Approval of senate minutes of August 30, 2012

I. Announcements

A. Special Guest
   1. Bill Scholl, Ball State Athletic Director

B. Next Scheduled Meetings

   Senate Agenda Committee – Monday, October 15, 2012, 8:00 a.m., (LB 104)
   University Senate – Thursday, October 25, 2012, 4:00 p.m., LB (Letterman Bldg.), Rm. 125

C. Editorial revision of appointment procedure of membership on Academic Assessment and Institutional Research Committee (Enclosure #1)

D. Change of committee name

   University Council 9/13/12
   Senate Agenda Committee 9/17/12

   Current: Academic Assessment and Institutional Research Committee
   Proposed: Institutional Effectiveness Committee

   Rationale: Office name change was approved by administration and renamed Office of Institutional Effectiveness.

II. Recognition of Death – David Shepard

   Professor Emeritus of Speech Communication
   Retired, 33 years of service

III. Council/Committee/Student Senate Reports

A. Governance and Elections Committee – Ralph Bremigan, Chairperson
B. Faculty Council – Kip Shawger, Chairperson
C. University Council – Katie Slabaugh, Chairperson
D. Campus Council – Kevin Thurman, Chairperson
E. Student Senate – Chris Wilkey, President, Student Government Association

IV. Report by Chairperson of Senate – David Pearson (Enclosure #2 - Issues in the Senate System)
A. Constitutional Amendments were sent electronically and in hard copy form to Vice Presidents and Department Chairs on Wednesday, September 12, with the sixty day deadline December 10.

V. Questions Directed to the President
VI. Question and Answer Period
VII. Unfinished Business
VIII. New Business
A. Salary and Benefits Revisions in Handbook (Enclosure #3)
B. Endorsement of Student Senate Resolution SR-01-12/13 (Enclosure #4)
IX. Other Items
X. Adjournment

/mt
1. The meeting was called to order at 4:00 p.m., by the Chairperson of the University Senate, David Pearson. Roll Call was taken by initialing the roster located at the entrance to LB 125.


Substitutes: Mark Myring for J. Ledbetter, Brian Meekin for C. Munchel, Richard Fluegeman for S. Rice-Snow, David Roof for T. Richardson


2. A motion was made and seconded (Steib/Thurman) to approve the minutes of April 19, 2012.

The motion carried.

3. Announcements

The chair announced there will be at least one guest at every senate meeting. Communication is the key for everyone to know what is happening on campus. In discussions this summer, the biggest concern was the Enterprise Resource Planning project (ERP). Phil Repp, Vice President for Information Technology, is willing to come to every meeting to update us on the progress of the project.

A. Vice President Repp reported the project began eighteen months ago. There are approximately eighteen more months to go before everything is in place. The software integration takes a great amount of time. He also reported the following information:

- Super Administrators are being located all over campus. These are people who are willing to help with answers to complex questions.
- There was a question regarding Degree Works and replacement of the DAPR. He responded that Degree Works will be going up in late October. The new DAPR will look very similar to what we have now, but will offer many more options. The terminology is the same as the DAPR. The DAPR will stay live for quite a while yet, because of graduate check-out. It is currently undecided if it will be available for course registration for spring, 2013.
- Please send questions prior to the senate meetings if you have them. They can be directed to him or the chair of the senate.

B. The chair introduced Zachary Hartley, and Sue Weller, who informed the senate of the new application for smartphones that tracks the campus shuttle buses. There is a text messaging system on the app, so students can look for a message if there is a delay for some reason. This is in real time.

A question was asked as to whether it could tie in to the MITS system? MITS has their own free app for students right now. It would require tying the system together on 110 MITS buses. Funds are not available to do that at the present time.
4. Reaffirmation of Standing Rules (University Senate Agenda, 8/30/12, Enclosure #1)

The chair offered a revision of following Roberts Rules of Order which would resolve questions, decrease the number of standing rules, and allow the senate the option to make amendments.

A motion was made and seconded to accept the revision to the Standing Rules.

The motion carried.

Barry Umansky, Parliamentarian, and Ralph Bremigan, Vice Chair and Chair of the Governance and Elections Committee, will look at the Standing Rules, make revisions where necessary, and bring them back to the senate for approval.

A motion was made and seconded (Shawger/Bellaver) to reaffirm the standing rules, as revised.

The motion carried.

5. The subject of conserving paper was reviewed as well as polling the membership regarding their request to receive hard copies of the agenda materials. Agenda materials will be produced only once.

