

Faculty Senate Meeting
Thursday, October 20, 2016
3:30p.m. – 5:30p.m. – Toepfer Room, Adelbert Hall,

3:30 p.m.	Approval of Minutes from the September 21, 2016, Faculty Senate Meeting, <i>attachment</i>	Peter Harte
3:35 p.m.	President and Provost's Announcements	Barbara Snyder Bud Baeslack
3:40 p.m.	Chair's Announcements	Peter Harte
3:45 p.m.	Report from the Executive Committee	Juscelino Colares
3:50 p.m.	Report from the Secretary of the Corporation	Arlishea Fulton
3:55 p.m.	Revisions to CAS By-Laws, <i>attachment</i>	Kimberly Emmons
4:00 p.m.	Committee on Graduate Studies; Proposal to Modify Minimum Requirements for Master's Degrees <i>attachment</i>	Charles Rozek Lynmarie Hamel
4:10 p.m.	Proposal for an Emeritus Faculty Member to Serve as a Non-Voting Member of the Faculty Senate	Jay Mann
4:15 p.m.	Mediation and Conciliation Report, <i>attachment</i>	Wilbur Leatherberry
4:25 p.m.	Research Committee Survey Update, <i>attachment</i>	Lee Hoffer
4:35 p.m.	Report on Open Enrollment, Assisted Reproductive Therapy Coverage, and FLSA Update, <i>attachment</i>	Carolyn Gregory
5:00 p.m.	Faculty Senate Reception	

Faculty Senate Meeting
Wednesday, Thursday, October 20, 2016
3:30-5:30 p.m. – Adelbert Hall, Toepfer Room

Members Present

Anita Aminoshariae	Carol Fox	Thomas Montagnese
W. A. "Bud" Baeslack III	Archishman Ghosh	Aaron Perzanowski
Jennifer Barrord	Angela Graves	Andres Pinto
Cynthia Beall	Neetu Gulati	Roger Quinn
Matthias Buck	Peter Harte	Roy Ritzmann
Cathy Carlin	Steven Hauck	Barbara R. Snyder
Gary Chottiner	Lee Hoffer	Glenn Starkman
Juscelino Colares	Megan Holmes	Robert Strassfeld
Christopher Cullis	Kathleen Kash	Ibrahim Tulunoglu
Lisa Damato	Thomas Kelly	Gillian Weiss
Mitch Drumm	Kenneth Ledford	Rebecca Weiss
Robin Dubin	Gerald Mahoney	Jo Ann Wise
Evelyn Duffy	Maureen McEnery	Amy Zhang
Kimberly Emmons	David Miller	Christian Zorman

Members Absent

Karen Beckwith	Sudha Iyengar	R. Mohan Sankaran
Jeremy Bendik-Keymer	Kurt Koenigsberger	Usha Stiefel
Scott Fine	Paul MacDonald	Horst von Recum
Faye Gary	Frank Merat	Stuart Youngner
Michael Harris	Leena Palomo	
Ronald Hickman	Mary Quinn Griffin	
Paul Iversen	Vasu Ramanujan	

Others Present

Dan Anker	Don Feke	John Sideras
Bob Brown	David Fleshler	Jeff Wolcowitz
Jonathan Carlson	Dean Patterson	Sue Workman
Donna Davis Reddix	Sue Rivera	

Call to Order

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

Approval of Minutes

The Senate approved the minutes from the September 21st, 2016 Faculty Senate meeting.
Attachment

President's Announcements

The President made the following announcements:

- Homecoming weekend was extremely successful. Attendance was nearly two-thirds higher than last year and more than twice as many alumni attended this year. The university celebrated the naming of the new residence hall after late congresswoman, Stephanie Tubbs Jones. The Alumni Association honored six graduates, two of whom received the Distinguished Alumni Award; civil rights leader Fred Gray, and philanthropist Morton Mandel.
- The Board of Trustees met earlier this month. Peter Harte reported on Faculty Senate activities and Kimberly Emmons provided an update on the Provost's Commission on the Undergraduate Experience.
- Staff vacation time will now be determined by salary level and years of experience rather than by exempt or non-exempt status. This change is being made to avoid a situation where, because of the new FLSA regulations, a staff member would lose vacation days as a result of transitioning from exempt to non-exempt.
- CWRU is ranked 32nd in a new Wall Street Journal ranking. As the university learns more about these rankings the President will report back to the Senate.
- Playwright Suzan-Lori Parks will speak at the November 1, THINK Forum and playwright, Tony Kushner and author Sarah Vowell will speak at the November 29th THINK Forum.
- The university's self-insured health insurance plans will now include UVF therapies and paid parental leave for staff is being expanded to include coverage for foster children. This change is consistent with coverage offered to faculty.
- There will be a reception after the Faculty Senate meeting today. The President encouraged all attending the meeting to stay and enjoy appetizers and beverages.
- A question arose about why CWRU's international rankings have been declining. The President said that they are aware of this and that the issue is a complicated one. If the Senate is interested, David Fleshler and Jean Gubbins can report on these rankings.

Provost's Announcements

The Provost encouraged senators to review the white paper published by the PCUE and to attend a forum where they can provide feedback.

Chair's Announcements

Prof. Harte introduced Kelly Marcus, new coordinator in the Office of the Faculty Senate and Emeriti Affairs. Prof. Harte also encouraged faculty to vote on the proposed amendments to the Faculty Constitution contained in the ballot that was recently sent from the Faculty Senate office. He also encouraged all faculty to complete Compliance Training.

Report from the Executive Committee

Professor Juscelino Colares, vice chair of the Senate, reported on the October 10th Executive Committee meeting:

1. Discussion of UH/CWRU Affiliation Agreement
As a result of concerns expressed by faculty from the School of Medicine, Dean Pamela Davis and Peter Poulos from the Office of General Counsel attended the Executive Committee meeting to answer questions about the newly-executed Affiliation Agreement and its potential impact on faculty in the clinical departments, particularly Ph.D. faculty. Questions were raised about whether the Agreement was in compliance with the Faculty Handbook. Dean Pamela Davis responded to questions about potential reductions in faculty salaries, but mentioned that departmental budgets were still not finalized and that further information would be forthcoming.
2. Dean Chuck Rozek presented a proposal pertaining to modifications of the Graduate Studies Committee charge. The proposal was referred to the Senate By-Laws Committee for further review.
3. The Committee discussed potential changes to the selection process for Distinguished University Professors with the goal of ensuring gender balance in the process of nominating and selecting individuals for this recognition. The Provost said that his office would more closely monitor gender balance in the initial list of nominees at each school.
4. Professor Ronald Conlon, member and former chair of the CWRU Institutional Animal Care and Use Committee in the School of Medicine, reached out to the Executive Committee to discuss progressive discipline of faculty in cases of repeated noncompliance with animal care and use regulations. The matter was referred to the Faculty Senate Research Committee.
5. Professor Maureen McEnery, SOM, asked the Executive Committee to consider whether a school should be entitled to an additional senator when a current senator for that school becomes chair or vice chair of the Senate. The Executive Committee discussed the matter and decided not to take any action.

Report from Secretary of the Corporation

Arlishea Fulton, senior counsel, reported on the October 7-8th, 2016 meeting of the CWRU Board of Trustees. *Attachment*

Revisions to CAS By-Laws

Professor Kimberly Emmons presented minor revisions to the CAS By-Laws pertaining to electronic voting. The Faculty Senate voted to approve the revisions. *Attachment*

Committee on Graduate Studies: Proposal to Modify Minimum Requirements for Master's Degrees

Chuck Rozek, Vice Provost and Dean of Graduate Studies, substituting for Committee Chair Professor Paul MacDonald, presented a Resolution to Modify the Minimum Requirements for a

Master's Degree within the CWRU School of Graduate Studies. In order to comply with requirements from the State of Ohio, the CWRU School of Graduate Studies is proposing to raise the minimum requirements for a Master's degree to 30 credit hours (CWRU requires 27 hours) and the minimum grade point average for graduation to 3.0 (CWRU requires a 2.7). The new requirement would begin with the class matriculating in fall 2017. The Graduate Studies Committee had approved the resolution. Several members of the Senate said that their schools/departments hadn't had sufficient time to consider the proposal and that making a change for students matriculating in the fall of 2017 would be difficult. Recruiting for fall 2017 is already under way. A motion was made and seconded to postpone the date of compliance to fall of 2018. The Senate voted to approve this motion with 3 members voting against it. A second motion was made to postpone further discussion of the proposal until the November Faculty Senate meeting. This motion was subsequently withdrawn and another motion was made and seconded to send the matter back to the Senate Executive Committee. Executive Committee school representatives should discuss the issue with their constituents. The Senate voted to approve this motion with 3 senators voting against it and 3 senators abstaining.

