

UNIVERSITY OF IOWA
Faculty Senate Motion Summary
1998-99

[All main 1998-99 motions passed by the Faculty Senate are included in this summary except for those motions that were procedural in nature and that were superseded by subsequent motions or were motions to approve committee appointments and/or Faculty Council and Faculty Senate replacements. Council motions that were passed by the Faculty Senate in a similar form were also excluded.]

Faculty Senate Meeting – November 17, 1998

1. Approval of Amendment to Article V of the Bylaws

The Senate passed the following amendment:

Article V of the Bylaws

Section 2. Not later than one week following the close of balloting for election to Senate and Council membership, the Committee on Elections shall report the results of the election to the Committee on Committees. The Committee on Elections reports shall also report the results of the voting for Senate and Council membership to the Senate at its regular meeting in April the results of the voting for the Senate and Council.

ACTION: The Senate Bylaws were revised to reflect the amendment.

2. Approval of draft of revision to the General Charter for University Committees (see attached).

The Senate accepted the proposal.

ACTION: The proposal was approved by President Coleman and the University Committees General Charter was revised. It has been incorporated into 2000 Operations Manual.

3. Approval of voluntary Review Days (See attached draft)

The Senate endorsed a proposal for voluntary Review Days from the University of Iowa Student Government members.

ACTION: The proposal was endorsed by the Senate and was presented to the student government.

Faculty Senate Meeting – February 2, 1999

1. Approval of Amendment to the Faculty Senate Constitution and Bylaws

The Senate passed the following amendment:

Article II of the Constitution

3. **Terms.** A member of the Senate is elected for a three-year term and may be re-elected to a second term of three years. Following one or more years of absence from the Senate, a faculty member becomes eligible once more to serve two consecutive terms.

A first term may be automatically extended by election to the Council as specified in Article III, 3 below. In such a case a member of the Senate may be reelected only to an abbreviated term, the length of which is the unexpired portion of the second three years of eligibility. Either a first term or a second consecutive term may be automatically extended by election as ~~vice president~~ an officer of the Senate as specified in paragraph 5, A below.

5. Officers.

A. The officers of the Senate are a president, a vice president, and a secretary. Any newly-elected, continuing or departing member of the Senate shall be eligible to be elected as an officer. Any person elected as an officer of the Senate shall automatically be a member of both the Senate and the Faculty Council. Terms are for one year and begin with the adjournment of the organizational meeting. The vice president and the secretary shall be elected ~~from its membership~~ by a majority of those present and voting at the organizational meeting. The president shall be the person whose term as vice president is just ending. ~~If the past vice president's service in the Senate would otherwise end at this time, it shall automatically be extended for one year.~~ No one may hold two offices simultaneously or serve consecutive terms in the same office. ~~If the president's service in the Senate would otherwise end at the conclusion of his or her term as president, it shall be automatically extended for one year.~~

B. If the office of president becomes vacant, the vice president shall become president for the remainder of that term and remain president for the following term. If the office of vice president becomes vacant, it may remain vacant until the end of the term, and in which case the Senate shall elect a president as well as a vice president and secretary at its organization meeting. Alternatively, at any time during a vacancy in the office of the vice president, the Faculty Council may call an election to fill the vice presidency, and a vice president shall then be elected ~~from the Senate membership~~ at the next regularly-scheduled Senate meeting, provided that at least 10 days' notice of the election has been given to the Senate membership. If the office of president becomes vacant when the office of vice president is also vacant, the secretary shall convene a special meeting of the Senate with at least 10 days notice (unless the organization meeting is sooner) at which a president shall be elected ~~from its membership~~ to serve the remainder of the term. That person shall be eligible for election as president for the following term. If the office of secretary becomes vacant, the president shall appoint an acting secretary for the remainder of the term. In the event that any vacancy in any Senate office occurs in a manner not contemplated by these rules, the Faculty Council may call an election to fill the vacant office. ~~from the Senate membership~~. The election may be held at a special meeting of the Senate called for that purpose, or at a regularly-scheduled Senate meeting, provided that at least 10 days notice of the election has been given to the Senate membership.

Article III of the Bylaws

Section 6. The Committee on Elections, consisting of five members with staggered three year terms, presents to the first Senate meeting of the spring semester a list of faculty members eligible to vote, a list of Senate positions to be filled, and a list of persons eligible for each position. At the same time the Committee determines the number of positions to be provided on the Council for each represented college. The Committee supervises all elections and decides tie votes by lot. The Committee also presents, at the regular April meeting of the Senate, at least two nominations for the offices of vice president and secretary of the Senate, and, if the current year's vice president is unable to succeed to the presidency as specified in the constitution, then also for the position of president of the Senate. ~~Nominations are to be made from the membership of the Senate.~~

Nominations for Senate offices are to be made from faculty members eligible to vote in Senate elections who are also newly-elected, continuing or departing members of the Senate. The Committee solicits suggestions from the members of the Senate for its consideration in preparing the slate of candidates. It seeks short autobiographical sketches from the nominees and distributes copies of these to the members of the Senate before the meeting in April.

