line, will not be considered as contributing to a quorum.
4. IT issues and posting of Senate Recordings.
5. Handbook Rewrite Committee Membership to date: Yassar Khodair (CCET), Tyler Smith (FCB), Kristi McQuade (LAS), Jana Hunzicker (EHS), Daniel Glassmeyer (Current or former Ombudsperson)
6. Thanks to Kevin Wahl and our other IT folks.

III. Approval of the Minutes of the Third Regular Meeting of the 2021-2022 University Senate, November 16, 2021

See attached Minutes.

IV. Report from the Student Body President Emma Hoyhtya

V. Reports from Committees

A. Curriculum and Regulations

1. Curriculum Consent Items

203665	Core Curriculum Addition	CRM S W 356 Topics in SW Enroute
204858	Core Curriculum Addition	I M I M 489 Game Capstone Project II
207457	Core Curriculum Addition	I B I B 446 Global Marketing Management
215780	Core Curriculum Addition	MTH MTH 335 Topics in Actuarial Science
213809	Course Addition	WLC WLS 131 Introduction to Spanish for Healthcare
214220	Course Addition	CRM CRM 120 Introduction to Criminology
215343	Course Addition	WLC WLS 331 Spanish for Healthcare Professionals
212952	Course Deletion	WLC WLF 303 Composition Enroute
213962	Course Deletion	MUS MUS 107 The Language of Music
213963	Course Deletion	MUS MUS 203 History of Music
215416	Course Deletion	WLC WLS 301 Spanish for Health Care Professionals
213019	Course Modification	MTH MTH 514 Partial Differential Equations
213884	Course Modification	MUS MUS 146 Jazz Ensemble/Groove Project
213882	Course Modification	MUS MUS 271 Jazz Improvisation
213883	Course Modification	MUS MUS 272 Jazz Improvisation 2
213885	Course Modification	MUS MUS 346 Jazz Ensemble/Groove Project
213972	Course Modification	MUS MUS 115 Voice Class
214252	Course Modification	ART ART 320 Introduction to Letterpress and Book Arts
215795	Course Modification	ME IME 461 Simulation of Manufacturing and Service Systems
215803	Course Modification	IME IME 561 Simulation of Manufacturing & Service Systems

2. Curriculum Items requiring a motion

212947	Major Modification	WLC World Languages & Cultures (French)
213988	Major Modification	COM Advertising and Public Relations
214918	Major Modification	HIS History
215556	Major Modification	HIS History and Social Studies
213989	Minor Modification	COM Advertising and Public Relations
205871	Program Modification	ENG Master of Arts in English

3. CIP Codes Proposal

Motion: We move to adopt the CIP Code Proposal of October 4, 2021. (attached)

B. Senate Executive Committee

1. Request to C&R and Grad Exec they begin discussions about rewriting the portions of the Handbook relating to the Graduate School.
2. Request to TPD and University Counsel that they begin discussions about tenure clock extension for medical/personal reasons.

VI Old Business

1. Motion: Add search committee composition language to III.B. Policies and Procedures for the Selection of Academic Administrative Offices as indicated below and make appropriate changes in the table of contents and index.

p. 145 Preamble (new language and changes in **red font**)

The academic administrative officers referred to in this policy are the President of the University, the Provost, and Vice President for Academic Affairs, the Deans of Colleges, ~~and~~ the Director of the Library, **and an Associate Provost, should a Provost determine a need for such an officer.**

p. 146 add

e. The search for an Associate Provost shall be initiated by the Provost and Vice President for Academic Affairs. The faculty component of the search committee shall number at least two-thirds of the voting membership of the search committee. Each academic College and the Library shall elect a faculty representative to the search committee by and from its full-time faculty. A member of the University Student Senate shall be appointed by the University Student Senate as a voting member. The Chair of the search committee shall be elected by the committee from among its membership.

VII. New Business

Discussion items: May 2021 TPR report, Shared Governance Committee

VIII. Reports from Administrators

A. President Standifird (traveling)

B. Provost and Senior Vice President for Academic Affairs Zakahi

C. CFO/COO Cox

IX. Report from University Senate President

X. Adjournment



Third Regular Meeting Minutes
2021-2022 Bradley University Senate Nov 18, 2021 Ballroom
A, Bradley Student Union and via Zoom



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.

