

CASE WESTERN RESERVE UNIVERSITY  
**Faculty Senate**

Wednesday, September 24, 2008  
3:30-5:30 p.m. – Adelbert Hall, Toepfer Room

AGENDA

1. 3:30 Approval of Minutes from the April 22, 2008 Faculty Senate meeting, *attachment* G. Starkman
2. 3:35 President's announcements B. Snyder
3. 3:45 Provost's announcements J. Goldberg
4. 3:55 Chair's announcements G. Starkman
5. 4:10 Report from the Executive Committee C. Musil
6. 4:25 Report from the Secretary of the Corporation J. Arden Ornt
7. 4:35 Approval of updates to MSASS by-laws *attachment* C. Cano
8. 4:40 Faculty Diversity Report for AY 08 A. Shaffer
9. 4:55 New Business G. Starkman
10. 5:10 Discussion ad hoc committee's report on Undergraduate Education and Life *attachment* K. Loparo



CASE WESTERN RESERVE UNIVERSITY  
Faculty Senate  
Minutes of the Meeting of September 24, 2008  
Toepfer Room, Adelbert Hall

**Members present**

Kathryn Adams  
Keith Armitage  
Nabil Bissada  
Christine Cano  
Susan Case  
Martha Cathcart  
William Deal  
Mark DeGuire  
David Diles  
Jerold Goldberg  
Susan Hinze  
Christine Hudak  
Elizabeth Kaufman

Cheryl Killion  
Kenneth Ledford  
Alan Levine  
Kenneth Loparo  
Leonard Lynn  
Charles Malemud  
David Matthiesen  
Frank Merat  
Kathryn Mercer  
Diana Morris  
Carol Musil  
Ray Muzic  
Ronald Occhionero

Joseph Prah  
Roy Ritzmann  
Cassandra Robertson  
Jonathan Sadowsky  
Benjamin Schechter  
Barbara Snyder  
Glenn Starkman  
Elizabeth Tracy  
Susan Tullai-McGuinness  
Rhonda Williams  
Terry Wolpaw  
Elizabeth Woyczynski  
Jeff Zabinski

**Members Absent**

Jeffrey Alexander  
Cynthia Beall  
Robert Bonomo  
Joseph Carter  
Sami Chogele  
Steven Garverick  
Robert Greene

Molly Fuller  
Peter Haas  
Wilbur Leatherberry  
Sana Loue  
Jacqueline Lipton  
Shirley Moore  
Roland Moskowitz

Faisal Quereshy  
Alan Rocke  
Scott Shane  
Michelle Walsh  
Kathleen Wells

**Others Present**

Jeanine Arden Ornt  
Christine Ash  
Paula Baughn  
Donald Feke  
Beth Fuller Murray

Cleve Gilmore  
Lara Kalafatis  
Virginia Leitch  
Glenn Nicholls  
Timothy Robson

Ginger Saha  
John Sideras  
Christianne Sheridan  
Lynn Singer

**Call to Order**

Professor Glenn Starkman, chair of the faculty senate, called the meeting to order at 3:30 p.m.

### **Approval of minutes**

Upon motion, duly seconded, the minutes of the Faculty Senate meeting of April 22, 2008 were approved as submitted.

### **President's announcements**

President Barbara Snyder thanked Jerold Goldberg, interim provost, for his distinguished service; she encouraged faculty to attend the upcoming reception in his honor.

President Snyder noted that two new policies had been presented to the Faculty Senate; they are the Paid Parental Leave policy, which grants faculty and staff 6 weeks of paid leave for the birth or adoption of a child; and the Life Insurance and Disability policy, which provides part-time faculty with life insurance and disability coverage. These policies are currently being reviewed by the faculty senate compensation and budget committees.

President Snyder also referred to last year's identified faculty senate priorities: an on-campus childcare center and increased faculty salaries. Committees have been formed to look into both these issues, and their findings will be presented to the Faculty Senate in the spring 2009.

President Snyder talked about the critical importance of approving an updated version of the Conflict of Interest policy. The current outdated policy leaves faculty and the university unacceptably exposed. The Faculty Senate will convene a special meeting on October 2 to reconsider a final, interim version that has been edited after input from faculty senate committees; it will be presented to the Board of Trustees at its October meeting. The contained Conflict of Commitment policy will be discussed and revised later this fall. Mike Edwards, associate vice president for research, and his office will oversee the implementation process for these new policies.

### **Provost's announcements**

Interim Provost Jerold Goldberg stated that he has enjoyed working with the university faculty during his time as interim provost; he complimented the Faculty Senate on the worthiness of its recent efforts. The Strategic Plan will be presented to the Board of Trustees at its October meeting; W.A. "Bud" Baeslack, the new provost who starts on October 1, will lead the implementation of the Strategic Plan.

### **Chair's announcements**

Prof. Glenn Starkman thanked Interim Provost Jerold Goldberg for his service to the university and his leadership of the university's formulation of the Strategic Plan.

Prof. Starkman noted the work of two faculty senate *ad hoc* committees, which met over the summer. The Committee on Undergraduate Education and Life discussed the possible re-organization of the University Undergraduate Faculty (UUF). The Committee on Grievance Process Reform considered the value of offering a mediation process prior to or instead of the grievance process currently outlined in the *Faculty Handbook*.

Prof. Starkman noted the Faculty Senate retreat, which took place in August with participation from President Barbara Snyder, Interim Provost Jerold Goldberg, and the new Provost W.A. "Bud" Baeslack. The faculty senate priorities identified at the August retreat included: 1) looking at the university's research infrastructure and barriers to collaboration across units, 2) strategic plan implementation 3) customer service, and 4) transparency.

Prof. Starkman appealed to the chairs of standing committees to discuss their committees' budget priorities. Priorities should be limited to a maximum of 3. Priorities should be emailed to the chair, chair-elect, and secretary of the university faculty no later than the end of October.

**Chair-elect's announcements**

Prof. Carol Musil, chair-elect, read portions of the faculty senate resolution in memory of Congresswoman Stephanie Tubbs Jones. It was requested that the resolution be included in the minutes.

RESOLUTION IN MEMORY OF CONGRESSWOMAN STEPHANIE TUBBS JONES

WHEREAS, Congresswoman Stephanie Tubbs Jones graduated from Case Western Reserve University's Flora Stone Mather College in 1971, earning the Bachelor of Arts degree, with a major in Sociology; and

WHEREAS, Congresswoman Stephanie Tubbs Jones earned the degree of Juris Doctor at Case Western Reserve University's School of Law in 1974; and

WHEREAS, Congresswoman Tubbs Jones was a founder of Case Western Reserve University's African American Students Association and a leader of its Black American Law Student Association, and worked tirelessly to increase the diversity of the campus community and the engagement of the University with the people of Cleveland; and

WHEREAS, Congresswoman Tubbs Jones was elected a judge of the Cleveland Municipal Court in 1981, and was appointed to Ohio's Court of Common Pleas in 1983, the first ever African-American woman member of that Court; and

WHEREAS, Congresswoman Tubbs Jones was appointed and then elected Cuyahoga County Prosecutor from 1991 until 1998, the first woman and first African-American to hold that office; and

WHEREAS, Congresswoman Tubbs Jones was elected to represent Ohio's 11th Congressional District, which includes the campus of Case Western Reserve University, in 1998 -- the first African-American female elected to the House of Representatives from Ohio -- and was subsequently reelected four times; and

WHEREAS, Congresswoman Tubbs Jones served since January 2007 as chair of the House Committee on Standards of Official Conduct, otherwise known as the House Ethics Committee; and

WHEREAS, Congresswoman Tubbs Jones was the first African-American woman to serve on the House Ways and Means Committee, with her subcommittees being Social Security and Select Revenue Measures, and, while serving on this prestigious Committee, championed economic development, access and delivery of health care, and quality education for all; and

WHEREAS, Congresswoman Tubbs Jones dedicated her life in public service to helping others, and was a lifelong champion of the underprivileged; and

WHEREAS, Congresswoman Tubbs Jones was a devoted alumna, generous with her time and support for Case Western Reserve University;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Executive Committee of the Faculty Senate of Case Western Reserve University, on behalf of the Faculty Senate and the University Faculty, extends its most sincere sympathies to the family and friends of Congresswoman Stephanie Tubbs Jones, and its deepest respect on behalf of the entire University community to Mervyn Jones II, her surviving son, for Ms. Tubbs Jones's distinguished commitment and service to the constituents of the 11th Congressional District and her abiding loyalty and support for her alma mater.