Attachment

Proposal for Emeritus Faculty Member to Serve as a Non-Voting Member of the Faculty Senate

Professor Jay Mann, chair of the Emeriti Academy Executive Committee, presented a proposal for the chair of the Academy Executive Committee to serve as a nonvoting member of the Faculty Senate. This would allow the chair to contribute to discussions and to report back to members of the Academy. The Faculty Senate voted to approve the proposal.

Mediation and Conciliation Report

William Leatherberry, Conciliation Counselor, presented information on the number of faculty members he had worked with during the 2015-16 academic year. Out of ten faculty members that were either referred to him or who contacted him directly, two of the ten engaged in mediation and reached an agreement. Out of the two, one subsequently filed a grievance when a conflict arose over the terms of the mediation agreement. *Attachment*

Research Committee Update

Lee Hoffer, chair of the Senate Committee on Research, reported that a second iteration of the 2015 research survey would be sent to all faculty by the end of this month. The new survey includes more questions that are relevant to non-stem faculty researchers. Two additional questions have been added, but the survey also includes skip logic so the time it takes to complete it should not be substantially increased. The goal is to increase the response rate so they are spending more time "marketing" the survey to faculty. *Attachment*

Report on Open Enrollment, Assisted Reproductive Therapy Coverage and FLSA Update

Carolyn Gregory, Vice President for Human Resources, reported that health insurance premiums for the university's self-insured plans have increased more than anticipated for the calendar year 2017. Higher utilization has caused the premium increase not larger claims. Premiums for dental and vision coverage have remained the same for 2017 which is the second

year of a 2-year lock on premiums increases. Medical Mutual **CLE**-Care has replaced the Medical Mutual SuperMed HMO that was to cover the Healthspan members.

Infertility services are being covered under the university's PPOs and high deductible plan. There is a lifetime maximum benefit of \$10,000 for this coverage. Infertility prescription drugs are excluded.

The university has negotiated a discount for CWRU employees with CVS Minute Clinics. These clinics provide lower cost, high quality care as an alternative to more-costly Urgent Care and ER visits.

Open enrollment is from November 7-30th. The Benefits Fair is scheduled for November 9 and 10th.

The threshold salary amount for an employee to be considered exempt will increase from \$23,666 to \$47,476 as of December 1, 2016. Approximately 800 CWRU employees will be affected. Some employees will receive an increase to the new threshold and others will be reclassified as non-exempt and be eligible for overtime. Postdocs and research associates will be exempt and salary increases should be funded through grants. Faculty with questions should work with the Office of Research Administration. Staff who are reclassified to non-exempt will not lose vacation days. As the President mentioned, vacation will now be based on salary grades rather than exempt/non-exempt status.

The cost to the university to make these changes is approximately \$4 million not taking into account potential compression issues which will be reviewed in 2017. A FLSA appeals committee has been established to consider the more than 88 requests for reconsideration. A senator mentioned that at her school, some staff who were exempt employees and have been reclassified as non-exempt are experiencing morale issues as a result of the changes.

The meeting was adjourned at 5:15pm.

Report of the Executive Committee—October Meeting

The Executive Committee met on October 20. Here are some items not in today's agenda, which might be coming later to this body.

1. **Discussion of UH/CWRU Affiliation Agreement**
 - As a result of concerns expressed by faculty from the School of Medicine, Dean Pamela Davis and Peter Poulos from the Office of General Counsel attended the Executive Committee meeting to answer questions about the newly-executed Affiliation Agreement and its potential impact on faculty in the clinical departments, particularly Ph.D. faculty. Questions were raised about whether the Agreement was in compliance with the Faculty Handbook. Dean Pamela Davis responded to questions about potential reductions to faculty salaries, but mentioned that departmental budgets were still not finalized and that further information will be forthcoming when all numbers are finalized;
2. Dean **Chuck Rozek presented proposal pertaining to modifications to the Graduate Studies Committee's charge.** The proposal was referred to the By-Laws Committee for further review;
3. Ex Comm discussed potential changes to the **selection process for Distinguished University Professors** with the goal of ensuring gender balance in the process of nominating and selecting individuals to recognition as Distinguished University Professors. The Provost proposed that his office would more closely monitor gender balance in the initial list of nominees in each school.
4. Professor Ronald Conlon, member and former chair of the CWRU Institutional Animal Care and Use Committee in the School of Medicine, reached out to Ex Comm to discuss **progressive discipline of faculty in cases of repeated noncompliance with animal care and use regulations.** The matter was referred to the Faculty Senate Research Committee;
5. SOM Professor Maureen McEnery asked the Executive Committee to consider whether a school should be entitled to an **additional senator** when a current senator for that school becomes chair or vice chair of the Senate. The Executive Committee discussed the matter and decided not to move the matter forward at this time.

That's all we have.

**Secretary Report of the Board of Trustees to the Faculty Senate
October 20, 2016**

The full board of trustees met on October 7 and 8, 2016. The next meeting is the Executive Committee on November 17th.

The trustees approved five new endowments totaling \$2.978 million of which almost \$1.9 million is from the John Oberlin estate for Law School Scholarships in addition to \$1 million from Joie and John Gregor for female (to the extent permitted by law) STEM scholarships.

There was an amendment of the University Retirement Plan B that was approved by the Trustees. This amendment to Employees Retirement Plan B will permit accrued retirement plan benefits in the amount of \$10,000 or less to be distributed in the form of a lump sum payment. Previously, only accrued benefits in amounts of \$1,000 or less were payable as lump sum payments under these provisions. It also changes the threshold for requiring Surviving Spouse consent to distribution from \$1,000 to \$5,000.

The Trustees approved faculty appointments and reappointments which include one new appointment and two reappointments to Professorships. Also the approval of 27 junior faculty appointments and 1 senior faculty appointment were approved.

As is the usual practice, we will be submitting a written report to the Faculty Senate.

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

**BY-LAWS OF THE FACULTY
OF THE
COLLEGE OF ARTS AND SCIENCES**

~~March 20, 2013~~ April 20, 2016

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ARTICLE I. PURPOSE

Section 1. Purpose

The purpose of these by-laws is to provide regulations to govern the faculty of the College of Arts and Sciences in discharging its responsibilities as provided for in the Constitution of the University Faculty.

ARTICLE II. MEMBERSHIP

Section 2. Members

Members of the faculty shall be all persons holding tenured or tenure-track appointments (assistant professor, associate professor, and professor), non-tenure track appointments (instructor and senior instructor), or special faculty appointments (see Article XIII, Section 42), as defined in the Faculty Handbook, Chapter 2, Article I, Sections A-C, in the departments listed in Section 32. Appointments of assistant professor, associate professor, and professor shall be exclusively tenured or tenure-track. Appointments of instructor and senior instructor shall be the only non-tenure-track appointments.

Section 3. Members *Ex Officio*

The following persons shall be members of the faculty *ex officio*: the President, the Provost, the Dean of the College, the Dean of Undergraduate Studies, the Director of the University Libraries, and the Dean of Graduate Studies.