I. Call to Order

The meeting started at 3:35 PM.

II. Announcements

0. The meeting is being recorded.
1. 2022 marks the 125 Anniversary of the founding of Bradley University. The President's Office is collecting ideas about how to celebrate this anniversary. If you have suggestions or would like to volunteer to help plan the celebration, contact Rennee Charles.
2. Volunteers are still needed to help with December Graduation. Contact Renee Charles.
3. Covid protocols permitting, the University Senate will return to in-person only meetings in February.
4. IT issues and posting of Senate Recordings.

III. Approval of the Minutes of the Second Regular Meeting of the 2021-2022 University Senate, October 21, 2021.

See attached Minutes.

Additions to Minutes: From Chris Jones – Attach his summary of the Strategic Plan presented at the October Senate Meeting and note that it was pointed out that the faculty-staff teams which in the engaged in the strategy development process were populated in collaboration with the Senate's Executive Committee and the Colleges

Motion: Eden Blair, 2nd: Andy Kindler
The motion carries unanimously.

IV. Report from the Student Body President Emma Hoyhtya

Emma Hoyhtya is the new elected student body senate president. Welcome students attends general assembly meetings. There will be a listening session to all students this coming Monday (11/22/2021). There have been a few great conversations between faculty members and students.

V. Reports from Committees

A. Curriculum and Regulations

1. Curriculum Consent Items

204700	Core Curriculum Addition	IME IME 461 Simulation of Manufacturing and Service Systems
205093	Core Curriculum Addition	COM COM 305 The Persuasive Process
207644	Core Curriculum Addition	I M I M 288 Game Design I
207750	Core Curriculum Addition	CHM CHM 599 Research
207751	Core Curriculum Addition	ENG ENG 180 Introduction to English Education
209653	Core Curriculum Addition	HIS HIS 320 Renaissance and Reformation
210757	Core Curriculum Addition	HIS HIS 209 History of Africa
213516	Core Curriculum Addition	I M I M 261 User Research & Usability
213665	Core Curriculum Addition	COM COM 330 Communication Law and Ethics
213815	Core Curriculum Addition	I M I M 110 Introduction to Game Development
213817	Core Curriculum Addition	I M IM 191 Comics Appreciation
211536	Course Addition	MUS MUS 102 The Music Business for Performing & Composing Professionals
212426	Course Addition	COM COM 326 DIGITAL ANALYTICS
213816	Course Addition	I M IM 191 Comics Appreciation
211814	Course Deletion	ART ART 420 BFA Seminar I
207851	Course Modification	ART ART 305 Editorial Design [Changes:PreReq]
209649	Course Modification	HIS HIS 320 Renaissance and Reformation [Changes:Desc]
212126	Course Modification	P T KH 306 Health Science Applications for Sports [Changes:PreReq]
212127	Course Modification	P T KHS 310 Statistical Procedures in Health Sciences [Changes:PreReq]
212129	Course Modification	P T KHS 345 Motor Control and Motor Learning [Changes:PreReq]
212130	Course Modification	P T KHS 380 Disability and Health in a Global Society [Changes:PreReq]
213003	Course Modification	MTH MTH 101 The Art of Mathematical Thinking [Changes:Desc]
213007	Course Modification	MTH MTH 111 Elementary Statistics [Changes:Desc]
213006	Course Modification	MTH MTH 121 Calculus I [Changes:Desc]
213009	Course Modification	MTH MTH 122 Calculus II [Changes:Desc]

213012	Course Modification	MTH MTH 223 Calculus III [Changes:Desc]
213013	Course Modification	MTH MTH 224 Elementary Differential Equations [Changes:Desc]
213014	Course Modification	MTH MTH 305 Modern Geometry [Changes:Desc]
213015	Course Modification	MTH MTH 310 Introduction to Number Theory [Changes:Desc]
213016	Course Modification	MTH MTH 345 Differential Equations [Changes:Desc]
213017	Course Modification	MTH MTH 403 Complex Variables I [Changes:Desc]
213021	Course Modification	MTH MTH 404 Modern Algebra I [Changes:Desc]
213022	Course Modification	MTH MTH 405 Modern Algebra II [Changes:Desc]
213018	Course Modification	MTH MTH 414 Partial Differential Equations [Changes:Desc]

2. Curriculum Items requiring a motion

211009	Major Modification	I M User Experience Design
213904	Major Modification	COM Organizational Communication
206591	Minor Addition	ATG Accounting Minor
213539	Minor Modification	COM Organizational Communication

Motion: Ahmad Fakheri, 2nd: Eden Blair
The motion carries unanimously.