ACTION: A ballot of the entire faculty was conducted and the amendment passed. It was approved by President Coleman and the Board of Regents. The Faculty Senate Constitution and Bylaws have been revised.

Faculty Senate Meeting March 23, 1999

1. Approval of a Policy on Appropriate Use of Information Technology Resources (see attached).

ACTION: The Senate approved the policy "Draft F" - Acceptable Use of Information Technology Resources. It has been incorporated into the 2000 Operations Manual.

Faculty Senate Meeting April 27, 1999

1. Approval of Amendment to the University Operations Manual.

The Senate passed the following amendment to Sec III-10.4 of the University Operations Manual.

Associate Professor

~~Acknowledged record of teaching success, including a record of successful direction of the work of doctoral students, where applicable~~

Convincing evidence that the candidate is an effective teacher of, as appropriate, undergraduate, graduate, postdoctoral, and professional students.

~~Established record of productive scholarship supported by substantial publication or equivalent. Original or creative work of a professional nature may be considered an equivalent of this qualification.~~

Demonstration of artistic or scholarly achievement supported by substantial publications or equivalent artistic creations or performances, of high quality, as appropriate to the discipline(s).

~~Capacity for attainment of full professor. Not a reward for long or acceptable service. Departmental, collegiate, and /or University service and, if appropriate, professional service will be expected at an appropriate level.~~

The quality and quantity of teaching, scholarly/artistic accomplishment, and service should give unmistakable promise of promotion to full professor.

Professor

~~Acknowledged record of teaching success, including a record of successful direction of the work of doctoral students, where applicable.~~

Consistent record of high-quality teaching at all appropriate instructional levels, including successful guidance of doctoral graduate students to the completion of their degree programs, where applicable.

~~Established record of productive scholarship supported by substantial publication or the equivalent. Original or creative work of a professional nature may be considered an equivalent of this qualification.~~

Continued artistic or scholarly achievement of high quality, accompanied by unmistakable evidence that the candidate is a nationally, and where applicable, internationally recognized scholar or creative artist in the chosen field.
Unmistakable evidence of recognition by peers.
The candidate should have a record of significant and effective service to the department, college, and /or the University and, if appropriate, to the profession.

ACTION: The Senate endorsed the following recommendations to the Provost. The policy has been implemented and is included in 2000 Operations Manual.

Respectfully submitted,

Carolyn Colvin
Vice President, Faculty Senate.

PROPOSED DRAFT

Unanimously Recommended by Ad Hoc Committee Appointed by President Coleman
General Charter for University Committees
(President 3/18/74; amended 3/75, 1/77, 6/85, 9/93)

[Changes suggested by Faculty Officers appear in all caps for additions or redline for deletions (6/23/98).]

- a. General Purpose and Method of Operation. University charter committees are established, modified, and disestablished by the collective action of the following three organizations, namely, the University of Iowa Student Government, the Staff Council, and the Faculty Senate (herein called "assemblies"), and by the President of The University of Iowa.

The organization, purpose, and charge of University charter committees ~~are to be interpreted within the legal framework of the Code of the State of Iowa~~ are subject to the authority of the Iowa State Board of Regents and the President of The University of Iowa.

Charter these committees are established in an effort to assure that the University-wide services and activities will be carried out in the best interests of education and society. The membership of University charter committees generally are is composed of faculty, staff members and students in varying proportions according to the committee's primary interest. They are designed to be small working groups. Unless special circumstances dictate, they shall not exceed eleven appointed, voting members. Their general responsibility is twofold: 1) to recommend and to advise on the formulation of University policy; and 2) to assist in the interpretation of ~~interpret the considerations underlying~~ University policies to ~~the~~ their respective constituencies.

The composition of each University charter committee, the ~~service~~ activities which concerns it, and the specific charges to it are set forth in Specific Charters which follow this General Charter.

b. Scope of Concern. Within the area to which it is assigned by its specific charter, each University charter committee may recommend University policy and advises on the following matters: 1) formulation of basic policy and objectives; 2) development of plans and programs including financing; 3) development of operations procedures, rules and regulations; 4) response to suggestions and inquiries from all persons interested in the University; 5) solicitation of expert opinion and information from any sector of the University when it appears that such opinion and information will help the committee in its advisory capacity; and 6) other matters of mutual interest and concern as they arise.