#### **Mandel School of Applied Social Sciences By-laws**

Prof. Christine Cano, chair of the by-laws committee, presented minor changes to the Mandel School by-laws, which had been reviewed and approved by the By-laws Committee. Upon motion, duly seconded, the amendments to the Mandel School by-laws were approved. *The by-laws are attached to these minutes.*

#### **Faculty Diversity Report AY 08**

Amanda Shaffer, interim faculty diversity officer, presented the report. There was discussion about the difference in reporting from previous years; faculty members who are not paid by the university (i.e. paid by the Case Medical Center) are not included as they were in previous reports. The need for future reports that compare numbers with more than one previous year and the need for reports that dissect the data in other ways were requested for future presentations. There were questions about the desired benchmarks. The job search for the vice president of diversity, inclusion, and equal opportunity has attracted approximately 130 applicants, and the search committee is excited about the quality of these applicants. It is expected that the selected candidate will start in January 2009. *The presentation is attached to these minutes.*

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

Jeanine Arden Ornt, vice president and general counsel and secretary of the corporation, reported on the July 16 meeting of the Board of Trustees Executive Committee. At that meeting, several endowment funds and the appointments of new faculty were approved. An audit of the finances is about 70% complete; the report will be shared with the university after the next meeting of the Board of Trustees. It is expected that improved financial health at the Case School of Engineering and the School of Medicine will be demonstrated. The new brand campaign presented by University Marketing and Communications was discussed. The newly established committees on child care and faculty salaries were also discussed. Interim Provost Jerold Goldberg's leadership was applauded, and upcoming homecoming festivities were noted.

#### **Report from the *ad hoc* committee on Undergraduate Student Education and Life**

Prof. Ken Loparo, chair of the *ad hoc* committee on undergraduate student education and life, discussed his committee's work the past summer. The committee found agreement that the UUF had lost the attention of the faculty and lacked needed authority. The committee recommends that the UUF be brought under the wing of the Faculty Senate, much like the Faculty Senate Committee on Graduate Studies, to give it due attention and greater authority. The report recommends how the UUF might be reorganized. The report will be distributed for comment to deans and administrators, the schools'

executive committees, etc. for feedback to be reconsidered by the Faculty Senate Executive Committee. *The Committee's report is attached to these minutes.*

**New Business**

There was general discussion as to whether the Faculty Ball should be reinstated. The ball could remain an event just for faculty, or it could be open to faculty and staff. President Snyder cited the university's interest in keeping the ball open to all invited without requiring the purchase of a ticket. In the context of other requests for university funding, it was asked if there was an interest in reinstating the ball. A show of hands for a sense of feeling in the Faculty Senate indicated that many faculty members were interested in reinstating the ball.

**Adjournment**

Upon motion, duly seconded, the meeting was adjourned at 5:30 pm.

APPROVED  
by the  
FACULTY SENATE



ELIZABETH H. WOYCZYNSKI  
SECRETARY OF UNIVERSITY FACULTY

# BYLAW REVISION PROPOSAL – 2/11/2008

## BYLAWS OF THE FACULTY OF THE MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES CASE WESTERN RESERVE UNIVERSITY

Revised by MSASS Faculty – 03/27/2006  
Ratified by Faculty Senate – 04/26/2006

### Article 1 Purpose

- 1:1 These bylaws and all amendments adopted as hereinafter provided shall constitute the rules and regulations governing the conduct and procedures of the constituent faculty of the Mandel School of Applied Social Sciences (hereinafter called the faculty) in the performance of its duties, as specified in and authorized by the constitution of the University Faculty of Case Western Reserve University.

### Article 2 Membership

2:1 Members

Members of the faculty shall be all persons holding tenured or tenure track appointments, non-tenure track appointments, or special faculty appointments, as defined in Article I, sections A, B, and C, of the Organization and Constitution of the Faculty, in the constituent programs of the Mandel School of Applied Social Sciences. Special faculty members include persons holding part-time or full-time academic appointments with specific limited responsibilities for the duration of a specific project or for a limited duration, including visiting faculty at all ranks, research faculty (at the ranks of assistant professor, associate professor, and professor), adjunct faculty (at the ranks of instructor and senior instructor and called adjunct instructor or adjunct senior instructor), field education faculty (at the rank of instructor and called field education instructor), specific named professors (according to requirements established for the position), and clinical special faculty at all ranks. All types and titles of special faculty are subject to the approval of the provost.

Secondary appointments are made as special faculty appointments. They are designed for persons who hold primary appointments in other schools/departments within the university. Such an appointment shall be at the rank of instructor, senior instructor, assistant professor, associate professor, or professor.

A faculty member shall be considered full-time if he/she is engaged fifty percent or more time in approved academic activities and the academic activity is conducted at an approved site. Faculty members holding part-time appointments shall be invited to attend faculty meetings but shall not hold elective positions. For voting rights see 2:6.

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### 2.2 The majority of appointments shall be tenured or tenure track.

By separate resolution the constituent faculty of the Mandel School of Applied Social Sciences sets the specific ratio of tenured/tenure track to non-tenure track faculty. However, as stated in Article I, Section D of the University Faculty Handbook, except under special circumstances which are reviewed by the Faculty Senate and approved by the provost, the majority of the voting university faculty members at all times within each constituent faculty shall be tenured or tenure track faculty.

### 2:3 Terminations in the Case of Financial Exigent Circumstances

In accordance with Chapter 3, Part One, I, E., 3. of the University Faculty Handbook, these bylaws set forth the following guidelines for termination of faculty in the event of financial exigencies facing the school. Special faculty, in reverse order of seniority of rank and years of service, would be terminated first. Then, if necessary, non-tenure track faculty in reverse order of seniority of rank and years of service would be terminated. Tenure track, but untenured faculty, in reverse order of seniority of rank and years of service would then be terminated. Finally, if all other remedies are exhausted, tenured faculty in reverse order of seniority of rank and years of service would be terminated.

### 2:4 Ex-officio Members

The president and provost shall be *ex-officio* members of the faculty as provided in the bylaws of the University Board of Trustees.

### 2:5 Student Representatives

One student from each class (first and second year) in the masters program and one at-large from the doctoral program students shall be voting members of the faculty. An alternate shall also be designated who shall have voting rights if a voting member is not present.

Students from the masters program are selected by the chair and members of the officially recognized student government organization. The doctoral student selected by the doctoral student body to represent them in the Doctoral Program Executive Committee shall act as the doctoral representative.

### 2:6 Voting Members

- a. All tenured, tenure track and non-tenure track members of the faculty and student representatives may vote on general faculty matters. Student representatives may not vote on any matters pertaining to their own or other students' candidacy for degrees. Special faculty members have no vote on any

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matters coming before the university faculty and no vote on any matter coming before the MSASS faculty, unless specifically asked, with prior notice, to vote on a particular issue by the voting faculty.

- b. Administrative directors without academic rank not defined as members of the faculty may vote on MSASS internal matters if so approved by the voting faculty members with prior notice.
- 2:7 The dean of the Mandel School of Applied Social Sciences shall certify the names of all administrative directors, faculty members, and students who are voting members of the faculty, and their respective ranks, titles, and positions within 30 days after the beginning of the academic year and thereafter as new appointments occur. This list shall be circulated to the faculty as soon as possible after the beginning of the academic year.
- 2:8 The dean shall furnish to the secretary of the university a list of all members of the faculty in accordance with Article 1, Section F, of the constitution of the University Faculty.

