

**IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES
DECEMBER 1, 2015
3:00-5:00 P.M.
107 LAB OF MECHANICS**

Present: Bigelow, T. (Academic Affairs); Bratsch-Prince, D. (Associate Provost); Brunner, L. (Design); Butler, A. (Secretary); Day, T. (Veterinary Medicine); Freeman, S. (CALs); Looney, M. (LAS); Martin, P. (RPA); Mennecke, B. (Business); Owen, M. (J&A); Rippke, S. (Parliamentarian); Russell, D. (Human Sciences); Schaefer, V. (Engineering); Schalinske, K. (Past President); Selby, M. (Governance); Sturm, J. (President-Elect); Wallace, R. (President); Wickert, J. (Senior Vice President and Provost)

Guests: Behling, B.; Cervato, C.; Tanaka, P.

I. Call to Order

President Wallace called the meeting order at 3:00 pm.

II. Consent Agenda

A. Agenda, Executive Board Meeting December 1, 2015

B. Minutes, Executive Board Meeting November 3, 2015

Senator Owen moved and Senator Schaefer seconded. The motion passed without dissension.

III. Special Order: Paul Tanaka – Faculty Collaborator and Affiliate Appointments

Associate Provost Bratsch-Prince said that there has been quite a bit of confusion among departments and department chairs about various non-tenure eligible faculty titles, especially the titles of “collaborator” and “affiliate.” These are categories of individuals who are involved with ISU’s mission but have a non-paid rank and appointment. They are not ISU employees, but they do work for ISU.

Director Behling said that the Provost’s Office does receive calls regularly about how to make a formal relationship. A typical example involves someone who is employed at another university or in private industry. The Provost’s Office directs the inquirer to departmental governance documents and the Faculty Handbook. “Collaborator” has almost always applied to someone who is not to be paid by ISU, and not through grants with the hope of drawing a salary. Instead, the title recognizes the relationship to ISU. “Affiliate” has applied to individuals who do not receive salary from ISU, but they can submit grant proposals and eventually draw a salary from a grant.

Director Behling noted that none of our peer universities have the title “collaborator.” They have other titles that describe agents of the university. Some peer universities use the title “affiliate,” whereas others use “courtesy.” But at ISU, “courtesy” means an appointment in a second department.

Director Behling directed EB members to a handout, which listed a number of topics raised by these titles. In Appendix B, some changes were proposed. Some of those changes, she noted, were significant, such as the proposed elimination of the title

“collaborator” and instead refer to all people who do work for ISU but are not paid by ISU as “affiliate.” Some of these matters are governance-oriented and therefore suitable for FS to work on. Others are for HR.

Associate Provost Bratsch-Prince said that part of what motivated this discussion was an observation that every year, a couple of cases of collaborator professors (which may be at the rank of assistant, associate, or professor) come up for promotion to the next level. She added that many of these collaborators are in CALS and are typically employees of USDA. These candidates go through the standard P&T process. Her question was that if these are not ISU employees, why do they go through the full-blown P&T process? As the Provost’s Office thought about that question, they encountered more questions about the role of these non-employees with collaborator or affiliate titles. What is their role in governance? For example, do they (or should they) vote on faculty hires? (Some departments permit collaborators or affiliates to vote on faculty hires.)

Senator Bigelow raised another source of confusion about NTE faculty titles: NTER faculty and Research Scientists. Their duties are very similar, but the rights, responsibilities, and privileges are different. Research Scientists may be paid out of general fund dollars, but NTER faculty may not. He added that Adjunct Faculty is another problematic category. Associate Provost Bratsch-Prince replied that NTER are employees of ISU. She thought that would merit a different discussion. Her focus was on how collaborators and affiliates fit into governance and advancement at ISU.

University Counselor Tanaka said that he was concerned about the possible legal risk that such positions create. The descriptions say that collaborators and affiliates are people conducting research or teaching for the institution. However, they do not go through orientation, and there is nothing in place to bind them to FH, etc. He also noted that their loyalty is affected by being paid by another institution. He thinks this practice should continue, but the relationship should be entered into responsibly. If we want to terminate such a relationship, how do we do it? We need to assure that these individuals abide by our institutional standards, but we also want to maintain the flexibility of these assignments. They should be term-limited, and they should be subject to removal of titles. He found troubling that some affiliates and collaborators vote on tenure and hiring, because someone with a strong loyalty elsewhere gets to decide on our mission and direction. He thought that departments should want greater control over their own direction.

Senator Martin asked whether there are other legal concerns besides voting on tenure and hires. Mr. Tanaka replied that one affiliate issue is that an affiliate can work his or her way on board. The affiliate can decide on a research agenda and apply for support. This may turn into a driver for further research and influence the direction of the department. He expressed concern for the integrity of the department’s processes. Senator Day asked for further clarification, noting that research contributions are a strength of the relationship. Mr. Tanaka said that it depends on the character of the person running the research program. If the affiliate had an outside business, that might create a conflict of interest and ISU would be responsible.

Director Behling reiterated the need for term-end dates. FH states that these appointments are open-ended until they are no longer mutually beneficial. This raises questions about whether individuals are active collaborators or affiliates, or whether the appointment ended. Defined end-dates would clarify this issue, with the possibility of renewal.

Senator Schaefer asked whether there is language that subjects any visitor to our policies on conflicts of interest. Mr. Tanaka replied that generally such visitors are referred to FH for terms and conditions. But FH has just one paragraph. Until now, visitors have been held to an honor code. This project aims to find a way to subject visitors to the appropriate policies, including conflict of interest.

