

# College of Arts and Sciences Faculty Meeting

Thursday, May 11, 2023

3:30 p.m. – 5:00 p.m.

Platte River Room, Nebraska Union

## AGENDA

1. Approval of Minutes from the Fall Faculty Meeting held on December 14, 2022. See Appendix, pages 2-5.
2. College Updates and information items
  - a. Updates from the Dean
  - b. NU Extension Collaboration Update – Kathleen Lodi/Jentry Barrett
  - c. Associate Dean for Undergraduate Education updates – June Griffin
  - d. Associate Dean for Faculty updates – Pat Dussault
  - e. Associate Dean for Research and Graduate Education updates – Will Thomas
3. Recommendation from the Dean and the College Executive Committee to approve proposed changes to the Bylaws of the Faculty to add the Committee for Advancing Undergraduate Success and Equity (CAUSE) as a standing committee – this replaces the Undergraduate Education Working Group. See Appendix, page 6.
4. Recommendation from the Dean and the College Executive Committee to approve proposed changes to the Professor of Practice Guidelines. See Appendix, pages 7-15.
5. Opportunity for faculty to ask questions arising from annual reports of the various college committees. See appendix, pages 16-22.
  - a. Executive Committee (page 16)
  - b. Promotion and Tenure Committee (pages 16-17)
  - c. Curriculum and Advising Committee (pages 17-18)
  - d. Committee on Student Academic Distinction, Awards, and Appeals (pages 19-20)
  - e. Assessment Committee (page 20)
  - f. Research Advisory Committee (pages 20-21)
  - g. Endowed/College Professorships Committee (page 21)
  - h. Inclusion, Diversity, Equity, and Access (IDEA) Committee (page 21)
  - i. Academic Freedom and Freedom of Speech Committee (page 22)
6. Questions and Feedback

## APPENDIX

### 1. Fall CAS Faculty Meeting Minutes (14 Dec 2022)

3:33 pm: Dean Mark Button called the meeting to order.

1. College Updates and information items
  - a. Appointment of Robert Gorman as Parliamentarian
  - b. Updates from the Dean's Office

Mark Button:

This year began with a focus on rebuilding a sense of community, connection, and belonging. He has enjoyed visiting classes, unit meetings, and other gatherings. Please reach out to Tonda Humphress, the new Executive Assistant to the Dean, to arrange a visit this spring. This has been the first full year of implementing the College Strategic Plan. The first annual report will appear at the start of the next calendar year. The 6-year graduation rate goal has already been achieved: 67.2% (from 55.5%). This was with the great help of the advisors and career navigators. The 1<sup>st</sup> year retention increased 2%. In his update, Associate Dean Will Thomas will describe the college's outstanding research activity. The College is increasing its efforts to attract new students including adult learners. With 19 active faculty searches, we are monitoring our success in advancing diversity, equity, and inclusion. Soon, the college expects to introduce our new DEI Faculty Coordinator.

June Griffin:

Associate Dean June Griffin was not able to attend, so Dean Button summarized CAS UP! Plans. The current focus is on attracting students, which is important because the number of new students in the college decreased last year. Every unit has submitted their Recruiting plan with very specific goals. Another key activity is that all units are reviewing and updating Learning Outcomes for their majors and minors.

Will Thomas:

Associate Dean Will Thomas provided some highlights regarding Graduate Education. In the last semester, he has met with every graduate director. There are three initiatives. 1) Dean Button has allocated funds to two recruitment fellowships to each unit. They will be called the Dean's Fellowships. 2) There is a discussion about stipends based on data collected by Assistant Dean Kimbrough from other Big Ten schools. Six departments with the biggest gaps that will raise their stipend levels with College support. 3) More work will be done to further develop the many ideas presented by the Grad Chairs.

Last year, the college achieved \$47.2M in research funding. This year, the first six months is \$28.1M in external funds, which is more than 50% of last year. The Research Advisory Committee has an internal program that allocated \$50K to various research proposals.

Pat Dussault:

Associated Dean Dussault shared information about faculty. New faculty orientation was provided for 9 incoming faculty. There is pre-tenure workshop, and a Promotion and Tenure Q&A. The College has renewed having lunch. We only had 3 promotion files this year, whereas it is usually 13. We had 24 Faculty Development Leave requests, which is normally closer to 30. The college has 19 faculty searches underway. The Awards Committee dealt with teaching awards the other day.

Alecia Kimbrough:

Assistant Dean for Business and Finance, Alecia Kimbrough, provided budget and staffing updates. CAS Connections workshops will focus on inclusiveness and community. New meetings will be scheduled to measure and develop staff strengths. There will soon be a new

Staff Senate. CAS has the largest number of members on the Staff Senate. On the budget side, the current budget is facing a \$23M shortfall. The Chancellor has identified some strategies that focus on recruiting, an increase in tuition, and efficiencies to reduce administrative costs. The new incentive-based budget model is expected to start on July 1, 2022. We will continue to monitor this in the spring.

2. Approval of Minutes from the Spring Faculty Meeting held on May 3, 2022. Approved without opposition.

3. Recommendation from the Dean and the College Executive Committee to approve the updated college mission statement.

Button: The College's mission statement has not been updated since 1992. When he came on board, the college began a review and then sought feedback from departments. The word "citizenship" has now been made more inclusive.

Moved and seconded to approve. **Vote: 39 yes, 0 no, 0 abstain**

4. Discussion was held regarding the recommendation from the Dean and the College Executive Committee to approve proposed changes to the Bylaws of the Faculty to add the Committee for Advancing Undergraduate Success and Equity (CAUSE) as a standing committee – this replaces the Undergraduate Education Working Group.

Button introduced the motion. We will vote on it in the spring.

Deb Minter (English) noted that we need to be careful about increasing workloads, but this is a good change because it coordinates important activities.

5. Discussion was held regarding the recommendation from the Dean and the College Executive Committee to approve proposed changes to the Professor of Practice Guidelines.

