



Faculty Senate Meeting
 Wednesday, February 24, 2016
 3:30p.m. – 5:30p.m. – Toepfer Room, Adelbert Hall,

3:30 p.m.	Approval of Minutes from January 21, 2016 Faculty Senate Meeting	Roy Ritzmann
3:35 p.m.	President and Provost's Announcements	Barbara Snyder Bud Baeslack
3:40 p.m.	Chair's Announcements	Roy Ritzmann
3:45 p.m.	Report from Secretary of the Corporation	Arlishea Fulton
3:50 p.m.	Report from the Executive Committee	Peter Harte
3:55 p.m.	2016-2021 Academic Calendar; Academic Calendar Benchmarking	Amy Hammett
4:10 p.m.	Revisions to Faculty Handbook and Senate By-Laws, <i>attachment</i>	David Carney
4:20p.m.	Proposed Policy on Annual Review of Postdoctoral Fellows and Scholars, <i>attachment</i>	Paul MacDonald
4:30 p.m.	Report from FSCICT/Reimagining IT	Angelina Herin Sue Workman
5:00-6:30 p.m.	Faculty Senate Reception	Faculty Senate and Privileged to Attend

Faculty Senate Meeting
Wednesday, February 24, 2016
3:30-5:30 p.m. – Adelbert Hall, Toepfer Room

Members Present

Alexis Abramson
Amy Backus
Cynthia Beall
Bud Baeslack
Christine Cano
David Carney
Susan Case
Gary Chottiner
Juscelino Colares
Lisa Damato
Peg DiMarco
Mitch Drumm
Robin Dubin
Kimberly Emmons
Carol Fox

Peter Harte
Angelina Herin
Lee Hoffer
Megan Holmes
David Hussey
Sudha Iyengar
Zina Kaleinikova
Cheryl Killion
Kurt Koenigsberger
Paul MacDonald
Gerald Mahoney
Frank Merat
Carol Musil
Mary Quinn Griffin
Vasu Ramanujam

Roy Ritzmann
Andrew Rollins
Robert Savinell
Barbara Snyder
Usha Stiefel
Philip Taylor
Nishant Uppal
Horst von Recum
Rebecca Weiss
Stuart Youngner
Amy Zhang
Richard Zigmond
Christian Zorman

Members Absent

Timothy Beal
Joy Bostic
Cathy Carlin
Colleen Croniger
Heath Demaree
Scott Fine
T. Kenny Fountain
Michael Harris

Jessie Hill
Susan Hinze
Jean Iannadrea
Lisa Lang
Kenneth Ledford
Pete Moore
Meral Ozsoyoglu
Leena Palomo

Martin Palomo
Pushpa Pandiyan
Andres Pinto
Jessica Slentz
Robert Strassfeld
Fahreen Velji
Jo Ann Wise

Others Present

Katie Brancato
Don Feke
Arlisha Fulton
Amy Hammett
Arnold Hirshon

James Nauer
Dean Patterson
Chuck Rozek
John Sideras
Lynn Singer

Lou Stark
Jeff Wolcowitz
Sue Workman
Victoria Wright

Call to Order

Professor Roy Ritzmann, chair, Faculty Senate, called the meeting to order at 3:30 p.m.

Approval of Minutes

The Faculty Senate approved the minutes from the January 21, 2016 meeting.

President's Announcements

The President reported that the CWRU Board of Trustees met last week. Prof. Ritzmann did a terrific job reporting on Faculty Senate business. The President mentioned that a documentary on the Violins of Hope project was shown on PBS earlier this month. It was definitely worth watching and is probably available on the PBS website. There is a Power of Diversity lecture on February 29th and the campus community is invited to attend. A memorial service for Agnar Pytte, president of CWRU from 1987-1999, is being held at Amassa Stone Chapel tomorrow and all faculty are encouraged to attend. The President also encouraged everyone to attend the reception following the meeting.

Provost's Announcements

The Provost said that the Board of Trustees heard reports from Tom Matthews, Director of Career Services, and Vice Provost Don Feke who gave an overview of undergraduate general education requirements and the Provost's Commission on the Undergraduate Experience (PCUE). The Board was very interested in PCUE and Professor Kimberly Emmons, chair of PCUE, will provide the Board with updates going forward.