3. Approval of the new and improved Summer 2023, AY2023-2024, Summer 2024 Academic Calendars.

See attached.

Motion: Ahmad Fakheri, 2nd: Julie Reyer

Discussion: Danielle Glassmeyer, Andy Kindler, Teresa Drake, Jeffrey Huberman, Matthew O'Brien, Walter Zakahi (the Provost) and Jessica Clark participated the discussion.

There were comments that the combined calendar is confusing and it appears that the summer section I is expended to be 8 week long, and summer sections are conflicted with May Interim.

There are 42 terms on campus. Online semesters start at a different data. There is a 13-week structure for summer semesters. Credit hour limits are : May I (up to 4 hrs), May II (up to 7 hrs), Summer I (up to 7 hrs), and Summer II (up to 7 hrs). The goal is to put all semesters into a general calendar and accommodate flexible summer teaching plan. It consolidates 40 calendars into 9 calendars. A degree program such as Game design MS program has been developed with 3 semesters in a year including the summer. The calendar change also implies significant changes for faculty, billing cycles and IT change. It is a positive change which help student retention as well.

The motion carries unanimously.

4. Other Motions:

(a) The University Senate reaffirms all policies as outlined in the Graduate catalog.

Motion: Julie Reyer, 2nd: Ahmad Fakheri

Discussion:

Background information:
Dissolution of graduate school; GAP;
Exec committee of graduate school deal with graduate curriculum;

Amended: (a) The University Senate reaffirms all policies as outlined in the Graduate catalog **and the Constitution of the Graduate Faculty of Bradley University.**

Motion to amend: Danielle Glassmeyer, 2nd: Julie Reyer

Discussion: the graduate catalog serves as a contract to graduate students. The constitution of the graduation faculty makes it functional.

The amendment carries unanimously.

The motion carries unanimously.

(b) The University Senate empowers the Executive Committee of the Graduate School/Graduate Faculty until new processes are formalized.
(memo from C&R attached.)

Motion: Ahmad Fakheri, 2nd: Danielle Glassmeyer

Discussion:

Motion: Rachel Krein to speak on the senate floor
motion: Danielle Glassmeyer; 2nd: Ahmad Fakheri
The motion carries unanimously.

The graduate catalog is an agreement to students. There are polices in the catalog.

The motion carries unanimously.

Senate President Mat Timm made comments and suggestion that handbook change should be done at the beginning process of graduation school dissolution.

VI. Old Business

None

VII. New Business

Senate President Mat Timm made comments before the motion. The interim position has been there for 4 years now (see the preamble)

1. Motion: Add search committee composition language to III.B. Policies and Procedures for the Selection of Academic Administrative Offices as indicated below and make appropriate changes in the table of contents and index.

p. 145 Preamble (new language and changes in **red font**)

The academic administrative officers referred to in this policy are the President of the University, the Provost, and Vice President for Academic Affairs, the Deans of Colleges, ~~and~~ the **Executive**

Director of the Library, and an Associate Provost, should a Provost determine a need for such an officer.

p. 146 add

e. The search for an Associate Provost shall be initiated by the Provost and Vice President for Academic Affairs. The faculty component of the search committee shall number at least two-thirds of the voting membership of the search committee. Each academic College and the Library shall elect a faculty representative to the search committee by and from its full-time faculty. A member of the University Student Senate shall be appointed by the University Student Senate as a voting member. The Chair of the search committee shall be elected by the committee from among its membership.

Associate Provost: academic support units, professional and hourly staff, rotating faculty members etc; Given the difference between Dean and Associate Provost, any thought on staff representation in the search.

