

LEHIGH UNIVERSITY FACULTY SENATE

Minutes of the Meeting held on March 6, 2020, 1:00 pm
Venue: Linderman Library 200

Faculty Senate Chair Professor Douglas Mahony called the meeting to order.

The roster of senators present for the meeting appears as Appendix 1.

[Appendix 1 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

1. Minutes of the Faculty Senate Meeting of 02/07/2020

Professor Doug Mahony called for any corrections to the minutes of the Lehigh University faculty senate meeting of 02/07/2020.

Motion to approve the meeting minutes was made and seconded. The minutes were unanimously approved.

The approved minutes are posted at <https://facultysenate.lehigh.edu/meeting-minutes>.

2. Remarks by Senate Chair Doug Mahony

Senate Chair Doug Mahony provided an update. The salient points are listed below. Unless otherwise noted, the points below were made by Professor Doug Mahony.

- The three new senators from the College of Health were welcomed with a round of applause.
- During the meeting that Professors Kathy Iovine and Doug Mahony had with Mr. Mark Ironside, Mr. Ironside informed that parking passes for faculty who split their time between Mountaintop campus and the Asa Packer Campus will be issued. The cost is expected to be some \$650. Additional updates will be forthcoming regarding building compliance including accommodating service animals, lab protocols, delivery of packages to various building.
- University senior leadership is meeting frequently to discuss measures to deal with COVID-19. (Faculty Secretary's follow up note: A number of communications from the President, Provost, Human Resources, and Library and Technology Services during the last several days informed the faculty, staff, and students about moving to

online learning for the rest of the semester and the steps taken by LTS to support faculty and students.)

- In these uncertain times, faculty should do everything possible to ensure our academic standards while at the same time be mindful of the inconveniences experienced by students.

3. Update from Provost Patrick Farrell and Vice Provost Greg Reihman

Provost Patrick Farrell described the thinking behind adjustments being contemplated to deal with COVID-19. More up to date information and guidance have been communicated by a series of emails by the senior leadership subsequent to the Senate meeting.

Dr. Greg Reihman (Vice Provost for Library and Technology Services & Director of the Center for Innovation in Teaching and Learning) provided an update of LTS preparations to deal with COVID-19. Subsequent to the Senate meeting, a number of communications from LTS have gone out to the Lehigh community about preparing for online teaching, training seminars, guidance for faculty and students, help available from LTS, and related matters.

4. Second Readings

The motions are available at the following link (under March 6, 2020).

<https://facultysenate.lehigh.edu/meeting-documents>

Professor Doug Mahoney said that 1.3.5.3. Visiting Lecturers Committee was not being discussed and would come up for discussion at a future meeting.

A number of R&P changes were approved after their second reading. The approved items are given below.

3.27.1 Definition of Grades

Course grades are defined as in section 3.8.1 with the following exceptions: no grade lower than C- may be counted toward a graduate degree and grades are not reported for dissertation registration. A Pass/Fail grading system may be designated by the department at the time a course is added to or modified in the course catalog. In such cases the Pass/Fail grading system will apply to all students enrolled in the course. Students may not independently elect to take a course as Pass/Fail. A grade of P may be credited towards a graduate degree within the limitations of program requirements. Pass/Fail courses are not

included in the graduate GPA calculation. No student who receives more than four grades below a B- in courses numbered 200 or higher, with the exception of Pass/Fail courses, is allowed to continue registration as a graduate student. Individual degree programs may impose higher standards.

1.3 Faculty Committees

1.3.1 In General University Standing Committees (excluding The Faculty Personnel Committee and the University Discipline Appeals Committee, both of which shall remain independent of the Faculty Senate) shall report to the Faculty Senate. The Faculty Senate may decide:

- 1) To give the Chairpersons of one or more Faculty committees ex officio status in the Faculty Senate as a voting member (no more than nine Chairpersons may be given such status);**
- 2) To change the mission or composition of Faculty committees except the Faculty Personnel Committee and both the University Committees on Discipline; and**
- 3) To create new Faculty committees, combine existing committees, or dismantle existing committees following the procedures given in R&P 1.2.6 of this document.**

The creation of any new temporary university committee with Faculty participation shall be coordinated with the Executive Committee of the Senate. The Senate must approve the creation of any new permanent university committee with Faculty participation.