### Article 3 Meetings

#### 3:1 Regular Meetings

The faculty shall hold meetings as appropriate, but not less than two full meetings per semester, on dates to be determined by the dean.

Administrative directors without academic rank may be invited to attend faculty meetings but shall not hold elective positions.

#### 3:2 Special Meetings

Special meetings shall be held at the request of the president or the dean, or on petition to the dean by 20 percent of the voting members of the faculty, stating the purpose of the proposed meeting.

#### 3:3 Presiding Officer - Rules of Order

The president or designated deputy shall preside at both regular and special meetings and shall conduct such meetings in accordance with *ROBERTS RULES OF ORDER*, latest edition. A faculty parliamentarian may be appointed by the dean.

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### 3:4 Minutes

A person shall be designated by the dean who shall record the attendance at all meetings of the faculty and shall keep the minutes of all such meetings.

### 3:5 Quorum and Procedure of Voting

Sixty percent of the voting members of the faculty shall constitute a quorum and all decisions shall be by majority vote of those present, providing a quorum is present, except as specified.

## Article 4 Committees

4:1:1 The authority for educational policy rests with the faculty as a whole. Committees act in their behalf and are ultimately responsible to the faculty.

4:1:2 Standing committees of the faculty shall be the Steering Committee, Faculty Committees for Promotion and Tenure, Masters Curriculum Committee, Committee on Students, Committee on the Doctoral Program, and the Library Committee. Faculty and/or the dean may at any time establish committees to study and make recommendations on any matter within the jurisdiction of the faculty. Chairpersons of all standing committees shall be appointed by the dean except as specified in the bylaws. Unless exceptions are noted, only tenured, tenure track and non-tenure track faculty shall serve on standing committees.

4:1:3 Members of the Steering Committee, Masters Curriculum Committee, and the Doctoral Program Executive Committee shall be selected during the spring semester. Their terms of membership and method of selection shall be as specified by faculty in procedures guiding operation of each committee.

4:1:4 The dean shall prepare and distribute annually to all faculty members a list of all members of standing, advisory, and *ad hoc* committees.

### 4:2:1 Steering Committee-Function

The purpose of the Steering Committee shall be to make recommendations to the faculty on policies related to the governance of the school. The functions of the Steering Committee shall include but not be limited to the following:

- a. making recommendations to the faculty on the mission and overall direction of the school;
- b. advising the dean and consulting with him/her on the appointment of major academic officers, on the granting of sabbatical leave requests, on formulation

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of the budget, on the allocation of the school's resources and facilities, on long-range planning, and other matters of similar concern to the faculty;

- c. reviewing and monitoring the school's budget;
- d. reviewing current programs, policies, and organizational structures with regard to their effectiveness, and exercising initiative in proposing the development and introduction of new programs, policies, and organizational structures; and
- e. recommending bylaws revisions and amendments.

### 4:2:2 Steering Committee - Membership – Structure

The Steering Committee shall consist of the chairperson and six faculty members. The dean, associate dean of academic affairs and the associate dean of research and training, the chairperson of the doctoral program, and the director of field education shall participate as *ex-officio* members.

The chairperson and faculty members of the Steering Committee shall be elected from the entire faculty eligible to vote. Elected members shall serve overlapping three-year terms. Vacancies shall be filled by election. Members shall be eligible for re-election.

A standing Budget Subcommittee appointed by the Steering Committee chair shall consult with the dean on the formulation and implementation of the school's budget. Budget Subcommittee members can include faculty who are not members of the Steering Committee.

A standing Research & Training Subcommittee of the Steering Committee shall monitor the research and training activities of the school. The chair and members of this Subcommittee shall be appointed by the Steering Committee chair.

### 4:2:3 Steering Committee - Meetings

Meetings of the Steering Committee shall be held at least twice in a semester and on call of the chairperson who shall give appropriate notice of all meetings to each member of the committee, specifying time, place, and agenda of the meeting. Steering Committee meetings shall be open to all members of the faculty.

### 4:3:1 Faculty Committees for Promotion and Tenure

In accordance with the Faculty Handbook (Chapter 3, Part One, I, A., 3.), at the time of the initial appointment, the faculty member shall be provided with a general written description of 1) the criteria by which his/her performance will be

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judged, and 2) the teaching, research and scholarship, and service required to maintain faculty status and for renewal of appointment, promotion, and/or tenure, as applicable.

The criteria for each category of faculty appointment and for promotion and tenure are developed by the MSASS faculty and described in Bylaws Attachment A, subject to approval by the provost, as appropriate for its discipline, and following the criteria set forth in Chapter 3, Part One, I, F., 3. of the University Faculty Handbook. The MSASS faculty shall also set forth written procedures providing for an appropriate review of each member of the faculty, as defined in Chapter 3, Part One, I, F., 5. of the University Faculty Handbook. All faculty members, with the exception of part-time faculty, receive an annual review. A Faculty Development Committee offers career guidance to each tenure track faculty member during the pre-tenure period. The option of forming an advisory committee for the purpose of career guidance and development shall be available to tenured faculty seeking promotion, non-tenure track faculty, research faculty and adjunct faculty as well.

The maximum pre-tenure period for MSASS tenure track faculty shall be six years. However, during the pre-tenure period, individual extensions may be granted in accordance with the guidelines set forth in Chapter 3, Part One, I, G., 5. and 6. of the University Faculty Handbook.

A committee consisting of all faculty eligible to vote shall meet to review candidates for promotion and tenure in accordance with the criteria and procedures for promotion and tenure established by the MSASS faculty.

These faculty shall consider all promotions and awards of tenure to insure the application of equitable standards for assessing credentials and to insure compliance with the personnel policy guidelines established by the university Faculty Senate.

On recommendations involving promotion of tenured and tenure track faculty, only tenured and tenure track faculty of rank equal or superior to the rank being considered shall be eligible to vote. On recommendations involving promotion of non-tenure track and special faculty, all voting faculty (tenured, tenure track, and non-tenure track) of rank equal or superior to the rank being considered shall be eligible to vote.

On recommendations involving tenure of tenure track faculty, only faculty with tenure shall vote.

The faculty committee considering promotion and/or tenure shall be chaired by the dean and shall make formal recommendations to the dean and university administration. The dean's position should not be included in the vote but should be transmitted to the university in a separate report accompanying the formal recommendations submitted by the committees.

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MSASS criteria (approved 12/19/94) for consideration of promotion and tenure are organized into four areas, as specified in the CWRU Faculty Handbook. . These are as follows:

1. expert knowledge of academic field and a commitment to continuing development of this competence;
2. effectiveness in facilitating learning;
3. implementation of a continuing program of research and scholarship;
4. assuming a fair share of school/university service and administrative tasks, including contributing to community and professional service.

The first criterion, “expert knowledge of academic field and a commitment to continuing development of this competence,” applies to all MSASS faculty: tenured, tenure track, non-tenure track, and special.

Tenured and tenure track faculty should provide evidence that they can and will continue to satisfy all of the other three criteria (2, 3 and 4).

Non-tenure track faculty should provide evidence that they can and will continue to satisfy at least two of the remaining three criteria (2, 3 and/or 4), depending on their initial appointment.

Special faculty should provide evidence that they can and will continue to satisfy at least one of the other three criteria (2, 3 and 4), depending on their initial appointment.

Faculty hired in the tenure track must remain in the tenure track. Faculty in the non-tenure track can apply for an open tenure track position, but if they move into a tenure track position, they cannot move back to a non-tenure track status.

MSASS shall provide an appropriate allocation of resources and time (taking into account rank and type of faculty appointment) for scholarly growth, academic achievement, and professional development, and shall delineate the commitment of resources that accompany an award of tenure.

### 4:3:2 Appointments Beyond Pre-Tenure Period

MSASS faculty members who have been denied tenure by the university may be given renewable term appointments not leading to tenure consideration, contingent upon full financial support from non-university resources. Such faculty members would be in the special faculty category.