University charter committees are privileged, as are the assemblies and constituencies which the committees represent, to take a position on any question concerning the relation between the area of their immediate concern and the overall welfare of the University. The position taken will be deemed that of the charter committee and not necessarily that of the three assemblies or the their constituencies ~~represented~~. Upon its request, the charter committee will have access to all relevant public information as defined in Chapter 22 of the Iowa Code.

c. Authority. Each University charter committee acts only in an advisory capacity within the area assigned to it. Committee recommendations ~~decisions~~ are not binding on the administration. On the other hand, it is expected that the views of the committees will have an important influence on policies and procedures in their areas of concern.

Administrators remain responsible to and accountable to the President of the University. Members of the charter committee, on the other hand, should report to and seek the views of the ~~several constituent~~ assemblies which have nominated them. ~~It is expected that the views of the several constituent assemblies as expressed by their committee representatives will have an important influence on policy and procedures in the area of~~

~~concern. Orderly procedures for resolving and reporting differences of opinion are detailed in I-2.8(6)(g) of the General Charter.~~

Furthermore, it is expected that when administrative officers of the University seek the opinions of students, faculty, or staff, they will use, among other sources of information and advice, the services of the appropriate University charter committee ~~established under this General and these Specific Charters~~. Each assembly, of course, may maintain its own internal committee system. Similarly, the President shall be able to establish committees as deemed necessary by the President.

d. Appointment Procedures, Terms of Office, and Replacement for University Charter Committee Members.

(1) Qualification for Members.

~~(A) Each assembly~~ The constituent assemblies shall appoint only members of their constituency to the charter committees on which the assembly is represented. APPOINTMENTS FROM EACH ASSEMBLY ARE TO BE MADE IN ACCORDANCE WITH THE PROCEDURES ADOPTED BY THAT ASSEMBLY.

APPOINTMENTS MUST MEET THE COMMITTEE MEMBERSHIP REQUIREMENTS OF THE GENERAL CHARTER AND SPECIFIC CHARTER FOR THE COMMITTEE AND MUST BE CONSISTENT WITH THE UNIVERSITY'S AFFIRMATIVE ACTION

POLICY. All such appointments shall ~~to~~ be confirmed by the President of the University, WHO WILL ALSO MAKE COMMITTEE APPOINTMENTS IF SPECIFICALLY MANDATED BY THE CHARTER OF A SPECIFIC COMMITTEE. **(f 1)**

the appointees meet the requirements of the General Charter for appointment to membership, and 2) the appointments are consistent with

the University's Affirmative Action Policy. Appointments from each

~~assembly are to be made in accordance with procedures adopted by that assembly the assemblies of the constituencies. Constituencies may appoint only members of their own constituency to membership on committees.~~

(B) Appointees of the University of Iowa Student Government ~~from the student constituency~~ shall be persons who are currently registered as students at the University in an undergraduate, graduate, or professional program on campus.

(C) Appointees ~~from the faculty constituency~~ of the Faculty Senate shall be persons who are eligible to be members of the Faculty Senate (see 2.8(2) Operations Manual) ~~who hold academic appointments with the rank of instructor, assistant professor, associate professor, or full professor.~~

(D) Staff Appointees of the Staff Council ~~from the staff constituency~~ shall be permanent employees of the University, either full or part-time, who are covered by the Board of Regents Merit System, or who are classified primarily as Professional and Scientific Staff, except that staff covered by any collective bargaining unit are ineligible to serve on the Funded Retirement Insurance Committee.

(2) Annual Term of Charter Committee. Each charter committee shall have an annual term running from September 1 of each year to the following August 31.

(3) Term of Members. The term of appointment for each member of a charter

committee shall be fixed by the assembly appointing that member except that no appointment shall be for a term of more than three years. Reappointments are possible. However, with the exception of the Funded Retirement Insurance Committee, no person may serve more than six consecutive years on a charter committee. Terms of newly appointed and reappointed committee members will begin on September 1 and terms of retiring committee members will expire on August 31. When appointments are made for more than one year to a new charter committee, initial appointments from each assembly are to be staggered terms, that is, for one, two, or three years.

(4) Time of Appointment. To the extent possible, appointments and re-appointments are to be made ~~each spring before May 15~~ on or before May 15 of each academic year so that all new and continuing members of the charter committee will be appointed before the committee's first meeting of its next term commencing on the following September 1. ~~so that an organizational meeting of each new committee may be held before September 1~~ The committee's term of office will begin on September 1 and will continue through the following year until the succeeding committee members take office. ~~Terms committee members will begin on September 1 and terms of retiring committee members will expire on August 31. Terms of office for each committee member from each constituency shall be established by the constituency except that no appointment shall be for more than three years, and no individual shall ordinarily serve more than three consecutive years on one committee. When appointments are made for more than one year, initial appointments from each constituency are to be staggered terms, that is, for one, two, or three years.~~

(5) Selection of Chairperson. On or before August 31 of each year, the chairperson of each charter committee will be appointed from among those members of the committee for the next annual term by the President of the University ON RECOMMENDATION OF ~~after consultation with~~ the presidents of the three assemblies.