The president is a member ex officio of all committees of the university faculty. Elections for positions filled by vote of the entire university faculty will be conducted using an electronic ballot. At the next-to-last regularly scheduled Faculty Senate meeting of the academic year, the slate of candidates for all vacancies is finalized, as specified in the description of the committees in R&P, to maintain full membership on each committee. A call for nominations is issued at least two weeks prior to this meeting. Nominations will also be solicited during the next-to-last Faculty Senate meeting. The “write-in” candidate option will be available for all vacancies. Working with each colleges’ nominations committees, the executive committee of the Faculty Senate will organize the election using an electronic ballot within two weeks after the next- to-last Faculty Senate meeting. An email containing the link to the ballot and voting instructions will be sent to each voting member of the faculty. At least one week’s time will be given for faculty members to cast their votes. The executive committee of the Faculty Senate will consult with the University Parliamentarian and the Office of

Institutional Research in conducting the electronic election. The term of membership normally begins on July 1.

Elections to the Faculty Senate and for positions to those committees listed in Section 1.3 of (R&P) and filled by vote of the respective college faculty will be conducted and the results communicated to the Faculty Senate and to the Office of the Provost by the April 15.

Faculty members are expected to accept committee assignment as their services are needed and as their current workload permits. Nominating committees will consult with members of the faculty before placing their names in nomination. To aid the nominating committees and those responsible for appointment to committees and subcommittees, the secretary of the faculty maintains a roster of the membership of all standing and ad hoc committees and subcommittees of the university faculty and Faculty Senate, and deans of the colleges maintain rosters of faculty members listing all committee assignments above the departmental level. It is the responsibility of each committee chairperson to send a roster of committee members to the secretary of the faculty and college deans.

Each standing committee shall, select a member to serve as their chairperson for the following academic year and communicate this selection to the Secretary of the Faculty by the conclusion of the Spring term. Each standing committee shall, at the call of its chairperson or its senior member in the event of a vacancy in the chair position, reorganize before the first regular fall semester meeting of the faculty.

All standing committees must meet at least once each academic year and shall report to the Faculty Senate those activities which are of general importance and consequence. Any voting member of the faculty may address a written statement regarding faculty business to a faculty committee.

1.3.2.1 Educational Policy Committee

The committee on educational policy attends to such matters as are referred to it by the Faculty Senate, by college faculties, by faculty regulations, or by the president. The committee is responsible for the study of the university curriculum, long-range academic plans, and undergraduate academic rules and regulations. The committee will make appropriate recommendations to the president and the Faculty Senate.

As needed, the committee advise and assist with the Offices of International Affairs and Study Abroad by: 1) examining proposals, programs, courses, initiatives, and policies pertaining to Study Abroad; 2) develop and implement quality criteria for Study Abroad programs; 3) Ensure alignment between university academic policies and study abroad policies and credit recognition;

and consult with faculty in respective colleges on a core of acceptable and available programs that meet the curricular needs of each college. Where needed, the committee may consult with the Director of Study Abroad Programs, the Chair of the Modern Languages and Literature Department, or other relevant program leaders.

The committee consists of eleven tenured members of the teaching faculty, the provost, and the dean of each of the five colleges. If the dean of a college is not present, the associate dean of the respective college may vote in his/her absence. The eleven faculty members will serve three-year non-concurrent terms. Three will be elected from the College of Arts and Sciences, three from the P.C. Rossin College of Engineering and Applied Science, two from the College of Business, two from the College of Health, and one from the College of Education. All faculty members may vote in the meetings, but none shall be permitted to vote in absentia or to send a voting delegate.

