

**DePauw University Faculty Meeting Minutes
December 5, 2016**

1. Call to Order – 4 p.m. Union Building Ballroom

The meeting was called to order at 4:03 p.m. by the chair Howard Brooks.

2. Verification of quorum

The chair confirmed that the quorum was met at the beginning of the meeting with 106 faculty members eventually present.

3. Consent Agenda

There was no request to move anything from the consent agenda to a regular item of business. The consent agenda was approved.

A. Approve Minutes from the November 7, 2016 Faculty Meeting

B. Approval of new courses (course descriptions in appendix A.)

CSC 430, Computer Security (1 credit)

ECON 330, Asian Economies (1 credit)

UNIV 201, Quantitative Reasoning in Current Events (1 credit)

C. Course Changes

REL 130, Introduction to Religions (Description change (see appendix A). Note that REL 130E, a version of the course that focused on Asian religions, has been discontinued.)

IE/PPD Designations

HIST 300A, Edge of Empire: China and Its Neighbors (IE)

WGSS 370B, Identity Matters: Introduction to Transgender Studies (PPD)

Reports from Core Committees

4. Faculty Priorities and Governance (Glen Kuecker)

The “new business” section of today’s agenda has advance notice on Handbook changes that pertain to the School of Music. I want to take a moment to formally acknowledge that the changes are the product of shared governance and highlight the importance of shared governance, process, and teamwork at DePauw. I also want to say thank you to last and this year’s Review and Governance Committee for their work. I especially appreciate the work of last year and this year’s Chair of the Faculty. School of Music faculty have also been instrumental in moving the process forward, and a thank you goes to VPAA Harris and Dean Adler.

Earlier today I emailed the faculty with a call from Governance Committee for volunteers to serve as “contacts” for a working group on protecting marginalized members of our community. If you are interested in serving please contact me.

As we move toward the end of the semester, Governance Committee has one more meeting. We are looking forward to our work next semester, which will focus on developing policy for faculty voice in the recruitment, review, and retention of senior administrators whose work touches on the academic mission of the university.

I wish everyone a successful conclusion to the semester and a great break.

Written Announcement- Faculty Priorities and Governance Committee continues its consultations with the Dean of School of Music regarding internal governance. The committee chair joined with the Chair of the Faculty in one final meeting with School of Music faculty to vet the proposed Handbook changes that are presented as advanced notice in today's faculty meeting. The committee met with the VPAA prior to break in order to consult and coordinate initiatives from the VPAA's office. The committee agreed to a process for moving forward with discussions in the spring about an external consultancy report regarding DePauw's academic centers. The committee is preparing for its main Spring semester effort, developing policy for faculty voice in recruitment, review, and retention of senior administrators with roles pertaining to the academic mission of the university. The chair is happy to answer any questions from the floor and wishes all a successful conclusion to the semester and wonderful holiday break.

Response from Anne Harris (VPAA): I am glad to be working with the Governance committee on structured conversations. We will be working with the different centers and also be in collaboration with the Hubbard Center. The ultimate goal is what fits the students best.

Question from faculty member: Can this report be given to faculty members?

Response from Anne Harris: The report came to us at the end of October which was processed late summer/early fall. It is not a series of actions items, but more of recommendations. If faculty would like to read it that is fine, but we need to have a little bit of time to frame the document. We can send it in advance of the open faculty meeting maybe in February. We want to make sure all groups voices are heard, instead of just one.

5. Curricular Policy and Planning (John Caraher)

A. Minor in Accounting and Finance for Decision Making

CP&P moves that the faculty approve the new minor in Accounting and Finance for Decision Making, proposed by the Department of Economics and Management:

Catalog description: [Accounting and Finance for Decision Making Minor](#)

This minor is designed for students who are interested in business and want to gain a foundational understanding of accounting and finance, both core business related disciplines. Accounting and finance focus on the preparation, communication and use of economic information for organizations and in personal decision making. At their core is decision making. Accounting-based information is the central means of communicating within a business and to the business' stakeholders. Finance uses accounting and other information for making decisions within profit and non-profit organizations and financial institutions, as well as for personal investing. Six courses are needed to complete this minor.

Students electing this minor must complete the following:

Required Core: ECON 100, ECON 220, ECON 280, ECON 360*, ECON 393*

Electives (choose a minimum of one additional course): ECON 398: Business Policy, ECON 470: Money, Banking and the Financial System, MATH 336: An Introduction to Financial Engineering, or other elective as determined by the chair of the department.

Students who complete the Accounting and Finance for Decision Making minor are encouraged, but not required, to complete a Winter Term business internship and are encouraged, but not required, to attend 6 lectures from the McDermond Center Lecture Series during their junior or senior year.

A minimum of four courses must be outside of the student's major(s) and other minor(s).

*Prerequisite: ECON 350 preferred, but other statistics courses are acceptable (BIO 375, COMM 350, MATH 247, MATH 341, MATH 441, MATH 442, POLS 318, PSY 214, SPC 401)

One small correction under list of prerequisite is BIO 275 that should be BIO 375. The motion was approved by a show of hands.

Question from faculty member: Why is this not counting for finance?

Response from John Caraher: The idea for this class is that finance is a tool. It is less like being trained as an accountant, but more for the rule of trade that you can use for any financial component or economic component.

Question from faculty member: Will we have interest in this beyond econ majors?

Response from John Caraher: We really can't say. If you have a fellow is not an econ major, this might be an option for them.

The motion was approved by a show of hands.

B. Resource Allocation Subcommittee: Membership and Handbook Changes (Advanced Notice- motion to be voted on in February 2017)

Rationale and staffing plans

After consideration of the workload entailed by the new tenure line request process and the need for additional faculty input, CP&P intends to seat a Resource Allocation Subcommittee (RAS) to assist in its work this coming Spring. We shall seek one faculty member from each of the four curricular areas to serve alongside the five faculty members of CP&P, plus the Vice President for Academic Affairs as the sole *ex officio* member, as the members of RAS. These four faculty members will be appointed from faculty who are not in departments or tenure line-holding interdisciplinary programs that have submitted tenure line requests for the current year.

Handbook modifications

The handbook charges CP&P with appointing the members of RAS within certain broad constraints, and our plans to renew RAS do fall within those bounds. However, we believe it better to make the handbook language reflect more directly our plans for constituting the committee. We also believe that the existing language regarding the recommendations RAS makes does not reflect our intentions to implement a developmental model, within which "granting or not granting" requests will not be the only possible recommendations.

Current handbook language:

- X. **Standing Appointed Committees**
 - A. **Resource Allocation Subcommittee**

1. *Function.* The Resource Allocation Subcommittee (RAS) is a subcommittee of Curricular Policy and Planning Committee. RAS considers those requests for new faculty members forwarded to RAS by the Vice President for Academic Affairs, and sends to the Curricular Policy and Planning Committee their recommendations concerning granting or not granting requests. RAS shall be appointed by Curricular Policy and Planning Committee as needed.

This committee reports to and is appointed by the Curricular Policy and Planning Committee

2. *Membership.*

Faculty membership: Nine (9) appointed representatives; one from each curricular area (4), two (2) at-large representatives, and three (3) representatives from the Curricular Policy and Planning Committee.

