

FACULTY SENATE MEETING
Peck Hall, Room 1402
December 7, 2023 – 2:30pm
APPROVED MINUTES

The regular meeting of the Faculty Senate was called to order at 2:30 pm on Thursday, December 7, 2023 in Peck Hall, Room 1402 by President Barb McCracken.

Present: Barb McCracken, Marcus Agustin, Jingyi Jia, Jerrica Ampadu, Robert Bitter, Wai Cheah, Theresa Comstock, Ivy Cooper, Igor Crk, Stephen Duda, Jennifer Erwin, Carole Frick, Mitchell Haas, Michael Hair, Keith Hecht, Tim Kalinowski, Marie Klopfenstein, Susan Kooiman, Erik Krag, Joshua Kryah, Soondo Kweon, Jill LaFreniere, Yuliang Liu, Mary Macharia, Adriana Martinez, Shannon McCarragher, Lynne Miller, Shadrack Msengi, Bhargav Patel, Jodi Patton-Jordan, Mary Anne Pettit, Beidi Qiang, Catherine Santanello, Nicola Schmidt, Johanna Schmidt, Kamran Shavezipur, Michael Shaw, Chrissy Simmons, J.T. Snipes, Jason Swagler, Gloria Sweida, Ralph Tayeh, Melissa Thomeczek, Kevin Tucker, Cinnamon VanPutte, Carrie Vogler, Suranjan Weeraratne, Andrew Wesemann, Susan Wiediger (ex officio), Amy Winn, Duff Wrobbel, Xudong Yu

Absent: Undrah Baasanjav, Joaquin Florido Berrocal, Bob Blackwell, Alicia Canterbury, David Cluphf, Chaya Gopalan, Katie Hanser, Stephen Kerber (ex officio), Brad Reed, Bernadette Sobczak, Jason Stacy, Jie Ying

Guests: Ed Navarre

Consideration of Minutes:

The November 2, 2023, minutes were approved as written.

Public Comment:

Ed Navarre– Faculty Senate needs to be aware that UPBC is still without a Chair and has not been able to meet. Names were submitted to the Chancellor in October, however no Chair was named and there was a request for additional names. Without a UPBC Chair budget reviews and updates for incoming fiscal year have not been completed. Additionally, the charge to CHAPA (standing committee of UPBC) for evaluations of the Chancellor and Vice Chancellors must be made by UPBC and this cannot occur without a functioning UPBC. UPBC operating papers have not been approved by the Chancellor and they were submitted in August 2022.

Announcements:

- a) Dates for next semester Faculty Senate meetings
 - i. February 1, 2024
 - ii. February 29, 2024 (March meeting)
 - iii. April 4, 2024
 - iv. May 2, 2024

Action Items:

First read and vote – 90CEZ form: Motion to approve changes to form 90CEZ made by Cinnamon VanPutte; seconded by Robert Bitter. Majority in favor.

First read and vote – change to procedure for evaluating Chancellor and Provost for Academic Year 2023-2024 only:

Points for clarification (Tim Kalinowski)

Asking for permission to alter operating papers for this year ONLY because the practice of conducting evaluations is different than stated in the existing operating papers (paper vs electronic evaluation, storage location of responses, and restructuring of committees due to previous operating papers not being approved)

Letter/resolution to Chancellor

Motion to approve changes to procedures for evaluating Chancellor and Provost for Academic Year 2023-2024 by Cinnamon VanPutte; second by Robert Bitter. Majority in favor.

Points for clarification (Marcus Agustin)

The foundation for the resolution was the report from Rules and Procedures Council which included a summary of responses to the Spring 2023 evaluation of the Chancellor. Additionally, a reading of the Statement on Shared Governance est. 2012 was provided. Discussion ensued and included comments about the timeline of events (later amendment) and vague wording in parts of the resolution.

Motion to amend the verbiage of the resolution to read: ... *adopt measures that demonstrate...* made by Robert Bitter; second by Tim Kalinowski.

Original: SIUE Chancellor Minor acknowledge that shared governance is integral to working towards the mission of the University and specify a plan of action that demonstrates his commitment to a genuine shared governance structure; and

*Amended: SIUE Chancellor Minor **adopt measures that demonstrate** that shared governance is integral to working towards the mission of the University and specify a plan of action that demonstrates his commitment to a genuine shared governance structure; and*

Discussion ensued. Majority in favor.

Discussion ensued regarding the scope of the resolution, title of document, and timeline addressing 283 initiative, UPBC, and removal of remedial courses.

Motion to amend the resolution to remove three paragraphs addressing the 283 initiative, UPBC, and removal of remedial course made by Cinnamon VanPutte; second by Tim Kalinowski.

Original: *Whereas the Faculty Senate Executive Committee (FSEC) was asked by SIUE Chancellor Minor to put their signature on the 283 Statement sent to the University community on August 15, 2023, without giving FSEC an opportunity to provide meaningful input and feedback in the formulation of the plan in the true spirit of shared governance; and Whereas the ongoing delay in constituting the University Planning and Budget Council this academic year has prevented University constituency groups to provide input and advise SIUE Chancellor Minor on important matters concerning university planning and budget; and Whereas initiatives such as elimination of remedial courses and Direct Entry into Academic Majors have been mandated to take effect without giving academic departments sufficient time to plan the implementation to ensure student success; and*

Discussion ensued. Majority opposed.

Discussion ensued regarding the scope of the resolution and timeline.

Letter/resolution to Provost

Motion to amend the resolution to include date of evaluation and transition to current academic year made by Keith Hecht; second by Lynne Miller.

Original: *Whereas many of the concerns raised by Faculty in the evaluations have carried forward into the current academic year; and*

Amended: *[Whereas many of the concerns raised by Faculty in the evaluations have carried forward beyond the Chancellor's formal response on June 1, 2023 and into the current academic year; and*

Discussion ensued. Majority in favor.

Discussion ensued regarding the use of the word "implementation" in relationship to DFW. Motion to amend the resolution to remove the phrase "implementation of a new focus on DFW" made by Jerrica Ampadu; second by Keith Hecht.

Original: *Whereas the recent annual evaluation of SIUE Chancellor Minor indicates the following five major areas of concern: diminished value of shared governance by the current SIUE Administration, lack of transparent communication, declining faculty morale, implementation of a new focus on DFW and enrollment rates, and budgetary concerns; and*

Amended: *Whereas the recent annual evaluation of SIUE Chancellor Minor indicates the following five major areas of concern: diminished value of shared governance by the current SIUE Administration, lack of transparent communication, declining faculty morale, implementation of a new focus on enrollment rates, and budgetary concerns; and*

Discussion ensued. Majority opposed.

[I think there was amendment to the DFW statement amendment but I didn't catch who made this and the result.]

Discussion ensued regarding the title of the resolution.

Motion to amend the title of the resolution to include an initiation to communicate made by Teresa Comstock; second by Shannon McGregor.

Discussion ensued. Majority opposed.

Motion to approve the resolution as amended made by Robert Bitter; second by Kamran Shavezipur.

Majority in favor. Procedural Motion to extend the meeting by 15 minutes. Majority in favor.

Motion to amend the resolution to remove a paragraph addressing Provost voice and opinion made by Igor Crk; second by Michael Shaw.

Discussion ensued. Majority in favor.

Discussion ensued regarding the use of the word “spokesperson” in relationship to between Provost and Chancellor.

Motion to amend the resolution to add a phrase about representing academic departments and remove the phrase “spokesperson for SIUE Chancellor Minor” made by Carole Frick; second by Tim Kalinowski.

Original: Whereas as the leader of Academic Affairs, SIUE Provost Cobb has not exhibited the conviction to be a significant voice of the University Faculty and academic departments and is perceived as a spokesperson for SIUE Chancellor Minor.

Amended: Whereas as the leader of Academic Affairs, SIUE Provost Cobb has not exhibited the conviction to be a significant voice representing the University Faculty and academic departments.