Section 4. Voting Privileges

All faculty members who are tenured, tenure-track, or non-tenure-track (i.e., instructors and senior instructors), and all members *ex officio* shall have the right to vote. The official list of members of the faculty is that list submitted each year by the Dean of the College to the Secretary of the University Faculty, as provided in the Faculty Handbook, Chapter 2, Article I, Section F.

Section 5. Non-voting Members

Persons holding emeritus or special faculty appointments shall be invited to attend faculty meetings and participate in discussion but shall not vote.

ARTICLE III. RESPONSIBILITIES

Section 6. Responsibilities of the Faculty

The Faculty of the College of Arts and Sciences is responsible for all academic affairs of the college. As provided in the Constitution of the University Faculty, Article VII, Section A., Par. 1.d, the faculty recommends awarding of degrees in course. Other specific responsibilities include but are not limited to the following: a) making recommendations to the Faculty Senate regarding requirements and standards for degrees, standards of admission for students, approval of new degrees, and discontinuance of existing degrees; b) review and approval of curricula and

content of degree programs; and c) setting standards for and making recommendations regarding facilities for teaching, research, and scholarship.

ARTICLE IV. MEETINGS

Section 7. Regular Meetings

The faculty shall hold regular meetings at least once each semester in October and March on dates to be determined by the Executive Committee in consultation with the Dean of the College. The faculty at any regular meeting may, by majority vote, fix the date of the next regular meeting. The October meeting shall be designated the annual meeting and shall include reports by the chair of the Executive Committee and the Dean of the College on activities of the preceding and current academic years.

Section 8. Special Meetings

The faculty shall hold special meetings when called by the President, the Dean of the College, the majority of the Executive Committee, or on petition to the Dean of the College signed by no fewer than 10 percent of the voting members of the faculty. The purpose of such a special meeting shall be stated by the person or group requesting the meeting. The business of the special meeting shall be limited to the matter or matters for which the meeting was called.

Section 9. Notification

The Dean of the College shall notify each member in writing at least seven days before each regular meeting and at least three days before each special meeting, specifying the time, place, and agenda of the meeting. The Dean of the College shall provide for recording minutes of all meetings of the faculty and of the Executive Committee and for distributing them to all members of the faculty.

Section 10. Chair, Quorum, and Order of Business

The President, or in the absence of the President, the chair of the Executive Committee or an Executive Committee member designated by the chair, shall preside at both regular and special meetings of the faculty. Each meeting shall be conducted in accordance with the latest edition of *Robert's Rules of Order*. Twenty percent of the voting membership shall constitute a quorum. Decision shall be made by majority vote of the members in attendance.

The order of business at all regular meetings shall be as follows:

- a. Presentation and adoption of minutes
- b. Resolutions in memoriam
- c. Introduction of new faculty members
- d. Announcements
- e. Report of the Executive Committee
- f. Report of standing and special committees
- g. Report of the Faculty Senate's Representative to the Executive Committee
- h. Consideration of unfinished business
- i. Consideration of new business

ARTICLE V. COMMITTEES

Section 11. Standing Committees

The standing committees of the faculty shall be the Executive Committee, the Committee on Appointments, the Committee on Educational Programs, and the Graduate Committee.

Section 12. Selection and Terms of Office

Members of the standing committees shall be selected during the spring semester for the following year, by procedures specified in sections 14, 15, 24, 28, and 30. Terms of office shall begin on the day following commencement. The Dean of the College shall distribute to all members of the faculty a list of members to all standing and special committees at the beginning of each fall semester.

Section 13. Special Committees

The faculty may at any time provide for special committees to study and recommend on any matter or matters within its jurisdiction which it may deem appropriate.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 14. Membership

There shall be 12 members of the Executive Committee, 11 with a vote and one without. The voting members shall consist of nine persons elected from the tenured, tenure-track, and non-tenure-track members of the faculty; one member of the faculty elected at large by the Faculty Senate to represent the college on the Executive Committee of the Faculty Senate *ex officio*; and the Dean of the College *ex officio*. The non-voting member shall be selected annually by the Chair Council from among its members and shall serve as a liaison between the Executive Committee and the Chair Council (defined in Section 36).

Section 15. Election and Terms

Elected members of the Executive Committee shall serve overlapping three-year terms and shall not be eligible for immediate reelection.

Election shall be by a two-ballot process. The Dean of the College shall prepare and distribute a first, or nominating, ballot listing all persons eligible to serve according to the following rules: department chairpersons are not eligible for election. All faculty members who are tenured, tenure-track, or non-tenure-track (i.e., instructors and senior instructors) are eligible except those from departments already represented among continuing elected members of the Executive Committee.

The Dean of the College shall then prepare and distribute a second, or election, ballot according to the following rules: The election ballot shall list twice the number of nominees to be elected but also listing no more than one person from each eligible department. Subject to this rule, those persons receiving the greatest numbers of votes from the nominating ballot shall appear on the second ballot. The Executive Committee shall resolve any tie votes.

Vacancies shall be filled by reference to the results of the most recent election and in order of preference according to the votes cast. Vacancies must be filled according to the

eligibility rules outlined above. Persons selected to fill such vacancies shall be eligible for election when their terms expire.

Section 16. Executive Committee Chair

The chair of the Executive Committee shall be a tenured faculty member and shall be elected annually by the committee from among its elected members. The election of the new chair shall be conducted at the first meeting of the incoming committee which shall be called by the Dean of the College.

Section 17. Regular Meetings

The Executive Committee shall hold meetings monthly during the academic year beginning in September on dates to be selected by the chair. However, the Executive Committee may at any regular meeting, by majority vote, fix the date of the next regular meeting.

Section 18. Special Meetings

The Executive Committee shall hold special meetings when called by the President, the Dean of the College, or the chair. The chair shall call a special meeting when requested by three members of the Executive Committee or when requested by 10 members of the faculty by a petition stating the purposes of the proposed meeting.

Section 19. Notification of Meetings

The chair shall notify each member of the Executive Committee in writing at least seven days before each regular meeting and at least three days before each special meeting specifying the time, place, and agenda of the meeting.

Section 20. Agenda

The agenda for Executive Committee meetings normally shall be as follows:

- a. Approval of minutes for the previous meeting
- b. Announcements by the chair of the committee
- c. Dean's report
- d. Committee reports
- e. Chair Council and Faculty Senate reports
- f. Consideration of Unfinished Business
- g. Consideration of New Business

Any faculty member in the college may request that an issue be placed on the agenda. Items of new business may be placed on the agenda by any elected member of the Executive Committee or the dean.

Section 21. Chairing Meetings

The chair or, in the chair's absence, a member selected by the Executive Committee shall preside at both regular and special meetings of the Executive Committee.

Section 22. Responsibilities

The Executive Committee shall consider all matters of policy, procedure, and any other matter within the jurisdiction of the faculty which the committee may deem appropriate. Such

matters include but are not limited to appointments, reappointments, promotions, separations, tenure, academic freedom, curricula, professional and academic conduct, teaching load, student admission, terms and times of attendance, examinations, degree programs, and faculty organization.

A concern of the Executive Committee shall be fiscal planning and budget, and a subcommittee for that purpose may be established. Discussion of the college budget shall take place at least twice annually to consider budget matters at an early stage for the coming year and to review the budget after approval by the trustees.

The Executive Committee shall set the agenda for all regular meetings of the faculty, resolve tie votes in elections, and fill vacancies in committees.

The Executive Committee shall be advisory to the Dean of the College concerning the selection of department chairpersons, the appointment of special committees, and other matters that the Dean of the College may deem appropriate. It shall be advisory to the president in selection of the Dean of the College and shall nominate members of the search advisory committee in accordance with the Guidelines for Selecting Deans, Chapter 3, Part II, Section VIII. of Policies and Procedures for Members of the Faculty of Case Western Reserve University (hereinafter Policies and Procedures).

