

OPERATING PAPER

For the Governance of the College of Health and Human Sciences Southern Illinois University Carbondale

Approved by Chancellor: May 7, 2021

In order to provide formal participation of faculty, staff, and students in the governance of the College of Health and Human Sciences, this operating paper is set forth. This operating paper is supplementary to the By-Laws and Statutes of the Board of Trustees of Southern Illinois University, and the Agreement Between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. Nothing herein shall be construed to alter or abridge any such established policy.

I. Mission

The College of Health and Human Sciences empowers individuals to lead their professions, embrace lifelong learning, and positively enhance their communities in an inclusive and accessible environment through:

- Outstanding programs in high demand fields;
- Innovative teaching by highly qualified and professionally recognized faculty;
- High-impact research contributing to theory, policy, and practice;
- Experiential learning opportunities to apply classroom knowledge, and
- Meaningful service that transforms lives.

II. Definitions

- A. The College of Health and Human Sciences (hereinafter called College) includes the academic and administrative units under the Dean of the College.
- B. A School is the basic unit of organization/administration within the College.
- C. The College of Health and Human Sciences administrative staff is composed of all academic School Directors and the Associate Dean(s).
- D. The term “Faculty” refers to full-time tenured and tenure-track faculty within the College; the term “NTT” refers to non-tenure track faculty within the College; the term “faculty” refers to all continuing appointment faculty members within the College.
- E. Administrative/Professional (A/P) staff within the College provide essential academic and administrative support functions.

- F. Civil Service workers within the College provide necessary clerical and office system support to faculty and/or administrative professional staff.
- G. A student of the College (hereinafter called student) is a student formally admitted to the University and enrolled in a program within the College.

III. The Dean

A. Role

1. The Dean, as chief academic, fiscal, and administrative officer of the College, is responsible for the budget and providing academic leadership for the College. The Dean is appointed by the Board of Trustees and is responsible to and serves at the discretion of the Provost and Vice Chancellor for Academic Affairs for the administration of University policy within the College.
2. The Dean shall be responsive to the needs of the students, faculty and staff of the College and represent their interests to the Provost and Vice Chancellor for Academic Affairs.
3. If at any time the position of the Dean becomes vacant, the Provost and Vice Chancellor for Academic Affairs, after consulting with the administrative staff and faculty of the College, shall appoint as Interim Dean a tenured Associate or Full Professor from within the College. The Interim Dean will assume all of the duties of the Dean until a new Dean is selected and appointed. The process to select a permanent Dean, as described below, will commence as quickly as possible.

B. Selection and Appointment

1. Minimum Qualifications of Dean of the College: Earned doctorate in an academic discipline represented in the College, with academic credentials commensurate with appointment at the rank of professor with tenure at SIU Carbondale.
2. When a vacancy in the Deanship occurs, a search/screening committee will be established by the Provost and Vice Chancellor in keeping with University hiring policy and procedures. The committee representation from the College shall be composed of one non-administrative tenured Faculty member from each of the College's Schools, one representative from NTT faculty and one student, one representative from Civil Service, one representative from the Administrative/Professional Staff and one School Director. The Provost and Vice Chancellor for Academic Affairs shall appoint non-college members to the committee. The Provost shall appoint the search committee chair.

3. The Provost and Vice Chancellor for Academic Affairs will be responsible for assuring that the University Affirmative Action and University hiring policy and procedures are followed.
4. The Provost provides the charge to the committee, including its responsibilities. The search/screening committee shall then submit its assessment of the candidates, in keeping with the charge provided by the Provost and Vice Chancellor for Academic Affairs, and represent the interests of the College throughout the selection and appointment process until the new Dean's appointment is ratified by the Board of Trustees.

C. Evaluation/Review

1. To ensure that the Dean retains the confidence of the College, the Dean's performance shall be evaluated/reviewed following the process outlined in The Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA.
2. The evaluation will be forwarded to the Provost and Vice Chancellor for Academic Affairs. The Provost and Vice Chancellor for Academic Affairs and the review committee charged by the Provost will then provide a summary report to the faculty and other College personnel.

