Minutes of the January 25, 2017 Meeting of the CELS Executive Council

Call to Order: A meeting of the College of the Environment and Life Sciences Executive Council was held at 1:30 pm at the CBLS 435 conference room. Members present were Department Chairs Dalton, Fastovsky, Gomez-Chiarri, Mitkowski, Opaluch, Preisser, and Sun; Associate Deans, Sheely and Veeger; Faculty Secretary Rice and *ex-officio* members Morreira, Palmer, Silvia, and Van Buren. Department Chair Gold, Associate Dean Thornber, and Dean Kirby were absent. Professor Payton Represented NRS. Associate Dean Veeger presided in Dean Kirby's absence.

Approval of Minutes: *It was moved by Fastovsky and seconded by Opaluch to approve the minutes of December 9, 2016 and they were approved unanimously.*

Special Presentation:

Associate Dean Andrea Rusnock and Information Technologist Michael Burns of the Graduate School gave a presentation on the new system of on-line forms to be rolled out soon. The new system will be 100% on-line eliminating nearly all paper forms and will eliminate the need for downloading of PDF forms for programs of study, scheduling of exams, and other routine matters. The system is expected to be fully operational for Fall 2017 with beta testing during the Spring 2016 Semester. The new system is expected to save time for faculty members, allow for monitoring of exact location of signature holdups, and save space for storage of records.

Additionally Associate Dean Rusnock announced that the Graduate Council has approved a change in policy regarding comprehensive exams for non-thesis master's students making the exams optional. This proposed change is pending Faculty Senate approval of proposed changes to the University Manual and is expected to be set in place as beginning Fall 2017. Any non-thesis master's program wishing to discontinue comprehensive exams should initiate a Notice of Change form specifying how the changes in the program would be changed. This would begin as per proper procedure through a submission to the CELS Curriculum Committee.

Announcements:
  Associate Dean Veeger:
  1. This afternoon (Jan 25) at 3:30pm there will be a general assembly/kickoff celebration for URI's quasquicentennial, 125 years as an institution of higher education founded as the Rhode Island College of Agriculture and Mechanic Arts in 1892. All are welcome to the celebratory events and food booths on the quad.
  2. Workload planning will begin very soon. Faculty are asked to go online to the CELS work planning site and propose their workload plans for the 2017-18 Academic Year. Department Chairs are asked to coordinate teaching schedules and begin listing of needs for per-course instructors based on sabbatical schedules and other factors.
  3. For those programs undergoing the process of academic program review, there is now a need to involve an external reviewer from a peer institution to assure proper assessment of all teaching, research and extension programming. Funding is available for $1000 in honoraria and up to $1000 in travel expenses for external

reviewers. Review visits should be scheduled after the departmental review report is drafted.

4. Periodic review of lecturers is now underway. Lecturers need to be reviewed annually on a schedule that allows for proper evaluation prior to reappointment. Materials in support of lecture review by department are provided in Appendix 1.

5. The January 2017 Provost's Academic Summit focused on challenges in building an inclusive educational environment. The excellent plenary presentation by Dr. Annemarie Vaccarro from the Program in Human Development and Family Studies is available for review at:
http://web.uri.edu/provost/files/Academic_Planning_Summit_Presentation_2017.pdf

6. The time for finalizing classes for the Fall 2017 Semester is here. Department Chairs are asked to consult their faculty about scheduling. The eCampus site with Fall 2017 scheduling is now up. Department chairs are asked to submit changes through Associate Dean Veeger to Ken Sisson.

Meredith Silvia
1. Unit budgets have been reviewed and Dean Kirby has authorized funding to June 30.

Associate Dean Sheely
1. Reminder to Chairs to ask faculty to submit short reports of CE Activities for the upcoming report to NIFA

Old Business:
There was no old business

New Business:
There was no new business

Adjournment: *It was moved & seconded to adjourn. The meeting was adjourned at 2:40pm.*

Respectfully Submitted:
Michael A. Rice, Faculty Secretary

Appendix 1 -- Support Materials for Lecturer Review

Online Faculty Review Process
for Lecturers
2016-2017

The Provost Office has developed an online system for faculty review that uses Adobe Acrobat Professional software (most recent version is Adobe DC) for candidates to construct an organized portfolio of their materials and Sakai as a site for hosting departmental reviews of the files. The following instructions provide guidance for candidates in developing their dossiers using Adobe Acrobat Professional.