[I am not sure this is the exact wording of the amended version] Added “representing”.

Discussion ensued. Majority in favor.

Motion to approve the resolution as amended made by Tim Kalinowski; second by Igor Crk. Majority in favor.

New Business

First read – BFAOC operating papers: delayed due to prior discussion taking up the rest of the meeting time.

First read – SET policy revisions: delayed due to prior discussion taking up the rest of the meeting time.

Reports from Standing Committees:

IBHE Faculty Advisory Council: see attached report.

Reports from Council Chairs:

Faculty Development Council: see attached report.

Graduate Council: see attached report.

Rules & Procedures Council: see attached report.

Adjournment:

The meeting adjourned at 3:58 pm.

Submitted by Chrissy Simmons, Chair, Faculty Development Council

To:McCracken, Barbara

Wed 11/15/2023 4:44 PM

Hi Barb,

I wanted to follow up on the request to add another minor tweak to an existing form, namely 90CEZ (request to modify a course). After discussion with the working groups, we discovered the need to also have the option to include course restrictions in an expediated fashion so the programs can manage their course sequences as they determine progression for their students with direct admit to the major.

This is essentially will make it easier for programs to process this technical changes, which are currently not on the list of the EZ form as you can see below. However, they are not much different from the other options listed. See below:

Fast Track Changes ONLY

Check ALL that are to be changed: *

- A. Change Course Title
- B. Change Max Accumulation of Credit
- C. Change Grade Type
- D. Change Schedule Type
- E. Change Co-requisite Courses(s) requirements
- F. Change Catalog Description
- G. Change prerequisite and/or minimum grade/test score (Letter of collation, if necessary)
- H. Removal or Adding of "Consent Required" restriction

We are hoping that the FSEC will consider approving the addition of the following option to the list:
Option I. Change restrictions to course(s)

I hope this is possible, and I will be happy to answer any questions you may have.

Thank in you advance for taking this to the Executive Committee.

Elza

Preface:

The SIUE Faculty Senate is a long-standing institution within the university governance system. The role of the Faculty Senate has changed recently, both because of the result of collective bargaining agreements for many of our faculty members, but also as a result of new Faculty Senate Constitutional and By-Laws changes that have expanded the definition of “faculty” within the charter of the Faculty Senate. The Faculty Senate now represents faculty members from tenure/tenure track, clinical, research, and instructor categories, as well as faculty employees from multiple union collective bargaining agreements (referred to as “represented” faculty members) and those that have been designated as “non-represented faculty members” (who were excluded from earlier collective bargaining discussions).

For many years, the Faculty Senate has conducted a faculty survey to assess the performance of the SIUE Chancellor and Provost at SIUE, and then reported these findings in a written form for consideration to the SIU Administration. It is in this capacity that this addendum document has been written to supplement the performance review survey results for the 2022 year. The survey results and the committee documents that were then drafted for the 2022 year have been forwarded to the Chancellor and Provost as per Faculty Senate policy. The Chancellor and Provost have also sent the review committee and the Faculty Senate a Response to the surveys. The Faculty Senate then met on November 5, 2023, to review, discuss, and approve the surveys. The Faculty Senate voted to draft and forward this Reply and Resolutions regarding the completed surveys in order to better clarify elements of concern within the completed reviews and the Responses forwarded by the SIUE Chancellor and Provost. The Faculty Senate hopes this additional step—and the concerns they outline—can help improve the relationship between our faculty and administration, and improve the university climate in a productive fashion for the betterment of what is our utmost concern, the quality of the student education which we collectively provide at our institution.

The major issues directly concern matters outlined in the [Statement on Shared Governance at SIUE](#). Many of the concerns center around timely, transparent, and collaborative decision making as well as communication across all constituencies. The Faculty Senate’s concerns regarding each Response are addressed in the following independent Resolutions.

Resolution of Concern on Current SIUE Chancellor James Minor

Whereas the Southern Illinois University Edwardsville Faculty Senate is empowered to act as agent for the University Faculty with delegated power to formulate policies regarding all academic matters and other matters of faculty concern as set forth in the Bylaws and Statutes of the SIU Board of Trustees; and

Whereas shared governance at SIUE is the **collaborative effort of all constituents** toward interpreting and achieving the University mission, as specified in a statement adopted by the Faculty Senate on April 5, 2012, and approved by the SIUE Chancellor on June 14, 2012; and

Whereas under the principle of shared governance at SIUE, the strengths of all constituents are **acknowledged and respected**, and all strive for a clear and common understanding of their respective contributions to decision-making; and

Whereas shared governance supports **respectful interaction and timely decision-making** by all constituents vested in a given decision; and

Whereas when authority and responsibility for a decision is shared, the precise nature of that sharing, whenever not already designated by policy or charge, should be **negotiated in good faith and agreed upon by involved constituencies**; and

Whereas the recent annual evaluation of SIUE Chancellor Minor indicates the following five major areas of concern: diminished value of shared governance by the current SIUE Administration, lack of transparent communication, declining faculty morale, implementation of a new focus on DFW and enrollment rates, and budgetary concerns; and

Whereas transparency is lacking regarding decisions arising from recent changes such as the Strategic Position Alignment (SPA) process that significantly resulted in unfilled faculty and office support positions, higher teaching loads, loss of Graduate and Teaching Assistantships, and added bureaucratic burdens; and

Whereas with added burdens on faculty workload faculty contributions have not been acknowledged and faculty have been held responsible for situations beyond their control, and

Whereas many of the concerns raised by Faculty in the evaluations have carried forward into the current academic year; and

Whereas the Faculty Senate Executive Committee (FSEC) was asked by SIUE Chancellor Minor to put their signature on the 283 Statement sent to the University community on August 15, 2023, without giving FSEC an opportunity to provide meaningful input and feedback in the formulation of the plan in the true spirit of shared governance; and

Whereas the ongoing delay in constituting the University Planning and Budget Council this academic year has prevented University constituency groups to provide input and advise SIUE Chancellor Minor on important matters concerning university planning and budget; and

Whereas initiatives such as elimination of remedial courses and Direct Entry into Academic Majors have been mandated to take effect without giving academic departments sufficient time to plan the implementation to ensure student success; and

Therefore, the University Faculty of Southern Illinois University Edwardsville requests that:

SIUE Chancellor Minor acknowledge that shared governance is integral to working towards the mission of the University and specify a plan of action that demonstrates his commitment to a genuine shared governance structure; and

SIUE Chancellor Minor commit to fully engage and work collaboratively with the SIUE Faculty Senate and all academic departments to ensure the fulfillment of SIUE's mission and improve the academic performance and experience of all students; and.

SIUE Chancellor Minor provide a detailed improvement plan to address communication concerns and transparency in decision making by February 1, 2024.

DRAFT

Preface:

The SIUE Faculty Senate is a long-standing institution within the university governance system. The role of the Faculty Senate has changed recently, both because of the result of collective bargaining agreements for many of our faculty members, but also because of new Faculty Senate Constitutional and By-Laws changes that have expanded the definition of “faculty” within the charter of the Faculty Senate. The Faculty Senate now represents faculty members from tenure/tenure track, clinical, research, and instructor categories, as well as faculty employees from multiple union collective bargaining agreements (referred to as “represented” faculty members) and those that have been designated as “non-represented faculty members” (who were excluded from earlier collective bargaining discussions).

For many years, the Faculty Senate has conducted a faculty survey to assess the performance of the SIUE Chancellor and Provost at SIUE, and then reported these findings in a written form for consideration to the Administration. It is in this capacity that this addendum document has been written to supplement the performance review survey results for the 2022 year. The survey results and the committee documents that were then drafted for the 2022 year have been forwarded to the Chancellor and Provost as per Faculty Senate policy. The Chancellor and Provost have also sent the review committee and the Faculty Senate a Response to the surveys. The Faculty Senate then met on November 5, 2023, to review, discuss, and approve the surveys. The Faculty Senate voted to draft and forward this Reply and Resolutions regarding the completed surveys to better clarify elements of concern within the completed reviews and the Responses forwarded by the SIUE Chancellor and Provost. The Faculty Senate hopes this additional step—and the concerns they outline—can help improve the relationship between our faculty and administration, and improve the university climate in a productive fashion for the betterment of what is our utmost concern, the quality of the student education which we collectively provide at our institution.