Motion: Teresa Drake

Discussion:

Keely McConnaughay, The Provost Walter Zahahi, Danielle Glassmeyer and Kristi McQuade participated the discussion.

There were questions on what the position entails, selection of faculty representations. From the provost, it was intended to be an internal search, rather a national search, which will be easier to train to be, and less effort in getting to know Bradley with existing knowledge.

There was also a concern that the position should be need-based, not by the will of the Provost.

---return it to this in December meeting

2. Other

VIII. Reports from Administrators

A. President Standifird (traveling) No report

B. Provost and Senior Vice President for Academic Affairs Zakahi

1. Thank for the AV equipment upgrade in the Ballroom. (sound wall and AV equipment: \$30,000 for video conferencing)
2. Sent out a message of faculty salary initiative (ADP letter), plus 2% ; Receive a similar email about 2% increase;
3. December Graduation
4. EAB marketing: promote face-to-face graduate programs (please be sure the website information is accurate) and provide the information to global Bradley coordinating group). We see an influx of graduate students in many programs.

Q&A session:

There is no salary information letter to staff yet. To access ADP work flow, go to Bradley/ A-Z / and click ADP work flow.

C. CFO/COO Cox

No report

IX. . Adjournment

The meeting adjourned at 4:47 PM.

Prepared by : Yufeng Lu, Senate Secretary

Senatus
Senate Nov. 18

Dan Getz
Anat D.

Amy Gregory
Rachel Bender
Eder Blaw

EMMA Hoyktya
Jaime Grandstaff

M. McGray

M. Cluskey
Shay / Coy

W. Zekeki

KEVIN KIMBERLIN

ANDY KUNDSEIL

Teresa Drake

Julie Reynolds

Zach Gorman

Yufeng Ly

Visiting

Anna Hungiokan EHS

Rachel Vollmer

Rob Prescott

Barbara Kerns

Senators attending via on-line means

15:20:42 From Megan Remmel to Everyone:

I am a senator

15:20:42 From Dan Matisa to Everyone:

I am a Senator.

15:20:45 From Ahmad Fakheri to Everyone:

I am a Senator

15:20:45 From Travis Stern to Everyone:

I am a senator

15:20:46 From Beto Davison Aviles to Everyone:

i am a senator

15:20:48 From danielle glassmeyer to Everyone:

Senator

15:20:48 From Naomi Stover to Everyone:

I am a senator

15:20:49 From Kelly McConnaughay to Everyone:

I am a Senator

15:20:49 From Meghan Burroughs to Everyone:

I am a senator

15:20:49 From Sherri Morris- Chair Biology Department to Everyone:

I am a senator

15:20:49 From Ethan Ham to Everyone:

I am an ex officio senator

15:20:51 From Cecile Arquette to Everyone:

I am a Senator

15:20:51 From Melvy Portocarrero to Everyone:

I am a senator

15:20:51 From Kristi McQuade to Everyone:

I am a senator.

15:20:52 From kdzapo to Everyone:

I am a Senator.

15:20:52 From deborah to Everyone:

I am a senator

15:20:52 From Simon Petravick to Everyone:

I am a senator

15:20:53 From Joseph Kelly to Everyone:

I am a senator

15:20:53 From Colin Corbett to Everyone:

I am a senator

15:20:53 From Meg Frazier to Everyone:

Meg Frazier- I am a Senator

15:20:53 From Jim Muncy to Everyone:

I am a Senator

15:20:53 From Dr. Udo Schnupf to Everyone:

I am a senator

15:20:57 From Dr. David Dominguese to Everyone:

I am a Senator.

15:20:57 From Scott Cavanah to Everyone:

I am a senator

15:20:57 From Johanna Pershing to Everyone:

I am a Senator

15:20:57 From John Yoo to Everyone:
I am a senator.

15:20:57 From Rustin Gates to Everyone:
I am a senator

15:20:58 From wendy to Everyone:
I am a Senator

15:21:03 From Twila Lukowiak to Everyone:
I m=am a senator.

