

# BRADLEY UNIVERSITY SENATE

## AGENDA

SECOND REGULAR MEETING OF THE 2003-2004 SENATE

3:10 P.M. OCTOBER 16, 2003

STUDENT CENTER BALLROOM C

- I. Call to order
- II. Announcements
- III. Approval of Minutes
  - A. First regular meeting of the 2003-2004 Senate, September 18, 2003 ([p. 2](#))
- IV. Call for Items to be added to the Agenda
- V. Reports from Administrators
  - A. President Broski
  - B. Provost Liberty
  - C. Vice President Engelbrecht
- VI. Reports from Standing Committees
  - A. Curriculum & Regulations
    - 1. Subcommittee on Curriculum ([p. 6](#))
      - Program Modification: Biology
      - Program Addition: Chemistry -- Business
      - Course Addition (CHM), Course Deletion (SOC), Course Modifications (EGT)
    - 2. Executive Committee of the Graduate School ([p. 9](#))
      - Course Additions: ATG 605, MTG 688, ETE 655
      - Course Modification: IB 656
    - 3. General Education Subcommittee:
      - Course Additions to General Education Categories ([p. 11](#))
        - Science & Technology Category
        - Non-Western Civilization Category
        - Cultural Diversity Sub-Category
  - B. Contractual Arrangements
    - 1. Policy on Asynchronous Online Education ([p. 12](#))
    - 2. Policy on Conflict of Commitment & Conflict of Interest ([p. 14](#))
- VII. Reports from Ad Hoc Committees
- VIII. Unfinished Business
- IX. New Business
  - A. Ratifications of Appointments to Standing Committees
    - 1. General Education Subcommittee
- X. Other Business
  - Report from Student Senators
- XI. Adjournment

BRADLEY UNIVERSITY SENATE 2003-2004  
MINUTES  
FIRST REGULAR MEETING, SEPTEMBER 18, 2003

I. CALL TO ORDER

The meeting was called to order in the Marty Theater at 3:13 PM.

II. ANNOUNCEMENTS

Senate President Mays announced that the Intellectual Property proposal would not be discussed at this meeting.

III. APPROVAL OF MINUTES

- A. It was moved (Donna Hill) and seconded (Paul Mehta) to accept the minutes of the May 7, 2003 meeting. The motion passed.
- B. It was moved (B.J. Lawrence) and seconded (Alan Galsky) to accept the minutes of the May 7, 2003 special meeting. The motion passed.

IV. CALL FOR ITEMS TO BE ADDED TO THE AGENDA

Senate President Mays added Wayne Evens to Reports from Administrators. She also added Student Senator Steven Thompson and Student Senate President Erica Pack to the agenda under Other Business.

V. REPORTS FROM ADMINISTRATORS

President Broski was not present as he was on a donor visit.

Provost Liberty discussed the special emphasis for accreditation- student-faculty collaboration. The purpose of this emphasis is to engage students in the learning process. OTFED was given the task of coordinating the implementation of the emphasis. As part of the assessment of this emphasis, Bradley is participating in the Student Engagement Survey. Results from the first year of the survey indicated that Bradley did not distinguish itself from similar institutions. In the subsequent discussion to the Provost's remarks, there was concern about how the survey was administered. It was reported that the survey is widely used and has a good response rate.

Wayne Evens, Bradley's representative to the IBHE, stated the main issues being discussed were budgets and student accessibility. Senate President Mays requested Ratifications of Appointments to Standing Committees (IX.A.) be the next item of business. Before this could be acted upon Joseph Felder asked about the changes to Bradley's health insurance. Gary Anna stated that the changes had to be done over the summer which led to a compressed timetable. In the following discussion, concerns were expressed over the short notice faculty were given before the health insurance changes were implemented.

IX. NEW BUSINESS

A. Ratifications of Appointments to Standing Committees

Alan Galsky made the motion to ratify the appointments to standing committees by the Senate Executive Committee. This was seconded by Claire Etaugh. The motion passed.

Those appointments were as follows:

- Affirmative Action-Himat Batra and Dean Kim
- Honorary Degrees- Kevin Finson and Denise Johnson
- Retirement Advisory-Dennis Kroll and Deirdre Reddington
- University Resources-Kerry Ferris, Charles Dannehl and for Fall semester, only, Al Webster in place of Shyam Bhandari.