Administrative members:

Voting: None.

Ex Officio (without vote): Vice President for Academic Affairs or representative.

Staff members: None.

Proposed changed text:

The second sentence of the function will read:

RAS considers those requests for new faculty members forwarded to RAS by the Vice President for Academic Affairs, and sends to the Curricular Policy and Planning Committee their recommendations ~~concerning granting or not granting requests.~~

And the Faculty membership will read:

~~*Faculty membership:* Nine (9) appointed representatives; one from each curricular area (4), two (2) at-large representatives, and three (3) representatives~~ members; the five (5) faculty members of the Curricular Policy and Planning Committee, and one from each curricular area (4). In appointing the representatives from each curricular area, the Curricular Policy and Planning Committee shall avoid appointing faculty members whose departments or interdisciplinary programs have submitted, during the current academic year, a request for a new faculty member.

Question from faculty member: When would this RAS committee meet? To me, the attractive parts of RAS was meeting in summer for a couple of days. I am a little bit skeptical with the meeting dates during the academic year.

Response from Anne Harris: Yes, it doesn't have the normal compact timeframe. The timing wasn't beautiful for everyone. We're hoping it will be appealing to people. The workload will consist working with individual department. Members will meet once with each department February - April for every proposal. Members will probably be working with 2-3 departments at a time. Which will consist of about 6-8 hours a month. In May the committee will meet more together to work out final recommendations.

C. Minor-granting interdisciplinary programs

CP&P has been working with Meryl Altman, who has begun investigating DePauw's interdisciplinary programs in her role as Coordinator of Interdisciplinary Work (a new appointment made by the VPAA). She has begun with less-active minor-granting programs, Jewish Studies and European Studies, and offered her

findings for the consideration of our committee.

Written announcement: **Fall 2017 FYS Proposals**

The Writing Curriculum Committee (WCC) reminds faculty members with appointments continuing through 2017-18 that we are currently accepting first-year seminar proposals for Fall 2017. We strongly encourage creative courses that stretch disciplinary boundaries. The initial deadline for proposals was Monday, December 5, but we will continue to review proposals as they are received. Please contact Tiffany Hebb or Rebecca Schindler for details.

6. Faculty Personnel Policy and Review (Meryl Altman)

Review Committee moves to change the ByLaws and Standing Rules of the Faculty, under section IV B 2 a.

[IV (Academic Organizations and Operations)
B (Interdisciplinary, Honors and Competency Programs)
2 (Director or Coordinator)
a (Interdisciplinary and Honors Programs)]

This section currently reads in part:

The director of an Interdisciplinary Program is a faculty member appointed by the Vice President for Academic Affairs from a department which is participating in the Interdisciplinary Program. Normally the term of office will be three years.

The proposed substitute (and partly new) language would read:

The director or coordinator of an Interdisciplinary Program is a faculty member appointed by the Vice President for Academic Affairs. The director or coordinator may hold their DePauw appointment directly in the interdisciplinary program, or in another department or program. Normally the term of office will be three years.

For interdisciplinary programs that grant a major, selection of the director shall fall under the same procedures used to appoint chairs to academic departments, whereby a team appointed by the Review Committee conducts interviews and makes recommendations to the VPAA. Those interviewed must include all sitting members of the program steering committee. The steering committee may also submit a short list of additional faculty members to be interviewed, who teach core courses or are otherwise centrally involved with the program. This process will normally be completed in the fall of the last year of a sitting director's term of service.

For interdisciplinary programs which do not grant a major, the VPAA will appoint a coordinator after consultation with the Review Committee. This process will normally be completed by the spring of the last year of a sitting director's term of service.

Rationale:

Greater clarity, and less of an ad hoc flavor, to the selection of program directors. Faculty appointments are now sometimes made directly to these programs, which means that steering committees do the same work as DPCs. Better integration of interdisciplinary programs to faculty governance at DePauw.

Additional proposed changes will be brought. The only significant one will include language about the composition of steering committees.

For clarification purposes: we use the term “director” for leadership of a major-granting program, “coordinator” for the leadership of other programs.

Question from faculty member: Does the Review committee appoint the chair and not the department?

Response from Meryl Altman: Yes, sort-of. When deciding on a chair a team from the review committee has a confidential discussion with each person of a department or program. Then that team of two reports out to entire review committee of these discussions without using names. The committee discusses this and then makes a recommendation to VPAA which then takes the recommendations to Dr. McCoy. Dr. McCoy will then assign a chair.

Question from faculty member: Does this apply to the honor and fellows program?

Response from Meryl Altman: No

The motion was approved by a show of hands.

7. Faculty Development (Susan Anthony)

Announcements:

1) Just a reminder--- FDC will not be able to go over budget in AY 2016-17 for Professional Development Funds. As always, applications for these funds will be considered on a first-come, first served basis. If you are planning to apply for any of these funds (for any event or project through June 30, 2017), please submit your request as soon as possible, even if you must estimate expenses. If you have questions, please contact (santhony@depauw.edu) chair of FDC, or Carrie Klaus (cklaus@depauw.edu) Dean of Faculty.

2) FDC will fund nine summer stipends for Power Privilege, and Diversity course development (or extensive revision). Recipients of these PPD stipends will attend a kick-off event consisting of a guest lecture followed by a one-workshop. The guest speaker is tentatively scheduled for the evening of Wednesday May 24 and the workshop for Thursday, May 25. Both of these events are open to all faculty and staff.

3) FDC is seeking nominations (or self-nominations) for faculty who wish to serve as organizers for the International Experience workshop, tentatively scheduled for May 30 through June 2. Organizers, possibly a team of 2 faculty members, will determine the specific focus of the workshop and will receive a stipend. FDC will be sending a follow-up email this week to all faculty and staff with more complete information about the workshop. If interested in serving as an organizer, please email Carrie Klaus, Dean of Faculty or Susan Anthony, Chair of FDC no later than Monday, December 12th.

4) GLCA opportunities (Jeff Kenney) – The GLCA created a consortium GLCA webpage in October, which is much like the Universities CTL webpage. If you have any interest, please contribute to it and please take look at the site. Any of you have interest that have pedagogical incites they do have a number of headings you can write about. You can contact me for any questions.

8. Student Academic Life (Tim Good)

There were no questions for Student Academic Life.