15:21:03 From Brent Wiley to Everyone:
I am a senator (Interactive Media)

15:21:03 From Thomas Carty to Everyone:
I am a senator

15:21:04 From jlhogan to Everyone:
I am a senator

15:21:06 From ajc@fsmail.bradley.edu to Everyone:
I am a senator

15:21:08 From Jeff Huberman to Everyone:
I am a senator.

15:21:28 From Yufeng Lu to Everyone:
I am senator

15:21:54 From cmjones to Everyone:
I am a senator.

15:23:18 From Jessica Clark, Dean College of Education and Health Sciences to Everyone:
I am an ex officio senator

15:24:23 From Candace Esken to Everyone:
I am a senator

15:24:55 From danielle the senator to Everyone:
I am still a senator

Bradley University CIP Code Policy

October 4, 2021 Draft

The Classification of Instructional Programs (CIP) codes are used by various agencies to classify individual academic programs. CIP codes are important to several processes, both internal and external to Bradley. Some examples include institutional reporting to external agencies, such as the federal or state government through the Integrated Postsecondary Education System (IPEDS), and Illinois Higher Education Information System (IHEIS-IBHE), as well as program changes or notification of new program offerings to The Higher Learning Commission (HLC). The assigned CIP code may also have implications for international students, in terms of the programs in which they can enroll and their ability to remain in the country upon graduation. The assigned CIP code must be as accurate as possible in reflecting the curriculum and learning outcomes as the program may need to justify its CIP code to an external entity, such as our accreditor or the federal government.

At Bradley, all CIP codes were reviewed by units during the 2019 Program Prioritization Process. The Registrar's Office, in consultation with the Office of Institutional Effectiveness and the Associate Provost made recommendations for changing CIP codes based on an individual department's stated rationale. Since that time, the Registrar has consulted with individual departments in identifying CIP codes via the National Center of Education Statistics' (NCES) CIP database at <https://nces.ed.gov/ipeds/cipcode>.

Assigning a CIP Code to a new degree program

CIP Codes are assigned based on matching the curriculum and learning outcomes to a CIP Code description. For any new undergraduate or graduate degree program the following process is to be used to assign an appropriate CIP Code:

1. The initial assignment (which may include several options) of a CIP Codes is made by the Registrar in consultation with the appropriate Department Chair.
- 2.. The Registrar will ensure that the CIP Code is entered and maintained in the Student Information System.

Request a change of CIP Code for an existing degree program

A request for changing a CIP Code should be based on identifying a mismatch between the program curriculum/learning outcomes and the description of the assigned CIP Code. Thus, changes are intended to improve the accuracy of the assigned CIP Code. The following process applies to any program requesting a change to an existing CIP Code:

1. The department/program chair should meet with the Registrar and the Director of Institutional Effectiveness to understand the assigned CIP Code and to discuss implications.
2. The department chair drafts a rationale and recommendation for changing the CIP code in collaboration with the department faculty. The final rationale and recommendation are submitted to the Dean for review. The rationale should include the following:
 - a. The current CIP Code and its official description,
 - b. The proposed CIP Code and its official description,

- c. A justification for how the proposed CIP Code better aligns with the curriculum, course content, and learning outcomes.
 - d. Supporting documentation that may include curriculum, course content, and learning outcomes from programs at other institutions that use the proposed CIP Code.
3. Dean's review and decision.
 - a. If the Dean supports the request - they will forward it to the Registrar.
 - b. If the Dean denies the request, they will provide the department information about the reason for the denial. The Dean will also inform the Registrar of the decision.
4. The Registrar will share the supported request with the Director of Institutional Effectiveness and the Associate Provost. The Registrar, Director of Institutional Effectiveness, and Associate Provost will make a recommendation to the Provost regarding the change in CIP code based on the department's rationale.
5. The Provost makes the decision whether or not to change the CIP code.
6. The Registrar will notify the Department Chair, Dean, Office of Institutional Effectiveness, and Office of Financial Aid about the decision to change the CIP code.
7. The Registrar will ensure that the CIP Code is entered into the Student Information System, effective immediately upon final approval.