Dussault shared that the existing Professor of Practice guidelines from 2005. These guidelines will not be part of the bylaws, but they are important for guiding the College. There were several meetings throughout the college to develop the new guidelines. Practice faculty will have full voting rights on all CAS committees. And full voting rights for any position at equal or lower appointments. They will not have rights to vote on tenure, or on tenure-track reappointments. A recommendation is that formal reappointment evaluations of Fully promoted Professors of Practice would be required only if requested by the unit. There is also more guidance in the case that a Professor of Practice if there is a negative vote on reappointment.

Mike Herman (Biological Sciences): How would a unit access this reappointment, and are there appeals built into it?

Dussault: The unit can request a review of a Full Professor of Practice at any time. There process for a request for reconsideration goes to the Dean.

Herman: I think it needs to be clear who has the authority to request the process.

Jeannette Jones (Ethnic Studies and History): From the document, "The Professor of Practice can vote on all questions related to unit operations and processes" Is that true?

Dussault: In the discussions, the hypothetical issue would be a Professor of Practice with no research apportionment being able to vote on tenured faculty in matters of promotion. The response was that each person has a range of expertise.

Bill Glider (Biological Sciences): When a reappointment is made, what is the term length?

Dussault: Modification of the term is a recommendation by a committee that goes to the Chair and then goes to the Dean.

Button: The College will begin working on similar guidance documents for research faculty.

6. Notification from the Dean and the College Executive Committee regarding guidance, policies, and

procedures related to Instructional Continuity was provided.

Button: A range of continuity issues came up during covid that set off a need to provide guidance about continuity to keep everyone aligned with the Board of Regents. 98-99% of faculty already do this. Any questions or comments about this guidance? None were provided.

7. A recommendation from the Dean and the College Executive Committee to approve the title modification for the “Institute for Ethnic Studies” to “Institute for Racial and Indigenous Studies” was made.

Button: Motion requested. It was moved and seconded.

Stephen Lahey (Classics & Religious Studies): What is the reason for the change?

It was noted that the Institute for Ethnic Studies was created in 1972 and many people no longer understand what “Ethnic Studies” means.

**Vote: 47 yes, 0 no, 1 abstain**

8. The recommendation from the College Curriculum and Advising Committee to approve the proposed changes to UNL’s Achievement-Centered Education (ACE) general education program – Changing the current ACE 10 (Capstone) was shared.

Button: Motion requested. Moved and seconded.

Mark Griep (Chemistry): Read the statement from the Subcommittee regarding ACE 8/9. ACE 9 will be global awareness and ACE 10 will be diversity.

Question: How does this affect the College Distribution Requirements?

Button: The College has not decided on this point. If this is approved by all of campus, we will have a discussion.

Herman: What happens to the rigorous system of approving ACE 10 components, such as a scholarly document?

Button: Some current ACE 10 courses could apply for diversity ACE approval.

Herman: The hallmark of ACE 10 courses was the generation of a scholarly product that was evaluated, but now there is no cross-institution assessment.

Minter: If the college wants majors to have a capstone experience, the college could make it a requirement.

Jones: Most of our majors have a capstone built into their major. Are there departments considering eliminating their capstone because it is no longer ACE 10? It is also experiential learning.

Button: Most major programs do have a capstone, but perhaps the college would be interested in addressing this question through a college distribution requirement.

Jones: This change is driven by the students who felt they were getting an education that did not value the diversity of the American experience. This also came out of the Halualani Report.

**Vote: 53 yes, 4 no, 1 abstain**

9. Curricular Items.

Julia Frengs (Modern Languages & Literatures):

- a. Changes to the major in Biochemistry – Creating three options: Biochemical Analysis, Cellular Biochemistry, and Computational Biochemistry.

**Vote: 34 yes, 0 no, 1 abstain**

- b. Changes in the minor in Meteorology -- restructuring remove emphases and adjusting credit hours.

**Vote: 33 yes, 0 no, 0 abstain**

- c. Changes to the major in Anthropology – Restructuring to remove Standard, Forensics, and

Museum Studies options. Ken Bloom (Physics & Astronomy): Are we being encouraged to add or remove options?

Eric Malina (Chemistry): Some departments feel it is a recruiting tool. Others are removing unused options.

Ed Harris (Biochemistry): Our majors come from CAS and CASNR. CASNR approved these options two years ago and can use them. These options increase student flexibility.

Button: Anthropology found challenges in offering all the courses.

**Vote: 35 yes, 0 no, 0 abstain**

d. Changes to the major in Geography -- Updating required courses and credit hours for major.

**Vote: 35 yes, 0 no, 0 abstain**

e. Changes to major and minor in Spanish – Increasing major to 33 hours and minor to 18 hours; adding required courses to both.

**Vote: 35 yes, 0 no, 0 abstain**

#### 10. Questions and Feedback

Kelly Stage (English): Is this the same budget shortfall we have been hearing about or is it a new one?

Button: There was an increase in insurance costs and a decline in enrollment.

Alecia: The shortfall is larger than last year, mostly because of the inflationary component.

Deb: The shortfall will be discussed at the next Faculty Senate.

The meeting adjourned at 4:59 pm.

Minutes respectfully submitted by Mark Griep

**ITEM 3: Recommendation from the Dean and the College Executive Committee to approve proposed changes to the Bylaws of the Faculty to add the Committee for Advancing Undergraduate Success and Equity (CAUSE) as a standing committee.**

**Proposal: Rename the Undergraduate Education Working Group and make it a standing committee in CAS titled Committee for Advancing Undergraduate Success and Equity (CAUSE).**

**Justification:** CAS's Strategic plan includes ambitious goals for student success. Attaining these goals will be facilitated by creation of a standing College committee with representation from each unit offering an undergraduate major. The mission of the committee would follow closely from that of the Undergraduate Education Working Group, which would be phased out upon successful creation of the standing committee.

