

**OPERATING PAPER
COLLEGE OF SCIENCE**

**APPROVED BY FACULTY
VOTE ON MAY 4, 2001**

**DEAN'S OFFICE
COLLEGE OF SCIENCE
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
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I. PURPOSE OF THE OPERATING PAPER

The purpose of this Operating Paper is to define the organizational structure and operating procedures within the College of Science, hereafter called the College, to provide for the orderly conduct of business. In particular, the Operating Paper addresses those areas of concern in which there is considerable interaction between the departments and the Office of the Dean. The policies and procedures set forth in this Operating Paper must be in agreement with policies and procedures of the University, applicable state and federal law, and the current Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA.

This paper does not concern itself with internal departmental matters; however, departmental procedures as they relate to interaction with the College must be in agreement with this document.

II. MISSION OF THE COLLEGE OF SCIENCE

The College of Science and its departments and programs serve the faculty, staff, and students of Southern Illinois University Carbondale. It offers programs in the sciences leading to bachelor's, master's, and doctoral degrees and service courses for other units and programs throughout the University. As a unit with graduate programs in every department, the College expects and encourages its faculty to conduct original research in their disciplines and to keep current with recent developments in their disciplines through professional activities both nationally and internationally. The College has a role in furthering scientific education throughout the University and raising awareness of science and science education throughout the region. This is accomplished by providing resources and encouraging quality teaching among the faculty in the College.

III. ORGANIZATION

The College of Science is composed of the Departments of Chemistry and Biochemistry, Computer Science, Geology, Mathematics, Microbiology, Physics, Plant Biology, and Zoology. Degree programs and special curricula offered by the College are listed in the Southern Illinois University Carbondale Undergraduate and Graduate Catalogs. These include the Biological Sciences program and the undergraduate program in Physiology.

For purposes of governance, the faculty of the College is organized as described in Section IV, Governance.

IV. GOVERNANCE

A. Members

Membership categories include:

1. Faculty

Faculty includes those holding the rank of Assistant Instructor, Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, emeritus faculty, visiting and adjunct faculty, and postdoctoral appointees in one of the departments that make up the College, including those persons holding cross appointments with other schools or colleges.

2. Research Faculty

Research faculty includes those holding an appointment designated as such by University Policy.

3. Students

Students include undergraduate and graduate students with declared majors in any program in the College.

4. Support Staff

Support staff includes administrative/professional staff and civil service employees.

B. Voting Faculty

1. Definition

All faculty members holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor, having continuing appointments of at least 25%, or tenure in any one of the departments of the College are eligible to vote on College matters (unless stated otherwise in this document) and are hereafter referred to as Voting Faculty. Faculty in the College of Science with an administrative appointment at the level of Dean or above shall be excluded from the Voting Faculty.

2. Faculty Meetings and Voting

Meetings of the faculty of the College may be called by the Dean or when petitioned by 15% of the Voting Faculty of record. Meetings called in either way shall be announced by written notice with an agenda at least seven (7) days prior to the meeting. The agenda shall contain the full text of any proposal. The Dean is responsible for giving the written notice. Meetings shall be scheduled only on days when regular classes are in session. Faculty meetings shall be chaired by the Dean or a person designated by the Dean. A recording secretary shall be provided by the Dean. A parliamentarian shall be appointed by the Dean; Robert's Rules of Order shall be used.

At meetings, proposals on the agenda may be presented and discussed. Procedural decisions or friendly amendments to proposals can be approved by a majority of the Voting Faculty present. Proposals will then be submitted for a vote of all Voting Faculty taken by secret mail ballot. Approval will require a favorable vote by a majority of the votes cast by the Voting Faculty in the College, unless it is explicitly stated otherwise in this paper.

There will be no voting by proxy at College faculty meetings.

3. Responsibilities

The Voting Faculty of the College is responsible for:

- a. making its own rules of operation,
- b. amendments to the Operating Paper,
- c. adoption of policy statements,
- d. participation in review of the performance of the Dean,
- e. adoption of programs and degree requirements as described in Section V, and
- f. serving on committees within the College.

4. Committees

There shall be five standing committees in the College of Science: Personnel, Curriculum, Budget, Policy, and Executive. These committees are described in section VII.B.

Ad hoc committees may be established, as the need arises, by the Dean or at the request of any group of members of the faculty. Membership in ad hoc committees will not be restricted by rank.

V. ADOPTION OF PROGRAMS AND DEGREE REQUIREMENTS

The faculty of the College may adopt College-wide programs and College degree requirements by the following procedure:

A. Initiation

A proposal involving more than one department within the College, or among Colleges, may be initiated by any group of faculty within the College and transmitted to the Dean.

B. Review

The Dean shall have the proposal reviewed and evaluated by the appropriate committees (e.g., Curriculum, Policy, Budget), which shall work with the initiating group until a mutually acceptable proposal is obtained. If agreement is not reached, alternative proposals shall be given to the Dean. If the proposal is initiated by one of the standing committees, this review process will be omitted.

C. Consideration

Once the proposal has been reviewed, it, in a single or alternative forms, shall be distributed to the Voting Faculty for consideration. Included in this process shall be an open meeting to allow for discussion and revision of the proposal. If the proposal is modified, a final form (or alternative forms) shall be prepared for voting.