Reports from other Committees
<p>9. University Strategic Planning Committee (Jackie Roberts)</p> <p>Written announcement: The committee continues to hear brief reports from each VP/Senior advisor on organizational structure, budgetary challenges and potential initiatives in each of their areas. A subgroup of the committee will take a closer look at the campus climate survey data for faculty. The VPAA will provide faculty compensation data compared to other schools in our consortium. The committee will be evaluating the charge and membership at their final meeting this semester.</p> <p>10, Diversity and Equity Committee (Veronica Pejril)</p> <p>Written announcement: Advanced Notice of Motion to change the Academic Handbook</p> <p>Change in the function of the Diversity and Equity Committee: Deleted material in strikethrough:</p> <p>In matters regarding diversity, inclusiveness, and equity, the Diversity and Equity Committee advises the administration and the faculty on policy; presents educational sessions for all employees; identifies issues regarding diversity and equity in campus life and refers them to the appropriate University office and/or committee(s) for action; and annually reviews and assesses aspects of the University’s efforts to attract and retain a diverse campus community.</p> <p>Rationale: The committee unanimously agreed that the "presents educational sessions for all employees" clause does not reflect the work of this committee in its history. The committee believes it would be wise to consider removing this clause from our charge. While the committee's work does often help catalyze training-type sessions through its policy-advice, we aren't actually on the front-lines of that training. In light of the function of campus entities such as BIRT and BEAT, we feel this language is confusing.</p>
Communications
<p>11. Remarks from the President (Mark McCoy)</p>
<p>12. Remarks from the VPAA (Anne Harris)</p>
<p>13. Remarks from the Dean of the Faculty (Carrie Klaus)</p> <p>1. Asher Humanities Fund (established by a generous gift by Dr. Bill Asher and Dorothy Asher)</p> <ol style="list-style-type: none"> a. Designed to support “research and scholarly efforts in the areas of art, art history, classical studies, communication/theatre, English, film studies, history, modern languages, philosophy, and religious studies.” b. Much like the Asher Social Sciences fund, this fund is designed to support both students and faculty, working independently or in collaboration. c. As you may have heard, there will also be an Asher Sciences Fund, but it has not yet been funded. d. We owe Dr. and Mrs. Asher a great thanks for their generosity and support of student and faculty work at DePauw. e. Activities that may be supported include, for example, research-related expenses, travel to conventions to report research results, clerical assistance, and support for a visiting scholar. (This list is by no means exhaustive.)

- f. There is a link to description of this fund, and to an online application, on the Faculty Development website
- g. First deadline: April 17, 2017**
- h. First committee: Chaired by Marcia McKelligan (Dept. of Philosophy), will include faculty and students from departments in the Humanities.
- i. We eagerly await applications from both faculty and students!**

2. Summer Opportunities in Support of Inclusive Pedagogy

- a. As in summer 2016, Academic Affairs is committed to sending teams of faculty (ideally, faculty and staff) to participate in key professional development opportunities in summer 2017 in support of efforts to continue to make DePauw a campus that is truly inclusive and welcoming of diversity.
- b. **SEED New Leaders Week** (Seeking Educational Equity and Diversity)
 - A seven-day, peer-led, residential workshop including 50-60 participants who prepare to lead SEED seminars in their own institutions.
 - There are three sets of dates and locations (June, July, July-August); we would want to send the full team to the same workshop.
 - We have to be selected to participate, so we need to get our application in early.
 - Last year: Tamara Beauboeuf, Sarah Lee, Neal McKinney
- c. **ARPAC (Anti-Racist Pedagogy Across the Curriculum)**
 - St. Cloud State University (in St. Cloud, Minnesota)
 - June 5-11, 2017
 - The purpose “is to provide intensive training for faculty committed to incorporating anti-racist pedagogy into courses across disciplines and across campus.” Topics include
 - Examining theory, structure, and the practice of racism and power relations embedded in history, and academic disciplines
 - Raising self-awareness of social locations and knowledge production
 - Empowering student by validating and acknowledging their everyday experiences
 - Fostering critical thinking and equipping students with anti-racist language and discussion skills
 - Creating a sense of community in the classroom
 - Developing skills for anti-racist methodologies in the classroom
 - Last year: Lynn Ishikawa, Tamara Stasik, and Leigh-Anne Goins
- d. If you are interested in either of these opportunities, please let me know by Dec. 15.** (That’s a Thursday—just send me an e-mail.)

Additional Business

14. Unfinished Business

Motion: To approve various changes to the Academic Handbook due to reorganization of the academic administration.

ADDING: Dean of the School of Music to:

University Strategic Planning and Faculty Personnel Policy and Review (Ex Officio)

ADDING: Vice President for Student Academic Life (or representative) to:
Athletic Board, Course Calendar and Oversight, Sustainability, Hartman Center, and Library and Academic Technology

DELETING: Vice President for Academic Affairs (or representative) from Athletic Board

Change in committee title: From Admission to Admissions and Enrollment Management

The motion was approved by the show of hands.

15. New Business

A. Motion (Glen Kuecker)

The voting faculty at DePauw University calls upon the university to declare DePauw University a Sanctuary Campus. (Background and Rationale appear in Appendix B)

Professor Angela Casteneda: We acknowledge the work of the administration, staff and students, and we embrace this spirit of collaboration. We especially thank President McCoy for his public commitment to DACA and the baseline principles established in the 2011 ICE "Sensitive Locations" memo. We also appreciate the launch of the student support website as a proactive measure.

Prof. Kuecker: At a minimum Sanctuary would include:

- We will not facilitate immigration enforcement on our campus without a warrant or a clear demonstration of exigent circumstances such as the imminent risk to the health or safety of others;
- DePauw Public Safety will not act on behalf of federal officials in enforcing immigration laws;
- We will not share with the federal government any information on the immigration status of students unless required by court order.
-

Professor Alex Puga: we can provide reasons for why DePauw should become a Sanctuary Campus, however, we prefer to open discussion from the faculty floor.

A faculty member asked about the risks associated with approving this motion.

Prof. Kuecker responded that risks are manageable if known, anticipated, and alternatives planned.

Numerous faculty supported the motion. The comments that follow from two colleagues summarize the opinions of those that supported the motion.

Comments from Prof. Doug Harms:

I am not, by nature, a risk taker. I prefer to play it safe. Don't make waves. Play by the rules. Use caution. Don't overreact. Before making a decision I gather facts, weigh options, ponder possible outcomes, and generally make conservative decisions. So I think I understand and appreciate DePauw's caution in committing to be a sanctuary campus – let's run it by some committees, look at all options, talk with the lawyers, find out what our major donors think, see what other universities

do, spend time pondering this decision and not proceed too quickly lest we make a mistake. I get it. I really do.

However, in the past month the entire world has changed to be a much more scary and dangerous place, especially for many members of our community. Now is not the time for being timid. Now is not the time to “wait and see what happens.” Now is the time for us to act boldly and decisively to protect everyone in our community. We need to be proactive, not reactive, and we need to let everyone know who we are and what we stand for; we must do what's right, not just what's safe.

Last month I participated in a GLCA workshop at Kalamazoo College where Margee Ensign, president of the American University of Nigeria, was a keynote speaker. In her address she described how her university gave refuge to escapees from the Boko Haram terrorist group, and how her university mobilized massive university resources to serve hundreds of thousands of meals to refugees from Boko Haram; she potentially put herself and her university in the crosshairs of this terrorist group, doing what was right, not what was necessarily safe. As I was listening to her speak, I wondered how DePauw would react in a similar situation – would we have the courage to do what was right, or would we merely do what was safe?

I truly believe we must take action NOW. When we invite people to join our community, we have an obligation to protect them. Members of our community who feel threatened need more than a website or committee to show them we're here to protect them. They need more than “let's wait and see how this all turns out, and if necessary we'll figure out something to do.” We need to make a strong, concrete statement NOW that provides assurance that whatever happens, we'll be there.

I speak in favor of the motion.