**Member Composition**

The Committee for Advancing Undergraduate Success and Equity (CAUSE) is chaired by the Associate Dean for Undergraduate Education, includes a college student success leader and 1 appointed representative from each unit with a major in CAS; units with multiple majors can have up to two representatives. The representative should be the Vice Chair, Undergraduate Committee Chair, or Curriculum Committee chair in that unit or another representative with recommendation of unit leadership. The committee should also include a representative from any major shared with another college.

**Purpose of the Committee**

The Committee for Advancing Undergraduate Success and Equity (CAUSE) is charged by the Dean's office to undertake efforts to increase student retention, eliminate barriers to degree completion, and decrease equity gaps in student success. These efforts can include review and discussion of student success data, review of academic policies and practices within CAS, and the development and sharing of strategies and initiatives to meet the college's student success goals. Committee members convey information shared at meetings with their units and gather input from their units to raise issues of concern and make recommendations on issues under consideration by the committee.

**Schedule**

The committee meets monthly during the academic year.

ITEM 4. Recommendation from the Dean and the College Executive Committee to approve proposed changes to the Professor of Practice Guidelines.

College of Arts and Sciences Professors of Practice Guidelines

(Proposed revisions December 2022)

Appointments.....1

Rights and Responsibilities .....1

Hiring Professors of Practice.....3

Reappointment Process.....3

Promotion .....4

Evaluations: Progress towards Promotion.....6

Professional Development .....6

Professors of Practice, term-appointed faculty with a focus on instructional activities, make vital contributions to the College of Arts and Sciences (CAS). The following guidelines describe CAS practices related to hiring, appointment, promotion, evaluation, and development of Professors of Practice; a term used in this document to encompass Practice faculty members of any rank. The College Guidelines take priority over unit guidelines. In the event of any inconsistency with University of Nebraska-Lincoln (UNL) guidelines and policies, the UNL guidelines have priority.

<https://executivevc.unl.edu/faculty/evaluation-recognition/guidelines> and <https://executivevc.unl.edu/faculty/searches-appointments/appointments-templates>

Appointments

Professors of Practice may be appointed one to three years as an Assistant Professor; one to four years as an Associate Professor; and one to five years as (full) Professor. Appointments must include an instructional apportionment of at least eighty percent. As described below, the specific responsibilities assigned to each faculty member will vary by department and must be clearly specified in the appointment contract.

Rights and Responsibilities

Professors of Practice can have up to twenty percent of their apportionment outside of teaching, typically in research and/or service. Service responsibilities of Professors of Practice and assessment of achievement in service activities, will be determined using unit standards. Efforts within assigned research apportionments may be related to the scholarship of teaching and



learning. When assessing any area of effort, departments must scale expectations to apportionment.

The instructional apportionment may include a mixture of teaching, advising, and/or curriculum support and development; for examples of activities considered part of an instructional appointment, see: [http://svcaa.unl.edu/documents/apportionment\\_categories.pdf](http://svcaa.unl.edu/documents/apportionment_categories.pdf). The specific mix of responsibilities may vary by unit and may shift over time, as long as the duties remain primarily directed (80% or more) to support of the instructional mission.

In units with graduate programs, these duties might encompass training and oversight of graduate teaching assistants. Note that instruction of graduate courses, service on graduate supervisory or examination committees, or advising/co-advising graduate students requires the formal approval of the Graduate College. See:

<https://www.unl.edu/gradstudies/about/graduate-faculty>

Given the potential variation in duties and responsibilities associated with Practice appointments, it is essential that appointing units provide expectations for performance. Offers and reappointment letters, or an accompanying MOU, must describe the formal apportionment of duties associated with the appointment, an idea of the expected teaching load at the listed apportionment, and standards guiding evaluations of Superior or better in each area of apportionment. These standards should also be set out in unit bylaws or policies and submitted as part of any hiring, reappointment, or promotion request. Professors of Practice should have access, through the appointing unit, to formal mentoring support.

Given their key role in the instructional mission, it is expected that Professors of Practice will have broad involvement in unit operations and governance. The College of Arts and Sciences, while recognizing variance in models of unit governance, maintains broad guidelines for the governance role of all faculty, including Professors of Practice: see [https://cas.unl.edu/docs/CAS\\_Handbook\\_7-2019.pdf](https://cas.unl.edu/docs/CAS_Handbook_7-2019.pdf). These guidelines are in turn subordinate to university guidelines, for example <https://executivevc.unl.edu/faculty/evaluation-recognition/guidelines>. The section below sets out basic expectations of the College in relation to the voting rights of Professors of Practice.

It is the expectation of the College that Professors of Practice will have full voting rights on questions related to unit operations and processes not involving faculty personnel matters. Professors of Practice serving as members of personnel, advisory, or executive committees may take part in any evaluations or recommendations coming from the committee.

Professors of Practice may vote on the promotion evaluations of any faculty member aspiring to the same or lesser rank, including tenure-line and research faculty, and on the reappointment of any non-tenure-line faculty of lesser rank. Professors of Practice, regardless of rank, do not vote as part of evaluations for tenure. (UNL *Guidelines*, section VI.D). College policy is that Professors of Practice do not vote on reappointment of pretenure faculty members or the decision to recommend tenure within an offer of employment. Because evaluations for promotion and tenure are often conducted in parallel, units must hold separate votes on the questions of promotion, tenure, and on the adjectives assigned to each area of apportionment.



## Hiring Professors of Practice

Given the essential role played by Professors of Practice, it is critical that we hire the best candidates for openings in these ranks. Just as with tenure-track faculty positions, the standard hiring path for Professors of Practice is through open national searches that have a focus on excellence in instructional activity. As part of the College's strategic goal of enhancing diversity, units are expected to plan and conduct recruiting and searches in an inclusive manner; see the CAS section on *Recruitment and Hiring* (under Administrative Tools; <https://cas.unl.edu/administrative-tools>).

## Reappointment Process

Fully promoted Professors of Practice are not required to undergo a formal reappointment review unless this is requested by the major appointing unit. Reappointment may instead be accomplished through a request originating with the unit director.