D. Voting

Adoption or rejection of the proposal shall be determined by a secret mail ballot of the Voting Faculty. Proposals may be submitted to the Voting Faculty for consideration and vote only during one of the two semesters of the academic year. Approval shall require a positive vote on a majority of the ballots cast in the case of a single proposal.

E. Action

The requirements approved shall be in force for all students entering the College after the date which they are printed in the University Catalog.

VI. ADOPTION OF POLICY

The Voting Faculty of the College may adopt statements of policy by the following procedure:

A. Initiation

A policy statement may be initiated by any group of faculty, students, or staff within the College or by the Dean.

B. Review

The Policy Committee shall review any policy proposals submitted by members of the College to the Dean or to the Policy Committee. The Policy Committee will either accept the policy proposal in its original form, propose its own alternative policy proposal on the same issue, or reject the policy proposal without making any alternative policy suggestion.

C. Consideration and Voting

If a proposal is accepted for consideration by the Policy Committee, either the original proposal alone or the original proposal plus the proposal drafted by the Policy Committee will be presented to the Dean and sent to the Voting Faculty of the College for a secret mail ballot vote.

A proposal initially rejected by the Policy Committee will be placed in a ballot for consideration by the Voting Faculty of the College if it is resubmitted to the committee with the support of 15 % of the Voting Faculty. In this case, the policy proposal will be placed in the ballot as written in the second submission.

The process of considering a proposal on policy may not take more than 10 calendar weeks after the time in which the original proposal is submitted to the Dean or to the members of the Policy Committee.

A faculty meeting, subject to the voting rules of faculty meetings stated in this Paper, may be called by the Dean at his own initiative or at the request of the Policy Committee prior to conducting a vote on the proposal. Decisions on all policy issues shall be determined by a secret mail ballot. Approval of a policy proposal shall require a majority of the ballots cast in the College.

D. Action

Once approved by the College and the Chancellor or his or her designee, the policy shall be operating policy until revised or repealed by the same procedure.

VII. ADMINISTRATION OF POLICY

A. Administrative Personnel

The chief administrative officer of the College shall be the Dean of the College. Each department in the College shall have a Chair, and each degree granting program not within a department shall have a Director. The processes by which Chairs and Directors are chosen, and terms of office for Chairs and Directors, are described in the Operating Papers of those units.

1. Dean

a. Selection

The responsibility for the search and selection of the Dean of the College resides with the Provost and Vice Chancellor for Academic Affairs and Research. When a Search Committee is constituted, the College shall be represented by a delegate from each department elected by a vote of the Voting Faculty in the department (as defined in the departmental Operating Paper), a delegate selected by the Student Advisory Committee, and a graduate student selected by the College representatives to the Graduate and Professional Student Council. In addition to the elected departmental delegates, the Search Committee will include and be limited to one representative from each of the following constituency groups: Graduate Council, Faculty Senate, SIUC Faculty Association, Administrative & Professional Staff Council, Civil Service Council, and Deans' Council. Each member of the Search Committee, with the exception of the member from the Deans' Council, should be a member of the College of Science.

b. Duties and Responsibilities

As the chief administrative officer of the College, the Dean is the person accountable for its academic programs, with corresponding responsibility for

fiscal management, personnel administration, and external relations. This responsibility is assumed in conjunction with Department Chairs and Program Directors. The Dean shall be responsible for academic discipline of the College faculty and students. The Dean shall have the powers and responsibilities established by the Bylaws and Statutes of the Board of Trustees and the Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. Nothing herein shall be construed to alter or abridge these powers and responsibilities.

Specifically, the responsibilities of the Dean include, but are not limited to, the following:

Fiscal: Responsibilities in this area include, upon regular discussions with the Budget committee: 1) review and evaluation of budget requests and fiscal plans for current and projected departments and programs in the College; 2) prioritization and incorporation of these requests into a College budget request with supportive evidence that reflects consideration of both expanding and contracting programs and enrollment needs; 3) allocation to departments and programs of monies budgeted to the College; 4) ongoing review of expenditures and needs; 5) working with the appropriate administrative officers to meet the space needs in the College. Through the Chairs and Directors and the Budget Committee, the Dean shall 6) make available to the departments' faculty budget information about the College which shall include a department-by-department listing of allocations in the various budget lines. This information shall also include the allocation to the Dean's Office and to other programs within the College.

Personnel: Responsibilities in this area include: 1) appointment and review of Department Chairs and Directors and other administrative officers in the College. If the Dean determines that a Chair or other administrative officer of the College is failing to adequately discharge his/her administrative duties, the Dean can dismiss the person from that position. In the case of a Chair, the Dean shall do this in consultation with the faculty of the affected department, and shortly after the dismissal will set in motion the procedures described in the department's Operating Paper for appointing an Acting Chair. The Dean shall initiate the process for permanently replacing the dismissed Chair at the same time that he/she appoints the Acting Chair. The Dean shall also be responsible for 2) review and evaluation of recommendations and making recommendations concerning assignment, dismissal, promotion, tenure, advancement, and salary increases for all employees of the College; and 3) preparation of staffing reports, reviews, and requests.