Comments from Rebecca Upton: ‘Lots of things are unclear – the legal, the future presidency, any political legislation we will encounter on these issues and just who is on any given list – what *is* clear at this juncture however and with respect to this motion is; that symbolic statements matter and carry weight, that safety is something we value from safe spaces to safe communities to safe classrooms, and if we *actually* value diversity and inclusion, beyond just paying lip service to it, voting in favor of this motion is the right thing to do. Choosing not to do so out of fear or apathy never seems like a wise course of action or statement.’

A secret ballot was asked for. The motion was approved with a vote of 84 yes – 12 no.

B. Advanced Notice of Motion to change the Academic Handbook:

At the February 2017 faculty meeting, the faculty will be asked approve a series of changes to the Academic Handbook related to the changed positions of the Dean of the School of Music and the Associate Dean of the School of Music. (Text of the changes is in Appendix C.)

The vote on the motion will occur at the February faculty meeting.

Rationale:

In 2011 the nature of the position of the Dean of the School of Music was changed significantly. The Dean sits on the Presidents’ Cabinet and has numerous administrative duties. This impacts the role of the Associate Dean of the School of Music. In the new configuration, the Associate Dean of the School of Music assumes most of the duties of a Department Chair. The language of the proposed changes puts the Academic Handbook and the changed roles in the School of Music into alignment, allowing for the conduct of faculty operations to follow the Handbook rules.

C. Motion to authorize conferring of degrees (Ken Kirkpatrick)

I move that the Faculty authorize the Board of Trustees to confer degrees on candidates eligible for graduation during the 2016-17 academic year. Degrees may be conferred following the Fall, Winter, Spring and May terms.

The motion was seconded and approved by a show of hands.

16. There was no executive Session to vote on Honorary Degree Candidates, which had been completed earlier in the semester. The faculty were reminded that nominees for 2018 will need to be submitted to the committee by the end of February.

17. Announcements

A. Election Results

Faculty Priorities and Governance Committee (through AY 17-18)

Elissa Harbert

Grievance Committee

Arts Alternate (Spring 2017)

Caroline Smith

Eric Edberg

Mathematics, Computational and Natural Sciences Alternate (1 Feb. 2017 – 31 Jan. 2018)

Pam Propsom

Rick Smock

Social Sciences Representative (1 Feb. 2017 – 31 Jan. 2018)

Rebecca Bordt

Melanie Finney

Social Sciences Alternate (1 Feb. 2017 – 31 Jan. 2018)

Ophelia Goma

Bruce Stinebrickner

18. Adjournment

The meeting was adjourned at 6:-02 pm.

Appendices

Appendix A: Course Calendar and Oversight Information on new courses and IE/PPD designations

New Courses

CSC 430, Computer Security (1 credit)

This course examines and discusses computer security, how to protect our computing infrastructure from illegal access, tempering, denial of access, etc. We will first define terms such as security and secure computing, then we'll talk about cryptography including symmetric and public key cryptographic techniques and their applications. Other topics covered include secure software, cyber security, database security, system security and hardware security. Prerequisites: CSC231, CSC232, and CSC233.

ECON 330, Asian Economies (1 credit)

Provides an overview of key economic developments in the Asia-Pacific region. Students will have an opportunity to apply economic theories and models to understand the divergent development paths of countries in this region. Topics include the rise of the East Asian economies, the challenges that emerged from the Asian financial crisis, development obstacles of East and South Asian economies and prospects for regionalization. Prerequisites: Econ 100 (Introduction to Economics); Econ 295 (Intermediate Macroeconomics)

UNIV 201, Quantitative Reasoning in Current Events (1 credit)

University Studies 201 will focus on the examination and analysis of several current events from quantitative and problem solving perspectives. Students will use a variety of mathematical skills including statistics, dimensional analysis, algebra, finance, probability and risk analysis to investigate and discuss topics ranging from environmental pollution to professional athletics.

Course Changes

REL 130, Introduction to Religions (Description change. Note that REL 130E, a version of the course that focused on Asian religions, has been discontinued.)

A cross-cultural survey course of major religious traditions, with emphasis upon the theoretical and methodological issues at stake in the discipline of Religious Studies. The course provides a balanced treatment of Asian and Western/Abrahamic traditions in order to explore the concept of "religion" within a comparative humanistic context. Most important will be a close reading and discussion of primary texts in English translation. By the end of the course students will have developed a vocabulary for understanding religious phenomena cross-culturally and a sensibility for engaging with religious others in our globalizing world.

IE/PPD Designations

Hist 300A, Edge of Empire: China and Its Neighbors (IE)

WGSS 370B, Identity Matters: Introduction to Transgender Studies (PPD)

Appendix B: Information related to motion concerning sanctuary campus

Background

Since the election of Donald Trump members of our campus community have explored measures the university can take to protect marginalized members of our community who are under threat by the discourse and proposed policies of the President-Elect. One of the measures is to declare DePauw a Sanctuary Campus. In keeping with our commitment to inclusion and diversity, four members of the faculty, Professors Kuecker, Puga, Castañeda, and Alexander formulated a letter/petition to President McCoy that requested the university make DePauw a Sanctuary Campus and begin exploration of protocol for implementation. Concomitant to the petition, the administration was also working to explore ways to protect marginalized and threatened members of the community. Several meetings followed, which generated multiple ideas and approaches for how DePauw might become a sanctuary campus, and vetting of the proposals for risk assessment was engaged. Student Academic Life Committee endorsed the letter, while stating a set of questions and concerns about the protocol and implications for the community. The writers of the petition requested Faculty Priorities and Governance Committee to endorse the petition as well. The committee was unable to have a full discussion of the proposal at its last meeting (prior to Thanksgiving break) and had a divided vote on endorsing, with some committee members abstaining due to their view that the act of endorsement was not within the jurisdiction of the committee. With the process of securing signatures to the petition complete, and with evidence of widespread support from various sectors of our community, Professors Puga, Castañeda, Alexander, and Kuecker determined the next step in the process is to secure a faculty vote endorsing the proposal to make DePauw a Sanctuary Campus.

Rationale

DePauw University has a stated commitment to diversity and inclusion. This commitment permeates our faculty: it shapes our hiring practices, graduation requirements, and tenure and promotion requirements. DePauw has members of its student population who benefit from Deferred Action on Childhood Arrivals (DACA), a policy that gives a temporary (two year, renewable) protected status to young adults who came to the US undocumented as children. Likewise, the university has a responsibility to support members of our community when at risk of unfair and unjust forms of systemic oppression. With President-Elect's proposed agenda, these measures of providing diverse and inclusive education are fundamentally at risk, and members of our community are at risk. DePauw is called upon to take a firm and decisive position on clearly protecting threatened and at risk members of our community. It also must take a stand in defense and promotion of our core values.

In making this request to become a Sanctuary Campus, we fully recognize the challenges of balancing perceived risks, such as compromising federal funding, alienating a donor, or drawing unwanted attention to vulnerable students with taking ethical positions. We embrace the opportunity for these conversations and debates to happen at DePauw, because we think they are truly transformational for the institution as they bring clarity to our core values and understandings of the role of higher education in the 21st century. We encourage the administration to frame their understandings of risk within our core understanding of what "transformational education" means for liberal education in the 21st century. We believe that diminishing or dismissing important action solely on the basis of risk to the institution is directly connected to systemic oppression and that addressing risks to our students, faculty, staff and families includes having a plan of action for participating in dismantling this oppression. As the university continues its process of discovery about its identity, we advocate for having these hard conversations and institutional soul searching as we think the current issue is just the first of many to come. We look forward to these transformational experiences and think they will make DePauw a stronger institution.

