

**Faculty Senate Meeting**  
Monday, January 27, 2014  
3:30 p.m. - 5:30 p.m. – Adelbert Hall, Toepfer Room

AGENDA

3:30 p.m.	Approval of Minutes from the December 17, 2013 Faculty Senate meeting, <i>attachment</i>	S. Russ
3:35 p.m.	President's and Provost's Announcements	B. Snyder B. Baeslack
3:40 p.m.	Revisions to Recommendation from ad Hoc Committee on Appointments Outside Constituent Faculties: Instructor-of Record Issue, <i>attachment</i>	A. Levine G. Chottiner
4:00 p.m.	Chair's Announcements	S. Russ
4:05 p.m.	Report from the Executive Committee	J. Fredieu
4:10 p.m.	Report from Secretary of the Corporation	C. Trembl
4:15 p.m.	Renaming of Chemical Engineering Department, <i>attachments</i>	U. Landau
4:20 p.m.	Revisions to SON By-Laws, <i>attachment</i>	P. Higgins
4:25 p.m.	Amendment to FS By-Laws re Budget Committee, <i>attachment</i>	S. Russ
4:30 p.m.	Master Planning Report	I. Lowenstein



**Faculty Senate Meeting**

Monday, January 27, 2014

3:30-5:30 p.m. – Adelbert Hall, Toepfer Room

**Members Present**

Joseph Baar  
Bud Baeslack  
Timothy Beal  
Chris Cullis  
Mark De Guire  
Heath Demaree  
Nicole Deming  
Peg DiMarco  
Robin Dubin  
Karen Farrell  
John Fredieu  
Patricia Higgins

David Hussey  
Thomas Kelley  
Kurt Koenigsberger  
Erin Lavik  
Xiaoyu Li  
Deborah Lindell  
Zheng-Rong Lu  
Frank Merat  
Kathryn Mercer  
William Merrick  
Diana Morris  
Carol Musil

Andrew Rollins  
Sandra Russ  
Benjamin Schechter  
Nicolaus Schmandt  
David Singer  
Glenn Starkman  
Alan Tartakoff  
Philip Taylor  
Mark Votruba  
Rebecca Weiss  
Richard Zigmond

**Members Absent**

Alexis Abramson  
Daniel Akerib  
Richard Buchanan  
Matthias Buck  
David Carney  
Susan Case  
Juscelino Colares  
Colleen Croniger  
Thomas Egelhoff  
Scott Fine

T. Kenny Fountain  
Steven Fox  
Susan Hinze  
Lee Hoffer  
Jean Iannadrea  
Mark Joseph  
Zina Kaleinikova  
Jessica Lehmann  
Zheng-Rong Lu

Sonia Minnes  
Ray Muzic  
Dale Nance  
Pushpa Pandiyan  
Simon Peck  
Robert Savinell  
Barbara Snyder  
Elizabeth Tracy  
Nicholas Ziats

**Others Present**

Daniel Anker  
Christine Ash  
Melissa Burrows  
Gary Chottiner  
Donald Feke  
Arnold Hirshon

Uziel Landau  
Alan Levine  
Irwin Lowenstein  
Marilyn Mobley  
Dean Patterson

John Sideras  
Lynn Singer  
Colleen Trembl  
Robert Widing  
Jeff Wolcowitz

**Call to Order**

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

### **Approval of Minutes**

The minutes of the Faculty Senate meeting of December 17, 2013 were approved as submitted.

### **President's Announcements**

President Barbara Snyder was away from the university and unable to attend the meeting.

### **Provost's Announcements**

Provost Bud Baeslack reported that the final strategic planning document was posted on the website last week. Implementation working groups have been formed and will be meeting over the next several months. The college/schools are working on their individual plans.

The Provost addressed the issue of weather-related closings of the university. The President and Provost have to weigh safety concerns with the need to keep the university operating. They take these issues very seriously. In anticipation of inclement weather tomorrow, classes will be canceled for students and there will be a delayed start for faculty and staff.

### **Revisions to Recommendation from ad hoc Committee on Appointments Outside Constituent Faculties: Instructor of Record Issue**

Last year the Senate approved recommendations from the *ad hoc* Committee on Appointments Outside the Constituent Faculties. One of the approved recommendations called for all instructors of record to be members of the University Faculty. In the CAS, graduate students in certain departments serve as instructors of record but are not members of the university faculty. This practice had been approved by a previous CAS dean but a policy governing the practice had not been adopted by the CAS faculty until this year. Professors Alan Levine and Gary Chottiner, co-chairs of the *ad hoc* Committee, proposed to change recommendation 2 as follows:

2. The Faculty Handbook should state very clearly that all instructors of record for Case Western Reserve University courses must be members of the University Faculty **or be approved to serve as an instructor of record for a course within a constituent faculty via a process that has been approved by that constituent faculty.**

Members of the *ad hoc* committee agreed to the proposed revision. Prof. Chottiner said that each school should develop its own policy if it has or plans to have graduate students or others who are not members of the University Faculty serve as instructors of record. The Senate may want to establish a timeframe for the development of these policies and may also want to review the policies. The Senate voted to approve the proposed revision to the recommendation. *Attachment*

A senator noted that ROTC instructors, who have been reporting to the Provost, must receive a permanent home by May of 2014 (according to the Faculty Senate resolution dated March 22, 2012). The *ad hoc* committee had recommended that ROTC instructors be appointed through Physical Education and Athletics and this transition should take place by the end of May.

### **Chair's announcements**

Prof. Sandra Russ, chair, Faculty Senate, congratulated Professor Robert Savinell, newly-elected chair-elect of the Senate. Senators are encouraged to attend A.L.I.C.E. training. The Faculty Climate survey was sent to all faculty, and faculty and senators are encouraged to complete it. The Faculty Interest survey was sent out and responses are due January 31. Prof. Russ encouraged senators to volunteer for Faculty Senate standing committees for the 2014-15 academic year and to remind their colleagues to do the same.