Reappointment reviews of Assistant and Associate Professors of Practice are typically conducted in the final year of the current contract. These reappointment reviews follow similar processes and have similar requirements as 4<sup>th</sup> year reviews of tenure-track faculty. Unit processes for reappointment must follow policies described in this document and at <https://executivevc.unl.edu/faculty/evaluation-recognition/guidelines>.

The reappointment evaluation should be prepared as per guidelines posted at <http://cas.unl.edu/p-t-candidate-file-preparation> and submitted through the CAS RPT system (<https://cas-rpt.unl.edu/>). Please note that reappointment evaluations for Professors of Practice do not include external reviews. The College requires a letter from the unit director detailing the vote(s) of the faculty review committee, vote on the question of reappointment, the recommended term of reappointment, and the department's rating of the candidate as *Outstanding*, *Superior*, *Good*, *Adequate*, or *Inadequate* in each area of apportionment. In a separate paragraph or section, the unit director is expected to provide an independent recommendation and set of ratings. This letter must be included in the candidate's file that is submitted to the Dean's Office using the CAS RPT system (<https://cas-rpt.unl.edu/>)

The results of this recommendation must be shared with the faculty member, who will have the opportunity to respond and/or request reconsideration of any negative decision at the unit level following procedures and guidelines similar to those in a promotion evaluation. There is no formal appeal of a negative reappointment review beyond the College level, other than through campus grievance processes.

A faculty member who will not be put up for reappointment as a result of a negative reappointment review must be given notice that they have one additional year on the faculty, after which the position will be terminated. See <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-bylaws.pdf?la=en> (Section 4.4.2) and <https://executivevc.unl.edu/faculty/searches-appointments/non-reappointment>.

Any decision not to reappoint a Professor of Practice must be informed by an evaluation and vote from an appropriate review committee. Units anticipating the possibility of nonappointment

should contact the Associate Dean for Faculty and the Associate Vice Chancellor for Faculty and Academic Affairs at least a year prior to the end of the current appointment. In this circumstance, the unit may be counseled to hold a continuation review to determine whether the candidate will be considered for reappointment in the following year.<sup>1</sup>

## Promotion

Promotion to either Associate or Full Professor of Practice requires evidence of contributions to advancing learning, academic or professional instruction, and, more specifically, demonstrated excellence in instruction and pedagogy. Processes governing promotion in rank are described at <https://cas.unl.edu/administrative-tools> (See Promotion and Tenure/Processes) Peers and administrators evaluating a candidate for promotion to Professor should review documentation of the entire academic career to date with emphasis on the period in the current rank.

For promotion to Associate Professor of Practice there should be evidence of leadership in instructional activity and instructional accomplishments beyond the department, including university and disciplinary engagement. Note that the *CAS Handbook* states: For promotion to associate professor and the granting of tenure the candidate should have an overall rating of at least superior performance, taking into account the candidate's assignment, together with clear promise of continuing performance at this level.

For promotion to Full Professor of Practice, the instructional work should include evidence that the candidate's instructional activities and/or practice have resulted in national or international visibility, leadership, and/or impact. The *CAS Handbook* calls for "clear evidence of continued contribution in the areas of teaching, research, and

---

<sup>1</sup> The review, comprising an evaluation and formal vote from the faculty review committee, should be structured similarly to a reappointment evaluation in terms of timeline, materials to be submitted, and composition of the review committee. It is the College's expectation that a negative outcome to a continuation review will occur in the following circumstances: unsatisfactory performance, defined by the College as falling below an average rating of "good" for two review cycles within a three-year period; significant changes in instructional need; or extraordinary financial limitations. In cases where the continuation review is undertaken due to anticipation of significant changes in instructional need or extraordinary financial limitations, a summary of the anticipated changes and/or the financial limitations should be shared in advance with the faculty member, who may then choose what materials to submit as part of the continuation review.

The outcome of the review must be shared with the faculty member, who must be provided the opportunity to appeal a negative decision at the unit level, and to submit a response and/or appeal materials. Note that a positive recommendation in a continuation review is an affirmation that a reappointment review will be conducted; it is not an endorsement of reappointment. There is no appeal of a negative continuation review beyond the College level, other than through campus grievance processes.

service significantly beyond the level of accomplishment expected for promotion to associate professor”, and notes that promotions to full professor should be accompanied by an overall rating of superior over a sustained period of time.” The UNL *Guidelines for Evaluation of Faculty* note that “**MOST** phases of the candidate's work must be judged excellent, evidencing a level of sustained creativity in the salient areas of the candidate's work. Such creativity is of the sort that would merit national recognition in appropriate arenas.”

There is no requirement that faculty of Practice seek promotion nor is there any time limit on when promotion can be sought. In analogy to the promotion of tenure-line faculty to Associate rank, the College anticipates that an Assistant Professor of Practice whose overall performance averages Superior or better would be able to meet the standards of promotion within six years in rank. Assistant Professors of Practice who have established a history of performance significantly exceeding expectations may choose to go up for promotion earlier; promotion after fewer than five years in appointment is extremely unusual.

The College of Arts and Sciences requires letters from a minimum of four external reviewers as part of any promotion evaluation. At least three letters must come from individuals who hold the rank of Full Professor, or the equivalent in an instructional rank, and who come from institutions classified as Carnegie Very High Research Activity (often described as “R1”). Assuming this core requirement is met, additional letters from renowned and fully promoted teaching faculty who are at non-R1 institutions (for example, an excellent liberal arts college) or in Associate rank at an R1 institution (for promotion to Associate Professor of Practice) may be acceptable. Contact with external reviewers is made by the unit conducting the review and only after obtaining permission from the College (through the Associate Dean for Faculty); for details, see [http://cas.unl.edu/docs/CAS\\_Policy\\_on\\_External\\_Reviews\\_May2021.pdf](http://cas.unl.edu/docs/CAS_Policy_on_External_Reviews_May2021.pdf).