Appendix C: Changes in the Handbook Language primarily related to the change in the position of the Dean of the School of Music within the administration (as of 2 December 2016).

Additions are in bold italics. Deleted material is in strikethrough.

Opening Paragraph of the Handbook

~~This academic handbook is a statement of current policies and procedures applicable to the faculty adopted variously (as indicated) by the University, the faculty, the administration and/or the trustees. These policies and procedures are not contractual. Therefore, the University, including its trustees, the faculty, and the administration reserve the right to change those sections for which each respectively has responsibility as identified in the handbook itself. Further, the University, including the trustees, reserves the right to add to or delete from this handbook from time to time as they decide is appropriate.~~

The Academic Handbook governs the faculty, and serves as the foundation for shared governance between the faculty, the Administration and Board of Trustees. When questions arise concerning the interpretation of the procedures and policies in this Handbook, the decision is made by the Vice President for Academic Affairs in consultation with faculty committees, the Dean of the School of Music, the President and the Board of Trustees as appropriate. Therefore, the University, including its trustees, the faculty, and the administration reserve the right to change those sections for which each respectively has responsibility as identified in the handbook itself. Further, the University, including the trustees, reserves the right to add to or delete from this handbook from time to time as they decide is appropriate.

By-Laws and Standing Rules

Article I. The Faculty

The faculty consists of the President, ***the Vice President for Academic Affairs, the Dean of the School of Music***, and those persons appointed to tenure-track, term, or part-time positions with academic rank or nominal rank. (See the Appointment Section of Personnel Policies for a description of the types of faculty positions.)

The President, Vice President for Academic Affairs, and the Dean of the School of Music are administrative appointments. Every search committee for all three positions shall have faculty representatives.

Article II Faculty Meetings

Section C. Voting

1. Full-time faculty members holding positions with academic or nominal rank, including those on sabbatical, pre-tenure, or academic leave, may vote. (See Article I.B. in the Personnel Policies for a definition of full-time faculty positions.) The President, the Vice President for Academic Affairs, ***the Dean of the School of Music*** and the Registrar also have voting privileges.

Article IV Academic Organization and Operations

Section A. Schools, Departments and the Library

5. Committees (Approved by the Faculty, March 7, 2005; amended October 5, 2009)

a. Personnel Committee

The Personnel Committee is created anew for each specific review. (Procedures for this committee are described in Article IV. C. in the Personnel Policies.)

1. Membership:

(a) For a faculty member with an appointment in a single department or school, the Personnel Committee shall consist of all tenure-track faculty members, librarians with faculty rank, and term faculty members with significant administrative duties of the department or school except the person being reviewed and those in the first year or last year of service. Probationary tenure-track faculty members, term faculty members with significant administrative duties, and those on leave may excuse themselves from any case without prejudice. For a faculty member with an appointment in two or more departments or programs, the Personnel Committee will be constituted as stipulated in the letter of appointment in keeping with the general spirit of the preceding provision. ***The Vice President for Academic Affairs and the Dean of the School of Music will not serve on the committee.*** (For definitions of types of full-time faculty, see Article I. B. in the Personnel Policies.)

(b) Membership exclusion based on Conflicts of Interest as covered by the policy established by the Faculty Personnel Policy and Review Committee and the Administration and published in Appendix 3 in the Personnel Policies of the Academic Handbook apply.

(c) If the description and actions above would create a Personnel Committee of two or fewer members, or if they would create a Personnel Committee with less than a majority of tenured members, then additional Personnel Committee members shall be selected from related departments, according to a procedure established by the Faculty Personnel Policy and Review Committee and the Administration. Enough additional members shall be selected so that there are at least three members total and a majority of tenured members.

2. Chair and Organization:

(a) Normally, the chair of the department or the ***Associate Dean*** of the School ***of Music*** serves as the committee chair and communicates the recommendation of the committee ***to the Vice President of Academic Affairs (for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)***, following procedures detailed in Article IV.C. in the Personnel Policies of the Academic Handbook. In the event that the chair of the department or the ***Associate Dean*** of the school is the person under review or ***otherwise*** unable or ineligible to serve as chair, the Vice President for Academic Affairs ***(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)*** will designate a member of the department or school as the convener of the first meeting. In this case, the members will elect a chair at their first meeting.

(b) Prior to the first meeting, the chair or convener shall determine if additional members of the committee will be needed [per section 1(c) above]. At its first meeting, the members of the committee will initiate the process of selecting the additional members.

b. Search Committee

The Search Committee is created anew for each search to fill a full-time position and ceases to exist once the position has been filled. This section applies only to searches for full-time positions. (For information about part-time appointments, see Article I.A. in the Personnel Policies of the Academic Handbook.)

1. Membership:

(a) The Search Committee shall consist of all tenure-track faculty members, librarians with faculty rank, and term faculty members with significant administrative duties of the department except those in their first

year or last year of service; there will be additional members, one from each of two other departments **or school**, chosen by the Vice President for Academic Affairs (**for positions in the College of Liberal Arts**) **or the Dean of the School of Music (for positions in the School of Music)**, after consultation with the Faculty Personnel Policy and Review Committee, from a list provided by the department **or school**. Additional members from other departments are not required in searches for positions lasting one year. In special circumstances, at the request of the Search Committee, the Vice President for Academic Affairs (**for positions in the College of Liberal Arts**) **or the Dean of the School of Music (for positions in the School of Music)**, with the approval of the Faculty Personnel Policy and Review Committee, may appoint additional faculty members from the department **or school** to serve on the committee, such as those who are in their first or last year of service. Probationary tenure-track faculty members, term faculty members with significant administrative duties, and those on leave may excuse themselves from any search without prejudice. **The Vice President for Academic Affairs and the Dean on the School of Music will not serve on the committee.** (For definitions of types of full-time faculty, see Article I.B. in the Personnel Policies).
(b) Membership exclusion based on Conflicts of Interest as covered by the policy established by the Faculty Personnel Policy and Review Committee and the Administration and published in Appendix 3 in the Personnel Policies of the Academic Handbook applies.

2. Chair and Organization:

Normally, the chair of the department or the **Associate Dean** of the school shall serve as the chair of the Search Committee. In the event that the chair of the department or the **Associate Dean** of the school is unable or ineligible to serve as chair, the Vice President for Academic Affairs (**for positions in the College of Liberal Arts**) **or the Dean of the School of Music (for positions in the School of Music)** will designate a member of the department or school as the convener of the first meeting. In this case, the members will elect a chair at their first meeting.