Chair's Announcements

Prof. Ritzmann reported that the ad hoc Committee on Faculty Qualifications has been formed and Professor Susan Case reported that the committee had met once already. Prof. Ritzmann reported that upon his suggestion and the President's agreement, IT is looking into options for making electronic voting available in the Toepfer room.

Report from Secretary of the Corporation

Arlishea Fulton, senior counsel, gave a report from the February 19-20th, 2016 Board of Trustees' meeting. Among other items, the Board approved two dual degree programs recommended by the Faculty Senate (MA in Patent Practice/MS in Biochemistry; MS in Genetic Counseling and MA in Bioethics), and proposed revisions to the Endowed Professorship provision of the Faculty Handbook. *Attachment*

Report from the Executive Committee

Prof. Peter Harte reported on the February 10, 2016 Senate Executive Committee meeting:

1. The Executive Committee approved two additional honorary degree nominations.
2. The Committee heard activity reports from Mary Quinn Griffin from the School of Nursing, and Gerald Mahoney from MSASS.
3. The Committee decided to pursue a discussion of concussions in student athletes. This topic had been raised by Professor Richard Zigmond from the School of Medicine. The Executive Committee will proceed by inviting members of the university community (such as Amy Backus, Athletic Director; Lou Stark, VP of Student Affairs; and possibly the football coach and team physician) to address what is being done at CWRU to protect student athletes. The Senate will also have a chance to participate in the conversation.

4. Senate chair Roy Ritzmann would like to have more frequent communication among the Senate leadership and the USG, Graduate Student Council and the Staff Advisory Council. He suggested that the chair and vice chair of the Senate meet once a semester with the leaders of these groups to discuss upcoming issues of significance. The Executive Committee thought that this was a good idea and Professor Ritzmann will be scheduling the first meeting in the next couple of weeks.

2016-2017 Academic Calendar and Benchmarking

Amy Hammett, registrar, presented the 2016-2017 Academic Calendar. She also presented data comparing the number of instructional days at CWRU with those at other AAU schools. This information had been requested by the Senate last year. The Senate voted unanimously to approve the 2016-2017 academic calendar. *Attachment*

Revisions to Faculty Handbook and Senate By-Laws

Professor David Carney, chair of the Senate By-Laws Committee, presented several changes to the Faculty Handbook and Senate By-Laws:

1. **Proposal to add an undergraduate student member to the Faculty Senate Committee on Research (By-Law VII, Item. f)** – The Faculty Senate voted unanimously to approve the proposed change. *Attachment*
2. **Proposal to add a provision on attendance at standing committee meetings (By-Law VII, Item a., new par. 6)**- This proposed language provides that if a standing committee member misses more than 50% of the meetings, the chair of the committee may ask him/her to step down. This language is consistent with what currently exists in the Faculty Handbook regarding attendance at Faculty Senate meetings. The Faculty Senate voted unanimously to approve the proposed change. *Attachment*
3. **Revisions to Initiative and Referendum Provisions of the Faculty Handbook (Chapter 2, Article VIII)**- Prof. Carney explained that the existing quorum requirements for a meeting of the University Faculty are unrealistic and the By-Laws Committee felt that the process for voting on matters brought by process of initiative or referendum should mimic the process for voting on other matters brought before the University Faculty. Language to this effect is included in the proposed revisions. The revisions also provide that the vote on any proposed initiative or referendum requires the approval of sixty percent of those voting members returning ballots. This is consistent with the provision on amending the Constitution. The Senate Executive Committee discussed adding a requirement that at least 10% of the voting members of the University Faculty return ballots on matters brought by initiative or referendum so that important issues are decided by a significant percentage of the CWRU Faculty. This language was also added to the proposed revisions. The Faculty Senate unanimously approved the revisions to Article VIII of Chapter 2. *Attachment*
4. **Proposal to add the word “or referendum” to Article IV, Par. a, of Chapter 2 pertaining to matters that can be discussed at an annual meetings of the University Faculty.** The Faculty Senate voted unanimously to approve this proposed revision. *Attachment*

