Minutes
Engineering Faculty Council
Meeting # 7, October 11, 2005

1. The meeting was called to order by Professor Collins at 10:30 a.m. in 3511 SC

   Members present: C. Beckermann, J. Reinhardt, S. Collins, S. Rahman and W. Krajewski

   Deans present: P. Butler, A. Scranton

2. Professor Collins made several announcements:

   • Prof. Eichinger has agreed to serve as Chair of the Curriculum Committee. He expressed the hope that the EFC would give every consideration to the Committee’s recommendations.

   • The 10/4/05 Engineering Administrative Council (EAC) meeting was devoted to a discussion of the EFC’s Professionalism, Ethics and Leadership in Engineering Education Initiative. All five DEOs were present and Dean Butler participated by speakerphone. The EAC spent about 90 minutes and had a wide ranging discussion. Much of the discussion focused on the motivations for the Initiative. Although the issue of adding a graduate student component to the Initiative was not discussed in depth, the EAC appears divided on this question.

   • Prof. Collins asked Dean Scranton to do some research on what our peer engineering programs are doing with respect to global awareness. The goal is to learn how our contemplated efforts compare to those of others and how our efforts would be perceived by students and future ABET visitors.

3. Professor John Lee, Chair of the 2004-05 Teaching Committee, joined the meeting and presented the 2004-05 Teaching Committee’s recommendations regarding evaluation of teaching assistants. Prof. Collins provided some background on this issue. He noted that current College practice arises from a 1990 State of Iowa statute and a subsequent 1991 Board of Regents policy. He stated that, after considerable checking, he had been unable to determine what prompted last year’s EFC charge regarding this matter. Lacking this information, not knowing the boundary conditions, if any, on the EFC’s actions on this matter, and concluding that the current College of Engineering procedures are generally adequate, the Council decided that no action is appropriate at this time.

4. The EFC discussed the issue of making consistent University and College policy with respect to promotion and tenure procedures. Last year, the University revised the Procedures for Tenure and Promotion Decision Making. These revised procedures are to be used in the promotion and tenures reviews underway
this semester. The revisions to University policy created a small number of out-and-out conflicts with the College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions. As things stand now, it is not possible to conduct a promotion or tenure review in a manner that is consistent with both University and College policy. Accordingly, Prof. Collins made the following motion:

**Motion**

Acting ad interim in the name of and on behalf of the College of Engineering faculty, the Engineering Faculty Council makes the following changes to the College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions.

- Revise the 4th sentence in paragraph IV.E.2.c to read: “The Department Executive Officer shall take particular care to keep the identity of reviewers confidential unless the reviewer indicated that confidentiality is not necessary.”

- Revise the first sentence in paragraph IV.E.8 to read: “At the same time that the promotion file is submitted to the Dean, the Department Executive Officer will provide the candidate with a copy of the AFG’s report and the Department Executive Officer’s recommendation.”

- Revise paragraph IV.E.4 to read: “A closed ballot vote of the AFG members attending the group meeting shall be taken, with the votes counted at the meeting. A simple majority voting in favor of promotion and/or tenure will represent a positive recommendation by the AFG. A written report of the AFG’s activities and evaluation shall be drafted by the group chairperson, modified as necessary and approved by the group, and submitted by the group chairperson to the Department Executive Officer and candidate. The report provided to the candidate shall be redacted as necessary to protect the confidentiality of all individuals who directly or indirectly contributed to the report. Minority reports, if applicable, shall be appended to and submitted as part of the written report.”

- Insert the following sentence as the second sentence of paragraph IV.F.7: “A simple majority advising promotion and/or tenure represents a positive recommendation.”

- Insert the following paragraph following paragraph IV.F.7 and renumber the remaining paragraphs in section IV.F. “If either the AFG’s or Department Executive Officer’s recommendation is positive and the Dean’s Advisory Promotion and Tenure Committee advises against promotion or tenure, the Committee’s report will be provided to the candidate. Pursuant to University policy, the candidate will have five
working days to access the promotion file and another five working days to submit a letter of response.”

The above changes take effect immediately and apply to promotion and tenure reviews currently underway. At the next College of Engineering faculty meeting, the Engineering Faculty Council will present a motion asking the College faculty to affirm the above changes.

This motion makes no changes to College policy beyond those necessary to remove out-and-out conflicts with University policy and to meet the new requirement of University policy to define the criterion for a positive recommendation. The motivation for the individual changes are:

- University of Iowa policy no longer provides for the possibility that a reviewer may waive confidentiality.

- University policy requires the AFG’s report to be provided to the candidate earlier in the process.

- University policy now requires the criterion for a positive vote to be defined in College policy. University policy also requires the AFG’s report to be provided to the candidate at an earlier time than does current College of Engineering policy.

- University policy now requires the criterion for a positive vote to be defined in College policy.

- Under certain conditions, University policy requires that the Advisory Committee’s report be provided to the candidate at an earlier time than does current College of Engineering policy.

The motion passed unanimously. An appropriate memorandum will be sent to the CoE faculty informing them of the EFC’s actions.

The revised paragraph IV.E.2.c reads:

To obtain external reviews of the candidate’s scholarship. Using the procedure defined in University policy, the Department Executive Officer shall strive to obtain eight to ten external reviews. In selecting potential reviewers to ask for letters, the Department Executive Officer shall consult the AFG via the AFG chairperson. The Department Executive Officer shall take particular care to keep the identity of reviewers confidential. The portion of the candidate’s work that each reviewer is to evaluate shall be determined by the Department Executive Officer in consultation with the AFG with the aim of obtaining a comprehensive assessment of the quality and scope of the candidate’s research contributions. Likewise, the wording of the letter soliciting comments from external reviewers, while substantially conforming to the sample letter provided in University policy,
shall be determined with the same aim in mind. The process of selecting external reviewers will commence on or before September 1.