Academic Programs: Responsibility for the formulation of educational policies rests with the College faculty. Responsibility for administration of academic programs rests with the Dean, Department Chairs, and Program Directors. The Dean, in conjunction with the Dean of the Graduate School where appropriate, shall 1) provide for program review and evaluation; 2) with the advice of Department Chairs and in consultation with the faculty, establish priorities for changing direction; 3) with the advice of the Curriculum Committee, provide for review and evaluation of changes in degree requirements; 4) provide for advisement and counseling of students; 5) with Department Chairs, review faculty assignments to ensure that research, service, and teaching goals are being met through effective use of personnel; 6) form, develop, and supervise an administrative network for the implementation of policies formulated by the College governance structure; and 7) with the advice of the Policy Committee, assume a leadership role in goal and policy formulation and in the annual review of the Operating Paper.

Research: Responsibilities in this area include: 1) administering policies concerning research in the College of Science; 2) assisting the faculty of the College in development and funding of their research programs; and 3) assisting in the monitoring and reporting of activities regarding external grants and contracts.

c. Review

The Provost and Vice Chancellor for Academic Affairs and Research shall initiate a review of the Dean once every five years by which the College faculty, in conjunction with other College constituency groups, submits a written review of the Dean. The Dean shall be advised in writing by the Provost at the beginning of the academic year in which the Dean is to be reviewed.

The review shall be conducted by a Review Committee consisting of representatives of the constituency groups within the College, e.g., faculty, department chairs, administrative professional staff, and civil service staff, with the understanding that faculty will constitute a majority of the members of the review committee and that such faculty members will be elected.

The Review Committee, in consultation with the Provost and Vice Chancellor for Academic Affairs and Research, shall specify the criteria and procedures used. The Review Committee's report shall include its supporting documentation, as well as the results of any vote taken on whether the Dean should continue to serve as Dean. The individual Dean being reviewed shall be given an opportunity to meet with the review committee prior to the preparation of the written review.

The written review shall be submitted to the Dean being reviewed. The Dean shall be given an opportunity to respond before the review is finalized for submission to the Vice Chancellor for Academic Affairs and Provost. The Dean shall receive a copy of the final written document when it is submitted to the Provost.

Both the review prepared by the review committee, and the Dean's response, if any, shall be submitted to the Vice Chancellor for Academic Affairs and Provost.

The Provost and Vice Chancellor for Academic Affairs and Research and the Review Committee shall prepare a summary of the review, which summary may also include the Provost and Vice Chancellor for Academic Affairs and research's own review. Such a summary shall be distributed to the members of all the constituency groups represented on the Review Committee.

If there is a dispute over the contents of the summary between the Provost and Vice Chancellor for Academic Affairs and Research and a majority of the Review Committee, the following dispute resolution mechanism will be implemented: A three member committee will be established consisting of one SIUC employee holding faculty rank appointed by a majority of the Review Committee, one SIUC academic administrator appointed by the Provost and Vice Chancellor for Academic Affairs and Research, and one SIUC employee holding faculty rank selected by the other two committee members. If the other two committee members cannot agree on the third member, that member shall be appointed by the College of Science Personnel Committee. The committee will render a final and binding decision on the contents of the summary within thirty (30) days after the third member is selected.

If requested by a majority of the Review Committee, the Vice Chancellor for Academic Affairs and Provost shall meet with the review committee to discuss what actions, if any, might be considered/taken as a result of the review.

Nothing herein is intended to preclude or prevent the Vice Chancellor for Academic Affairs and Provost from evaluating or assessing the performance of a Dean at any time. Nothing herein is intended to preclude or prevent the faculty of the College of Science from requesting that the Provost and Vice Chancellor for Academic Affairs and Research initiate a review of the Dean at any time, with the understanding that it would be up to the Provost and Vice Chancellor for Academic Affairs and Research to decide whether or not to initiate such a review. Moreover, nothing herein is intended to interfere with the right of the Board to make decisions concerning the employment status of Deans.

2. Associate Deans

a. Selection

The Associate Deans shall be selected by the Dean from the faculty members of the College and shall serve at the Dean's pleasure. The Dean shall solicit advice and suggestions from the Department Chairs and faculty of the College in the selection of the Associate Deans.

The two Associate Deans shall be: 1) the Associate Dean for Instruction, and 2) the Associate Dean for Budget and Personnel.

b. Duties and Responsibilities

- 1.) In general, the Associate Dean for Instruction shall administer policies concerning the undergraduate curricula and student affairs as designated by the Dean. Specific duties and responsibilities will be formulated and revised by the Dean. The Associate Dean for Instruction will seek the advice of the Curriculum Committee in curricular matters assigned to him/her, and he/she will seek the advice of the Policy Committee in policy matters. The Associate Dean for Instruction will be a non-voting member of both of these committees.
- 2.) In general, the Associate Dean for Budget and Personnel shall assist the Dean and the Budget Committee in budget preparation and expenditures and in matters regarding personnel policies and procedures. Specific duties and responsibilities will be formulated and revised by the Dean. The Associate Dean for Budget and Personnel will seek the advice of the Budget Committee on budget matters and that of the Personnel Committee in personnel policy matters. The Associate Dean for Budget and Personnel will be a non-voting member of the Budget Committee.

3. Assistant Dean and Other Administrative Officers

The Dean shall, upon positive recommendation by the Budget and the Executive Committees, be able to create the position of an Assistant Dean and other such officers as are deemed necessary for the efficient administration of the College. The officers need not hold faculty rank within the College.