e. Resignation and Replacement. In the event that a duly appointed member wishes to resign, ~~the member he or she shall~~ should notify the ~~executive officer~~ president of the appropriate constituent assembly that appointed the member and the President of The University of Iowa. ~~The executive officer~~ president of the relevant assembly shall forward the name of any new appointee to the President of the University, who will confirm the appointment if it is consistent with (d)(1) ~~above with requirements of the General Charter and The University's Affirmative Action Policy~~. If qualified, the person so designated will be appointed to complete the full term of the person who resigned. The President of the University shall send written notice of the appointment to the chairperson of the charter committee to which the person has been appointed and to the ~~executive officer~~ presidents of all three assemblies of the appropriate constituent assembly.

f. Removal. THE COMMITTEE CHAIR MAY RECOMMEND TO THE PRESIDENT OF THE APPROPRIATE ASSEMBLY THAT A COMMITTEE MEMBER APPOINTED FROM THAT ASSEMBLY BE REMOVED FROM THE COMMITTEE IF HE OR SHE IS ABSENT FROM AT LEAST THREE CONSECUTIVE COMMITTEE MEETINGS, OR FOR OTHER GOOD CAUSE. IF THE PRESIDENT OF THE ASSEMBLY BELIEVES REMOVAL WOULD BE APPROPRIATE, THE MEMBER WILL BE NOTIFIED THAT THE COMMITTEE SEAT HAS BEEN DECLARED VACANT, AND A NEW MEMBER WILL BE APPOINTED TO THE COMMITTEE BY THE ASSEMBLY IN ACCORDANCE WITH ITS PROCEDURES. ~~The chairperson of any charter committee may recommend to the president of any assembly that a member of that assembly serving on that charter committee should~~

~~be removed because of chronic absence from committee meetings or other good cause.~~

~~The president of the assembly shall then consider whether removal is appropriate and, if~~

~~so, how such removal should be accomplished in accordance with the rules of the~~

~~assembly.~~

g. e. Notification Procedures for Appointees and Re-appointees: Designation of Administrative Officer to Charter Committees. After charter committee members are appointed and confirmed, the President of the University shall give written notice of full committee membership to the presidents of all three assemblies ~~executive officer of each constituent assembly who will be and the executive officer~~ responsible for notifying new appointees and re-appointees from that constituency assembly of their appointment. The President of the University shall also distribute a consolidated membership list of all University charter committees to the presidents of the three assemblies ~~the executive officer of each constituent assembly~~, to the current chairperson of each charter specific committee, to each administrator who is a liaison to the charter committee, to the Student Activities Center, to ~~The Daily Iowan~~, to the Office of Public Information, University Relations, and to other centers of communications as may be appropriate.

In addition, it is expected that ~~each spring before May 15~~, on or before September 1 of each year the President of the University will designate one or more administrators ~~administrative officers~~, consistent with the terms of any specific charter, who will work with the charter committees during the coming year. The list of administrators who are the liaisons to any charter committee ~~who are designated to work with committees~~ will be sent to the committee in time to permit each committee to hold its first meeting of its annual term ~~in organization meeting before September 1~~ with the administrators ~~administrative officers~~ in attendance.

h. ~~f.~~ First Meeting of Annual Term. Organizational Meeting.

(1) Time of Meeting: ~~The first regular meeting of the annual term for each charter committee shall be held on or before October 1 in each annual term. Each current committee chairperson is to call an organizational meeting of current and newly appointed committee members before September 1 of each year.~~

(2) Election of Secretary. ~~At this meeting, the general and specific charges to the committee will be explained to the new members appointees, current committee activities will be reviewed, and a secretary for the annual term next year will be nominated and elected by the committee, continuing and newly appointed members who will constitute the committee for the following year. The chairperson will be appointed from among the committee membership by the President after consultation with the chairpersons of the constituent assemblies.~~

i. ~~g.~~ Regular and Special Meetings.

(1) Frequency: ~~Each charter committee is to hold a minimum of two regular meetings each semester during each fall and spring semester falling within the annual term, the first to be held within three weeks of the opening of classes.~~

(2) Call: ~~Meetings may be called from time to time by the chairperson as business arises. The chairperson shall He or she is obligated to call a meeting upon petition by one-third of the committee members or upon the request of the administrative officers designated to work with the committee.~~

(3) Notice: ~~ADVANCE NOTICE OF EACH MEETING SHALL BE MAILED PROVIDED TO ALL COMMITTEE MEMBERS, THE ADMINISTRATORS DESIGNATED AS LAISONS TO THE~~

COMMITTEE, OTHERS HAVING BUSINESS WITH THE COMMITTEE, THE PRESIDENTS OF THE THREE ASSEMBLIES, to the designated administrative officers, to other persons known to have business with the committee, to the presidents of the three assemblies, to the President of the University, to the executive officer for each constituent assembly, to The Daily Iowan, to the Office of Public Information, to the Student Activities Center, and to all other campus and community media as may be appropriate, and, at the discretion of the committee chairperson, to the IMU Campus Information Center for inclusion in the master calendar.