6. Ralph Bremigan, vice chair of the senate, reviewed the flow chart and committees under each council’s purview.

New items of business for the governance system’s consideration should be directed to the Senate Agenda Committee, via Melanie Turner (Undersecretary) or Dave Pearson (Chair). The Agenda Committee meets once a month and they decide the routing items of business should take prior to coming to the Senate for review. Revisions to the constitution almost always are routed to the Governance and Elections Committee.

7. Agenda Items E. (Next scheduled meetings), F. (Schedule of all meetings in the senate system), G. (Notice of change in office/department name), and H. (Board of Trustees action) were reviewed.

8. There was a moment of silence to recognize the deaths of Mildred Eberle, Thomas Foster, Betty Lou Guemple, Sarah (Sally) Hewitt, Kathleen Keil, Robert Korsgaard, Margaret Lehr, Robert E. Linson, Bradford Meyerdierks, Richard Smieriak, Jean Wenger Scherr, Rosamond Bayne Wetmore, and Harold Zimmack.

9. Committee Reports

A. Governance and Elections Committee – Ralph Bremigan, Chairperson

Ralph reported the committee met today and had the chair of the Professional Education Committee attend to update the committee on its progress with revising the membership and responsibilities. They also reviewed and discussed the amendment regarding term limits for councils and committees.

B. Faculty Council – Kip Shawger, Chairperson. The council will meet on September 6.
C. University Council – Katie Slabaugh, Chairperson. The council will meet on September 13.
D. Campus Council – Kevin Thurman, Chairperson. The council meets on September 20.
E. Student Senate – Chris Wilkey, President, Student Government Association. Chris reported the Student Senate met yesterday. They are working on filling the student seats on the councils and committees.
F. NCAA/MAC Annual Report (University Senate Agenda, 8/30/12, Enclosure #3)
Jim Ruebel was unable to attend today’s meeting. Any questions regarding the report may be forwarded to the Senate Office for inclusion on the next senate agenda.

10. Report by Chairperson of Senate – Dave Pearson (University Senate Agenda 8/30/12, Enclosure #4)

The chairperson reviewed the dispensation of the three constitutional amendments waiting for faculty/professional personnel approval. All three will be sent at the same time to all departments and units under each vice president.

11. Questions Directed to the President

The President reported the following:

- Funding for initiatives identified in the Fall Convocation Address will be coming from several sources. The money from the salary increase she did not take is also going towards the initiatives. There is significant funding coming from efficiencies resulting from the implementation of the Enterprise Resource Planning (ERP) system. There are reductions of budgets in other operational areas that are going towards funding of the initiatives.
- The freshman class is slightly smaller; however, admission standards were raised.
- There is excitement about the first football game of the season. The Women’s soccer team is off to a great start as well as Women’s Volleyball. She offered her congratulations to Bill Scholl, Athletic Director, who will be attending next month’s senate meeting. Coach Lembo will be attending a senate meeting next spring.
- She reminded the senate about the reception at her house on September 5, from 5:30-7:00p.m.
- The latest issue of The Alumnus will be distributed to every faculty member. Julie Stroh is the new director of Alumni Programs and Don Park has retired as interim director. The publication highlights many different areas of the university well. They upgraded the magazine by producing the in-print publication four times a year rather than six times per year.

The President responded to the following questions from the members of the senate:

- **With the implementation of the Enterprise Resource Planning system, will there be a reduction in staff?**
  
  The President responded that she believes there will be after streamlining the new system. Vice President Repp will be contacted regarding this question.

- **The pedestrian crossings on University Avenue at the Student Center is proving to be a problem with people trying to cross the street.**

  The President responded that the streets belong to the city of Muncie. She will take a look to see if there has been any reporting of problems within the police department.

At this time, Provost King discussed and answered questions concerning the following:

- Workplace satisfaction was an issue under the strategic plan. There will be a workplace satisfaction survey, in conjunction with a university climate survey sent to the faculty. Staff will also be sent a similar survey.

- **Is the principal concern over diversity intolerance?**

  This was proposed by the University Diversity Committee. There is not necessarily a problem, but they wanted to have a baseline in addition to identifying workplace satisfaction.
13. Unfinished Business

A. Reorganization and combining of Instructional Media Support and Information Technology Committees into one committee under Faculty Council, to be called Academic Technology Committee – Second reading (University Senate Agenda, 8/30/12, Enclosure #5). If passed by faculty and professional personnel, this amendment will go into effect next fall, 2013.

There was no discussion and a motion was made and seconded to approve the amendment.

The motion carried.

14. New Business

A. Membership of Councils/Committees in University Governance system
   (University Senate Agenda, 8/30/12, Enclosure #6)

   A motion was made and seconded (Shawger/Murray) to approve the membership.

   The motion carried.

15. Other Items

   There were no other items.

The meeting adjourned at 5:05 p.m.

