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Academic Council

The Academic Council is the legislative body for the School of Public and Environmental Affairs and authorizes or de-authorizes all curriculum decisions for the core campus programs (Bloomington and Indianapolis) and its affiliated programs (East, Fort Wayne, Kokomo, and Northwest). The Academic Council consists of core campus SPEA tenure track faculty, clinical, adjunct, post doctoral, research associates, visiting faculty and professional staff. However, only tenured faculty or those accumulating credit towards tenure are eligible to vote on matters relating to standards of admission and retention of students, curriculum degree programs, and other matters relating to the academic program.

Individual campus curriculum committees (graduate and undergraduate) are responsible for reviewing curriculum proposals in terms of their potential for meeting demonstrated student needs, academic quality, resource availability and effectiveness, and, in the exercise of judgment, to bring proposals forward for consideration by the Academic Council and/or the Consent Docket.

All faculty members are expected to attend Academic Council meetings and participate in Consent Docket voting.

Academic Title

As an interdisciplinary School without traditional academic departments, all faculty in the School carry the same professorial title, except for differences of rank that is (Assistant/Associate) Professor of Public and Environmental Affairs.

Annual Faculty Review

As a part of the annual faculty review process, each core campus faculty member is asked to submit in early January of each year (1) an electronic copy of his or her updated vita, (2) a Faculty Summary Report on activities during the previous calendar year related to teaching, research and service. Additionally, an optional narrative statement highlighting key aspects of those activities may be submitted as well. Specific instructions about preparation and submission of the FSR and vita are distributed to all faculty in the late fall.

The annual faculty review is designed to render a fair and comprehensive assessment of faculty performance in each of the three areas of teaching, research and service during a given calendar year for the purpose of providing (1) regular and appropriate feedback to each faculty member on his/her performance, (2) guidance for those eligible for tenure and/or promotion, and (3) input for the annual salary determination.

Annual and post-tenure faculty reviews will be campus specific. Each core campus will develop its own process. The Policy Committee will maintain general criteria of a school
wide nature, to which the two core campuses may add supplemental criteria, so long as they are not lower than system standards.

The campus deans submit copies of faculty reviews to the Dean for review. The Dean and campus Associate Dean meet with untenured faculty to discuss the faculty member’s annual review. Faculty with tenure may request an annual review meeting if desired.

**Colleague Mentoring**

A colleague advisor is selected by the faculty member to serve to inform, advise, and assist the tenure track faculty member with his or her career development in the School of Public and Environmental Affairs. This assistance may properly take many forms, depending on the relationship that is established. Examples include advice and guidance concerning the development of an academic career, (dealing with journals, editors, publishing companies, program chairs, etc.), cooperative research projects, peer mentoring and review of teaching, assistance with balance between the many demands placed on faculty, and the like. The colleague advisor is expected to help the faculty member achieve the potential envisioned when he or she was hired and to insure that the faculty member is able to demonstrate the contributions he or she makes to the School’s mission. The colleague advisor may also be called upon to help protect the faculty member from demands not consistent with his or her professional development.

The faculty member is expected to select a colleague advisor during his or her first year of service with the School. He or she should consult with the Dean’s Office about the role of the colleague advisor, possible individuals available, and what the colleague advisor might be able to contribute to the development of that faculty member. Ideally, the colleague advisor should be someone with research interests compatible with those of the faculty member, an experienced full professor, and located on the same campus as the faculty member. In some cases, the faculty member may choose two colleague advisors in order to maximize these qualities. The faculty member may change advisors as his or her interests and concerns change. The Dean’s Office will contact the faculty member at least once a year to assess the mentoring relationship.

To insure that the mentoring relationship is and remains an active and constructive one, the colleague advisor should take the opportunity to meet with the faculty member at least once each semester to discuss his or professional development and progress in all key areas. In turn, the faculty member should provide the colleague advisor with a copy of his or her annual faculty summary report when ready. Alternatively, the faculty member may request that the Dean’s Office provide the colleague advisor with a copy of the report.

On the basis of this report and informal discussions with the faculty member, the colleague advisor is expected annually to provide the faculty member with written commentary on his or her accomplishments, with particular attention to progress toward
promotion and tenure and to building a sound professional career. However, such comments are for the private benefit of the person being mentored and should NOT be shared with the Dean’s Office. Of course, the faculty member may choose to include these commentaries in the dossier he or she prepares for the third-year review and for the tenure review. The colleague advisor will receive an invitation, the same as all other School faculty, to write a colleague letter on behalf of the faculty member on those occasions, but will not be required to do so and will not be identified as a colleague advisor by the Dean’s Office when invited to write such a letter.