Proposed Policy on Annual Review of Postdoctoral Fellows and Scholars

Professor Paul MacDonald, chair of the Committee on Graduate Studies, presented a proposed policy on annual reviews of postdoctoral fellows and scholars. Postdoctoral students are not considered faculty, students or staff and aren't always afforded the same rights and protections. The policy requires annual progress reports to be submitted by postdoctoral fellows and scholars. The principal investigator or research mentor is responsible for initiating the reports. The report is required for reappointment and must be completed 90 days prior to reappointment or termination (unless the individual is being terminated for cause). A senator said that the fellow/scholar should be entitled to an appeal of the progress report if he/she disagrees with its contents. Prof. Ritzmann suggested that the following language be added to paragraph 3 of the policy: *"If a trainee objects to the review, he/she shall have the right to appeal to the Office of Postdoctoral Affairs in the School of Graduate Studies."* The Senate voted unanimously to approve the amendment to the policy. A senator pointed out that the language of the policy isn't always consistent when it refers to the Office of Postdoctoral Affairs and that it should be revised to reflect that the Office of Postdoctoral Affairs is part of the School of Graduate Studies. The Senate voted to approve the policy as amended, with one abstention. *Attachment*

Report from FSCICT/Reimaging IT

Professor Angelina Herin, chair of the Faculty Senate Committee on Information Communication and Technology, reported on the activities of the committee during the academic year. Prof. Herin said that there had been robust student participation and a diverse group of faculty on the committee. The Committee provided feedback on the IT strategic plan and will continue to do so as the plan is implemented. They also participated in discussions of learning management platforms and have had input into activities of the IT security committee.

Sue Workman, Vice President of Information Technology Services and CIO, gave a status update on the centralization of IT. The goals for the plan of centralization are to reduce and effectively manage the risk profile of the university; to ensure business continuity and disaster recovery readiness by leveraging best practices across the university; to improve the IT experience for the entire community; and to optimize the university's investments in information technology. Universities are particularly vulnerable to cyberattacks because of the open environment and there is an even greater concern since Cleveland is hosting the Republican National Convention this summer.

An Executive IT Support team was created to provide services and support for the executive offices in Adelbert Hall and this team has been assessing and optimizing the central administrative units (UGEN). Attention will turn to the schools and the college next starting with the Law School. The process is highly collaborative and the restructuring will provide pathways for career and professional development for IT staff.

IT is seeking feedback from all constituents and senators should contact Sue Workman with concerns or suggestions.

Prof. Ritzmann reminded all senators to complete the Google attendance spreadsheet for Faculty Senate meetings. He also encouraged everyone to attend the reception following the meeting.

The meeting was adjourned at 4:50pm.

**February 24, 2015
Faculty Senate Meeting**

The full **Board met on February 19 and 20th**. As is the usual practice, **we will be submitting a written report** to the Faculty Senate.

The Board approved **5 NEW endowments totaling \$630,000**; of which \$557,000 was for scholarships in the School of Medicine.

There were amendments to two endowments; one for renaming the Professorship in Business Marketing at Weatherhead School to the Nancy and Joseph Keithley Professorship in Technology Management and the second amendment to repurpose funds for the Patricia Kilpatrick Undergraduate Term Scholarship.

There were 8 junior faculty appointments, 3 senior faculty appointments 1 professorship appointment and 1 professorship reappointment.

The trustees approved two Faculty Senate recommendations for new dual degree programs:

- to approve a Master of Arts in Patent Practice and Master of Science in Biochemistry Dual Degree Program
- to approve a Master of Science in Genetic Counseling and Master of Arts in Bioethics Dual Degree Program

And there was also a Faculty Senate recommendation to amend the Faculty Handbook specific to endowed Named” Professorships – 2 major edits:

- replace the term “chair” with “professorship” and,
- allow a professorship to be held by non-tenure track faculty (in special circumstances, i.e. donor request).

The President introduced a resolution to honor the recent losses of Dr. Jefferson Jones, President Ag Pytte, and emeritus trustees J. B. Richey and Anne B. Clapp.

New Trustees were presented and approved including Thomas Mandel MGT '84, Robert Pavey and James Ratner.

The A-133 Audit report was approved and resolutions to approve tuition, room and board for academic year 2017 were presented and approved.

Phase II of think[box] and the Connector project were both presented and approved by the trustees.