The major issues directly concern matters outlined in the [Statement on Shared Governance at SIUE](#). Many of the concerns center around timely, transparent, and collaborative decision making as well as communication across all constituencies. The Faculty Senate’s concerns regarding each Response are addressed in the following independent Resolutions.

Resolution of Concern on Current SIUE Provost Denise Cobb

Whereas the Southern Illinois University Edwardsville Faculty Senate is empowered to act as agent for the University Faculty with delegated power to formulate policies regarding all academic matters and other matters of faculty concern as set forth in the Bylaws and Statutes of the SIU Board of Trustees; and

Whereas shared governance at SIUE is the **collaborative effort of all constituents** toward interpreting and achieving the University mission, as specified in a statement adopted by the Faculty Senate on April 5, 2012, and approved by the SIUE Chancellor on June 14, 2012; and

Whereas shared governance supports **respectful interaction and timely decision-making** by all constituents vested in a given decision; and

Whereas when decision-making responsibilities and authority rest in separate constituencies, reasonable efforts are **made to communicate across constituencies**; and

Whereas the recent annual evaluation of SIUE Provost Cobb indicates the following major areas of concern: quality of decision making, timeliness of decisions, enrollment and programmatic changes and its continuing effect on financial stability, support for University Faculty and Staff; and

Whereas the concern on making decisions in a timely manner has been an ongoing issue in past annual evaluations of SIUE Provost Cobb; and

Whereas while communication between Academic Affairs and the University Faculty has seen some improvements, relaying significant details of the work needed and speed in which decisions are made and completed need continuous improvements; and

Whereas as the leader of Academic Affairs, SIUE Provost Cobb has not exhibited the conviction to be a significant voice of the University Faculty and academic departments and is perceived as a spokesperson for SIUE Chancellor Minor.

Therefore, the University Faculty of Southern Illinois University Edwardsville requests that:

SIUE Provost Cobb commit to provide an avenue where the voice and opinion of University Faculty and all academic departments are heard, especially when there are differences of opinion between faculty and SIUE Administration; and

SIUE Provost Cobb provide a detailed improvement plan to significantly address the timeliness of decisions and communication concerns between Academic Affairs and all academic departments by February 1, 2024.

DRAFT

IBHE-FAC report for the SIUE Faculty Senate meeting on 7 December 2023

The IBHE-FAC met on 17 November 2023 at Northeastern Illinois University, with a limited Zoom option.

After introductions, *Interim Provost and Vice President for Academic Affairs R. Shayne Cofer* welcomed the FAC. He talked about Northeastern being the first midwestern Hispanic Serving Institution and having one of the most diverse faculty. He also mentioned the many challenges facing higher education currently.

FAC President Shawn Schumacher talked about the day's meeting and recent IBHE meeting; *FAC Vice-President Linda Saborio* reviewed the schedule of upcoming meetings including starting to consider hosts for next academic year. *Jen Delany, faculty representative on the IBHE*, has resigned that post effective December, as she and her husband are taking new faculty positions in California. She discussed the Funding Commission, which is still dealing with a lot of details, including large funding requests that may be needed, the role of endowments, the balance of focus between undergraduate and graduate programs, and pushback from higher ed presidents. *Mike Philips, FAC Legislative Liaison* said that the current veto session does not have a lot of higher education focus. There was a bill ([SB2606](#)) introduced to give five mental health days per academic year to higher education students; note that there was already a bill passed giving similar mental health days to K-12 students (SB 1577, [public act 102-0321](#), effective Jan 2022) and leave for any reason to employees (SB 208, [public act 820 ILCS 192/1](#), does not apply to represented employees). *Jill Gepke and Daniel Abankwa (IBHE)* provided IBHE updates about the "Stay the Course" campaign and End Student Housing Insecurity grants.

Dr. Lisa Phillips, English rhetoric professor at Texas Tech University, briefly discussed higher education issues in Texas, particularly related to their Senate Bills 16, 17, and 18 as well as the Supreme Court Dobbs decision. These bills have had a range of impacts on DEI related resources and topics.

Dr. Timothy Barnett, Professor of English and Women's/Gender/Sexuality Studies, Northeastern Illinois University, presented about the "NEIU University Without Walls Stateville Program"; he was accompanied by Angel Pantoja and Flor Esquivel from the Illinois Coalition for Higher Ed in Prison (IL-CHEP). Some programs are funded by the Department of Corrections but not all; some prisons have a wide range of programs but not all, often related to proximity to a higher ed institution that is engaged in the program. There are many challenges and inconsistencies, such as access to technology and book approvals; these contributed to problems with evaluation by the Higher Learning Commission, which expects parity across locations. There are many programs working on related initiatives. An additional aspect is that surveys of former prisoners focus on recidivism rather than on positive activities such as education, family reconciliation, or community engagement.

Jennifer Foster, Deputy Executive Director, Illinois Community College Board (ICCB), provided updates on current ICCB focuses. For dual credit, focus is expanding to serve underrepresented students (e.g. rural settings, low income students), with increased transferability of core academic courses and strategies to support college completion. Another area of focus is electric vehicle manufacturing – building capacity as well as developing and expanding technology.

ICCB is encouraging short term certificates, duration less than one year, that have an impact on the earner's wage – specifically, they are seeking to attain 30% above the regional living wage. Two other areas are articulation issues (IAI and transfer) as well as equity plan development.

Caucuses and working groups met. Several working groups plan to send out gathered information soon. Prior Learning Assessment is pushing for a state-wide task force. Technology & Higher Education is gathering syllabus statements and policies related to generative AI. The Public Caucus discussed shared governance including whether faculty had a voice or connection to Boards of Trustees. Other caucuses talked about membership issues and some course issues.

The next IBHE-FAC meeting will be December 15th, via Zoom.

With regards, Susan D. Wiediger, representative for SIUE to the IBHE-FAC. For more information about any of these items, please contact me via email at swiedig@siue.edu.

Note that the current term on the FAC ends after the 2023-2024 academic year. Anyone interested in serving as the SIUE representative might think about whether this fits with their teaching schedule and discuss the commitment with Sue or with Shelly Goebel-Parker, egoeb1p@siue.edu, SIUE's alternate representative.

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

FACULTY DEVELOPMENT COUNCIL Report to Faculty Senate 12.07.2023

Prepared by Christine Simmons, Chair FDC

- I. Continuous Improvement Conference**
 - a. CIC will be held on Friday, February 2nd, 2024
 - b. Theme: Cultivating Wellness, Resilience, and Kindness
 - c. Dr. Cate Denial will be the keynote speaker
 - i. Information about the speaker can be found here:
<https://catherinedenial.org>
- II. Updates to University Syllabus Template**
 - a. Email from Nicole Klein on November 29th (academic listserv)
 - b. <https://www.siu.edu/its/idlt/toolkit.shtml>
- III. Funding Opportunities – Return of the EUE FY2025**
 - a. Official announcement for the Excellence in Undergraduate Education (EUE) program expected by end of calendar year. Tentative application deadline is February 29th, 2024.

Report of the Graduate Council to Faculty Senate (12/7/23)

The Council had its third meeting on November 16, 2023.

- GCOA requested revisions to the assessment plans for Environmental Sciences and Applied Communications (both due back 1/8/24).
- No new or modified courses were approved by GCRC.