B. Standing Committees

1. Personnel Committee

a. Duties and Responsibilities

The Personnel Committee shall advise the Dean on personnel matters, including tenure and promotion recommendations; and recommend procedures involving personnel, such as procedures for review and recommendation of candidates for promotion and tenure, procedures for review of Department Chairs, and the like.

b. Composition, Selection, and Organization

Each department shall have one representative on this committee. The departmental representatives shall be elected by the Voting Faculty of each department by secret ballot. Only persons holding the rank of Professor in that department shall be eligible for membership on this committee. Any member of this committee may be represented by a proxy of his/her choice, with the approval of the Chair of the department, provided that the proxy holder is a Professor in the same department as the member being represented.

All members shall serve for three-year terms. Any member who has served two consecutive full terms shall be ineligible for re-election for a period of one year following expiration of the second term. Should any department not have a sufficient number of Professors to implement this rule, exceptions may be granted by the Dean. Terms shall begin and end on the first day of the fall semester. The committee shall select its own secretary and, in cases of specific departmental matters, the committee may elect to exclude the representative from that department from discussion and/or vote.

The Dean shall be an ex officio member without vote and shall chair the committee. The Associate Deans shall also be ex officio members without vote.

2. Curriculum Committee

a. Duties and Responsibilities

The Curriculum Committee shall advise the Dean on academic matters; review proposals for new and revised departmental courses; review proposals for and establish College-wide courses; review annually College degree requirements; review proposals for courses from other units of the University and advise the Dean on a response to the proposals; and recommend policies and consider proposed policies on academic matters, including readmission, credit for non College of Science courses in meeting degree requirements, Dean's List criteria, criteria for scholarships and awards, and the like.

b. Composition, Selection, and Organization

Each department shall have one representative on the committee chosen according to departmental procedures from among the Voting Faculty of the department. Members may be from any of the three professorial ranks. A member may send a proxy representative, who can vote at meetings of this committee.

Terms shall begin and end on the first day of the fall semester. The Committee shall select its own chairperson and secretary and, in cases of specific departmental matters, the committee may elect to exclude the representative from that department from discussion and/or vote.

The Dean and the Associate Dean for Instruction shall be ex officio members without vote.

3. Budget Committee

a. Duties and Responsibilities

The Budget Committee shall meet at least annually to advise the Dean in determining fiscal priorities with respect to continuing and projected programs; in securing adequate consideration of the various fiscal needs of the areas within the College in relation to the total College allocations; and in securing adequate consideration of the fiscal needs of the College in relation to the total University budget, all such fiscal considerations being evaluated on the basis of area differences, disciplinary needs, and academic quality.

The Budget Committee shall also advise the Dean on how to allocate space within the College to best fulfill the teaching and research needs of all the programs in the College.

b. Composition, Selection, and Organization

The committee shall be constituted of one representative elected by every department in the College. Chairs shall be eligible to serve on this committee. The Dean as well as the Associate Dean for Budget and Personnel shall be members of this committee. The Dean shall chair this committee. The committee shall choose its secretary and will determine its rules of operation.

4. Policy Committee

a. Duties and Responsibilities

The Policy committee has the charge of:

- 1) annually examining the Operating Paper of the College and recommending amendments;
- 2) reviewing policies at the request of the Dean, or of any group of interested faculty in the College, and making the appropriate recommendations for policy determinations or modifications, as described in sections VI.B and VI.C;
- 3) reviewing the plans put forward by the Department Chairs and by the Dean regarding areas of future expansion for the College;
- 4) making recommendations for actions regarding any of the above-listed items; and
- 5) overseeing College-wide voting.

b. Composition, Selection, and Organization

The committee shall be constituted of one representative elected by every department in the College. The term of service in this committee is two years; members may be reelected. The Dean as well as both Associate Deans shall be members of this committee. The committee shall elect its Chair and secretary and will determine its rules of operation.

5. Executive Committee

The Dean, the Associate Deans, the Assistant Dean, and the Department Chairs and Program Directors shall constitute the Executive Committee of the

College. This committee shall advise the Dean on College and University matters. The voting members of this committee will be the Department Chairs and Program Directors. The Executive Committee shall meet at least once per month during the academic year. Summary minutes of the meetings shall be made and distributed to the faculty of the College.

C. Ad Hoc Committees

Ad hoc committees may be established, as the need arises, by the Dean or at the request of any group of interested voting members of the faculty, in order to deal with specific issues or problems which fall outside of the range of the standing committees in the College. Membership in ad hoc committees will not necessarily be restricted by rank.

D. Support Staff

1. Advisement Center and Advisors

The College of Science shall have available a staff of Academic Advisors.

a. Duties and Responsibilities

The Academic Advisors shall be responsible for advising entering, continuing, transfer, and reentry students concerning all academic requirements leading to baccalaureate degrees. The Academic Advisors shall maintain records and facilitate registration for all College of Science undergraduate students. When appropriate, the Academic Advisors shall counsel students, act as liaison between them and faculty, write recommendations and other correspondence in their behalf, supply them with resource material pertaining to their academic requirements, and direct them to sources of related resource materials.

b. Supervision

The Academic Advisors shall report to the Chief Academic Advisor who, among other responsibilities, shall serve in administrative capacity for the College of Science Advisement Center. The Chief Academic Advisor is appointed by and shall report to the Dean.