September 27, 2012

David Pearson, Chairperson

Amy Harden, Secretary

/mt
Suggested revisions to Academic Assessment and Institutional Research Committee

1. Academic Assessment and Institutional Research Committee

1.1 Membership – The membership of the Academic Assessment and Institutional Research Committee shall consist of the following:

1.11 Voting

1.111 Three members appointed by the University Council, one of which is serving on the University Council, for staggered two year terms;

1.112 Seven faculty members, one representing each college, of which at least one must be a member of the University Council, appointed by the University Council Faculty Council for staggered two year terms;

1.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

1.12 Non-Voting

1.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;

1.122 The Director of the Office of Academic Assessment and Institutional Research

Rationale – Committee is comprised of both professional personnel and faculty. Faculty Council should appointment faculty members in 1.112. (editorial change)
Terms of Appointment

1. Ball State University is an equal opportunity employer. The appointment of faculty members and administrative officers is governed by professional consideration, not by political or other nonprofessional factors.

2. Academic employees are for the most part employed on a nine-month basis, for teaching in the fall and spring semesters -- the academic year -- and for teaching on-campus classes (some of which are evening classes and some Saturday classes) and extension (off-campus) classes.

3. Some assignments for the academic-year faculty will be made for teaching in the summer session, but summer employment is not guaranteed, nor is any faculty member required to teach in any summer session. Each department shall develop a statement of recommendation on summer employment, agreed on by a majority of the full-time regular faculty of the department. Such policy should be reviewed when a majority of the regular faculty members in a department request a review. Statements shall be filed in the office of the appropriate dean. Summer session courses should, in general, be taught by those holding the appropriate terminal degree.

4. The terms of employment of faculty and professional personnel employed on other than academic year contracts are established annually within the contractual agreement between the employee and the University.

5. A faculty member must complete at least one semester of full-time service during any academic year in order to receive a full year’s credit for purposes of tenure consideration.

6. Associate professorships and professorships are available to qualified persons who are being employed when circumstances and qualifications warrant such rank. The form “Recommendations for Unusual Appointment” must be submitted with the request to employ.

Reassignments

1. The University retains the right, through the appropriate dean, to reassign faculty members to other course, to research, or to other professional activities, should it become necessary to cancel offerings because of insufficient enrollment or other good and just causes.

Contract and Salary Information

1. Information about the academic salary plan and benefits may be obtained from the Office of the Associate Provost.

2. Contracts with University faculty members include an agreement that the faculty member is bound by the rules and regulations as printed in the Faculty and Professional Personnel Handbook and approved by the University Senate and/or the Board of Trustees.

Guidelines for Faculty Load Assignments and Reporting

1. Faculty Load Planning
   1.1 Academic assignments are determined by the chairperson of the department and the college dean, Provost and Vice President for Academic Affairs, and the President. Academic assignments may include on-campus as well as off-campus classes, assigned time for research or writing, consultative services, or administrative duties. Academic assignments will vary from one faculty member to another. The academic workload for a University faculty member is 24 credit hours for the academic year, 6 credit hours for the summer term, and 12 credit hours for the summer semester.

2. Faculty Load Reporting
   2.1 By November 15 of the fall semester and April 1 of the spring semester, department chairpersons will forward to the college dean, Provost and Vice President for Academic Affairs, and President an actual academic load report for the appropriate semester using the same report format used to present the proposed academic load.

3. Faculty Load --Assigned Time
   3.1 Scholarly and/or Creative Productivity
   3.11 Faculty who demonstrate scholarly and/or creative productivity may be assigned 3-4 credit hours each semester. Each college will determine its definition of scholarly and/or creative productivity within accepted collegiate guidelines of academic performance and achievement. This productivity must be current and ongoing to merit assigned time.
3.12 Department chairpersons will submit a report to the dean at the end of each semester summarizing the scholarly, research, and/or creative productivity of each faculty member given assigned time for research.

3.13 Faculty who receive assigned time for research will not receive paid overloads during the same semester in which the research time is granted.

3.2 Departmental Administration

3.21 Department chairpersons may be assigned 6-8 hours each semester. Typically, chairpersons engaged in research and/or service activities will be teaching one class per semester. Administrative assistants/associate chairpersons and directors of graduate programs may be assigned 3-4 hours each semester.

3.3 Other Administrative Responsibilities

3.31 Assigned time for other administrative responsibilities must be approved in advance by the department chairperson and the dean.

3.4 Grants

3.41 Faculty engaged in externally funded projects and/or internally funded research may be assigned time as outlined in the proposal and with the approval of the department chairperson and the dean.