External reviewers will be provided with an instructional portfolio for their review and asked to evaluate the candidate’s instructional and pedagogical contributions. The portfolio should highlight the candidate’s instructional contributions to the department, college, and university as well as (for promotion to full) evidence of leadership and impact in the discipline on matters of instruction and pedagogy. The reviewers will be provided with an overview of the Professor of Practice faculty evaluation criteria described above.

Candidates for promotion to Associate or Full Professor of Practice may choose to obtain letters from individuals internal to UNL who can speak to the qualities of the candidate’s instructional activity. These letters are comparable to peer-review documentation and can be included in the file as evidence of excellence. They do not count, however, as external review letters.

Candidates, if promoted, will be appointed with a new contract at the higher rank. If Departments vote not to promote a candidate who is in the final year of a contract, a vote on the candidate’s reappointment must occur. This reappointment vote can occur at the same meeting as the promotion vote or can be handled in a separate meeting.

See also [https://cas.unl.edu/docs/CAS\\_PandT\\_Processes\\_July\\_2021-v2.pdf](https://cas.unl.edu/docs/CAS_PandT_Processes_July_2021-v2.pdf). Unit and College promotion processes are subordinate to UNL policies described at:

<https://executivevc.unl.edu/faculty/evaluation-recognition/guidelines> and <https://executivevc.unl.edu/faculty/evaluation-recognition/promotion-tenure>.

### Evaluations: Progress towards Promotion

Professors of Practice undergo annual evaluation at the same time as other faculty members in the unit. The evaluation must be based upon unit standards in teaching and any other areas of apportionment and should explicitly consider relative apportionments. Resources for preparing evaluations can be found in the SharePoint site for Chairs and Directors.

At intervals no greater than three years, there must be a substantive conversation with not fully promoted faculty regarding progress towards promotion or other advancement. These discussions should be confidential and involve input from a review body able to provide informed and confidential feedback. It is suggested that unit directors solicit input from the body responsible for the annual merit evaluation to inform this conversation about promotion.

### Professional Development

The College expects Professors of Practice to become instructional leaders in their disciplines and is committed to their professional development and growth.

The College places great emphasis on mentoring of faculty members. If problems arise, departments should take the initiative to help faculty achieve success. The College strongly encourages units to carefully consider the annual evaluations of Professors of Practice and, if there are any deficiencies in the record, to help the faculty members figure out how to improve their performance. Mentoring can play a vital role in this process.

The College encourages Professors of Practice to use the resources available to build a local, regional, national, and, if relevant, international record for instructional excellence. These resources include the opportunity to apply for a Faculty Development Leave after six years of full-time service, with full pay for a one-semester leave and half pay for an academic year leave. This is the same leave program available to tenure-line faculty. Given the critical instructional roles occupied by Professors of Practice, it may be more difficult for departments to cover duties during the leave semester. Accordingly, to not disadvantage Professors of Practice for leave consideration from their departments, the College will fund replacement costs for one-semester leaves conditional upon adequate documentation of need from the unit director.

Professors of Practice are eligible for CAS faculty travel funds to support reporting of creative activity (reading/presenting a paper or a poster or who are on the program of a conference or meeting as a panel chair, panel discussant, or conference/meeting organizer. See. [https://cas.unl.edu/docs/TravelForm\\_2021-2022.pdf](https://cas.unl.edu/docs/TravelForm_2021-2022.pdf). Professors of Practice may apply for a number of CAS grants that support research and/or instructional improvement (<https://cas.unl.edu/college-faculty-funding-programs>) and are eligible for a number of College awards (<https://cas.unl.edu/faculty-staff-recognition>).

## Background and justification related to the proposed revision

### History

The existing version of the Professors of Practice Guidelines, found at <https://cas.unl.edu/professors-practice-guidelines>, were approved in 2016. The proposed revision was initiated by the Associate Dean for Faculty in partnership with the College Executive Committee. Drafts of the revision were discussed with the CAS Chairs and Directors group and at two meetings with CAS Professors of Practice. CAS Executive Committee further edited the document and voted to bring the version shown as a motion to the College faculty. The motion was shared with all CAS faculty in November; there were no attendees at a scheduled Q&A session in November.

### Summary of changes relative to 2016 version

*Introduction:* Removal of a discussion of appointments (now a separate section).

*Appointments:* Now a stand-alone section. No significance changes.

#### *Rights and Responsibilities:*

Minor changes: The first several paragraphs have been revised for clarity.

Major changes: The last three paragraphs, which discuss participation of Professors of Practice (PoPs) in unit governance, include significant changes.

PoPs would have full voting rights on questions related to unit operations and processes. As a member of personnel, advisory, or executive committees, PoPs could take part in any and all evaluations before that committee.

The proposed revision declares PoPs part of the electorate for promotion evaluations of any faculty member aspiring to equal or lesser rank, and for reappointment evaluations of non-tenure line faculty of lesser rank.

The revised document leaves unchanged the policy that PoPs do not vote on evaluations for tenure. The document makes clear this also precludes voting on reappointment evaluations of pretenure faculty, or decisions to recommend tenure with an offer of employment.

Rationale: The 2016 document, while authorizing PoPs of suitable rank to participate in the reappointment and promotion evaluations of Practice faculty of lesser rank, is silent on voting rights related to faculty evaluation except to note that Practice faculty do not take part in tenure decisions.

Note on intent: The CAS Executive Committee came to a consensus that PoPs of suitable rank should have the right to take part in promotion evaluations of both tenure-line and

non tenure-line faculty. The EC considered and rejected alternatives that would have left this decision to units.

Background documents: UNL *Guidelines for Evaluation of Faculty* (on promotion): “The committee normally is composed of the persons in the unit who hold the rank equal to or higher than that to which a candidate aspires, or an elected subset of this group.” CAS *Handbook*: The recommendation is customarily considered and approved by a majority of all department or school faculty members with tenure in or above the rank to which promotion is being made. *Note that the Handbook is under revision and this section will need to change.*

*Hiring Professors of Practice*: Minor wording change encouraging inclusive hiring practices.

