

FACULTY SENATE MEETING AGENDA
Wednesday, April 26, 2017, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF THE [MINUTES](#) OF THE MARCH 29, 2017 FS MEETING

IV. EXECUTIVE SESSION

- A. Report from the Committee to Evaluate the President of Faculty Senate/
Executive Secretary of University Council – Sean Farrell
- B. Report from the Committee to Evaluate the Faculty and SPS Personnel Advisor –
Cathy Doederlein

V. PRESIDENT’S ANNOUNCEMENTS

VI. ITEMS FOR FACULTY SENATE CONSIDERATION

VII. CONSENT AGENDA

- A. Approve [list of candidates](#) running unopposed to serve on committees of the
university – Pages 4-5

VIII. UNFINISHED BUSINESS

- A. Proposed amendment to FS Bylaws, [Articles 2.3 and 2.4](#) – Page 6
Clarification of election timeline and terms of service for Faculty Senate officers
SECOND READING/ACTION ITEM
- B. [Proposed resolution](#) to demonstrate confidence in President Baker,
Postponed from March 29, 2017 Faculty Senate meeting – Page 7
- C. Program Prioritization – Matt Streb, Program Prioritization Liaison/Facilitator

IX. NEW BUSINESS

X. REPORTS FROM ADVISORY COMMITTEES

- A. FAC to IBHE – Paul Stoddard – report
 - 1. March 17, 2017 [meeting report](#) – Pages 8-10

- B. University Advisory Committee to the Board of Trustees – no report
Cathy Doederlein, Greg Long, Holly Nicholson,
Rebecca Shortridge, Kendall Thu, Leanne VandeCreek

XI. REPORTS FROM STANDING COMMITTEES

- A. Faculty Rights and Responsibilities Committee – Katy Jaekel, Chair – report
 - 1. [Preferred Name Option](#) – Pages 11-13
- B. Academic Affairs Committee – John Novak, Chair – no report
- C. Economic Status of the Profession Committee – Paul Stoddard, Chair – no report
- D. Rules, Governance and Elections Committee – Rebecca Hunt, Liaison/Spokesperson
 - 1. Nomination of the 2017-18 Executive Secretary of University Council, Who shall also serve as President of Faculty Senate per NIU Bylaws [Article 14.5](#) – Page 14
 - a. [Linda Saborío](#) – Pages 15-16
 - 2. Election of Faculty and Supportive Professional Staff Personnel Advisor for a two-year term per Faculty Senate Bylaws, [Article 9](#) – Pages 17-18
 - a. [David Valentiner](#) – Pages 19-20
 - b. [Sarah McHone-Chase](#) – Page 21
 - c. [Christine Kiracofe](#) – Pages 22-23
 - d. [Kirk Miller](#) – Pages 24-25
 - e. [Jorge Jeria](#) – Pages 26-27
 - f. [Mark Van Wienen](#) – Pages 28-29
 - 3. Election of University Council Personnel Committee representatives for Terms to begin 2017-18. Ballots will be distributed at Faculty Senate meeting. Voting will be by college; CBUS, CHHS and CLAS have vacancies to fill this year. Votes will be counted following the meeting and newly-elected UCPC members will be notified – walk-in
 - 4. Committees of the University 2017-18 – Election of candidates who are running opposed and must be selected by Faculty Senate. Ballot packets will be distributed at Faculty Senate meeting. Votes will be counted following the meeting and those running will be notified of the outcome – walk-in
 - 5. [Policy Library update](#) – Greg Long – Pages 30-46

- E. Resources, Space and Budget Committee – Jimmie Manning, Liaison/Spokesperson
– no report

XII. COMMENTS AND QUESTIONS FROM THE FLOOR

- A. United Faculty Alliance update – Virginia Naples, President

XIII. INFORMATION ITEMS

- A. [Shared Governance Recommendations](#) – Greg Long – Pages 47-48
- B. [2017-18 Meeting Schedule](#) – Page 49
- C. [Minutes](#), Academic Planning Council
- D. [Minutes](#), Athletic Board
- E. [Minutes](#), Baccalaureate Council
- F. [Minutes](#), Board of Trustees
- G. [Minutes](#), Campus Security and Environmental Quality Committee
- H. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- I. [Minutes](#), General Education Committee
- J. [Minutes](#), Graduate Council
- K. [Minutes](#), Graduate Council Curriculum Committee
- L. [Minutes](#), Honors Committee
- M. [Minutes](#), Operating Staff Council
- N. [Minutes](#), Supportive Professional Staff Council
- O. [Minutes](#), University Assessment Panel
- P. [Minutes](#), University Benefits Committee
- Q. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- R. [Minutes](#), University Committee on Initial Educator Licensure

XIV. ADJOURNMENT

Committees of the University For terms to begin Fall 2017

The nominees listed below are running unopposed to serve on various committees of the university, and they require Faculty Senate approval and/or recommendation. For each committee, a chart provides the constituency of the vacant seat, the person whose term is expiring, and the **nominee who is running unopposed**.

CAMPUS PARKING COMMITTEE – 3-year term

Faculty members are appointed by the Faculty Senate from nominees submitted by any of the college councils, by the Library Council, and by the faculty of the College of Law.

CONSTITUENCY	TO REPLACE	FACULTY NOMINATED
At-large	Meredith Ayers	Hamid Bateni, AHCD

Hamid Bateni, School of Allied Health and Communicative Disorders

I have never served on Campus Parking Committee in the past. However, my interest arises from several comments and suggestions that I have received from fellow faculty members with the hope of being transferred to campus parking committee. I believe that I can represent our faculty in campus parking committee very well by transferring faculty members' comments and suggestions.

LIBRARIES ADVISORY COMMITTEE – 3-year term

Faculty members are appointed by the provost upon the recommendation of the Faculty Senate.

CONSTITUENCY	TO REPLACE	FACULTY NOMINATED
LAS – Social Sciences	Jim Wilson	Scot Schraufnagel, POLS

PARKING APPEALS COMMITTEE – 3-year term

Faculty representatives are appointed by the Faculty Senate upon the recommendation of the any of the college councils, the Library Council, and the faculty of the College of Law.

CONSTITUENCY	TO REPLACE	FACULTY NOMINATED
At-large	Seat is currently vacant	Sarah Holmes, ULIB

Sarah Holmes, University Libraries

I understand that on this campus, as on every other college campus, issues arise when it comes to parking. With traffic violations there are often multiple sides to the story. I believe that everyone in the university community has a right to have their story heard, and fairly reviewed. Students should also have the right to argue as to why they may deserve parking privileges when they don't already have them. As a member of this community who parks on campus, I feel that I have a responsibility to give back through service in a committee such as this.

STUDENT CONDUCT BOARD – 3-year term

Faculty members are recommended by the dean of the college and appointed by the Faculty Senate.

CONSTITUENCY	TO REPLACE	FACULTY NOMINATED
EDU	Kelly Summers	Kelly Summers , LEPE
EET	Tim Johnson	No nominee yet
LAS	Anita Andrew	Keri Burchfield, SOCI
VPA	Patricia Skarbinski	Lori Hartenhoff, THEA

UNIVERSITY PRESS BOARD – 3-year term

Faculty members are recommended by Faculty Senate and appointed by the president.

CONSTITUENCY	TO REPLACE	FACULTY NOMINATED
BUS	Charles Downing	Charles Downing, OMIS
EET	Ted Hogan	No nominee yet
LAS	Andrea Radanasu	Andy Bruno, HIST

Proposed amendment to Faculty Senate Bylaws, Article 2.3 and 2.4

The proposed amendment is intended to:

1. Clarify that the Faculty Senate president's contract is 12 months;
2. Clarify the timeline for electing a Faculty Senate vice president and for appointing a Faculty Senate parliamentarian; and
3. Clarify the term of service of the Faculty Senate vice president and parliamentarian.

FACULTY SENATE BYLAWS

ARTICLE 2: OFFICERS OF THE FACULTY SENATE

2.1 The Executive Secretary of the University Council shall also serve as President of the Faculty Senate. The Executive Secretary is nominated by the Faculty Senate from the elected faculty members of the University Council and is elected by the University Council.