3.5 Service Activities

3.51 Faculty working on service projects and activities contributing to their professional development and significantly benefiting their subject matter discipline may be assigned 3-4 hours each semester.

3.52 All departmental requests for assigned time should be submitted to the dean’s office when the semester schedule is completed. Additions to or modifications of this list should be submitted when they occur but always prior to the beginning of the semester. In all cases, the principles of flexibility and accountability should inform the decisions regarding assigned time.

4. Faculty Load – Other Guidelines

4.1 When computing academic workloads, the following guidelines should be considered.

4.11 Chairpersons may adjust teaching and research loads between semesters during the academic year (for example, assigning 6-8 hours of research time during one semester and no research time the other semester) if this is consistent with departmental requirements.

4.12 With the approval of the department chairperson and dean, a faculty member may be allowed additional load hours when a class size is exceptionally large.

4.13 Under normal circumstances, the direction of independent studies, master’s theses, and doctoral dissertations shall be considered part of a faculty member’s scholarly, creative, and teaching responsibilities during the academic year. Each college will establish a written policy to address compensation and load credit for teaching responsibilities beyond one’s regular course load such as the direction of independent studies, master’s theses, honor’s theses, and doctoral dissertations. This policy is subject to the approval of the appropriate dean, provost, and the Board of Trustees.

4.14 As a rule, contract faculty will be assigned to teaching and not to other responsibilities such as research, service, and administration. Contract faculty members whose assignments include responsibilities other than teaching will receive assigned time, additional salary, or other compensation to be determined by their department chairperson.

4.15 Summer terms are an integral component of Ball State’s total instructional program. Consistent with University policy, faculty will be paid 15% of the academic year salary per full load per summer term. As defined by the Faculty and Professional Personnel Handbook, a full load is six (6) hours per summer term. See the Ball State Supplemental Compensation for Faculty and Professional Personnel policy.

5. Underenrolled Classes

5.1 The minimum class size shall be ten (10) for undergraduate and six (6) for graduate classes. For purpose of determining class size an undergraduate shall count 1/10th, a graduate 1/6th, and an auditor shall count 1/50th in an undergraduate class and 1/30th in a graduate class in such determinations.

5.2 Each department may offer one under enrolled class section per semester and for each five week summer term at its own absolute discretion and make its own determination of the justifiable minimum for an under enrolled class. Departments may offer other under enrolled classes with permission of the college dean. All under enrolled classes must carry full teaching load credit for the faculty members involved. Faculty members teaching under enrolled classes will not be eligible for overload pay.
1. Personnel Files
  1.1 A personnel file is a file which contains documents or records that show that a personnel action has been taken (e.g., contract letters, P-3 forms) or which contains information upon which a personnel action has been based (e.g., letter of application, evidence in a disciplinary action). Some examples of personnel actions are recruiting, hiring, firing, transferring, promoting, granting tenure, and approving compensation.
  1.2 Materials in a personnel file may include, but are not limited to, application for appointment; letters of recommendation; official contract letters; forms concerning changes in appointment, salary, title, etc.; vita; salary information; formal evaluations by supervisors; teaching evaluations; information concerning scholarly productivity or creative endeavors; information concerning service in a professional capacity; information concerning any disciplinary actions taken; or information concerning the status of any formal charges against the employee.
  1.3 Materials that are not to be placed in a personnel file include information about the employee’s gender, race, disability, national origin, religion, age, veteran status, citizenship, sexual orientation, or marital status. Any file that will be used by people other than the employee, such as a promotion and tenure committee, may not include this information.
  1.4 All this information shall be made available to the affected faculty or professional personnel member. When detrimental material is placed in his or her personnel file, the faculty or professional personnel member shall be notified in writing and given the right to place in the file materials that might rebut or explain the detrimental information. Anonymous letters will never be made part of any personnel file. Improper materials placed in a personnel file will be removed and destroyed by the chairperson, supervisor, or vice president and the affected faculty or professional personnel member.
  1.5 As a general rule, personnel files are located in the departmental or unit office, the dean’s or vice president’s office, and the Associate Provost’s area.