- Programs Committee approved the following:
 - Form 91A: Art Therapy Counseling— reduce the prerequisite requirements for application to the program, by reducing the art studio hours from 18 to 12 or a demonstrated proficiency and reducing the psychology prerequisite requirements from 12 hours to 9 hours.
 - Form 91A: Social Work—change the program requirement of earning a “C” or better in SOCW 565, the Capstone course, to earning a grade of “Pass”.
 - Form 91A: Instructional Technology—remove the requirements for IT 500 and IT 598 and replace them with IT 501 (approved new course) and IT 573 (new course pending creation via a 90A).
 - Form 91A-EZ— (change to the form itself) add “removal of standardized testing requirements” as an option for using the form.

- Education and Research Policies Committee approved the following:
 - Policy 5F6: Policy for Review of Centers and Institutes—regular review of policy with minor wording changes.
 - Policy 1E1: University Admission Policies— regular review with minor updates to policy and website references.
 - Policy 1M2: Policy Governing Sponsored Projects—regular review with no changes.
 - Policy 1N1: Retention of Courses in Catalogs—approval of the amendments made in the 11/2/23 Faculty Senate meeting.
 - NOTE: Graduate Council also provided instructions to GCRC that any retention request lacking faculty teaching commitments and a substantial syllabus would be rejected.
 - **See Appendix for tracked changes versions.**

- Graduate School Announcements
 - A permanent Associate Dean for the Graduate School will be appointed by the next Associate Provost for Research and Dean of the Graduate School; an Interim Associate Dean will hopefully be appointed (from a pool of 13 internal candidates) by December 2023.
 - John Caupert is leaving NCERC for another position; Jerry Weinberg hopes to name Dr. Yanhong Zhang, Director of Research as NCERC, as the interim NCERC Director.

- The Provost has approved the first round of TA and RA allotments for 2024-25; there is a date set in spring for the second round of allotments.
- Jill Smucker reminded the Council about the Online Writing Modules developed to help graduate students.

- The Library is developing a special collection dedicated to SIUE authors; there is a form on the library web page for anyone that has a published work they would like to contribute; volumes from SIUE authors are also being moved to the first floor of the Library.
- The Council continued its process of writing a job posting and forming a search committee to fill the Associate Provost for Research and Dean of the Graduate School position that Jerry Weinberg will vacate upon his June 2024 retirement; if the Provost has not commissioned the search by the December meeting of the Graduate Council, a follow-up email will be sent to her.

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ERP 11/9/2023

Regular review of policy. Input from Associate Provost Elza Ibroscheva.

Policy for ~~Center~~ Review of Centers and Institutes - 5F6

Centers and Institutes

This document is built upon ~~the~~ Southern Illinois University System University Guidelines, Section 2.4: Academic Affairs: Centers and Institutes and 23 Illinois Administrative Code 1050.

I. Definition

Centers and institutes are formally organized units of instruction, research, and public service that meet an ongoing need of the university. **IBHE Recognized Centers and Institutes** are Illinois Board of Higher Education (IBHE) recognized centers or institutes. These are units generally outside of a recognized academic program that advance the instruction, research, or public service missions of the university.

Exempt from this policy are centers and institutes that solely support university constituencies and are regularly reviewed through other mechanisms.

The term center(s) hereafter will be used to refer to IBHE recognized centers and institutes.

II. Organization

Centers will have an external and/or internal advisory board based on identified stakeholders. These units will be led by a director and will report to a dean (or a delegated senior administrator) of the college, school, or unit in which the center resides; or to a higher-level administrator (Executive Director, Associate Provost, Provost, Vice Chancellor) if the center involves collaboration across different colleges, schools, and/or units.

III. Responsibility and Oversight

The Centers and Institutes Review Committee:

- A. makes recommendations to the Chancellor regarding the application to become, modification of, and termination of all centers;
- ~~B. reviews annual reports of centers and makes recommendations to the center directors~~
- ~~C.~~ B. reviews the periodic evaluations of centers and makes recommendations to the center directors (see VIII)
- ~~D.~~ C. reviews requests for center modifications, suspension, and termination (see VI and VII).

IV. Committee Membership

Committee members include: the Associate Provost for Research (ex-officio) or designee as Committee Chair, Provost and Vice Chancellor for Academic Affairs (ex-officio) or designee, Vice Chancellor for Student Affairs (ex-officio) or designee, University Budget Director (ex-officio), one

Regular review of policy. Input from Associate Provost Elza Ibroscheva.

faculty representative appointed by the Graduate Council, one director of a center, and one dean or higher level administrator ~~that~~ who has supervision over a center. The Chancellor appoints the latter two members. Members who are not ex-officio will have staggered 3-year terms.

V. Approval

Applications for new centers for instruction, research, or public service include the Request for New Administrative, Research, or Public Service Unit forms for the IBHE request and a minimum of two letters of support. One letter of support must be from the Vice Chancellor or Chief Academic Officer under whose functional area the center falls. The documents will be submitted to the Associate Provost for Research for discussion by the Centers and Institutes Review Committee. The Committee will make a written recommendation to the Chancellor. The Chancellor will have final approval at the University level to establish a center or institute.

Any new unit of instruction, research, or public service, not included in a program of the institution must receive approval through the IBHE. Applications for new units of instruction follow the policies related to academic programs (1B).

VI. Modification

A. Request for reasonable and moderate extension (including name changes)

A document will be submitted to the Associate Provost for Research describing the requested change(s) and justification. Anticipated budget effects and a description of how other units that may be affected by the change must also be included. A letter of collation must be submitted from any unit that may be affected by the change. The request will be reviewed by the Centers and Institutes Review Committee and a written recommendation will be made to the Chancellor. Reasonable and moderate extensions of centers will then be reported to the SIU ~~s~~System by the Office of the Provost.

B. Suspension

Centers may be suspended if University needs have changed, need for the center has changed, resources are no longer adequate to support the center, or performance of the center is not meeting performance targets. Recommendations for suspension of a center may be made by the Chancellor, Dean or higher-level administrator as supervisor of the center, head of the center, or the Centers and Institutes Review Committee. The center will have a defined period of time to provide a plan for reorganization to improve performance. Annual reports must be submitted during this time and a request for reinstatement must be submitted within 53 years. The Centers and Institutes Review Committee may stipulate a different shorter time frames than 53 years for requests for reinstatement. Requests for suspension of a center must be submitted to the Centers and Institutes Review Committee and a written recommendation will be made to the Chancellor.

VII. Termination

Recommendations for termination of a center may be made by the Chancellor, Dean or higher-level administrator as supervisor of the center, head of the center, or the Centers and Institutes Review Committee. Rationale for center termination, plans for handling current commitments, potential

Regular review of policy. Input from Associate Provost Elza Ibroscheva.

effects of program termination on other programs, arrangements to be made for affected faculty, staff, students, equipment and physical facilities, and a proposed termination date must be submitted in writing to the Centers and Institutes Review Committee. The Committee will make a written recommendation to the Chancellor.

VIII. Evaluation and Review

Centers and institutes must complete the SIU Centers and Institutes Annual Reporting form at the conclusion of the fiscal year. The report will be completed by the Center Director and reviewed by the Director's Supervisor, Centers and Institutes Review Committee, and the Chancellor before being submitted to the SIU President's Office for inclusion in the BOT Centers and Institute Report.

Centers in good standing will be reviewed on an eight-year cycle. The center will create and submit a self-study for the eight-year review. An individualized committee of a minimum of three evaluators will review the center and will present their report to the Centers and Institutes Review Committee. The review committee is individualized based upon the center mission. The Centers and Institutes Review Committee will make a recommendation that the program is in good standing, flagged for review, or under temporary suspension.

If the center is in good standing, an interim report on progress toward meeting recommendations must be submitted along with the annual report 4 years following the review. If the center is flagged for review, a full review will be conducted again within 4 years.

Approved by Chancellor effective 6/21/22

This policy was issued on June 23, 2022, replacing the March 23, 2018 version.

Document Reference: 5F6

Origin: GR 15/16-15; GR 17/18-08; GR 21/22-01

No changes except to Section I. Graduate Students. Correction to remove conditional admission, which is not allowed by federal requirements for international students.