#### *Reappointment Process:*

Major change: Formal reappointment evaluations of Fully promoted Professors of Practice would be required only if requested by the unit.

Rationale: Fully promoted PoPs have generally been through four or more reappointment evaluations and a requirement for further evaluations was not considered an efficient use of candidate and unit time. An evaluation will be conducted if requested by the unit.

Major Change: The new document clarifies the timing and procedures for reappointments and makes clear that non reappointment must be informed by an evaluation from an appropriate review committee.

Rationale: The discussion of timing and procedures is for clarity; the discussion of procedures for nonreappointment provides consistency with EVC guidelines.

Major change: The revised version describes the possibility of holding a special continuation review one year prior to a reappointment evaluation. A footnote in the document describes processes for continuation reviews.

Rationale: Faculty members at UNL with two or more years in a full-time appointment are guaranteed one year advance notice of nonreappointment. If there were to be serious problems in performance, a continuation review could be requested a year prior to the end of the current appointment. The record of PoP performance over more than a decade suggests that continuation reviews will be rare events, which is why much of this section is described within a footnote.

#### *Promotion:*

Minor changes:

The standards for promotion are clarified by referring to statements within the *CAS Handbook*, including the expectation of an overall rating of at least superior performance.

Rationale: Increased clarity

The section on external reviewers is updated to refer to and be consistent with updated CAS documents related to external reviews and promotion processes.

Rationale: To clarify that overall promotion processes are the same as for any faculty member in the College while also detailing options in reviewer selection that may be available to Professors of Practice.

Major change:

The revision removes an incorrect statement about the requirements for early promotion: “As with all early promotions, a successful case would require evidence that the candidate has achieved in a shorter period of time the high level of performance expected over the six-year period.”

*Evaluations: Progress toward Promotion:*

Describes periodic consultations for faculty members who are not fully promoted.

Rationale: Consistency with UNL *Guidelines for Evaluation of Faculty*.

*Professional Development:* Relatively minor changes and updates.



## **Item 5. Opportunity for faculty to ask questions arising from annual reports of the various college committees.**

### **5. Opportunity for faculty to ask questions arising from annual reports of the various college committees.**

#### **a. Executive Committee**

The college Executive Committee serves in an advisory role to the dean regarding significant policy initiatives and general welfare of the college.

The Executive Committee is chaired by Dean Button and consists of the Associate Deans and 8 faculty members, five elected and three appointed. The committee members for 2022-2023 were:

#### **Member name, department, appointment date and term end year**

- Ingrid Robyn, Modern Languages and Literatures and Ethnic Studies (Humanities) appointed; 2022
- Rupal Mehta, Political Science (Social Sciences) appointed; 2022
- Robert Powers, Chemistry (Sciences) appointed; 2022
- Petronela Radu, Mathematics (Sciences) elected; 2021
- Rachel Azima, English (Humanities) elected; 2021
- Morgan Palmer, Classics & Religious Studies (Humanities) elected; 2022
- Lisa Kort-Butler, Sociology (Social Sciences) elected; 2022
- Diazaburo Shizuka, School of Biological Sciences (Sciences) elected; 2022
- Dean Mark Button
- Associate Dean June Griffin
- Associate Dean Pat Dussault
- Associate Dean Will Thomas

#### **2022-2023 Executive Committee activities:**

- Finalize the revised and updated CAS Mission Statement
- Consider proposed name change for the Institute for Ethnic Studies
- Review and provide feedback on the proposed revision of Guidelines for Professors of Practice
- Consider proposed changes to Undergraduate Education Working Group
- Review and provide feedback for the new Guidelines for Research Faculty
- Review and update Promotion and Tenure Standards in the College
- Review and provide feedback on the Quality of Teaching Document
- CAS Bylaw Revisions and Updates
- Review proposed CAS Instructional Continuity Policy
- Discussed 3<sup>rd</sup> year reappointment evaluations: costs and benefits
- Reviewed and discussed the Budget Planning Process
- Reviewed and provided feedback on the CAS Faculty Grievances Policy

#### **b. Promotion and Tenure Committee**

The annual review of tenure and promotion recommendations began in early November. The committee reviewed 3 recommendations regarding promotion to Associate Professor with tenure, 10 recommendations regarding promotion to Professor, 2 recommendations for promotion to Associate Professor of Practice, 1 recommendation for promotion to Professor of Practice, and 1 recommendation regarding promotion to Research Professor.

2022-2023 Committee members: Alan Christensen (School of Biological Sciences), Carrie Heitman (School of Global Integrative Studies), Iker Gonzalez-Allende (Department of Modern Languages and Literatures), Regina Werum (Department of Sociology), Stephen Lahey (Department of Classics and Religious Studies), and Stephen Ducharme (Department of Physics and Astronomy), Associate Dean Pat Dussault, and Dean Mark Button, Chair.

### **c. Curriculum and Advising Committee**

The committee reviewed:

- 9 new courses with ACE proposals;
- 2 new courses with ACE and CDR Diversity proposals;
- 1 new course with ACE, CDR Diversity and Experiential Learning proposals;
- 2 new courses with ACE and Experiential Learning proposals;
- 5 new courses with CDR Diversity proposals;
- 32 new course proposals;
- 2 change/Add ACE proposals;
- 1 change/Add CDR Diversity proposals;
- 39 change/Add Experiential Learning proposals;
- 91 change course proposals;
- 103 course inactivation (remove/delete) proposals;
- 6 substantive change proposals for various majors and minors;
- 8 change proposals for various major and minors;
- 24 non-substantive proposals for revised Learning Outcomes for various majors

The Committee forwarded to the faculty the following recommendations to approve the proposed changes to the:

- Anthropology Major
- Biochemistry Major
- Film Studies Minor
- Geography Major
- Meteorology-Climatology Minor
- Spanish Major and Minor

The Committee approved non-substantive changes to majors and minors. The following changes went directly to the catalog editor.

