DEFINING THE RESPONSIBILITIES, ROLES, AND RECOGNITION OF UNIVERSITY COLLEGE FACULTY

MISSION

University College is the academic unit at IUPUI that provides a common gateway to the academic programs available to entering students. University College coordinates existing university resources and develops new initiatives to promote academic excellence and enhance student persistence. It provides a setting where faculty, staff, and students share in the responsibility for making IUPUI a supportive and challenging environment for learning.

PRINCIPLES

University College will achieve its mission through the

- Promotion of student learning
- Focus on individual student success
- Establishment of its own traditions and recognition of accomplishments
- Provision of a quality first year experience
- Development of strong connections with the degree-granting units
- Commitment to faculty and staff development
- Creation of a community that values diversity
- Implementation of collaborative governance built on individual responsibility
PREAMBLE

In support of the University College mission and principles, University College faculty are committed to enhancing and improving undergraduate education for students in all units, to supporting interdisciplinary studies, and to promoting academic and scholarly excellence. Unique to University College is the faculty’s focus on creating a community distinguished by multi-disciplinary faculty involved with students through effective mentoring, rigorous teaching, and responsible curriculum design. University College Faculty play a major role in making decisions that direct University College governance and operations, supporting curriculum development, and serving as ambassadors to the campus and community.

I. UNIVERSITY COLLEGE FACULTY APPOINTMENT CRITERIA AND PROCEDURES

A foundational premise of IUPUI’s University College is that faculty must be centrally engaged in creating, guiding and implementing all initiatives for entering students. While University College does not have its own tenured faculty lines, three distinct types of faculty roles have been designed to create a unique Faculty which is broadly representative of the various academic units at IUPUI.

Types of Appointments: There are three types of faculty appointments within University College, Senior Faculty, Adjunct Faculty, and University College Lecturers.

Senior Faculty

The Senior Faculty of University College is composed of 40 individuals drawn from the ranks of tenured and clinical senior faculty in the degree-granting academic units at IUPUI. Appointment is competitive and based on the criteria stated below. The senior faculty provide comprehensive leadership for curricular and academic policy issues.

Appointment criteria for University College Senior Faculty

- Tenure or senior clinical appointment in an academic unit at IUPUI;
- Demonstrated commitment to undergraduate learning;
- Written support from the individual’s primary academic unit;
- Professional interests and expertise that support the current needs of University College;
- Strong commitment to the mission of University College.

Length of Appointment

Appointment as a University College Senior Faculty Member will normally be made for a three-year renewable term. There is no limit on the number of terms a senior faculty member can serve.
Adjunct Faculty

Adjunct Faculty appointment to University College represents a mechanism for recognizing individuals whose campus responsibilities and contributions directly support the mission of University College (e.g., teaching a First Year Seminar, significant committee service, involvement in assessment, or other special projects). The number of Adjunct Faculty appointments and the level and nature of their involvement in University College will vary. This faculty appointment implies a more limited range of responsibilities within University College.

Appointment criteria for University College Adjunct Faculty

- Have regular assigned campus responsibilities which relate to the mission and programs of University College;
- Demonstrated commitment to undergraduate learning;
- Support from the individual’s primary academic unit;
- Professional interests and expertise that support the current needs of University College;
- Strong commitment to the mission of University College.

Length of Appointment

Appointment as a University College Adjunct Faculty member will normally be made on a one- to three-year renewable basis.

University College Lecturers

While University College does not make its own tenured faculty appointments, like other academic units on campus, it does make a number of term, resident faculty appointments at the rank of Lecturer. In addition to teaching University College courses, these faculty often teach freshman courses in their respective fields. Appointments are subject to appointment and review processes of the campus and the home academic department if any.

Appointment criteria for University College Lecturer

- Academic credentials which meet criteria for appointment as lecturer;
- Demonstrated commitment to undergraduate learning;
- Professional interests and expertise that support the current needs of University College;
- Strong commitment to the mission of University College;
- Ability to teach freshman courses in respective discipline as well as University College courses.

Length of Appointment

Appointment as a University College Lecturer will normally be made on a one- to three-year renewable basis.
NOMINATION AND APPOINTMENT PROCEDURES

The University College Faculty Roles, Responsibilities, and Recognition Committee receives and reviews nominations for senior and adjunct faculty appointments and makes recommendations to the Dean, who, in consultation with the Executive Committee, will make the final selection and appointments. Members of the committee participate in Search and Screen procedures for new lecturer appointments.

ANNUAL REPORT

All faculty members are asked to complete a brief annual report that documents personal accomplishments and involvement with University College, thus allowing University College to more effectively document its accomplishments to external audiences. Additionally, the annual report provides information for the Dean to provide a summary and recognition to the home school on activities and accomplishments in teaching, service, and/or research related to the University College appointment.
II. THE ROLES AND RESPONSIBILITIES OF UNIVERSITY COLLEGE FACULTY

A. General Expectations of Faculty

All appointed faculty are expected to understand the mission of University College, actively contributing to the continuous improvement of its programs and services for students. All faculty are eligible to vote at meetings of the University College Faculty Assembly, and at meetings of committees and task forces of which they are a member.