The Registrar or his/her delegate serves as a non-voting member of the Educational Policy Committee. Three undergraduate students, one from each undergraduate college, shall be non-voting members. Two graduate students, one from the College of Education, shall be elected by the Graduate Student Council to be non-voting members. One of the elected faculty members shall chair the committee. At the final meeting of the spring term, the committee shall elect one of the faculty members as chair-elect for the coming year. Both the chair and the chair-elect take office on July 1. Meetings of the committee shall, upon request to the committee chair, be open to other individuals in the university community. Students, faculty, and administrators who attend under this provision shall be nonvoting listeners, although the chair is empowered to invite them to address the committee. The chair is also empowered to close certain meetings so that only voting members are present to transact committee business. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate's website. The committee chairperson or another designated elected member of Ed Pol serves as an ex officio member in Senate Subcommittee on Academic and Student Affairs.

1.3.2.2 Graduate and Research Committee

The committee considers policies and procedures related to graduate education and research. The responsibilities and duties of the committee include, but are not limited to:

- 1) Develop general policies and procedures related to graduate education and research activities. These are submitted to the Faculty Senate for approval;***
- 2) Review the appropriateness and quality of graduate programs and research activities in relation to the educational objectives of the university;***
- 3) Review and approve substantive graduate course changes and curriculum proposals (see section 3.2.1) submitted by the colleges. The Graduate and***

Research Committee (GRC) shall send approved proposals to the Educational Policy Committee for informational purposes prior to the GRC submitting them to the Faculty Senate;

4) Interpret and apply faculty rules concerning student or department appeals of petition decisions;

5) Establish policies for awarding fellowships and scholarships to graduate departments and programs;

6) Recommend approval of the formation or termination of research centers and institutes;

7) Recommend policies and procedures to stimulate and coordinate research-related activities.

The committee consists of fourteen elected faculty members, eleven ex officio members, and four non-voting members. The faculty are elected by their colleges to three-year, staggered terms, four from the College of Arts and Sciences, two from the College of Business and Economics, four from the P.C. Rossin College of Engineering and Applied Science, two from the College of Health, and two from the College of Education. Ex officio members are the Vice President and Associate Provost for Research and Graduate Studies, the Assistant Vice President of the Office of Research and Sponsored Programs, the Deputy Provost for Graduate Education, a designated Associate Dean from each of the five Colleges, and the Associate Dean of Graduate Student Life, and two Senators selected by the Faculty Senate. The Registrar or his/her delegate serves as a non-voting member of the Graduate and Research Committee. Two graduate students selected by the Graduate Student Senate, and one undergraduate student selected by the Student Senate, also serve as non-voting members.

One of the elected faculty members shall chair the committee or two elected members shall co-chair the committee. The term of the chair/co-chairs begins on July 1.

The minutes of the committee are sent to the Faculty Senate President and posted on the Lehigh University faculty website.

The committee chairperson (or another committee member) serves as an ex-officio member in the Senate Subcommittees on Research and Academic and Student Affairs.

1.3.2.3 Faculty Personnel Committee

The faculty personnel committee acts as the appellate committee of the university faculty. To this end, the committee shall hear appeals concerning alleged arbitrary and capricious actions on the part of the administration or a department chairperson that allegedly affect the rights, privileges, continued employment, or

academic freedom of a faculty member (see section 2.3). Included among its appellate duties, the committee shall:

- 1) Hear all appeals alleging arbitrary or capricious action arising from the procedures described in section 2.2 (see section 2.2.1.6);**
- 2) Hear appeals regarding a decision in a harassment case in which a faculty member was accused (See appendix A, section A8). The faculty personnel committee is accountable to the faculty and maintains a dotted line connection to the Faculty Senate for the purposes of policy administration and inter-committee communications.**

The committee is composed of five tenured faculty members: one member elected from each of the five colleges. Four of the five committee members must be tenured full professors while the fifth must be a tenured associate professor at the time of their election to the committee. All committee members serve a five-year term on a staggered basis. A faculty member may not be reelected to a consecutive full term. The committee member who is senior in years of service represents the personnel committee as a liaison to the Faculty Senate.