- Communication Studies Major
- Economics Major
- Film Studies Major
- English Major
- Mathematics Major
- Sociology Major
- Women's & Gender Studies Major

The Committee approved changes to Learning Outcomes for the following majors. The changes went directly to the catalog editor.

- Biochemistry Major
- Chemistry Major
- Classics & Religious Studies Major
- Communication Studies Major
- Geology Major

- Meteorology Major
- English Major
- Environmental Studies Major
- Ethnic Studies Major
- History Major
- Mathematics Major
- Microbiology Major
- French Major
- German Major
- Russian Major
- Spanish Major
- Philosophy Major
- Physics and Astronomy Major
- Psychology
- Anthropology Major
- Geography Major
- Global Studies Major
- Sociology Major
- Women & Gender Studies Major

A sub-committee consisting of Dawn Kopacz, Alexander Vazansky and June Griffin reviewed proposals and made recommendations for the CAS Instructional Improvement Fund.

- Bethany Sanio, Department of Modern Languages and Literature, “Experiential Learning in Spanish for Medicine and Healthcare (SPAN 205)” \$5,000
- Michelle Homp, Department of Mathematics, “Asynchronous Math 203 Pilot” \$5,000
- Carol Subiabre, Department of Modern Languages and Literature, “Experiential Learning in Spanish for Law (SPAN 206)” \$5,000
- Anna Hiatt, School of Biological Sciences, “Improving Graduate TA Professional Development in the Life Sciences” \$5000

The committee made nominations for vacancies on the College Curriculum Committee for the 2023-2024 academic year.

The committee chair for the 2023-2024 academic year will be decided at the next committee meeting.

2022-2023 Committee Members: Professors Julia Frengs, chair (Modern Languages and Literatures), Ingrid Haas (Political Science), Xia Hong (Physics & Astronomy), Dawn Kopacz (Earth & Atmospheric Sciences), and Alexander Vazansky (History); McKenzie Nelson and Grace Michaels (Student Advisory Board Representatives); Christina Fielder (Director, CAS Advising Center); Amy Beyer (non-voting, CAS Advising Center); Rose Holz (non-voting, University Undergraduate Curriculum Committee-CAS Representative, Women’s & Gender Studies); and Associate Dean June Griffin (Executive Secretary).

#### d. Committee on Student Academic Distinction, Awards and Appeals.

##### Distinction

This report covers the period of three graduations: August 2023, December 2023, and May 2024. The College of Arts & Sciences awarded degrees with distinction as follows:

- based on academic record and submission of a thesis – 80 total
  - 48 degrees with Highest Distinction
  - 10 degrees with High Distinction
  - 22 degrees with Distinction
- based on academic record only – 203 total
  - 135 degrees with High Distinction
  - 68 degrees with Distinction

For the past several years the college has made a concerted effort to increase our numbers by emailing juniors and seniors encouraging them to write a thesis as well as asking major advisors to encourage their students. The chart below details the upward trend of students earning distinction with or without a thesis over the last five years.

|       | With Thesis |      |             |                | No Thesis |             |                 |   |
|-------|-------------|------|-------------|----------------|-----------|-------------|-----------------|---|
| Year  | Highest     | High | Distinction | Total w/Thesis | High      | Distinction | Total no Thesis | TOTAL Degrees with level of Distinction |
| 22-23 | 48          | 10   | 22          | 69             | 135       | 68          | 203             | 281 / 28.1%                             |
| 21-22 | 38          | 16   | 19          | 73             | 110       | 67          | 177             | 250 / 23.9%                             |
| 20-21 | 41          | 9    | 19          | 69             | 118       | 71          | 189             | 258 / 22.8%                             |
| 19-20 | 30          | 9    | 21          | 60             | 79        | 64          | 143             | 203 / 18.3%                             |
| 18-19 | 30          | 12   | 20          | 62             | 77        | 65          | 142             | 204 / 17.2%                             |

##### Scholarships

The college continues to partner with the Office of Scholarships and Financial Aid with the application process.

2023-2024 Academic year awards:

- 983 applicants did all or part of the college portion of the application. The committee considered just under 300 applicants for the awards controlled by the college.
- We recently received fund balance information and were able to make selections for 2023-2024.
  - 126 total scholarships
  - 115 students impacted (11 to receive 2 scholarships)
  - \$293,209 total in scholarships
    - Maximum awarded \$22,149
    - Minimum awarded \$500
    - Median awarded \$2085
    - Average awarded \$2550
  - 39 Funds used for scholarships
- Our awards are a mixture of need based and merit-based awards.
- We anticipate forwarding two nominations to the Office of Scholarships and Financial Aid for the Donald Walters Miller scholarship.

Summer 2022 and AY 2022-23 Dean's Experiential Learning Awards:


- The college partnered with the Global Experience office for the application and review process for education abroad which is done three times a year by term. Planning for 8-10 awards spanning summer, fall and spring for \$1500 each.
- There were 5 summer awards and 4 for Fall 2022/AY2022-2023 made. Due to staffing turnover in Global Education, no awards were made using CAS funds for Spring 2023.
- The awards will be made from scholarship funds designed for this purpose.
- We also partner with Global Education to subvent costs for faculty-led programs thereby reducing student cost.
  - \$26,200 was used for faculty subventions in Summer 2022 and Spring 2023.
- Applications for research and internships are done three times a year by term.
  - Internships
    - Summer 2022 – 8 awards ranging from \$250-\$1500
  - Research
    - Summer – 2 awards ranging from \$750-\$1200
    - Fall – 6 awards for \$525
    - Spring 2023 – Awards ranging from \$600-\$1000

### **Grade Appeal**

The college received no grade appeals during the report period.