**Contact for Assistance**

This guide was developed as a resource for new faculty members. In the event that additional information is needed beyond the scope of this guide and other resources referenced in this guide, faculty may contact colleagues or the campus dean for assistance. In the event that colleagues or the campus dean are not able to help or resolve an issue for the faculty member, the Associate Dean or the Dean of SPEA may be consulted. Examples of such information could include:

- Travel policy
- Computer account
- Photocopy, mailing
- Supplies
- Office hours
- Secretarial support

**Curricular Proposals**

Any new faculty member may initiate curricula proposals, e.g. prepare new courses, changes in existing courses, changes in degree requirements, etc. The faculty member is responsible for insuring that any such proposals are fully developed and submitted to the campus curriculum committee and campus faculty for review.

A full description of the roles and responsibilities of the various bodies involved in reviewing and processing curricular proposals in the School is detailed in the SPEA University-wide Curricular Information document found at [http://www.spea.indiana.edu/intranet/](http://www.spea.indiana.edu/intranet/). The Academic Council of the School of Public and Environmental Affairs is the legislative body for the School and authorizes or de-authorizes all curriculum decisions for the core campuses and affiliated programs.

The campus curriculum committees are responsible for reviewing proposals in terms of their potential for meeting demonstrated student needs, academic quality, resource availability and effectiveness, and, in the exercise of their judgment, to bring proposals forward. Program Directors and/or the chair of the campus curriculum committee forwards the curricular proposals to the campus dean/director. The proposal is then presented to the campus faculty for their consideration. The Associate Dean notifies the other campus deans of the curricular proposal. Each campus dean decides whether the
proposal should be considered by her/his campus’s curricular committee(s) and/or faculty as a whole. Approved curricular proposals are sent (electronically) to the Associate Dean for Bloomington (SPEA 300, IUB) along with (an electronic copy of) all supporting documentation. These proposals are forwarded to the Assistant to the Dean, who carries out a preliminary technical review and, if appropriate, reserves a course number with University Student Systems Services. After this review proposals are returned to the Associate Dean for Bloomington for assessment and added to the agenda of the Council of Program Administrators or the Policy Committee.

The Council of Program Administrators discusses, debates, and recommends for approval all curricular proposals. If the Council fails to move a proposal, it returns the proposal to the Campus Associate Dean who, in turn, returns the proposal to the relevant campus curriculum or program director for further action.

Proposals approved by the Council of Program Administrators are presented electronically to the Academic Council. The Academic Council votes on the proposal by electronic consent docket. Proposals are considered adopted if a majority of those voting approve. Extraordinary matters, or those that cannot be solved by the Academic Council consent docket, will be debated at the Academic Council annual meeting. Some curriculum developments are internal to the School of Public and Environmental Affairs and do not require further review by bodies external to the School. These include changes in core requirements, majors, minors, or concentration requirements; combined, dual or joint degrees that involve existing degrees; and certificates issued by the School rather than by the University (certificates not appearing on student transcripts). It is the School’s procedure to notify the University of these developments as points of information.

Other curriculum developments require review and approval by various University groups (coordinated by the Dean of Faculties Office at IUPUI) and are subject to remonstrances from other academic units. These include proposals for new courses, changes in existing course, and the discontinuation of courses. Also requiring University-level reviews and approvals are new degrees and new certificates to appear on student transcripts. Certificate programs requiring more than 30 hours of course work and all new degree programs must be reviewed and approved by the Indiana Commission on Higher Education.

It is important that all curricular proposals be fully and completely developed to insure that internal reviews are timely and comprehensive. This will also avoid delays at the University level for those proposals that require review and approval by units external to the School.
Faculty Meetings (Campus)

The SPEA faculty on each core campus usually meets every semester to review issues of particular concern to the campus program. For more information, contact your campus dean.

Graduate Faculty Status

Faculty who wish to guide the research of students pursuing Ph.D. degrees offered by the University Graduate School must hold Graduate Faculty membership. In addition, members may vote and serve on the Graduate Council of the University Graduate School and vote on Graduate Faculty issues.