2.1.1 The initial selection of candidates for the office of Executive Secretary of the University Council shall take place at the second spring semester meeting of the Faculty Senate. Any faculty senator may suggest or second the suggestion of a candidate. To be qualified to serve, the candidate must be an elected faculty member of the University Council for the current year and for the ensuing year.

2.1.2 Suggested candidates for the office of Executive Secretary shall submit a letter of intent to be included with the agenda for the third and fourth (last) spring semester regularly scheduled meetings of the Faculty Senate.

2.1.3 An election of the final candidate for nomination shall be conducted by secret ballot at the last regularly scheduled meeting of the normal academic year of the Faculty Senate. All faculty senators present may cast a ballot for the candidate. If there are more than two suggested candidates, the final nominee must receive a majority of the votes cast. If no candidate receives a majority, subsequent ballots will be taken removing the candidate receiving the fewest votes until a candidate is selected.

2.2 The Faculty Senate shall elect from its voting members a vice president. The president of the Faculty Senate shall appoint a parliamentarian with the advice and consent of the Faculty Senate. The parliamentarian shall be a member of the faculty but need not be a voting member of the Faculty Senate.

2.3 The election of ~~officers~~ *the vice president, and the consent of the parliamentarian appointment*, shall take place at the first Faculty Senate meeting of the academic year.

2.4 *The term of office for the president shall begin July 1 and shall be for one year.* The term of office for ~~all officers~~ *the vice president and parliamentarian* shall begin August 16 and shall be for one year. ~~An officer~~ *The vice president and parliamentarian* may serve successive terms.

From: Michael Haji-Sheikh
Sent: Friday, March 24, 2017 11:26 PM
To: Greg Long; Veysel Demir; Virginia Naples
Subject: Resolution of Confidence

Resolution:

The Faculty Senate resolves to demonstrate their Confidence in Dr. Douglas D. Baker to lead Northern Illinois University, as President, for the foreseeable future.

**Faculty Advisory Council
Illinois Board of Higher Education**

17 March 2017 Meeting Agenda*

Hosted by South Suburban College

Main Building, 15800 S. State Street, South Holland, Illinois 60573

9:00 Call to order & introductions (*Marie Donovan*)

9:05 Opening remarks and conversation with *SSC President Donald Manning*

Have to offer developmental courses because too many incoming students are not college ready. Working on streamlined developmental courses (less than 16 weeks). Social promotion stops in Grade 12.

Stresses that higher ed is part of the economic development process. SSC is a \$60 million operation. That money goes back into the local economy.

Many of their students are 1st generation college students, require “hand holding” to help navigate the bureaucracy.

9:20 Presentations and discussion about faculty governance and self-advocacy

SSC faculty union president Gerald A. Griffith

Won election as union president (by 2 votes) after previous contract provided raises for all but 4 faculty. Has a sarcastic streak, which only served to upset people, not help negotiations. Recruited exec board after Lincoln’s “cabinet of rivals” model. SSC is entirely a patronage institution (all admins contribute to SSC board’s chair, who is local pol).

Finds he has to handle a lot of “other duties as needed” including student complaints, which are absolutely not his responsibility. Also disputes *between* faculty members.

SSC FAC representative Steve Vivian

1986 strike lasted 6 weeks. (1984 strike last 3 days, they got 5% raise/year for 2 years). New prez for 1986 negotiations, wanted to “destroy” the union. Prez tried to lay off 5 instructors. Didn’t follow protocol; instructors not laid off. Lost a good SSC board member in election, strike followed. Back then, had 5 members on team. (Now it’s G.A. plus two others). Delaying tactics from the admin side. Board voted to hire replacement faculty.

10:20 Reports:

Chair (Marie Donovan): Tuesday’s IBHE meeting: Pushing for SB 440 (fac rep on IBHE). Was passed through by higher ed committee. Bill for all faculty, not just FAC. FAC represents wide diversity of institutions and thus is representative for Illinois. Gov’s office dictates that IBHE is opposed to bill. Marie spoke with Cross after; he was very dismissive, condescending, misogynistic. Wrote to Vice Chair Shawn, rather than Marie. Caucus discussions to consider our next step, Phillips’ position statement, and survey questions.

Vice Chair (Shawn Schumacher): Next meeting is at Western.

Secretary (Steve Rock): Faculty is 3rd leg of higher ed. (with students and admins).
Gretchen Lohman, FAC Liaison, Associate Director, IBHE Academic Affairs:
IBHE has been conducting webinars about administrative rule changes for privates, 2-yrs(?).
No news on new Exec Director.
No news on budget (we know as much as she does).
Candace Mueller, Associate Director, IBHE External Relations:
Submitted legislative report via email (through Marie).
<http://www.ibhe.org/Board/agendas/2017/March/LegislativeReport.pdf>

10:45 Break

11:00 Caucus Meetings

11:45 Caucus Reports

Privates: SB 440 response (2 issues – official, personal). Minutes need to be crafted carefully. Procedural: Board position before board discussion. Work to alleviate IBHE size issue.

4-yr Publics: Schools are burning through reserves. We are economic hubs for communities. We still need to tell our stories, even if they've all been heard before. Position statement needs some work – clarifications and some more teeth. In SB 440 we need to clarify we're asking for FACULTY representation, not FAC representation.

CCs: Unanimous support for Marie. Pension choice came up, specifically the current plan being floated in the "Grand Bargain."

12:00 Lunch

1:00-2:00 Discussion with *Rep. Emanuel 'Chris' Welch (D-7th), Chair, IL House Committee on Higher Education*

Gauntlet of woe from the FAC (how is the budget crisis affecting each institution).
CW: If legislators had their way, there would be a budget. They've gone 9 months without a paycheck. They have the same healthcare issues. He had to write a personal check to keep his office open. Gov. Rauner is proceeding with every aspect of his agenda. Asked IBHE Chair Cross about disinvestment in Ill higher ed and the positive role of higher ed. Cross agreed, but got hostile when asked about having conversations with the Gov on this issue, defending the Gov. as being pro-higher ed.

Thinks income tax shouldn't have been sun-set, and advocates for returning to at least 5% rate. Closing a corporate loophole (carried interest) would net the state about \$350 million. HB to prevent the state from entering toxic bond issues would save half a billion. Talk with legislators, call, write, visit Springfield. April 27 "teach-out".

Gov. said last week that we should merge some of the public universities.

HB 3447 – Tuition reduction act, now out of committee. Still working on "baseline number" (2015 currently, maybe 2002 in final version, since that was last time higher ed "fully funded"). Half (?) of all money over certain baseline level goes to tuition reduction.

2:00 Business Meeting

1) Old Business

- a) Approval of minutes from the Feb 17, 2017 meeting at UI-Springfield

2) New Business

- a) Announcements
- b) Other

2:30 Adjournment

Next FAC Meeting: Friday, 14 April at Western Illinois University

Report of the Faculty Rights and Responsibilities (FRR) Subcommittee of the Faculty Senate on the Use of Preferred Name Option

April 26, 2017

This report details information regarding Northern Illinois University's recent adoption of the use of the Preferred Name Option. Following a presentation by Chief Diversity Officer and Senior Associate Vice President for Academic Diversity, Dr. Vernese Edghill-Walden, and director of the Gender and Sexuality Resource Center, Molly Holmes, faculty senators raised questions about the preferred names option. Members of the FRR subcommittee engaged in consultation and discussion to provide further information about the implementation, use, and resources for the Preferred Name Option.

Background

On Tuesday, November 15, 2016, Northern Illinois University rolled out an initiative that allows students to specify the name they want to be known by in some university systems. Working in conjunction with Division of Information Technology (DoIT), the Gender and Sexuality Resource Center (GSRC), and the Presidential Commission on Sexuality Orientation and Gender Identity (PCSOGI), this initiative was developed to support students whose legal names are either different from their preferred names (for instance, shortened versions of names and/or nicknames) or for students whose legal names are not representative of how they identify (for instance, transgender students whose legal names are not representative of their gender identity). This initiative allows students to indicate the name they wish to be called, which is different from their legal name, in select university systems.

To indicate the name they wish to be called by, also called their "proper name," students can log on to MyNIU, edit their personal information, and within 24 hours, their proper name will appear. Faculty will be able to see students' proper names on Blackboard and on class rosters.

While students may indicate their proper name on MyNIU, that does not mean that documents that require their legal name will change. Official transcripts, diplomas, admission documents, federal and state agency reports, financial aid documents, and employment records will continue to use students' legal names.