There shall be a review of the dean's performance every five years. The Executive Committee shall appoint a Dean Review Committee of six faculty members at the end of the fourth year of a dean's tenure which shall report to the Executive Committee by the end of the first semester of the fifth year. The review committee shall consider the dean's performance in the areas listed in Section 38: academic, fiscal, and administrative. The report summarizing the committee's findings shall be discussed with the dean prior to transmission to the Executive Committee. The Executive Committee shall transmit the report, together with the Executive Committee's recommendation with respect to reappointment, to the provost and the president.

The Executive Committee shall appoint the members of the Committee on Appointments and the Graduate Committee and prepare a slate of nominees for the Committee on Educational Programs in conformance with the criteria stipulated in Sections 24, 28, and 30.

The Executive Committee shall consider, on recommendation of the appropriate department chairperson, requests for sabbatical leaves of absence and shall forward them to the Dean of the College, together with the committee's recommendation on the merits of the study proposed and the applicant's qualifications to undertake it.

The Executive Committee, in conjunction with the Dean of the College, shall conduct elections in the spring semester for faculty senators representing the Faculty of the College of Arts and Sciences, according to the procedures specified in Section 39.

Section 23. Quorum and Voting

Six of the elected faculty members of the Executive Committee shall constitute a quorum and all decisions shall be by majority vote of those voting.

ARTICLE VII. COMMITTEE ON APPOINTMENTS

Section 24. Composition, Terms, Meetings, and Presiding Officer

The Committee on Appointments shall be composed of nine faculty members holding the rank of professor with tenure appointed by the Executive Committee, no two of whom shall be from the same department. The membership shall be selected so as to be broadly representative of the spectrum of disciplinary, scholarly, and research activities in the College of Arts and Sciences. Members shall serve a term of one year, but may be reappointed to a maximum of three consecutive years. The Dean of the College shall set a time and notify members of the first meeting each academic year. Vacancies for unexpired terms shall be filled by the Executive Committee. For meetings at which promotions, awards of tenure, or new appointments are acted upon, all members of the committee shall be present to constitute a quorum. At meetings dealing only with other matters, seven members shall constitute a quorum.

When an initial appointment must be considered and acted on at a time during which classes are not in session and, therefore, when some members may be unavailable to meet, the dean may appoint one or more temporary replacement members from among those who served on the committee in the previous academic year. Should this fail to constitute a nine-member group, the dean has the authority to make temporary special appointments in accordance with the composition guidelines outlined above in order to constitute a quorum of nine members.

The chair of the Committee on Appointments shall be elected annually by the committee at its first meeting of the academic year from among its own members. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, place, and agenda for the meeting.

Section 25. Responsibilities

The Committee on Appointments shall consider all matters of tenure; promotions to the ranks of senior instructor, associate professor, professor, and research professor; initial appointments to the ranks of senior instructor, associate professor, professor, research associate professor, and research professor; appointments to chaired professorships; and third-year review of tenure-track faculty. The committee shall be advisory to the dean concerning appointments to chaired professorships. It shall also consider and make recommendations pertaining to the dismissal of tenured faculty members.

The committee is responsible for insuring the equitable applications of standards for assessing the credentials of all candidates considered by the Committee on Appointments in accordance with the Faculty Handbook, Chapter 3, Part One, Article I, Sections E-J. Assessment of tenured and tenure-track faculty shall be based on contributions to teaching, scholarly activity, research, creative performance, professional service, and service to the university and community, taking into account the different mixes and styles of contributions that are appropriate in different disciplinary areas. Assessment of research faculty shall be based on contributions to scholarly activity and research. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment to the tenure track.

Section 26. Procedures

At the beginning of each fall semester, the Dean of the College shall draw up a list of those faculty members who must be considered for tenure during that academic year and shall notify the appropriate department chairpersons. Each department shall consider the merits of each of its own candidates in accordance with the Faculty Handbook, Chapter 3, Part One, Article I, Sections F and I, and shall transmit its recommendations to the Committee on Appointments. A department may, on its own initiative or at the request of one of its faculty, propose a candidate for tenure and/or promotion following the prescribed procedures. In addition, instructors may request consideration for promotion to senior instructor status at any time during their careers (although applicants should try to ensure they have sufficient work histories to be adequately evaluated).

For each candidate considered by the Committee on Appointments, the committee shall review the recommendation of the originating department and may invite the department chairperson or the chairperson's designee to appear before the committee to respond to questions from the committee. If there is a member of the committee from the same department, that member shall not participate in the discussion or voting.

The committee shall prepare a report containing its own recommendation, which shall represent a separate and independent assessment of the candidate as well as a review of the department's recommendation. The committee shall approve, disapprove, or refer recommendations back to the originating department for additional documentation. In the case where recommendations are referred back to departments, the departmental response shall normally be returned to the Committee on Appointments within two weeks. The chair of the Committee on Appointments is responsible for preparing each report and for insuring that the report accurately reflects the views of each member of the committee. In the event that the Committee on Appointments does not concur with the recommendation of the originating department, the committee shall transmit its report to the department chairperson for comment and submission of additional evidence in time for possible reconsideration by the committee before its recommendations are forwarded to the Dean of the College. All recommendations, positive and negative, shall be forwarded.

After receiving recommendations from the Committee on Appointments, the dean may convene a meeting with that committee in order to clarify matters related to the recommendations.

Section 27. Changes in Procedure

The Committee on Appointments shall recommend to the Executive Committee for its approval such rules governing the procedure of the Committee on Appointments and such criteria for the recommendation of appointments, promotions, and tenure as it deems appropriate.

ARTICLE VIII. GRADUATE COMMITTEE

Section 28. Membership

The Graduate Committee shall consist of six tenured, tenure-track, or non-tenure track faculty members, no two of whom are from the same department, and the Dean of the College *ex officio*. The Executive Committee shall appoint the faculty members and shall assure broad

representation of academic disciplines. Faculty members shall serve three-year overlapping terms. The committee shall select its own chair from among its faculty members, and the chair shall serve a one-year renewable term.

Section 29. Responsibilities

The Graduate Committee shall advise the Executive Committee concerning the needs of, and opportunities for, enhancing the environment for scholarly research, creative performance, and other creative activities involving graduate students, particularly with regard to fostering high quality and productive graduate research and creative endeavors. It shall advise on all other matters related to graduate programs in the college including, but not limited to, financing graduate education, academic integrity, and opportunities for new graduate programs. It shall serve as a vehicle for consideration of faculty concerns about graduate matters.

Faculty members of the college may request that the committee chair convene a meeting of the committee to consider an issue. In such cases, the committee chair determines whether to convene the full committee. If the chair declines to convene the committee, the faculty member requesting the meeting may petition the entire committee to request a meeting. If a majority of the committee members agree, the committee chair will convene the committee to address the stated issue. If there is a tie vote, the dean's representative to the committee will break the tie. The Executive Committee must be informed of all such requests sent to the committee chair and kept apprised of the committee's deliberations.

ARTICLE IX. COMMITTEE ON EDUCATIONAL PROGRAMS

Section 30. Membership

The Committee on Educational Programs shall consist of 16 members as follows: nine tenured, tenure-track, or non-tenure track faculty members, no two of whom are from the same department; two undergraduate students appointed by the Undergraduate Student Government; two graduate students chosen by the Graduate Student Senate, the Dean of Undergraduate Studies *ex officio*, the Dean of Graduate Studies *ex officio*, and the Dean of the College *ex officio*. Faculty members to replace members of the Committee on Educational Programs whose terms have expired shall be elected at the regularly scheduled spring faculty meeting. Prior to this meeting, the Executive Committee shall prepare a slate of candidates for this election and additional nominations may be made from the floor. The nominees shall be representative of the broad spectrum of disciplines within the college. Any nomination from the floor shall have the nominee's prior consent. Faculty members shall serve three-year overlapping terms. The committee shall select its own chair from among its faculty members, and the chair shall serve a one-year, renewable term.