The University Graduate School grants graduate faculty status to each tenure-track faculty member at the time of appointment. Each fall semester, academic units notify the University Graduate School of their new tenure-track appointments so a master list can be maintained. Complete University guidelines are found at http://www.indiana.edu/~grdschl/graduate-faculty-membership.php

Non-tenure track faculty or other appointees (such as research scientists) may be appointed to graduate faculty status for a term not to exceed their employment contract. These appointments are handled on a case-by-case basis. Requests for appointment to graduate faculty status will be considered by one or both directors of SPEA’s Ph.D. programs who will then forward the request with their recommendation to the Associate Dean for Bloomington. If a positive recommendation is received, the Associate Dean will formally nominate the faculty member for graduate faculty status by sending a brief memo and a copy of the faculty member’s vita to the University Graduate School.

An endorsement to chair doctoral dissertation committees will be bestowed upon a faculty member automatically when the faculty member has obtained the rank of Associate Professor with tenure. Endorsements for faculty members who have not obtained both the rank of Associate Professor and tenure will be considered on a case-by-case basis. Requests for endorsements will be considered by one or both directors of SPEA’s Ph.D. programs who will then forward the request with their recommendation to the Associate Dean for Bloomington. If a positive recommendation is received, the Associate Dean for Bloomington will formally notify the University Graduate School that the School of Public and Environmental Affairs has given its endorsement for the faculty member to chair doctoral dissertations in the school.

Graduation

Faculty members are generally expected to attend at least some of the graduation activities on their campus. Please consult with your campus dean for more specific information.
Orientation for New Faculty

The University holds a new faculty orientation each year in the fall. Workshops are offered at the orientation and are designed to inform new faculty of currently available teaching, student assessment and technology tools. Campus administrators are on hand to advise new faculty of campus resources and grant opportunities that will be extremely useful to them as they begin teaching.

Information regarding date and location of the orientation is sent to new faculty members by the University’s Orientation Committee.

Orientation Meeting with Associate Dean

Campus-level Associates Deans meet with new faculty members to discuss issues and look at ways in which the Associate Dean’s office can be of assistance. Orientation meetings generally take place during the fall semester.

Promotion and Tenure

Detailed information about promotion and tenure may be found on the SPEA web site at http://intranet.spea.indiana.edu/speadocuments/default.htm

Sabbatical Leave

Information about the IU Sabbatical leave policy (including benefits) is available at http://www.indiana.edu/~deanfac/

Applications for sabbatical leaves for core campus SPEA faculty will be reviewed by Committees appointed by the Dean. A separate Sabbatical Review Committee consisting of the respective Associate Dean, Program Director(s), and one or two senior faculty members will be appointed to review each faculty member’s application. A senior faculty member will chair the committee.

The Sabbatical Review Committees will conduct a review of the proposal itself according to the following criteria:

- The extent to which the leave will benefit the individual faculty member;
- The soundness of the proposal, including methodology and likelihood of producing important results;
- The likelihood of successful completion of the proposed project;
- The need for a sabbatical to achieve the objective of the project;
- If applicable, the contribution made by the applicant’s last sabbatical to the applicant’s professional career and to the School;
- The extent to which the leave will benefit the School and contribute to the School’s strategic objectives and academic plan;
• The extent to which the School will be able to cover the faculty member’s responsibilities during the proposed leave. This includes, but is not necessarily limited to, assurance that the School's teaching schedule can be managed during the leave.

The applicant is responsible for providing information relating to those criteria in the sabbatical application. The full application should contain the following (two copies):

• Completed Sabbatical Application Form (obtain from Office of Dean of Faculties or Vice Chancellor of Academic Affairs) – addressing criteria listed above
• Updated vita
• Report from any previous sabbatical leaves (if relevant)

SPEA Committees

Universitywide Committees

• Policy Committee - The SPEA Policy Committee decides on matters of School concern. It shall be elected on a proportional basis by and from those non-administrative core campus faculty members on tenure or accumulating credit toward tenure. Committee members shall be elected only from non-administrative faculty to serve two-year terms. The Committee itself shall make arrangement for electing the Committee and for filling vacancies, although these procedures may be altered by vote of the faculty. The Policy Committee will discuss, debate and make recommendations on all questions of a major University-wide policy nature (e.g. promotion and tenure standards, degree requirements, enactment of new programs, personnel issues). Bloomington will have four seats and IUPUI will have three seats on the Policy Committee. The Policy Committee will elect a chairperson from among its members. The chairperson will work with the Dean to formulate meeting agendas.