3. Function and Duties

The committee will co-ordinate all facets of the search process, according to the procedures for searches established by the Faculty Personnel Policy and Review Committee and the Administration, in consultation with the Diversity and Equity Committee. It will then make a recommendation for hiring to the Vice President for Academic Affairs for College of Liberal Arts searches and the Dean of School of Music for the School of Music searches based upon all available evidence. The Vice President for Academic Affairs makes the job offer for College of Liberal Arts searches and the Dean of School of Music makes the job offer for the School of Music searches.

c. The Full-Time Position Request Committee is created solely to request a position, and exists only until the request has been submitted and processed. **The School of Music has a fixed set of faculty lines and does not convene a Full-Time Position Request committee. Individual School of Music faculty members may serve participate on Full-Time Position Request Committees in the College of Liberal Arts.**

1. Membership: Requests for a tenure-track or term faculty position shall be made by tenure-track faculty members of the department, except those ineligible to participate in the ensuing search (see section (1)b above). Those not tenured or who are on leave may excuse themselves from any case without prejudice. A good faith effort must be made to inform and include in the process all eligible members, whether on leave or not. At the request of the Full-Time Position Request Committee, the Vice President for Academic Affairs, with the approval of the Faculty Personnel Policy and Review Committee, may appoint additional faculty members from the department to serve on the committee. Membership exclusion based on Conflicts of Interest as covered by the policy established by the Faculty Personnel Policy and Review Committee and the Administration and published in Appendix 3 in the Personnel Policies of the Academic Handbook apply.

2. Chair and Organization: Normally, the chair of the department shall serve as the chair of the Full-Time Position Request Committee. In the event that the chair of the department is unable or ineligible to serve as chair, the Vice President for Academic Affairs will designate a member of the department as the convener of the first meeting. In this case, the members will elect a chair at their first meeting.

3. Function and Duties: The Full-Time Position Request Committee submits a request to the Vice President for Academic Affairs for a term position, and to the Curricular Policy and Planning Committee through the Tenure-line Committee for a tenure-track position. Every member of the committee must either sign the request for staffing or a separate opinion.

C. ~~Dean of the School,~~ Chair of the Department, Director or Coordinator of the Interdisciplinary Program, **Associate Dean of the School of the School of Music**

1. If selected as a result of a national search, department chairs, program directors **or coordinators, or the Associate Dean of the School of Music**, are appointed by the President following the usual faculty search procedures. The term of these appointments will be stipulated at the time of the appointment, after consultation with the members of the department or the school. Renewal may follow the consultation process described for internal appointment. If selected as a result of an internal search, department chairs, program directors **or coordinators, or the Associate Dean of the School of Music**, are appointed by the President upon the recommendation of the Vice President for Academic Affairs, **the Dean of the School of Music (for the Associate Dean)** and the Faculty Personnel Policy and Review Committee after consultation with the members of the department, ~~or school,~~ **or program**; the term of these appointments is three years with the possibility of renewal. Ordinarily, no more than two consecutive terms will be served by a department chair, **program director or coordinator, or Associate Dean of the School of Music**.

A ~~dean~~ chair, coordinator or director, **or Associate Dean of the School of Music**, may receive a stipend or have reassigned time from teaching according to an established schedule. If there are co-dean or co-chairs, associate deans or associate chairs, similar arrangements shall be followed.

2. ~~Deans,~~ **Chairs, program directors and coordinators, and Associate Dean of the School of Music**, are expected to be leaders within the University at large through consultation with the Administration and committees. They meet as a body monthly during the academic year to discuss mutual concerns and share expertise. The Chair of the Faculty also attends the monthly meeting. The body may select officers, organize committees, conduct workshops, etc., to expedite their work.

3. ~~Deans,~~ **Chairs, program directors and coordinators, and Associate Dean of the School of Music** lead curriculum planning within the school, department, or program. **Chairs, program directors, and the Associate Dean of the School of Music** chair the Personnel Committee; directors have **the same responsibility for tenure lines held within their program. Chairs, program directors and coordinators, and Associate Dean of the School of Music** prepare and administer the school, department, or program budget. In these areas, they should lead, but also consult others in the school, department, or program and involve them in the decision-making process. They are responsible for maintaining good morale within the school, department or program and for encouraging excellence in teaching and other professional activities.

4. ~~Deans,~~ **Chairs, program directors and coordinators, and Associate Dean of the School of Music, ~~chairs,~~ ~~directors, and coordinators~~ link the ~~school~~ department, ~~or~~ program. **or school** and other University constituencies, serving as spokespersons for the school, department, or program's interests, but also interpreting for their discipline the larger needs and goals of the University.**

5. ~~Deans, or chairs~~ **Chairs, program directors and coordinators, and Associate Dean of the School of Music** serve as mentors to the members of the school or department, particularly the newer members, informing them of development opportunities, facilitating peer teacher observations, communicating University and departmental expectations, and helping faculty members to meet those expectations.

6. Responsibilities of ~~deans, chairs~~ **program directors, and Associate Dean of the School of Music** in the personnel process are described in Articles II and Article IV in the Personnel Policies of the Academic Handbook.

7. A faculty member may request a review of any action by a department chair, program coordinator or the Associate Dean of the School of Music. For faculty in the School of Music, the first appeal is made to the Dean of the School of Music. An appeal by faculty of the College of Liberal Arts, and further appeal by faculty in the School of Music, is made to the Vice President for Academic Affairs. If the request is related to personnel decisions such as changes in job status or responsibilities that directly relate to their employment with the University, the faculty should follow the Grievance Procedures outlined in Article VIII. Faculty Grievance Process in the Personnel Policies section of this Handbook.

C. Faculty Personnel Policy and Review Committee

1. Function. This committee shall represent the faculty by (a) recommending policy and procedures for personnel decisions to the faculty; (b) communicating procedures for personnel decisions to faculty members; (c) ensuring that candidates interviewing for initial appointment are informed of the procedures and criteria by which they will be evaluated; (d) considering evidence and testimony and consulting with and making recommendations to the President in the following areas: appointment of new faculty members when requested by the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)**; retention, advancement to tenure, promotion and dismissal of faculty members; and appointment, reappointment, and evaluation of ~~school~~ department chairs, **program directors, program coordinators, the Associate Dean of the School of Music and associate department chairs**; (e) considering the legal propriety and risks of all faculty personnel procedures of possible legal concern. The committee should be informed by a lawyer knowledgeable in the application of law to institutions of higher education. No members of the Faculty Personnel Policy and Review Committee may participate at the Faculty Personnel Policy and Review Committee level in matters related to their departments or school.

Article X. Standing Appointed Committees

D Academic Standing

2. Membership. Faculty membership: Three (3) appointed representatives. Other members (voting): Registrar or representative, Vice President for Academic Affairs or representative, Dean of Academic Life or representative, **Associate Dean of the School of Music** (for music students only) or representative.

PERSONNEL POLICIES

I. Appointments

A. Part-Time Faculty Positions

1. Type

(a) Part-time Faculty Positions with Academic Rank. These positions carry titles of "Part-time Instructor," "Part-time Assistant Professor," "Part-time Associate Professor," or "Part-time Professor." "Part-time" in the title may be replaced by "Adjunct" at the discretion of the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)**;

“Part-time” in the title may be replaced by “Senior Professor” for those formerly tenured faculty members in the semesters in which they teach part-time after retirement.

