IAS Faculty Meeting
June 6, 2014

Date: Friday, June 06, 2014
Time: 12:30 – 2:00 pm
Location: KEY 102
NOTE: Highlights indicate actions taken/decisions made

Agenda

I. Announcements & Approval of Minutes
   a. 5/2/14 Minutes
   b. Votes the last week of the month
II. For Discussion & Online Vote: Dr. Ed Chamberlain Appointment
III. For Discussion & Online Vote: Dr. Natalie Jolly Appointment
IV. For Discussion & Online Vote: Director of Writing
V. Faculty Council Report
   a. Accomplishments
   b. Summer
   c. Fall Retreat
VI. Process on voting for Graduate Faculty
VII. MAIS Report
VIII. As may arise

Discussion

I. Announcements & Approval of Minutes
   a. 5/2/14 Minutes: Minutes approved
   b. Votes the last week of the month
      i. Will be conducted last week of the month
      ii. Faculty Council to approve part-timers
   c. Meeting dates for next year will be sent out via email (goal for an hour meeting)
   d. Announcements:
      i. Searches: Approved for next year, trying to secure committees to work on ads
      ii. Research & teaching fund: July 1st, deadline; in past funds expired end of June, now funds to expire 9/15
   e. Advising
      i. Major advising going back to departments
      ii. 2 years ago advising was centralized
      iii. Advisors will join IAS and work a majors/divisions/recruiting
   f. Staff
      i. Working on filling positions and taking another look at the job description
         1. Lab coordinators
         2. MAIS advisor
         3. Director of Administration and Operations: Patricia Kruse
            a. Thank you to Linda Patterson for stepping in in 9/13 on a part-time assignment
            b. Thank you to staff
   g. IAS retreat and meetings for 2014-15 displayed and will be sent to faculty
   h. IAS Professional development funds were displayed and will be confirmed and sent to faculty
II. For Discussion & Online Vote: Dr. Ed Chamberlain Appointment
   a. Discussion
   b. Summary was drafted and posted on Catalyst for Faculty
III. For Discussion & Online Vote: Dr. Natalie Jolly Appointment
   a. Discussion
b. Summary was drafted and posted on Catalyst for Faculty

IV. Spousal/partner hire
   a. Process
      i. In cases where a spousal/partner hire is proposed, the Director will appoint a
         committee to review the candidate’s file and report their findings and
         recommendation to the IAS faculty for a vote.
      ii. The candidate’s file will include at a minimum: a letter of interest outlining how
         the candidate can contribute to IAS and the University, a current CV and three
         letters of recommendation. The availability of the candidate’s file and voting
         process will follow normal procedures.
   b. Faculty Council to develop, discuss and outline the process and have a broader
      discussion of how to address (especially for those from the outside)

V. For Discussion & Online Vote: Director of Writing
   a. Discussion
   b. Summary was drafted and posted on Catalyst for Faculty

VI. Faculty Council Report
   a. Salary increases: increase on July 1st
   b. Cheryl Greengrove highlighted the Faculty Council accomplishments
      i. Logistics:
         1. Set up new structure, systems and communication pathways with other
            groups & clarified roles
         2. – specifically Curriculum Committee, Chairs & IAS Admin Team
         3. Curriculum Committee was set up
         4. Personnel Committee was not – Faculty Council assumed this role this
            year
         5. Created working Faculty Council catalyst site and updated IAS webpage
         6. Meetings were roughly every 2 weeks; available in summer via email
      ii. Regular Functions:
         1. Curriculum:
         2. Vote on big curricular changes otherwise all delegated to Curriculum
            Committee
      iii. Personnel:
         1. Vote on part-time instructors (delegated from IAS faculty & with divisional
            advisory vote)
         2. Vote on affiliate and adjunct faculty (delegated from IAS faculty & with
            divisional advisory vote)
         3. Advisory role to Director on retention offers
         4. Annual salary review – advisory role to Director
         5. Assemble and request nominations for all IAS committees and IAS
            representatives on university committees
      iv. Budget:
         1. Review IAS Teaching and Research Applications – advisory role to
            Director
         2. Review IAS Budget – advisory role to Director
         3. Policy and other:
         4. IAS policy development and review
         5. Serve in advisory capacity to Director
         6. Jointly set IAS Faculty meeting agendas
         7. Address issues of concern to the faculty
   c. Summer
   d. Fall Retreat: September 17 and 18th
   e. Discussion:
      i. Where can faculty find new policies?
      ii. When to vote on the various policies
         1. No policy has been created around salary
2. Policy from last year was for 1 year only; so when would we vote
3. Some policies are voted upon, some are not
   a. low enrollment – an admin function
4. Clarification on what is voted on and what is not voted on is requested
5. How can Faculty Council communicate to faculty more efficiently?

VII. Process on voting for Graduate Faculty
   a. Adhoc policy to vote at different times of the year
   b. Beginning of the year vote is necessary vs end of the year vote
   c. Issue for students getting exposure to few faculty and there is a need for grad faculty to be on a committee

VIII. MAIS Report
IX. As may arise