Candidate: Preparing the Dossier Using Adobe Acrobat Professional
Candidate should put their materials for review in electronic form. Dossiers need to be submitted for review by **March 1, 2017** for all departments. Word files should be saved to pdf format and paper materials can be scanned to pdf files. Pdf's are the preferred file option due to their universal readability. Note that Adobe Acrobat portfolios may include photo, movie, and music files, as well as text-based files; however, these formats have large space requirements that may prevent the portfolio from being uploaded to a Sakai site. Please use discretion in determining what materials need to be included in the online portfolio. Materials that either cannot (due to size limitations) or should not (e.g., books, films, artwork, etc. that lose their integrity in online form) be presented in the electronic portfolio can be made available to peers, chair, and dean for review in an accessible physical location.

Using the Adobe Acrobat Professional software (copies available from the Computer Help Desk in the basement of the Library—please present staff ID to obtain a disk), the candidate will create a pdf portfolio of their review materials. After obtaining the Adobe DC software and installing on one's computer, the candidate should obtain a copy of the portfolio template from the Provost Office website: **(http://web.uri.edu/provost/promotion-and-tenure/annual-review-and-promotion-for-lecturers/) by downloading and saving the template portfolio to one's computer.** Using this standard portfolio template containing labeled folders for each type of material in the dossier, candidates will add their review materials into the appropriate folders (Folders 1 and 6-10; see Table 1 below). Forms that specify what information should be presented in the dossier are embedded in this portfolio template. Deans and chairs will be adding material to folders 2-5. After the candidate completes the portfolio by **March 1**, he/she will submit the portfolio to his/her department chair to place on a department Sakai site for peer review. Please do not alter this portfolio template by adding folders beyond the standard ones below; however, you may add folders **within** any of the standard folders to organize your materials better (e.g., within the SET's/IDEA's folder, you may add a folder for each course taught within which to place all your evaluations for that course).

1

Table 1. The Candidate's Portfolio in the Online System

Folder	Contents*
1	**URI Appointment Letter**
2	*Dean's Letter*
3	*Chair's Letter*
4	*Past Annual Reviews: Dean and Chair Letters from past Annual Reviews covering the period of review*
5	*Department Peer Evaluations*
6	**Employment History, Awards, Applicant Statement, and CV**
7	**Teaching and Learning Support Materials**
8	**SET/IDEA Evaluations**
9	**Service and/or Administrative Contributions (If Applicable)**
10	**Other Materials**

* The italicized folders will be completed by the Dean or Chair. **The bolded folders are those typically available for department review and should be placed in the portfolio by the candidate. It is recommended that the candidate place a copy of the URI appointment letter in Folder 1 for Department review. If you are missing your copy of the appointment letter, you may obtain one from your dean's office.**

Sakai site for Department Review
A Sakai site designated for faculty reviews has been created for each department. The chair will add the candidates and faculty who will provide peer reviews (using EMPL ID) to the site for "access." In "Resources," the chair will develop a folder for each candidate to be reviewed (e.g., "Katie Jones") under the folder "Dept. Review of Lecturers 2016-2017" that should be created for this year's review. Dossiers need to be submitted for review by **March 1** for all departments. The chair will place the candidate's completed portfolio in his/her designated folder shortly after March 1 for departmental review. Departmental peer review shall be completed by **April 1.**

At the end of the review period, the chair will download each candidate's portfolio to his/her computer, and add peer reviews, his/her letter, and any other material in the remaining folders to which he/she has access. After saving this updated portfolio with a different name from the candidate's original portfolio (e.g., "Katie Jones—Chair's Update"), the chair will upload it to his/her "Drop Box" in the college Sakai site (see below) no later than **May 1** for the dean's review. The chair will provide a written copy to the candidate of the recommendation to the dean at least five working days prior to submission to the dean (~April 25). It is important that the chair keep a copy of each candidate's portfolio on his/her local computer.

For promotion to Senior Lecturer, the dean's decision shall be conveyed in writing to the candidate by **June 15**, with a copy of the decision forwarded to the Provost. For promotion to Teaching Professor, the dean's recommendation will be conveyed in writing to the candidate by **June 1**, forwarding the recommendation to the Provost. The Provost will decide whether to promote or not promote, and notify all parties concerned, by **June 30**.

Also, please remember that files cannot be edited while in Sakai; they must ALWAYS be downloaded to make changes and then uploaded back to Sakai.

2

b. Temporary Lecturers are temporarily employed to cover courses for full-time faculty who are on sabbaticals, medical leaves or in some cases in the interval between the allocation of a new faculty position and the subsequent appointment of the new faculty. Temporary lecturers shall not be eligible for the promotional process to Senior Lecturer or Teaching Professor.