Report provided by Arlishea Fulton, senior counsel, Office of General Counsel.

Five Year Academic Calendar (2016 – 2021)

FALL	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Registration (and Drop/Add) Begin (UG)	Apr 4	Apr 10	Apr 9	Apr 8	Apr 6
Classes Begin	Aug 29	Aug 28	Aug 27	Aug 26	Aug 24
Late Registration Fee (\$25) Begins	Aug 30	Aug 29	Aug 28	Aug 27	Aug 25
Labor Day Holiday	Sep 5	Sep 4	Sep 3	Sep 2	Sep 7
Late Registration and Drop/Add End	Sep 9	Sep 8	Sep 7	Sep 6	Sep 4
Deadline Credit/Audit (UG)	Sep 9	Sep 8	Sep 7	Sep 6	Sep 4
Fall Break	Oct 24/25	Oct 23/24	Oct 22/23	Oct 21/22	Oct 19/20
Mid-Semester Grades Due (UG)	Oct 24	Oct 23	Oct 22	Oct 21	Oct 19
Deadline for removal of prev. term "I" grades (UG)	Nov 11	Nov 10	Nov 9	Nov 8	Nov 6
Deadline Credit/Audit (G)	Nov 11	Nov 10	Nov 9	Nov 8	Nov 6
Deadline for Class Withdrawal and P/NP (upperclass UG)	Nov 11	Nov 10	Nov 9	Nov 8	Nov 6
Registration for Spring Begins (UG)	Nov 14	Nov 13	Nov 12	Nov 11	Nov 9
Thanksgiving Holidays	Nov 24/25	Nov 23/24	Nov 22/23	Nov 28/29	Nov 26/27
Deadline for Class Withdrawal and P/NP (first year UG)	Dec 9	Dec 8	Dec 7	Dec 6	Dec 4
Deadline for removal of prev. term "I" grades (G)	Dec 9	Dec 8	Dec 7	Dec 6	Dec 4
Last Day of Class	Dec 9	Dec 8	Dec 7	Dec 6	Dec 4
Reading Days	Dec 12, 16	Dec 11, 15	Dec 10, 14	Dec 9, 13	Dec 7, 11
Final Exams Begin	Dec 13	Dec 12	Dec 11	Dec 10	Dec 8
Final Exams End	Dec 21	Dec 20	Dec 19	Dec 18	Dec 16
Final Grades Due by 11:00 am	Dec 23	Dec 22	Dec 21	Dec 20	Dec 18
Fall Awarding of Degrees	Jan 20 (2017)	Jan 19 (2018)	Jan 18 (2019)	Jan 17 (2020)	Jan 15 (2021)
SPRING	2017	2018	2019	2020	2021
Registration (and Drop/Add) Begin (UG)	Nov 14 (2016)	Nov 13 (2017)	Nov 12 (2018)	Nov 11 (2019)	Nov 9 (2020)
Martin Luther King Jr. Holiday	Jan 16	Jan 15	Jan 21	Jan 20	Jan 18
Classes Begin	Jan 17	Jan 16	Jan 14	Jan 13	Jan 11
Late Registration Fee (\$25) Begins	Jan 18	Jan 17	Jan 15	Jan 14	Jan 12
Late Registration and Drop/Add End	Jan 27	Jan 26	Jan 25	Jan 24	Jan 22
Deadline Credit/Audit (UG)	Jan 27	Jan 26	Jan 25	Jan 24	Jan 22
Mid-Semester Grades Due (UG)	Mar 13	Mar 12	Mar 11	Mar 9	Mar 8
Spring Break	Mar 13-17	Mar 12-16	Mar 11-15	Mar 9-13	Mar 8-12
Deadline for removal of prev. term "I" grades(UG)	Mar 31	Mar 30	Mar 29	Mar 27	Mar 26
Deadline Credit/Audit (G)	Mar 31	Mar 30	Mar 29	Mar 27	Mar 26
Deadline for Class Withdrawal and P/NP (upperclass UG)	Mar 31	Mar 30	Mar 29	Mar 27	Mar 26
Open registration for Summer Begins (UG)	Apr 3	Apr 2	Apr 1	Mar 30	Mar 29
Open registration for Fall Begins (UG)	Apr 10	Apr 9	Apr 8	Apr 6	Apr 5
Deadline for Class Withdrawal and P/NP (first year UG)	May 1	Apr 30	Apr 29	Apr 27	Apr 26
Deadline for removal of prev. term "I" grades(G)	May 1	Apr 30	Apr 29	Apr 27	Apr 26
Last Day of Class	May 1	Apr 30	Apr 29	Apr 27	Apr 26
Reading Days	May 2/3	May 1/2	Apr 30/May 1	Apr 28/29	Apr 27/28
Final Exams Begin	May 4	May 3	May 2	Apr 30	Apr 29
Final Exams End	May 11	May 10	May 9	May 7	May 6
Final Grades Due by 11:00 am	May 13	May 12	May 11	May 9	May 8
University Commencement	May 21	May 20	May 19	May 17	May 16
SUMMER	2017	2018	2019	2020	2021
Classes Begin	Jun 5	Jun 4	Jun 3	Jun 1	Jun 1
Independence Day Holiday	Jul 4	Jul 4	Jul 4	Jul 3	Jul 5
Classes End	Jul 31	Jul 30	Jul 29	Jul 27	Jul 27
Final Grades Due 12:00 noon	Aug 2	Aug 1	Jul 31	Jul 29	Jul 29
Summer Awarding of Degrees	Aug 18	Aug 17	Aug 16	Aug 14	Aug 13