2. Confidential Files
  2.1 Certain files are maintained in confidence due to the sensitive nature of the materials contained in these files. The primary example of this type of file is the investigative files maintained in the Office of University Compliance. The faculty or professional personnel member involved may not see the file because the identity of the complainant is kept confidential unless and until formal disciplinary action has been initiated. However, if a formal complaint is filed against a faculty or professional personnel member, that individual is informed of the complaint. Although the file itself and the complainant’s identity are not available to the accused, he or she is given notice of the existence, substance, and details of the complaint. If formal disciplinary action is initiated, the accused is informed of the identity of the complainant.
  2.2 The files concerning allegations of discrimination in the Office of University Compliance are not available to anyone other than the Executive Director of University Compliance without his or her explicit permission.
  2.3 Personal notes and investigative records are considered to be confidential unless they are used to make a decision concerning someone’s employment status or unless they provide a basis for disciplinary action.
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4.13 Under normal circumstances, the direction of independent studies, master’s theses, and doctoral dissertations shall be considered part of a faculty member’s scholarly, creative, and teaching responsibilities during the academic year. Each college will establish a written policy to address compensation and load credit for teaching responsibilities beyond one’s regular course load such as the direction of independent studies, master’s theses, honor’s theses, and doctoral dissertations. This policy is subject to the approval of the appropriate dean, provost, and the Board of Trustees.
4.14 As a rule, contract faculty will be assigned to teaching and not to other responsibilities such as research, service, and administration. Contract faculty members whose assignments include responsibilities other than teaching will receive assigned time, additional salary, or other compensation to be determined by their department chairperson.
4.15 Summer terms are an integral component of Ball State’s total instructional program. See the Ball State Supplemental Compensation for Faculty and Professional Personnel policy.

5. Underenrolled Classes
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5.2 Each department may offer one under enrolled class section per semester and for each five week summer term at its own absolute discretion and make its own determination of the justifiable minimum for an under enrolled class. Departments may offer other under enrolled classes with permission of the college dean. All under enrolled classes must carry full teaching load credit for the faculty members involved. Faculty members teaching under enrolled classes will not be eligible for overload pay.

Files
1. Personnel Files
1.1 A personnel file is a file which contains documents or records that show that a personnel action has been taken (e.g., contract letters, P-3 forms) or which contains information upon which a personnel action has been based (e.g., letter of application, evidence in a disciplinary action). Some examples of personnel actions are recruiting, hiring, firing, transferring, promoting, granting tenure, and approving compensation.
1.2 Materials in a personnel file may include, but are not limited to, application for
appointment; letters of recommendation; official contract letters; forms concerning changes in appointment, salary, title, etc.; vita; salary information; formal evaluations by supervisors; teaching evaluations; information concerning scholarly productivity or creative endeavors; information concerning service in a professional capacity; information concerning any disciplinary actions taken; or information concerning the status of any formal charges against the employee.

1.3 Materials that are not to be placed in a personnel file include information about the employee’s gender, race, disability, national origin, religion, age, veteran status, citizenship, sexual orientation, or marital status. Any file that will be used by people other than the employee, such as a promotion and tenure committee, may not include this information.

1.4 All this information shall be made available to the affected faculty or professional personnel member. When detrimental material is placed in his or her personnel file, the faculty or professional personnel member shall be notified in writing and given the right to place in the file materials that might rebut or explain the detrimental information. Anonymous letters will never be made part of any personnel file. Improper materials placed in a personnel file will be removed and destroyed by the chairperson, supervisor, or vice president and the affected faculty or professional personnel member.

1.5 As a general rule, personnel files are located in the departmental or unit office, the dean’s or vice president’s office, and the Associate Provost’s area.

2. Confidential Files

2.1 Certain files are maintained in confidence due to the sensitive nature of the materials contained in these files. The primary example of this type of file is the investigative files maintained in the Office of University Compliance. The faculty or professional personnel member involved may not see the file because the identity of the complainant is kept confidential unless and until formal disciplinary action has been initiated. However, if a formal complaint is filed against a faculty or professional personnel member, that individual is informed of the complaint. Although the file itself and the complainant’s identity are not available to the accused, he or she is given notice of the existence, substance, and details of the complaint. If formal disciplinary action is initiated, the accused is informed of the identity of the complainant.

2.2 The files concerning allegations of discrimination in the Office of University Compliance are not available to anyone other than the Executive Director of University Compliance without his or her explicit permission.

2.3 Personal notes and investigative records are considered to be confidential unless they are used to make a decision concerning someone’s employment status or unless they provide a basis for disciplinary action.
POLICIES FOR ANNUAL SALARY ADJUSTMENTS
FACULTY AND PROFESSIONAL PERSONNEL

1. Statement of Policy
1.1 The general purposes of the salary program at Ball State University are to attract, retain, and reward faculty and other professional personnel who enable the University to realize its mission. The salary program should contribute positively to the morale of the faculty and professional personnel and provide both incentive and reward for achievement. The salary program at Ball State University is designed to recognize the differences in performance and characteristics among faculty and professional personnel. The salary program rewards meritorious performance and exceptional achievement and also takes into account other factors, such as marketability, that affect the University's ability to pursue excellence.
1.2 The President of the University is responsible for developing salary programs consistent with the mission of the academic and administrative units of the University in accordance with this Statement of Policy.