In the event the personnel committee decides that any current member should not participate in hearing a particular case because of a conflict of interest, that member shall recuse himself/ herself and the committee shall designate as his/her substitute for that case the former member of the committee who most recently represented the college of the temporarily recused member. If no former committee member of that college is available, the committee will select the most recent former member of the personnel committee who is available to hear the case. As used above, availability implies that the individual is willing to serve and is not recused because of a conflict of interest.

In considering any appeal, the personnel committee is empowered to examine all letters and other documents and to question members of the faculty and the administration for the purpose of establishing facts in the case. The personnel committee may petition the president or the board of trustees for reconsideration of the decision that caused the appeal (see section 2.2.1.6) and representatives of the administration, the personnel committee, and the appealing party may participate in any resultant hearing before the board of trustees or its designated committee.

In addition, the personnel committee has other duties that include:

- 1) Reviewing all decisions to change the tenurability of a faculty position (see section 2.2.1.3);**
- 2) Considering any move to dismiss a tenured faculty member for cause (see section 2.2.11);**
- 3) Reviewing proposed appointments and making recommendations on those appointments to the administration in cases where a proposed appointment of a**

visiting faculty member would be for more than two consecutive years (see section 2.2.3).

The committee may also assume other duties as delegated by the Faculty Senate or requested by the administration or board of trustees. The committee is authorized to make inquiries that are necessary to carry out its duties. On the basis of the personnel committee's considerations, wherever appropriate, the committee shall derive general principles designed to enhance processes and/or outcomes within its purview and shall report these in writing to the Faculty Senate. The committee shall report to the Faculty Senate at least once a year. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate website.

1.3.2.4 Faculty Committee on Student Life

The faculty committee on student life consists of 10 individuals: five faculty members, one elected from each of the five colleges; the Vice Provost for Student Affairs; the Associate Vice Provost and Dean of Students; the Director of Graduate Student Life; and two appointed student representatives, one each from the Undergraduate Student Senate and the Graduate Student Senate. The faculty members representing their colleges serve four-year, staggered terms, with the member in his/her third year of service assuming the role of chairperson, rotating across each of the four colleges. The chairperson also serves as a liaison to the Faculty Senate. Upon request to the committee chair, meetings of the committee shall be open to other individuals in the university community.

The committee advises the administration in all aspects of undergraduate and graduate co-curricular student life, providing collaborative discussion related to policy initiatives, concerns, and long-range plans that impact students. Also among the committee's responsibilities is providing input on student life issues covered in the Student Handbook. The committee meets at least three times per semester and reports annually to the Faculty Senate regarding its discussions. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate website.

1.3.2.5 Faculty Committee on Global Affairs

The committee on global affairs represents the faculty in setting strategic priorities and policies for the internationalization of Lehigh University, especially in relation to academic programs and research. The committee advises the

President, Provost, and the Vice President and Associate Provost for International Affairs on the following aspects of university internationalization:

- **international programs, initiatives, and experiences (both within and outside of the US),**
- **internationalization of curriculum and research activities,**
- **geographic areas of institutional engagement,**
- **international students and scholars at Lehigh,**
- **research collaborations, exchanges, and partnerships with institutions both within and outside the United States that impact the internationalization of Lehigh University,**
- **general budget priorities for university internationalization efforts.**

The committee consists of ten voting members of the faculty elected by their colleges to three year non-concurrent terms. The committee will consist of one member from the College of Education, two members from the Colleges of Business, two members from the College of Health, two members from the P.C. Rossin College of Engineering and Applied Science, and three members from the College of Arts and Sciences. One undergraduate and one graduate student are non-voting members. The student representatives are selected by their respective senates. One of the elected faculty members is chair of the committee and one is chair-elect. Both the chair and chair-elect take office on July 1. The chair (or chair-elect) is the liaison with the Board of Trustees committee on Global Affairs. The committee chairperson represents the Global Affairs Committee when communicating with the Faculty Senate. The formation of any other faculty committees (ad hoc) pertaining to global affairs is approved by and has representation from this committee. Meetings of the committee shall be attended by the Vice President and Associate Provost for International Affairs as an ex officio member. Upon request by the committee chair, the meetings are open to other individuals in the university.