The President and Provost emailed the Case Western Reserve community on December 26, 2013 with a statement opposing an academic boycott against Israeli academic institutions that had been initiated by three US scholarly institutions. The Executive Committee at its January 17<sup>th</sup> meeting discussed whether to bring the issue to the Faculty Senate for consideration. The Senate had declined to make a statement on a previous academic boycott and the Executive Committee decided that there was no need to bring the issue to the Senate now. The Committee applauded the statement issued by the President and Provost.

#### **Report from the Executive Committee**

Professor John Fredieu reported on the January 17<sup>th</sup> Executive Committee meeting. The Committee voted to approve the awarding of honorary degrees to Stanley Bergman, Ton Koopman and Donshon Wilson. The Executive Committee was presented with a document listing comments and suggestions for revisions to the Faculty Handbook and Senate By-Laws as part of the 5-year review process. This document represented only about half of the comments received. There were significant comments and suggestions relating to the faculty grievance process and these issues will be considered by the Faculty Personnel Committee. Additional comments will be reviewed at the next meeting. The Committee also discussed whether to mandate that each constituent faculty establish or identify its executive committee. The Committee decided that the Senate should not mandate the establishment of an entity known as an 'executive committee' within the college/schools, but that each school should identify within its By-Laws the highest level faculty governing body on which its Faculty Senate Executive Committee representative shall serve *ex officio*.

#### **Report from Secretary of the Corporation**

Colleen Trembl, deputy general counsel, reported that the Executive Committee of the CWRU Board of Trustees at its January 14<sup>th</sup> meeting approved several items including faculty appointments and endowed scholarships. *Attachment*

#### **Renaming of the Chemical Engineering Department**

Professor Uziel Landau presented a proposal from the CSE to rename the Chemical Engineering department the Department of Chemical and Biomolecular Engineering. The proposal had been approved by the faculty of the Chemical Engineering department as well as the faculty of the CSE. The name better reflects the increasingly important role of bio-related topics in the expanding field of chemical engineering and more accurately represents the department's strategic plan, which includes an increased emphasis on biomolecular-related research and teaching. The new name would enhance the department's ability to attract a broader range of highly motivated undergraduate and graduate students, and to hire outstanding faculty in the area. Prof. Landau had not yet discussed with Dean Cyrus Taylor (CAS) how the renaming of the department would affect departments in the CAS. The Senate voted (with one dissenting vote) to defer action on the proposal until after the discussion between Prof. Landau and Dean Taylor. It was suggested that the Senate develop a protocol for review of department name change proposals as part of the 5-year review of the Faculty Handbook. *Attachments*

#### **Revisions to SON By-Laws**

Professor Patricia Higgins, SON, presented revisions to the SON By-Laws. The SON is eliminating their appeals board and replacing it with grievance and academic integrity boards. Membership in and functions of both boards are clearly described in the new sections of the By-Laws. The Senate voted to approve the revisions to the SON By-Laws. *Attachment*

### **Amendment to FS By-Laws re: Budget Committee**

The University Faculty voted to amend Chapter 2 of the Faculty Handbook to rename the Faculty Senate Budget Committee the Faculty Senate Finance Committee. The Senate By-Laws also need to be amended to reflect this change. The Faculty Senate voted to approve the amendment to the Senate By-Laws. *Attachment*

### **Master Planning Report**

Irwin Lowenstein, advising university architect, reported on the 2015 campus master plan which is an outgrowth of the 2013 strategic plan. Themes from the strategic plan which inform the master planning process are “boundless opportunities” and “significant growth.” Some of the issues that will be taken into consideration during the planning process are the increase in undergraduate enrollment, interdisciplinary learning and research, optimization of space and land, and an emphasis on sustainability. Components of the process include design and planning principles, a space utilization analysis, land use, precinct and development plans, a land acquisition plan, landscape plans, and transit and parking plans. It will be a 14-month process broken down into three distinct phases with substantial community input. Class scheduling issues will be considered as students are often late for class because of the distance between classroom buildings. A question was asked about parking availability for students. Parking will be a part of the plan and the university intends to collaborate with University Circle, Inc. as it conducts a wider transportation study. The consultant chosen to work on the master plan will be coming to campus frequently and will be looking for input from the Senate on a regular basis. A goal is to keep the campus safe but welcoming. This is a hard balance to strike. There will be a number of additional reports made to the Senate over the next year or so.

Hollie McGivern, assistant to the Secretary of the University Faculty, will be leaving the university in February. The Senate recognized her for her hard work and service to the Senate and to the university.

The meeting was adjourned at 5:15 p.m.

Approved by the Faculty Senate



Rebecca Weiss  
Secretary of the University Faculty

**Ad Hoc Committee Recommendations as Approved by the Faculty Senate on 1-27-14**

- 1.** The Faculty Handbook should define University Faculty as members of the eight constituent faculties and the Department of Physical Education and Athletics.
- 2.** The Faculty Handbook should state very clearly that all instructors of record for Case Western Reserve University courses must be members of the University Faculty or be approved to serve as an instructor of record for a course within a constituent faculty via a process that has been approved by that constituent faculty.
- 3.** The Faculty Handbook should prohibit faculty appointments outside of the University Faculty.
- 4.** ROTC instructors should receive appointments through the Department of Physical Education and Athletics.

**Requesting Faculty Senate Approval for  
Renaming the “Chemical Engineering” Department as “Chemical and Biomolecular Engineering”**

The Department of Chemical Engineering is seeking Senate approval for renaming itself the “Department of Chemical and Biomolecular Engineering”. There are several reasons for the name change. First, this name better reflects the increasingly important role of bio-related topics in the expanding field of chemical engineering. The new name more accurately represents the department’s strategic plan, which includes an increased emphasis on biomolecular-related research and teaching. A number of chemical engineering faculty members are currently involved in biomolecular-related research and the department offers an undergraduate program concentration in this area, which broadens employment prospects for our students. Second, the proposed name would enhance our ability to attract broader range of highly motivated undergraduate and graduate students, and also enhance our ability to hire outstanding faculty in this area. The newly formed “biomolecular engineering research cluster” within the Case School of Engineering would also benefit from association with a department with a stated focus in the area. Further, the new name places us among a dynamic and forward-thinking group of chemical engineering departments that have recently renamed themselves and now include a bio-related term in their name.