Faculty Concerns

The following questions and concerns were provided to the FRR subcommittee for further information. Members of the FRR subcommittee met with key leaders at the university to provide further information and clarity.

1. Concerns about abuse and/or inappropriate names being used by students.
 - a. Faculty raised concerns that students may use this option as a venue to use names that are inappropriate and/or vulgar.

Registration and Records, the primary office that is in charge of this initiative, offers the following policy:

Inappropriate use of the preferred name, including but not limited to misrepresentation, attempting to avoid a legal obligation, or a name that is deemed to contain inappropriate or offensive language can be denied. Please note preferred name changes are only applicable to applicants and currently enrolled students.

As such, there are systems in place through the Registrations and Records office, Student Conduct, as well as the Gender and Sexuality Resource Center that can be contacted in the event faculty feel a student has indicated that the name they entered into the system is either a misrepresentation, inappropriate, and/or offensive.

That policy can be found at:

<http://www.reg.niu.edu/regrec/preferredname/index.shtml>

2. Concern about sanctions associated if a faculty member fails to use student's proper name.
 - a. Some concern was raised regarding possible sanctions and/or grievances filed in the event a faculty member does not use a student's proper name.
 - i. In discussions with both Dr. Edghill-Walden and Molly Holmes, both indicated that a developmental, educational approach will be used. The proper names option is not meant as a way to punish faculty, but instead, to work together to ensure our students feel supported and are called a name by which they identify.
 - ii. While it is difficult to assume faculty motivation, intent, and/or circumstances of any issue that may occur, strong efforts would be made to collaborate and discuss the specific situation with the faculty that serves to support both faculty and student.

Resources for Faculty

Faculty shared a need for further information regarding training, professional development, and further information regarding these topics. As such, a list of resources has been compiled to help inform faculty as well as to provide a document to disseminate to other university parties.

1. There are several resources for faculty to better understand this new option, more about the different groups of students who will benefit from this preferred name option.

Information and Frequently Asked Questions about the Preferred Names Option from the Registration and Records Office:

<http://www.gero.niu.edu/Regrec/preferredname/preferrednamefaq.shtml>

Information on Pronouns

A video about the importance of pronouns:

<http://niu.edu/diversity/programs/action.shtml>

Syllabi Statements:

<http://niu.edu/gsrc/pdf/navigating-gender-identity-in-the-classroom.pdf>

Ally Trainings

The Gender and Sexuality Resource Center facilitates both Ally training and Trans* Ally training. Information about those programs can be found at:

<http://niu.edu/gsrc/audience/allies.shtml>

Toolkit

Faculty “Toolkit,” offered by the Office of Academic Diversity, Equity, and Inclusion, offers information, strategies, ideas, and activities to help faculty ensure an inclusive, safe, and educational spaces. That information can be found at:

<http://niu.edu/diversity/resources/toolkit/>

Conversations on Diversity+Equity (CODE) Workshops

Workshops centering diversity and equity can be requested for students to better understand specific aspects of diversity, equity, and critical theories. Further information about CODE workshops can be found here:

<http://niu.edu/diversity/programs/code-workshops.shtml>

NIU BYLAWS

ARTICLE 14: UNIVERSITY FACULTY SENATE

14.5 Officers

14.5.1 The executive secretary of the University Council shall be elected by the voting members of the University Council from the elected faculty members of the University Council in accordance with Section 3.2 of the University Constitution and Section 1.3 of these Bylaws. The Executive Secretary of the Council shall also serve as President of the Faculty Senate. The Senate shall elect such other officers it may consider essential for the performance of its duties.

14.5.1.1 The initial selection of candidates for the office of Executive Secretary of the University Council shall take place at the second spring semester meeting of the Faculty Senate. Any faculty senator may suggest or second the suggestion of a candidate. To be qualified to serve, the candidate must be an elected faculty member of the University Council for the current and for the ensuing year.

14.5.1.2 Suggested candidates for the office of Executive Secretary shall submit a letter of intent to be included with the agenda for the third and fourth (last) spring semester regularly scheduled meetings of the Faculty Senate.

14.5.1.3 An election of the final candidate for nomination shall be conducted by secret ballot at the last regularly scheduled meeting of the normal academic year of the Faculty Senate. All Faculty Senators present may cast a ballot for the candidate. If there are more than two suggested candidates, the final nominee must receive a majority of the votes cast. If no candidate receives a majority, subsequent ballots will be taken removing the candidate receiving the fewest votes until a candidate is selected.

14.5.1.4 The voting members of the University Council will vote by secret ballot to accept or reject the nominee at the last University Council meeting of the spring semester.

14.5.2 The election of a vice president shall take place at the first Faculty Senate meeting of the academic year.

14.5.3 The term of office for all officers shall begin August 16 and shall be for one year. An officer may serve successive terms.



**Northern Illinois
University**
*Department of Foreign
Languages and Literatures*

March 10, 2017

Watson Hall 111
DeKalb, Illinois 60115-2828
815-753-1501
Fax 815-753-5989
askForLangs@niu.edu
www.niu.edu/forlangs

Dear fellow senators:

With full understanding of the significant responsibility of this position, I respectfully accept my nomination to be considered for Faculty Senate President / University Council Executive Secretary.

I understand that several of you may not know me, so I would like to take this opportunity to introduce myself to you. This is my sixth year as the Director of Undergraduate Studies for the Department of Foreign Languages and Literatures. During my time as Director, I was charged with the task of writing the Spanish and French program prioritization reports and, two years earlier, my department's program review for the B.A. in both Spanish and French. In addition to the numerous other duties as Director of Undergraduate Studies for my department, I am also involved with several university-wide committees. Currently, I am completing the second year of my first term on University Council. Since being elected to University Council, I have been serving as the Chair of the University Affairs standing committee. Likewise, it is my second year serving on the Presidential Commission on the Status of Women. In the past, I served on Faculty Senate, on a number of sub-committees for the Center for the Study of Women, Gender & Sexuality during the time of their merger with LGBT Studies, and on the Faculty Advisory Committee for the Center for Latino and Latin American Studies. From 2012-2013, I also served as a member on the Latino Resource Center Advisory Board where we focused on increasing Latino student enrollment and involvement on campus. As evidenced by my committee experience, I place great importance on working to improve diversity and inclusion at this university.

In regard to the position of Faculty Senate President / University Council Executive Secretary, I plan to continue to foster an environment of mutual respect and understanding with all my constituents and, as the Constitution states in regard to the purpose of Faculty Senate, "to promote the representation of faculty; to encourage active faculty participation; to discuss and recommend policies; and to promote the welfare of the faculty and the university." To accomplish these goals, I would invite faculty to share their ideas and concerns with me so that I may correctly represent your voices and build a strong consensus whenever possible. At times, I understand that it will be essential to respond to complex decisions, but I am willing to aptly step up, take a stand, and resolutely face those challenges.

We cannot deny that the university is facing unprecedented challenges. These "changing times," as I prefer to call them, are symptomatic of higher education as an institution

Learning Today, Leading Tomorrow

being driven to respond to economic, political, and cultural transitions. As a result, faculty is witnessing a shift in how we teach, what we teach, when, and to whom. Further, we continue to face fiscal uncertainty with our state budget, which has resulted in the loss of tools necessary for our job coupled with numerous other budget reductions at department levels; enrollments have declined from five years ago (in part due to an outmigration of students from Illinois); and overall morale across campus is spiraling downward. Needless to say, this list is not conclusive.

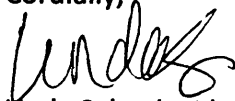
In light of these challenges, there are action steps that faculty can take to ensure that proper governance procedures, values, and opinions are shared across colleges and disciplines as well as with administration. A few of these steps I outline for you below:

- Continue the hard work put forth by Greg Long, Therese Arado, and the members of the Rules, Governance and Elections Committee in creating an easily accessible policy library
- Push for transparency in regard to the budget, program prioritization, enrollment management, and more
- Review and protect academic procedures and policies as deemed necessary
- Maintain open communication with the recently established faculty union to ensure faculty needs are heard and met

This list represents a small number of steps I plan to take to ensure inclusion among all members of the senate.