2. Definitions
2.1 Definition of Faculty and Professional Personnel.
University salary administration guidelines for faculty and professional personnel apply to all continuing professional personnel employees and those currently tenured or on tenure-track or continuing contract appointment classified as follows:
2.11 Faculty employed on academic or fiscal year contract;
2.12 Professional personnel employed on academic or fiscal year contract (including professional personnel holding rank in academic departments);
2.13 Faculty and professional personnel returning from approved leave of absence during present or next fiscal year.
2.2 Definition of Salary Units.
The units covered by these guidelines are each of the colleges headed by a Dean and the non-collegiate units headed by the Vice Presidents or President.
2.3 Definition of Salary Subunits.
Subunits are those academic and non-academic (e.g., centers, departments, institutes, museums, schools, special programs) entities which are under the administrative supervision of the respective salary unit.

3. Promotions in Academic Rank
3.1 The value of the promotions in academic rank shall be determined by the salary unit.

4. General Salary Increases
4.1 Each year funding for continuing professional employees' salary increases will be allocated to each salary unit.
4.2 Salary increment funds to each salary unit will be equal to the previous year's base salaries for all continuing employees multiplied by eighty-five percent (85%) of the maximum percentage attainable for salary increases. Money not allocated to the salary units will be distributed by the President or appropriate Vice President for reasons such as:
4.21 to allow the University, as necessary, to meet offers received by faculty and professional personnel from competing employers when such action is recommended by the salary subunit; the decision to distribute money shall be accompanied by appropriate documentation;
4.22 to recognize differential merit or market circumstances between and among salary units and salary subunits; differential market decisions shall be accompanied by appropriate documentation;
4.23 to deal with inequitable salary circumstances in which an individual by virtue of initial salary inequity is paid demonstrably less than comparable colleagues;
4.24 to fund appeals that have been approved by the head of the salary unit. (Salary units will be expected to repay funds needed for appeals from their next year's salary allotment.);
4.25 to fund legally required salary adjustments.
4.3 Although incremental money distributed for market purposes will become part of the faculty member's salary base, annual University reviews will be conducted by the University Salary and Benefits Committee to assess changing market conditions and to make appropriate recommendations for adjustments.
4.4 Any funds committed for purposes designated in 4.2 but eventually not so used, must be returned to the total University salary increment pool for distribution the next fiscal year.
4.5 Total remaining compensation adjustment dollars available for continuing personnel each year will be distributed in ways established by majority vote of the continuing professional employees within each salary unit, except for promotion money to be distributed in accordance with 3.1.
All subunits must, however, award no less than fifteen seventy percent (1570%) of their total increment funds for meritorious service in accordance with the subunit criteria. These "merit" funds cannot be distributed on an "across the board" basis. Meritorious service must be determined annually.

4.6 Criteria and processes shall be developed within each salary unit for salary administration and approved by written ballot by a majority of a quorum of the members of each such unit who are eligible to vote. Subunits must develop criteria consistent with their unit's criteria. These criteria and processes shall be reviewed and approved annually by the appropriate subunit head (e.g., chairperson, director, coordinator) and unit head (Dean, Vice President, Provost and Vice President for Academic Affairs, President). The President or Provost and Vice President for Academic Affairs and the University Salary and Benefits Committee must approve all criteria and processes for all units. The criteria and processes shall be made known in advance of salary administration implementation. Discretionary awards need not be given to every individual. To be eligible for a salary increment, an individual's performance must be deemed to be satisfactory by the salary subunit. However, a faculty member's failure to receive a "satisfactory progress" recommendation in the tenure review process is not necessarily a determination that his or her performance is unsatisfactory for salary purposes.

Salary units or subunits that do not develop approved criteria and processes may have all merit and discretionary dollars withheld from them.

4.7 Personnel on joint appointments between colleges or between a college and a non-collegiate unit shall be evaluated for purpose of discretionary awards in proportion to their full-time equivalent appointments in the unit. These personnel must be apprized of criteria and procedures used in all units to which they are appointed.

4.8 Salary grievance procedures shall be developed within the salary unit and it is expected that salary grievances will be resolved within the salary unit. All recommended salary adjustments based upon grievances or appeals must be approved by the head of the salary unit, appropriate University officer and the President. Any salary adjustment based on a grievance shall be made as soon as possible and no later than the beginning of the next academic year.

5. Implementation and Amendment Procedures

5.1 The President or the Provost and Vice President for Academic Affairs, working with the Salary and Benefits Committee of the Faculty Council, will review annually salary administration guidelines to assure compliance.