- (4) Floor Privilege: Meetings of the University committees shall be opened to the public and media except when the committee deems it appropriate to meet in executive session. ~~Duly appointed~~ Committee members (as defined in I-2.8(6)(d)) and the designated administrative officers (or their representatives) have the right and privilege of the floor at all times; this right may be extended to other persons by majority vote of the committee.
- (5) Voting Privilege: Voting privileges are limited to members of the committee. A roll-call record of split votes is to be kept in the minutes when requested by a member of the committee.
- (6) Quorum Requirements: A QUORUM CONSISTS OF AT LEAST ONE-HALF OF THE COMMITTEE'S MEMBERS. IF PROCEEDINGS ARE UNDERWAY TO REPLACE A COMMITTEE MEMBER (SEE F ABOVE) AND NEITHER THE MEMBER FACING REMOVAL OR AN OFFICIALLY APPOINTED SUCCESSOR IS ABLE TO ATTEND A COMMITTEE MEETING, THE SEAT SHALL BE CONSIDERED VACANT FOR QUORUM PURPOSES. A quorum shall consist of at least one-half of the number of members currently holding valid appointments. If a member accumulates a significant number of absences from the meetings of the committee during any semester, the committee

~~chairperson shall, upon the concurrence of a majority of other members present, in response to a formal call for a meeting at a meeting called to consider this matter, notify the executive officers of the appropriate constituent assembly president of the assembly from which that member was appointed at least two weeks before the next scheduled meeting to suggest that nominations for a replacement be made. If the habitually absent member or an officially appointed replacement is not present at the next meeting, the seat will be considered vacant for quorum purposes.~~

- (7) Conduct of Business: Committee deliberations generally should ~~shall~~ be conducted in accordance with Robert's Rules of Order, Newly Revised, which makes due allowance for the informality appropriate to small working groups. The committee shall follow a prepared agenda. ~~and should attempt through debate to reach a consensus. If a reasonable amount of debate does not result in consensus, each of the various points of view should be summarized in the committee minutes.~~ The procedures outlined in this section do not interfere with the prerogative and responsibility of members of the committee to communicate with their several constituent assemblies frequently and informally or to refer a disputed issue to the constituent assembly for broader debate.
- (8) Minutes: Minutes from each committee meeting are to be sent to all members of the committee, to the designated administrators who are liaisons to the committee, administrative officers, to the presidents of the three assemblies, to the executive officer of each constituent assembly, to the President of the University, and to other persons in the University or to such campus and community media as may be appropriate. At minimum, the minutes should reflect any resolutions or other recommendations or motions of the committee and be fairly reflective of the committee's discussions.

i. Files. All files and copies of the minutes of the committee shall be kept by the administrator who is the liaison to the committee. The chairperson and secretary may maintain such files as they deem appropriate. Files of the chairperson and secretary should be sent to the administrator who is the liaison to the committee when their term as chairperson or secretary ends, or, alternatively, to their immediate successor in office.

At convenient times, as files relating to any charter committee accumulate in the Office of the President or in the files of any of the assemblies, administrators, chairpersons or secretaries and are no longer needed by others for current reference, they shall be transferred to the University Archives. At that time, the presidents of the three assemblies may deal with their copies of committee records in accordance with any university records retention policy then in effect.

k. h. General Charge to University Charter Committees

- (1) Each committee shall concern itself with the six matters listed in I-2.8(6)b as these matters apply to the area assigned to the committee.
- (2) In terms consonant with I-2.8(6)a and I-2.8(6)c, the committee should at all times seek to advise the administration and to inform the several constituent assemblies of matters of concern. ~~To this end, the committee's secretary may invite and inform other persons known to be concerned with the committee's work. Except as may be provided in the specific charters, Apart from this policy,~~ there are no ex officio members of University charter committees ~~under this Charter.~~
- (3) When requested by the President of the University, AND IN ADDITION TO THE ROLE PLAYED BY THE FACULTY SENATE COMMITTEE ON THE SELECTION OF CENTRAL ADMINISTRATIVE OFFICIALS, the committee shall be available to advise the President: 1) on the methods of reviewing the functions which come within the

scope of the committee's advisory role, 2) concerning the criteria for appointment of new University-wide administrative officers, some of whose functions come within the scope of the committee's advisory role; and 3) on the selection of such administrative officers.

