PUBLIC NOTICE & AGENDA

University Council Steering Committee
Wednesday, September 26, 2018, 3 p.m.
Altgeld Hall 225
Northern Illinois University
DeKalb, Illinois

I. CALL TO ORDER
II. VERIFICATION OF QUORUM
III. ADOPTION OF THE AGENDA
IV. APPROVAL OF THE AUGUST 29, 2018 MINUTES
V. PUBLIC COMMENT
VI. ITEMS FOR UC STEERING COMMITTEE CONSIDERATION
   A. Proposed amendments to APPM Section II, Item 30, Joint Appointment Policy – Refer to University Council Personnel Committee (UCPC) – Pages 2-4
   B. Updated proposed amendments to NIU Bylaws Article 20, The University Ombudsperson – Refer to University Affairs Committee
   C. Proposed amendment to NIU Bylaws Article 3.6.2, Office of the Executive Secretary – Refer to Rules, Governance and Elections Committee – Page 5

VII. DISCUSSION AND APPROVAL OF UNIVERSITY COUNCIL DRAFT AGENDA – Pages 6-14

VIII. ADJOURNMENT
Joint Appointment Policy

Section II. Item 30.

Under certain circumstances, it may be both educationally and economically desirable for faculty members, both present faculty and future appointments, to have joint appointments with departments in the same college, with departments in different colleges, or with department and interdisciplinary or research centers in the same or different colleges. Specific conditions for each individual joint appointment must be detailed at the time of initial appointment in a written memorandum of understanding between the appointing units and the candidate.

While the faculty member and the appointing units should have the freedom and flexibility to negotiate individual agreements, certain fundamental guidelines need to be observed in all such appointment statements. Specifically, a memorandum of understanding must be prepared by the appointing units, and endorsed by the dean(s) to whom they report, at the time at which the position is offered. This document must specify the division of the faculty member’s time and salary among each of the units, the weighing of factors (teaching, scholarship, and service to the university community and profession) in the faculty member's merit evaluations, all expectations for tenure and/or promotion, and the process by which all evaluations for salary increment, tenure, and promotion will be conducted. The memorandum of understanding will also specify the resources (space, research funds, teaching support, etc.) that each unit will be responsible for providing the appointee. A copy of the memorandum of understanding will be filed in the appointee’s personnel file in the provost’s office.

1. Tenure and Promotion

General expectations for tenure and promotion must be agreed upon by the appointing units and communicated to the faculty member in the memorandum of understanding at the time of appointment. The ways in which tenure and promotion reviews will be conducted and the role appointing units will play in the evaluation process must also be specified in the memorandum of understanding. In addition, the memorandum of understanding must specify how “agreement at the department and college level” (in the sense of Article 6.3.4.1) is to be defined and what dispositions will be made in the event of disagreement between the units. The department chair(s) and/or center administrator(s) shall maintain regular communication with each other regarding the faculty member’s performance in their units. Each unit will provide a written annual evaluation of the progress toward tenure, with special attention given to the written three-year review of candidates on a seven-year track. (See Article 5 of the Bylaws.) In these cases, the emphasis must be upon the extent of the faculty member’s excellence in meeting the expectations for tenure and promotion specified in university and college personnel documents. These expectations must not exceed the overall requirements for faculty members not on joint appointment. Normally, a faculty member’s rank is the same in all departments and titles for appointments in centers should be commensurate with the appropriate academic rank.

2. Annual Evaluation

The memorandum of understanding accompanying the offering letter shall clearly specify how each unit is to provide the other(s) with an evaluation that will be incorporated into the overall yearly evaluation. There should be a clear and mutually agreeable determination of how and by whom the units’ individual evaluations will be combined and how and by whom yearly increment ratings will be determined. In all joint appointments there must be a clear and mutually agreeable prior statement of how a faculty member’s professional work will be evaluated, by whom that
work will be evaluated, and the extent to which the faculty member’s productivity will be
evaluated differently from that of others in the department because of the specific nature of the
joint appointment. Specifically, two kinds of considerations need to be addressed in this
determination: (1) the definition and weighing of professional performance factors (teaching,
scholarship, and service to the university community and profession) that will apply to the
individual on joint appointment; (2) the manner in which the evaluation of professional
achievements will be divided among the appointing units performing the evaluation.