Including a clearly-stated biomolecular emphasis in the name of the Chemical Engineering Department at CWRU would facilitate enhanced collaborations in research and educational programs with world-renowned bio-related programs at the CWRU Medical School, University Hospitals, and the Cleveland Clinic. In addition, we have an outstanding Biomedical Engineering department at the Case School of Engineering, performing cutting-edge research in biomedical device and health-related topics, which we can complement by adding the chemical perspective. The department intends to focus on areas of expanding demand such as bio-based chemicals and biofuels, pharmaceuticals discovery and manufacturing, and metabolic engineering. Enhancing these areas will complement and strengthen related research and teaching programs in CSE and CWRU as a whole. The proposed name change will affect only the department name and not the degree name.

The faculty of the Chemical Engineering Department voted unanimously on September 11, 2013 in favor of the resolution:

*Whereas biology-related topics are becoming increasingly important within the chemical engineering discipline, with increased emphasis and opportunities for research and educational programs, and employment prospects for our students, and*

*Whereas the faculty of the Chemical Engineering Department has determined that bio-related research and teaching should be designated as a major focus area for the chemical engineering department, and*

*Whereas the name “Chemical and Biomolecular Engineering” is likely to drive an increase in the number and quality of undergraduate students, graduate students, and help us attract and retain faculty in this area, and*

*Whereas there are major prospects for collaborative research and teaching in the topic of biomolecular engineering at CWRU, including the Biomedical Engineering Department at CSE, The Biochemistry and Biology departments, the CWRU Medical School, University Hospitals and Cleveland Clinic Foundation,*

*We resolve to rename the “Department of Chemical Engineering” at CWRU as the “Department of Chemical and Biomolecular Engineering”.*

This resolution was also brought to a faculty-wide vote at the Fall 2013 meeting of the Case School of Engineering on Nov. 14, 2013, and passed unanimously. Prof. Jeffrey Duerk, Dean of Case School of Engineering, supports the renaming of the department.

We seek Faculty Senate approval for renaming the department by action on the motion:

**Motion: To approve the request to rename the “Department of Chemical Engineering” as the “Department of Chemical and Biomolecular Engineering”.**



CASE SCHOOL  
OF ENGINEERING

CASE WESTERN RESERVE  
UNIVERSITY

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**To:** Sandra Russ, Chair, Faculty Senate

**From:** Jeffrey Duerk, Dean and Leonard Case, Jr. Professor, Case School of Engineering

**Subject:** Support of Motion to Rename the 'Chemical Engineering Department' as 'Chemical and Biomolecular Engineering'

**Date:** December 2, 2013

The Department of Chemical Engineering is seeking to rename itself 'the Department of Chemical and Biomolecular Engineering'. I support the motion for renaming the department, which was unanimously approved by the faculty of the Case School of Engineering its Fall faculty meeting on Nov. 14, 2013. This motion is now submitted for action by the Faculty Senate in anticipation of approval by the University Board of Trustees at the earliest possible date.

**Motion:** To approve the request to rename the "Department of Chemical Engineering" as the "Department of Chemical and Biomolecular Engineering".

A handwritten signature in purple ink, appearing to read "Jeffrey Duerk", is written over the "From:" line of the memo.

From: Sandra Russ  
Sent: Monday, December 23, 2013 1:19 PM  
To: Rebecca Weiss  
Subject: Fwd: Requesting Faculty Senate approval for renaming the Chemical Engineering Department  
Attachments: Request for Senate Approval for Renaming Chemical Engineering 2013\_12\_01 v4.pdf

----- Forwarded message -----

From: Uziel Landau <Uziel.Landau@case.edu>  
Date: Sun, Dec 1, 2013 at 6:51 PM  
Subject: Requesting Faculty Senate approval for renaming the Chemical Engineering Department  
To: Sandra.Russ@case.edu  
Cc: Rebecca.Weiss@case.edu, Jeffrey Duerk <duerk@case.edu>, "Robert F. Savinell" <rfs2@cwru.edu>

Prof. Sandra Russ,  
Chair, Faculty Senate

Dear Prof. Russ,

The faculty of Chemical engineering Department, Case school of Engineering, voted unanimously on 9/11/2013 in favor of a resolution to rename the department as the "Department of Chemical and Biomolecular Engineering". The resolution was approved unanimously by a faculty-wide vote of the Case School of Engineering on 11/14/13 and approved by Dean Jeffrey Duerk. I am writing to request that the executive committee of the Faculty Senate brings the resolution for a senate vote in anticipation of approval by the Board of Trustees at the earliest possible date.

The rationale for renaming the department and the requested motion are in the attached document.

If you have any questions or comments please let me know.

Best regards,  
Uziel Landau

Professor and Chair  
Chemical Engineering Department  
Case Western Reserve University  
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Cleveland, OH 44106-7217  
USA  
email: uxl@case.edu  
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1978 – 79  
1979 – 80  
1980 – 81  
1981 – 82  
1982 – 83  
1985 – 86  
amended 5/92  
approved by faculty senate 5/92  
amended 1/95  
approved by faculty senate 4/95  
corrections to the 11/02 amendments 12/12/02  
approved by faculty senate 1/03  
amended 4/04  
approved by faculty senate 5/04  
amended 2/07  
amended 5/09  
amended 1/10  
amended 4/10  
approved by faculty senate 1/11  
approved by faculty senate 10/11  
approved by faculty senate 4/12  
approved by faculty senate 10.25.12

CASE WESTERN RESERVE UNIVERSITY  
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

ARTICLE I

PURPOSE OF THE BYLAWS

These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) define the duties of the Faculty of Nursing, committees and officers, (2) provide for establishment of committees and (3) provide for election of representatives of the Faculty of Nursing to the Faculty Senate, and to university assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1: This faculty shall have responsibility to:

- a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean for such organization of the teaching staff as it may determine.
- b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook
- c. Make recommendations to the dean of initial appointments to the ranks of instructor, assistant professor, associate professor and professor.
- d. Establish policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members.
- e. Make recommendations to the dean for tenure and promotion of faculty.
- f. Elect members to the Faculty Senate and to university assemblies as requested.