To conclude, I would like to express my gratitude for this nomination. If elected, I would welcome your input and invite you to speak directly with me about your concerns. I believe that any effective leader should be transparent and honest, and strive to create meaningful dialogue with others.

Cordially,



Linda Saborio, Ph.D.

Associate Professor of Spanish

Director of Undergraduate Studies

Department of Foreign Languages and Literatures

lsaborio@niu.edu

ARTICLE 9: FACULTY AND SPS PERSONNEL ADVISOR

The Faculty and SPS Personnel Advisor is a resource person whose services are available to any faculty member (ranked or no-rank faculty), administrator, Supportive Professional Staff member, or personnel body in the university. The advisor's role includes such activities as the following:

- To advise faculty and SPS members about the personnel policies and procedures within the university and the courses of action open to faculty and SPS members;
- To advise and assist faculty and SPS members who are experiencing difficulties with the personnel process;
- To advise and assist faculty and SPS members dissatisfied with personnel decisions;
- To observe the workings of the personnel process and to recommend needed changes or clarification;
- And to serve as grievance officer in cases of faculty pursuing the grievance procedure set forth in Section 10.2 of these bylaws.

9.1 Qualifications

The advisor shall be a full-time, tenured faculty member. The advisor shall have had experience with the personnel process at various levels, and be familiar with the administrative structure and operations of the university.

9.2 Conditions of Employment

9.2.1 The advisor shall receive compensation equal to one month of the median salary of all tenured professors each semester and summer session funded through the budget of the University Council.

9.2.2 Secretarial assistance shall be provided.

9.2.3 The advisor may not hold membership on any personnel committee within the university dealing with matters relating to merit evaluations of faculty not holding administrative positions, salary increments, tenure, promotion in rank, or leaves of absence.

9.2.4 The advisor shall receive an initial two-year appointment consisting of eleven months each year, renewable for an additional 11 months. The advisor shall be ineligible for a successive term.

9.2.5 Files generated by the Faculty and SPS Personnel Advisor are the property of the office of the Faculty and SPS Advisor and shall be kept for eight years. Only the Faculty

and SPS Advisor shall have access to the files. After eight years, the files shall be destroyed, except that non-identifying, aggregate data may be kept indefinitely.

9.2.6 The Faculty and SPS Personnel Advisor shall make an annual report which will summarize the activities of the advisor (in such a way as to keep clients' identities anonymous), identify the strengths and weaknesses of the personnel process, and make recommendations for changes in the personnel process. The Faculty and SPS Personnel Advisor Annual Report shall be submitted to the University Council and the Faculty Senate. The FSPSPA Annual Report will be submitted by July 31 of each year.

9.3 Method of Selection

The Faculty and SPS Personnel Advisor shall be elected by the Faculty Senate in the spring for a two-year term to begin at the start of the fall semester.

Article 9.2.1 amendment approved by University Council on 04/09/2008.

Amendment approved by University Council on 04/30/2008.

Amendment to opening paragraph and bullet points approved by University Council on 04/29/2015.



**Northern Illinois
University**
Department of Psychology

February 27, 2017

Greg Long, PhD
President of the Faculty Senate
103 Altgeld Hall
Northern Illinois University
DeKalb, IL 60115

Psychology/Computer Science 400
DeKalb, Illinois 60115-2828
815-753-0372
Fax: 815-753-8088

Dear Dr. Long and my colleagues in the Faculty Senate,

I am writing to declare my candidacy for the position of Faculty and SPS Personnel Advisor. The financial problems at NIU have created change and uncertainty, and have the potential to contribute to unfair treatment of faculty and staff. I believe that I have the clarity and courage to stand up for academic freedom, tenure, and due process, and to protect the rights of faculty and staff. This letter describes my qualifications for this position, including my experience and knowledge, my relevant professional skills, and my approach to serving in this role.

Regarding my experience and knowledge, I am completing my 21st year as a faculty member in the Department of Psychology and currently hold the position of tenured Full Professor. I have served on many committees and held many offices within the department. A copy of my curriculum vita with a full list of my institutional service can be found at: <http://www.niu.edu/psyc/faculty/valentiner.shtml>. Most relevant to the Faculty and SPS Personnel Advisor position, I have served as a member and chair of my department's personnel committee; and as a member and chair of the department's policy and planning committee. I also served as a member of the Faculty Senate (2010-2012) and on its Economic Status of the Profession subcommittee, and as a member (2014-2016) and Secretary (2015-2016) of the College Council of the College of Liberal Arts and Sciences. During the past 20+ years, I have learned about many policies and procedures associated with personnel issues. In particular, I am very familiar with the tenure and promotion, appeals, and the committees and procedures that govern personnel decisions within the university and of the College of Liberal Arts and Sciences. As the Faculty and SPS Advisor, I will work hard to further develop my knowledge of the governance documents at NIU, including the Constitution and by-laws; the Academic Policies and Procedures Manual (APPM); The Employee Conduct, Accountability, and Ethics in the Workplace Manual; and the policies and procedures manuals of each of the colleges.

Regarding relevant professional skills, I am trained as a clinical psychologist and hold a professional license to practice clinical psychology in Illinois. My work at NIU has been primarily as a teacher, advisor, research mentor, and clinical supervisor is in the area of clinical psychology. I specialize in working with worry, fear, phobias, panic, obsessions and compulsions, and post-trauma stress. Because most people using the service of the FSPSPA are experiencing anxiety and stress, I believe my training and

professional skills as a therapist will make me particularly effective in this role. I am prepared to listen to faculty and staff seeking assistance, help them understand and evaluate their options, and work with them to develop a plan to move forward. I also believe that I have the courage to be an effective advocate, should the need arise.

Regarding my approach, I will share three observations. First, the responsibilities of the Faculty and SPS Personnel Advisor overlap somewhat with other positions within the university, most notably the Ombudsperson. In addition, as the faculty union develops we might see some new provisions for addressing grievances through the union. Whoever fills the role of Faculty and SPS Personnel Advisor will have to be able to work with those who hold other related positions. I look forward to developing a shared understanding to provide a variety of options for faculty and staff who need assistance.

Second, the services of the Faculty and SPS Personnel Advisor have not always been well advertised. For many faculty and staff, access to the services of the Faculty and SPS Personnel Advisor is likely to be of interest during specific times, such as when faculty are being reviewed for promotion and tenure, when reorganization of units leads to new assignments, and during periodic evaluation of staff. In addition to general advertisements of the services, I intend to provide periodic reminders to individuals during specific times, such as during the annual periods when appeals of tenure decisions are likely to be considered. The degree to which services are used is an important measure of success of the Faculty and SPS Personnel Advisor, and one of my objectives will be to increase accessibility and utilization.

Third, the Faculty and SPS Personnel Advisor provides multiple services. Initially, the Faculty and SPS Personnel Advisor needs to be prepared to listen and to understand the concerns from the perspective of the faculty or staff member seeking services. This process might include providing emotional support, engaging in problem solving and developing strategies for moving forward. At other times, the Faculty and SPS Personnel Advisor may need to investigate options and provide information, facilitate meetings and mediate, or advocate for the faculty or staff member. Services are likely to improve if there is a recognition of the various roles that the Faculty and SPS Personnel Advisor plays, and deliberate attention to the development of the skills needed for each of these functions. I believe that I have the requisite abilities and a strong foundation for doing this work. Also, if elected, I promise to work hard, to solicit and be open to feedback, to be a strong advocate when a strong advocate is needed, and to serve to the best of my ability.

Please consider this my self-nomination for the Faculty and SPS Advisor position.

Sincerely,

A handwritten signature in dark ink, appearing to read "David P. Valentiner, PhD". The signature is stylized and cursive, with the initials "D.P.V." clearly visible at the end.

Professor

Department of Psychology

Greg Long
President of the Faculty Senate
103 Altgeld Hall

March 15, 2017

Sarah McHone-Chase
Head of User Services
136 Founders Memorial Library

Dear Dr. Long,

I would like to nominate myself for the position of Faculty and SPS Personnel Advisor.