## VI. REPORTS FROM STANDING COMMITTEES

### A. Committee on Elections

Sam Fan reported on elections. Those elected were as follows:

#### University Elections:

Tenure, Promotion and Dismissal: Oscar Gillespie, Ed Lamoureux,  
Alternate-Elizabeth Cram  
Grievance: Cindy Brubaker, Ed Kaizer, Alternate-Jeries Abou-Hanna  
Contractual Arrangement: Ahmad Fakheri.

### B. Curriculum and Regulations

#### 1. Subcommittee on Academic Regulations and Degree Requirements

Claire Etaugh made the motion to approve the Academic Calendar for 2006-2007. The motion was seconded by Bob Podlasek. The motion passed.

#### 2. Subcommittee on Curriculum

Modifications of ETE 227 and ETE 228 were approved during the Spring semester

### C. Contractual Arrangements

#### 1. Policy on Asynchronous Online Education

Bob Wolffe noted that there were some revisions to the policy and indicated these. In the discussion of the policy, questions were asked about the length of the policy and about the section on faculty responsibilities. Bob Wolffe explained that the policy was designed to provide thorough coverage of the issues concerning this new form of instruction. He stated that this would be the document that would be presented for approval at the next Senate meeting.

#### 2. Policy on Conflict of Commitment & Conflict of Interest

Bob Wolffe reported that significant changes were made to the policy based on last week's forums. An extended discussion followed with a number of issues discussed. The 40 day rule was discussed. Faculty requested clarification as to how this time limit would be measured. Another issue was the reporting document. There was a recommendation that the reporting document should mirror the policy since failure to properly report one's activities could result in dismissal. Bob Wolffe responded that the policy was designed to be non-invasive and was focused on compensated activities. Ed Bond identified three main problems with the present policy: too much prospective vs. retrospective reporting, a vague reporting document and a need to better harmonize the three issues at hand: conflict of commitment, conflict of interest and intellectual property. This last point was reiterated by others. They said that all three of the issues were complicated and that the policies directed toward them needed a common thrust. Joe Felder made a motion to have a continuance of the discussion. This motion implied that the policy could not be voted on at the next Senate meeting. This motion was seconded by Bernie Goitein. The motion passed. Bob Wolffe stated that notes on the discussion were being taken by the Contractual Arrangements Committee and all suggestions would be taken into account by the committee.

#### 3. Policy on Intellectual Property and Technology Transfer

This item was removed from the agenda.

## VII. REPORTS FROM AD HOC COMMITTEES

There were no reports.

## VIII. UNFINISHED BUSINESS

There was no unfinished business.

IX. NEW BUSINESS

A. Ratification of Appointments to Standing Committees

These appointments were ratified after the Provost's report.

B. Appointments and College Elections to Standing Committees

Senate President Mays reported the results.

College elections for University Senate Committees

Foster College of Business

Sabbatical Leave Committee: Kevin O'Brien

Admissions and Retention Committee: No representative

Continuing Education Committee: No representative

College of Liberal Arts and Sciences

Admissions and Retention Committee: Herb Kasube

Curriculum and Regulations: Martha Craig

College of engineering and Technology

Continuing Education Committee: Don Schertz

Admissions and Retention Committee: Election not completed

Sloan College of Communications and Fine Arts:

Curriculum and Regulations: Election not completed

Sabbatical Leaved Committee: Election not completed

Student Grievance Committee: Election not completed

X. OTHER BUSINESS

Steve Thompson from the Student Senate reported that the Student Senate had an organizational meeting. He also stated that the Student Senate has a full Executive Board and that Student Senate plans to report on resolutions to University Senate next month.

XI. ADJOURNMENT

Sam Fan made a motion to adjourn. Jobie Scaggs seconded the motion. The motion passed the meeting was adjourned at 4:45PM.