ARTICLE VIII. INITIATIVE AND REFERENDUM

Sec. A. Initiative

A motion or resolution may be placed on the agenda of a meeting of the University Faculty by any of the following initiative procedures:

1. A request of the president,
2. A request of the chair of the Faculty Senate,
3. A petition signed by forty percent of the voting members of the Faculty Senate,
4. A petition signed by two-thirds of the voting members of the University Faculty in any constituent faculty, or
5. A petition signed by ten percent of the voting members of the University Faculty.

~~C. The vote on any initiative or amendment to the constitution proposed by initiative shall be by written ballot sent to the voting members of the University Faculty as described in Article IX, Par. 1~~

Sec. B. Referendum

Any action of the Faculty Senate may be made subject to referendum by the University Faculty, within six months of the date of such action, by any of the procedures specified above for initiative. ~~A two-thirds vote of the voting members of the University Faculty present at the meeting called to consider such referendum shall be required to overrule the action of the Faculty Senate. In the event that the meeting does not achieve a quorum (what quorum rules apply?), that petition of referendum shall expire.~~

Sec. C. Voting

~~The vote on any initiative or amendment referendum proposed under this to the constitution Section shall be presented at any meeting of the University Faculty pursuant to Article IV. Within fourteen (14) days after such a meeting, the Secretary of the University Faculty shall send out an electronic ballot to the voting members of the University Faculty. The proponents of the initiative or referendum shall include a statement of the reasons for the proposal. Any opponents of the proposal may also include a statement of the reasons for their opposition. An initiative or referendum vote is valid only if at least 10% of the voting members of the University Faculty return a ballot within 14 days. The vote on any proposed initiative or referendum requires the approval of at least sixty percent of those voting members returning ballots.~~
~~proposed by initiative shall be by written ballot sent via electronic means or other means to the voting members of the University Faculty sent to the voting members of the University Faculty as described in Article IX, Par. 1~~

Proposed Revisions to Article X of the Faculty Handbook, Chapter 2, Article IX

ARTICLE IX. AMENDMENT

Par. 1. An amendment of this constitution may be proposed by either (a) majority vote of the Faculty Senate or by b) according to the initiative and referendum procedures specified in Article VIII, Sec. A. ~~action of the voting members of the University Faculty at an annual meeting or at a special meeting, subject to the procedures specified in Article VIII, Section A. A proposed amendment shall be presented at any meeting of the University Faculty pursuant to Article IV. Within fourteen (14) days after such a meeting, the Secretary of the University Faculty shall send out an electronic ballot ~~written ballot via electronic means or other means~~ to the voting members of the University Faculty. The vote on any proposed amendment ~~shall be by mail ballot of the University Faculty and shall~~ requires the approval of sixty percent of those voting members returning ballots.~~

~~In the case of an amendment proposed by majority vote of the Faculty Senate, the president of the University shall call a special meeting of the University Faculty to discuss the proposed amendment; that meeting shall take place not later than the fifth day preceding the final date for submission of ballots.~~

Par. 2. At least once every five years, the Faculty Senate shall review all provisions of this constitution and recommend to the University Faculty as to desirable amendments.