Section 31. Responsibilities

The Committee on Educational Programs shall address academic issues relevant to all educational programs in the college—undergraduate, graduate, and continuing—and shall undertake periodic reviews of these programs. It shall be the committee of first instance for all curricular matters, including degree requirements, terms and times of attendance, examinations, and new courses; it may have further jurisdiction as delegated to it by the Executive Committee.

The committee shall report annually to the Executive Committee prior to the end of the academic year. In addition to a review of its activities during the year, the committee shall make recommendations for handling longer term educational issues which it has identified or which have been brought to its attention.

ARTICLE X. DEPARTMENTS

Section 32. Departments

The primary unit of the faculty is the College of Arts and Sciences. For the purpose of organizing the research and teaching functions of the faculty, the College of Arts and Sciences is divided into departments. The departments of the faculty shall be: Anthropology; Art History and Art; Astronomy; Biology; Chemistry; Classics; Cognitive Science; Dance; Earth, Environmental and Planetary Sciences; English; History; Mathematics, Applied Mathematics, and Statistics; Modern Languages and Literatures; Music; Philosophy; Physics; Political Science; Psychological Sciences; Religious Studies; Sociology; and Theater. All faculty members must have an appointment within a department. Programs of study or centers for research which may be established within or between these departments shall not be deemed departments.

Section 33. Department By-Laws

A department may be governed in accordance with by-laws adopted by its membership, ratified by the faculty through the Executive Committee, and filed in the Office of the Dean of the College, provided that the by-laws are consonant with the Constitution of the University Faculty, Policies and Procedures, and with these by-laws.

Section 34. Appointment of Chairpersons and Term of Office

Each department shall have a chairperson who shall report to the Dean of the College. A chairperson shall be appointed by the president upon recommendation of the Dean of the College and after the latter has consulted individually with each member of the faculty of the department and with the Executive Committee. The recommendation to the president shall contain a summary of the consultations with the faculty members of the department. The selection process shall follow the "Guidelines for Selecting of Department Chairpersons" as described in the Faculty Handbook. The aim of the appointment process is to identify a candidate for department chairperson who is acceptable to the president, the Dean of the College, and the department faculty.

Section 35. Responsibilities of Department Chairpersons

The chairperson shall be the executive officer of the department and shall exercise leadership in matters of department policy, including appointments, promotions, research, instruction, and department administration, in accordance with Policies and Procedures. The chairperson shall represent the interests of the department and of individual members of the department to other departments and to officers of the administration, keeping the department faculty informed of administrative actions and the administration informed of department action. Within the limitations imposed by confidentiality of individual faculty members, the chairperson shall keep the faculty of the department informed on issues of concern to the department.

The chairperson shall prepare the department's budget, subject to the approval of the Dean of the College. The chairperson shall monitor the expenditures of the department budget and shall report at least once each year to the faculty of the department on the state of the department budget.

The chairperson shall transmit recommendations for faculty appointments, reappointments, promotion, and tenure, together with his or her independent recommendation, and shall be the hiring officer for all other personnel assigned to the department. The chairperson shall consult with faculty of the department on appointment of non-tenure track persons whose responsibilities include instruction.

The chairperson of each department shall transmit an annual report to the Dean of the College.

Unless the responsibilities are otherwise assigned in the department's own by-laws, the chairperson shall, as necessary, convene and preside at all department meetings, appoint committees, delegate duties, prepare teaching schedules, maintain records, and conduct correspondence.

Section 36. Chair Council

The chairpersons of all the departments shall meet jointly in a Chair Council. The council also shall have a member selected by the Executive Committee from among its members. The Chair Council shall meet regularly, and shall be chaired by the Dean of the College. It shall address the common issues which arise from the responsibilities of department administration and shall function to share information and exchange views of matters of mutual concern to the departments.

Departments may choose to form separate groups of chairpersons from departments with common concerns. These separate groups may convene their own meetings or may be convened by the Dean of the College. They also may bring their concerns directly to the Chair Council or the Dean of the College.

ARTICLE XI. THE DEAN OF THE COLLEGE

Section 37. Appointment

The chief executive officer of the faculty shall be the Dean of the College of Arts and Sciences. The Dean of the College shall be appointed in accordance with Article VII.A of the Constitution of the University Faculty and with the Guidelines for Selection of Deans, Part II., Section VIII., of Policies and Procedures.

Section 38. Responsibilities

The Dean of the College has academic, fiscal, and administrative responsibilities.

a. **Academic**

The Dean of the College shall have the responsibility to build and maintain a faculty whose commitments and quality are consonant with the mission of the college; to provide leadership in undergraduate and graduate student recruitment and selection for the college; to achieve and maintain faculty balance and student balance in the college consonant with the concept of a comprehensive College of

Arts and Sciences; to undertake regular and systematic department reviews with the goal of improving the quality of programs and research activities; to develop and sustain both graduate and undergraduate programs of the highest quality; and to represent the academic needs, ambitions, and plans of the college both to the university administration, to other constituent faculties, and to outside constituencies.

b. Fiscal

The Dean of the College shall be responsible for administering the budget of the college to meet the objectives stated in Subsection a. above, and shall communicate the fiscal needs of the college to the university and other groups. The dean shall aggressively pursue all sources of income—including endowments, grants, tuition income, and gifts—in order to support the objectives of the college. Unless otherwise directed by the president, the dean shall serve as vice chair of the Case Advisory Board and present appropriate funding proposals from departments and programs in the college. The dean shall review the budget periodically with the Executive Committee and shall make an annual report of the budget and fiscal status of the college at a regular faculty meeting of the college.

c. Administrative

The Dean of the College shall assure the development and implementation of policies and best practices to promote effective and efficient operation of the college. Through engagement with unit faculty and stakeholders, the dean shall lead development of strategic and related plans and ensure their implementation and shall promote regular and open communication of information and decisions with faculty and other college stakeholders. The dean shall support the professional development and advancement of faculty and staff of the college, encourage high ethical and professional standards for all members of the college, shall support and encourage leadership development within the college, and shall assure that procedures and practices for evaluation of performance of faculty and staff, promotions, tenure, and leave are clearly documented and communicated. The dean shall communicate directly with each department chairperson regarding fiscal and academic issues within the departments. The dean shall also identify and recommend appointments of department chairpersons to the president.

ARTICLE XII. REPRESENTATION IN UNIVERSITY GOVERNANCE

Section 39. Faculty Senate

The faculty shall provide representatives to the Faculty Senate in accordance with the by-laws of the body. All representatives at large shall be elected by a two-ballot process, the ballots to be prepared and distributed by the Dean of the College and the election to be conducted by the Executive Committee in conjunction with the Dean of the College. The first, or nominating, ballot shall list all faculty members eligible to serve. Those with the greatest numbers of votes shall appear on the second, or election, ballot. The number of nominees on the second ballot shall be twice the number of senators to be elected. The Executive Committee shall resolve any tie votes.

To help faculty make informed choices, the first ballot shall also list the current senators from the faculty with their departmental affiliations.

Section 40. Other Bodies

In other cases when the faculty is asked to select representatives to university bodies and when the mode of selection is not specified, the Executive Committee shall either appoint such representatives or designate an appropriate method of selection.

ARTICLE XIII. POLICIES ON APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE OF FACULTY

Section 41. Faculty Titles and Definitions for Special Faculty Members

- a. Lecturer
Lecturers may be either part-time or full-time. The appointment is used for individuals whose primary responsibility is to teach one or more courses. Appointments are for one year. In some cases appointments are made with the possibility of limited renewal.
- b. Adjunct Faculty--(Instructor through rank of Professor)
Part-time service for individuals who hold primary staff or administrative positions within the university, or for individuals whose primary appointment is held outside the university in business, industry, or other institution. Adjunct faculty normally are not compensated. Continuing appointments are renewed annually with a \$0-salary contract after the dean's office has received notification from the department in the spring semester.
- c. Visiting Faculty--(Instructor through rank of Professor)
Full-time service (for the short- or long-term) for individuals from other academic institutions within the United States who are visiting for a period of up to three years, for individuals from foreign academic institutions who will visit for a period of one year or less, or for independent scholars without home institutions. Compensation may or may not be involved.
- d. Secondary Appointment--(Instructor through rank of Professor)
Part-time service for individuals who hold primary faculty appointments within the university. No faculty member may hold a secondary faculty appointment at a rank higher than the rank held in his or her primary department or school. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. Usually there is no compensation paid directly to the individual. Continuing appointments are renewed annually by notification to the department during the spring semester.
- e. Clinical Faculty--(Instructor through rank of Professor)
Part-time service for individuals who will engage in clinical training and/or supervision of students. Clinical faculty normally are not compensated.
- f. Research Faculty (Research Associate Professor and Research Professor)

Appointment of research faculty shall follow the procedures described in the “Policies and Procedures for Research Faculty Appointments” approved by CAS and the Faculty Senate in 2000.