I have served on both the Library's Library Council and Personnel Committee several terms, including chairing the latter committee, which involved explaining the personnel process to search candidates. Furthermore, I have served on both Faculty Senate for several years and University Council for this past year (2016-2017), which has included serving on UCPC. I currently chair Resources, Space, and Budgets, which has, among other things, given me a better understanding of program prioritization and how it is planned to be implemented. I have served on numerous faculty search committees at the library, including two at the administrator level. I am currently serving on the search committee for the Vice President for Administration and Finance. I feel that these experiences have given me in-depth knowledge of the personnel process here at the University and would make me a knowledgeable and capable Advisor.

In the Budget Guidance Letter produced by Resources, Space, and Budgets this year, one of our main emphases has been our recognized need for greater faculty input and greater collaboration with upper University administration. This is a goal that I will strive to work towards in any capacity that I am able.

In addition to the above, I have a strong service ethic in general and I am committed to the faculty and staff of this University. As a librarian, I care deeply about such values as diversity and intellectual freedom, as these are cornerstones of my profession (as articulated by the American Library Association). I incorporate these principles into my every day work. As a faculty member, I am a strong believer in shared governance. I am also eager to learn more about unionization and what that will mean for the faculty. I think that I can serve our Faculty and SPS Personnel well, and I would be honored to be chosen as the Faculty and SPS Personnel Advisor.

Thank you.

Sincerely,
Sarah McHone-Chase

March 15, 2017

Dr. Long,

Please accept this letter of self-nomination for the position of Faculty and SPS personnel advisor. I am a full, tenured professor in the College of Education in the Department of Leadership, Educational Psychology and Foundations (LEPF). Additionally, I am an adjunct professor in the College of Law. My primary area of expertise is in Education Law and Policy, and thus the role of Personnel Advisor appeals to me on both a personal and academic level.

Article 9 of the Bylaws of Northern Illinois University outline the following responsibilities of the Personnel Advisor:

Advise Faculty and SPS members in the area of Personnel Policies and Procedures

I have served on LEPF's Department Personnel Committee (DPC) for 5 years, including 2 ½ years as the chair of the committee. Through my work with the DPC I have become very familiar with the administrative structure and operations of the University. In accordance with University policy, were I to be appointed as the Faculty and SPS personnel advisor, I would resign my position with the LEPF DPC.

Assist Faculty and SPS members experiencing difficulty or dissatisfaction with personnel decisions

In addition to my experience with the LEPF DPC, I also have what I believe to be a significant amount of relevant volunteer experience. For the past 2 ½ years I have served as a volunteer Court Appointed Special Advocate (CASA) to the Illinois 19th Circuit Court working with children involved in the state foster care system. Much of my work as a CASA involves assisting foster children and foster parents who are experiencing difficulty or dissatisfaction with the processes and procedures outlined by the state Department of Child and Family Services. While the foster care system is certainly very different from the personnel process at NIU, both of these roles involve reviewing state and institutional policies and procedures and finding answers for impacted parties. I believe that my skills as a CASA would be directly translatable and relevant to work as the Personnel Advisor.

Observe the workings of the personnel process and recommend needed changes or clarification

During my time on the LEPF DPC we worked, with the department, to revise the rubrics used for determining annual merit scores for Faculty Service Reports and tenure and promotion decisions. As a DPC member and chair I have worked with faculty members in the LEPF department to help them better understand the personnel process; this is something that I would enjoy being able to do on a University-wide basis.

Additionally, I served on the University Judicial Advisory Board from 2010-2013 which was tasked, in part, with reviewing NIU's compliance with Federal law. Finally, my extensive work with the National Education Law Association informs my currency of knowledge in the area of higher education personnel law.

Serve as a Grievance Officer when necessary

I am a trained legal mediator, having completed a 40 hour program in Mediation Skills Training through Northwestern University's School of Continuing Studies in 2013. I believe that my mediation skills would be valuable in carrying out the duties of Personnel Advisor.

Additionally, I served on (what was then known as) the University Class II Judicial board from 2005-2011, hearing student misconduct cases. This experience made me familiar with the administrative structures at NIU and gave me experience in serving as a hearing officer.

I myself have benefitted from guidance provided by previous Faculty and SPS Advisors in my work with the DPC and I know firsthand how important this position is. I believe that my professional and volunteer experiences have uniquely prepared me to serve my colleagues at NIU in the role of Faculty and SPS Advisor. Thank you very much for your consideration of my application.

Very sincerely yours,

Dr. Christine Kiracofe

Professor, Leadership, Educational Psychology and Foundations Department

Northern Illinois University

ckiracofe@niu.edu



March 21, 2017

Greg Long
President of the Faculty Senate
103 Altgeld Hall

Dear Professor Long,

I am writing to self-nominate for the position of Faculty and SPS Personnel Advisor (FSPSPA). I am Chair in the Department of Sociology. I am nearing the end of my second term as Chair and am seeking an opportunity to continue serving the university and our faculty colleagues in the various personnel processes that exist at NIU. Personnel matters are among the most important policies affecting faculty and staff as members of the university. I am applying for the FSPSPA position because it is important for faculty to have a knowledgeable and helpful colleague in personnel matters, and I believe I can be effective in the post.

In my seven years as department chair and my 15 years as a faculty member and my three years before that as a Supportive Professional Staff member working in the Public Opinion Lab, I have gained substantial experience in many of the various personnel issues that are most common for faculty and SPS at NIU. As chair, I have overseen a department with 16 tenure-stream faculty members, 4-5 unionized instructors covered by the UPI's Collective Bargaining Agreement along with two Supportive Professional Staff persons and two civil service office support staff members. I became chair when my department was undergoing rapid demographic shifts; the department's junior, untenured, faculty members were a numerical majority among our faculty. The department possessed no full professors (though now we have promoted two and are in the process of another.) I have been successful in providing a steady hand in a time of rapid personnel change, I have helped craft department personnel policy, and I have been responsible for ensuring that policy and process are executed appropriately, with fairness and consistency.

To provide some detail about my familiarity with personnel processes at NIU and my experience with them, I will provide a list that outlines some of the chief personnel responsibilities I have experience with both as a faculty member and as a department chair. This list is not exhaustive, but still provides a sense of the breadth and depth of my familiarity with personnel policy and practice:

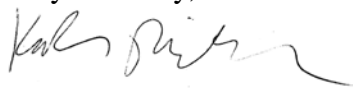
- Executed the tenure/promotion reviews of 10 tenure stream faculty
- Administered annual reviews for untenured faculty
- Executed annual merit reviews as department chair, merit committee chair, and merit committee member during my NIU career as a tenure-lie faculty member
- Overseen the department-level sabbatical review process, ranking and recommendations forwarded for College and UCPC review

- Facilitated two tenure-track joint appointment faculty hires. Worked to manage the organizational complexity of joint faculty positions as it relates to the personnel process. Includes negotiation and administration of Memoranda of Understanding between the jointly appointed faculty member, the Department of Sociology and our partner units as well as the College Dean.
- Followed the UPI Collective Bargaining Agreement process each year, including establishing personnel criteria within my department with consultation from instructors, managed workload and course assignments in the academic year and summer terms, conducted annual reviews, and worked to facilitate professional development opportunities.
- Conducted and wrote annual reviews for the Supportive Professional Staff persons in my unit: 1) Sociology's Undergraduate Academic Advisor & Assistant to the Chair, and 2) the Sociology Department Internship Program Coordinator (2011-2015) before the Internship position was re-located in the College of Liberal Arts and Sciences office.
- Managed and facilitated multiple Family Medical Leave Act leaves covering different personnel issues.
- Experience with Stop the Tenure Clock Process in the context of FMLA
- Have worked with HRS on Americans with Disability Act (ADA) accommodation plans for employee(s) in my unit.
- Have been responsible for workload assignment and course scheduling in my department since 2010.
- Two tenure-track faculty retirements have taken place in my department since 2014.

As department chair I have been both an advocate for faculty in a variety of personnel processes as well as a steward of process, responsible for appropriately executing personnel policies, following relevant rules, and simultaneously educating faculty and staff about their rights and responsibilities within the personnel policy framework. I have worked with persons responsible for assisting with personnel issues in my College Dean's Office, the Provost's Office, the Ombudsperson, Affirmative Action and Diversity Resources, and Human Resources. I am knowledgeable about much of the relevant policy, and I am familiar with the ways that faculty, unit directors, department chairs, deans and other administrative officers are expected to act in their roles as outlined in personnel policy. This positions me to be especially effective as NIU's Faculty and SPS Personnel Advisor. I hope you and the Faculty Senate agree.