3. Reconsideration and Appeal of Personnel Decisions

The faculty member may obtain a reconsideration of a personnel decision by the department or
center making that decision according to the reconsideration provisions in the university Bylaws.
In conformity with the university Bylaws, an appeal of a personnel decision may be taken to the
level above the level at which the decision was made.

4. Faculty Governance

The memorandum of understanding shall specify the agreement reached by the appointing units
and the faculty member with reference to the location of the faculty member’s involvement in the
faculty governance structure of the units, the college and the university. A person on joint
appointment shall in no way be disenfranchised from the governance system because of the
nature of his or her appointment.

5. Recruitment

During the process of recruitment, all units to be involved in the joint appointment shall be
represented on the search committee. If the locus of tenure is known at the start of a search by a
research or interdisciplinary center, the initial screening committee shall have representation
from the departments where the tenure-track appointment would reside. If that is not known, the
committee shall have representation of faculty from departments related to the center’s areas of
activity. As soon as a short list of candidates has been determined, representatives of potential
appointing units will be invited to join the screening committee. Only a candidate who is
acceptable to all appointing units shall be offered a joint appointment.
6. Changes in Appointment Status Before and After Tenure

Provided all of the concerned parties agree, the initial statement of agreement on a joint appointment may be amended at any time after the appointment has been made. If any of the parties wishes to change any of the provisions in the agreement, this must be accomplished through the mutual consent of all parties involved.

Any substantive change in the administrative status of the interdisciplinary center or other non-tenure-granting unit will trigger a reevaluation and potential renegotiation of the MOU.

Approved by UCPC 4/14/92
Approved by UC 4/29/92

(April 29, 1992) [Added September 16, 2003] (Updated May 6, 2013)
Proposed Amendment to 
NIU Bylaws Article 3: Operating Procedures of the University Council

3.6 Office of the Executive Secretary

3.6.2 The executive secretary shall be paid from the budget of the academic department in which the individual holds rank and tenure for a regular nine-month full-time appointment. That department shall be compensated by a transfer of funds from the budget of the University Council to support instructional costs incurred by the department as a consequence of the executive secretary’s assignment to University Council duties. The actual allocation to the department shall be determined on the basis of discussions involving the department chair, the dean of the college, the executive vice president and provost, and the office of the president. The budget of the University Council shall also fund an additional three months’ salary for the executive secretary.

3.6.2 The executive secretary shall receive a 12-month appointment, with a monthly rate equal to the median monthly salary of all faculty of the same rank. The executive secretary’s unit shall be compensated to support the costs incurred by the unit as a consequence of the executive secretary’s assignment to University Council duties. The actual allocation to the unit shall be determined on the basis of discussions involving the unit chair/director, the dean, and the executive vice president and provost.
Below is a draft of the upcoming University Council agenda, which we will use to shape discussion at the UC-Steering Committee meeting.

PUBLIC NOTICE AND AGENDA

University Council
Wednesday, October 10, 2018, 3 p.m.
Altgeld Hall 315
Northern Illinois University
DeKalb, Illinois

I. CALL TO ORDER

II. VERIFICATION OF QUORUM

III. ADOPTION OF THE AGENDA

IV. APPROVAL OF THE SEPTEMBER 12, 2018 MINUTES

V. PUBLIC COMMENT

VI. PRESIDENT’S ANNOUNCEMENTS

VII. CONSENT AGENDA

VIII. UNFINISHED BUSINESS

A. Proposed amendment to NIU Bylaws Article 15.7 Committee on Initial Teacher Certification – Pages 9-11

SECOND READING/ACTION

Jenny Parker, Associate Vice Provost for Educator Licensure and Preparation
Jim Ressler, Assistant Professor, Department of Kinesiology & Physical Education, UCIEL Chair

IX. NEW BUSINESS

A. Approval of Proposed University Holidays for 2019 – Page 12

B. Higher Learning Commission Four-Year Assurance Review Results
Ritu Subramony, Director of Accreditation, Assessment and Evaluation
X. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. Faculty Advisory Council to the IBHE – Linda Saborío – report