Section 42. Qualifications and Standards for Appointment, Reappointment, Promotion, and Tenure

The college evaluates candidates for appointment, reappointment, promotion, and tenure based on evidence of:

- a. expert knowledge of field and a demonstrated commitment to continuing development of that competence,
- b. dedication to and evidence of effective teaching,
- c. commitment to a demonstrated continuing program of research or advanced creative activity and evidence of achievement in this work, and
- d. willingness to perform university service.

Each department in the college must have written criteria for promotion and tenure and should make these available to faculty at least yearly.

Appointments and reappointments for non-tenure track faculty and for special faculty shall be made in accordance with the guidelines in Chapter 3, Part One, Section I.F of the University Faculty Handbook.

Section 43. Rights and Obligations of Faculty

The College of Arts and Sciences provides tenure-track faculty with a base academic year salary and office space. Non-tenure-track and special faculty receive resources as agreed in their contracts. The College of Arts and Sciences is committed to faculty development as described in the Faculty Development Policy adopted by the faculty on March 27, 1997.

Section 44. Procedures for Review of Tenure-track Faculty

The canonical pretenure period in the College of Arts and Sciences is six years. Tenure-track faculty shall receive an annual written evaluation of their professional progress relative to the qualifications for tenure described in the Faculty Handbook (3.1.F.). The department chair is expected to meet with the tenure-track faculty member annually to discuss his or her review. During the faculty member's third year, a formal review of progress toward tenure will be conducted by the eligible department faculty members. Absent sufficient eligible departmental faculty members (minimum of four), the dean will appoint a special committee for this purpose. The department or special committee's report will be reviewed by the Committee on Appointments.

Tenured faculty receive a written review annually. Tenured associate professors should meet with their chair regularly to review their progress toward promotion. Each department has a written mentoring policy outlining department procedures for mentoring faculty through the process of tenure and of promotion. These policies are reviewed and approved by the Executive Committee.

Section 45. Terminations in the Case of Financial Exigent Circumstances

In accordance with Chapter 3, Part One, I, E., 3. of the University Faculty Handbook, these by-laws set forth the following guidelines for termination of faculty in the event of financial exigencies facing the college. If all other remedies are exhausted, tenured faculty shall be terminated in reverse order of seniority of rank. Within a rank faculty shall be terminated in reverse order of length of service within that rank.

ARTICLE XIV. AMENDMENTS

Section 46. Proposal

Amendments to these by-laws may be proposed at any time by the Executive Committee or by any tenured, tenure-track, or non-tenure track member of the faculty to the Executive Committee for review and recommendation. Proposed amendments shall be distributed by the Executive Committee in written form to each voting member of the faculty no later than 14 days before either the next scheduled faculty meeting, which shall include discussion of the proposed amendments in its agenda, or a special meeting called for the purpose of hearing discussion on the proposed amendment(s). Following the meeting, the Dean of the College shall distribute the proposed amendments ~~along with a secret mail ballot~~ via an electronic voting mechanism to all voting members of the faculty.

Section 47. Approval

Approval of amendments shall require a two-thirds majority of the ballots cast, provided however that at least 50 percent of the ballots (excepting those from faculty on leave) have been returned.

ARTICLE XV. RATIFICATION

Section 48. Ratification

These by-laws shall be approved by a two-thirds majority of the total votes recorded. Upon approval, the by-laws shall be submitted to the Faculty Senate for its approval, according to the established procedures of that body.

**December 4, 1992—Ratified by the Faculty of Mathematics and Natural Sciences
and the Faculty of Humanities, Arts, and Social Sciences**

December, 1993—Amended by the Faculty of the College of Arts and Sciences

April 21, 1994—Approved by the Faculty Senate

October 18, 1994—Amended by the Faculty of the College of Arts and Sciences

March 25, 1999—Amended by the Faculty of the College of Arts and Sciences

February 10, 2000—Approved by the Faculty Senate

November 30, 2001—Amended by the Faculty of the College of Arts and Sciences

March 26, 2002—Approved by the Faculty Senate

**April 15, 2003—Amended by the Faculty of the College of Arts and Sciences
October 22, 2003—Approved by the Faculty Senate**

**May 9, 2003—Amended by the Faculty of the College of Arts and Sciences
October 22, 2003—Approved by the Faculty Senate**

**November 30, 2003—Amended by the Faculty of the College of Arts and Sciences
April 29, 2003—Approved by the Faculty Senate**

**October 11, 2005—Revision Approved by the A&S Executive Committee
December 9, 2005—Revision Approved by the Faculty of the College of Arts and Sciences
March 23, 2006—Approved by the Faculty Senate**

October 17, 2007—Section 32 updated to rename Department of Religion to be Department of Religious Studies

**April 28, 2010—Revisions (5) Approved by the A&S Faculty of the College of Arts and Sciences
September 23, 2010—Motions Approved Re: Department of Theater Split and Combination of Departments of Communication Sciences and Psychology to become Department of Psychological Sciences
November 16, 2010—Approved by the Board of Trustees**

**March 15, 2011—Revision to Rename Department of Geological Sciences to become the Department of Earth, Environmental, and Planetary Sciences Approved by the A&S Executive Committee
April 18, 2011—Approved by the Faculty of the College of Arts and Sciences
September 28, 2011—Approved by the Faculty Senate
October 15, 2011—Approved by the Board of Trustees**

**March 9, 2012—Revisions (8) Approved by the A&S Executive Committee
April 20, 2012—Approved by the Faculty of the College of Arts and Sciences
March 20, 2014—Approved by the Faculty Senate**

**October 11, 2012—Revision to Rename Departments of Mathematics and Statistics to be Department of Mathematics, Applied Mathematics, and Statistics Approved by the A&S Executive Committee
November 16, 2012—Approved by the Faculty of the College of Arts and Sciences
March 20, 2013—Approved by the Faculty Senate**

January 8, 2016 – Revision to Section 46 to allow for electronic voting on By-laws Amendments – Approved by the A&S Executive Committee

March 25, 2016 – Approved by the Faculty of the College of Arts and Sciences - Approved by the Faculty Senate

Resolution to modify the minimum requirements for a Master's degree within the CWRU School of Graduate Studies.

Currently, the CWRU School of Graduate Studies has a minimum requirement of 27 credit hours and a minimum grade point average of 2.75 for conferral of a Master's degree. The majority of our graduate programs use this minimum standard. *See Appendix A*

During the past several years, the Ohio Board of Education has worked to establish minimum requirements for Master's and Doctoral degrees within the State of Ohio. Currently the Chancellors Committee on Graduate Studies contains the following statement regarding graduate degree credit hour requirements:

Doctoral degrees generally require the successful completion of at least 90 semester credit hours of work beyond the bachelor's degree or at least 60 semester credit hours beyond the master's degree." – CCGS Guidelines and Procedures

The Chancellors Committee has used this statement to establish a minimum credit hour requirement of 30 credits for a Master's Degree.