### ARTICLE III

#### MEMBERSHIP

##### Section 1      Exception to Rule In Faculty Handbook

Because of the practice nature of the discipline, the Provost has granted the School of Nursing an exception to the Faculty Handbook provision requiring that a majority of the voting faculty shall be tenured or tenure track. The goal of the School of Nursing is to reach such a majority.

##### Section 2      Voting members

The president and the chief academic officer of the university next in rank to the president and all persons holding full-time tenured/tenure track and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor, and instructor shall be voting members of the faculty.

##### Section 3      Special Faculty (Non-voting members)

Special faculty shall consist of faculty members who are appointed by the dean of the school and 1.) hold full-time academic appointments but have specific, limited responsibilities for the duration of a specific project or for a limited duration, or 2.) hold part-time academic appointments. Special faculty shall have voice but no vote except as noted in Article VII, Section I b. Subject to approval by the provost, the types and titles of special faculty are as follows:

a.      Lecturer

All persons designated as lecturer are those:

1. Who have responsibility for teaching one or more courses included in the school's curricula; and
2. Whose academic qualifications and competencies are other than those for established university ranks.

b.      Clinical Faculty

Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor, and whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

c.      Preceptor

All persons designated as preceptor are those:

1. Whose academic qualifications and competencies are other than those for established university ranks
2. Whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

d.      Adjunct Appointments

Persons designated at university ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor are those:

1. Whose special competencies can provide a desired complement for some designated service, activity or development of the School of Nursing; and
2. Whose academic qualifications meet criteria established for appointees at the same ranks and tracks as shown in Attachment A.

e. Research Faculty

Persons designated at university ranks of research assistant professor, research associate professor, or research professor are those whose primary responsibilities are related to the research mission of the school and university. Neither teaching nor service (other than that related to the research mission) is part of the responsibilities of the research faculty member.

1. Research experience and qualifications are comparable to those of tenured/tenure track faculty at corresponding ranks.
2. Appointment as a research faculty member is contingent upon the availability of research funds to totally cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the current appointment period in the absence of sufficient funds to cover these costs.
3. In the case of new appointments and promotions, the Committee on Appointment, Reappointment, Promotion and Tenure will provide a full review, comparable for that done for appointments and promotions of regular faculty to the ranks of assistant professor, associate professor, and full professor.

ARTICLE IV

SELECTION OF TRACK

Tenure or non-tenure track must be identified at the time of appointment or promotion to assistant professor or higher. The pre-tenure period in the School of Nursing begins at the rank of assistant professor or higher in the tenure track and is nine (9) years in length.

Tenured and tenure track faculty member obligations to the university include 1) teaching, 2) research, and 3) service to the university community. Non-tenure track faculty member obligations include two of the three.

ARTICLE V

OFFICERS

Section 1 Chairperson – The president of the university shall preside at faculty meetings. In the president's absence, the chair of the Executive Committee shall chair the meeting; in the absence of the Executive Committee chair, the dean's designee shall preside.

Section 2 Secretary – The secretary shall be appointed annually by the Executive Committee. The functions of the secretary are:

- a. Monitoring the preparation of the minutes of the faculty meetings. Signing the official copy of the minutes.
- b. Being responsible for distribution of these minutes to the faculty.
- c. Serving on the Executive Committee.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings – At least four (4) regular meetings shall be held between September 1 and May 31.

Section 2. Special Meetings – Special meetings may be called by the president, by the dean or upon request of three members of the voting faculty.

Section 3. Executive Committee Meetings – At least four (4) meetings shall be held between September 1 and May 31.

Section 4. Quorum – Twenty five percent of the voting members of the faculty shall constitute a quorum.

Section 5. Voting Body – See Article III, Sections 2 and 3 of these bylaws.

Section 6. Notice - The Chair, or, on the Chair's designation, the Secretary shall notify each member of the faculty at least one week before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.

## ARTICLE VII

### STANDING COMMITTEES

#### Section 1      Membership and Voting Privileges

- a. The president of the university and the dean of the School of Nursing shall serve as members ex-officio of all faculty committees. Ex-officio status here and in subsequent sections of the bylaws carries with it voting privileges.
- b. Persons holding appointments as special faculty may serve on committees and may vote in committees unless otherwise indicated in these bylaws.
- c. Students serving on standing committees of this faculty may vote in committees unless otherwise indicated by these bylaws.
- d. A faculty member may serve in no more than two (2) elected positions per year on standing committees of these bylaws.
- e. An elected member shall be eligible for no more than two (2) consecutive terms on the same committee. An appointment to fill a vacancy on a committee does not constitute a term.
- f. An administrative person serving as an ex-officio member of a standing committee shall convene the first meeting of the year, assist with administrative functions of the committee and provide continuity in the committee activities.
- g. A quorum of any standing committee shall be one half the voting members unless specifically stated in the by-laws.

Section 2      Election and Appointment – The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held spring semester with newly elected and appointed members assuming duties beginning fall semester.

Section 3      Term of Office – The members shall serve for a specified term on each appointed or elected committee as designated in Article VII, Sections 6-15 of these bylaws.

Section 4      Chairperson – When the chairperson of a standing committee is not designated, and an ex-officio member is not regularly a member of the committee, a faculty member selected by the Executive Committee shall convene the first meeting of the academic year. The chairperson of each standing committee shall be elected annually in the fall by committee members, unless otherwise specified.

Section 5      Reporting – Each standing committee shall submit a written report at least one time per semester and following each regularly scheduled meeting if they occur more often .

#### Section 6      Executive Committee of the Faculty

- a. Membership – The committee shall be composed of:
  1. Seven (7) faculty members: six (6) members shall be voting faculty; one (1) shall be special faculty.
  2. The dean of the School of Nursing – *ex-officio*.
  3. The Associate Dean for Academic Affairs or an administrative officer who has academic status, appointed by the dean – *ex-officio*.
  4. The associate dean for research – *ex-officio*.