B. University Advisory Committee to the Board of Trustees
   Holly Nicholson, Catherine Doederlein, Therese Arado
   Alex Gelman, Sarah Marsh, Kendall Thu

C. Academic Policy Committee – Vicki Collins, Chair

D. Resources, Space and Budget Committee – Jim Wilson, Chair

E. Rules, Governance and Elections Committee – Richard Siegesmund, Chair
   1. University Council triennial faculty membership reapportionment – Pages 13-14

F. University Affairs Committee – Hamid Bateni, Chair

G. Student Association
   Khiree Cross, President
   Tristan Martin, Speaker of the Senate

H. Operating Staff Council – Holly Nicholson, President

I. Supportive Professional Staff Council – Catherine Doederlein, President

XI. INFORMATION ITEMS

A. Minutes, Academic Planning Council
B. Minutes, Athletic Board
C. Minutes, Baccalaureate Council
D. Minutes, Board of Trustees
E. Minutes, Campus Security and Environmental Quality Committee
F. Minutes, Comm. on the Improvement of the Undergraduate Academic Experience
G. Minutes, General Education Committee
H. Minutes, Graduate Council
I. Minutes, Graduate Council Curriculum Committee
J. Minutes, Honors Committee
K. Minutes, Operating Staff Council
L. Minutes, Supportive Professional Staff Council
M. Minutes, University Assessment Panel
N. Minutes, University Benefits Committee
O. Minutes, Univ. Comm. on Advanced and Nonteaching Educator License Programs
P. Minutes, University Committee on Initial Educator Licensure
Q. 2018-19 University Council remaining meeting dates:
   Oct 10, Nov 7, Dec 5, Jan 30, Feb 27, Apr 3, May 1

R. NIU liaison to State Universities Retirement System Members Advisory Committee
   SURSMAC sample meeting agenda
   SURSMAC Constitution and Bylaws

   NIU HRS is recruiting one academic and one non-academic employee to serve as liaisons to the State Universities Retirement System Members Advisory Committee. To learn more, contact Celeste Latham or Liz Guess.

XII. ADJOURNMENT
Proposed amendment to
NIU Bylaws Article 15.7: Committee on Initial Teacher Certification

Educator licensure in Illinois (previously known as teacher certification) has undergone significant changes in the past decade. The university’s committee responsible for educator licensure, however, has not. The University Committee on Initial Educator Licensure (UCIEL) remedied this problem during the 2017-2018 academic year by revising its bylaws to reflect this major transformation of educator licensure and preparation in the state and at the university. UCIEL voted unanimously on May 11, 2018 to approve the revised bylaws.

The major changes covered in this proposed amendment to Article 15.7 of the NIU Bylaws involve a restructuring of the committee membership. Programs that are administratively linked such as secondary sciences, secondary history and social sciences and middle level teaching and learning shall have one voting member for the combined program rather than one representative for each discipline-specific endorsement area. The rationale for this change is two-fold: these programs often do not have enough licensure faculty available to serve as committee members and the added representation has given those programs disproportional influence in matters of policy.

The revised bylaws also include a provision for creating representation for clinical placement coordinators. The rationale for this is based on recommendations from the program prioritization process and new standards from our national accreditation agency (CAEP) that call for more coordination between educator licensure programs and P-12 schools. Clinical school placements are at the heart of educator licensure, yet the vital function played by clinical placement coordinators has not been formally represented in the university committee in the past. Inclusion of a clinical placement representative from each licensing college will allow for greater coordination of P-12 collaboration and data collection across the university.

The final voting membership change is a reduction of student representation from one student representative from each licensing college to one student representative from any licensing college. The rationale for this change is that previously the student representative seats have remained consistently unfilled. Given that students are customarily admitted into licensure programs in their final two years at the university, there is a small pool from which to draw representation. The change to one student representative, chosen by licensing colleges on a rotating basis, is a more feasible method for including a student voice on the committee.

Ex officio, non-voting membership has been increased to include newly formed administrative positions within the University Office of Educator Licensure and Preparation: the associate director for the edTPA and the associate director for professional development schools.