2. Health Professions Information Office and Advisor

The primary purpose of the Health Professions Advisor is the support and enhancement of premedical and pre dental programs. Assistance to students in these programs may require counseling into alternative health careers. A secondary purpose is counseling of other students interested in a variety of health careers.

a. Duties and Responsibilities

The duties and responsibilities of the Health Professions Advisor include providing information and counseling for students interested in health careers, activities related to public relations and student recruiting, preparation of composite evaluations for the Health Preprofessional Committee of student applicants to professional schools, and operation of the office.

b. Supervision

The Health Professions Advisor shall report to the Chief Academic Advisor and coordinate policies and procedures with the Health Preprofessional Committee.

c. Health Preprofessional Committee

The Health Preprofessional Committee shall be responsible for curricular guidance, through the Health Professions Advisor, of pre dental, premedical, preoptometry, and other preprofessional students; the furnishing of a composite evaluation of each student who applies to dental, medical (including osteopathic), optometry, or podiatry school; and such other assistance to these students as the committee deems appropriate.

The committee, appointed by the Dean, shall consist of personnel who regularly teach or counsel premedical students or whose expertise is of value to the committee.

The Health Professions Advisor shall be a member. Membership is not limited to College of Science personnel. The committee shall formulate its own operating rules.

3. College Computer Information Specialist

The College of Science Dean's Office may include a Computer Information Specialist with support staff. The Computer Information Specialist will work with the Dean and also consult with a committee of departmental network administrators. Each department shall have one representative on this committee.

a. Duties and Responsibilities

The main duties of Computer Information Specialist will be to develop and maintain the College of Science computing network. This includes giving advice on the selection of hardware and software for the network as well as maintaining the various computing servers (electronic mail, world wide web, file and file transfer, and back up). As required, this person will work with Information Technology and other units to provide computing services to faculty, staff and students in the College of Science. The Computer Information Specialist will also assist faculty and staff with computing problems related to the network and internet activities.

b. Supervision

The position will report to the Dean. In the evaluation process, the Dean will consult with the Executive Committee and the departmental network administrators. Support staff, whether administrative/professional staff or graduate assistants, will report to the Computer Information Specialist.

E. Advisory Groups

1. Student Advisory Committee

a. Duties and Responsibilities

A Student Advisory Committee shall report to the Dean. It shall give advice on matters referred to it and may make suggestions and recommendations on policies and procedures.

b. Composition, Selection, and Organization

Each department shall have one representative on this committee who shall be an undergraduate student in the College. The representative shall be chosen according to departmental procedures. A member may send a proxy representative, who has the privilege of voting, to a meeting.

Terms shall be for one year. Departmental representatives may succeed themselves.

The committee shall select its own chairperson and secretary and establish its own rules of operation. The Associate Dean for Instruction shall serve as advisor and resource person to the committee and liaison with the Dean, faculty, and staff.

2. Alumni Constituent Society

a. Duties and Responsibilities

The Constituent Society of the College of Science (Carbondale) of the Association of Alumni and Former Students of Southern Illinois University, Incorporated, shall provide a continuing professionally-oriented relationship between the alumni, faculty, and student body of the College to the mutual benefit of all; encourage the exchange of information between the College and those engaged in the professional fields within its scope; offer the alumni opportunities for professional growth and wide association; and seek from the alumni understanding, advice, and support for the programs of the College.

b. Organization

The Society shall adopt and amend its own constitution and bylaws which shall describe its membership, officers, governance structure, organization, meetings, committees, relationships to the College and to the Alumni Association, and finances.

VIII. TENURE AND PROMOTION GUIDELINES AND PROCEDURES

The tenure and promotion process described below shall in no way supersede any clause agreed to between the Faculty Association and the Administration in the Collective Bargaining Agreement or University Policy.

A. Guidelines

Each department in the College shall have standards for tenure and promotion in its Operating Paper. The requirements at the department level may exceed those given here. Information regarding expectations of faculty and measurements of effectiveness in teaching, research, and service can also be found in Section IX.

1. Tenure

Since tenure pertains primarily to future employment, the decision to grant tenure should rest on evidence of an ongoing commitment to successful teaching, scholarship, and professional service.

It is the responsibility of the candidates to present evidence regarding teaching effectiveness, including teaching evaluations for at least one half of the courses taught at the University. In addition to student evaluations, other sources of evidence of effective teaching include letters from former students and peer evaluations by colleagues. At a research university, teaching also involves the individualized instruction provided to graduate and undergraduate students which enables the students to participate in and conduct research. It is the responsibility of the candidate to provide evidence of effectiveness of this form of teaching. It is the responsibility of the department to review that and other evidence it can assemble, including peer evaluations, regarding the teaching effectiveness of candidates.

In terms of research/scholarship, the tenure decision should not be based merely on some required number of publications, but rather on an overall assessment of the candidate's scholarly abilities and of his/her personal commitment to scholarship. However, evidence of that commitment must include the publication of peer-reviewed articles and other such evidence as the department may consider appropriate. It is the department's responsibility to make this kind of assessment in reaching its tenure decision of the candidate and to present a carefully reasoned and documented case regarding the scholarship of the candidate.

Professional service is less critical in the tenure decision than are teaching and research/scholarship. It is the responsibility of the department to assess the significance and to review evidence of professional service in making its tenure recommendation.