This category includes those appointed by the University who perform only part-time teaching duties as well as those employed full- or part-time for other duties at the University who are also assigned part-time teaching duties. Normally, these positions carry instructional duties (teaching, service and professional growth) corresponding to less than half the instructional workload of a full-time faculty member. The University will make such appointments in a department or several departments, in the School of Music, or in a program. Appointments are made for a specified period, typically either for a semester or an academic year, and there is no guarantee of continued employment beyond the period specified. These positions are subject to the provisions of the Personnel Policies Articles IA, IIA, VI, and VII (note: as the Personnel Policies are a document relating only to faculty members, the Articles cited apply only to the faculty portion of an appointment). In addition, Article VII of the Personnel Policies applies to persons appointed to such positions only with regard to grievances concerning dismissal or release from faculty duties. Persons holding these types of position are subject only to the parts of the Personnel Policies cited in this paragraph.

2. Policies and Guidelines For Part-Time Faculty Members

(a) Appointment. Appointments shall be made by the President or the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)** after consultation with the **department chair, program director or coordinator, or Associate Dean of the School of Music** who requests such appointments. Each appointment should carry with it a designation of rank and should be for a specific semester or academic year. No announcement of courses to be staffed by part-time faculty members should be made without prior approval of the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)**. Contracts stating conditions of appointment should be executed in all cases, and these should make provision for possible cancellation of classes and appointment based upon low registration. The contract should include a provision for compensation for preparation time for courses that have been cancelled by the University. Appointments or contingency plans should be made in time to allow adequate course preparation, and contracts should be executed as soon as possible after agreement has been reached. A person may receive reappointment at a higher rank consistent with degree status, teaching effectiveness, professional development, and quality of service.

(d) Evaluation, Reappointment, Promotion.

The **chair, program director or coordinator, or Associate Dean of the School of Music** is responsible for annual evaluation of part-time faculty members. Student opinion surveys shall be administered every semester; copies of these surveys will be sent to the faculty member, the Vice President for Academic Affairs, and **department chair, program director or coordinator, and Associate Dean of the School of Music**, to be placed in the faculty member’s departmental personnel file. Peer evaluations, professional activities, service to the University and participation in faculty development should also figure in the annual evaluation. In determining the impact of the evaluation, the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)** will consult with the department chair, program **director or coordinator, or Associate Dean of the School of Music** concerned, but, in view of the limited term of part-time teachers and of the fact that they are ineligible for tenure, the decision of the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)** about compensation, continued employment, and promotion is final.

B. Full-Time Faculty Positions

2. Policies and Guidelines for Full-Time Faculty Members

(a) Recruitment

Departments, interdisciplinary programs, and the School of Music are the primary agencies in recruitment to fill tenure-track and term **faculty** positions (see Article IV.A.5.b. and c. in the Faculty By-Laws).

For term positions with significant administrative responsibilities and for appointments with nominal rank the Vice President for Academic Affairs (**for positions in the College of Liberal Arts**) or the **Dean of the School of Music (for positions in the School of Music)** appoints search committees after consultation with the Faculty Personnel Policy and Review Committee. Such search committees will include representation from the relevant academic unit (department, school, program, or library).

(f) Teaching duties

The normal teaching duties of a full time member of the DePauw faculty **within the College of Liberal Arts** shall be equivalent to twelve contact hours per week each semester (**18 hours for applied faculty within the School of Music**) and the whole range of attendant duties involved in teaching (preparation, evaluation, and reflection) necessary to support these ~~twelve~~ hours. **Within the College of Liberal Arts, individual departments and interdisciplinary programs** are responsible for determining, with the approval of the Vice President for Academic Affairs, what counts as a normal teaching load under this general guideline. Faculty members also must teach periodically in the Extended Studies program. (See Article XXXIII of the General Policies.)

II: Periodic Evaluation

A. Annual Consultation

For purposes of ~~departmental~~ self-study, **the department chair, program director or Associate Dean of the School of Music** shall confer annually with individual members of the school or department about their role in, and expectations for, the school's or department's mission in the University. With tenure-track faculty members between interim review and tenure decision, this consultation provides opportunity to review progress toward tenure.

C. Evaluation of Faculty Members in Probationary Tenure-Track Positions

1. Following the end of each academic year of a faculty member's probationary period, he or she shall submit to **the department chair, program director or Associate Dean of the School of Music** a written annual report providing a self-reflective evaluation of his or her performance for that year relative to the criteria for tenure. A written response to the faculty member shall be made by **the chair, director or Associate Dean of the School of Music** following the consultation and written report.

2. At the end of each semester of the probationary period, faculty members shall arrange to have student opinion surveys conducted in each course, according to procedures approved by the Faculty Personnel Policy and Review Committee and the administration. These surveys will be kept with the personnel file used by the Faculty Personnel Policy and Review Committee and the Vice President for Academic Affairs **and the Dean of the School of Music (for positions in the School of Music)**. Copies will be sent to the faculty member, the chair, **director, the Associate Dean of the School of Music, (for positions in the School of Music), and the Vice President for Academic Affairs and the Dean of the School of Music (for positions in the School of Music)**

4. Interim evaluation. At the mid-point of the probationary period, an interim evaluation shall be made according to the following schedule.

Probationary Period.....Interim Review

6 years..... 3rd year

5 years..... 3rd year

4 years..... 2nd year

3 years..... At the faculty member's option unless requested by the chair, **program director, or the Associate Dean of the School of Music**, the Faculty Personnel Policy and Review Committee, ~~or~~ the Vice President for Academic Affairs, **or the Dean of the School of Music (for positions in the School of Music)**

III. Guidelines for Term, Interim, Tenure and Promotion Reviews (Article mutually agreed to by the administration and faculty)

D. Each review shall be considered first by the Personnel Committee of the ~~school or department~~ **department, program or school** (membership of the Personnel Committee is described in Article IV.A.5a of the By-Laws) and second by the Faculty Personnel Policy and Review Committee and Vice President for Academic Affairs **and the Dean of the School of Music (for positions in the School of Music)** (procedures for Personnel Committees and the Faculty Personnel Policy and Review Committee are defined in Article IV.C. and Article IV.D. respectively). Final decisions for term, interim and tenure appointments and for promotions rest with the President.

IV. Procedures for Term, Interim, Tenure, and Promotion Reviews

A. Preliminary Steps

3. The chair of the Faculty Personnel Policy and Review Committee, ~~and~~ the Vice President for Academic Affairs **and the Dean of the School of Music** shall meet with candidates preparing decision files to explain the process, to provide a schedule of deadlines and to answer questions. This meeting must occur no later than 20 in-session days before the close of the decision file, according to the schedule of deadlines provided to the candidate.

B. Preparation of the Decision Files

A decision file is constructed for each personnel case according to the stated procedures of the Faculty Personnel Policy and Review Committee. These procedures shall be distributed to candidates and chairs of departmental or school Personnel Committees, in accordance with scheduled deadlines provided by the Chair of the Faculty Personnel Policy and Review Committee and the Vice President for Academic Affairs as explained in A.3 above. With the exception of materials generated during investigative mode (as defined in C.3 and D.3 below), materials submitted to the decision file after the established deadlines are placed in a buffer file which is not available to the Personnel Committee. The candidate will be afforded an opportunity to view all materials added to the buffer file and provide a response to them in a reasonable period of time. The following persons or committees may submit materials to the decision file subject to the published deadlines:

1. The Vice President for Academic Affairs may transfer to the decision file materials from the candidate's personnel file deemed by the Vice President for Academic Affairs **(in consultation with the Dean of the School of Music for candidates from the School of Music)** to be relevant to the review as stipulated in Article III.E. The Vice President for Academic Affairs shall include in the decision file the following required

materials for the review of faculty members not holding tenure as specified in Article II: the faculty member's annual reports; the **responses made to those reports by the department chair, program director or Associate Dean of the School of Music**; peer observations; and student opinion forms. The Vice President for Academic Affairs shall include in the decision file the following required materials for the review of faculty members for promotion not linked to a tenure review: the student opinion forms from the last eighteen full credit courses (or equivalent), or all courses taught during the review period, if fewer than eighteen.