University Admission Policies - 1E1

I. Graduate Students

Refer to Section J for the admission policies of the professional programs that are in the Schools of Dental Medicine and Pharmacy.

Prospective students may apply for admission as classified or unclassified students. Classified students are those admitted to a specific master's, certificate, specialist's, or doctoral degree program; unclassified students are those not seeking a degree.

An applicant must request that an official transcript be forwarded to the Office of Graduate and International Admissions from the institution granting the baccalaureate degree or master's degree, or where the baccalaureate degree or master's degree is in progress, and from all institutions at which post-baccalaureate or master's level coursework has been completed or is in progress. The SIUE academic program reserves the right to require the applicant to request an official transcript from each college, university, and professional school from which the applicant obtained one year (30 semester hours or the equivalent) or more of transfer credit.

Students with three-year degrees from Bologna member institutions will be considered for admission to the Graduate School at SIUE. Three-year degrees, other than degrees from a Bologna member institution, will be evaluated by the Office of Graduate and International Admissions and the Graduate School using current best practice standards to determine equivalence to a four-year U.S. baccalaureate. Any noted deficiencies or pre-requisites would need to be completed prior to acceptance.

The completed application and supporting transcripts should be submitted by the appropriate deadlines. Delay in forwarding of transcripts may result in delayed processing of an application. Admission to a program becomes effective only after approval by the appropriate program faculty and the Dean of the Graduate School.

An applicant must be able to enroll in at least one graduate course counting for their degree program the first term of enrollment to be admitted as a classified graduate student.

Special Admission Circumstances

On recommendation of the department chair or program director, applicants to graduate degree and certificate programs may be admitted for one academic term while waiting ~~either~~ for an official degree-bearing transcript for admission to the Graduate School ~~or for completion of conditions to a degree program~~. In this status, applicants may register for graduate level courses and hold graduate assistantships. Students missing an official transcript will have a registration hold placed on their accounts and must provide the official degree-bearing transcript before registering for a subsequent term.

Students admitted who do not complete all admission requirements during their first academic term of attendance, ~~or who are denied admission to that program to which they applied~~, will have their status changed to Unclassified. Credits earned under Unclassified status will not be applicable to a degree program except under conditions as stipulated in [Policy 1J6 Transfer Credit](#).

International students who are enrolled, or plan to enroll in U.S. State Department recognized Intensive English Language classes may be accepted to allow for the completion of all requirements for admission. Typically, requirements are to be completed within two academic terms. Time extensions may be authorized by the Dean of the Graduate School for unusual circumstances.

No changes except to Section I. Graduate Students. Correction to remove conditional admission, which is not allowed by federal requirements for international students.

Students who are admitted into a combined baccalaureate and graduate degree follow the requirements of [Policy 1L17](#).

Admission to Master's Degree and Certificate Programs

For admission to master's degree programs and certificates, the following conditions apply:

1. Applicants must have earned a baccalaureate degree or the equivalent from an accredited college or university, be within one academic year of earning such a degree, or present equivalent credentials. A professional degree in law, medicine, pharmacy or dentistry is considered equivalent to a baccalaureate degree for this purpose if the professional degree program requires for admission at least 60 semester hours of general college credit from an accredited college or university and is of at least 27 months duration. For PharmD students at SIUE seeking admission to a concurrent degree or certificate program, equivalent credentials are considered completion of at least the first professional year of the PharmD curriculum.
2. The overall grade-point average in undergraduate work ordinarily should be at least 2.5 (A = 4.0). Credentials of applicants whose undergraduate average is less than 2.5 may receive individual consideration for admission.
 - a. Applicants who have earned a graduate degree will be considered to have met the undergraduate grade point average exception requirement. Certificate programs are not considered graduate degrees for the purpose of this exception.
 - b. For applicants without a graduate degree and whose undergraduate GPA falls between 2.0 and 2.5, supporting evidence includes such factors as (1) higher grade-point average in the last two years of undergraduate work than the overall average; (2) higher grade-point average in the undergraduate major than in general undergraduate studies; (3) acceptable scores on tests such as the Graduate Record Examination; (4) subsequent college-level work completed, and (5) professional experience.
 - c. Credentials of applicants whose undergraduate average is below 2.0 and the average is based on undergraduate work a decade or more old may also receive individual consideration for admission. The same evidence as in 2b above is used.
3. The overall grade-point average for all graduate level work completed should be at least 3.0 (A = 4.0), regardless of the undergraduate grade-point average.
4. Students must be accepted by the department or other unit in which they intend to pursue degree work as indicated on the application and, therefore, must meet any requirements the department or unit establishes in addition to those of the Graduate School. Delay in complying with departmental requirements will result in a delay of final admission.
5. Applicants must complete all requirements for the baccalaureate degree before starting graduate coursework.

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Program re-admission criteria can be different from the admission criteria. The program must notify all students at initial admission. Notwithstanding this requirement, prior academic misconduct can be used to deny admission.

Admission to Specialist's Degree Programs

Applicants must have completed a master's degree from an accredited institution with a cumulative grade-point average of 3.25 (A = 4.0) or higher for all graduate level work. Programs may require at least two years of experience relevant to the specialized field. Credentials of applicants whose cumulative grade-point average for graduate work completed is less than 3.25 may be considered individually. Prospective students must also satisfy requirements established by the graduate faculty of the major.

Delay in complying with special departmental program requirements will delay final admission.

Admission to Doctoral Studies Degree Programs

Graduates of accredited colleges and universities with a baccalaureate and/or master's degree who have an overall GPA of at least 3.00 (A=4.0) in the highest attained degree and sufficient training to undertake advanced study in their chosen fields are eligible to apply for admission to doctoral degree programs. An extensive evaluation of college records and supporting materials is made by the doctoral program and department representatives. Initial admission to a doctoral program takes effect only after approval by the doctoral program and the Dean of the Graduate School.

Students must be accepted by the department or other unit in which they intend to pursue degree work as indicated on the application and, therefore, must meet any requirements the department or unit establishes in addition to those of the Graduate School. Delay in complying with departmental requirements will result in a delay of final admission. Applicants should consult individual doctoral programs for different deadlines.

Admission of International Students

See Section E above for information about visa, health insurance, foreign academic credentials, and English language proficiency.

A degree earned outside the United States of America is expected to be equivalent to the corresponding American degree from an internationally recognized institution of higher learning. International students are subject to all other requirements for admission established by the University, the Graduate School, and the graduate/doctoral program to which they are applying.

Individual programs may have earlier deadlines than the Graduate School and international applicants should consult the programs to which they are applying.

Admission to the Graduate School to Enroll in Courses while an Undergraduate

Qualified SIUE undergraduate students and students attending SIUE under an established agreement with a higher education institution can submit an application for unclassified or classified graduate status in order to take graduate-level courses when they are within two academic terms of graduation. Qualified SIUE undergraduate students interested in combined baccalaureate and graduate degree programs can submit an application for classified graduate status when they are within one academic year of graduation and meet the requirements for the program to which they seek entry.

Applicants to combined baccalaureate and master's degree programs must have at least a 3.0 cumulative GPA. Students must be accepted by the program in which they intend to pursue degree work as indicated on the application and, therefore, must meet any requirements the program establishes in addition to

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those of the Graduate School.

Unless attending SIUE, applicants must have forwarded official transcripts showing work completed and evidence of courses in which they are currently enrolled. Undergraduates are considered undergraduate students until they have completed requirements for the baccalaureate degree and the degree has been posted to their official academic records.

SIUE undergraduate students who are within one academic term of graduation may take courses for graduate credit after approval by a degree program and the Graduate School. For these students, exceptions to the 15-hour or single academic term rule may be recommended by the graduate adviser and the director of the program in which a student, during the senior year, requests permission to do graduate degree work. Such requests for exception must be approved by the Dean of the Graduate School. Undergraduate students utilizing this plan are expected to concentrate their efforts on finishing the bachelor's degree, taking graduate courses only where necessary to fill out their schedules.