• Promotion and Tenure Advisory Committees - Each core campus dean will appoint a Promotion and Tenure Advisory Committee to consider promotion and tenure cases for her/his campus. The SPEA-campus committee forwards its recommendation to the SPEA University-wide Promotion and Tenure Review Committee for its consideration and recommendation. The membership of the SPEA University-wide committee is comprised of the chairpersons of the SPEA-campus Promotion and Tenure Promotion Advisory Committees and additional members, appointed annually by the Dean. The recommendations from both committees are forwarded to the Dean. Third year reviews are handled solely by the SPEA-campus Advisory Committees.

Bloomington (IUB) Committees

• Academic Fairness Committee - Its primary purpose is to review and decide cases between students and faculty involving issues of fairness. This would include, but not be limited to: challenges by a student to a faculty charge of academic dishonesty, challenges by a student to a particular faculty practice such as not accepting a paper
due to a violation of a rule which the student considers unfair, challenge by a faculty member to a particular student where the faculty member perceived that the student while performing well does not conduct themselves in a proper manner (however this may be defined). Recently we have also been informed that the committee can also consider cases where both the faculty and student agree that a violation occurred (usually academic dishonesty) but disagree on the severity of the penalty.

- **Admissions and Policy Committee for the Environmental Science Doctoral Program** - This committee is responsible for reviewing and admitting applicants for this program, for reviewing and awarding fellowships and other financial assistance to students in the program, for the reviewing the progress and academic accomplishments of those students, and for assisting the program director in implementing policy decisions relating to the operation of the program.

- **Awards Committee** - This committee coordinates the selection of award recipients (faculty and student).

- **Bachelor of Science in Public Affairs (BSPA)/Bachelor of Science in Public Health (BSPH) Curriculum Committee** - This committee reviews and recommends policies and proposals concerning the curriculum for the BSPA and BSPH degree programs.

- **Budgetary Affairs Committee** - This Committee considers information relevant to the preparation and execution of the SPEA budget for the Bloomington campus. It advises the Dean on all aspects of the School's budget. This involves consultation on items including, but not limited to, the setting of priorities at the various stages of the budget process, decisions involving long-term investments that will impact the budget, monitoring of cross subsidies within SPEA programs, analysis of impact of campus assessments and charges, and analysis of the budgetary impacts of proposed curriculum changes which are referred to the Committee. The Committee also advises the Bloomington Campus Faculty Budgetary Affairs Committee concerning budgetary matters that affect SPEA on the Bloomington campus.

The Committee shall consist of eight voting members. Six of these members will be tenured or tenure track SPEA faculty whose tenure is on the Bloomington Campus. Members of the Bloomington SPEA faculty who have been elected to the SPEA Policy Committee shall be members of the Faculty Budgetary Affairs Committee. However many additional faculty required to obtain a total of six will be selected by election by the SPEA Bloomington Faculty.

A seventh voting member shall be selected from the Bloomington SPEA professional and clerical staff with the membership rotating between the professional staff and the clerical staff on an annual basis. An eighth voting member shall be selected from the Bloomington SPEA student body with the membership rotating between the undergraduate student body and the graduate student body on an annual basis. Elected or appointed members shall serve a term of one year.
The Associate Dean for Bloomington and the Bloomington SPEA Fiscal Officer shall be nonvoting, ex-officio members of the committee.

The Bloomington members of the SPEA Policy Committee or their designee shall conduct the election annually for the elected members of the Committee. The Policy Committee members or their designee will work with the staff and students within SPEA to select staff and student members.

The Committee will solicit the views of the faculty, staff, students, and alumni concerning budgetary issues pending before the Committee. The Committee, or its designee, will report to the SPEA Bloomington faculty at least once a year regarding its advice on budgetary matters.

The Associate Dean for Bloomington, in consultation with Committee members, will set the schedule of meetings and agendas. The minutes of Committee meetings will be distributed to SPEA Bloomington faculty, and staff, and will be made available to students. The Committee’s decisions will be made by majority vote of those present and voting. The Committee will adopt such other procedures as are necessary to fulfill its function.

- Master of Public Affairs (MPA) Admissions Committee - The MPA Admissions Committee’s role is to screen applications and make final selection of students for the MPA degree program. The committee assesses and develops minimum standards or evaluative criteria for graduate admissions.

- Master of Public Affairs (MPA) Curriculum Committee - This committee reviews and recommends policies and proposals concerning the curriculum for the MPA degree program.

- Master of Science in Environmental Science (MSES) Admissions Committee - The MSES Admissions Committee’s role is to screen applications and make final selection of students for the MSES degree program. The committee assesses and develops minimum standards or evaluative criteria for graduate admissions.