A survey of graduate programs among the membership of the Chancellors Committee reveal that all member institutions in the State of Ohio have a minimum requirement of 30 credit hours as well as a minimum grade point average of 3.0 for conferral of a Master's degree. *See Appendix B*

A survey of a sampling of institutions within the Association of American Universities that CWRU identifies as peer or aspirant institutions reveal that those institutions require 30 or more credit hours as well as a minimum grade point average of 3.0 for the conferral of a Master's degree. *See Appendix B*

In order to comply with expectations within the State of Ohio, the CWRU School of Graduate Studies proposes to raise the minimum requirements for a Master's degree to 30 credit hours and that the minimum grade point average for graduation be raised to 3.0. This new requirement would begin with the matriculating class in Fall 2017.

Appendix A Shows

1. Number of hours required to graduate with a masters in each SGS program
2. GPA required to graduate with a masters in each SGS program
3. Number of new students who matriculated in each program for Fall 2016
4. Total enrollment of masters students by program for Fall 2016
4. Number of students by department who graduated with less than a 3.00 gpa over the past 5 years

Appendix B Shows

1. Credit hour and gpa requirements to obtain a master's degree among the membership of the Chancellors Committee on Graduate Studies
2. Credit hours and gpa requirements to obtain master's degree from a sampling of institutions within the Association of American Universities (AAU) that CWRU identifies as peer or aspirant institutions

APPENDIX A

Program	Description	New Admissions	Total Enrolled	Grads Under 3.0 Last 5 Years	Required Hours	Required GPA
ANEMS	Anesthesiologist Assistant	64	130	3	60	2.75
ANPMS	Applied Anatomy	10	30	0	30	3
ANTMA	Anthropology	5	8	0	27	3.00 in core courses
APMMS	Mathematics (Applied)	0	2	0	27	2.75
AREMA	Art Education	3	6	2	36	2.75
ARHMA	Art History	2	4	0	30	2.75
ARMMA	Art History and Museum Studies	2	5	1	31	2.75
BCHMS	Biochemistry	3	10	0	36	2.75
BETMA	Bioethics	42	55	4	27	2.75
BIOMS	Biology	9	33	1	30	3
BRSMS	Biochemical Research	1	3	0	36	2.75
CGLMA	Cognitive Linguistics	5	7	0	30	2.75
CHEMS	Chemistry	3	8	0	27	2.75
CISMS	Computing and Information Sciences	6	29	1	27	PPOS GPA 3.0
COSMA	Communication Science	11	19	1	42	2.75
CRSMS	Clinical Research Scholars Program	10	26	0	36	2.75
DNCMA	Contemporary Dance	4	6	0	30	3
DNCMF	Contemporary Dance	0	1	0	60	3
EAPMS	Electrical Engineering	12	44	2	27	PPOS GPA 3.0
EARMS	Aerospace Engineering	5	8	0	27	2.75
EBIMS	Biomedical Engineering	13	38	3	27	2.75
EBVMS	Biomedical Engineering	4	9	0	27	2.75
ECEMS	Chemical Engineering	9	17	0	27	2.75
ECIMS	Civil Engineering	2	6	2	27	2.75
ECMMS	Computer Engineering	2	15	1	27	PPOS GPA 3.0
ECVMS	Civil Engineering	0	0	0	27	2.75
EGLMA	English	4	7	0	27	2.75
EMAMS	Macromolecular Science and Engineering	14	29	3	27	2.75
EMCMS	Mechanical Engineering	13	48	4	27	2.75
EMSMS	Materials Science and Engineering	9	18	0	27	2.75
EMVMS	Mechanical Engineering	4	5	0	27	2.75
ENGME	Master of Engineering Program	0	4	0	30	0
ENGMM	Masters in Engineering and Management	56	72	5	42	0
EPBMS	Epidemiology and Biostatistics	9	10	0	31	2.75
ESVMS	Systems and Control Engineering	1	6	0	27	PPOS GPA 3.0
ESYMS	Systems and Control Engineering	3	9	0	27	PPOS GPA 3.0
EVHMS	Environmental Health Sciences	0	0	0	0	0
FRCMA	French / Modern Languages	0	1	0	27	2.75
GEOMS	Earth/Environmental and Planetary Sciences	1	2	0	0	0
GNCMS	Genetic Counseling Training Program	6	12	0	40	2.75
HSTMA	History	3	7	0	27	2.75
MATMS	Mathematics	0	1	0	27	2.75
MDPMS	Medical Physiology	164	270	0	30	>3.0
MDVMS	Medical Physiology	1	4	0	30	>3.0
MPHMP	Master of Public Health	29	65	1	42	2.75
MUEMA	Music Education	5	13	0	30	2.75
MUHMA	Music History	0	0	0	n/a	n/a
MUPMA	Music (Historical Performance Practice)	1	2	0	27	2.75
NTRMS	Nutrition	35	74	0	30	2.75

PATMS	Pathology	7	17	1	30	2.75
PHNMS	Public Health Nutrition	7	13	0	30	2.75
PHRMS	Pharmacology	0	0	0	n/a	n/a
PHSMS	Physiology	0	1	0	27	2.75
PHYMS	Physics	4	6	0	27	2.75
POSMA	Political Science	0	3	0	27	2.75
POVME	Master of Engineering Program	15	23	0	30	0
PSYMA	Psychology	5	10	0	27	2.75
RLGMA	Religious Studies	0	1	0	30	2.75
SBBMS	Systems Biology and Bioinformatics	1	10	0	30	2.75
SOCMA	Sociology	1	9	0	27	2.75
STAMS	Statistics	4	8	0	27	2.75
THRMA	Theater Arts	1	1	0	30	2.75
THRMF	Theater Arts	0	8	0	60	3
WLTMA	World Literature	0	1	0	27	2.75
Totals		630	1289	35		

APPENDIX B

	University	Credit Requirement	GPA
AAU/OH	CWRU	27	2.75
AAU	Boston University	32	3
AAU	Duke	30	3
AAU	Emory	30	3
AAU	Harvard	32	3
AAU	Johns Hopkins	30	3
AAU/OH	Ohio State	30	3
AAU	Vanderbilt	30	3
AAU	University of Rochester	30	3
AAU	Northwestern	30	3
AAU	Carnegie Mellon	30	3
OH	University of Cincinnati	30	3
OH	University of Toledo	30	3
OH	Miami University (Ohio)	30	3
OH	Ohio University	30	3
OH	Bowling Green	30	3
OH	Kent State	30	3
OH	University of Arizona	30	3

CONCILIATION COUNSELOR REPORT
JULY 1, 2015—JUNE 30, 2016

Individuals counseled	10
Contact with other party	6
Mediation sessions held	2
Personnel practice matters	6
Inter-collegial conflicts	4

In the 2015-16 academic year, I counseled ten individuals who were referred to me or contacted me directly. Three were department chairs and seven others were faculty members. Six of the matters related to personnel practice issues that could be addressed by the grievance process. Four matters involved conflicts between colleagues (*i.e.*, inter-collegial conflicts) to which the grievance procedure does not apply but for which my assistance is available.

I had multiple meetings with some of the individuals counseled, and I contacted six other parties with respect to matters raised by individuals I counseled. In some cases, I had multiple contacts with the other party. In two cases I had a mediation session (*i.e.*, a meeting at which I met with the parties together in an effort to help them resolve the conflict).

Both mediation sessions resulted in agreement by the parties, but, in one case, the parties disagreed over implementation of the agreement. I shuttled between those parties to attempt to resolve that disagreement. However, the parties did not settle that disagreement and a grievance was filed. That was the sole grievance filed during the year.