Par. 3. After its approval by the voting members of the University Faculty, an amendment shall be submitted to the president for consideration and transmittal to the Board of Trustees for approval. The amendment shall take effect immediately upon receipt of trustee approval unless the amendment specified otherwise.

FACULTY HANDBOOK, CHAPTER 2, ARTICLE IV. MEETINGS OF THE UNIVERSITY FACULTY

Sec. A. Annual Meeting and Report on State of the University

Early in the fall term, the University Faculty shall have an annual meeting and the president shall report to the University Faculty on the state of the University. The president's report may be made in writing prior to the annual meeting or delivered orally at the annual meeting. Staff may be invited by the president and the chair of the Senate to attend a report delivered orally and discussion thereon. The report shall be delivered immediately after the meeting is called to order. The annual meeting shall include such additional business as may be introduced by the process of initiative or referendum as provided in Article VIII. If the president chooses to provide a written report, he/she shall annually provide some other in-person opportunity for the University Faculty to communicate with the president regarding the state of the University and its academic units.

Sec. B. Special Meetings

Special meetings of the University Faculty may be called by the president or by the Faculty Senate, or upon a petition of ten percent of the voting members of the University Faculty stating the purpose of the proposed meeting. The petition shall be delivered to the secretary of the University Faculty who shall certify the validity of the petition to the president, who in turn shall call the special meeting within thirty (30) days of receiving the certified petition.

Sec. C. Emergency Meetings

An emergency meeting of the University Faculty may be called by the president or by the chair of the Faculty Senate.

Sec. D. Notification and Agenda

The chair of the Faculty Senate, or on the chair's designation, the secretary of the University Faculty, shall notify each voting member of the University Faculty at least ten days before each annual meeting and special meeting. Such notification shall be in writing and shall specify the time, the place, and the agenda of the meeting. Any main motion to be introduced at an annual meeting or a special meeting shall be included in the agenda.

Sec. E. Quorum and Rules of Order

Par. 1. A quorum of a meeting of the University Faculty shall consist of thirty percent of the voting members, except that at a meeting called by petition, a quorum shall be forty percent.

Par. 2. Meetings shall be conducted according to the latest edition of *Robert's Rules of Order Newly Revised*, unless otherwise specified.

Proposed Policy:

Annual Review of Postdoctoral Scholars and Postdoctoral Fellows

Developed and approved by Faculty Senate Committee
on Graduate Studies

February 3, 2016



The Invisible Man

(Gregory A. Petsko, Weill Cornell MC)

- only stage of education/training of scientist that is defined by the period of time and not the position itself
- No agreed upon specific title....
no agreed upon set of goals or outcomes
- PFs and PSs...not students, not faculty, not staff
transient training position
- Not always afforded the same/similar
fundamental employee rights or protections

Rationale

- To support mentoring of PFs and PSs in order to enhance success at CWRU
- To clarify both the mentor's and PF/PS's expectations
- To promote professional development and transitioning to their next career stage
- To provide regular and timely substantive feedback on their research progress and career trajectory

Main Points

- every PF and PS will submit an annual progress report
- primary responsibility of the principal investigator or research mentor
- communicated to the PF or PS in a written report – face to face
- required for the annual re-appointment – should be done 3 months prior
- 90 day notice of termination of position – unless grave misconduct/neglect

PD Termination Policies at other Institutions

- Duke University - 90 days
- Stanford - early termination 30-60 days notice
- Ohio State - at least 30 days...recommend 90 days especially for visas
- Einstein - minimum 60 days
- Penn - 3 months written notice
- Yale - if funding lost, 3 months written notice
- Emory – poor performance or lack of funding – 90 days
- Brigham and Womens - lack of funding, 90 days notice
- Intramural NIH research - approximately 11 to 12 months

Policy Recommendation on the Annual Review and Evaluation of Progress for Postdoctoral Fellows and Scholars

In order to achieve excellence in postdoctoral training and mentoring within the School of Graduate Studies at Case Western Reserve University, an annual review of progress is required for every postdoctoral fellow (PF) and postdoctoral scholar (PS). This review has two purposes: i) to support mentoring of PFs and PSs by providing regular and timely feedback that will enhance their success at CWRU including their career goals and professional development, and ii) to evaluate training progress with the ultimate goal of transitioning to their next career position. To achieve these goals, the review should evaluate the previous year's progress, detail the trainee's strengths and areas that need improvement, and make recommendations for future action to promote progress towards achieving career goals.