- ~~(4) Each committee shall maintain and transmit to succeeding committees an orderly file of all policy statements and a complete statement defining the function, responsibility and work of the committee. This file will be available to the public~~
- (4) Each outgoing committee shall prepare in time for the first regular meeting for the organizational meeting of the incoming committee in the next annual term a brief report summarizing committee activities for the past year and identifying current issues and future questions to the extent such information is not readily available from the committee's minutes. ~~Any~~ This annual report is to be distributed in the same manner as the committee's minutes. ~~It should also be summarized for publication in fyi and The Daily Iowan.~~
- ~~(5) Each secretary will convey the files of the committee to the successor secretary. At convenient times, as these files accumulate in the Office of the President and in the files of each of the constituencies and are no longer needed by others for current reference, they shall be transferred to the University Archives. At that time, the executive officers of the various constituent assemblies may direct, if they wish, the destruction of their copies of the committee records.~~
- (6) Committee members shall neither expect nor accept by reason of their service on any committee any gratuities, rewards, or perquisites, including tickets. Preferential treatment shall not be given to any committee member by virtue of service on the committee.

l. i. The Establishment and Modification of University Charter Committees. At least once every three years or more if necessary, ~~Each year the chairpersons of the constituent assemblies~~ the presidents of the three assemblies and the President of the University shall review the committee structure to determine whether charter committees should be established or modified. Before making a final decision, ~~they the chairpersons~~ shall seek the advice of the appropriate constituencies in this review process.

To establish or modify a committee requires the ~~unanimous agreement of the chairpersons of those constituent assemblies affected by the area of committee concern~~ approval of the three assemblies and the President of the University.

m. j. Duration of General Charter. The General Charter shall be formally reviewed at least biennially and continued if agreed to by ~~all chairpersons of the constituent assemblies~~ the presidents of the three assemblies and the President of the University. It can be amended at any time by unanimous agreement of these officers.


Note: Senate officers suggest three years.

THE UNIVERSITY OF IOWA



September 29, 1998

Memo To: Robert Wiley, Faculty Senate

From: Scott Shuman and Sarah Pettinger, UISG 

Re: Review Days

For several years, Student Government executives have worked on a variety of proposals to provide anywhere from one week to a few days, prior to finals week, for preparation and review. This year's executive cabinet has become aware of a Review Days proposal created by an ad hoc committee. The proposal has received support from many of the representative bodies on campus, and we would like to have faculty input. Please call Scott at 335-3576 to arrange a time to discuss the attached proposal. Thank you.

cc: John Folkins

THE UNIVERSITY OF IOWA



TO: Jon Whitmore

FROM: Ad hoc committee on reading days
John Folkins
Jerry Dallam
Meghan Henry
Jake Jakobsen
Juliet Kaufmann
Lola Lopes
Lloyd Matheson
Allison Miller
Don Yarbrough

DATE: February 27, 1998

RE: Review Days

As you know, concerns have been raised that students are often pressed for time at the end of the semester and it is common for students to wish they had more time to prepare for final examinations. A number of universities have responded to this need by designating reading days or reading weeks just prior to finals. Typically, classes do not meet on reading days, but instructors are encouraged to hold review sessions, office hours, etc.

We have considered changing the University of Iowa calendar in various ways to insert a couple of reading days. We have not been able to find a manipulation that is generally satisfactory. For example, our proposal to move the spring semester forward four days, has met opposition from both graduate students and faculty members. We propose another approach. We call this approach review days.

Review days are the last days of instruction for the semester. During review days, students should be expected to spend more and more of their time preparing for finals. They might be given the time to do this using a variety of principles. It is expected that the principles employed would vary greatly across the University, due to the different pedagogical demands of different units and courses. For example, courses with laboratory sections at the end of the week may need to use the laboratory periods to finish laboratory work rather than reviewing lecture material. Although each college or unit will implement review days in its own way, the following principles might be useful guides:

- Review days will be defined as the last few days of regularly scheduled instruction at the end of the semester. This might be one, two, or three days, as determined by different colleges or units.
- During review days, instructors are encouraged to use class time to review and synthesize material covered throughout the semester.

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- Presentation of new material is discouraged during the review days unless there are compelling reasons to provide it.
- Projects, papers, and other assignments requiring out-of-class time should be due prior to the review days whenever possible.
- Regular examinations should not be scheduled during the review days unless there are no good alternative dates. Of course, there are already rules against holding final examinations during the last days of classes without specific approval from the collegiate dean.
- Nonacademic student activities are typically not scheduled during finals week. This principle should be extended to review days. The exception to this would be activities designed to be study breaks or to otherwise complement final examinations. It is recognized that there may be limits to the extent that this principle can be implemented; for example, it may be necessary for the Theater Department to schedule plays during review days.