5. The secretary of the faculty – *ex-officio*.
  6. School representative to Faculty Senate Executive Committee – *ex-officio*
- b. Term - Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years.
- c. Functions
1. Identify immediate and long-range issues needing faculty study and action.
  2. Provide all faculty the opportunity for discussion of proposals for faculty action.
  3. Prepare the agenda for each faculty meeting.
  4. Prepare and submit proposed changes in the bylaws to all faculty.
  5. Prepare a ballot and conduct an election for all elected positions within the school and university. Electronic ballots are permissible.
  6. Appoint *ad hoc* committees of the faculty. The Executive Committee shall provide each such *ad hoc* committee with a specific charge stated in writing and the *ad hoc* committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any such *ad hoc* committee shall be twelve months, subject to extension at the discretion of the Executive Committee.
  7. Act on behalf of the faculty between regular meetings of the faculty. Such action shall be reported by the chairperson of the Executive Committee at the next regular meeting of the faculty.
  8. Make appointments to fill vacancies on standing and *ad hoc* committees unless otherwise stated in these bylaws.
  9. Make recommendations to the dean on faculty-requested academic leaves of absence.
  10. Evaluate specific cases of student progression/retention as requested by program directors, ~~or~~ students, [or academic integrity board](#).

#### Section 7      Budget Committee

- a. Membership – The committee shall be composed of:
1. Six (6) voting faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.
  2. The Dean of the School of Nursing – *ex-officio*
- b. Term – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.
- c. Functions
1. Review proposed budgets for consistency with strategic plan priorities.
  2. Review fiscal reports biannually and as needed.
  3. Advise the Dean on fiscal matters.
  4. Advise the Dean on the number and type of faculty and staff positions.
  5. Recommend to the Dean allocation of resources to faculty.

#### Section 8      Committee on Curricula

- a. Membership – The committee shall be composed of:
1. Four (4) voting faculty members and one (1) special faculty member.

2. A minimum of one (1) student and no more than four (4) students from any of the following programs: BSN, MSN, GENP, or DNP. ~~Four (4) students: one (1) from the BSN program, one (1) from the MSN program, one (1) from the GENP program, and one (1) from the DNP program.~~

3. Program directors for the BSN, GENP, MSN and DNP programs – *ex-officio*.

4. The Associate Dean for Academic Affairs – *ex-officio*.

5. The Registrar for the School of Nursing will serve in an advisory (non-voting) capacity.

b. Term – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in even years and two (2) voting and one (1) special faculty member shall be elected in odd years. Students are selected by the appropriate student association and shall serve for one (1) year.

c. Functions

1. Evaluate the curricula and courses in the BSN, GENP, MSN, and DNP programs, and other approved academic programs..

2. Recommend to faculty changes to existing programs or courses, creation of new programs, specialties, majors or courses, and deletion of current programs, specialties, majors or courses.

3. Recommend policies to the faculty regarding the progression and graduation of students.

Section 9 Committee on Admission to the Graduate Entry Nursing Program (GENP).

a. Membership – The Committee shall be composed of:

1. Five (5) elected and up to three (3) appointed faculty members all of whom must be voting faculty.

2. Director of the GENP Program who shall serve as chair.

b. Term – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Up to three (3) faculty shall be appointed annually by the director of the GENP program.

c. Functions

1. Evaluate GENP program admission policies and criteria and recommend changes to the faculty.

2. Interview non-nurse, post-baccalaureate applicants to the GENP program.

3. Admit applicants to the GENP program.

Section 10 Committee on Admission to the Doctor of Nursing Practice Program (DNP)

a. Membership – The committee shall be composed of:

1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty.

2. Director of the DNP program who shall serve as chair.

b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed annually for one (1) year terms by the Director of Post-Master's DNP Program .

c. Functions

1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty.

2. Interview applicants for admission to the DNP program.

3. Admit qualified applicants to the DNP program.

Section 11      Committee on Admission to the Master of Science in Nursing (MSN) Program

- a. Membership – The Committee shall be composed of:
  - 1. Four (4) members; all must be voting faculty.
  - 2. Director of the MSN Program, who shall serve as chair.
- b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years.
- c. Functions
  - 1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.
  - 2. Admit qualified applicants for admission to the MSN program.
  - 3. Interview applicants, if appropriate.

Section 12      Bachelor of Science in Nursing (BSN) Program Admission and Progression Committee

- a. Membership – The committee shall be composed of:
  - 1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty. Faculty shall be appointed by the director of the BSN program.
  - 2. Director of the BSN Program, who shall serve as chair.
- b. Term – One (1) faculty shall be elected and one (1) shall be appointed in even years; one(1) faculty shall be elected and one (1) faculty shall be appointed in odd years; elected and appointed faculty shall serve two (2) year terms. Faculty shall be appointed by the director of the BSN program.
- c. Functions
  - 1. Evaluate Bachelor of Science in Nursing admission policies and criteria and recommend changes to the Office of Undergraduate Admission.
  - 2. Evaluate applications as requested by the Office of Undergraduate Admission.
  - 3. Advise the director of the BSN program on issues of admission and progression of individual undergraduate nursing students.

Section 13      Board of Appeals Grievance Board

The Grievance Board will hear matters related to School of Nursing-related grievances which may include, but are not necessarily limited to: (1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression; (2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures; (3) Questions of professional conduct by or toward students; and (4) Actions perceived by students as unfair, discriminatory, or intimidating.

- a. Membership
  - 1. Equal number of students and faculty.
  - 2. Three (3) voting members of the faculty shall be elected. Student representatives shall be appointed as needed from each of the three (3) student groups (by the Undergraduate Student Nurses Association for BSN, and the Graduate Student Nurses Association for MSN, MN, DNP, and PhD Student group for PhD). Each student group will appoint at least one student member to serve on the Board, with one each from the BSN, MSN, and GENP program.
  - 3. One (1) of the elected faculty members will be designated as chairperson by the dean.