5.2 Recommendations for improvements in the salary process, with rationale, may be made to the Salary and Benefits Committee of the Faculty Council. Such recommendations should be submitted in writing as early as possible each year to allow any revisions to be implemented in the salary administration process.

5.3 The timetable for the salary administration process and any changes in University guidelines shall be announced prior to the start of the salary administration process each year.

5.4 Once approved by the Board of Trustees, changes in these guidelines will be recommended by the President after obtaining the assistance and consultation of the University community.
SUMMER SESSION SALARY POLICIES

Introduction

The summer session salary policies at Ball State University will complement the overriding goals of course and program scheduling. These goals are serving identified student needs with appropriately qualified faculty in a cost-efficient manner and attracting students not ordinarily attending the University.

The University will consider and implement experimental strategies such as out-of-state tuition waivers, acquisition and use of lists of prospective summer school students, and increased advertising. Departments and colleges are encouraged to develop new course offerings or programming in order to attract new student clienteles. For example, workshops, especially those that attract out-of-state students, are possibilities. Programs such as START are included in this category. Non-credit bearing activities must also be considered.

1. The rate of compensation for faculty who are assigned load hours during the summer session will be as follows provided in the Ball State Supplemental Compensation for Faculty and Professional Personnel policy:

   1.1 The summer salary shall be calculated as fifteen percent of the faculty member's previous academic year salary for each six load hours (regardless of whether the load occurs during the intersession, a five-week session, or across the ten-week summer session);

   1.2 For assignments other than six load hours, salary will be computed on a proportional basis (examples: an individual who is assigned five load hours during a five-week session will receive five-sixths of fifteen percent of his or her previous academic year salary as compensation; an individual who is assigned nine load hours during a five-week session will receive nine-sixths of fifteen percent of his or her previous academic year salary as compensation);

   1.3 With consent of the faculty member and approval of the college dean, a department chairperson may assign classes with enrollment below minimum standard class size. In such instances, compensation will be determined as outlined in subsections 1.2 and 1.3 below.

2. Summer activities not assigned specific load hours for faculty or professional personnel will be compensated on a negotiated basis. Such negotiable compensation must be mutually agreed upon and approved via the usual process (department chairperson, college dean, Provost and Vice President for Academic Affairs, President).

3. A salary plan may be developed by a non-teaching salary unit consistent with the following:

   3.1 The rate of compensation will be one-seventh of the individual's previous academic year salary for a full load;

   3.2 The plan will specify the measure to be used in computing a full load. Assignments other than a full load will be compensated on a proportionate basis.

4. Any salary plan that is developed by a teaching salary unit must be consistent with the preceding items 1 and 2 as well as the following:

   4.1 Minimum class sizes for graduate and undergraduate courses University-wide will be: graduate - 6 and undergraduate - 10. Class sections shall not be split to add additional sections unless enrollment exceeds the section limits set for the academic year. Multiple class sections may be scheduled with approval of the department head and dean.

   4.2 Any class which does not meet the established minimum size may be taught without reduction in compensation if approved by the Dean on the basis of programmatic considerations.

   4.3 Partial compensation may be paid a faculty member for teaching a class which does not meet the established minimum size. Exceptions are noted in 4.2 above.

   4.4 The summer program budget will make available salary dollars to fund classes which meet the criteria as stated in 4.1, 4.2, and 4.3 above.

5. Each salary unit plan must be approved by a majority of the members of the salary unit, the head of the salary unit, the Provost and Vice President for Academic Affairs and the Salary and Benefits Committee of the Faculty Council.

6. The Summer Session Salary Policies Statement supersedes conflicting departmental, collegiate and/or University summer salary policies.

Pages 196-198, Faculty and Professional Personnel Online Handbook, 2012-13
POLICIES FOR ANNUAL SALARY ADJUSTMENTS
FA CULTY AND PROFESSIONAL PERSONNEL

1. Statement of Policy
   1.1 The general purposes of the salary program at Ball State University are to attract, retain, and reward faculty and other professional personnel who enable the University to realize its mission. The salary program should contribute positively to the morale of the faculty and professional personnel and provide both incentive and reward for achievement. The salary program at Ball State University is designed to recognize the differences in performance and characteristics among faculty and professional personnel. The salary program rewards meritorious performance and exceptional achievement and also takes into account other factors, such as marketability, that affect the University's ability to pursue excellence.
   1.2 The President of the University is responsible for developing salary programs consistent with the mission of the academic and administrative units of the University in accordance with this Statement of Policy.