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### 4:4:1 The Masters Curriculum Committee - Function

The purpose of the Masters Curriculum Committee shall be to provide leadership, establish standards and initiate activities for overall planning, development, and coordination of the masters program. It shall recommend to the faculty policies and procedures with respect to the following:

- a. curriculum philosophy and standards;
- b. overall structure;
- c. alternative programs leading to the master's degree; and
- d. requirements for matriculation and graduation.

It shall take responsibility for initiation and execution of ongoing and periodic assessment of programs; and shall establish criteria for reviewing educational programs and proposals.

It shall review the practices and proposals of sub-units to determine their appropriateness and compatibility with overall curriculum education policy and priorities.

### 4:4:2 Masters Curriculum Committee – Membership

The committee consists of the following persons:

- a. six full-time faculty members, balanced by rank and responsibility in the school, serving overlapping three-year terms;
- b. the associate dean for academic affairs;
- c. two students elected by the officially recognized student government organization;
- d. a representative selected by the Alumni Board;
- e. one member from the adjunct faculty, appointed by the associate dean for academic affairs;
- f. the administrator for student services;
- g. the director of field education or a designee; and
- h. a field instructor, recommended by the director of field education.

The committee chairperson shall be appointed by the dean.

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Members of the faculty may submit nominations for committee membership to the chair of the committee and may nominate themselves. The Curriculum Committee will select nominees and, in the spring semester, present to the faculty a slate that meets the criteria for balance. The slate shall be sent to faculty at least one week in advance of the meeting at which the election is to occur. Any member of the faculty may submit an alternative slate.

Faculty shall be elected to overlapping three-year terms.

### 4:5:1 Committee on Students for the Masters Program – Function

The Committee on Students shall be responsible for formulating policies related to carrying out its consultative and administrative functions and for recommending such policies to the Steering Committee and faculty for action.

The committee shall make consultative decisions regarding:

- a. students who are presenting problems, either in the classroom or in the field, that are affecting their performance;
- b. students who, after being placed on disciplinary warning or probation (See Professional Conduct Policy), develop a pattern of problematic performance in violation of the MSASS Professional Conduct Policy;
- c. determination of whether or not student plagiarism has occurred;

Following deliberations in this consultation role, the committee shall recommend a plan of action to the associate dean for academic affairs, including recommending that the committee consider administrative action or no further action.

The committee shall make administrative decisions regarding:

- a. students who, after being placed on disciplinary probation (See Professional Conduct Policy) and/or after consultation with the Committee on Students, appear to be unable to make satisfactory progress in meeting academic expectations;
- b. students who appear to be unable to make satisfactory progress in meeting field expectations;
- c. students who are placed on field work probation;
- d. a student's petition for reinstatement following termination due to inadequate academic performance; and

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### e. Disposition of cases involving student plagiarism

Following deliberations in this administrative role, the committee shall recommend a plan of action to the associate dean for academic affairs including suspension, termination, or no further action.

Student appeals of Committee on Students' actions shall be made to the dean.

### 4:5:2 Committee on Students for the Masters Program – Membership

The committee and its members shall be appointed by the dean. The committee includes the director of field education or his/her designee, the appointed chairperson of the committee and two other faculty members, one member of the Field Education Advisory Committee, two students, and alternates for faculty, field, and student members. The alternates serve when regular members are unable to attend.

The associate dean for academic affairs and the administrator for student services participate as ex-officio members.

All faculty members shall have a responsibility to serve on the committee.

Faculty members shall be appointed for a maximum of a three-year term. Provision shall be made for staggering the terms of office, with no more than two rotating off in any one year. Vacancies shall be filled by the appointment of the dean.

The representative from the Field Education Advisory Committee shall be recommended to the dean by the chairperson of the Committee on Students. One student and an alternate from the first year class shall be elected by the officially recognized student government organization in January. An additional first year student is elected in May. Names of students are presented to the dean for appointment to the committee to serve until January and May of the following year.

All members, except ex-officio, are voting members. A quorum is defined as four voting members. Voting members who cannot attend a meeting are required to arrange for an alternate: faculty and student members, and the Field Education Advisory Committee representative arrange with their alternates and the director of field education with a designated field office staff member.

### 4:6:1 The Doctoral Program Faculty

The functions of the doctoral program faculty shall be to provide leadership, establish standards and initiate activities for overall planning, development and

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coordination of the doctoral program. Under the authority of the total faculty, it shall make decisions concerning:

- a. degree requirements;
- b. curriculum;
- c. standards of admission; and
- d. student standing and promotion.

The doctoral program faculty shall be members of the faculty as defined in Article 2, Section 1, who hold doctoral degrees, and other members teaching in the doctoral program. The doctoral program faculty shall report to the total faculty at least once a year.

### 4:6:2 The Doctoral Program Executive Committee

The Executive Committee of the doctoral program shall be composed of four members of the doctoral program faculty elected at-large, one student who shall be elected by the students enrolled in the doctoral program, the chairperson of the doctoral program, the dean, and those persons who have major responsibility for constituent areas of the doctoral curriculum. The term of office of elected members shall be two years with one half elected in the spring semester in alternate years.

The functions of the doctoral program Executive Committee shall be to act in behalf of the constituent faculty in matters related to the functions outlined in Section 4:6:1, making recommendations to the constituent faculty and decisions as directed.

### 4:6:3 The Chairperson of the Doctoral Program Faculty

The chairperson of the doctoral program faculty shall be appointed by the dean and shall be a full-time faculty member. He/she shall act as presiding officer of the doctoral program faculty and the doctoral program Executive Committee.

### 4:7:1 The Library Committee

The Library Committee shall review and make recommendations to the faculty concerning issues related to the library. The functions shall include, but not be limited to:

- a. making recommendations to the faculty on the mission and overall direction of the library;
- b. advising and consulting with the library director on the library's budget and long range planning; and

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- c. reviewing current library policies and making recommendations reflecting changing user needs.

The Library Committee shall meet at least twice during each of the fall and spring semesters and on call of the chair.

### 4:7:2 Library Committee – Membership

The Library Committee shall consist of four faculty members, the library director, one student representative from each of the masters and doctoral programs and one alumnus. The faculty members should represent, as far as possible, the various program and research constituencies in the school.

The faculty membership is to be appointed by the dean, the student representative by their own constituencies and the alumnus by the Alumnae Association. Terms of membership shall be overlapping two-year terms and members may be reappointed. The chair shall be selected by the dean with the library director not being eligible to chair the group.

### 4:8:1 Research & Training Subcommittee

The purpose of the Research & Training Subcommittee is to establish and assure a scholarly research environment within the school. Specifically, the committee shall:

- Provide leadership and initiate activities for overall planning and development of research and training grants and funding.
- Recommend to the Steering Committee policies and procedures with respect to supporting and advancing the research mission of MSASS.
- Assess the training and professional development needs of faculty, doctoral students and staff with respect to research and recommend programs to meet these needs.
- Prepare and deliver to the Steering Committee, at least yearly, a report on research and training programs and of MSASS research administration.
- Encourage and support faculty to develop research and training proposals.
- Oversee the investment funds for research and training development (i.e. funds for pilot studies and proposal preparation).
- Provide leadership and work with the Doctoral Program Executive Committee to develop research training and funding opportunities for doctoral students.
- Promote research visibility external to MSASS through developing a research newsletter, research content on the MSASS web site, research features in MSASS publications and research briefs.
- Receive reports from faculty representatives to University Research Council and Faculty Senate Research Committee, and serve as a conduit for bringing relevant University research issues to the Steering Committee.

## BYLAW REVISION PROPOSAL – 2/11/2008

### 4:8:2 Research & Training Subcommittee – Structure and Membership

Faculty (tenured, tenure track, non-tenure track, special), senior research associates, center directors and principal investigators are eligible for membership on the subcommittee. There should be a minimum of eight members of the subcommittee, including Associate Dean for Research and Training and the chair of the doctoral program. At least one member of the subcommittee should also sit on the curriculum committee for the purpose of assuring the flow of information. The dean of the school and Manager for Research & Training shall be *ex-officio* members of the subcommittee. The appointments should be staggered and for a three-year term.