Students pursuing approved combined baccalaureate-graduate degree programs, which include accelerated and early entry master's degree programs, must follow the requirements of the program to which they are admitted.

Normally, undergraduate students should not enroll for courses numbered 500 and above, which are designated in the course numbering system as being for graduate students only. Courses numbered 400 and above taken for graduate credit may not be applied toward an undergraduate degree unless the courses are part of an approved accelerated master's degree program.

Admission of Unclassified Graduate Students

Unclassified graduate students are those who do not seek a graduate degree at SIUE and those who have not qualified for admission to a degree program at SIUE. Any applicant who is eligible for admission to a degree program is urged to apply for classified status rather than for unclassified status. Credit earned while in unclassified status may be used to satisfy degree requirements only under conditions as stipulated in [Policy 1J6 Transfer Credit](#).

Applicants seeking admission in unclassified status submit an unclassified admission application form and present evidence of their undergraduate degree(s). Their official degree-bearing transcripts must be forwarded to the Office of Graduate and International Admissions. Students may be admitted for one academic term while waiting for an official degree-bearing transcript. Students missing an official transcript will have a registration hold placed on their accounts and must provide the official degree-bearing transcript before registering for a subsequent term.

J. Professional Programs

1. School of Dental Medicine

Academic Requirements

While the majority of accepted applicants have completed requirements for a Bachelor of Arts or a Bachelor of Science degree prior to matriculation at the School of Dental Medicine, the absolute minimum prerequisite for admission to the School of Dental Medicine is successful completion of three academic years - 90 semester or 135 quarter hours - of undergraduate coursework. This includes the specified subjects listed in the following table, at an accredited college or university in the United States. Credits are

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accepted from most community and junior colleges, but it is recommended that most work be completed at a four-year institution. In addition to the stated prerequisites, preference will be given to applicants demonstrating exemplary academic performance in additional higher-level science courses while taking full academic loads. Science courses should not be survey courses or other such courses designed for non-science majors. Please contact the School of Dental Medicine directly for the most current admission requirements.

Applicants are required to complete the following coursework with a C or better by July of the intended entering year. Grades of D or lower and courses taken pass/fail or credit/no credit will not be accepted.

Required Subjects	Semester Hours	Quarter Hours
Biology (with labs)	8	12
General Chemistry (with labs)	8	12
Organic Chemistry (with labs)	8	12
Physics (with labs)	6	9
Biochemistry	3	5
English*	6	9

2. *For the English requirement, 6 semester hours are accepted or the completion of a Bachelor of Arts or a Bachelor of Science degree.

We strongly suggest selecting several additional higher-level courses, as cited in the following table.

Recommended Courses	Semesters
Anatomy	1
Physiology	1
Microbiology	1
Cell and Molecular Biology	1
Histology	1
Immunology	1
Genetics	1
Neural Science/Neural Physiology	1

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Statistics	1
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3.

A tentative acceptance may be extended subject to fulfillment of these requirements; however, all course requirements, as proposed by the applicant, must be met in full before acceptance is extended. All academic admission requirements must be completed by July 1 prior to the desired date of matriculation.

Dental Admission Test

It is mandatory for an applicant to participate in this test; no exceptions are permitted. The test must be taken within a definite period prior to actual matriculation. Inquiries should be made to the Office of Admissions to determine the acceptable dates.

Selection Factors

Each applicant is evaluated in terms of his or her composite scholastic record, calculation of the required science courses' credit point average, quality of preprofessional education, performance on the Dental Admission Test, recommendations, and other elements as may be determined by the Selection Committee.

Interview

Applicant interviews are by invitation only and are required for acceptance consideration.

2. School of Pharmacy

Admission

To be admitted to the School of Pharmacy, students must do the following:

1. Complete the Pre-Pharmacy Curriculum
 - a. All courses listed in the Pre-Pharmacy Curriculum must be completed with a minimum grade of C.
 - b. Applicants must have a minimum grade point average of 2.75 (on a 4.0 scale) in each of the following: pre-pharmacy curriculum grade point average and pre-pharmacy science and mathematics grade point average.
2. Complete and submit professional program application. For details, please visit <https://www.siu.edu/pharmacy/admission/apply.shtml>.
3. Outstanding students from across the applicant pool each year will be invited to attend a professional program interview and participate in a writing assessment.

Admissions to the professional program of the SIUE School of Pharmacy are limited and competitive. It is anticipated that the instructional resources available to the School will enable approximately 80 new students to be admitted each fall term. For this reason,

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ERP 11/9/2023

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achieving the minimum pre-pharmacy subject and grade criteria does not guarantee admission.

Approved by Chancellor effective 8/3/23

This policy was issued on August 3, 2023, replacing the May 19, 2021 version.

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Adding PI eligibility as Section II to this policy rather than creating a new policy. All other sections remain the same. Based on policies at Northern Illinois University and University of Illinois Chicago and input from SIUC, Illinois State University, and the Provost's Office.

Policy Governing Sponsored Projects - 1M2

I. General Considerations

A. Definition

The term "sponsored project" in this policy statement refers to projects conducted in whole or in part under an agreement with one or several sponsors external to SIUE.

B. Publications

As a public, educational institution, SIUE must serve public purposes. Thus, project results must be freely available to the scientific community and the wider public. The standard agreement, therefore, states that SIUE will be free to publish the results of projects after providing a copy to the sponsor. If a sponsor insists on keeping results of projects confidential, SIUE will ensure that its investigators are agreeable to the terms and conditions before finalizing any agreement.

While insisting that project findings must be publishable, the University recognizes the legitimate proprietary interests of sponsors. Where appropriate, publication will be delayed for a specified period in order to protect patent and other proprietary rights. The University can provide the sponsor with advance copies of intended publications and provide an opportunity for comment with respect to patent matters and for the identification of any inadvertent disclosure of proprietary data. However, title to and the right to determine disposition of any material first produced or composed in the performance of sponsored projects shall remain with the University. The sponsor shall receive a royalty-free, non-exclusive license to reproduce, translate, and use copyrighted material for its own purposes consistent with publisher requirements.

C. Confidentiality

The University may retain proprietary information and may maintain the confidentiality of project results. Publications normally acknowledge the sponsor's support but may be withheld if an agreement requires consent to reveal the sponsor's information. While such acknowledgment can be omitted from publications at the sponsor's request, the identity of the sponsor, the identity of the University investigators, the nature of the project, and the value of the agreement must be reflected in University records and be available to the public.

There are situations in which a project requires access to the sponsor's own proprietary data or where proprietary data or know-how is generated. In such cases, the agreement(s) or a separate confidentiality agreement shall define the conditions under which such data or know-how information shall be accepted and note that the University shall use reasonable efforts to protect such data or information. The University retains the right to refuse to accept any such data or information that it does not consider essential to the research or that it believes to be improperly designated.

D. Patents, Copyrights, Proprietary Rights, and Title Rights

Adding PI eligibility as Section II to this policy rather than creating a new policy. All other sections remain the same. Based on policies at Northern Illinois University and University of Illinois Chicago and input from SIUC, Illinois State University, and the Provost's Office.

Patents, copyrights, or other proprietary rights deriving from sponsored projects will be set forth in the agreement and pursuant to the terms of the SIU Board of Trustees Intellectual Property Policy (2 Policies of the Board II). The Intellectual Property Policy seeks to ensure that discoveries or inventions are used in ways that benefit the public while also providing adequate recognition and appropriate royalties to the responsible parties.

Unless otherwise covered in an agreement, the University retains title to inventions resulting from sponsored projects and may license them in the public interest under arrangements that also reflect the needs of sponsors. Often, the sponsor is provided with a non-exclusive, royalty-free license or rights of first refusal. Insofar as SIUE is able to grant a license, SIUE may grant the sponsor the option to acquire exclusive rights, title and interest in and to SIUE's inventions or other intellectual property rights made and/or conceived in the course of a project.