Each school or department shall develop its own annual review format and timing within these minimal guidelines:

(1) Every PF and PS will submit an annual progress report to their program, department, or school. The report should describe progress in the past year, future plans, and career goals as well as plans and progress in the area of professional development. Best Practices include a clear set of first-year expectations and milestones that should be provided to the PF or PS upon their initial appointment.

(2) The annual review is the primary responsibility of the principal investigator (PI) or primary research mentor. In cases where the position does not involve research, then a supervisor or other person(s) in the best position to evaluate should conduct the review. In cases of joint appointments, all parties should be involved in the review. It is considered "Best Practices" that at least one additional person be included in the review process such as a faculty advisor, a member of the PF/PS mentoring team, a graduate program director, a collaborator, a department Chair, a Center Director, or other appropriate individual.

(3) The final evaluation shall be communicated to the PF or PS in a written report that details the trainee's current status in the laboratory, training progress, career goals and professional development, and makes concrete suggestions for future actions. Communication should include discussion between trainee and PI. If a trainee objects to the review, he/she shall have the right to appeal to the Office of Postdoctoral Affairs in the School of Graduate Studies.

(4) The annual review process is to be completed 3 months prior to re-appointment or completion of the postdoctoral appointment period. Completion of this step is required for the annual re-appointment. A completed, signed copy of the annual review form is required as part of the re-appointment process. The PD/PF and mentor should work closely with the Office of Postdoctoral Affairs during this process.

(5) PFs or PSs may not be dismissed from a laboratory without a 90-day notice. The appointment of a PS or PF may be terminated immediately only for just cause. Examples of just cause include grave misconduct or serious neglect of professional responsibilities.

If a department or program already has an annual review policy in place, the program shall inform the ~~School of Graduate Studies and~~ Office of Postdoctoral Affairs in the School of Graduate Studies of what form that review takes. For programs that do not have an annual review policy, the School of Graduate Studies and Office of Postdoctoral Affairs requests that they create an annual review policy within one year of the adoption of this policy by Case Western Reserve University. This policy does not mandate the use of one review format. Examples of existing formats for review of progress will be posted on the ~~Graduate Studies and~~ Office of Postdoctoral Affairs website in the School of Graduate Studies. For some programs, the annual report can be coordinated with other reporting needs (e.g. NIH grants) so as to eliminate redundancy in reporting for the PF or PS.

Compliance with this policy will be monitored by the ~~School of Graduate Studies and~~ Office of Postdoctoral Affairs in the School of Graduate Studies. Copies of an individual Postdoctoral Fellow's or Postdoctoral Scholar's annual review that are submitted during the re-appointment or termination process will be on file in the Office of Postdoctoral Affairs.

The School of Graduate Studies shall conduct a process evaluation two years after implementation of this policy.



Information Technology Services

Centralizing IT Status Update

02/24/2016

Sue Workman, VP ITS/CIO

The Goals

- Most importantly, reduce and effectively manage the risk profile of CWRU
- Ensure business continuity and disaster recovery readiness by leveraging best-practices across the university
- Improve the “IT experience” across all areas of the university
- Optimize the university’s investments in information technology



The Process

- Executive IT Support team created; started in Adelbert Hall
- Assess and optimize UGEN departments delivering IT services
- Schools and College
- Highly collaborative initiative; includes stakeholders from across CWRU
- Initiative focused on moving the culture from “us vs. them” to “we”



The Process: Offices Supported or Transitioning to Executive IT Support Team

(As of 2/8/2016)