1.3.3.2 Committee on Standing of Graduate Students

The committee on standing of graduate students consists of the provost or a faculty representative of the provost, the dean of students (or their representative), the deans of the colleges of Arts and Sciences, Business, Education, Health, and Engineering and Applied Science (or their representatives), a faculty member chosen by the graduate and research committee from its membership, and the registrar who shall act as recording secretary. After seeking the advice of the committee, the provost will appoint from among these members the chairperson of the committee.

The committee has jurisdiction over all matters concerning the application of faculty rules to the scholastic standing of graduate students and has power to act

in cases of scholastic standing and status. It is responsible for acting upon all petitions pertaining to the following: graduate student academic progress, qualifying for a graduate degree, examinations, rosters, extension of a grade of incomplete, academic disciplinary action, academic probation, waiver or substitutions of graduation requirements, readmission or reinstatement of separated students, and all such matters pertaining to the maintenance of academic standards of graduate students. On issues of scholastic standing that relate to educational policy, the committee will develop and transmit its recommendations to the graduate and research committee for review and submission to the Faculty Senate for approval.

1.3.3.3 University Disciplinary Appeals Committee (See the Lehigh University Student Code of Conduct, Article XI, Section III, Subsection A.)

A. Composition. The Disciplinary Appeals Committee shall consist of ten faculty members, four undergraduate students, and two graduate students. Undergraduate student Committee members shall be chosen by the Dean of Students Office, and Graduate Student Committee members by the Dean of Students Office in consultation with the Graduate Student Senate. Graduate or Undergraduate students can be used to hear an appeal by any student regardless of standing. Faculty shall be elected, two members from each of the five colleges. Faculty shall serve staggered three-year terms, and students shall be appointed for one-year terms. At the discretion of the Conduct Officer additional student members who are approved by the Dean of Students Office and, in the case of graduate students, by the Dean of Students Office and the Graduate Student Senate, may be selected to serve as alternates.

1.3.4.1 Library and Technology Services Faculty Committee

The Library and Technology Services Faculty Committee represents the faculty in advising, recommending, and developing strategic priorities for Library and Technology Services (LTS). The committee collaborates with LTS leadership and staff, with particular focus on:

- the development of the university's libraries as a resource for the academic community to serve the needs of students and faculty;***
- aligning Center for Innovation in Teaching and Learning programming, consultation services and pedagogical support with areas of faculty interest and need;***
- ensuring that the uses of academic technologies (including, for example, instructional technologies, research computing, online learning and communication tools, academic software) offered by Lehigh University***

maintain the quality and vision of Lehigh's broader educational mission and standards;

- ***representing the perspectives of the faculty in LTS strategic planning and strategic plan implementation.***

The Committee consists of seven tenured or tenure-track faculty members: one each elected from the colleges of Business and Economics, Education, Health, and Engineering and Applied Science; and one elected from each of the three divisions in the College of Arts and Sciences. There are two ex officio non-voting members: the Vice Provost and the Associate Vice Provost for Library and Technology Services. Each of the seven elected faculty members may serve a maximum of two consecutive three-year terms. The ex officio members and ad hoc advisors serve by virtue of their position. One of the faculty members serves as chair for a one-year term. Each spring, the board elects a chair-elect who serves as vice-chair for the ensuing academic year. Both the chair and the chair-elect take office on July 1. The Associate Vice Provost of LTS serves as secretary to the subcommittee. The Library and Technology Services Faculty Committee will present regular reports to the Faculty Senate.