One other substantive change is the elimination curricular approval from the committee’s regular duties. The rationale for this change comes from the restructuring of the university-level curricular committees which have negated the necessity for UCIEL to vote on curricular changes. Therefore this change to the bylaws merely reflects what has already happened in practice.
ARTICLE 15: ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.7 Committee on Initial Teacher Certification Educator Licensure

15.7.1 Composition

15.7.1.1 Faculty Representation There shall be one faculty representative on the committee from each program leading to initial teacher certification, and each representative shall have one vote. There shall be one representative from each initial licensure program. Cross-listed or administratively combined programs shall be allocated one voting member for their combined programs. Representation may be granted, at the discretion of the committee, to departments that provide service courses for initial educator licensure programs or have administrative responsibility for special endorsement areas. Each licensing college shall have the responsibility and authority to determine who may serve as program representatives. Each of these representatives shall be elected annually by the faculty of the department having administrative responsibility for the program being represented and shall serve until replaced.

15.7.1.2 Clinical Placement Representation There shall be one clinical placement representative from each licensing college and each representative shall have one vote.

15.7.1.3 Student Representation There shall be one student representative for each of the colleges housing an initial teacher certification program, and each shall have one vote. There shall be one student representative. The student representative must be admitted to, and enrolled in, an approved initial teacher certification educator licensure program. Each college shall determine the method of selection of its student representative, who shall serve a term of one year beginning August 16 or as soon as approved thereafter.

15.7.1.4 Administrative Representation The following, or their designees, shall be ex officio nonvoting members of the committee: the Vice Provost responsible for undergraduate education, the dean of each college housing an initial teacher certification educator licensure program, the dean of the Graduate School, the director of the Office of Registration and Records, the coordinator of Community College Relations, the university certification officer, and the university coordinator of teacher certification. The Transfer Center coordinator, the catalog editor and curriculum coordinator, the Associate Vice Provost for educator licensure, the university licensure officer, the associate director for educator licensure, the associate director for the edTPA, and the associate director for professional development schools. Each administrative representative shall serve as long he or she holds his or her office.
15.7.2 Chair and Other Officers Each spring the committee shall elect a faculty representative to serve as chair-elect commencing with the start of the following academic year.

The chair elect shall serve one year in that capacity, then serve as chair for one year, and then be designated as past chair for one year. The chair shall serve as presiding officer of the committee. In the absence of the chair, the chair-elect shall serve as chair: in the absence of both the chair and the chair-elect, the past chair shall serve as chair.

The committee shall elect other officers, and establish committees, as it deems necessary for its operation.

15.7.3 Duties Each faculty representative, or his/her designee, shall serve as the official program contact person for the certification educator licensure program represented.

Responsibilities of the committee include reviewing and approving all curriculum relevant to educator licensure, developing policy, and procedural proposals specific to initial teacher certification. Curricular proposals approved by the committee will be forwarded to the Baccalaureate Council or the Graduate Council Curriculum Committee, as appropriate, for its consideration.

Minutes and reports of the committee will be distributed in a timely manner to members of the committee, to the Faculty Senate, and to the University Council. Substantive changes in policies under the jurisdiction of the committee must be reported to the University Council.
# Proposed University Holidays for 2019

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day (Holiday)</td>
<td>Tuesday January 1, 2019</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (Holiday)</td>
<td>Monday January 21, 2019</td>
</tr>
<tr>
<td>Memorial Day (Holiday)</td>
<td>Monday May 27, 2019</td>
</tr>
<tr>
<td>Independence Day (Holiday)</td>
<td>Thursday July 4, 2019</td>
</tr>
<tr>
<td>Labor Day (Holiday)</td>
<td>Monday September 2, 2019</td>
</tr>
<tr>
<td>Thanksgiving (Holiday)</td>
<td>Thursday November 28, 2019</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Friday November 29, 2019</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Monday December 23, 2019</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Tuesday December 24, 2019</td>
</tr>
<tr>
<td>December 25 (Holiday)</td>
<td>Wednesday December 25, 2019</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Thursday December 26, 2019</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Friday December 27, 2019</td>
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<tr>
<td>Administrative Closure</td>
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<tr>
<td>Administrative Closure</td>
<td>Tuesday December 31, 2019</td>
</tr>
<tr>
<td>New Year’s Day (Holiday)</td>
<td>Wednesday January 1, 2020</td>
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University Council Reapportionment Calculations*
September 18, 2018
Calculated prior to 2019 Elections (years in multiples of 3)