The minimal requirement is a Master's degree or the terminal degree in the discipline.

Appointments for Lecturer positions shall be for one year with possible annual reappointments following an annual evaluation/review of teaching and student advising performance. The Lecturer shall prepare a dossier that includes contributions to the instructional program of the department, including student advising and evidence to demonstrate excellence in teaching and student advising. The annual review will include a classroom observation and assessment of teaching that will be conducted by the Chair or his/her designee. In addition to the tenure-track and tenured faculty, the department may include Senior Lecturers and Teaching Professors as the chairs designee for the observations and assessments of teaching. The tenure-track and tenured faculty and Senior Lecturers and Teaching Professor shall conduct a departmental peer evaluation annually. The dossier, classroom assessment and departmental peer evaluations shall be reviewed by the Departmental Chair by May 1 and the Dean of the College by June 1. For Colleges without departments, the dossier, assessments and evaluations will be reviewed by the Dean.

2. Senior Lecturer – Promotion to Senior Lecturer shall follow an evaluation/review of teaching effectiveness and student advising within the college at the end of the 4th year for promotion in the 5th year. The promotional procedure shall be evidence based. The eligible Lecturer shall compile and submit by March 1st a dossier to the Chair (or Dean in colleges without departments) that includes a teaching and advising portfolio that follows the Office of the Provost promotional format and the University's Student Evaluations of Teaching. The Department shall conduct a peer evaluation for promotion to Senior Lecturer by April 1st. Each tenure-track and tenured faculty, Senior Lecturer, and Teaching Professor member shall vote yes, no or abstain to promote. The Department Chair shall prepare a written evaluation of each eligible Lecturer under consideration. A copy shall be forwarded to the Dean of the College by May 1st. The second copy shall be given to the Lecturer at least five (5) working days (April 25th) prior to the submission to the Dean. The Chairs written evaluation shall include: 1) A statement of the teaching and student advising duties and responsibilities of the individual Lecturer for the previous 4 years; 2) An evaluation of the quality and quantity of the lecturer's teaching and student advising provided by departmental peers annually (see annual review) and an assessment of the submitted teaching

portfolio and University's Student Evaluations of Teaching; and 3) The Chair's specific recommendation to promote or not promote to Senior Lecturer. After receiving the Chairperson's recommendation, the Dean's decision shall be conveyed in writing to each Lecturer under consideration by June 15th and a copy of the decision shall be forwarded to the Provost.

If the promotion to Senior Lecturer is denied at the Deans level, the candidate may forward his/her dossier, the University's Student Evaluations of Teaching, departmental peer annual reviews, classroom assessments, the Chair's recommendation, Dean's decision and an evidenced based request for reconsideration of the denial to the President or Provost for a final decision. Promotion to Senior Lecturer shall not be grievable under Article XXIV.

Appointments shall be based upon excellence in teaching and advising starting in the fifth (5th) year and shall be for periods of two (2) years with possible reappointments of two (2) years duration. Those Senior Lectures without a terminal degree after three (3) two-year reappointments may be granted renewable three-year appointments.

Senior Lecturers shall be evaluated/reviewed on an annual basis. The Senior Lecturer shall prepare a dossier that includes contributions to the instructional program of the department including student advising and evidence to demonstrate excellence in teaching. The annual review will include a classroom observation and assessment of teaching that will be conducted by the chair or his/her designee. In addition to the tenure-track and tenured faculty, the department may include Senior Lecturers and Teaching Professors as the Chair's designee for the observations and assessments of teaching. The department's tenure-track and tenured faculty and Senior Lecturers and Teaching Professor shall conduct a peer evaluation annually. The dossier, classroom assessment and departmental peer evaluations shall be reviewed by the Departmental Chair by May 1 and the Dean of the College by June 1. For Colleges without departments, the dossier will be reviewed by the Dean.

Periods of appointment and reappointment shall be staggered to the extent possible within each department and/or college to avoid all Senior lecturers being appointed or reappointed during the same year. In the Spring 2016 semester, those current Lecturers continuously employed and hired prior to or by December 31, 2007 may apply for promotion to Senior Lecturer commencing in the 2016-2017 academic year. In the Spring 2017 semester, those current Lecturers continuously employed and hired from June 2008 to August 31, 2013 may apply for promotion to Senior Lecturer commencing in the 2017-2018 academic year.