D. Responsibilities

1. The Dean is responsible for promoting and maintaining the highest quality of teaching, research, creative activity, service, and other aspects of the academic mission of the College.
2. The Dean is responsible for calling meetings of the faculty as specified in Section VI.B.I of this operating paper.
3. The Dean or an Associate Dean will preside as chair at all meetings of the administrative staff.
4. The Dean shall designate an Associate Dean to assume administrative responsibilities during the Dean's absence.

IV. Associate Dean(s)

A. Role and Selection

1. If at any time the position of an Associate Dean(s) becomes vacant, the Dean, after consulting with the administrative staff and faculty of the College, shall appoint as Interim Associate Dean a tenured Associate or Full Professor in the College. An Interim Associate Dean(s) will assume the duties until a new Associate Dean(s) is selected and appointed. The process

to select a permanent Associate Dean(s), as described below, will commence as quickly as possible.

2. The Associate Dean(s) shall serve at the discretion of the Dean. In keeping with University hiring policy and procedures, candidates shall be interviewed by a committee comprised of representatives from each School within the College. At the charge of the Dean, the committee will provide its assessment of candidates to the Dean for review.

B. Evaluation

The evaluation of the Associate Dean(s) will be conducted as determined by the Dean.

V. School Director

A. Role

1. The Director is the chief academic, fiscal, and administrative officer for a School. The Director serves at the discretion of the Dean, in keeping with University policy, and is responsible to the School faculty. The Director must be responsive to the needs of the students and the faculty of the School, which includes representing their interests to the Dean.
2. As a member of the Faculty of a School, the Director has the responsibility and authority to provide the necessary leadership for the School to achieve the highest level of excellence possible in the areas of teaching, creative activity/research, and service.
3. The Director will determine School administrative support staff needs and negotiate such with the Dean. Hiring of support staff shall be conducted in accordance with approved University policy and procedure.

B. Selection and Appointment

1. If at any time the position of a School Director becomes vacant, the Dean, after consulting with the administrative staff and faculty of the School, shall appoint as Interim School Director a tenured Associate or Full Professor in the School. An Interim School Director will assume the duties until a new School Director is selected and appointed. The process to select a permanent School Director as described below, will commence as quickly as possible.
2. The Dean shall meet with the School faculty and determine whether an internal or external search for a Director will be recommended. The Dean will then make a recommendation to the Provost who will determine the nature of

the search. The search will be conducted according with University hiring policy and procedures and guided by the School's operating paper.

3. The search committee is organized by the Dean and approved in keeping with the University hiring policy and procedure. The search committee will be formed in consultation with the Dean and in accordance with the School's operating paper. The search committee shall select its own Chair identify its procedures, and conduct business in keeping with current University hiring policy.
4. The search committee will make a recommendation to the Dean. In no case will the Dean appoint a Director without the majority vote of the Faculty who vote. If there is no majority vote among voting Faculty, discussions will continue until a subsequent majority recommendation is submitted. If the Dean does not support the recommended candidate, the Dean shall consult with the Faculty to discuss the matter and to determine the next step in the search process.

C. Evaluation

1. The Director's performance will be evaluated in accordance with procedures in the Collective Bargaining Agreement.
2. Whenever the Dean completes an evaluation of the Director, the Dean shall seek formal input on the Director's performance from the faculty, staff and students. A summary report of the faculty, staff and students' input shall be reported to the Director and the School's faculty.

VI. The faculty

A. The faculty Directory

A list of the faculty shall be published annually by the Dean or the Dean's designee indicating rank and locus of appointment.

B. Meetings of the faculty

1. Call and Publicity

- a. College-wide meetings of the faculty may be called by the Dean at any time and must be called upon receipt by the Dean of a request signed by at least twenty (20) percent of the tenured/tenure-track Faculty in the College.

- b. The place, time, date and agenda of such meetings shall be publicized to all the faculty by the Dean at least two weeks in advance by University email. Given emergency circumstances, the Dean may call for an emergency meeting with 24 hours-notice.
- c. Within the first 4 weeks of the fall semester, the faculty shall meet to receive a State-of-the-College report from the Dean to include a comprehensive review of the previous year's accomplishments and present year's enrollment data. This report should also provide information including, but not limited to, current activities and initiatives, goals, and a fiscal report.