1.3.4.2 Faculty Representation on the Council for Equity and Community

There shall be seven faculty representatives who are elected to serve as members of the larger University Council for Equity and Community (CEC). These faculty representatives shall include one college-elected faculty member from each college (College of Arts and Sciences, College of Business, College of Education, College of Health, and P.C. Rossin College of Engineering and Applied Science) and two members-at-large elected by the faculty as a whole. Representatives shall serve three-year staggered terms, each term beginning July 1 of the year of election.

Elected CEC faculty representatives shall represent faculty interests and serve as liaisons between CEC and the faculty for advancing policies and initiatives on diversity and inclusion, coordinating related activities across the community, proposing implementation mechanisms and measurements for progress at the university and unit levels, and enhancing faculty awareness of key issues, concerns and initiatives, related to Lehigh's campus climate and culture. In accordance with CEC bylaws one elected faculty representative shall be elected by the members of the CEC to serve as the CEC Faculty Tri-Chair. The CEC Faculty Tri-Chair is also a liaison to the Board of Trustees Subcommittee on Diversity and Inclusion.

1.3.5.1 University Committee on Discipline
(See the Lehigh University Student Code of Conduct, Article X, Section I, Subsection E.)

2. Composition. The committee shall be composed of fifteen undergraduate students, (chosen by the Dean of Students Office in consultation with the current student members of the University Committee on Discipline and the faculty chairperson of the University Committee on Discipline), three graduate students (chosen by the Dean of Students Office in consultation with the Graduate Student Senate and the faculty chairperson of the University Committee on Discipline), twelve members of the faculty (two elected by the University faculty at large and two from each of the college faculties), and seven administrators (appointed by the Vice Provost for Student Affairs from the Student Affairs professional staff). Faculty shall be elected for three-year staggered terms. Students shall be selected for one-year renewable terms. Administrators shall be appointed for three-year renewable terms. The Conduct Officer shall have the authority to appoint alternate members for student and administrative representatives to ensure the committee's ability to function.

1.3.5.2 Committee on Undergraduate Awards and Prizes

The committee on undergraduate awards and prizes consists of one faculty member appointed from each of the four undergraduate colleges, one of whom acts as chairperson; a representative from the office of the dean of students; the director of the division of intercollegiate athletics, intramurals and recreation, and the registrar, who serves as secretary. Two students (in good standing) shall be appointed by the Student Senate, each for two- year staggered terms. The committee is responsible for all awards and prizes established for undergraduate students with the exception of those handled by the Williams senior prize committee. The committee makes the selection of the recipients of all awards and prizes not otherwise provided for. The committee reviews any proposals for new awards and makes appropriate recommendations to the president.

5. Discussion about the Faculty Code of Ethics

Professor Ageliki Nicolopoulou provided an update on the status of the Faculty Code of Ethics. The draft document used as a basis for discussion is available on the Senate website (under March 6, 2020).

<https://facultysenate.lehigh.edu/meeting-documents>

The salient points made during the discussion are summarized below.

- This item will come for its first reading at the April 2020 Senate meeting. [Professor Doug Mahony]
- The document was developed after reviewing similar documents from other universities. [Professor Ageliki Nicolopoulou]
- After a particular matter is resolved, information about that should be communicated to the department chairs to enable future coordination. [Professor Jim Gilchrist]
- The information should be shared with the deans and department chairs. [Professor Ageliki Nicolopoulou]
- Institutional memory on the matters coming up under the code of ethics should be preserved to avoid inadvertent nominations of colleagues for awards, etc. when indeed there was an adverse finding against the nominated faculty member. [Professor Peter Zeitler; Professor Ageliki Nicolopoulou concurred]
- Faculty Personnel Committee will only handle appeals only if initiated by the affected faculty members. [Professor Ageliki Nicolopoulou in response to Professor Frank Gunter]
- It is important to clearly specify what external activities by Lehigh faculty are included in section 2.2.4 (other than teaching, research, and service activities undertaken by faculty members). [Professor Jeremy Littau]
- According to R&P section 2.5, full professors are not required to seek approval from the university before expressing their opinions in external forums. [Professor Frank Gunter]
- A distinction is there when a faculty member is speaking in his/her individual capacity or representing the university. The latter is what is intended to be covered in the Code of Ethics. [Professor Ageliki Nicolopoulou]
- Since some faculty are public individuals, the personal opinions expressed by faculty members on current issues should be protected. [Professor Jeremy Littau; Professor Ageliki Nicolopoulou agreed to consult with University General Counsel on the language]
- It is useful to keep the language to be consistent with R&P. [Professor Jim Gilchrist; concurred by Professor Ageliki Nicolopoulou]
- It will be useful to consult with AAUP on the document because some of the language about behaviors and consequences in the proposed code of ethics is vague. For example, harassment has a different threshold of conduct than civility. Clarity in terminology is important to avoid future confusion. [Professor Tony DiMaggio; Professor Ageliki