- Master of Science in Environmental Science (MSES) Curriculum Committee - This committee reviews and recommends policies and proposals concerning the curriculum for the MSES degree program.

- Personnel Committee - This committee is responsible for the application and discharge, and reflection or continuous improvement of promotion and tenure, annual reviews, and salary recommendations—recent approaches, venues for consideration, University guidelines and constraints. The committee also advises on the appointment and evaluation of non-tenured faculty; the taxonomy of faculty; and the value of electronic journals and other such outlets for publication. Long-term concerns for the committee regarding the development of guidance about the “lifecycle” of the professoriate which include the transition from “associate” to “full;” the “full” with a
slender record of publication; and the admission to the elite ranks of Chancellor’s and Distinguished Professors.

- Ph.D. in Public Affairs Program Committee - This committee’s role is to screen applications and make final selection of students for the doctoral program. The committee assesses and develops minimum standards or evaluative criteria for admissions.

- Ph.D. in Public Policy Program Committee - This committee’s role is to screen applications and make final selection of students for the doctoral program. The committee assesses and develops minimum standards or evaluative criteria for admissions.

- Promotion and Tenure Advisory Committee - This committee advises the Dean on all promotion and tenure cases by reviewing the full dossier and preparing a report. Committee is appointed by the Associate Dean for Bloomington Programs.

- Scheduling Committee - The Committee approves the academic schedule/faculty assignments for Bloomington.

- Student Advisory Committee - This Committee is made up of two doctoral students (one environmental science and one public affairs/public policy), the Graduate Student Associate (GSA) President, a graduate student representative, a representative of the Indiana Health Student Association (IHSA), and an undergraduate student representative. The Associate Dean for Bloomington serves as chair of this committee. The main focus of the Student Advisory Committee is to provide a direct means of communication between the student body and the School’s administration. The group meets monthly throughout the academic year.

Indianapolis (IUPUI) Committees

- Admissions Committee (Graduate) - This committee is responsible for interpreting criteria for admissions to SPEA graduate programs and for reviewing and accepting applicants into SPEA graduate programs. Members are appointed by the Associate Dean.

- Annual Review Committee - This committee is responsible for reviewing the annual performance of SPEA IUPUI faculty members and for advising the Associate Dean about achievements in the areas of teaching, research, and service, including integration of these areas of responsibility.

- Budget Committee - This committee is responsible for reviewing the SPEA IUPUI budget and for advising the Associate Dean on budgetary matters. Members are elected by the SPEA IUPUI faculty.
- Criminal Justice Curriculum Committee - This committee is responsible for development and oversight of the curriculum in the Bachelors of Science in Criminal Justice and in the criminal justice concentration in the Master's of Public Affairs. Committee members also assist with scheduling, marketing, and other administrative matters. Members include faculty with research or teaching interests in the area of criminal justice.

- Health Administration Curriculum Committee - This committee is responsible for development and oversight of the curriculum in the Bachelors of Science in Public Health and in Master’s of Health Administration. Committee members also assist with scheduling, marketing, and other administrative matters. Members include faculty with research or teaching interests in the area of health care, public health, and environmental health and science.

- Promotion and Tenure Advisory Committee - This committee is responsible for assessing candidates for promotion and tenure, conducting third year reviews for tenure-track candidates, and making recommendations to the Associate Dean. Members are appointed by the Associate Dean.

- Public Affairs Curriculum Committee - This committee is responsible for development and oversight of the curriculum in the Bachelors of Science in Public Affairs, the Master’s of Public Affairs degree, and related certificates. Committee members also assist with scheduling, marketing, and other administrative matters. Members include faculty with research or teaching interests in all areas of public and nonprofit management.

Sponsored Research

Sponsored research support is provided by the Office of the Vice President for Research (http://www.research.indiana.edu/). Contact your campus dean’s office for assistance regarding IU compliance guidelines for sponsored research.

Student Evaluations

Toward the end of each semester, you will receive course evaluation forms from the Human Resource Office in Bloomington (for IUB and IUPUI) for students to complete in each of the courses you teach. Shortly after the end of the semester, you will receive the results of these evaluations, including the percent of students giving each type of response category, average scores for each question, and how these averages compare to SPEA courses for your campus and for the entire system. You will also receive copies of written comments from students.

Teaching Issues

Refer to adjunct faculty handbook on each campus.