The University retains title to any equipment acquired and to buildings constructed as a result of any performance of a project unless agreed upon differently in the applicable agreement.

E. Payment Terms

Externally sponsored projects at the University can be conducted on the basis of a fixed price; installment payments based on time, milestones or deliverables; or cost-reimbursement. The University's externally sponsored projects involve both direct and indirect costs. Direct costs include the salaries, wages and employment benefits of project personnel; equipment; materials and services; and any other direct expenses necessary for performance of the project. A project's indirect costs include an allocable share of the University's costs to cover maintenance of the physical plant and facilities, the libraries, the general and administrative services, and other University support services.

F. Liability and Risk

The University will not cover business risks. In keeping with the best efforts principle, the University cannot accept agreement provisions that set strict deadlines, impose penalties for failure to make progress, or provide for withholding of payment if the sponsor is not satisfied with results.

G. Use of University Property

Illinois state law requires that public property be applied only to public purposes such as education, research, and service. Such property, which includes assets other than buildings or grounds, may be used by outside persons or agencies only in accordance with approved agreements that further the public purposes of the University.

H. Employee Compensation

Adding PI eligibility as Section II to this policy rather than creating a new policy. All other sections remain the same. Based on policies at Northern Illinois University and University of Illinois Chicago and input from SIUC, Illinois State University, and the Provost's Office.

1. Compensation must be mutually agreed upon by the University employee, sponsor representative, and appropriate University administrators.
2. In the event of a change in compensation, such proposed change shall be approved by the process through which all contractual agreements between outside entities and the University are reviewed and approved. Such changes in compensation shall then be reported to the Office of Human Resources by appropriate means.
3. University employee research time includes both salary and fringe benefits. It can be negotiated as assigned time in place of regularly assigned duties and responsibilities, as overload compensation in addition to regular duties as subject to Policy 1M1 Overload Compensation, as summer salary, or as a combination of these options.
4. Personal consulting by University employees normally does not involve a formal agreement for SIUE. Given reasonable limits and proper approvals, as specified in the Conflicts of Interests and Commitment - Policy 1Q9 and Policy on Outside Employment for Faculty such consulting can be beneficial for the University as well as for faculty members and clients. Approvals for consulting will generally be given whenever these consulting activities do not interfere with regular duties. The University may, however, require more extensive involvement in the review of proposed consulting work or in the monitoring of approved consulting work in certain cases [for example, in a situation in which an employee(s) desires to perform consulting services for an entity that is a sponsor of a cooperative University-industry project].

II. Sponsored Project Principal Investigator Eligibility, Roles, and Responsibilities

A. Purpose

Sponsored projects are contractual agreements between Southern Illinois University Edwardsville (SIUE or University) and a sponsor. Therefore, it is important that an individual serving as a principal investigator (PI) is able to carry out the project and has access to resources to conduct the work. Serving as a PI is a privilege and requires the PI to have the requisite experience to oversee programmatic as well as financial and compliance aspects of a sponsored project.

This section defines the eligibility requirements and responsibilities for serving as a PI on a sponsored project, and it outlines reasons for replacing, temporarily or permanently, a PI on a proposal and/or award.

This section also applies to those serving as a multiple PI (MPI) or a co-PI.

B. Definitions and Responsibilities

Principal Investigator (PI). The PI is appointed by SIUE and is responsible for the content of proposals and implementation of awarded projects. The PI might also be referred to as

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the project director or program director. Responsibilities typically include but are not limited to the following:

- preparing the intellectual content for the proposal in a timely fashion to meet internal review and routing requirements
- developing and, if awarded, following the project budget in appropriate timeframes
- determining and overseeing the direction and conduct of the project activities
- completing in a timely fashion all purchasing and accounts payable forms
- selecting, hiring (including the timely completion of all required forms), and supervising project staff
- serving as the fiscal officer on an award and, thus, holding primary responsibility for fiscal stewardship (including but not limited to reviewing expenses in a timely fashion)
- completing and submitting programmatic reports on time
- proactively communicating with the Office of Research and Projects, including but not limited to matters concerning budget modifications, time extensions, changes and concerns expressed by the sponsor, and leaves of absence that could impact the PI's ability to fulfill their responsibilities
- overseeing subawardees' compliance with programmatic responsibilities
- complying with any other award requirements necessary to maintain compliance with sponsor and University rules and regulations.
- submitting for pre-approval and following all research compliance requirements.

Co-Principal Investigator (Co-PI). A Co-PI is appointed by SIUE and is a senior member of the key personnel whose role is similar to that of the PI. A Co-PI may share equal responsibility with the PI for project oversight, budget management, and reporting as part of a multi-investigator team or may direct a particular portion of the project and retain limited administrative oversight over the award.

Multiple Principal Investigators (MPIs): For relevant sponsors, MPIs are appointed by SIUE and share the authority and responsibility of the PI. SIUE strongly encourages PIs develop a management plan outlining the division of responsibilities for technical, financial, and administrative oversight when developing a multi-investigator project. Some sponsors require such a plan as part of the proposal.

C. Who Can Serve as a PI

Every sponsored project must have an identified PI who is recognized by their unit head as eligible to be a PI. Eligibility to serve as a PI on any specific project is subject to applicable sponsor-imposed rules or guidelines.

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Any individual who holds one of the following positions at SIUE with a 50% or greater appointment may serve as a PI:

- tenured and tenure track faculty
- research faculty
- clinical faculty
- staff, including but not limited to project or program directors, directors, and associate directors.

Emeritus graduate faculty may serve as PI except they may not serve as the fiscal officer.

Individuals who are not employed at SIUE at the time of proposal submission but will start their SIUE position prior to the proposal being awarded may submit proposals as PI with appropriate supervisor approval.

Graduate students and postdoctoral fellows or associates may serve as a Co-PI but are generally not allowed to serve as a PI. Some fellowships or training programs require that a graduate student or postdoctoral associate apply through the university as PI. In these cases, an individual who is eligible for PI status shall serve as a Co-PI to provide mentorship and oversight of the award.

The Associate Provost for Research has final authority to determine if others may serve as PI.

D. Failure to Perform Duties

A PI's failure to perform their duties can result in potentially serious consequences to SIUE, such as repayment of funds, non-compliance reports to federal agencies, audit findings, and the loss of federal financial aid. Therefore, SIUE can invoke administrative actions including but not limited to temporary or permanent loss of PI status. The length and severity of the action and whether warnings are provided are based on factors including but not limited to the quantity of issues in, severity of issues in, and repercussions from a PI's performance of their responsibilities, compliance with University and sponsor requirements, and egregious acts.

PI status can be lost for reasons including but not limited to:

- repeatedly failing to perform satisfactorily their duties associated with proposals, awards, and/or research compliance
- attempting to serve as PI on more proposals or awards than a reasonable person would consider could be done given the amount of time required
- failure to follow SIUE policies or sponsor award terms and conditions

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- noncompliance with human subjects research, animal welfare, biosafety requirements, or other compliance that fall under University, state and/or federal requirements
- safety violations
- impending and/or disciplinary actions for harassment, bullying, discrimination, or assault
- research misconduct.

The Associate Dean for Research has final authority to determine if an individual is to be removed as PI and whether the removal is temporary or permanent. The severity of the impact on SIUE will be taken into consideration. The former PI may appeal the decision in writing to the Associate Provost for Research (APR) within 5 business days. The APR shall respond within 10 business days. The APR's decision is final.

Should the circumstances leading to a PI's removal from a project potentially warrant discipline, the Associate Dean for Research or APR will refer the matter to the appropriate administrator for follow up.

III. Process for Establishing a Sponsored Project

A. Preliminary Discussions

Sponsored projects are most frequently initiated (1) when a sponsor wishes to support a project that an employee of SIUE wishes to pursue and (2) when the proposed project is approved by the University as consistent with the University's policies.