- Budgets and Financial Planning
- Campus Planning and Facilities Management
- Campus Services Administration
- Donor Relations and University Events
- Emeriti Affairs and Faculty Senate
- General Counsel
- Human Resources Administration
- Inclusion, Diversity and Equal Opportunity
- Institutional Research and Planning
- Office of VP Information Technology Services/CIO
- Major Gifts
- Office of Administration
- Office of Risk Management
- Office of the President
- Office of the Provost
- Office of Deputy Provost/Academic Affairs
- Planned Giving
- Student Affairs
- University Marketing and Communications
- University Relations and Development

The Process: Offices Pending Support by the Executive IT Support Team

(As of 2/8/2016)

- Government Relations and Foundation Relations
- Office of Finance
- Office of Investments
- Office of the Treasurer
- Research Administration
- Trustee Programs



Areas Already Supported by ITS

- Division of Enrollment Management
- Baker Nord Center for Humanities
- Graduate Studies
- 90+ Areas Being supported at a Platinum or VIP Level



The Process: UGEN Offices Remaining

Leadership meetings are beginning

- Environmental Health & Safety
- Procurement
- Kelvin Smith Library
- Public Safety
- Registrar
- Advancement Services
- Research Administration

Thanks Lou and Student Affairs IT!



The Plan: First School

Case Western Reserve University School of Law



The Plan: Next Steps (Inclusive and Collaborative)

- Planning

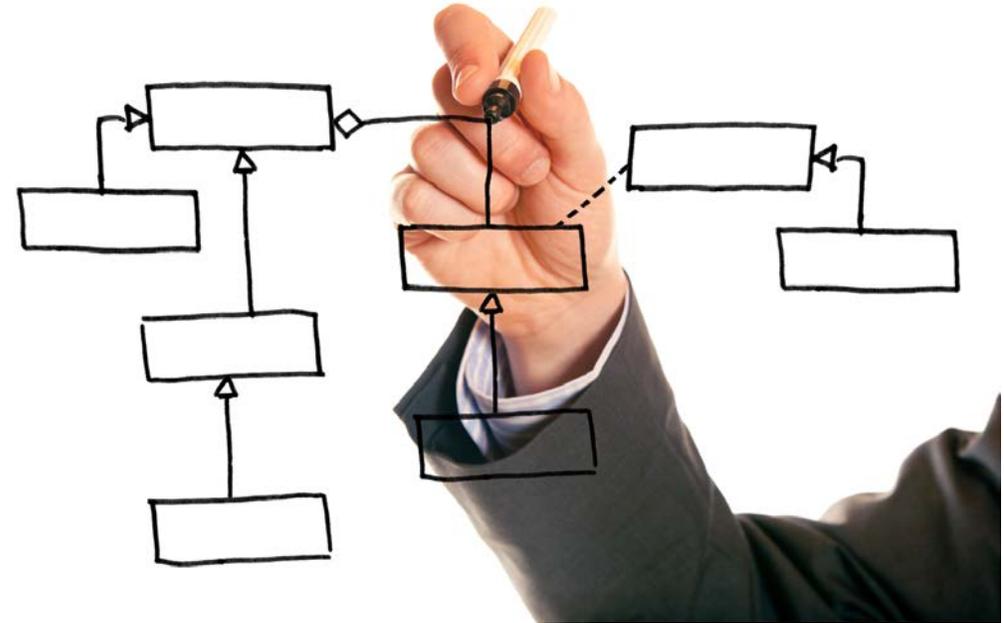
- Retreat with CTO's
- Meeting with Financial Officers
- Meetings with Executives and Deans
- IT Summit
- IT Leadership Forum

- Assessment

- Services
- Infrastructure
- Personnel

- Optimization

- Utilize industry best-practices
- Maximize return on investment
- Leverage IT talent on behalf of the university



The Plan

- Leaders and Deans
- CTOs
- Finance Officers
- Faculty Senate Committee on Information Communication and Technology (FSCICT)
- IT Open Forum
- IT Summit



The Plan: Our People Matter

- Professional development
- Peer help
- Career path



Benefits:

- Consistent approach to security, business continuity, disaster recovery
- Inventory and asset management
- Ready for RNC in Cleveland
- Leveraging the total IT human resource
- Enterprise scale – equipment, software, classrooms
- Allow leaders and faculty to concentrate on their value add





Information Technology Services

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