Nicolopoulou noted that AAUP documentation was reviewed and if needed, they can be consulted]

- Wording related to harassment is more specific; the issue we are dealing with is how to deal with colleagues whose behavior does not rise to the level of harassment but does create an uncomfortable working climate. Although words such as “civility” can appear to be vague, we have to trust our colleagues reviewing such behaviors to exercise their collective wisdom prior to arriving at a conclusion about particular behaviors. [Professor Doug Mahony]
- Specific examples should be given for the behaviors mentioned in the code of conduct to reduce ambiguity. [Professor Tony DiMaggio]
- It is wise to move slowly on finalizing this because the administration can use the vague terms to take actions against particular faculty members. [Professor Bob Skibbens]
- The objective is not to look at one isolated event but systematic behavior that creates uncomfortable situations for faculty, staff, and students. [Professor Kathy Iovine]
- Faculty may not understand the need for the Code of Ethics beyond what is provided in the R&P. Appropriate communication is important to bring faculty on board. [Professor Damien Thevenin]
- Deans can help in convincing the faculty of the usefulness of the Code of Ethics; furthermore, faculty have to vote before the Code of Ethics becomes official. The Code of Ethics document will be revised based on input from the senators. [Professor Ageliki Nicolopoulou]

6. Discussion about the Faculty Ranks Proposal

Professor Frank Gunter provided an overview of the Faculty Ranks Proposal in preparation prior to its proposed introduction in the April 2020 Faculty Senate meeting. The draft document used as a basis for discussion is available on the Senate website (under March 6, 2020).

<https://facultysenate.lehigh.edu/meeting-documents>

The salient points made during the discussion are summarized below.

- POPs can transition into a teaching or research faculty member after five years. To continue as POP is not recommended because professional currency becomes questionable after five years away from the industry. [Professor Frank Gunter in response to Professor Craig Hochbein]
- The recommended ceiling on the ratio of POPs (20%) is much lower than the 40-50% non-tenure track faculty we see in our peer institutions; the number does not change much even

if we exclude universities that have medical schools. [Professor Kelly Austin in response to Professor Doug Mahony about the situation in medical schools]