May 3, 2021

In re: Annual Report

From: The University Senate Tenure, Promotion, and Dismissal Committee

After being selected in summer 2020 for involuntary separation from the University and receiving a one-year terminal contract, a probationary faculty consulted with the Faculty Ombud. When a mutual settlement between the faculty member and the administration was not reached, the faculty member subsequently filed an appeal with the University Senate Committee on Tenure, Promotion, and Dismissal (TP&D).

As stated in the Bradley University Faculty Handbook (HB, Revision 2.18, section I. E., p. 23), it is incumbent upon the administration to provide the Committee and the faculty member with a statement of charges stated with reasonable particularity. The burden of proof for these charges lies with the administration. The TP&D Committee requested from the Provost a statement of the reasons for the non-renewal. Provost Zakahi responded that this faculty's "non-renewal (as well as the non-renewal of 11 other members of the Bradley University faculty and staff) is a result of the University's financial circumstances." Vice President for Legal Affairs & General Counsel, Erin Kastberg, also indicated the decision is based on financial reasons.

The TP&D committee focused on the material provided. The key issues in this non-renewal include the following: (1) termination of appointment of tenure-track faculty before the end of the term; (2) process of non-renewal; and (3) term of appointment. The Committee relied on the Bradley University Faculty Handbook.

Following its examination, the TP&D committee unanimously agreed that proper procedures were not followed and immediate reconsideration should be provided to the faculty member.

The reasons for these conclusions are outlined below.

1. Termination of appointment

As stated in the Handbook

Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may be affected by the University under the following conditions: (p. 100).

The Bradley University Faculty Handbook does not make a distinction between the procedures that have to be followed for the termination of tenured and probationary faculty.

The Handbook provides four reasons for termination prior to the expiration of the term of appointment: (1) inadequate performance; (2) financial exigency; (3) discontinuation of a program or department; or (4) an inability to fulfill the terms or conditions of an appointment due to a medical condition (pp. 100-103).

None of the above applied to this case. The explanation provided for non-renewal was termed “financial constraints.” This arbitrary term is not found in the Bradley University Faculty Handbook and cannot be used interchangeably with “financial exigency” as a reason for the dismissal of tenure-track or tenured faculty.

2. **The process for non-renewal**

The process for non-renewal is also in the Handbook. Faculty Handbook (section II. C. 2., p. 73), states that

a. Recommendations for full-time appointment, reappointment, tenure and promotion shall originate with the 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.

The Department’s faculty, chair, Dean, and Tenure, Promotion and Dismissal Committee were not involved in the non-renewal.

Term of appointment

The Bradley University Faculty Handbook is very clear on the definition of the term of appointment of the faculty and how it can be modified. The probationary period is seven years, unless it is agreed to be less by the University and the probationary faculty at the time of hiring, as outlined in multiple places in the HB (pp. 36-38) and provided below.

a) **Probationary appointments** may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to the acquisition of continuous tenure will not exceed seven years. No person shall lose or gain any tenure rights on a part-time appointment or while on leave of absence.

b) Determination of the **amount of credit** to be transferred shall be made at the time of initial appointment and shall be the joint decision of the department of which the faculty member shall be a member, the Dean of the College of which the department is a part, and the Provost and Vice President for Academic Affairs.

c) The faculty member will be advised, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting renewal and tenure. Any

special standards adopted by the faculty member's department will be brought to the faculty member's attention. The faculty member will be advised of **the time when decisions affecting renewal or tenure are ordinarily made**, and will be given the opportunity to submit material which the faculty member believes will be helpful to an adequate consideration of the circumstances.

d), **the probationary period** may be established at less than seven years upon the recommendation of the faculty member's department, with the concurrence of the Dean and the Provost and Vice President for Academic Affairs. Should a tenured lecturer receive an appointment to a professorial position, this shall be considered a new appointment and the **individual's tenure probationary period** for meeting those tenure criteria shall be the same as for other new appointments.

f) A faculty member **in the probationary period must be notified not later than March 1st of the sixth** year of service with the University if the faculty member will or will not be offered tenure at the beginning of the seventh year.

A faculty member who has been granted **a one-year extension of the probationary period** according to the policy on extending the probationary period must be notified not later than March 1st of the seventh year of service with the University whether the faculty member will.