2. Definitions
   2.1 Definition of Faculty and Professional Personnel.
   University salary administration guidelines for faculty and professional personnel apply to all continuing professional personnel employees and those currently tenured or on tenure- track or continuing contract appointment classified as follows:
   2.11 Faculty employed on academic or fiscal year contract;
   2.12 Professional personnel employed on academic or fiscal year contract (including professional personnel holding rank in academic departments);
   2.13 Faculty and professional personnel returning from approved leave of absence during present or next fiscal year.
   2.2 Definition of Salary Units.
   The units covered by these guidelines are each of the colleges headed by a Dean and the non-collegiate units headed by the Vice Presidents or President.
   2.3 Definition of Salary Subunits.
   Subunits are those academic and non-academic (e.g., centers, departments, institutes, museums, schools, special programs) entities which are under the administrative supervision of the respective salary unit.

3. Promotions in Academic Rank
   3.1 The value of the promotions in academic rank shall be determined by the salary unit.

4. General Salary Increases
   4.1 Each year funding for continuing professional employees' salary increases will be allocated to each salary unit.
   4.2 Salary increment funds to each salary unit will be equal to the previous year's base salaries for all continuing employees multiplied by eighty-five percent (85%) of the maximum percentage attainable for salary increases. Money not allocated to the salary units will be distributed by the President or appropriate Vice President for reasons such as:
   4.21 to allow the University, as necessary, to meet offers received by faculty and professional personnel from competing employers when such action is recommended by the salary subunit; the decision to distribute money shall be accompanied by appropriate documentation;
   4.22 to recognize differential merit or market circumstances between and among salary units and salary subunits; differential market decisions shall be accompanied by appropriate documentation;
   4.23 to deal with inequitable salary circumstances in which an individual by virtue of initial salary inequity is paid demonstrably less than comparable colleagues;
   4.24 to fund appeals that have been approved by the head of the salary unit. (Salary units will be expected to repay funds needed for appeals from their next year's salary allotment.);
   4.25 to fund legally required salary adjustments.
   4.3 Although incremental money distributed for market purposes will become part of the faculty member's salary base, annual University reviews will be conducted by the University Salary and Benefits Committee to assess changing market conditions and to make appropriate recommendations for adjustments.
   4.4 Any funds committed for purposes designated in 4.2 but eventually not so used, must be returned to the total University salary increment pool for distribution the next fiscal year.
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4.9 Each individual shall be informed in writing by the department chairperson or equivalent administrator at the first level of recommendation prior to forwarding the recommendation. Any changes at subsequent levels of review within the University shall be communicated to the initial administrator for purposes of informing the affected individual.

4.10 Salary grievance procedures shall be developed within the salary unit and it is expected that salary grievances will be resolved within the salary unit. All recommended salary adjustments based upon grievances or appeals must be approved by the head of the salary unit, appropriate University officer and the President. Any salary adjustment based on a grievance shall be made as soon as possible and no later than the beginning of the next academic year.

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   2.2 Any class which does not meet the established minimum size may be taught without reduction in compensation if approved by the Dean on the basis of programmatic considerations.
   2.3 Partial compensation may be paid a faculty member for teaching a class which does not meet the established minimum size. Exceptions are noted in 2.2 above.
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Student Senate  SR-01-12/13

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Author: Con Sullivan, Off Campus Senator, Student Government Association

Sponsor(s): Zeynel A Guzeldereli, President Pro-Tempore, Student Government Association
Fayeann Hurley, Credentials Board Chairman, Student Government Association
Stacey Renschler, At-Large Whip, Community and Environment Committee Secretary, Student Government Association
Zach Harley, IFC President, Organizational Caucus Senator, Student Government Association
Heather Clawson, Vice President, Student Government Association
Off-Campus Caucus, Student Government Association
At-Large Caucus, Student Government Association
Community and Environmental Affairs Committee, Student Government Association
Student Safety Committee, Student Government Association

Title: Senate Resolution Identifying the need for new painted traffic lines and ‘Right Turn Only’ signs.

Summary: Senate Resolution Identifying the need for new painted traffic lines and ‘Right Turn Only’ signs at the intersection of East Bound Bethel Ave at New York Ave & North Bound New York Ave at Bethel Ave.

Whereas: The current lines painted at the intersection of West Bethel and New York Avenues are faded;

Whereas: With the intersection not clearly marked accidents will occur;

Whereas: Many new students drive this intersection and do not understand the right lane of East Bound Bethel is right turn only;

Whereas: Many older students understand the right lane of East Bound Bethel is right turn only;

Whereas: This discrepancy endangers the students driving as well as those walking across this intersection;

Therefore be it Resolved That: The Ball State University Student Government Association understands the urgency of this situation and will make every effort to contact the Muncie Streets Department to get the issue resolved.

Be it Further Resolved that: This body urges Ball State University Administration to support this resolution.