### Article 5

#### Constituent Programs of MSASS

- 5:1 Constituent programs are: Masters in Social Work Program, Doctoral Program, Continuing Education Program, and such other programs as shall be created.

Leaders of constituent programs shall be appointed by the dean in consultation with the Steering Committee. These persons shall be charged with responsibility for educational and administrative leadership of their programs, and will be responsible to the dean in all matters except those lying within the authority of the faculty as a whole, or where authority is shared with another program of the university.

Each constituent program shall be organized internally as specified in the bylaws or in consultation with the Steering Committee.

### Article 6

#### Dean of MSASS

- 6:1 Appointment of Dean and Term of Office

The dean of MSASS shall be appointed for a specified term by the president after consultation with members of the faculty and the Executive Committee of the Senate.

## BYLAW REVISION PROPOSAL – 2/11/2008

### 6:2 Functions of the Dean

The dean of MSASS shall be the chief executive officer of the school and chairperson of the faculty, charged with broad responsibility of representing its interest in the academic and administrative management of the university as a whole and shall perform such other duties as are specified elsewhere in these bylaws.

### 6:3 Other Administrative Officers

Appointments to or creation of any positions of associate dean, or other administrative offices shall be made by the dean in consultation with the Steering Committee.

## Article 7

### Representation in University Governance

- 7:1 The faculty of MSASS shall be represented in university governance by its dean, associate deans, and separate faculty members, as they shall from time to time be selected to serve on various university bodies.

The faculty of MSASS shall provide representatives to the Faculty Senate, and other university bodies in accordance with the bylaws of those bodies.

## Article 8

### Amendment of the bylaws

- 8:1 These bylaws may be amended at any meeting of the faculty by a vote of 60 percent of the members present, provided however, that the quorum of such a meeting shall be 60 percent of the voting faculty, and provided that the dean shall have distributed to each voting member of the faculty a written copy of the proposed amendment at least 14 days before the meeting

Following initial amendment, the bylaws shall be submitted to the appropriate committee of the Faculty Senate for review. Changes suggested by that committee shall be presented to the Steering Committee for its approval and then forwarded to faculty for final review and approval using the procedure discussed above. Approved bylaws are then submitted to the Faculty Senate for ratification.

# BYLAW REVISION PROPOSAL – 2/11/2008

## Article 9 Ratification of the bylaws

- 9:1 These bylaws shall become effective when approved by the faculty and ratified by the Faculty Senate.
- 9:2 A copy of the current bylaws shall be provided to the faculty by the dean.

### Approved by MSASS faculty

November 20, 1989  
Revised December 22, 1992  
Revised April 25, 1994  
Revised February 20, 1995  
Revised December 16, 2002  
Revised February 18, 2003  
Revised August 23, 2004  
Revised September 20, 2004  
Revised March 27, 2006  
Revised January 14, 2008  
Revised February 11, 2008

### Ratified by Faculty Senate

January 28, 2003  
October 27, 2004  
April 27, 2006

BYLAW REVISION PROPOSAL – 2/11/2008

Mandel School of Applied Social Sciences  
Case Western Reserve University

BYLAWS ATTACHMENT A  
STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE  
FOR TENURED, TENURE TRACK, NON-TENURE TRACK AND SPECIAL FACULTY

(Numbers in parentheses refer to criteria area. Criteria 1 applies to all faculty.)

MSASS criteria for consideration of promotion and tenure are organized into four areas drawn from the CWRU Faculty Handbook. These are as follows:

1. Expert knowledge of their academic field and a commitment to continuing development of this competence
2. Effectiveness in facilitating learning
3. Implementation of a continuing program of research and scholarship
4. Assuming a fair share of school/university service and administrative tasks, including contributing to community and professional service

<p style="text-align: center;"><b>Tenured &amp; Tenure Track</b> (Criteria 1- 4 apply for tenured and tenure track)</p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one applies to special)</p>
<p style="text-align: center;"><u><b>INSTRUCTOR</b></u></p> <p>This rank not applicable</p>	<p style="text-align: center;"><u><b>INSTRUCTOR</b></u></p> <ul style="list-style-type: none"> <li>• Master’s degree in social work or related field. (1)</li> <li>• Evidence of professional expertise and excellence in an area of social welfare. (3)</li> <li>• Evidence of pedagogical abilities relevant to social work education. (2)</li> <li>• Willingness to participate in school service and administrative tasks. (4)</li> <li>• Community social welfare service orientation as evidenced by participation in local activities. (4)</li> </ul>

BYLAW REVISION PROPOSAL – 2/11/2008

<p align="center"><b>Tenured &amp; Tenure Track</b> (Criteria 1- 4 apply for tenured and tenure track)</p>	<p align="center"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one applies to special)</p>
<p align="center"><u><b>SR. INSTRUCTOR</b></u></p> <p>This rank not applicable</p>	<p align="center"><u><b>SR. INSTRUCTOR</b></u></p> <ul style="list-style-type: none"> <li>• Master’s degree in social work or related field. (1)</li> <li>• Recognition of area of expertise by local/community professionals as evidenced by honors, publications, and/or presentations. (1)</li> <li>• Competence in pedagogical abilities relevant to social work education as evidenced by courses developed, new courses taken on, range of courses taught, teaching evaluations, etc. (2)</li> <li>• Contributions to development of social work education as evidenced by ABLE participation, continuing education, guest lectures for other courses, etc. (2)</li> <li>• Evidence of teaching competence over time as measured by attainment of performance goals set for teaching. (2)</li> <li>• Scholarly productivity as evidenced by local, state, and/or national presentations. (3)</li> <li>• Participation within the school in administrative and membership roles in committees, programs, and school initiatives. (4)</li> </ul> <p>Participation in professional/community organizations and undertakings. (4)</p>
<p align="center"><u><b>ASSISTANT PROFESSOR</b></u></p> <ul style="list-style-type: none"> <li>• Earned doctorate.</li> <li>• Developing knowledge in one or more areas of knowledge, practice, research and/or education. (1)</li> <li>• Capacity for scholarly productivity as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books. (3)</li> <li>• Service commitment as evidenced by school/ professional community membership, state and local activities. (4)</li> <li>• Excellence in teaching as evidenced by teaching evaluations, courses taught, etc. (2)</li> <li>• A research area of expertise is evident.</li> </ul>	<p align="center"><u><b>ASSISTANT PROFESSOR</b></u></p> <ul style="list-style-type: none"> <li>• Earned doctorate.</li> <li>• Developing knowledge in one or more areas of knowledge, practice, research and/or education. (1)</li> <li>• Capacity for scholarly productivity as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books. (3)</li> <li>• Service commitment as evidenced by school/ professional community membership, state and local activities. (4)</li> <li>• Participation within the school and university by assuming administrative and other roles in key committees, programs, and initiatives. (4)</li> <li>• Excellence in teaching and/or practice. (2)</li> <li>• Development of area of teaching focus. (2)</li> </ul>