- The limit of faculty in the non-tenure-track should be college-specific and they should go through a process to change the limit. [Professor Jim Gilchrist]
- Provost decides on faculty lines as well as the proportion of faculty in the non-tenure-track.
- It will be good to know the salary of POPs relative to tenure track faculty. [Professor Jeremy Littau]
- Since POPs are used for different purposes across Lehigh's colleges, salary comparisons are difficult. Office of Institutional Research has been asked to provide this data. [Professor Kelly Austin]
- Since POP salaries are less than tenure track faculty salaries, administration may have an incentive to hire more POPs and fewer tenure track faculty to save cost. [Professor Jeremy Littau]
- Promotion and tenure process for non-tenure-track faculty should be clearly specified. [Professor Peter Zeitler]
- A lock-step approach for promotion of teaching and research faculty is being proposed, as mentioned in the faculty ranks proposal. [Professors Kelly Austin and Frank Gunter]
- Increasing the number of research faculty and teaching faculty will have a negative effect on tenure track faculty and the quality will suffer. [Professor Heibatollah Sami]
- The hiring of such faculty is already happening now in the form of POPs. The current proposal provides more details and structure. [Professor Kelly Austin]
- Faculty teaching load for tenure track faculty has changed dramatically at Lehigh – it used to 4/4 and was reduced to 3/3 for newly appointed faculty. [Professor Robert Thornton]
- There are very formal processes in place for the evaluation of tenure track faculty. If the dean and the department chair determine contract extension for teaching and research faculty, that will have a negative effect on teaching and research. [Professor Heibatollah Sami]
- How can the conflicts between the dean and the faculty regarding non-tenure-track and tenure-track lines be avoided? [Professor Craig Hochbein]
- Since the dean has responsibility for the entire college, we have to rely on the dean to do the best. [Professor Frank Gunter]
- Currently, POPs are evaluated by the entire department; the proposed teaching and research faculty should be evaluated similarly. [Professor Damien Thevenin; Professor

Heibatollah Sami concurred by stating that quality control should be exercised; Peter Zeitler concurred as well]

- There is a need to agree on the broader structure of the proposed changes rather than finalizing all the finer details; such details can always be streamlined in due course. The current proposal aims to streamline the hiring and provide job security to faculty who are not on tenure track. Currently, we are in violation of R&P regarding POPs. [Professors Kelly Austin and Frank Gunter]
- The Office of the General Counsel may not be happy with a very informal evaluation process. [Professor Matt Melone]
- Standardization of teaching loads for POPs is not possible because different POPs have different job descriptions. [Professor Kelly Austin in response to Professor Heibatollah Sami]
- Some POPs do administrative work such as associate chairs; therefore, streamlining the hiring process is useful for faculty retention. [Professor Liang Cheng]
- A simpler process in which all faculty participate in the evaluation of the non-tenure-track faculty but only the department chair writes the letter should be considered. [Professors Liang Cheng and Peter Zeitler]
- Colleges should establish their own evaluation process because POP roles are different across colleges. [Professor Frank Gunter]
- We have time to decide on the evaluation process; we should move the current proposal forward. [Professor Jeremy Littau]
- Setting a limit for POPs is a good thing since we do not have one currently. [Professor Tony Dimaggio]
- When POPs were established some 20 years ago, the administration was against limiting the number of POPs. [Professor Bob Thornton]
- Senators are asked to provide additional comments on the proposal to Professor Frank Gunter. [Professor Frank Gunter]
- Stipulation of a Ph.D. requirement for POPs and teaching faculty is not in the proposal. [Professor Kelly Austin in response to Professor Matt Melone]

7. Additional Updates by Senate Subcommittees

Updates were provided by the various Senate Subcommittees.

On behalf of the Academic and Student Affairs Subcommittee, Professor Jeremy Littau noted that the Subcommittee is fine-tuning its proposals related to common hour exams after consulting with all relevant stakeholders including departments administering the common exams, athletics, music, students who need extra time, and University

Registrar. In response to a comment by Professor Jeremy Littau about space between students when taking the exam, Registrar Steve Wilson noted that the spacing stipulation is not mandatory and to be followed when possible. Professor Littau also noted that the final exam schedule will be available during course registration time. In response to Professor Kathy lovine, there is no need to change the class size limit for having common exams since the conflicts have significantly reduced. Professor Jeremy Littau also noted that several courses eligible for common exams are not using it.

The final proposal will be introduced in the next Senate meeting.

Senate Retreat:

Professor Kathy lovine reminded that the Senate Retreat would take place on May 12, 11 am to 4 pm. She further noted that President John Simon and Provost-Designate Nathan Urban will attend the retreat.

The meeting was adjourned at 3:00 pm.

Respectfully submitted by

A handwritten signature in cursive script that reads "Siva" with a horizontal line underneath it.

K. Sivakumar ("Siva")
Arthur Tauck Chair and Professor of Marketing

Secretary of the Faculty