2022-2023 Committee Members: Robert Shepard (School of Global Integrative Studies); Michelle Homp (Mathematics), Patty Simpson (Modern Languages & Literatures), Peter Angeletti (School of Biological Sciences), Sean Trundle (History), Kyle Hull (Graduate Student Representative), Malia Bloemker and Brigid Toomey (Undergraduate Student Representatives), Sarah Feit (CAS Advising), Associate Dean June Griffin

### **e. Assessment Committee**

The committee did not meet during the 2022-2023 academic year but a new Biennial Program review assessment cycle was established. See:  [Assessment review Cycle.xlsx](#)

### **f. Research Advisory Committee**

The Research Advisory Committee is chaired by the Associate Dean for Research and Graduate Education, William G. Thomas III.

Committee members are appointed by the Associate Dean for Research and Graduate Education and serve staggered two-year terms. A few of the members stayed for a third year or a second term. Committee members for 2022-2023 were:

#### *Member name, department, appointment date*

- Kristi Montooth, School of Biological Sciences (Sciences), 2019
- Colin McLearn Philosophy (Humanities), 2020
- Brie Owen, English (Humanities), 2020
- Laura Munzo, History (Humanities), 2021
- Rebecca Lai, Chemistry (Science), 2021
- Roberto Abadie, SGIS (Social Sciences), 2021
- Trey Andrews III, Psychology/Ethnic Studies (Social Sciences), 2021
- Luis Othoniel Rosa, MLL/Ethnic Studies (Humanities), 2021
- Jiantao Guo, Chemistry (Sciences), 2022
- Ng'ang'a Muchiri, English (Humanities), 2022

- Heather Richards-Rissetto, SGIS (Social Sciences), 2022
- Matthias Fuchs, Physics and Astronomy (Sciences), 2022
- Sarah Gervais, Psychology (Social Sciences), 2022
- William G. Thomas III, Chair (January 2021 – present)

The committee hosted two college-wide research roundtables and met two times in the Fall and three in Spring semesters to advise the college in matters pertaining to research and research funding.

The Fall 2022 research roundtable on Climate, Environment, People: Sparking Interdisciplinary Research across the Humanities, Social Sciences, and Sciences featured guest presentations from research teams at the University of Virginia and the University of Miami. The Spring 2023 roundtable, Arts and Humanities Creativity and Collaboration, focused on building interdisciplinary, cross-college research teams with scholars in the arts and humanities.

The committee reviewed 28 proposals for funding in the 2022-2023 academic year, 15 in Fall and 13 in Spring. On the committee's recommendation the College of Arts and Sciences made \$112,222.12 in awards for faculty research funding.

#### **g. Endowed/College Professorships Committee**

The committee reviewed and made recommendations to the Dean on five renewal applications for college professorships and seven renewals for university professorships. The Committee reviewed and made recommendations on eleven nominations for university professorships.

2022-2023 Committee Members: Jordan Stump (Department of Modern Languages and Literatures), Kristen Olson (Department of Sociology), Eileen Hebets (School of Biological Sciences), Martin Centurion (Department of Physics and Astronomy), Tim Borstelmann (Department of History), and Associate Dean Pat Dussault, Chair.

#### **h. Inclusion, Diversity, Equity, and Access (IDEA) Committee**

The committee reviewed the annual Inclusive Excellence and Diversity Award nominations for the College in faculty/staff, student, and group (department/unit) categories. One award was made to a graduate student. Announcements are forthcoming. In addition, the committee reviewed funding requests for three events, and awarded support for the UNL Women's Center Gender Equity Conference in Fall 2022, and a GEM event for recruiting underrepresented students in STEM to be held early next academic year. The committee is supporting a virtual writing retreat hosted by the Writing Center in May 2023 with particular encouragement for CAS faculty at the associate level to participate to help move towards promotion. The committee discussed how to review policies with an equity lens to address the action items in the CAS Strategic Plan, and has organized a plan for reviewing policies, such as department and unit tenure and promotion, to start early next academic year.

2022-2023 Committee Members: Faculty: Christine Kelley (Chair; Sciences; Mathematics), Kelsy Burke (Social Sciences; Sociology), Kathy Chiou (Social Sciences; Psychology), and Lynne Elkins (Sciences; Earth and Atmospheric). Staff: Emma Perry (Humanities; Writing Center). Graduate Students: Kaitlin Tademy (Mathematics). Undergraduate Students: Mason Mandolfo (Philosophy/Biological Sciences), Kate Vermilyea (English/Psychology).

**i. Academic Freedom and Freedom of Speech Committee**

During academic year 2022-23, the Academic Freedom and Freedom of Speech Committee consisted of: Amanda Gailey (Committee Chair, English), David Harwood (Earth & Atmospheric Sciences), Dawne Curry (History & Institute for Ethnic Studies), Beth Theiss-Morse (Political Science), Thomas Marley (Mathematics), Kristen Hoerl (Communications Studies) and Patrick Dussault (Dean's Office), ex officio. For part of the year, Curry and Marley were on leave, and were replaced by Ari Kohen (Political Science) and Adam Houston (Earth and Atmospheric Science), respectively.

This year, the committee organized two “Academic Freedom Conversations”: informal, hour-long events in which experts invited by the committee offer some introductory remarks, and then the discussion is opened up to the room. The events were open to the campus community. The first of these (“What is Academic Freedom?”), featured Julia Schleck (English). Schleck presented historical and contemporary definitions of academic freedom, after which attendees discussed some case studies. The second Conversation, “Teaching Controversial or Sensitive Material,” featured Lory Dance (Sociology and Ethnic Studies), David Harwood (Earth and Atmospheric Sciences), and Elizabeth Niehaus (Educational Administration). The lively discussion focused on building trust and rapport with students as a foundation for challenging class discussions, and methods for introducing material that some students may find objectionable. The committee intends to continue the Conversations series next year, with the goal of two such discussions per semester. We discussed possible topics and participants for those.

The committee met biweekly, with some exceptions, and in addition to planning events, we discussed academic freedom issues in the news, and academic freedom topics we thought may have particular local relevance.

The committee sought nominations for the 2023-24 academic year, and Alexander Vazansky (History) and Adam Houston were elected to replace Harwood and Curry, whose terms are expiring.