2. Promotion

Academic promotion is awarded for past accomplishments, not for future promises. Recommendations and decisions for promotion should be solidly based on evidence of specific accomplishments in teaching, research, and service.

a. Associate Professor

Promotion from the rank of Assistant Professor to the rank of Associate Professor requires: 1) a demonstrated record of effectiveness as a teacher; this record may include activities such as the writing and award of teaching-related grants and publications of articles, books and other instructional material of a pedagogical nature; 2) a record of research productivity; this record shall include a significant body of peer-reviewed publications within the discipline, and may include other appropriate types of evidence such as funded external grants or contracts, submission of external research proposals, the writing or editing of published scholarly books, the presentation of invited talks, the receipt of professional awards, and the presentation of research work at conferences; and 3) a record of professional service appropriate to the discipline, the academic unit and where possible, the College and/or University.

b. Professor

For promotion to the highest academic rank, the candidate's academic achievements and professional reputation should be superior. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publication, and professional contributions and service.

B. Procedures

The procedures in this section shall apply to all faculty on continuing appointment in one of the departments in the College. The procedures shall also apply to Research Faculty on term appointment in the College and to faculty with a 0% appointment not holding academic rank elsewhere; however, promotion from one rank to another within the latter two categories does not involve granting tenure.

A personnel file for each faculty member shall be maintained by each department in accordance with the personnel file policy of the University, the departmental Operating Paper, and The Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA.

It is the responsibility of the individual faculty member to keep his/her file current. However, the Department Chair shall set a specific date for annual updating of the file

by each faculty member and another specific date by which time each faculty member is expected to provide data and documents to be reviewed in conjunction with promotion or tenure decisions on his/her behalf. The annual updating of the file shall include removing unnecessary or outdated material, which shall be returned to the faculty member.

If the faculty member desires, recommendations or evaluations from colleagues, persons outside the department or University, or letters from students and former students may be submitted as part of the promotion or tenure dossier. Before any such evaluation materials are solicited, the Chair will request in writing a written response from the candidate indicating whether he/she is willing to waive his/her rights to examine these recommendations or evaluations. The Chair, when requesting these evaluation materials, will inform the potential evaluators, in writing, whether the candidate is waiving the right to examine the material being submitted. The letter from the candidate indicating whether or not he/she is willing to waive examination of the material will form part of the promotion or tenure dossier.

Departments shall establish a policy regarding what confidential documents are expected to be part of the promotion or tenure file.

Written statements, letters, memos, evaluations, and reports made by a Dean, the Department Chair, or a duly constituted committee which are made part of a dossier shall be available to the individual and shall not be maintained in the confidential file.

In accordance with College and University guidelines, the faculty of each department shall make its own policies as to when and how promotion and tenure decisions are to be made. It is the responsibility of the Department Chair to inform the individual faculty member of the recommendation, either positive or negative.

The Department Chair is responsible for the preparation of dossiers for promotion or tenure. He/she shall review with the faculty member the material going into the dossier, with the exception of confidential material, before the dossier is forwarded to the Dean's Office. The dossier submitted to the Dean's Office shall be accompanied by a statement from the faculty member that he/she has seen the material being submitted, exclusive of confidential material, and is aware of its contents. The candidate can add a letter stating he or she is not satisfied. The dossier shall also contain the department's own recommendation with reasons.

If a decision regarding promotion is negative, the faculty member may prepare his/her own dossier, within the guidelines and using the required format; but the cover sheet shall be signed in the negative by the Department Chair, who shall also include a letter explaining why promotion is not recommended. The faculty member may respond to that letter in his/her own letter of transmittal. The Department Chair shall provide appropriate clerical assistance for the preparation of the dossier.

When the faculty member prepares his/her own promotion dossier, care shall be taken to identify all data or support documents which may have been placed in the dossier after it was reviewed within the department. A list of these data or documents shall be appended to the dossier.

All dossiers which come to the Dean's Office shall be forwarded to the Vice Chancellor for Academic Affairs and Provost, with either a positive or negative recommendation by the Dean, except when withdrawn by the faculty member.

When a promotion dossier arrives at the Dean's Office with accompanying data and documents, it shall be reviewed by the College Personnel Committee which shall make its recommendations to the Dean. The Dean has the responsibility for making the final decision and the College recommendation to the Vice Chancellor for Academic Affairs and Provost. At the time the dossier is sent to the Vice Chancellor for Academic

Affairs and Provost, the Dean shall notify the candidate and the Department Chair, in writing, of the recommendation being made and the reasons for the decision.

The same procedural guidelines pertain for tenure decisions and dossiers as for promotion, except that complete dossiers must be prepared and forwarded to the Dean's Office for negative as well as positive recommendations by the Department Chair.

IX. COLLEGE STANDARDS AND CRITERIA FOR ASSIGNMENT OF MERIT SALARY INCREMENTS

Scholarly activity, which includes teaching, research, and service, is the basis of the professional activities of the faculty in the College of Science. Faculty research intrinsically relates to teaching and service as a source of new knowledge and capabilities. Teaching is the means whereby faculty disseminate that knowledge to students.

Evaluation of the teaching, research, and service activities of the faculty will include both qualitative and quantitative considerations and will correspond to the percentage of time assigned to each of these activities as reflected in the faculty's assignments. Consideration shall also be given to the degree of relatedness of these activities to the position description of the faculty member and the missions and goals of the department.