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4. If for any reason there are not at least two (2) faculty and two (2) student members of the ~~Board of Appeals-Grievance Board~~ available to hear the ~~appeal/grievance~~, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committees of the Student Associations designate student member(s) as replacements.

b. Term – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and one (1) in even-numbered years.

c. Functions

1. Schedule and conduct hearings according to policy and procedure after notification of an official ~~appeal-notice~~ of a grievance, ~~or after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.~~

2. Submit recommendations to the dean upon adequate deliberations following the hearing.

Section 14. Academic Integrity Board

The Academic Integrity Board will hear matters related to any activity that compromises the academic integrity of the University, or subverts the educational process; as described in the student handbook. To the extent that the matter relates to student standing or promotion, it shall be considered by the Executive Committee instead.

a. Membership

1. Three (3) voting members of the faculty shall be elected. Three (3) student representatives (one each from the MN, MSN, and DNP programs) shall be appointed as needed by the Graduate Student Nurses Association. All will serve as voting members.

2. One (1) of the elected faculty members will be designated as Chairperson by the Dean or designee.

3. A quorum is defined as four (4) voting members.

4. If for any reason there are not at least two (2) faculty and two (2) student members of the Academic Integrity Board available to serve, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committee of the Graduate Student Nurses Association designate student member(s) as replacements.

5. Associate Dean for Academic Affairs – ex officio (non-voting).

6. Administrator from Student Services – ex officio (non-voting).

b. Term

Faculty shall be elected for a term of two (2) years. Two (2) faculty shall be elected in odd numbered years and one (1) in even numbered years.

c. Functions

1. Undergo training regarding Academic Integrity policies and processes.

2. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.

3. Submit recommendations to the Associate Dean for Academic Affairs upon adequate deliberations following the hearing.

Section 14.15 Committee on Faculty Appointment, Reappointment, Promotion and Tenure

a. Membership

1. The Dean of the school who serves as chairperson.

2. All voting members of the faculty holding rank of professor with tenure.

3. Additional members may be appointed from among the tenured faculty at the discretion of the Dean so long as the number does not exceed the number of professors with tenure.

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b. Functions

1. Recommend to the faculty revisions or changes in the definitions of faculty appointments to the School of Nursing. (see attachment A)
2. Make recommendations for emeritus status.
3. Review university and school policies relevant to faculty appointments, reappointments, promotion and tenure and to make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.
4. Review procedures relevant to faculty appointments, reappointments, promotion and tenure and make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.
5. Recommend appointments, reappointments, promotions and tenure for the voting faculty.
6. Review the resources and time (taking into account rank and type of faculty appointment) needed for scholarly growth, academic achievement and professional development including the commitment of resources that accompanies an award of tenure, and recommend changes to the faculty of nursing and administration.

~~Section 15.16~~ Committee for Evaluation of Programs

a. Membership

The committee shall be composed of:

1. Four (4) voting faculty members and one (1) special faculty member.
2. ~~F. A minimum of one (1) student and no more than four (4) students from any of the following programs: BSN, MSN, GENP, DNP or PhD. The student(s) will be selected by the appropriate student association. i.e (5) students: one (1) from each of the four programs, BSN, MSN, GENP, DNP and PhD selected by the appropriate student association.~~
3. The program directors for the BSN, MSN, GENP, DNP and PhD Programs – *ex officio*.
4. The Associate Dean for Academic Affairs – *ex officio*.
5. The Director of Institutional Research for the School of Nursing – *ex officio*.

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b. Term

Faculty shall be elected for a term of two (2) years; two (2) members to be elected in even years, and two (2) members elected in odd years. Student members shall be selected by the respective student associations annually.

c. Functions

1. Develop forms and procedures to evaluate educational process, course and program outcome criteria. Individual faculty members and program directors will be responsible for evaluating courses and teaching effectiveness.
2. Implement, monitor and revise an ongoing system for evaluation.
3. Report its findings and recommendations to the faculty for action.

~~Section 16.17~~ PhD Council of the School of Nursing

a. Membership

1. Nine elected members with voting privileges; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD); one (1) will serve as chair of the admissions committee; the composition of membership will include.

a. Two (2) to four (4) members from each rank: Assistant Professor, Associate Professor, and Full Professor.

b. The majority of Council members should be tenured or on the tenure track.

2. Four (4) ex officio members (Dean, , Director of PhD program, Associate Dean for Academic Affairs , and Associate Dean for Research; these members will have voting privileges.

3. The Director of Institutional Research in the School of Nursing (non-voting).

4. One PhD student representative (non-voting)

b. Elections

1. Faculty members will nominate themselves or be nominated by colleagues. Members will be elected from the pool of nursing faculty members who hold research doctorates (i.e., PhD, DNSc, EdD) and have an active program of research (i.e., have conducted and published research within the past three (3) years) and are eligible to teach in the PhD program and/or advise/mentor PhD students.

2. Eligibility for placement on the ballot and the determination of the composition of the committee will be made by a two (2) to three (3) member subcommittee of the PhD Council.

c. Terms of office

1. Three Council members will be elected in the Spring semester each year to serve a three (3) year term so that the terms are staggered; members may serve for not more than two (2) consecutive terms.

2. If a Council member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Functions

1. Establish and maintain criteria for appointment of PhD Council.

2. Establish and maintain all policies for admission, progression, candidacy, and graduation of students in accordance with the policies governing requirements for the PhD in Nursing and the School of Graduate Studies.

3. Develop, evaluate, and change the curricular requirements of the PhD in Nursing program.

4. Recommend to the School of Graduate Studies:

a. PhD nursing students for candidacy.

b. PhD students for graduation

5. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program.

6. Collaborate with the Office of Student Services at the School of Nursing in PhD student recruitment.

7. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD).

8. Monitor the progress of the PhD program in meeting quality indicators.

e. Meetings

1. Monthly meetings will be held during the academic year and as needed during the summer months.

2. Meetings will be open to all nursing faculty members with research doctorates (e.g., PhD, DNSc, EdD).

Section 1718 Committee on Admission to the PhD Program

a. Membership

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD).
2. Chairperson elected from PhD Council.
3. Director of the PhD program is a member Ex-officio.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD) and an active program of research/scholarship and are eligible to teach in the PhD program and/or advise/mentor PhD students.

c. Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of two (2) years; three (3) members shall be elected in even years and three (3) members elected in odd years.
2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Function

Recommend to the Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program.

ARTICLE VIII

SPECIAL COMMITTEES

Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. Special committees shall submit regular reports to the faculty.