University policies and guidelines concerning externally sponsored projects are administered by the Graduate School. Under these policies and guidelines the University may engage in collaborative or joint programs with external sponsors, and the sponsor may work closely with the University to ensure that the project maintains its stated interest, but the University is ultimately responsible for the direction and supervision of the project. The principal investigator is responsible for directing the project in accordance with University policies and the contractual agreement. The sponsor is entitled to periodic reports on the progress and direction of the project.

B. Proposed Project and Agreement Review and Submission

The employee develops a scope of work in consultation with the sponsor and a budget in consultation with the Office of Research and Projects (ORP). Once the sponsor approves the scope of work and budget, ORP negotiates the remaining terms of the agreement with the sponsor. The agreement shall describe the scope of work, identify the individuals who will perform it, and include the total cost to deliver the project.

The proposed project is reviewed according to Policy 5B2 University Guidelines

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Regarding Review and Approval of Externally Financed Projects. The employee's supervisor and dean or director of the unit must be satisfied that the project is appropriate as part of the unit's educational, research, and service programs, that adequate space and facilities are available, and that the budget covers all applicable direct and indirect costs.

The ORP and the Associate Provost for Research review the proposed project for, among other issues, being relevant to the mission and scope of the University and not in conflict with the public interest or University policy. Other units, such as Risk Management, the Office of Technology Transfer, and the Office of Export Control may review the proposed project and/or the proposed agreement. The ORP submits the signed agreement to the sponsor.

C. Agreement Negotiations

All contractual agreements for the sponsored project are negotiated by the ORP. Other administrative units, such as the SIU Office of Technology Transfer, will negotiate agreements under their purview. Discussions between the sponsor's representatives and other University employees are preliminary only, and the ORP must review any proposed commitment on behalf of the University and either endorse or attempt to negotiate necessary modifications. After negotiations are completed, the final agreement must be approved and signed by the Associate Provost for Research as the official authorized institutional representative.

IV. Project Administration

A. Responsibilities

When negotiations are completed and the agreement is signed, the ORP establishes a project account, notifies the project supervisor and unit, and takes whatever other steps within their purview are necessary so that the project can begin. The principal investigator and unit in which the project is performed are responsible for the conduct of the work and for the submission of appropriate non-financial reports to the sponsor. The ORP is responsible for the submission of appropriate fiscal invoices and financial reports to the sponsor.

B. Expenditures and Budget Modifications

The ORP reviews the expenditures on an ongoing basis to assure compliance with the terms of the agreement and University policy. Any charges made to a non-sponsored project (non-6) account that will be transferred to a sponsored project (6) account require pre-approval by the ORP. Any proposed modifications in the terms or conditions of an agreement, including changes in the scope of work or an increase or decrease in the estimated costs, must be forwarded to the sponsor via the ORP. Renewals or extensions involving additional costs must be reviewed through normal procedures, the same as new proposals. Certain modifications to a budget require pre-approval by the ORP and/or the sponsor.

C. Documentation of Personnel Expenses

For sponsors that require compliance with 2 CFR 200.430 Compensation – Personal

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Services, ORP will provide documentation that the principal investigator or another responsible party familiar with the project work reviews. See Review of Compensation Charged to Sponsored Projects - Policy 1M11. Corrections to personnel expenses charged to the sponsored project must be submitted promptly to ORP so that all necessary adjustments are made and the final amount charged to the project is accurate, allowable, and properly allocated. Failure to comply may result in personnel expenses being removed from the grant account and charged to a unit account.

D. Financial Reporting

If required by the agreement, a final financial accounting shall be submitted to the sponsor within 90 days after completion of the project. If the sponsor wishes, monthly reports or other periodic reports also can be submitted in the same format. If necessary, the University's accounting office can provide sponsors with copies of original receipts, vouchers, and other source documents relating to the costs. Financial records are maintained in accordance with generally accepted accounting practices and are available at the accounting office for inspection and audit by the sponsor for one year following completion of the project.

E. Account Closure

The ORP closes sponsored project (6) accounts according to University and Graduate School procedures.

F. Termination

1. If a sponsor is dissatisfied with the progress of a project, or for any other reason wishes to discontinue it, the project may be terminated as set forth in the agreement. The University shall terminate any outstanding commitments and wind down the work in an orderly manner, and all costs associated with termination and with prior commitments shall be paid.
2. The University also reserves the right to terminate a project if conditions beyond its control preclude continuation or if it determines that the project's activities are no longer in the public interest, as stated in the original proposal. In this event, the University shall provide the sponsor with a final fiscal report accompanied by a final check for excess funds or invoice for funds due within 90 days after termination. The University shall also provide a report summarizing project results to the date of termination.

Approved by Chancellor effective 7/13/21

This policy was updated on August 11, 2021, replacing the March 15, 2021 version.

Document Reference: 1M2

Origin: GC 2-82/83; OP 11/5/90; GR 3/21/13; GR 16/17-09; GR 17/18-05; GR 17/18-12; GR 20/21-09; GR 20/21-17

GR2224-09
GC
ERP 11/9/2023

In Fall 2022, the Registrar requested revisions to Policy 1N1. Graduate Council approved revisions in October 2022. The Graduate Council version was approved by the Chancellor in March 2022. Faculty Senate reviewed the policy in Fall 2023 and passed revisions to the 2022 version in November 2023.

Retention of Courses in Catalogs - 1N1

1. At the beginning of each fall term, the Registrar will provide a list of courses that have not been offered during the previous six academic years to the deans or designees for review. Following consultation with the departments, the deans or designees will authorize removal of courses from the active course inventory that are not needed for upcoming program changes or to support curricular innovation (e.g. special topics courses). Upon deactivation, the course will be removed from any reference in the catalog to include elective lists and requisite requirements.
2. If the department wishes to retain an inactive course, that recommendation is forwarded to the dean or director and appropriate school, college or unit committee for review. Recommendations will be forwarded to the Faculty Senate Curriculum Council for undergraduate courses and/or Graduate Council for courses with graduate credit.
3. The Curriculum Council and/or Graduate Council will review the case that has been made for retention of the course and will make a final decision by May 1.
4. If the Curriculum Council and/or Graduate Council votes to retain the course, then that course shall be retained. Courses that have been reviewed but did not receive approval to retain by May 1 will be removed from the active course inventory. Courses that have not been reviewed by Curriculum Council and/or Graduate Council by May 1 will be retained. Retained courses will be subject to annual review if they continue in inactive status.

Approved by Chancellor effective 8/3/23

This policy was issued on August 3, 2023, replacing the March 23, 2022 version.

Document Reference: 1N1

Origin: CC 4-81/82; OP 11/5/90; OP 8/2/95; GR 21/22-02; GR 22/23-05

Rules & Procedures Council Report
of
November 16, 2023 Meeting

The primary focus was on the Evaluations Process – Appendix 3 of the R&PC Operating Papers. Approved sending to Faculty Exec, and then Senate as a whole, an override of the evaluation procedure for Academic Year 2023.

Met with Dr. Cristina De Meo regarding how evaluations were handled and viewed while she was R&PC Chair with an eye towards updating Appendix 3 to reflect most recent practices, remove some of the cumbersome and unrealistic restrictions on processing data, centralize the handling of the survey data, and (possibly) move the process forward in time so that results are presented to the Senate with time to discuss them. Hope to present an amended Appendix 3 to the Senate for first read in February.

Council members are working on this year's evaluation questions.

Council members are evaluating policy changes that can be made to address:

- 1) The timely replacement of Senators that are missing too many meetings,
- 2) The failure of units to provide replacements,
- 3) Replacing Instructors that are missing too many meetings, who have resigned Senate position, or who have left the University, and
- 4) Filling Instructor slots if an insufficient number of Instructors are willing to serve in the Senate.

This Council is working short-handed as an Instructor left the University more than a year ago, a member has moved into an administration position and a replacement has not been designated, and another member has a scheduling conflict with no alternate.