2. Conduct of Meetings

- a. The Dean, or designee of the Dean, shall preside over meetings of the College faculty.
- b. The Dean shall prepare the agenda for the meeting. Any item requested by the Dean, the College administrative staff, or two (2) or more of the faculty shall be placed on the prepared agenda.
- c. The minutes of College-wide meetings of the faculty shall be taken by a recording secretary provided through the Dean's office and such minutes shall be distributed via University email to all College faculty within two weeks of such meeting.
- d. Any meeting that will be requiring a vote shall follow Robert's Rules of Order.
- e. Meetings shall be conducted expeditiously. If, however, there is an objection from the floor, that objection will be discussed and if not resolved within a reasonable time, a subsequent meeting of all interested parties will be scheduled.

3. Voting by faculty

- a. All faculty voting shall be anonymously conducted using a process agreed upon by the Dean and each School's Director. Votes will be counted and documented by a designated person whose position holds no conflict of interest with the outcome of the vote.
- b. Voting by the faculty requires approval of the majority (50% + 1) of the faculty whose vote is returned by the required date. Results of the voting

shall be reported to the faculty by the designated person who conducted the count.

- c. Eligibility of the Faculty and faculty to vote will be determined by the School's operating paper.

C. Hiring of faculty

Qualifications of faculty shall be set by the School's operating paper.

D. Evaluation/Review of faculty

1. General Evaluation Including Merit

- a. Review for the purposes of performance evaluation and merit salary increases shall refer to the current Collective Bargaining Agreement between the SIU Board of Trustees and the SIU Faculty Association, the current SIU Employees Handbook, and the School's Operating Paper.

2. Evaluations for Tenure and Promotion

- a. The College specifies College-level Tenure and Promotion Standards. The College standards adopt in whole: the University's Promotion and Tenure Policies and Procedures; the current Collective Bargaining Agreement regarding teaching, research/creative activity, and service; and, the Tenure and Promotion standards as outlined in the Operating Paper of the School in which a candidate is a member.
- b. Tenure and promotion dossiers are received by the Dean by a date specified by the Dean.
- c. The College's Tenure and Promotion committee reviews dossiers of all candidates for tenure and/or promotion, applying the College's Promotion and Tenure Standards to include only the promotion and tenure standards in the candidate's School Operating Paper, the University standards for promotion and tenure, and the current Collective Bargaining Agreement regarding teaching, research/creative activity, and service.

3. Procedures for Tenure and Promotion

- a. The College's committee follows the process outlined in the current Collective Bargaining Agreement and in the University's Promotion and Tenure policies and makes its recommendation to the Dean. The

committee is comprised of one tenured Faculty member from each School within the College holding a rank of associate professor or professor. For candidates applying for promotion to professor, the College committee will be augmented as necessary by adding professors within the College from outside the candidate's School. Only members holding a rank equal to or higher than that being applied for, by the candidate, will vote on that candidate's promotion.

- b. Upon receiving recommendations from the members of the Committee, and after careful consideration of all evidence pertinent to the various candidates, the Dean will make recommendations to the Provost and Vice Chancellor for Academic Affairs. At that time the Dean will communicate the committee's recommendation and the Dean's recommendation to the candidate and the School Director.
- c. Each candidate and the Director of the candidate's School shall receive a copy of the Dean's letter of recommendation subsequent to forwarding it to the Provost and Vice Chancellor. In the event of a negative recommendation by the Dean the candidate may submit a rebuttal in keeping with the Collective Bargaining Agreement. A candidate may provide clarification to the Dean in the event of an error of fact having been provided in the evidence pertinent to the candidate.
- d. The Provost and Vice Chancellor for Academic Affairs shall communicate the promotion and tenure decision as required by the Collective Bargaining Agreement and University policy.
- e. In the event of a negative tenure and/or promotion decision, an appeal and/or grievance shall follow the procedures outlined in the Collective Bargaining Agreement and the current SIU Employees Handbook.

VII. Committees

A. Standing Committees

1. Number

The College will have eight standing committees. Committees shall consist of appointed faculty and shall elect their own chair. The Dean or an Associate Dean serves ex-officio on every committee.

2. Composition and Procedures

- a. Each School shall select one faculty representative to each standing committee with the following exception:

The Tenure and Promotion Committee shall consist of one Faculty member elected from each School.