ARTICLE IX

UNIVERSITY FACULTY SENATE

Section 1 Representation

- a. The faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be in accordance with the Constitution of the University Faculty.
- b. The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.

Section 2 Election

- a. The senatorial elections shall be held in the spring term.
- b. Faculty Senators from the School of Nursing shall be voting members of the faculty. These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year. A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.

ARTICLE X

REVISION OF BYLAWS

These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any

meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, at least two (2) weeks before the meetings at which the vote is taken.  
If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.

#### ARTICLE XI

##### PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (most recent revision)

**Item d. Finance Budget Committee.**

1) The membership and functions of the Faculty Senate Finance Budget Committee (FSFC) shall be as provided in the Constitution, Article VI, Section C.

2) The Chair of the FSFC Senate Budget Committee shall request the President to designate a deputy to sit with the Committee regularly and participate in its deliberations. In fulfillment of the functions of the FSFC Senate Budget Committee specified in the Constitution, Article VI, Section C, Paragraph 3, the FSFC Senate Budget Committee may request the President, or such deputy as the President may designate, to report directly to the Faculty Senate with respect to budgetary matters.

3) An elected faculty member of the FSFC Budget Committee may serve for a maximum of two immediately successive three-year terms and thereafter shall be eligible for re-election to the Committee only after the lapse of at least one year following the expiration of a continuous six-year period of service.

# 2015 Campus Master Plan

Update to the Faculty Senate  
January 27, 2014

Irwin M. Lowenstein  
Advising University Architect

# Overview and Purpose

## Committee Structure and Process

### Schedule

### Discussion

An aerial photograph of a city, showing a dense urban grid with a prominent green park area in the center. The park features several ponds and open green spaces. The surrounding city is a mix of residential and commercial buildings, with a major highway visible on the right side. The text is overlaid in the center of the image.

**Builds on the 2013 Strategic Plan  
Think Beyond the Possible**

An aerial photograph of a city, showing a dense urban grid with a prominent green park area in the center. The park features several ponds and open green spaces. The surrounding city is filled with buildings, streets, and infrastructure. The text is overlaid on the image in a large, white, sans-serif font.

**Boundless Opportunities**  
**Significant Change**

An aerial photograph of a city, showing a dense grid of streets and buildings. A prominent feature is a large, irregularly shaped green park area in the center, containing several ponds and a large building. The text "Think Big" is overlaid in the center of the image in a large, white, sans-serif font.

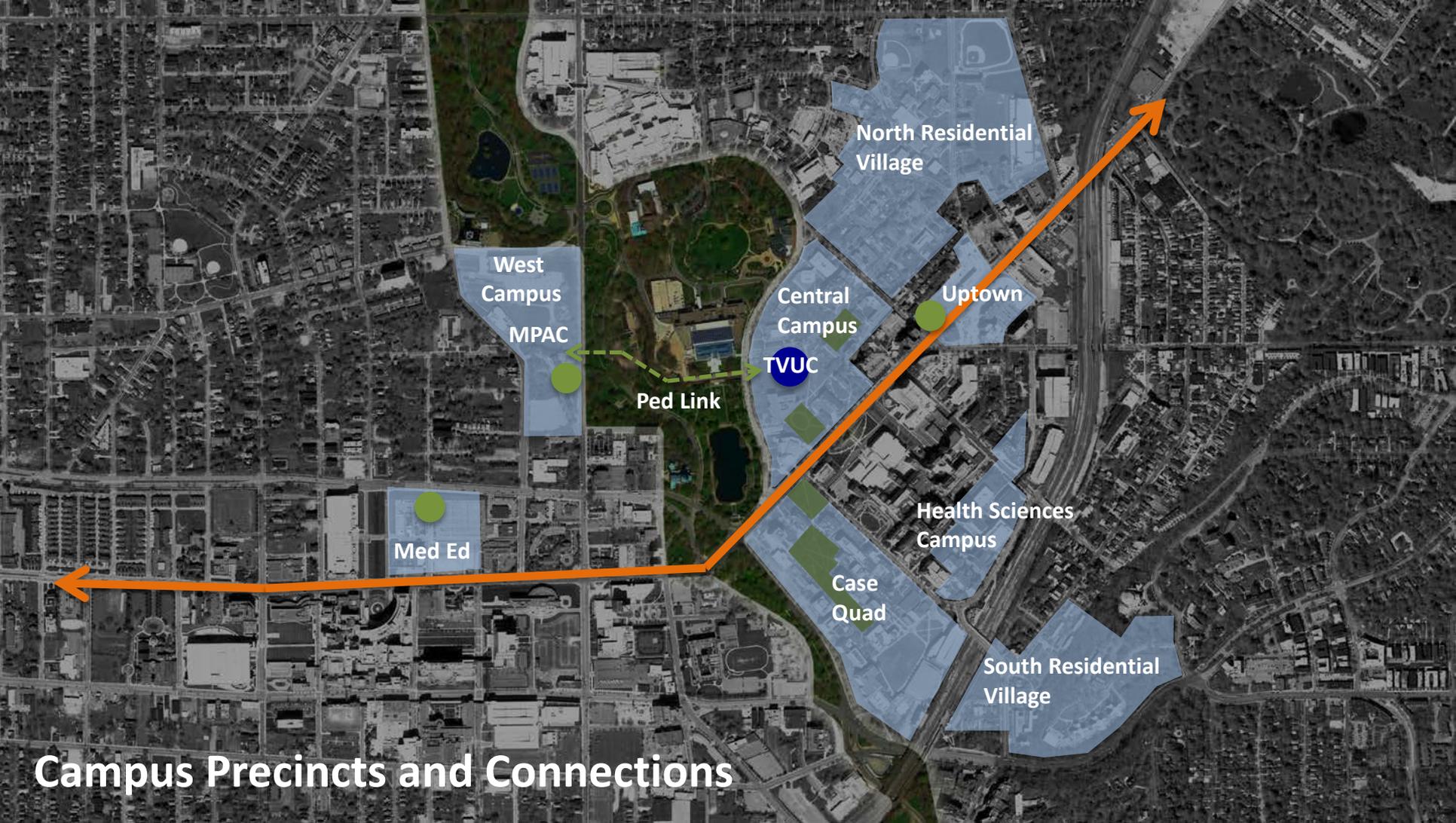
**Think Big**

# Purpose

- Vision of the Future of the Campus
- Translate the 2013-2018 Strategic Plan
- Manage Needs and Growth, Framework for Decisions
- Reflect Build Consensus among University Community and Stakeholders
- Strengthen Linkages with Neighbors
- Engage Philanthropy



