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TO: Chris White, Andy Howard
FROM: Mary Anne Smith
DATE: February 27, 2009
SUBJECT: Requested changes to Faculty Handbook and Other Matters for Consideration by the UFC

Chris and Andy,

To facilitate discussion at the UFC meeting on Friday, February 27th, I have summarized suggested changes to the IIT Faculty Handbook and also some other matters that should be brought to the attention of the University Faculty Council. Some of the issues have been raised by the UFC, and some have been raised by University administrators.

Suggested Handbook Changes

- 1. (2/27 agenda item 4)** I think the new Faculty Family Policy can be included in the Handbook as a new Appendix T, and then referenced in the body of the handbook in part VIII. I would rename VIII Sabbatical Leaves, Leaves of Absence and Faculty Family Policy, reference the Faculty Family Policy in section D and rename as E the short paragraph that is now D. A copy of the Faculty Family Policy is attached.
- 2. (2/27 agenda item 9)** There has been a request to make explicit a policy that no academic officer who otherwise participates in the tenure process be permitted to participate in AUCOPT deliberations and votes. This can be accomplished by adding as a second sentence to Paragraph III. B. 1. in Appendix C: "No academic officer or dean who provides an independent evaluation of the candidate, including the Provost and President, shall be a member of any AUCOPT."
3. There was also a request that the officers described in 2 above not participate in searches for academic unit heads. I have separated these two issues because I believe 2 can be easily approved, and I'm not sure that will be the case with this issue. If there is agreement on this issue, language similar to that in 2 can be inserted in the definitions of search and review committees in Appendices E and F of the Handbook.

4. The Provost has requested that the language used in evaluation of candidates for tenure be changed from “very highly recommended, highly recommended, recommended and not recommended” to “strongly yes, yes, no, strongly no.” This can be accomplished by changing the language in Paragraphs III. C. 3, 4 and 5.

5. President Anderson has asked that the Provost chair meetings of the Faculty. The Handbook now provides that the President, as President of the Faculty, chair meetings. It has been suggested that the Handbook be changed to provide that the Provost chairs meetings of the faculty. This can be done by amending the Bylaws of the Faculty (Appendix B) in Article III, Paragraph D, by changing “President” to “Provost” in the first sentence.

Consideration might be given to also changing paragraph C in that article to permit special meetings to be called by the Provost, in addition to the President, a majority of the UFC and 15% of the Faculty, as now provided.

Other Matters

1. There was a concern raised by a dean when a student asked to review an exam with a faculty member after the semester ended but before the new one began, and was told that the faculty member had already destroyed the exams. There is a record and retention policy in the University’s Policies and Procedures Handbook [http://www.iit.edu/hr/policies/pdfs/Procedure_Q4_Record_Retention_\(Revised_8-07\).pdf](http://www.iit.edu/hr/policies/pdfs/Procedure_Q4_Record_Retention_(Revised_8-07).pdf)

We would like to add to that policy a record category of “Student Final Examinations” with a retention schedule that says “60 (or 30?) days following the end of the semester in which such examination was given.”

While changes to that manual do not ordinarily require faculty approval, we would like to hear opinions from the UFC on this proposed change.

2. Hal Krent and Dennis Roberson have recently gone to the Graduate Studies Committee with a proposed interdisciplinary graduate degree in Intellectual Property Management and Markets. IIT presently has no structure in place for dealing with interdisciplinary degrees. Several universities, including Northwestern and the University of Chicago, have such degrees, and have created committees to oversee the degree programs.

We are developing a proposal for a structure for such degrees, as it is anticipated that there will be more proposed in the near future. Suggestions are welcome, and we intend to bring a draft structure for discussion with the UFC and the Graduate Studies Committee, and then to take it to the full faculty for discussion.

3. The President has asked for a policy on honorary degrees. A draft of that policy will be brought to the UFC for discussion.