BYLAW REVISION PROPOSAL – 2/11/2008

<p align="center"><b>Tenured &amp; Tenure Track</b> (Criteria 1- 4 apply for tenured and tenure track)</p>	<p align="center"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one applies to special)</p>
<ul style="list-style-type: none"> <li>• Ability to attract funding for research. (3)</li> </ul>	
<p align="center"><u><b>ASSOCIATE PROFESSOR</b></u></p> <p>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Achieved recognition as a scholar or expert in one or more areas of knowledge, practice, research, and education as evidenced by evaluation of external authorities and colleagues in the area of research practice or knowledge. (1)</li> <li>• Clear and explicit formulations of theoretical and value content bearing on a component of social work knowledge or practice as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books, activities in workshops, continuing education, institutes, seminars, visiting professorships, advisory panels, etc. (1)</li> <li>• Mastery of pedagogical abilities relevant to social work education including development of teaching content and objectives in a clear and consistent fashion, coherent organization of content and effective presentation of classroom or field instruction content, responsiveness to learning needs and styles of students, and provision of opportunities for students' integration of knowledge, practice and values as evidenced by written self-evaluation (including such issues as philosophy/principles of education, assessment of teaching role and competence, aims and objectives, relationship with students, particular skills or mastery of content), student</li> </ul>	<p align="center"><u><b>ASSOCIATE PROFESSOR</b></u></p> <p>(Note: the relevant criteria apply to non-tenure track &amp; special faculty titles with this rank).</p> <p>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Achieved recognition as a scholar or expert in one or more areas of knowledge, practice, research, and education as evidenced by evaluation of external authorities and colleagues in the area of research practice or knowledge. (1)</li> <li>• Clear and explicit formulations of theoretical and value content bearing on a component of social work knowledge or practice as evidenced by research, demonstration or practice projects, professional presentations, teaching materials or other media, monographs, reports, papers, articles, book chapters or books, activities in workshops, continuing education, institutes, seminars, visiting professorships, advisory panels, etc. (1)</li> <li>• Mastery of pedagogical abilities relevant to social work education including development of teaching content and objectives in a clear and consistent fashion, coherent organization of content and effective presentation of classroom or field instruction content, responsiveness to learning needs and styles of students, and provision of opportunities for students' integration of knowledge, practice and values as evidenced by written self-evaluation (including such issues as philosophy/principles of education, assessment of teaching role and competence, aims and objectives, relationship with students, particular skills or mastery of content), student evaluation ratings and all written comments, responses from a random sample of current and former students who have taken courses from the</li> </ul>

BYLAW REVISION PROPOSAL – 2/11/2008

<p><b>Tenured &amp; Tenure Track</b> (Criteria 1- 4 apply for tenured and tenure track)</p>	<p><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one applies to special)</p>
<p>evaluation ratings and all written comments, responses from a random sample of current and former students who have taken courses from the candidate whose responses have been solicited by the dean, evaluations by colleagues such as specialization and/or concentration chairperson, team teachers, and others cognizant of the candidate's performance. (2)</p> <ul style="list-style-type: none"> <li>• Contributions to education with regard to social work education field, in general, curriculum development, development of innovative approaches, extensions of teaching skill/knowledge to continuing education, workshops, seminars, lectures, etc. as evidenced by self-report of such activities, published articles, reports, monographs, course syllabi, and evaluations by colleagues and consumers, etc (2)</li> <li>• Participation in community welfare activities as evidenced by serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels. (4)</li> <li>• Assuming leadership roles in professional organizations and undertakings as evidenced by holding leadership positions in organizations and networks concerned with social welfare and social work. (4)</li> <li>• Scholarly work represents a significant contribution to the field of social work and social welfare as evidenced by articles published in refereed journals, books and book chapters, monographs, reports and papers, juried and invited presentations at professional meetings, external support for research and scholarship, evaluation of research and scholarships by external referees. (3)</li> <li>• Scholarly work demonstrates excellence, an ability to conduct independent scholarship, and a sustained focus that is likely to continue as evidenced by research</li> </ul>	<p>candidate whose responses have been solicited by the dean, evaluations by colleagues such as specialization and/or concentration chairperson, team teachers, and others cognizant of the candidate's performance. (2)</p> <ul style="list-style-type: none"> <li>• Contributions to education with regard to social work education field, in general, curriculum development, development of innovative approaches, extensions of teaching skill/knowledge to continuing education, workshops, seminars, lectures, etc. as evidenced by self-report of such activities, published articles, reports, monographs, course syllabi, and evaluations by colleagues and consumers, etc (2)</li> <li>• Participation in community welfare activities as evidenced by serving on boards and committees, giving speeches and workshops, providing consultation, serving on advisory panels. (4)</li> <li>• Assuming leadership roles in professional organizations and undertakings as evidenced by holding leadership positions in organizations and networks concerned with social welfare and social work. (4)</li> <li>• Scholarly work represents a significant contribution to the field of social work and social welfare as evidenced by articles published in refereed journals, books and book chapters, monographs, reports and papers, juried and invited presentations at professional meetings, external support for research and scholarship, evaluation of research and scholarships by external referees. (3)</li> <li>• Scholarly work demonstrates excellence, an ability to conduct independent scholarship, and a sustained focus that is likely to continue as evidenced by research and scholarly activities currently underway. (3)</li> <li>• Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents. (4)</li> <li>• Participation in university service and administrative tasks as evidenced by committee service, leadership activities and administrative</li> </ul>

BYLAW REVISION PROPOSAL – 2/11/2008

<p style="text-align: center;"><b>Tenured &amp; Tenure Track</b> (Criteria 1- 4 apply for tenured and tenure track)</p>	<p style="text-align: center;"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one applies to special)</p>
<p>and scholarly activities currently underway. (3)</p> <ul style="list-style-type: none"> <li>• Participation in school service and administrative roles as evidenced by committee membership, leadership activities, proposals developed, administrative accomplishments and related documents. (4)</li> <li>• Participation in university service and administrative tasks as evidenced by committee service, leadership activities and administrative tasks. (4)</li> </ul>	<p>tasks. (4)</p>
<p style="text-align: center;"><u><b>PROFESSOR</b></u></p> <p>Relevant criteria apply to all faculty titles with this rank.</p> <p>Achieving this rank requires continued fulfillment of all criteria at the Associate Professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Highly significant and sustained knowledge development and contributions in a specified area or areas bearing on a component of social welfare knowledge, practice, research and/or education as evidenced by evaluation of external authorities and colleagues. Quality and quantity of publications with an emphasis on sole and first authorship in top tier refereed journals will have the most weight. Collaborations with students are considered to be clear indications of the faculty member’s work. (1)</li> <li>• National and/or international recognition as a scholar. (1)</li> <li>• Significant contributions to education with regard to social work education as evidenced by curriculum development, development of innovative approaches, extension of teaching skills/knowledge,</li> </ul>	<p style="text-align: center;"><u><b>PROFESSOR</b></u></p> <p>Relevant criteria apply to all faculty titles with this rank.</p> <p>Achieving this rank requires continued fulfillment of all criteria at the Associate Professor level, with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Highly significant and sustained knowledge development and contributions in a specified area or areas bearing on a component of social welfare knowledge, practice, research and/or education as evidenced by evaluation of external authorities and colleagues. Quality and quantity of publications with an emphasis on sole and first authorship in top tier refereed journals will have the most weight. Collaborations with students are considered to be clear indications of the faculty member’s work. (1)</li> <li>• National and/or international recognition as a scholar. (1)</li> <li>• Significant contributions to education with regard to social work education as evidenced by curriculum development, development of innovative approaches, extension of teaching skills/knowledge, dissertations chaired, national recognition as a teacher, national and or international influence with respect to social work education and profession. (2)</li> </ul>

BYLAW REVISION PROPOSAL – 2/11/2008

<p align="center"><b>Tenured &amp; Tenure Track</b> (Criteria 1- 4 apply for tenured and tenure track)</p>	<p align="center"><b>Non-Tenure Track &amp; Special</b> (where rank is applicable) (Criteria 1 applies to all. At least two of criteria 2, 3 &amp; 4 apply to non-tenure track; at least one applies to special)</p>
<p>dissertations chaired, national recognition as a teacher, national and or international influence with respect to social work education and profession. (2)</p> <ul style="list-style-type: none"> <li>• Sustained and significant substantive scholarly contributions recognized nationally and/or internationally as evidenced by publications in refereed journals, consultations, honors, elections to scientific bodies, principal investigator of funded grants, authorship of a textbook. (3)</li> <li>• Excellence demonstrated by outstanding achievement and evidence that this level of excellence will be sustained. (1)</li> <li>• Influence on policy or practice at a national/ international level in one or more areas of knowledge, practice, research, or education. (4)</li> <li>• Major role and recognized leadership in key school, university, and professional committees/initiatives, as evidenced by assuming the role of chair, elected positions with the university, preparation of concept or position papers, administrative leadership activities and accomplishments. (4)</li> <li>• Evidence of influence on professional organizations, research, policy, or practice at the national and/or international level as evidenced by serving on national boards, being a consultant to government or scientific bodies, holding office in professional/scientific organizations, memberships on editorial boards or editorships. (4)</li> <li>• Assuming leadership roles in national and/or international professional organizations and undertakings. (4)</li> </ul>	<ul style="list-style-type: none"> <li>• Sustained and significant substantive scholarly contributions recognized nationally and/or internationally as evidenced by publications in refereed journals, consultations, honors, elections to scientific bodies, principal investigator of funded grants, authorship of a textbook. (3)</li> <li>• Excellence demonstrated by outstanding achievement and evidence that this level of excellence will be sustained. (1)</li> <li>• Influence on policy or practice at a national/ international level in one or more areas of knowledge, practice, research, or education. (4)</li> <li>• Major role and recognized leadership in key school, university, and professional committees/initiatives, as evidenced by assuming the role of chair, elected positions with the university, preparation of concept or position papers, administrative leadership activities and accomplishments. (4)</li> <li>• Evidence of influence on professional organizations, research, policy, or practice at the national and/or international level as evidenced by serving on national boards, being a consultant to government or scientific bodies, holding office in professional/scientific organizations, memberships on editorial boards or editorships. (4)</li> <li>• Assuming leadership roles in national and/or international professional organizations and undertakings. (4)</li> </ul>