Roles and Responsibilities of Senior Faculty

- Provide strong campus leadership based on principles on which University College was founded;
- Promote the mission, contribute to the understanding of University College and augment its effectiveness, via communication with their home unit, the campus, and the community as a whole;
- Participate in regular UC faculty assembly meetings, semi-annual retreats, and other events;
- Make significant contributions to the work of committees, task forces and other projects for which one is responsible;
- Review and, where appropriate, respond to UC communications and requests for information, and contribute to the preparation of University College proposals and reports;
- Assume a unique set of responsibilities, reflecting his/her individual interests and expertise in support of current UC needs and priorities. (see following examples)

Roles and Responsibilities of Adjunct Faculty

- Promote the mission of University College in ways which reflect his/her individual interests, expertise, and regular IUPUI position assignments;
- Encouraged to attend University College faculty assembly meetings, semi-annual retreats, and other events;
- Encouraged to serve on standing and ad hoc committees;
- Review and, where appropriate, respond to UC communications and requests for information.
- Make additional contributions to the mission of University College in ways reflective of his/her individual interests and expertise. (see following examples)

Roles and Responsibilities of University College Lecturers

- Teach assigned University College courses;
- Complete annual administrative assignments;
- Participate in regular University College faculty assembly meetings, semi-annual retreats, and other events;
- Contribute to the work of assigned committees and task forces;
- Review and, where appropriate, respond to University College communications and requests for information;
• Promote the mission and provide information about University College to campus and home academic unit;
• Make additional contributions to the mission of University College in ways reflective of his/her individual interests and expertise. (see following examples)

B. Additional expectations for Senior Faculty

Typically, senior faculty will be expected to provide greater professional service contributions to University College. In recognition of their comprehensive engagement and leadership, a $1000 faculty development stipend is made available annually for each senior faculty member.

C. Examples

The following are examples, organized along the lines of traditional faculty roles, which illustrate how UC faculty may contribute to the mission and programs of University College.

Service
• Serve on standing and ad hoc committees that set policy, conduct faculty governance, and contribute to the administration and program implementation of University College. This includes, but is not limited to:
  o Standing committees established by the faculty (e.g., Budgetary Affairs; Faculty Roles, Responsibilities, and Recognition; Academic Policies and Procedures; Curriculum Committee; Executive Committee)
  o Special purpose University College committees (e.g., PEW Self-Study; Search and Screen)
  o Advisory Committee for University College programs (e.g., Orientation, Mentoring Center, BookMarks, Advising, College Preparatory Initiatives)
• Collaborate with University College advisors in enhancing the quality of academic advising and mentoring, and the coordination of advising between University College and Schools;
• Participate in and make presentations for University College programs (e.g., student orientation sessions, University College Learning Communities Colloquium, Scholars Day, and high school outreach activities);
• Serve as a mentor to University College students to assist them in their career choices, help them understand the academic requirements for specific careers, and offer them personal encouragement in achieving their career goals;
• Represent University College in community outreach activities by educating the larger Indianapolis metropolitan community, including high school teachers, administrators, counselors, and students about the importance and necessity of higher education and the pre-conditions for academic success in college;
• Represent University College on campus committees that impact University College (e.g., PRAC, Academic Affairs, Enrollment Management, Faculty Council, FASPAC);
• Serve as a University College liaison to inform colleagues and administrators in home unit and other IUPUI schools about the purpose, needs, and accomplishments of University College.
Teaching
• Teach University College courses;
• Serve as a resource for University College courses:
  o Help implement new teaching strategies
  o Help integrate innovations in technology
• Develop new courses for the instruction of University College students;
• Provide leadership for the continued development and improvement of First Year Seminar and/or Critical Inquiry;
• Contribute to sustaining or improving effective undergraduate teaching and learning in general education courses at IUPUI;
• Attend and/or participate in presentations/seminars, regional, or national conferences that contribute to the improvement of undergraduate learning.

Research
• Contribute to the development, maintenance, and analysis of data concerning University College students, as related to assessment of University College in fulfilling its stated mission;
• Design, conduct, and disseminate research that:
  o Informs the development of the first year studies curricula at IUPUI, including the identification of new instructional technologies and pedagogical practices and the assessment of their effectiveness in improving undergraduate learning
  o Promotes the improvement of undergraduate learning
  o Relates to the assessment of University College programs, faculty, and staff
• Disseminate research findings at University College events; university, national, and international conferences; and through publications;
• Publish research findings in peer-reviewed journals.
III. RECOGNITION AND REWARDS

The Senior Faculty, Adjunct Faculty, and University College Lecturers, should be recognized and rewarded for their participation in University College. Appointment to University College is a highly selective recognition of faculty who have demonstrated concern for improving undergraduate education.

Recognition for the contributions and accomplishments related to University College may include:

- Acknowledgement of accomplishments and professional expertise on the University College web home page, in the manual, and in other published media;
- University College-initiated nominations for appropriate campus and university level teaching, service, and research awards;
- Letters of support and appreciation from University College administrators and campus level leadership.

Rewards for University College faculty may include:

- Personal satisfaction gained from supporting their students, many of whom are first generation, to benefit from their University experience;
- Unique opportunities for collegiality in a community of peers focused on improving student academic success;
- Opportunities for research assistance and technology support;
- Grant opportunities for professional development and curriculum development, including faculty fellowships;
- Opportunities for travel to conferences for University College-related professional development;
- Symbolic tokens acknowledging University College Faculty status and accomplishments such as certificates of appreciation, medals for academic regalia, etc.