- b. Each committee shall develop and submit to the Dean Operating Procedures that includes structure, length of service, and tasks. Committee procedures must be consistent with the College Operating Paper and be published publicly on the College website.
- c. Review and any subsequent revisions to committee operating procedures should occur annually at the first committee meeting of the academic school year. College faculty shall be notified of any revisions.
- d. Committee members are responsible for reporting committee activities to their School faculty (e.g., faculty meeting report, email distribution).
- e. An annual report shall be submitted to the Dean at the end of the Spring semester.
- f. Clerical support will be provided, as may be possible, through the Dean's office for those committees requesting such support.
- g. All committees shall keep meeting minutes. Minutes shall be reported to the Dean and be made available to the faculty.

3. Name and Purpose

The purpose of these committees shall be as follows:

a. Faculty Advisory Committee

The purpose of the Faculty Advisory Committee is to review, evaluate, and recommend policies and represent faculty in regard to academic, administrative, fiscal, and other appropriate College matters including revisions to the College Operating Paper. Committee members will act as the liaison between the Dean and the faculty and will report at School meetings.

b. Curriculum Committee

The purpose of the Curriculum Committee is to review proposed curricular changes for courses and programs within the College and make recommendations to the Dean. Curriculum committee School representatives provide their respective School advice and information regarding changes to existing curriculum.

c. Research Committee

The purpose of the Research Committee is to support faculty research by coordinating College programs, which may include: Summer Research Program, Scholar/Researcher of the Year Award, Research Paper/Creative Activity of the Year award and research presentation events.

d. Honors Day committee

The purpose of the Honors Day Committee is to plan and coordinate the College's Honors Day program in conjunction with the annual University Honors Day program.

e. Scholarship Committee

The purpose of the Scholarship Committee is to inform students of the availability of college level scholarships, select recipients, and coordinate the allocation of those scholarship funds designated by the Provost and Vice Chancellor for Academic Affairs.

f. Student Academic Grievance and Dishonesty Committee

The purpose of the Student Academic Grievance and Dishonesty Committee is to be responsible for handling student academic grievances and matters related to dishonesty.

g. Teaching Excellence Award Committee

The purpose of the Teaching Excellence Award Committee is to be responsible for coordinating activities required to choose the College's Tenure/Tenure-Track Teaching Excellence Award recipient and the College's Non-Tenure Track Teaching Excellence Award recipient and forwarding the College's nominations for the respective university-wide Teaching Excellence Awards to the Chancellor's Office.

Teaching outcomes shall be weighed in regard to equity with comparable teaching loads (e.g., number of courses, number of students, credit hours covered, complexity, level of material and indirect teaching). The operating paper for the Teaching Excellence Award Committee will detail the selection criteria for the Teaching Excellence Award.

h. Tenure and Promotion Committee

The purpose of the Tenure and Promotion Committee is to review and make written recommendations on the dossiers of those Faculty who are required or requested to be reviewed for tenure and/or who seek promotion.

B. Ad-Hoc Committees

1. Other committees may be established by the Dean for a specified period of time to carry out designated assignments.
2. These Committees will serve at the discretion of the Dean.
3. Ad-hoc committees shall keep minutes as needed which will be submitted to the Dean and shall be available to the faculty.

VIII. Ratification of this Operating Paper

- A. In accordance with the current Collective Bargaining Agreement, this Operating Paper will become the official operating paper of the College when it is ratified by a majority vote of the Faculty who vote in accordance with balloting procedures as outlined in VI-B-3 and after the Operating Paper is approved by the Chancellor (or designee).

IX. Amendment and Other Changes in this Operating Paper

- A. Amendments to this operating paper may be proposed by any one-third (1/3) of the Faculty. Ratification of any amendment shall be by a majority vote of Faculty responding by written ballot following procedures as outlined in VI-B-3-a. Amendments shall also be subject to the guidelines of the current Collective Bargaining Agreement.
- B. There shall be at least one month's notice to the Faculty of a vote to amend the Operating Paper. No proposal to amend the operating paper may be submitted to Faculty for ratification during the summer term.
- C. The Operating Paper shall be reviewed by the Faculty Advisory Committee at least once every five years. The Dean and others may make suggestion regarding possible changes in the Operating Paper.