Evaluations of teaching, research, and service productivity should take into consideration the record of accomplishments over a period of three years. Each department will have specific guidelines related to awarding merit salary to faculty. These departmental guidelines will be informed by the following College guidelines.

A. Evaluation of Teaching

Teaching contributions considered important include performance of classroom teaching, up-to-date knowledge, development of new courses and curriculum, and improvement in quality of instruction. Evaluation of classroom teaching will include consideration of the quality and effectiveness of the presentation of the subject matter consistent with the catalog description and course outline approved with the Form 90 and on the use of student evaluations. At least half the courses taught by an instructor during a year will be evaluated by means of student evaluation forms.

Also of significant importance in the category of teaching is program and research direction of undergraduate and graduate students. Other activities to be considered include the writing and award of teaching-related grants and publications of articles, books, and other instructional material of a pedagogical nature.

B. Evaluation of Research

Research is an intrinsic component of the professional activities of the faculty in the College. A faculty member whose position description includes time assigned to research will be evaluated accordingly. This evaluation must consider, but is not necessarily restricted to, the following evidences of activity: 1) publications, 2) grant and contract awards, and 3) presentation of papers and critiques of professional and technical material.

1) Publications, such as refereed articles in professional journals, proceedings, monographs, books, book chapters, abstracts, reviews, reports, inventions, computer software, translations, etc., are evidence of research and scholarly accomplishment. Editorship of books and monographs in the individual's specialty is considered a research contribution.

2) Funded external and internal research grants and contracts are an important aspect of faculty research, especially when they support laboratory facilities, travel, graduate

programs, and major teaching or service activities. Submission of proposals for grants and contracts not subsequently funded should be considered evidence of research effort, and evaluations and/or reviewers' scores may be used. Personal remuneration for consulting or other activities usually would not merit the same consideration as grants and contracts which are supportive of departmental programs.

3) Paper presentations and published critiques of professional and technical material are also evidence of scholarly activity and should be evaluated on the basis of the stature of the sponsoring organization.

C. Evaluation of Service

Service is an important but multifaceted category of a faculty member's assignment and includes service to the department, the College, the University, the community, the science, and the profession. The evaluation of service should be based upon such items as the degree and quality of active participation in departmental, College and University committees, councils, and panels; the nature of a faculty member's involvement in special departmental, College, or University assignments; advisement of student organizations; discipline-related public service; the nature of activities for offices held in professional societies; and the nature of other professional activities, such as invited seminars and manuscript and grant reviews.

X. REVIEW OF DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

The Dean shall review the service of each Department Chair or academic program Director on a regular schedule. In departments or programs which have no restriction on the time a Chair/Director may serve, the schedule shall be every three years. In departments or programs in which the Chair/Director may hold successive periods of appointment, the schedule shall also be three years, except the first review will be scheduled after the end of the first two years of the initial appointment. In departments or programs where the Chair/Director cannot hold successive periods of appointment, the review will occur near the mid-point of the appointment, provided that this interval is not longer than three years. If a Chair/Director is going to be so reviewed in a given academic year, that Chair/Director shall be advised in writing by the Dean.

The review shall be conducted by a Review Committee elected by the faculty of the department (program) or by the faculty acting as a committee of the whole. The criteria and procedures used for the review shall be either those already established in the departmental (program) operating paper, or shall be established by the Review Committee in consultation with the Dean. The individual Chair/Director being reviewed may be given an opportunity to meet the Review Committee prior to the preparation of the written review.

The Review Committee's written review shall include a recommendation on retention or non-retention as well as the results of any vote taken on whether the Chair/Director should continue as Chair/Director. The written review shall be submitted to the Dean, and simultaneously copied to the Chair or Director who shall be given an opportunity to submit a response to the Dean. All documentation collected during the review shall be appended to the written review submitted to the Dean.

It is anticipated that the Dean will accept the recommendation of the Review Committee on retention or non-retention. If the Dean determines that he/she cannot accept the Review Committee's recommendation, the Dean shall meet with the department faculty within two weeks to discuss his/her specific reasons and what actions, if any, might be considered/taken as a result of the review. If there is no agreed upon course of action following this meeting and the Dean decides to retain the Chair, the Dean will initiate another review of the Chair in the following year in accordance with the review process set forth in the applicable departmental operating paper.

Nothing herein is intended to preclude or prevent the Dean from evaluating or assessing the performance of a Chair at any time. Nothing herein is intended to preclude or prevent the faculty of individual Departments from requesting that the Dean initiate a review of that Chair at any time. If a majority of the faculty in a department petition for a review, such a review shall be initiated. Moreover, nothing herein is intended to interfere with the right of the Board to make decisions concerning the employment status of Chairs.

XI. STUDENT ACADEMIC GRIEVANCE PROCEDURES

A matter relating to academic evaluation and/or misconduct is the responsibility of the department in question and the Office of the Dean. Every effort should be made to resolve academic problems quickly and at the level where they occur.

Grades are open for appeal only on procedural grounds and not on substantive grounds.

Sanctions for academic dishonesty available to an instructor include:

Assigning a failing grade, or zero, for a paper or exam;

Assigning a failing grade for a course (The instructor shall assign an “incomplete” in lieu of a letter grade pending adjudication and final resolution of the complaint.);

Recommending that a student be dropped from a program; and

Recommending that a student be suspended from the University.