The Council on Teaching has now approved this proposal. We will also have it discussed at a Deans Meeting and an Associate Deans and Directors Meeting. Then we would ask the Faculty Council if they would like to discuss it.

c: Rich MacNeil, Chair, Council on Teaching

Policy on Acceptable Use of Information Technology Resources

DRAFT F

<http://www.uiowa.edu/homepage/policy/draft/aup-draft.html>

I. PREAMBLE

The University of Iowa's Information Technology Resources have been assembled to facilitate the pursuit of excellence in the University's missions of teaching, research and service. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the University community. To preserve that opportunity for the full community, each individual faculty member, staff member and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of University-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to the University's mission, these resources should be used primarily for University-related educational and administrative purposes. By using University information technology facilities and resources, users agree to abide by all related University policies and procedures, as well as applicable federal, state and local law. Violations may result in University disciplinary action or referral to appropriate external authorities.

The use of University computing resources—like the use of any other University-provided resource and like any other university-related activity—is subject to the normal requirements of legal and ethical behavior within the University community. Thus, legitimate use of a computer, computer system, switching system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network and whether or not they can be circumvented by technical means.

II. SCOPE OF POLICY

This acceptable use policy applies to all users of University information technology resources. This includes the resources under the management or control of Information Technology Services (ITS) or other units of the University of Iowa such as UIHC Hospital Information Systems (HIS). A "user" is defined as any individual who uses, logs in to, or attempts to use or log in to, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from remote locations. The term "user" thus includes system sponsors and system managers, faculty, staff, students, and other customers. "Information technology resources" are those facilities, technologies and information resources required to accomplish information processing, storage and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all Information Technology Centers (ITC), classroom technologies, electronic resources, and computing and electronic communication devices and services, such as, but not limited to, computers, printers, modems, e-mail, fax transmissions, video, ISIS, OASIS, multi-media, instructional materials, and healthcare and administrative systems. Personal equipment physically connected to the University network is also subject to this policy.

III. SECURITY AND PRIVACY

The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the University community apply also to electronic information. The University cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

The University employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware, however, that the University cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly. Users are responsible for maintaining backup and recovery systems in accordance with disaster recovery guidelines, as well as for implementing and maintaining computer security in accordance with best practices and University policies and procedures. The University respects encryption rights on its networks and may itself encrypt information and transactions when secure confidentiality is an obligation.

Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The University may also inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the Director of ITS or by the Director's designee, or for UIHC, the Director of HIS, in consultation with University Counsel. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with University counsel, it is determined that notice would seriously jeopardize substantial interests of the University or of third parties. In addition, a supervisor or principal investigator may find it necessary to retrieve a file of assigned work by inspection without notice when an employee is unavailable for timely consultation.

In addition, users should be aware that their right to privacy in electronic records may be subject to the University's obligation to respond to *subpoenas* or other court orders, reasonable discovery requests, and requests for documents pursuant to Iowa Code Chapter 22, the Public (Open) Records Law. University administrative records are subject to public record requests, unless an express exception recognizes the confidentiality of the material, such as the exception for library records. By statute, public records include all "records, documents, tape or other information, stored or preserved in any medium," whether generated by University administrators, faculty, or staff. The statute contains no express exception for documents generated by faculty or staff in the course of their employment. Although it is the University's position that personal electronic files of faculty, staff, and students are not ordinarily to be considered "public records," users should be aware that a court of law, and not University officials, may ultimately decide such issues.

IV. INDIVIDUAL RESPONSIBILITIES

A. Use resources appropriately. Uses that interfere with the proper functioning of the University's information technology resources are prohibited. Such inappropriate uses would

include but are not limited to insertions of viruses into computer systems, tapping a network or running a "sniffer" program, e-mail spam, chain letters, destruction of another's files, use of software tools that attack IT resources, violation of security standards, and the like.

B. Respect the rights of others. Interference with the ability of other users to make appropriate use of the resources is prohibited. Such inappropriate uses include, without limitation, invading the privacy of another's files or otherwise gaining unauthorized access to the files of another. Such uses would include but are not limited to denial of service attacks, misrepresentation, forgery, use of software tools that attack IT resources, and the like.

C. Adhere to the EDUCAUSE Code of Software and Intellectual Rights. The EDUCAUSE Code follows:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

D. Adhere to data access policies. Accessing restricted data without permission or need to know is prohibited. Where access to restricted data is permitted, use of such data shall be limited to the purpose for which access was authorized. Secondary use of university data subject to access restriction, without adhering to the restrictions, is also not permitted.

Patient medical information retained by the University of Iowa Hospitals and Clinics is further protected by State law which prohibits any disclosure without specific written consent of the person to whom it pertains, or as otherwise required by law. A general authorization for release of medical or other information is not sufficient for this purpose.

E. Adhere to software licenses. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy. Users are responsible for adhering to agreements for databases licensed by the University. Individual departments are charged with the responsibility of ensuring that licensing requirements are met and for developing a statement guiding the installation of personal software on departmental computers.