I would be happy to discuss my interest and qualification in more detail at any point in your selection process. Please don't hesitate to contact me if you have any questions about my candidacy.

Very sincerely,



Kirk Miller, PhD

Chair and Associate Professor of Sociology

kmiller7@niu.edu / 815-753-1194 (office) / 815-762-1166 (cell)

DeKalb, March 6, 2017



NORTHERN ILLINOIS UNIVERSITY

College of Education

Department of Counseling, Adult
and Higher Education
DeKalb, Illinois 60115-2896
815-753-1448
Fax 815-753-9309
cahe@niu.edu

Professor, Greg Long
President of the Faculty Senate
103 Altgeld Hall
Northern Illinois University

This is my letter of self-nomination for the position of Faculty and SPSS Personnel Advisor. I am applying to this position because I believe I have sufficient qualities to serve in the capacity of mediator and advocate for faculty and professional employees. In addition, I work at NIU for more than 27 years which provide me with ample experience and information on rules and regulation regarding faculty and staff.

I am currently tenured Professor in the Department of Counseling Adult and Higher Education (CAHE). I am also the faculty coordinator working alongside with Dr. Suzanne Degges-White our Department Chair. I am a member of the Department Personnel Committee and other committees in the department and the college. I have been a substitute member for the University Faculty Senate and College of Education Faculty Council. In all through these many years I accumulated a wealth of learning experiences and knowledge that help me in my work.

I came to NIU from Iowa State University where I was the Assistant Director for Minority Affairs and later the Director of the office for four and half years.

At NIU I was the interim Director of the Center for Latino and Latin American Studies for one-year, position that I held concurrently with my faculty position. This position gave me the opportunity to interact with my colleagues from the College of Liberal Arts and Sciences on a number of issues from academic, financial to personal ones.

I was also named by then President J. LaTourette to participate in a panel to review the Northern Star the student campus newspaper which was seen by African American faculty and students as biased, not pluralistic and only informing on certain issues about campus activities, student organization and faculty. The chair of the panel was Prof. Harold Kafer then Dean of the College of Visual and Performing Arts. After about eight months of work it was considered that a number of changes should be instituted in the operation of the newspaper including a rotation for faculty adviser, and hiring African American faculty in the communications faculty.

Later with NIU President J. Peter I was named to a commission to re-create the two Latino Centers in more modern version of these centers for NIU vision of future but unfortunately no clear directives were given from which the panel dissolves later.

This is to say that even if I spent a good numbers of years at the faculty of adult and higher education I also reached to the university at large which gave me a good knowledge of the many experiences from faculty across campus.

I had a conversation with Professor, Toni Tollerud a previous holder of this position and with Professor Greg Long about that new challenges and changes coming in the near future with the advent of faculty

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unionization. A redefinition of faculty advocacy in terms of a union organization is possible. The current statutes and bylaws in which the university function for a long time may need to be adjusted to reflect changes which may require a new vision from the faculty and the university as an organization.

In all I am ready for the challenge in the terms of which the post is advertised and work for the latter part of my career helping faculty and professional staff to better understand, participate and be involved in a large institution such as Northern Illinois University.

I am available for questions or concerns at jjeria@niu.edu and my personal phone number 815 508 3247

Sincerely,

A handwritten signature in black ink, appearing to read 'Jorge Jeria', with a stylized flourish extending to the right.

Jorge Jeria Ph.D.
Professor, Adult & Higher Education
Program Coordinator
Gabel Hall 201 G
CAHE Department
Northern Illinois University
DeKalb, IL 60115
e-mail jjeria@niu.edu

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Northern Illinois
University

21 March 2017

Professor Greg Long
President, Faculty Senate
Northern Illinois University

Dear Professor Long:

I am writing to enter my name in nomination for the position of Faculty and SPS Personnel Advisor advertised recently in *NIU Today*. As a regular member of the English Department Council, a recent Director of Graduate Studies in English, and a frequent and highly engaged participant in university committees, I believe I have both the qualifications and the key skills to serve NIU and colleagues across our campus through this position.

Coming from a teaching-oriented institution in 2002, I arrived at Northern Illinois University enthused with the opportunity to serve at an institution that balanced research and teaching. Prior to earning promotion to full professor in 2010, I published a single-author monograph, an edited book, and a series of well-placed articles, along with winning a year-long National Endowment for the Humanities fellowship. I have remained active as a scholar since promotion, as well, with an additional single-author monograph and a forthcoming edited volume from Cambridge University Press to my credit.

Even while I have moved ahead as a researcher and have continued to explore my love of teaching at NIU, I have also discovered my gifts for professional service, and my colleagues have repeatedly looked to me to provide leadership and service. As a member of the English Department Council as an elected, voting member for four years (and then as an *ex officio* member as Director of Graduate Studies in English for an additional four years), I have been closely involved in the process of personnel evaluation at the departmental level for more than half of my time at Northern. This means, of course, that I have repeatedly been involved directly in the process of deliberating and voting on departmental candidates for tenure and promotion. More revealingly—and rewardingly—several departmental colleagues have spontaneously looked to me for information and advice about the tenure and promotion process. It is this kind of supportive and early engagement with the personnel process that I would particularly like to foster as the Faculty and SPS Personnel Advisor, believing that communication and problem-solving *before* the formal process of drawing up promotion documents are the best strategies to head off most personnel difficulties.

At the same time, I have frequently and successfully been involved in the creation of the promotion documents themselves. I know what strong cases for tenure and promotion look like, because I have helped to build them. The senior American literature specialist since 2012, I have been the lead author of the Part II documents—and the writer of the critical research report—for the tenure-and-promotion cases of three departmental colleagues, plus the promotion to full professor of one of

these colleagues. In this way, I have been the primary author (besides the candidate him or herself) in four separate cases advancing—with final, positive approval—through the entire chain of departmental, college, university, and board-of-trustees deliberation.

Throughout my years at NIU, I have been involved in a variety of university as well as departmental committees. Standing Committees on which I have been a member have included the University Coordinating Council, the Committee for the Improvement of Undergraduate Education, the Dissertation Completion Fellowship Committee, the University Fellowship Committee, and the Graduate Council. I have also been chosen to serve on the National Endowment for the Humanities Summer Fellowship committee, the selection committee for the Director of the NIU Press, and the steering committee for the latest round of North Central accreditation for our university. In each of these committees, my work has been recognized for integrity, critical engagement, thorough preparation, and compassionate advocacy.

Partly because I have not had the privilege of serving on the University Senate, as Personnel Advisor I would certainly plan to attend both the Senate and SPS Council meetings regularly—as past Advisor Toni Tollerud reports doing in her publicly available Annual Reports. As advocated by Tollerud, I would seek to publicize widely the services provided by the office of the Faculty and SPS Personnel Advisor, and to host information sessions to disseminate knowledge on the tenure-and-promotion process and other personnel matters. Again, my interest is in opening channels for communication early and often for tenure-line faculty and SPS colleagues, with the goal of distributing critical advice and information well before decisional points or moments of crisis.

I should say, finally, that I would not be applying for the position of Faculty and SPS Personnel Advisor had I not had many positive experiences serving the English Department as Ph.D. job placement advisor and as Director of Graduate Studies. These jobs helped me cultivate, even discover, a range of interpersonal skills that will transfer well to the Advisor position. As job placement advisor, I helped Ph.D. students in their final years of study to prepare the most important professional documents of their lives. This, in effect, is what professors assembling their dossiers for tenure are also doing. It may well be what SPS colleagues developing a grievance case are doing. As Director of Graduate Studies in English, I assisted students with long-range planning; I supported students filing appeals for academic reinstatement (all of which were successful during my tenure); I listened sympathetically and helped students proceed through the appropriate steps for working out conflicts, or pursuing grievance procedures, with faculty or other students. I am familiar both with the need truly to listen, and with the need to follow the procedures that help to make NIU a great place to work, and to be a member of community.

I prize both the praise of colleagues who have expressed their admiration for my attention to detail, and the praise of colleagues who have stressed my *kindness* in interpersonal interactions. Both are traits that I feel confident I would carry with me to the office of the Faculty and SPS Personnel Advisor. Please let me know if you have any questions about my self-nomination. I would be happy to provide additional information or references upon request.