Matters regarding instructor–student evaluation and academic misconduct that have not been resolved between the persons directly involved shall be adjudicated in the following manner:

1. An individual who has reason to make a complaint shall file the complaint in writing with the Department Chair of the department in which the incident occurs.
 - a. The matter should relate directly to a course in which the student is or has been registered.
 - b. The complaint must be in sufficient detail that a proper response can be prepared.
 - c. The complaint must be received by the Department Chair within 30 days of the occurrence of the incident. If the complaint involves a course grade, the 30 days shall begin with the date of mailing of the grade by the University.
2. The Department Chair shall make a copy of the complaint available to the other party involved who shall respond within 15 days.
3. The Department Chair shall then, within 7 working days of receipt of the response to the complaint, make a decision in the matter and transmit his/her decision to both parties along with notification of appellate procedures. A copy shall also be sent to the appropriate Dean. Failure of either party to respond through appellate channels within 10 working days shall be interpreted as acceptance of the decision and to its implementation by the appropriate office.
4. Should either party be dissatisfied with the decision of the Department Chair, an appeal may be made to the Dean of the College.
5. The appeal to the Dean must be in writing, be submitted within 30 working days of the receipt of the decision by the Department Chair, and must specify:

- a) the original charges,
 - b) action or actions being appealed, and
 - c) grounds for appeal.
6. The Dean will offer to meet the grievant within ten days of receiving the appeal. If no agreement is reached at this meeting, the appellant, after consultation with the Dean, shall select one of the following procedures for adjudication:
- a) Administrative: The Dean, or his or her designee, shall review the matter with all parties involved and make a decision within 30 days.
 - b) Panel: The Dean shall notify the Personnel Committee, and request that the committee appoint a five-member panel consisting of 3 faculty members and 2 students to review the matter and make a decision within 30 days. Hearings may be held in absentia when a charged student fails to appear. The panel can decide to leave unchanged the original decision, or can suggest an academic remedy for the student. A decision shall be reached by majority vote. The panel does not have the power to, and shall not, recommend any punitive action be taken against the faculty member. Written records of the proceedings shall be kept and placed in the student's file in the Dean's Office.
7. When a decision is reached by one of the above methods, the Dean shall notify all parties of the decision. A copy of the decision shall be filed with the student's records in the College and a copy sent to the Dean of the Graduate School, if the matter involves a graduate student. A copy of all decisions and any records to be preserved shall be forwarded to the Vice Chancellor for Student Affairs for confidential safekeeping with the student's permanent records.
8. Any appeals involving graduate students from action or actions taken at the level of the Academic Dean shall be made to the Dean of the Graduate School. A written request must be submitted within 30 calendar days after the aggrieved has received the final decision of the Academic Dean.
9. Any appeals involving undergraduate students from action or actions taken at the level of the Academic Dean shall be made to the Vice Chancellor for Academic Affairs and Provost.

The Statutes of the Board of Trustees provide that suspension of a student from the University for academic or non-academic reasons is the responsibility of the Chancellor.

XII. FACULTY AND ADMINISTRATIVE/PROFESSIONAL STAFF GRIEVANCE PROCEDURES

Faculty grievances will follow the procedures and deadlines set forth in the Contract or in the Employees Handbook, depending on the grievance route available to the faculty member.

Administrative/ professional staff grievances shall follow the procedures and deadlines delineated in the Employees Handbook.

XIII. ADOPTION AND AMENDMENT

A. Adoption

This Operating Paper shall become effective after its approval as required by The Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. Approval by a majority of the bargaining unit members of the faculty of the College who vote is required for adoption.

B. Amendment

Petitions for amendment of this paper must be signed by at least 15 % of the eligible Voting Faculty in the College. The amendment proposals arrived at by a signed request of 15 % of the eligible Voting Faculty will be presented in their original form in a ballot to the faculty of the College. The Policy Committee may place its own proposal for amendment on the same ballot, if it is different from that proposed by the signed petition.

The Policy Committee may also recommend amendments during its annual review of the Operating Paper of the College.

A purely informational faculty meeting for the discussion of the proposed amendment may be held at the request of the petitioners, of the Policy Committee, or, at the discretion of the Dean.

All amendments to the Operating Paper of the College shall be put to a vote only by mail ballot. The faculty voting on amendments to the College Operating Paper shall be limited to Voting Faculty of the College.

Sixty percent of the Voting Faculty voting in favor of the amendment shall be required to approve an amendment to this Paper. The amendment must also be approved by the Chancellor or his or her designee.

Minor editorial changes in this Operating Paper to ensure its linguistic conformity to current University terminology may be made by the Policy Committee, provided that sufficient written notice of the proposed editorial changes is given to the faculty in the College.

XIV. VALIDITY

If any section, subsection, sentence or clause of this Operating Paper shall be duly determined to be incompatible with the Bylaws and Statutes of the Board of Trustees of Southern Illinois University or with University-wide policies or procedures, or The Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA, such determination shall not affect the validity of the Paper as a whole or any section, subsection, sentence, or clause thereof not suspended.

1. Operating Paper adopted: May 6, 1977
2. Amended Operating Paper approved: May 13, 1980
3. Editorial Revision of Operating Paper approved: April 7, 1989
4. Amended Operating Paper approved: May 6, 1994
5. Contractually-mandated new Operating Paper: approved by Faculty, May 4, 2001; approved by Interim Chancellor, May 22, 2001