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

2007-2008

# Faculty Affirmative Action Report

Presented to the Faculty Senate

September 24, 2008

Prepared by Amanda Shaffer,  
Interim Faculty Diversity Officer

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[www.case.edu/president/aaction/aaeeo.html](http://www.case.edu/president/aaction/aaeeo.html)

# Faculty Composition Data 2007-08

- Data provided by the Office of Institutional Research
- Data snapshot created November 1st of each year as the federal government's census date for faculty reporting.
- This census file is then used for
  - federal salary reporting,
  - the AAUP compensation survey,
  - the AAU Data Exchange items on faculty salaries and demographics,
  - and other ad hoc queries about faculty numbers

# Faculty Composition in Schools/College by Gender and Ethnicity 2007-08

	Women		African Am		Asian		Hispanic		White	Total Minority 1		Total Faculty	
	N	%	N	%	N	%	N	%		N	%		
Arts & Sciences	84	38%	6	3%	15	7%	4	2%	196	88%	25	11%	222
Engineering	12	11%	2	2%	26	24%	2	2%	78	71%	31	28%	110
Dental Medicine	21	30%	6	8%	11	15%	2	3%	52	73%	19	27%	71
Law	18	35%	3	6%	1	2%	0	0%	47	92%	4	8%	51
Management	13	21%	0	0%	10	16%	1	2%	50	82%	11	18%	61
Medicine	209	34%	16	3%	117	19%	7	1%	476	77%	142	23%	621
MSASS	13	48%	4	15%	0	0%	0	0%	23	85%	4	15%	27
Nursing	70	93%	8	11%	1	1%	1	1%	65	87%	10	13%	75
<b>Total</b>	<b>440</b>	<b>36%</b>	<b>45</b>	<b>4%</b>	<b>181</b>	<b>15%</b>	<b>17</b>	<b>1%</b>	<b>987</b>	<b>80%</b>	<b>246</b>	<b>20%</b>	<b>1,238</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

1 Totals include one Native American faculty member in Engineering and two in Medicine.

# Faculty Composition in Schools/College by Gender 2007-08

		<b>Women</b>	<b>Total</b>
	<b>N</b>	<b>%</b>	<b>Faculty</b>
Arts & Sciences	84	38%	222
Engineering	12	11%	110
Dental Medicine	21	30%	71
Law	18	35%	51
Management	13	21%	61
Medicine	209	34%	621
MSASS	13	48%	27
Nursing	70	93%	75
<b>Total</b>	<b>440</b>	<b>36%</b>	<b>1,238</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

1 Totals include one Native American faculty member in Engineering and two in Medicine.

# Comparison 2007-08 and 2006-07 Faculty Composition in Schools/College by Gender

		<b>Women</b>	<b>Total</b>
	<b>N</b>	<b>%</b>	<b>Faculty</b>
Arts & Sciences	84	38%	222
Engineering	12	11%	110
Dental Medicine	21	30%	71
Law	18	35%	51
Management	13	21%	61
Medicine	209	34%	621
MSASS	13	48%	27
Nursing	70	93%	75
<b>Total</b>	<b>440</b>	<b>36%</b>	<b>1,238</b>

<b>2006-07</b>	<b>Women</b>		<b>GRAND TOTAL</b>
	<b>N</b>	<b>%</b>	
Arts and Sciences	81	37%	<b>219</b>
Engineering	13	11%	<b>115</b>
Dental Medicine	18	26%	<b>68</b>
Law	16	31%	<b>51</b>
Management	14	23%	<b>60</b>
Medicine	265	35%	<b>756</b>
MSASS	13	50%	<b>26</b>
Nursing	66	93%	<b>71</b>
<b>TOTAL</b>	<b>486</b>	<b>36%</b>	<b>1,366</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

# Faculty Composition in Schools/College by Ethnicity 2007-08

	African Am		Asian		Hispanic Total Minority 1				Total Faculty
	N	%	N	%	N	%	N	%	
Arts & Sciences	6	3%	15	7%	4	2%	25	11%	222
Engineering	2	2%	26	24%	2	2%	31	28%	110
Dental Medicine	6	8%	11	15%	2	3%	19	27%	71
Law	3	6%	1	2%	0	0%	4	8%	51
Management	0	0%	10	16%	1	2%	11	18%	61
Medicine	16	3%	117	19%	7	1%	142	23%	621
MSASS	4	15%	0	0%	0	0%	4	15%	27
Nursing	8	11%	1	1%	1	1%	10	13%	75
<b>Total</b>	<b>45</b>	<b>4%</b>	<b>181</b>	<b>15%</b>	<b>17</b>	<b>1%</b>	<b>246</b>	<b>20%</b>	<b>1,238</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

1 Totals include one Native American faculty member in Engineering and two in Medicine.

# Comparison 2007-08 and 2006-07 Faculty Composition in Schools/College by Ethnicity

2007-08	Total Minority 1		Total Faculty
	N	%	
Arts & Sciences	25	11%	222
Engineering	31	28%	110
Dental Medicine	19	27%	71
Law	4	8%	51
Management	11	18%	61
Medicine	142	23%	621
MSASS	4	15%	27
Nursing	10	13%	75
<b>Total</b>	<b>246</b>	<b>20%</b>	<b>1,238</b>

2006-07	Total Minority1		GRAND TOTAL
	N	%	
Arts and Sciences	25	11%	219
Engineering	32	28%	115
Dental Medicine	19	28%	68
Law	4	8%	51
Management	10	17%	60
Medicine	152	20%	756
MSASS	4	15%	26
Nursing	7	10%	71
<b>TOTAL</b>	<b>253</b>	<b>19%</b>	<b>1,366</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

1 Totals include one Native American faculty member in Engineering and two in Medicine.

# Comparison 2007-08 and 2006-07 African American Faculty Composition in Schools/College

2007-08	African Am	
	N	%
Arts & Sciences	6	3%
Engineering	2	2%
Dental Medicine	6	8%
Law	3	6%
Management	0	0%
Medicine	16	3%
MSASS	4	15%
Nursing	8	11%
<b>Total</b>	<b>45</b>	<b>4%</b>

2006-07	African-Am	
	N	%
Arts and Sciences	7	3%
Engineering	1	1%
Dental Medicine	6	9%
Law	3	6%
Management	0	0%
Medicine	17	2%
MSASS	4	15%
Nursing	6	8%
<b>TOTAL</b>	<b>44</b>	<b>3%</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

# Comparison 2007-08 and 2006-07 Asian Faculty Composition in Schools/College

2007-08	Asian	
	N	%
Arts & Sciences	15	7%
Engineering	26	24%
Dental Medicine	11	15%
Law	1	2%
Management	10	16%
Medicine	117	19%
MSASS	0	0%
Nursing	1	1%
<b>Total</b>	<b>181</b>	<b>15%</b>