**University Circle Context**



West  
Campus  
MPAC

North Residential  
Village

Central  
Campus  
TVUC

Uptown

Ped Link

Med Ed

Health Sciences  
Campus

Case  
Quad

South Residential  
Village

# Campus Precincts and Connections



North Residential Village

West Campus  
MPAC

Central Campus  
TVUC

Uptown

Ped Link

Med Ed

Health Sciences  
Campus

Case  
Quad

South Residential  
Village

# Campus Precincts and Connections

# Issues: 2014 Campus Master Plan

- Growth in Undergraduate Enrollment
- Interdisciplinary Learning and Research
- Digital Learning
- Optimization of Space and Land
- Shared facilities with Partner Institutions
- Emphasis on Sustainability

# Components: 2014 Campus Master Plan

- Design and Planning Principles
- Space Utilization Analysis
- Land Use, Precinct and Development Plans
- Land Acquisition Plan
- Landscape Plans
- Transit and Parking Plans

# Structure: 2014 Campus Master Plan

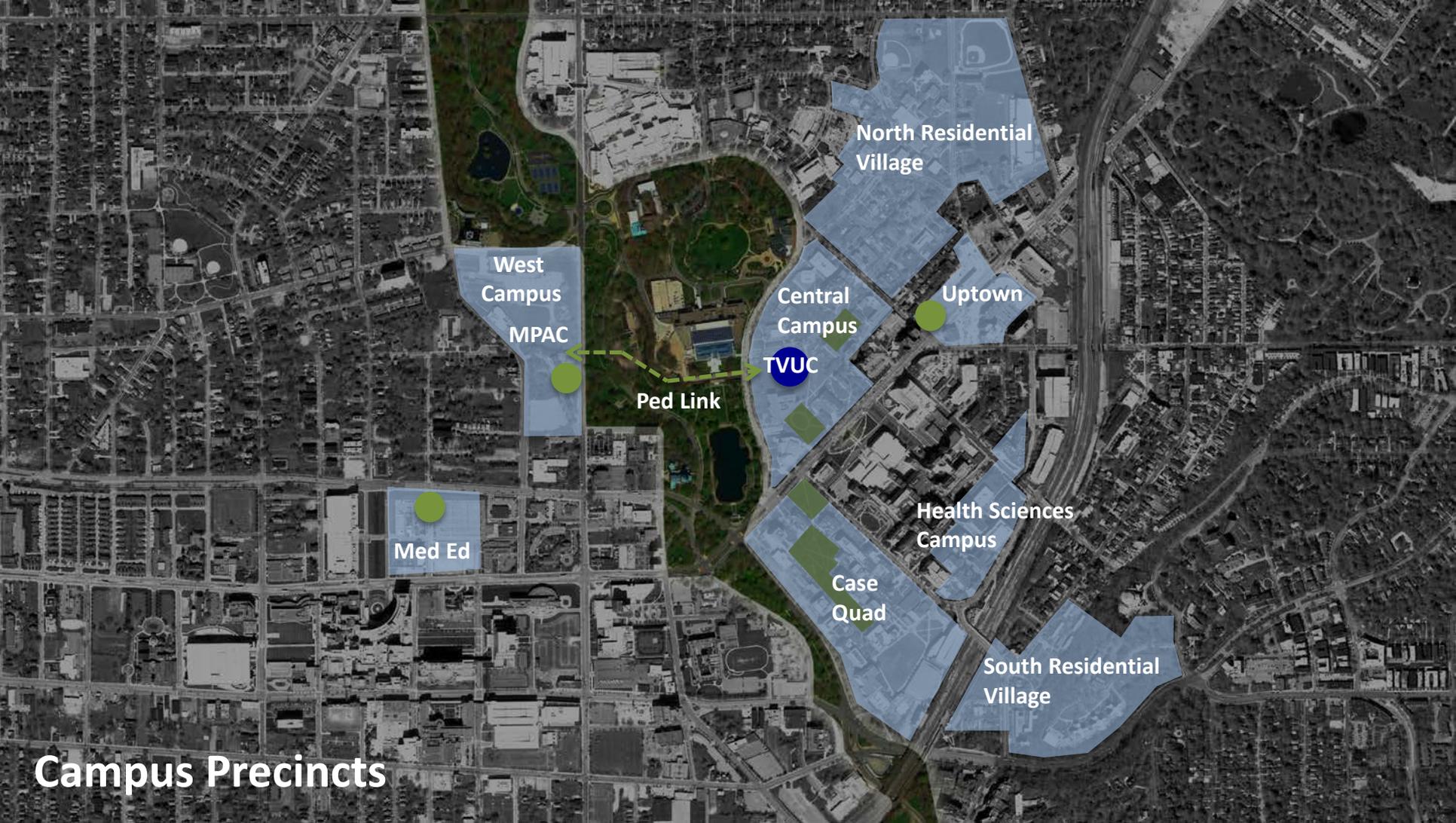
- Board of Trustees, CPC Reports
- Administration Oversight Committee
- Master Plan Working Group
- Area Experts
- External Stakeholders
- Consultant Selection Committee

# Process: 2014 Campus Master Plan

- Phase One: Inventory, Analysis and Programming
- Phase Two: Concept Scenarios, Precinct Plans
- Phase Three: Implementation and Presentation
- Community Input
- Municipal Reviews
- Approvals and Presentation

# Design and Planning Principles

- Create a Vibrant Campus with a Sense of Place
- Promote a Sense of Community, Foster Collaboration
- Preserve Open Space
- Build Sustainably and Efficiently
- Integrate Art and Culture



North Residential Village

West Campus MPAC

Central Campus TVUC

Uptown

Ped Link

Med Ed

Health Sciences Campus

Case Quad

South Residential Village

# Campus Precincts

# Questions