5. The Personnel Committee's report shall be sent to the Faculty Personnel Policy and Review Committee, the Vice President for Academic Affairs, **and the Dean of the School of Music (for positions in the School of Music)**. ~~who~~ **After approval, the report will be released** it to the candidate.

D. Faculty Personnel Policy and Review Committee Procedure The Faculty Personnel Policy and Review Committee shall meet with the Vice President for Academic Affairs **and the Dean of the School of Music (for positions in the School of Music)**, and make a recommendation to the President for each candidate reviewed. In reaching its recommendation the Faculty Personnel Policy and Review Committee shall follow a standard procedure that includes the following steps.

4. The Faculty Personnel Policy and Review Committee and the Vice President for Academic Affairs **and the Dean of the School of Music (for positions in the School of Music)** will present their tentative conclusions to each other and discuss their respective reasons with openness to any opposing points of view.

GENERAL POLICIES

B. Illness, Emergency Medical and Family Care Reasons for Absences (page 69)

Occasionally a faculty member must cancel class because he or she is ill, has a personal medical emergency, or has unanticipated family care obligations. In such cases, the faculty member should promptly inform students of his or her absence and, if feasible, provide alternative learning activities for the students. When possible, **the department chair, program director or Associate Dean of the School of Music** will work with faculty colleagues to provide coverage for their missed classes.

C. Inclement Weather

It is the policy of the University to remain open and continue operating during periods of severe weather. However, the University recognizes that because of hazardous conditions, some faculty members may find it difficult to report to work. If a faculty member cannot report to work because of inclement weather, he or she should promptly report this to **the department chair, program director or Associate Dean of the School of Music**. See further information about severe weather in the Office of Human Resources' Employee Guide.

D. Reporting Missed Classes and Obtaining Approval for Extended Absences (page 70)

In addition to promptly reporting class absences to his or her students, the faculty member should notify his or her department chair, **program director or Associate Dean of the School of Music** of the absence and of the arrangements for covering the class. A faculty member who finds that he or she must cancel classes at the last minute may ask the department's, program's, or school's secretary to post a notice in the classroom to the students announcing that the class is canceled; such absences also should be promptly reported to the department chair **or program director or Associate Dean of the School of Music**. A faculty member who needs to miss more than one week's worth of classes for any course should first discuss this need with the Vice President for Academic Affairs **(for positions in the College of Liberal Arts) or the Dean of the School of Music (for positions in the School of Music)** before completing arrangements. If, as a result of unplanned

absences, a faculty member misses as much as one week's worth of classes, he or she should report this to the Vice President for Academic Affairs (***for positions in the College of Liberal Arts***) or ***the Dean of the School of Music (for positions in the School of Music)*** along with a summary of how the absences were covered.

VII. Classroom Observation Policy for Faculty Members on Full-time Term and Part-time Appointments

(Revised and effective December 4, 2011)

For term and part-time faculty members, peer observations serve a developmental purpose. They can also serve as evidence of teaching effectiveness when considering a request for an extension of the term or part-time appointment. No single faculty member shall do a majority of the observations. At least half of the observations shall be done by tenured faculty members. The timing of classroom observations shall be arranged by the Chair, Director, or ***Associate Dean of the School of Music*** in consultation with the faculty member being observed. The courses observed shall reflect the range and type of courses normally taught by the observed faculty member.* Each observation shall cover an entire session of the class. Following the observation of each course, the observing faculty member shall provide both written and oral feedback in a timely fashion to the observed faculty member. The observer shall also provide a copy of the written feedback to the Chair, Director, or ***Associate Dean of the School of Music***, ~~and~~ to the Vice President for Academic Affairs, ***and the Dean of the School of Music (for positions in the School of Music)*** to be placed in the observed faculty member's personnel file.

IX. Conflict of Interest Policy

Article II. Definitions

5. Conflict of Interest Committee

This committee shall consist of the Vice President for Academic Affairs, ***the Dean of the School of Music*** and the Vice President for Finance and Administration, as well as three additional individuals designated by the President of the University.

Article III. Procedures

2. Determining Whether a Conflict of Commitment or Interest Exists

The Vice President for Academic Affairs, ***the Dean of the School of Music*** and the Vice President for Finance and Administration will collect the annual Conflict of Interest Disclosure Forms and will conduct an initial review of each conflict of interest disclosure to determine if a potential conflict appears to exist, or, in fact, exists.

3. Procedures for Addressing a Conflict of Commitment or Interest

a. If a conflict appears to exist, the Vice President for Academic Affairs, ***the Dean of the School of Music*** and the Vice President for Finance and Administration will consult with the other members of the Conflict of Interest Committee to confer, and if appropriate, discuss possible options to manage, reduce, or eliminate the conflict.

In the case of funded or potentially funded grant projects, investigators will be asked to certify their familiarity with DePauw's conflict of interest policy and disclosure requirements for each proposal submitted to an external funding source. If there is an apparent conflict to be disclosed, the investigator

must complete the Conflict of Interest Disclosure Form and forward it to the Vice President for Academic Affairs **or the Dean of the School of Music.**

XIII. Electronic Communications and Acceptable Use Policy

H. Definitions

9. "University authorization," "University authorized," or authorization from the "University," or a "University official," or "University officials" means any written or oral express permission granted by one of the following University representatives: the President, the Vice President for Academic Affairs, **the Dean of the School of Music** or the Chief Information Officer.

XIX. Field Trip and Special Event Funds

Request Guidelines

Approval of requests for Field Trip and Special Event Funds will be made by email, usually within a week of submission of your request. ~~CLA~~ **College of Liberal Arts** faculty members who have questions should contact the Dean of **Student Academic Life**. ~~SOM~~ **School of Music** faculty members who have questions should contact the **Associate** Dean of the School of Music.

XXI. Hospitality Funds

Whenever possible, faculty members should use a University commercial credit card to cover expenses. ~~CLA~~ **College of Liberal Arts** faculty members should send original, itemized receipts and a signed voucher reimbursement sheet promptly to the Academic Affairs Office. ~~SOM~~ **School of Music** faculty members should submit materials for reimbursement through the **Associate** Dean of the School of Music. (Revised August 14, 2014)

XXIV. Intellectual Property Policy

Administration, Interpretation and Dispute Resolution Interpretation of this Policy

- I. Administration This policy shall be administered by the supervising vice presidents.
- II. Interpretation and Dispute Resolution All issues of interpretation and dispute resolution shall be managed by either the Vice President for Academic Affairs, **the Dean of the School of Music**, or the Vice President for Finance and Administration, or another senior officer designated by the President.