2006-07	Asian	
	N	%
Arts and Sciences	15	7%
Engineering	28	24%
Dental Medicine	11	16%
Law	1	2%
Management	9	15%
Medicine	116	15%
MSASS	0	0%
Nursing	1	1%
<b>TOTAL</b>	<b>181</b>	<b>13%</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

# Comparison 2007-08 and 2006-07 Hispanic Faculty Composition in Schools/College

2007-08	Hispanic	
	N	%
Arts & Sciences	4	2%
Engineering	2	2%
Dental Medicine	2	3%
Law	0	0%
Management	1	2%
Medicine	7	1%
MSASS	0	0%
Nursing	1	1%
<b>Total</b>	<b>17</b>	<b>1%</b>

2006-07	Hispanic	
	N	%
Arts and Sciences	3	1%
Engineering	2	2%
Dental Medicine	2	3%
Law	0	0%
Management	1	2%
Medicine	16	2%
MSASS	0	0%
Nursing	0	0%
<b>TOTAL</b>	<b>24</b>	<b>2%</b>

Counts include only Board-approved faculty who are paid through Case Western Reserve University

# Endowed Chairs by Gender, School/College, as of November 2007

	Women	Men	Chairs Occupied	% of Women	Vacant	Total
Arts & Sciences	12	34	46	26%	3	49
Engineering	4	21	25	16%	3	28
Law	1	12	13	8%	0	13
Management	2	11	13	15%	1	14
Nursing	10	1	11	91%	0	11
MSASS	1	6	7	14%	2	9
Medicine	7	47	54	13%	11	65
Other:						
Ethics Center	0	1	1	0%	0	1
Science / Engineering	2	7	9	22%	0	9
<b>TOTAL</b>	<b>39</b>	<b>140</b>	<b>179</b>	<b>22%</b>	<b>20</b>	<b>199</b>
School of Medicine	7	47	54	13%	0	54
All Other Schools	32	93	125	26%	9	134

# Administrative Positions by Gender, School/College, as of November 2007

	Dean		Department Chair		Associate / Vice Dean		Assistant Dean		Executive	
	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men
Arts & Sciences	0	1	3	19	2	2	0	0	0	1
Dental Medicine	0	1	0	9	1	2	0	1	0	1
Engineering	0	1	2	5	0	1	0	0	0	1
Law	0	1	0	0	1	1	0	0	0	0
Management	0	1	0	7	1	1	0	0	0	0
Medicine	1	0	1	31	4	10	0	0	2	0
MSASS	0	1	0	0	2	0	1	0	0	0
Nursing	1	0	0	0	6	0	1	0	0	0
<b>Grand Total</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>71</b>	<b>17</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>
Percent Women	25%		8%		50%		67%		40%	

Counts include individuals holding faculty appointments



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Q & A

## **1Final Draft, Revisions to Faculty Handbook Regarding Undergraduate Education**

Faculty Senate Ad Hoc Committee on Governance of Undergraduate Education and Life: Gary Chottiner, Elizabeth Click, Pat Crago, Bill Deal, Robin Dubin, Don Feke, Jill Korbin, Ken Ledford, Ken Loparo (chair), Lynn Lotas, Roger Marchant, Glenn Nicholls, and Myles Nicklovich

### **Proposed addition to Art. VI. Committees of the Faculty Senate**

#### **Sec. E. Committee on Undergraduate Education (CUE)**

Par. 1. The Committee on Undergraduate Education shall consist of the Provost, *ex officio*, three voting members of the University Faculty elected by the Faculty Senate for overlapping three-year terms, the chairs of the executive or other governing committees of the faculty in the College of Arts & Sciences, the Case School of Engineering, the Frances Payne Bolton School of Nursing, the Weatherhead School of Management, the chairs of the curriculum committees of those four constituent faculties, one voting member of the University Faculty from the Department of Physical Education and Athletics, one voting member from of the University Faculty from the Departments in the Case School of Medicine that offer undergraduate majors, one undergraduate student selected by the Undergraduate Student Government for a one-year term, and the Vice Provost for Undergraduate Education, the Dean of Undergraduate Studies, the Vice President for Student Affairs, the Vice President for Enrollment, as non-voting members, (Hereinafter, voting members of the University Faculty who have a primary or joint appointment in at least one of these four constituent faculties, or in the Department of Physical Education and Athletics, or in one of the Departments in the Case School of Medicine that offer undergraduate majors are collectively referred to as the “University Program Faculty”, or “UPF”.) The Faculty Senate shall appoint a chair and vice chair from voting members of the University Program Faculty, with either the chair or the vice chair assuming the role of chair in the subsequent year, assisted by the vice chair appointed in that year.

Par. 2. The Undergraduate Program Faculty is responsible for the basic policies that govern undergraduate education at the University. The Committee on Undergraduate Education shall review and recommend to the Faculty Senate with respect to changes in standards of admission for undergraduate students; changes in academic requirements and regulations for undergraduate students; curricula, contents, and standards for newly-proposed undergraduate degree programs<sup>1</sup>; changes in existing undergraduate curricula and degree programs within a constituent faculty that specifically influence undergraduate degree programs or students enrolled in undergraduate degree programs in other constituent faculties; resource allocations for undergraduate education, outcome assessment of undergraduate degree programs, the discontinuance of existing undergraduate degree programs; standards for undergraduate academic standing; standards for

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<sup>1</sup> Degree programs are the major and minor academic programs that are officially recognized by the Office of Undergraduate Studies and appear on an official academic transcript of a student.

receipt and retention of merit-based undergraduate financial aid; standards of undergraduate academic integrity and student conduct; standards and facilities for undergraduate research and scholarship; and conditions of undergraduate student life. The Committee on Undergraduate Education shall be responsible for the interpretation of existing policies and the application of existing academic rules to decide cases that involve academic probation, separation, and readmission; to review and to decide upon applications for undergraduate admission to the University; to decide cases of receipt and retention of merit-based undergraduate financial aid; and to report its actions to the Faculty Senate as well as the appropriate administrative offices. The Committee on Undergraduate Education shall receive regular reports from the executive or other governing committees of the constituent faculties, departments, or programs of the UPF that involve matters of undergraduate education not within the charge of the Committee on Undergraduate Education and as a matter of communication transmit them to the Faculty Senate as well as the appropriate administrative offices. The Committee on Undergraduate Education shall be empowered to form subcommittees as it judges appropriate to discharge its duties and to appoint to these subcommittees voting members of the University Faculty, staff members from administrative units that serve the undergraduate mission, and undergraduate students.

Par. 3. (a) When issues arise that in the judgment of the Chair of the Committee on Undergraduate Education or the Chair of the Faculty Senate involve important basic policies that govern undergraduate education at the University and extend beyond degree programs in a constituent faculty, the Committee on Undergraduate Education may refer proposals for action to a meeting of the Undergraduate Program Faculty for discussion. After that meeting, eligible faculty members in those faculties, departments, or programs shall vote on proposals by electronic ballot. The result of that vote shall be conveyed to the Faculty Senate for action at its next meeting after the vote.

(b) Meetings of the faculty defined in Par. 3(a) to consider proposals for action regarding issues that involve important basic policies that govern undergraduate education at the University and extend beyond degree programs in a constituent faculty may be called by the President, by the Provost, by the Chair of Committee on Undergraduate Education, by the Chair of the Faculty Senate, or upon written petition, stating the proposal for action at the meeting and signed by not less than 10 (ten) percent of the total number of eligible voting members of the UPF. Such a petition shall be delivered to the Chair of the Committee on Undergraduate Education, who shall certify the signatures to the Committee. The Committee on Undergraduate Education shall specify a meeting date upon receipt of the Petition, such meeting to take place no later than 30 (thirty) calendar days after receipt of the petition.

(c) The President, or in the absence of the President, the Provost, or in the absence of the Provost, the Chair of the Committee on Undergraduate Education, shall preside at all meetings of the faculty defined in Par. 3(a).

Par. 4. In discharging its responsibilities, the Committee on Undergraduate Education shall observe university policies governing academic freedom.