For submission to the Faculty Senate at its meeting on October 20, 2016 by
Professor Emeritus Wilbur C. Leatherberry, Conciliation Counselor

The Faculty Senate Committee on Research:

The 2016 Faculty Research Survey

October 20, 2016

Lee D. Hoffer

Chair, Faculty Senate Committee on Research

Background

- 2015 FSRC “Faculty Research Survey” objectives:
 1. Assess faculty satisfaction with research support services
 2. Identify priorities for improving this support
 3. Collect open-ended responses
- Outcomes of interest:
 1. Identify specific areas for improvement
 2. Establish a way to **monitor progress**
- 2016 “FSRC Faculty Research Survey” – To be delivered on (or around) **October 31st**

The 2016 survey

- Improvements made for 2016:
 1. Added 2 questions but reduced time w/ skip pattern
 - ✓ Collect more detailed responses
 2. Ask questions more relevant to non-STEM faculty
 - ✓ (language) Proposals for “research & other creative endeavors”
 - ✓ Question on other resources (e.g., library, travel, teaching buy-out, etc.)
 3. Increase the response rate (2015, N=393, 11%)
 - ✓ Not delivering survey on the last day of class
 - ✓ Better marketing campaign, increase buy-in

The 2016 survey

Thank you... & please fill out the survey

Conclusions (from 2015)

Pre-award

- Dissatisfaction:
 1. Grant writing support
 2. Identifying foundation support opportunities
- For improvement:
 1. Identifying foundation support opportunities
 2. Proposal writing
 3. Submitting proposals

Post-award

- Dissatisfaction:
 1. Monitoring accounts
 2. Payment & invoicing
- For improvement:
 1. Monitoring research accounts
 2. Hiring research staff
 3. Payment & invoicing

In general

- Dissatisfaction:
 1. Bridge funding
 2. Grant writing support
 3. Startup, seed, or pilot project funding

What CWRU **does well**:

1. Collaboration
2. Department staff
3. Flexibility

What can CWRU **improve**:

1. University staff (ORA, IRB, HR, Purchasing)
2. Internal funding
3. Grant writing support

HEALTH INSURANCE AND FLSA UPDATES FACULTY SENATE

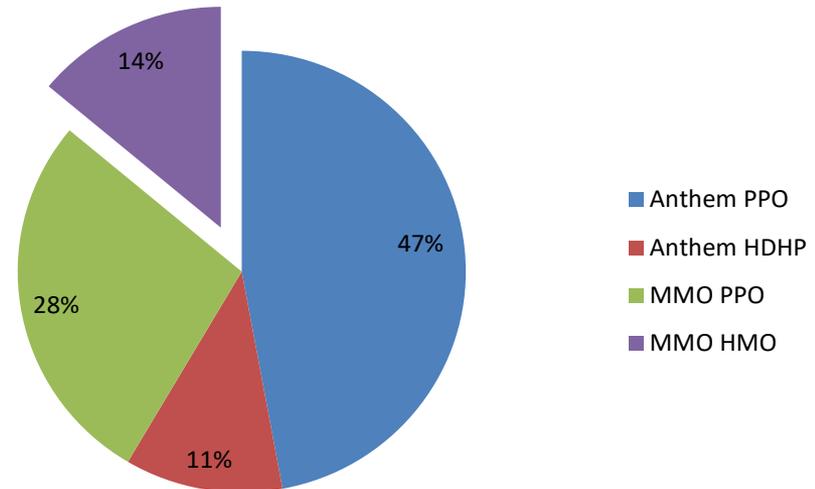
OCTOBER 20, 2016

Agenda

- Health Insurance Overview
- Premium Rates
- Benelect Changes
- Fair Labor Standards Act (FLSA)

Health Insurance Overview

- Four health insurance plans
 - MMO PPO, Anthem PPO, Anthem HDHP, MMO HMO
- 86% of faculty/staff enrolled in self-insured options
 - CWRU pays claims
 - Administration fees
 - Stop Loss



Medical Premiums in 2017

- Premium increases higher than expected
 - HMO 1.1%
 - MMO PPO 7.1%
 - Anthem 10.5%
- Impact
 - Employees w/ Single coverage: \$0 to \$11 per month
 - Employees w/ Family coverage: \$4 to \$62 per month

Medical Premiums in 2017

- Premium Illustrations – Anthem PPO

Non-Exempt	Single (per month)	Family (per month)
2016	\$86.50	\$443.50
2017	\$93.50	\$488.50

Exempt, Salary < \$50K	Single (per month)	Family (per month)
2016	\$97.50	\$512.50
2017	\$106.50	\$565.50

Exempt, Salary \$50K-\$100K	Single (per month)	Family (per month)
2016	\$100.50	\$529.50
2017	\$110.50	\$584.50

Dental & Vision Premiums in 2017

- Dental premiums:
 - Employee impact: current rates unchanged
- Vision premiums
 - Employee impact: current rates unchanged

Benelect Changes in 2017

1. **New HMO: Medical Mutual CLE-Care**

Replaces the Medical Mutual SuperMed HMO

2. **Infertility Services**

IUI and IVF services will be covered on the PPO and HDHP

3. **CVS MinuteClinic[®]**

Provides access to lower cost, high quality care as an alternative to more costly Urgent Care and ER visits

Benelect Changes in 2017

Infertility Services

- IUI and IVF services will be covered on the PPO and HDHP
- Lifetime maximum benefit – \$10,000
- Members pay 50% coinsurance
 - Does not accumulate to annual OOP limit
- In-Network coverage only
- Infertility prescription drugs excluded

Benelect Changes in 2017

4. IRS Contribution Limits

HSA: \$3,400 single/\$6,750 family

FSA: \$2,550*

Flu Vaccination Opportunities

- Onsite Flu Vaccination Clinics
 - Sept. 23 8:30 am – 12:30 pm, TVUC First Floor Conf. Rm.
 - Oct. 13 7 am – 11 am, Crawford Hall Room 209
 - Oct. 28 8:30 am – 12:30 pm, SON Faculty Staff Lounge
 - **Nov. 9 11 am – 5 pm, Benefits Fair in TVUC Ballroom**
 - **Nov. 10 8 am – 2 pm, Benefits Fair in TVUC Ballroom**
- CVS Pharmacy Program
 - Injectable Seasonal Flu Vaccination (Quadrivalent & High-Dose) - \$0 Copay
 - Preventive Care Vaccines for Children & Adults - \$0 Copay
(Pneumonia, Hep. A, Hep. B, HPV, Varicella, MMR, Tetanus, Tetanus/Diphtheria/Pertussis, Meningococcal)

Fair Labor Standards Act (FLSA)

- Barack Obama's big change to overtime rules.
- Minimum salary threshold increased to \$47,476(**cannot be prorated**). Automatically updated every three years.
- Effective December 1, 2016.

What is the Impact

- **Approximately 800 CWRU employees affected by regulation.**
- Some will receive an increase to the new threshold.
 - Post docs
 - Research associates
- Others will be reclassified non-exempt\ and become eligible for overtime.
- **Staff who are reclassified to non-exempt will not lose vacation days!**
- Effective December 1, 2016.

FLSA Timeline

- Mar. 2014** Pres. Obama orders review and update to certain FLSA rules (salary threshold not changed since 2004)
- July 2015** DOL- Issues Notice of Rulemaking (salary threshold more than doubles, to over \$50K)
- Fall 2015** HR/OGC begin informational meetings with units
- Nov. 2015** Presentation to President's Council
- Jan. 2016** Meetings with Biz and HR Staffs, gathering & analyzing lists (continues through semester)
- March 2016** Memo regarding FLSA

FLSA Timeline continue

May 2016	FLSA rules final; announcement in the daily- ~800 staff affected
July 2016	FLSA Presentation to Cabinet
Sept. 2016	FLSA update to Council
Sept. 2016	Revised job descriptions and appeals reviewed (extended deadline - October 7th)
October 2016	Affected employees notified
October 2016	Script and FAQ's available

FLSA Timeline continue

October 20th and 24th	Townhall meetings (1p.m. and 12:00p.m.)
Nov 2nd	Job Description Workshop (2pm)
Nov. 2016	Add'l Townhall meetings TDB
Dec. 2016	New FLSA regulations take effect

Appeals and Promotional requests

- We have received over 88 requests for reconsideration via the appeal process.
- We have also received 63 promotional requests.
- We will start looking at potential compression in 2017.