Sincerely,



Mark W. Van Wienen
Professor of English



**Northern Illinois
University**

Inception of a Policy Library— Rational, Status, & Next Steps

Presentation to University Council, April 5, 2017

Greg Long, Executive Secretary

It all started when....



- Shared governance recognized that university-wide policies are included in multiple documents including, but not limited to:
 - BOT Regulations and Bylaws
 - Constitution and Bylaws
 - Academic Policies and Procedures Manual
 - Business Procedures Manual

Defining University Policies



University policies are a statement of principles and the associated conduct required of Northern Illinois University in the governance and management of its affairs, consistent with the University's purpose and mission. As such, University policies must be abided by. University policies additionally promote operational efficiencies, reduce institutional risk, and establish requirements for compliance.

What's the problem?



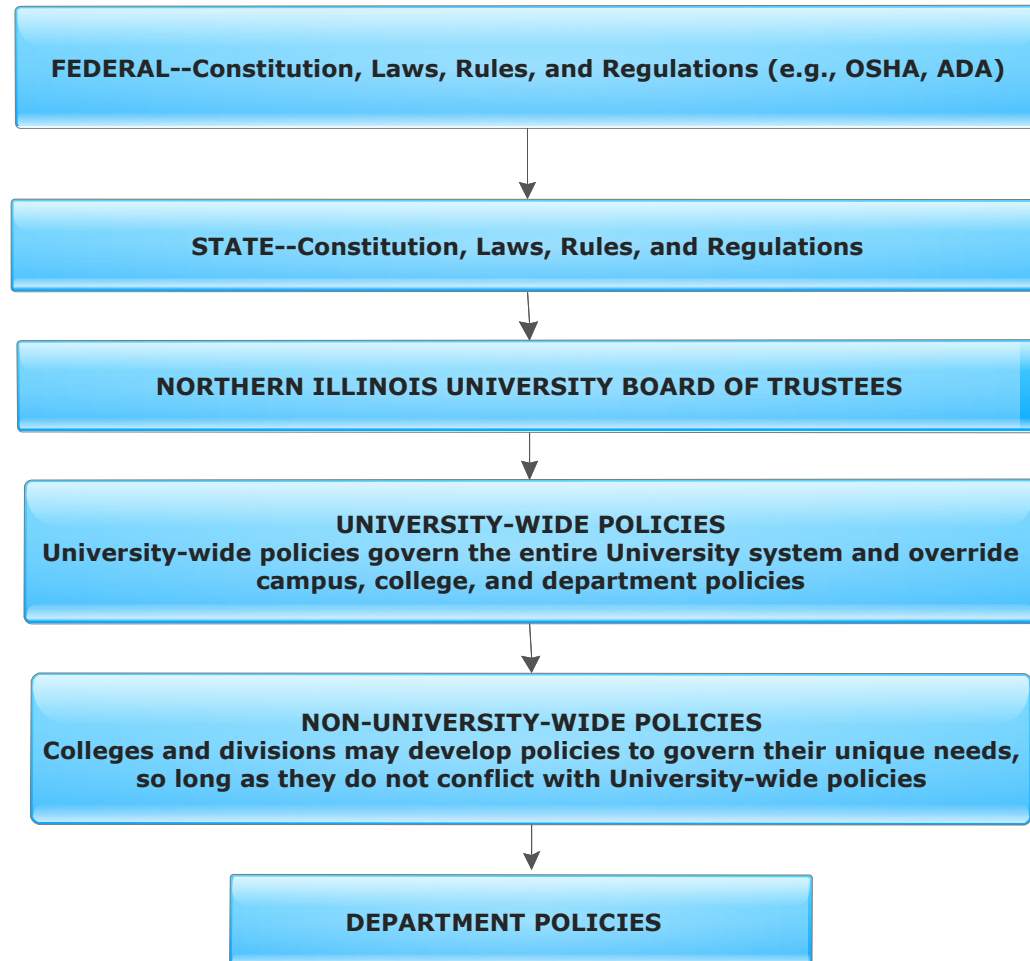
- Policies exist in multiple locations
 - Contain redundant and/or contradictory information
 - Lack clear organization and access
- No process for managing policies

Understanding University Policies



- Hierarchy
- Policy-making bodies

Policy Hierarchy



Official Policy-Making Bodies



- Board of Trustees
- President
- University Council

How can a policy library help?



- Official location for all university policies
- Centralized reference for administrative and academic policies across the university
- Digital presence on the university website for current, proposed and former policies

A policy library requires management guidelines that answer...



- Who has the authority to establish policy?
- Who and how does the university determine that a policy (versus guidelines or procedures) is necessary?
- Who is responsible for the research, drafting, and advocacy of policy?
- Who approves the policy?

Policy management guidelines answer...



- Who is responsible for maintenance, distribution, and periodic review of current policies?
- Who determines how and how often a policy is reviewed?
- Who determines how and when a new policy is necessary or recommended?
- Where is the policy library housed and managed (e.g., HR, Office of General Council, separate policy office)?

Process & Timelines



	Phase I (Fall 2016)	Phase II (Spring/Summer 2017)	Phase III (Fall 2017 & beyond)
Policy guidelines approved	X	x	
Policy submission template	X		
Gather university-wide policies	X	x	x
Review, summarize, and reorganize policies	X	X	x
Website structure and design	X	X	
Populate library		X	X
Apply policy submission template		X	X
Identify and reconcile discrepancies		X	X
Periodically revisit policy management guidelines			X

