GOVERNANCE COUNCIL ANNUAL REPORT
FOR ACADEMIC YEAR 2010-11

The Governance Council of the Faculty Senate has three committees that report to it; namely, the Committee on Senate Documents, the Committee on Committees, and the College and Departmental Document Review (CDDR) Committee. The Committee of Governance Documents considered several document changes for the Faculty Handbook and other items for the Council’s business throughout the year. The Committee on Governance Documents was chaired by Skip Walters and John Jackman. The Committee on Committees’ responsibility was the appointment suggestions to fill the Senate’s committees and liaison positions, and also made arrangements for the spring conference. This committee was chaired by Steve Freeman. Additionally, the Governance Council had the responsibility of conducting the Senate’s elections for filling completed or open terms, and other items of governance for the Senate.

The major topics of action for the Governance Council for the 2010-11 academic year were the following – note that these are only topical items (see the Council Minutes on the Faculty Senate website for more details and the attached reports of the committees):

Several significant Faculty Handbook modifications were developed from Governance Council actions and include the following:

- Revised Section 10.8 to remove the table of required approvals and move to section 2.8 for Policy for Renaming Academic Units
- Revised Section 5.7 Evaluation of Central Administrators (adding additional Vice Presidential Offices)
- Updated Faculty Conduct Policy (Section 7 of the Faculty Handbook) to include Unacceptable Performance of Duty (7.2.2.5.1)
- Made revisions to Post Tenure Review Policy (Section 5.3.5) of the Faculty Handbook
- Revised Section 5.2.1.3 of the Faculty Handbook essentially eliminating language referencing Early Tenure and allowing faculty to apply for tenure when they feel criteria are met.
- Using the FDAR report to the Faculty Senate on NTE Faculty, revisions to Section 3.3.2.1requiring monitoring and justification when NTE faculty percentages are above predetermined levels.

The Council should be commended for the extra hard work in dealing with issues related to the complex topics including Post-Tenure review and Unacceptable Performance of Duty.

The activities of the CDDR Committee in review the governance documents from ISU Colleges and Departments has made continued progress. This committee is its third year of operation. Chair, Tom Loynachan and the rest of the CDDR committee should
be commended for their critical review and revision recommendations to numerous governance documents reviewed this academic year.

Changes to the faculty handbook continue to occur. An updated version of the faculty handbook was made available in January 2011. Skip Walter, outgoing chair of the Senate Documents Committee reviewed the entire Faculty Handbook to ensure that references made to particular administrative offices and positions were adhered to style and form within the document. Chairman of the Senate Documents Committee Skip Walter took advantage of the retirement program and was replaced by John Jackman for the Spring 2011 semester. At the end of the Spring 2011 semester, Martha Selby has agreed to Chair the Senate Documents Committee for the 2011-12 year.

The Governance Council oversaw another successful election of senators and of committee chairs and appointments to the Athletic Council. Overall, the Governance Council had a very busy and productive year, as can be seen by the list of accomplishments and activities listed above. More details on the items listed above can be seen in the Council’s minutes which are posted on the Senate Website.

The report is respectfully submitted by:

Ken Stalder, Chair of Governance Council.

Members of the Council are:
Monica Bruning,  
Steve Freeman,  
Pol Herrmann,  
Jesse Hosteltter,  
John Jackman,  
Tom Loynachan,  
John Mayfield,  
Mike Owen,  
Max Porter,  
Gary Taylor,  
Skip Walter,  
R. Chris Williams,  
Jack Girton (Ex-Officio – AAUP)  
Dawn Bratsch-Prince (Ex-Officio - EVPP)
College and Departmental Document Review (CDDR) Committee
2010/11 Annual Report

1. Committee was appointed in the summer of 2008.
2. CDDR is reviewing governance documents on a four-year cycle (http://www.agron.iastate.edu/~loynachan/gov/Schedule.htm); starting with college documents. CDDR hopes to finish all college documents this year. CALS is the only college document remaining (http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog.htm). Slowness for the CALS review was due to personnel change in CDDR and not related to CALS or the availability of their documents.
3. Departments within CALS, Business, and Design now fairly complete in review except where governance documents are being revised or mergers are occurring (http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog09.htm).
4. Initiated the review of departments with the colleges of Engineering, Human Sciences, and Veterinary Medicine fall 2010. About one-half of these documents have now been reviewed (as of 4/18/11) (http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog10.htm).
5. Scheduled for review next year are departments in LAS.
6. CDDR maintains the links for college and departmental governance documents at (http://www.agron.iastate.edu/~loynachan/gov/GovDocURLs.htm).
7. CDDR is in the final stages of review (document dated 4/16/11) of four (4) suggestions for changes to the Faculty Handbook. After approval, these, or a modified version, will be submitted to the Governance Council for action.

These are suggestions on needed changes to the Faculty Handbook coming from the College and Departmental Document Review Committee. The Senate Documents Committee will be asked to review the desired language and location in the Faculty Handbook.

1) Move this item from current best practices (#12) to the Faculty Handbook. College governance documents should include these items required by the Resource Management Model:
   a) Each dean shall have a budget advisory council/committee with significant faculty membership, including at least one faculty senator. The governance document should describe the membership of the college's budget advisory committee.
   b) The dean will communicate to members of the college annually of college goals, priorities, planning, and budget.

2) New item to be added to the Faculty Handbook (some of these concepts may currently exist but language should be added to college and departmental documents alerting the reader that these lower-level documents are not the final authority). Governance documents for various bodies of faculty have been developed by representative members of the faculty. Faculty members are affected by and should be familiar with the governance documents of the Faculty Senate, their college, and their department. The college document should comply with the
university document (i.e., this Faculty Handbook), and the departmental document should comply with the college document. In cases where conflicts exist among department, college, and university documents, the higher-level governance document prevails. The rules and regulations of higher-level documents are still in effect even if absent from the lower-level document, and language to that effect should be found in college and departmental documents.

3) New item to be added to the Faculty Handbook (many college and departmental governance documents do not mention appeal and grievance procedures). CDDR feels these procedures should specifically be outlined in college and departmental governance documents or mention made to a higher-level document about appeal and grievance procedures.

College and departmental governance documents will describe appeals and grievance procedures for faculty in their units. The document will specifically address the procedure and process for mediation of cases where a Position Responsibility Statement cannot be agreed upon. If a college or department follows higher-level grievance and appeals procedures instead of developing their own processes (e.g., a department following college procedures, or a college following university procedures) this needs to be explicitly stated in the governance document.

4) This new item is needed for clarification when preambles and appendices occur as part of governance documents.

Governance documents may contain both a preamble and appendices that provide context and additional information relevant to the document. A preamble, if included, is for information purposes only, and is not considered as a binding part of the governance document. Appendices may also be included with a governance document. The document needs to clearly state whether or not any appendices are considered a binding part of the governance document. This statement is usually given in the introductory sections of the governance document.

Submitted 4/18/11
Tom Loynachan, chair