Associate Provost Bratsch-Prince said that these individuals usually do not have PRSs. It would be beneficial to department chairs to have clear policies concerning who evaluates the performance of these individuals and whether and how they may advance, and whether and how they may participate in faculty governance. President Wallace asked how CALS Dean Wintersteen feels about the prospect of losing the Collaborator title. Provost Wickert replied that the Department of Agronomy would be most affected, and they would appreciate clarification.

Senator Day asked whether existing collaborators would become affiliates or whether new paperwork would be required. Director Behling replied that all existing relationships would have an end-date. Associate Provost Bratsch-Prince said that University Counsel would look at the agreements with USDA and Geological Survey and update those. There would be some “clean up work” to make the relationships more flexible and clearer.

Associate Provost Bratsch-Prince asked EB members how they would like to proceed. Should this be discussed by Governance or FDAR? Senator Freeman asked how broadly the suggestions had been vetted. Associate Provost Bratsch-Prince replied that only a small working group had discussed it (including associate deans and the Provost’s Office). The group authorized Senator Selby and Associate Provost Bratsch-Prince to decide how best to proceed. They can determine the composition of the committee (including members of Governance Council and the CALS Caucus, possibly also the Vet Med Caucus) to discuss these issues.

IV. Announcements and Remarks

A. President

President Wallace said that ISU President Leath raised concerns about recent student demands, both with respect to content and tone. President Wallace said that students were demanding that faculty undergo certain training and other such requirements. President Wallace said that FS should approach this like any other issue, with discussion and rational dialogue. If faculty hear anything, they should contact President Wallace.

President Wallace said that in Vet Med, two departments want to adopt the same set of clinical NTE faculty definitions that UI Hospitals and Clinics have. EB members should expect to see a proposal in January that aims to address clinician and other related faculty titles.

B. President-Elect

In response to a question from last meeting, President-Elect Sturm explained that visitors typically find information on ISU's Digital Repository through search engines.

He said that he intends to have a draft resolution concerning open access for discussion in January.

C. Senior Vice President and Provost

Provost Wickert said that he shared data on faculty hiring with RPA. The number of faculty increased by 71 tenured/tenure eligible faculty and 10 NTE faculty.

The BOR meeting will have a final reading of the tuition proposal. There will also be final BOR action on the academic affairs portion of the TIER Efficiency study. He expects that BOR will accept the report and ask the three universities to follow up on. This response will likely require an outline of how we will respond to the TIER Study.

The HLC Accreditation process went well and a preliminary report is in hand. We now have the opportunity to correct factual errors. We have met all 21 standards, and the group recommended the highest level of accreditation. The group had no concerns, and noted no weaknesses or deficiencies. This is not a final report, but HLC puts a lot of weight on what the team says.

RPA prepared a resolution regarding IP assignments. Provost Wickert had conversations with P&S Council. They support moving forward. March 1 is a go-live date within AccessPlus for current faculty and P&S employees. This will provide a way to track who has completed this. President Wallace suggested making a comment to senators at the next FS meeting.

Provost Wickert discussed the merger of WLC and Anthropology with the Anthropology department. The faculty members expressed excitement and positive feelings. The timeline is July 1 for completion of the merger. First reading by FS will take place in January and second in February. Then the proposal will move to BOR.

Senator Freeman said that there is a webform available to provide input to any of the Strategic Plan subcommittees.

Provost Wickert said that the review of the VP of Student Affairs Office report is ready for the FS website. ISU President Leath would like the review of VP of Business and Finance Office completed by the end of the academic year. Past President Schalinske said that the committee has been populated. Senator Freeman said that an official letter needs to be sent to VP Madden to give him the timeline.

President Wallace asked for a brief update on the Des Moines Regional Resource Center. Provost Wickert said that there is not much to report. A consultant was selected to conduct site and market research. There has been some discussion about adding on to their work to do a financial pro forma analysis of whether the venture would be financially viable in its own right without subsidy from main campuses.

D. Council Chair Reports

Senator Bigelow said that Academic Affairs prepared a memo for faculty in light of the number of syllabi that violate the excused absence policy. The group asked Senator Bigelow to make some changes to the document, making it simpler. The document would be circulated by e-mail for discussion and approval.

Senator Owen said that J&A finished one appeal. J&A is in the process of calling a meeting of FS Committee on Appeals to review an ad hoc investigative report on another. Another inquiry was not anything that could be appealed.

Senator Martin said that RPA's position on IP assignments is that faculty should be as well informed as possible. The Provost's Office has offered to come to departments to explain to faculty what they're signing before they do.

E. Caucus Chair Reports

The Human Sciences Caucus made minor changes to their governance document.

The Vet Med Caucus is discussing NTE clinicians.

V. Unfinished Business

A. Discontinuation of Botany Graduate Major – [S15-4] – Bigelow

B. Geographic Information Science Minor – [S15-5] - Bigelow

No discussion

VI. New Business

A. 2016-17 College Curriculum Reports – [S15-6]

No discussion

VII. Approval of the December 8, 2015 Faculty Senate Agenda

President Wallace said that Public Safety has added a number of resources for individual or department training.

Senator Butler moved to accept the agenda. Senator Owen seconded. The motion passed without dissension.

VIII. EXECUTIVE SESSION

A. Honorary Degree

IX. Good of the Order

None

X. Adjourn

The meeting adjourned at 4:38 p.m.