<table>
<thead>
<tr>
<th>College</th>
<th>Total Faculty</th>
<th>Proportion of Total Faculty</th>
<th>Number of Reps Apportioned</th>
<th>Total Representatives</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>65</td>
<td>10.285%</td>
<td>24 x 10.285% = 2.468 (2)</td>
<td>2 + 1 = 3</td>
<td>no change</td>
</tr>
<tr>
<td>EDU</td>
<td>81</td>
<td>12.816%</td>
<td>24 x 12.816% = 3.076 (3)</td>
<td>3 + 1 = 4</td>
<td>no change</td>
</tr>
<tr>
<td>EET</td>
<td>41</td>
<td>6.487%</td>
<td>24 x 6.487% = 1.557 (2)</td>
<td>2 + 1 = 3</td>
<td>+1</td>
</tr>
<tr>
<td>HHS</td>
<td>65</td>
<td>10.284%</td>
<td>24 x 10.284% = 2.468 (2)</td>
<td>2 + 1 = 3</td>
<td>-1</td>
</tr>
<tr>
<td>LAW</td>
<td>20</td>
<td>3.164%</td>
<td>24 x 3.164% = .759 (1)</td>
<td>1 + 1 = 2</td>
<td>no change</td>
</tr>
<tr>
<td>LAS</td>
<td>286</td>
<td>45.253%</td>
<td>24 x 45.253% = 10.861 (11)</td>
<td>11 + 1 = 12</td>
<td>no change</td>
</tr>
<tr>
<td>VPA</td>
<td>74</td>
<td>11.709%</td>
<td>24 x 11.709% = 2.810 (3)</td>
<td>3 + 1 = 4</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>632</td>
<td>99.998%</td>
<td>24 total apportioned seats</td>
<td>24 + 7 = 31 total</td>
<td></td>
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</tbody>
</table>

*Per NIU Constitution Article 2.2 and NIU Bylaws Article 2.2, reapportionment of seats impacts University Council faculty members from degree-granting colleges only.
For University Council

NIU Constitution

2.2 Apportionment of Faculty Representation

2.2.1 For purposes of representation on the University Council, the faculty shall be defined as those regular, full-time university faculty (as defined in Section 6.1.1 of the Constitution) [“Constitution 6.1.1: The university faculty shall consist of all full-time staff members holding the ranks of professor, associate professor, assistant professor, and instructor.”] in the academic division of the university, excluding the president, the president's staff, the executive vice president and provost, the executive vice president and provost's staff, the deans, and the deans' staffs. Regular faculty members are those whose contracts do not carry the designation "temporary" or "adjunct."

2.2.2 Faculty eligible to serve on the University Council, or to serve as electors in University Council elections, shall hold the rank of professor, associate professor, assistant professor, or instructor, and shall meet the definition of faculty set forth in Section 2.2.1.

2.2.3 One representative on the University Council shall be apportioned to the faculty of each-degree-granting college and the university libraries. The distribution of the remaining faculty positions on the University Council shall be apportioned so as to reflect the ratio between the number of regular full-time faculty members in each degree-granting college to the total number of such faculty members in all colleges, these being the numbers reported by the office of the executive vice president and provost in September of each year.

2.2.4 The ratio of the regular, full-time faculty members in each degree-granting college to the total number of such faculty members in all colleges shall be reviewed by the University Council every third year prior to the election in those years, which are multiples of three, and the apportionment of representation among the colleges adjusted if need be.

NIU Bylaws

2.2 Rules, Governance and Elections Committee

2.2.2 Duties

(D) Review, prior to the elections in those years which are multiples of three, the ratio of the faculty in each college who are on regular contract, excluding the faculty member from the University Libraries, to the total number of faculty in all colleges who are on regular contract and recommend to the University Council any needed adjustment in the number of elected faculty seats on the University Council allocated to each college.