**2023-2024** **Academic Senate Faculty Affairs Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to acsenate@ilstu.edu and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late Spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate office administrator will update the list for the current and following years’ committee.

\*\*For your reference the policies on policy review can be found [here](https://academicsenate.illinoisstate.edu/documents/).

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# Yearly Committee Charge Duties:

## Review Committee Functions

***Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Academic Senate Bylaws, Appendix II found here: <https://academicsenate.illinoisstate.edu/about/bylaws/#Appendix-Two>

***Status:*** Pending Annually

***Associated Document(s):*** Faculty Affairs Committee Page of Senate Blue Book

## Create Committee Minutes

***Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Office Administrator by email (acsenate@ilstu.edu) following each meeting. Per the Senate bylaws, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.

***Status:*** Pending Bi-Monthly

## Provide Oversight of External Committees and review External Committee Reports

***Description:*** At the start of every academic year, the Senate Office Administrator will request annual reports from the following committees that report to the Faculty Affairs Committee and forward them to the committee chair, as well as forwarding to the committee in August the schedule for the receipt of the reports:

* Academic Freedom, Ethics, and Grievance Committee
* Faculty Review Committee
* Ombudsperson Council

In December, the Senate Office Administrator will request the Ombudsperson Council annual report for January submission.

FAC should make oversight recommendations for these three committees/councils as needed.

The committee may also invite external committee representatives to clarify or augment any report, or to join a meeting of Faculty Affairs Committee for more in-depth discussion, if desired.

***Status:*** Pending Annually

***Associated Document(s):*** External Committee Reports folder

## Assign External Committee Members

***Description:*** Each spring break, the Faculty Affairs Committee chair will receive a list of external committee volunteers from the Senate Office Administrator. After the chairperson drafts the slate, the Senate Office Administrator will set up a meeting with the Academic Senate chairperson and Rules chairperson to go over the slate-a week to two weeks after spring break. The committee will approve the assignments before the second Faculty Caucus meeting in April and in time for FC Executive Committee to review the assignments prior to that meeting.

Faculty Affairs Committee chairperson should update Guidelines on Creating Slate of External Committee Candidate yearly.

***Status:*** Pending Annually each March/April

***Associated Documents:***

 Guidelines on Creating Slate of External Committee Candidates for the Chair of Rules-final

# Work to be Done:

## Review policies related to the Freedom of Information Act and academic freedom in research, teaching and service

***Description:*** From Chairperson Kalter: Freedom of Information Act - Faculty-specific FOIA concerns; decisions regarding faculty/instructor FOIA policy and/or guidelines/education; clarification regarding interface with IT policies. Distributed to Executive Committee 9/28/15; 10/12/15.

Exec discussion 10/12/15: Concern about how our FOIA policies interact with faculty and academic freedom issues. Last year, current FOIA Policy placed on non-Senate list because solely procedural.

* People have asked that we send to Faculty Affairs: Are there faculty/instructor-specific FOIA concerns that we need to write additional language about or clarify in policy or through guidelines and education?
* Also, clarification with IT policies. Over the years we have heard that if somebody needs your email, you don’t have somebody on campus who can just sneak into it and look at it. You are asked to provide it. Not clear if that is the case. Needs to be clarified.

Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.

This policy was referred to the University Research Committee for review on 9/6/16 (with regard to research issues). Chairperson Kalter and University Counsel Huson met with the committee on 10/27/16.

UPDATE: URC did not make any recommended changes. 8/1/17

6/28/19: FAC still needs to debate whether it feels it would like to make recommendations as to research, instruction/teaching, service or other aspects of FOIA, thinking not just about policy but about procedures, education of faculty/staff/students, etc.

8/10/2023 Update from Chairperson Horst: General Counsel Jeannie Barrett submitted a memo detailing FOIA issues related to academic freedom, research, teaching and service. The 2022-2023 FAC requested that this memo be presented to the Academic Senate. Once this action is complete, this item may be deleted from the Issues Pending List.

***Status:*** Pending

***Associated Document(s):***

Illinois Freedom of Information Act

Excerpts from 10/12/15 Executive Committee Meeting

# Policy Review:

## Policy 3.3.7 Secondary/Outside Employment

***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.

8/16/23 Update from Chairperson Horst: Deputy Counsel Alice Maginnis will submit a draft of policy 3.3.7 to the Academic Senate in October, 2023. This should be expedited.

***Status:*** Pending

***Legal Contact:*** Alice Maginnis

***Associated Document(s):*** 12.19.14.04 Secondary/Outside Employment Policy

## Policy 3.3.13 Academic Freedom

***Description:*** Policy on the policy review cycle.

***Status:*** Pending

***Legal Contact:*** Jeannie Barrett

***Associated Document(s):*** 02.01.18.17Policy 3.3.13 Academic Freedom CURRENT

Also see regarding academic freedom and FOIA from General Counsel.