Policy Gathering—Status

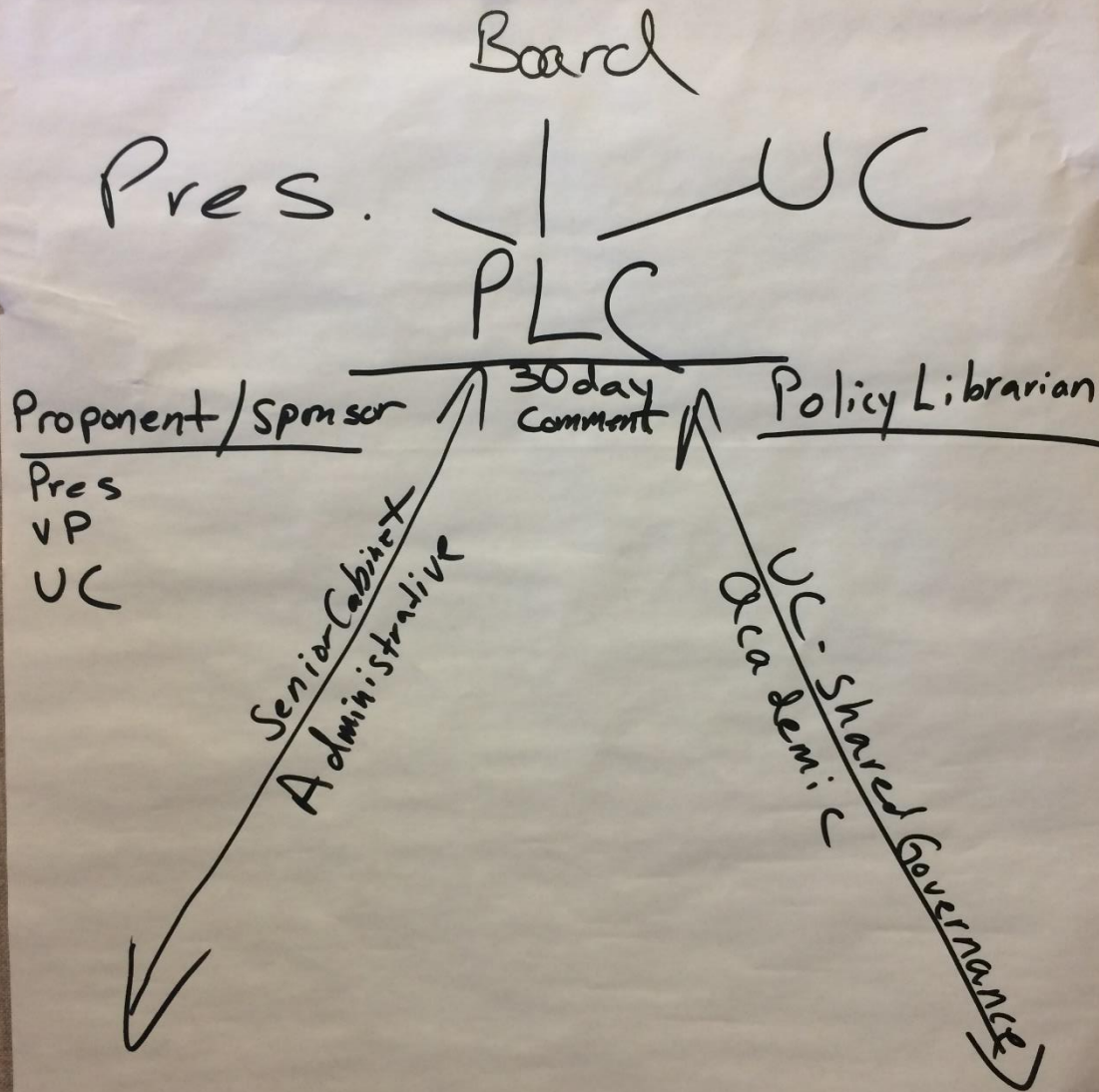


- Documents already available and reviewed:
 - BOT Regulations and Bylaws
 - NIU Constitution and Bylaws
 - APPM
 - Business Procedures Manual
 - General Human Resource Services Policies
- **Current challenge:** Continue to identify policies not included in the aforementioned sources

Policy on Managing Policies—Status



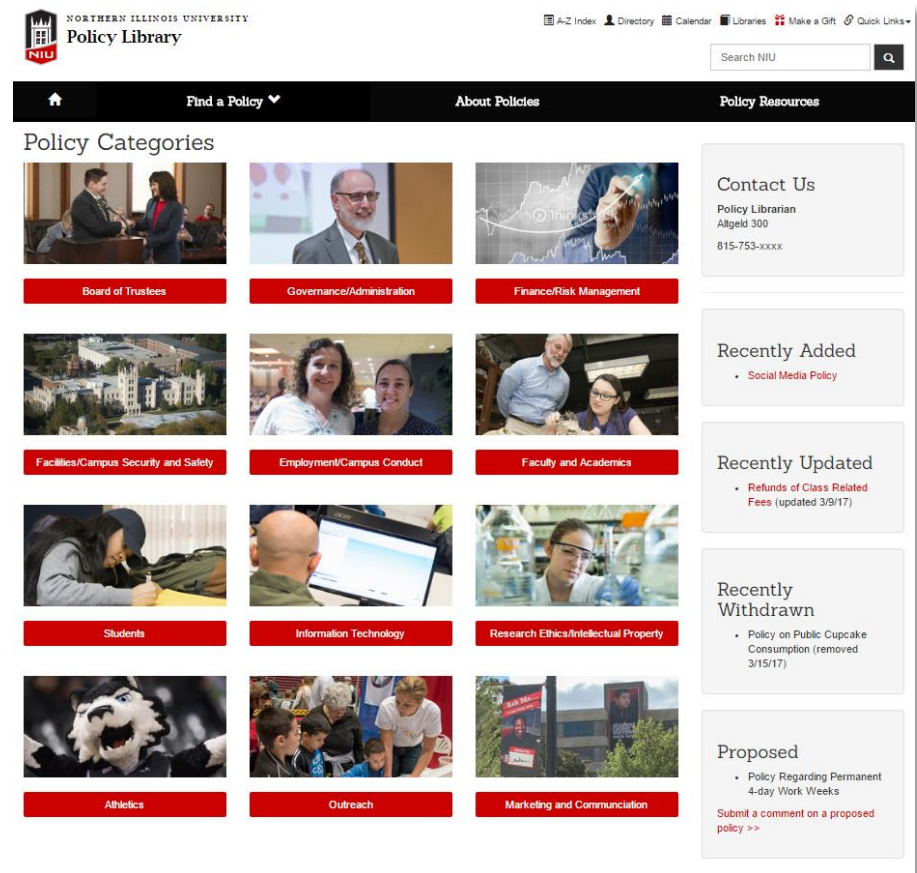
- Answers questions of who, when, how, responsibility, review cycle
- Policy librarian
- Policy Library Committee



Website development—Status



- Policy library [homepage](#) and [sample policies](#)



Next steps



- Complete the policy management document
- Continue to collect and review policies
- Identify and address inconsistencies across policies
- Identify a policy librarian and policy library committee
- Implement use of policy template and submission process
- Initiate review cycle for all prior (and future) policies

Questions?





NORTHERN ILLINOIS UNIVERSITY

University Council and Faculty Senate

April 20, 2017

To: Faculty Senate and University Council members

From: Greg Long
Faculty Senate President
University Council Executive Secretary

RE: Shared Governance Recommendations

It is more important now than ever to ensure that faculty and staff have significant decision-making input. Toward that end, over the past 18 months, shared governance leaders have engaged in a discussion about reorganizing the University's Constitution and Bylaws. As reported in prior meetings, NIU's Constitution and Bylaws is quite unique. It underwent significant revision in the mid-1980s in response to external political pressure. The goal at that time, per Vice President Anne Kaplan, was to create a document that was "resistant to change." The resulting Constitution and Bylaws codified many policies and procedures into bylaws and then set a voting threshold for change that required near unanimity from attending members for passage.

In response to this challenge, and following significant discussion among shared governance leadership, the following three-step solution was proposed. First, lower the threshold for amending bylaws (i.e., Article 22). Second, move selected bylaws (e.g., Article 13—Placement of Critical Materials in Faculty Personnel Files) into a more appropriate location. Third, revise the Constitution and Bylaws to empower the Faculty Senate with significant authority over curricular matters. Over the past 12 months, significant progress has been made on the first two steps. The first step was accomplished during the April 6, 2016 University Council meeting when members voted to lower the voting threshold for amending bylaws.

The second step of the solution (i.e., revising the CBL) has evolved since last spring. Initial effort focused on extensive benchmarking of other universities' governance documents. This led to the awareness that nearly half of NIU's current bylaws are more accurately described as policies and/or procedures. For example, over 20 pages are devoted to grievance procedures. In contrast, most other universities do not mention grievance processes in their bylaws, or if so, there is simply a statement that protections are available.

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TO: Faculty Senate and University Council members
Page Two
April 20, 2017

A question arises, however, as to where such policies should “live” if not in the Bylaws. A common approach at many other universities is the use of an online policy library (see [Purdue University](#) or [University of Arizona](#) for examples). The library becomes the official site for all university-wide policies and includes resources, forms, and guidelines for submitting, reviewing, and approving policies. The University Council’s Rules, Governance, and Elections Committee supports the development of such a policy library and has met regularly this academic year to further its creation. At the time of this report, significant progress has been made relative to collecting and categorizing university-wide policies, website design, and writing a “Policy on Managing Policies.”

After the policy library and management guidelines are in place, I encourage continued revision of the Constitution and Bylaws to:

- move “policy bylaws” into the policy library
- create a shared governance structure where the Faculty Senate has significantly increased authority over academic and curricular matters
- provide increased parity for staff on University Council because, at present, Operating Staff and SPS have only 4 seats out of 60.

2017-2018 MEETING SCHEDULE

STEERING COMMITTEE OF THE FACULTY SENATE STEERING COMMITTEE OF THE UNIVERSITY COUNCIL FACULTY SENATE UNIVERSITY COUNCIL

FS-STEERING COMMITTEE 1 – 2:30 p.m.	FACULTY SENATE 3 – 5 p.m.	UNIVERSITY COUNCIL 3 – 5 p.m.
UC-STEERING COMMITTEE 3 – 4:30 p.m. Altgeld Hall 225	Clara Sperling Sky Room Holmes Student Center	Clara Sperling Sky Room Holmes Student Center
August 30, 2017	September 6, 2017	September 13, 2017
September 27, 2017	October 4, 2017	October 11, 2017
October 25, 2017	November 1, 2017	November 8, 2017
November 15, 2017	November 29, 2017	December 6, 2017
January 17, 2018	January 24, 2018	January 31, 2018
February 14, 2018	February 21, 2018	February 28, 2018
March 21, 2018	March 28, 2018	April 4, 2018
April 18, 2018	April 25, 2018	May 2, 2018

Spring Break March 11-18, 2018