Tenured faculty's term of appointment is indefinite and ends when they leave the University. Probationary faculty receive seven years, unless a shorter period was agreed to at the time of appointment. The non-renewal of annual contracts of probationary faculty prior to the end of the term of appointment has to follow a specific process, laid out in the Handbook. All faculty, including probationary and tenured, receive yearly contract letters which traditionally have been used to inform them of their salaries for the following academic year (a practice that was recently changed). The annual notification of employment conditions does not supersede the policies and protocols written in the University Faculty Handbook. In doing so, it undermines the entire concept of tenure and shared governance. This interpretation renders tenure moot, permitting the University to not renew any faculty's contract, regardless of whether they are tenured. This is contrary to the text of the HB and is completely against everyone's understanding and expectation, not only at Bradley University, but anywhere in academia.

To summarize, the Handbook, the precedent, the faculty understanding and expectations have been that the probationary faculty are appointed to a term that is normally seven years, unless agreed to be less at the initial time of hiring, or extended by one year for specified reasons during the probationary term. A probationary faculty can only be terminated for the same four reasons that someone with continuous tenure can. Probationary appointment renewal (dismissal) shall originate with the department faculty.

Therefore, for the reasons written above, it is the conclusion of the Tenure, Promotion, and Dismissal Committee that the University did not provide adequate consideration to the faculty. The decision to not renew is in violation of the Bradley University Faculty Handbook, common understanding and precedent.

Therefore, our recommendation is that the individual be immediately reinstated to their original tenure-track position.

Respectfully submitted,

Lizabeth Crawford, Committee Co-chair

Twila Lukowiak, Committee Co-chair

Abdulla Elbella

Ahmad Fakhri

Todd Kelly

Senate Shared Governance Committee

1. The function of the **Senate Shared Governance Committee** shall be to:
 - a. To promote the enhancement of shared governance, through enhanced collaboration between faculty and administrators and propose specific suggestions to the senate to achieve its charge
 - b. Receive reports from the Senate Tenure Promotion and Dismissal Committee, the Grievance Committee, and the Faculty Ombuds, with particular focus on issues related to compliance with the Faculty Handbook on the cases they handled, and the outcomes of those cases
 - c. Receive reports from faculty and staff related to compliance with the Handbook, including concerns about both ambiguous Handbook language and suspected violations of the Handbook
 - d. Thoroughly investigate all the reported violations including holding hearings whenever the Committee judges hearings advisable
 - e. Provide a detailed annual report to the Senate in the first Senate meeting of each academic year's Spring semester describing the instances where the committee believes handbook violations have occurred, and when necessary forward recommendations for Handbook change to the University Senate.

2. The **Senate Shared Governance Committee** shall consist of three tenured faculty members. Members shall be nominated and elected by and from the full-time faculty. Members shall be elected for staggered terms of five years. If a vacancy occurs prior to the completion of a term, the Senate EC shall appoint a replacement member to complete that term. The members may not serve on the Tenure, Promotion and Dismissal Committee, the Faculty Grievance Committee or as Faculty Ombuds simultaneously.

3. This Committee shall select its own Chairperson and shall establish its internal operating procedures and these procedures shall be made available to all full-time faculty.



Mathew Timm <mtimm@fsmail.bradley.edu>

Ad Hoc Handbook Rewrite Committee membership

1 message

Mathew Timm <mtimm@fsmail.bradley.edu>
To: Mathew Timm <mtimm@fsmail.bradley.edu>

Thu, Sep 30, 2021 at 1:22 PM

The Ad Hoc Handbook Rewrite Committee shall have the following membership:

- a) One representative elected by and from the full-time faculty from each Academic College and the Library.
- b) Up to 3 faculty nominated by the Senate Executive Committee and ratified by the University Senate to assure diversity of various types including, but not limited to, diversity in terms of gender, sex, and ethnicity and across rank and type of appointment, including non-tenure track appointments. The number of these positions will be dependent upon the various forms of diversity among those members elected by the colleges and other members of the committee.
- c) A former or current Faculty Ombudsperson
- d) A representative from HR
- e) A past or current Senate President, e.g., a representative of the current small Ad Hoc Handbook rewrite committee.