F. Avoid excessive personal use. Consistent with University Telephone Procedures (*Operations Manual V-24*), personal use of computer resources should be kept to a minimum. Personal use may be excessive if it takes place during regularly scheduled work time, if it overburdens a network, if it results in substantial use of system capacity, or if it otherwise subjects the institution to increased operating costs. Some uses will be plainly excessive in all environments, but the extent to which other uses become excessive may vary among units. In those instances, supervisors will provide more specific guidance to individual users by formulating unit policies or providing advice on a case-by-case basis.

G. Refrain from prohibited personal uses. Information technology resources, including the University's electronic address (e-mail, web), shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate

university officer, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise. Faculty and staff consulting that is in conformity with University guidelines is permissible.

H. Use University name as authorized. Unless authorized to speak for the University, users should avoid creating the impression they are doing so. Electronic exchange of ideas is encouraged. However, users shall take appropriate steps to avoid the possible inference that communication of a message via the University e-mail system or posting to an electronic forum connotes official University authorization or endorsement of the message.

I. Adhere to other University policies. Inappropriate use of electronic technology resources may violate a number of generally applicable University policies, including, without limitation, University *Operations Manual* Sections III-15 Ethics and Academic Responsibility, V-24 Telephone Procedures, V-31 Intellectual Property, II-3 Human Rights, II-4 Sexual Harassment, II-10 Violence, V-9 Fund Solicitation, and Section IIA of "Policies and Regulations Affecting Students," "Regents Guidelines on Union Organizing Activity," and University Web Standards (to be developed).

J. Obey external laws. Information technology resources shall not be used in a manner that violates federal, state, or local law, including without limitation the federal requirement that the University provide employment and educational environments free from race-based or gender-based hostility (see Titles VI and VII, Civil Rights Act of 1964, and Title IX, Educational Amendments of 1972); and, state criminal laws forbidding harassment (Iowa Code Section 708.7), exhibition of obscene materials to minors (Iowa Code Section 728.2), rental or sale of hard core pornography (Iowa Code Section 728.4), official misconduct (Iowa Code Chapter 721), computer crime (Iowa Code Chapter 716A), and federal and state copyright and fair use laws. Nothing in this policy prohibits the use of appropriate material for educational purposes in any accredited school, or any public library, or in any educational program in which a minor is participating. Nothing in this policy prohibits the presence of minors at an exhibition or display or the use of any materials in any public library.

V. ADMINISTRATION AND ENFORCEMENT

Information Technology Services is charged with communicating this policy to the user community through partnering with major campus IT providers and for providing educational programs to achieve technical proficiency and appropriate use of the resources. Requests for interpretation of the policy as applied to particular situations may be directed to the appropriate University administrator, such as the Office of the Provost, Student Services, Human Resources, Affirmative Action, HIS, ITS or to the Office of the General Counsel.

Reports of apparent violations of the policy may be made to Information Technology Services, Hospital Information Systems, to an employee's supervisor or, in the case of a student, to the Office of the Vice President for Student Services. Where violations of law are alleged, University Public Safety or the Office of General Counsel should be contacted. Good faith disclosures of University-related misconduct are protected by the Anti-Retaliation policy (*Operations Manual* Section II-11.) In most instances, concerns of possible violations of this policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the University.

Serious or repeated violation of this policy by faculty members will be governed by the general Faculty Dispute Procedures. (See Sections III-29 *et seq.* of the University *Operations Manual*.) Violations of this policy by staff members will be addressed by the staff member's supervisor, departmental executive officer, dean, Provost, or vice president. Appeals from any formal disciplinary action taken against a professional and scientific staff member are governed by the Policy Establishing Grievance Procedures for Professional and Scientific Personnel, Section III-28.4 of the University *Operations Manual*. Organized Merit staff have access to a contractual grievance procedure, and non-organized Merit staff have a procedure available under the Regents Merit System Rules. Violations of this policy by students will be governed by the Judicial Procedure for Alleged Violations of The Code of Student Life. Both the Code of Student Life and the Judicial Procedure are published and distributed to students annually in "Policies and Regulations Affecting Students."

VI. DISCLAIMER

The University makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The University will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a University employee, or by the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. The University specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official University record. The University also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

VII. OTHER POLICIES AND RULES

Individual units within the University may define by written policies conditions of use for facilities under their control. Policy statements must be consistent in principle with this University policy, but may provide additional detail, guidelines or restrictions. Such unit or departmental policies should be submitted to the Provost (for faculty), Human Resources or Vice Presidents of the University (for staff), or to the Hospital Advisory Committee (for UIHC) to review for consistency with University policy. In addition, users are advised that network traffic exiting the University is subject to the acceptable use policies of our national and international network connectivity providers (e.g., ICN, vBNS, Internet2, or long distance communication providers such as MCI or AT & T).