The revised paragraph IV.E.8 reads:

*At the same time that the promotion file is submitted to the Dean, the Department Executive Officer will provide the candidate with a copy of the Officer’s recommendation. As provided for by University policy, the candidate will have five working days to access the promotion file and another five working days to submit a letter of response and additional information. Following the complete review and recommendation process, the Department Executive Officer shall meet with each candidate not recommended for promotion and/or tenure to review the recommendations of the AFG, the Department Executive Officer, and the Dean, along with the decision of the Provost, and to provide suggestions for improving any apparent deficiencies.*

The revised paragraph IV.F.7 and newly added paragraph read:

*The Dean’s Advisory Promotion and Tenure Committee shall meet to discuss the qualifications of each candidate for promotion or tenure and to vote by closed ballot to advise for or against the granting of promotion and/or tenure. A simple majority advising promotion and/or tenure represents a positive recommendation. The results of the balloting will be announced at the same meeting. The Chairperson or the Chairperson’s designee shall supervise the drafting of a report recording and explaining the committee’s vote. The report need not be lengthy, but should explain the rationale for the vote. After securing committee approval of the report, the Chairperson or the Chairperson’s designee shall communicate it to the Dean.*

*If either the AFG’s or Department Executive Officer’s recommendation is positive and the Dean’s Advisory Promotion and Tenure Committee advises against promotion or tenure, the Committee’s report will be provided to the candidate. Pursuant to University policy, the candidate will have five working days to access the promotion file and another five working days to submit a letter of response.*

5. Prof. Collins reported on his investigation of the options available to the EFC for continuing the work initiated by the 2004-05 Promotion and Tenure Committee to create a single document that incorporates the language from the University of Iowa Procedures for Tenure and Promotion Decision Making and the College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions documents. The first option is to merge the College’s document into the University’s document. The second option is to merge the University’s document into the College’s document. The third option is to leave the two policy documents separate but create a “P&T handbook” that includes policy language from both policy documents together with best practices advice and answers to common questions. Last year’s P&T Committee had selected option
one. Prof. Collins distributed an annotated table of contents from the College’s *Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions* document to illustrate the limitations of this option. He reported on his meeting with Associate Provost Susan Johnson on 9/23/05 about the expectations of the Provost’s Office. Prof. Johnson expressed a preference for option two and was unenthusiastic about option three.

Prof. Collins noted that neither option one or two necessarily required any changes to College policy as they were simply intended to merge two existing policy documents. Prof. Collins also noted that Dean Butler had agreed to ask Becky Rowe to work with the EFC to create a draft merged document. After substantial discussion the EFC agreed to proceed with merging the University’s document into the College’s document. After that process is complete, the EFC will decide whether further changes to College policy are necessary or desirable and whether to ask the Promotion and Tenure Committee to consider the matter.

Dean Butler asked the EFC to consider replacing the phrase “Appropriate Faculty Group” (AFG) with “Departmental Consulting Group” (DCG) so as to make College of Engineering terminology consistent with University terminology. Prof. Collins said the Council would consider this suggestion when a draft merged document was available.

6. The Council discussed charges for the 2005-06 Promotion & Tenure Committee. Prof. Collins distributed draft charges that incorporated the decisions of the Council. With one minor wording change, the charges were approved (charges are attached).

7. The Council discussed charges for the 2005-06 Curriculum Committee. The Council decided to charge the Curriculum Committee with contributing upon request to the EFC’s *Professionalism, Ethics and Leadership in Engineering Education Initiative*. The Council also decided to charge the Committee with reviewing the Course Activity Reports (CAR) for the College of Engineering core curriculum courses (59:xxx & non-college courses) and submitting an evaluation to the Engineering Faculty Council (EFC) of how well the assessment process for the core is working. If the Curriculum Committee identifies specific problems that need addressing, either with the overall process or with individual courses, those are to be reported to the EFC.

8. The Council discussed briefly the implications for the College of the Provost’s previously announced intention to appoint a University Task Force on General Education.

9. Prof. Collins distributed documents, provided by Dean Scranton, describing the College of Engineering College-level Examination Program (CLEP) policy and a list of courses for which students in the College of Liberal Arts and Sciences (CLAS) can get CLEP credit. Engineering students do not get credit for some of
the courses for which CLAS students do get credit. The Council discussed whether to charge the Curriculum Committee with examining this issue and decided to defer this matter to next year.

10. Prof. Collins distributed materials on Project Lead the Way. This project has developed and is promoting the adoption of a six-course pre-engineering curriculum for high schools. The College of Engineering will be providing instruction this next summer to Iowa high school teachers who will be teaching these courses. Dean Scranton raised the issue of whether the College of Engineering should grant college credit in some form for Project Lead the Way courses. After some discussion and having limited information about these courses, the EFC decided to await a specific proposal before considering this matter further.

11. Prof. Collins distributed draft charges for the Curriculum Committee that incorporated the decisions of the Council. A couple of small revisions were suggested by Councilors.

12. The EFC adjourned at approximately 12:00 p.m.

Respectfully submitted,

Witold F. Krajewski
EFC Secretary