From Chairperson Horst: Work on this policy should happen at the same time as work on policies 3.3.8 and 3.2.19.

## Policy 3.4.8 Educational Leave, Administrative/Professional Personnel

***Description:*** Policy on the policy review cycle.

***Status:*** Pending

***Legal Contact:***

***Associated Document(s):***

Policy 3.4.8 Educational Leave AP Personnel- Exec Excerpts from 03-20-23

010b - 03.16.23.16 Policy 3.4.8 Educational Leave AP Personnel\_ Mark Up

From Chairperson Horst: Contact Amy Secretan, AP Council Chair, regarding this item. The AP Council should review this before the Senate votes to approve this item.

## Policy 4.1.9 Disestablishment of Academic Units

***Description:*** Policy on policy review cycle.

***Status:*** Pending

***Legal Contact:***

Assigned: 09/14/21

***Associated Document(s):***

08.29.19.02 Policy 4.1.19 Disestablishmnet of AcadUnitRevised 2015-11-20

From Chairperson Horst: This item was forwarded to the Provost’s office in May, 2023. They will consider whether or not to include sections on the *establishment* of academic units.

## Policy 4.1.11 Export Control

***Description:*** Policy on policy review cycle. See Executive Minutes 4/17/2017 for clarification.

***Legal Contact:*** Alice Maginnis

***Status:*** Pending

***Associated Document(s):*** 04.13.17.08 Policy 4.1.11 Export Control Policy

## Policy 4.1.13 Classified Research

***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.

***Status:*** Pending

***Legal Contact:*** Alice Maginnis

***Associated Document(s):***

10.23.15.03 Classified Research Policy

08.18.17.06 Policy 4.1.13 Classified Research

Excerpts from 1/17/18 Executive Committee meeting

## Policy 7.1.1 Significant Financial Interest Disclosure

***Description:*** Policy on policy review cycle. See Executive Minutes 4/17/2017 for clarification.

Update 01/04/20: There is a question about different types of conflict of interest and which processes of discipline or investigation they follow (1.8 or 7.1.1 or Code of Ethics or multiple) which still needs to be discussed.

***Status:*** Pending

***Legal Contact:*** Alice Maginnis

Assigned: 8/30/21

***Associated Document(s):*** 04.13.17.09 Policy 7.1.1 Significant Interest Disclosure

## Policy 3.3.14 University Professor

***Description:*** Policy on policy review cycle as well as discuss Dr. Marx issue regarding rescinding of titles.

***Status:*** Pending

***Legal Contact:*** Jannie Barrett

Assigned: 1.10.22

***Associated Document(s):*** 11.18.21.07 Marx Email Rescinding Titles

From Chairperson Horst: In 2019-2020, an ad-hoc committee of the Faculty Caucus drafted a proposal to create multiple University Professor positions. This proposal was stalled due to COVID. Chairperson Horst forwarded this proposal to the Provost’s office in May, 2023 for their consideration. As well, she requested that they approve the budgetary requirements of the proposal first before the Faculty Affairs Committee considers it.

## Policy [3.3.4 Nontenure Track Faculty Classifications](https://policy.illinoisstate.edu/employee/3-3-4.shtml)

***Description:*** Review and update policy.

***Status:*** Pending

***Legal Contact:***

Assigned: 08/22/22

***Associated Document(s):***Exec Minutes\_Policy 3.3.4 Non-Tenure Track Faculty Classifications and Performance Evaluation

04.12.22.01 Policy 3.3.4 Non-Tenure Track Faculty Classifications and Performance Evaluation Mark Up

08.17.22.01 Email\_FW\_ policy 3.3.4

## Policy 4.1.10 Intellectual Property

***Description:*** Policy Review. Exec recommendations: define academic personnel, look into emeriti, full name for policy 3.3.7, correct broken links, and does the Intellectual Property Officer still exist?

***Status:*** Pending

***Legal Contact:***

***Assigned:*** 10/17/22

Update from Chairperson Horst: This item was forwarded to Craig McLauchlan for consideration in May, 2023. AVP McLauchlan also received notes from the Exec discussion on 10/17/22.

## Honorary Degree Policy 4.1.1

***Description:*** Change Recommendation

***Status:*** Pending

***Legal Contact:***

***Assigned:*** 09/06/2023

***Associated Document(s):***

***08.14.23.01 Honorary Degree Policy Change Recommendation***

***08.14.23.02 Policy 4.1.1 fall 21***

* + - 1. ***Policy 4.1.1 Markup***

## Faculty Hiring Procedure 3.3.2

***Description:*** Up for Review

***Status:*** Pending

***Assigned:*** 10/02/23

***Associated Document(s): Policy 3.3.2 Faculty Hiring Procedure Folder***

## Flow and Review of Grant and Contract Proposals 7.4.2

***Description:*** Up for Review

***Status:*** Pending

***Assigned:*** 10/16/23

***Associated Document(s): Policy 7.4.2***