Respectfully submitted,

Kevin M. O'Brien, University Senate Secretary

## First Meeting of the 2003-2004 University Senate Attendance September 18, 2003

### Faculty (Please Initial)

Ahn, In Soo		Goitein, Bernie	BR	Podlasek, Robert	APD
Andersh, Brad	BA	Gorin, Zev	ZG	Prasad, Vinod	VBP
Armmer, Fran	FA	Greene, Mike	MG	Rasmussen, Elisa	ER
Beck, Dennis	DB	Haverhals, John	JH	Robertson, Stacey	RS
Bond, Ed	EB	Heinemann, Stephen	SH	Schmidt, Roy	
Brown, George		Helenek, Henry		Sconduto, Leslie	LS
Choi, Chang-Ok		Hill, Donna	PH	Skaggs, Jobie	JH
Cluskey, Molly	MC	Kimberlin, Kevin		Stalling, Richard	RS
Craig, Martha	MC	Krishnamoorthi, K.		Sloan-Huser, Mindy	MS
Dammchl, Charles	CD	Lawrence, B. J.	BL	Uskov, Vladimir	UV
Dare, Olatunji	OD	Mao, Kristina	KM	Walters, Kerry	KW
Fan, Sam	FS	Mays, Mary Jo	MS	Webster, Allen	AW
Felder, Joe	FE	McAsey, Mike	MM	Wilcox, William	
Flannigan, Peggy	PF	Mehta, Paul	PM	Will, Gary	GW
Fuessle, Bob	BF	Morris, Marty	MM	Wolffe, Robert	RW
Gehring, Janet	GG	O'Brien, Kevin		Worthington, Marjorie	MW

### Ex-Officio (Please Initial)

Anna, Gary	GA	Huberman, Jeffrey	JH
Aspin, Larry	LA	Johnson, Richard	RJ
Baer, Robert	RB	Roberson, Nikie	
Beaty, Kathie	KB	Liberty, Stan	SL
Broski, David		Perry, Sandra	SP
Engelbrecht, William		Sattler, Joan	JS
Etaugh, Claire	CE	Stutz, Conley	CS
Galik, Barbara		Winn, William	WW
Galsky, Alan	GA		

### Students (Please Initial)

Myers, Andrew		Thompson, Steve	ST
Guyon, Carli		Cavanah, Scott	

DATE: October 7, 2003  
 TO: University Senate  
 FROM: Doan Modianos  
 RE: C&R Subcommittee on Curriculum

The following requests were reviewed and subsequently approved by the C&R Subcommittee on Curriculum. The following summary is provided for your consideration and action.

## College of Liberal Arts and Sciences

### Major Program Modification:

Biology (BIO), Biology Preprofessional (BIOP), Biology Secondary Teaching (BIOT)

#### Rationale:

The Biology department has reanimated a course that has not been taught for some years, BIO 384 Neurobiology. The department wishes to reintroduce the course to the curriculum and accept the course as meeting the upper-level distribution requirement under the "Structural and Physiological Biology" list for students majoring in BIO, BIOP, and BIOT. As courses are added to the curriculum it is appropriate to update the lists of distribution requirements in the department to reflect the complete suite of courses available to students. The addition of the course to the distribution lists does not alter the number of courses required for the major, or the number of categories from which students must select courses.

### Major Program Addition

Chemistry – Business

#### Rationale:

For several decades, the Department of Chemistry has offered a curricular program in Chemistry-Business Minor. The goal of this program is to provide students with a background suitable for pursuing laboratory or managerial positions in the chemical industry. Because of the wide variety of careers that majors in this program pursue, this program needs to introduce students to a diverse set of subject areas. Unfortunately, our current program does not provide students with the breadth of coverage in chemistry that is needed. With our proposed changes, the program will be strengthened by requiring courses that cover topics in all of the major areas of chemistry (Inorganic, Organic, Analytical, Physical, and Biochemistry) while maintaining the core courses in business (Accounting, Economics, Finance, Management, Marketing, and Quantitative Methods). In addition, several specialized courses (Environmental Chemistry, Advanced Analytical Chemistry, Industrial Organic Chemistry, and Materials Science), which emphasize industrial applications of chemistry in addition to chemical theories, have been added to the curriculum. Despite making these additions to the program, the number of credit hours needed to graduate will not change. This is possible because we propose removing the six-hour chemistry elective requirement and changing the business course set from a Business Administration minor (27 credit hours) to a list of seven specific business courses (21 credit hours.) (See summary at the end of this document.)

In addition, the Department of Chemistry and Biochemistry proposes changing the name of the program from Chemistry – Business Minor to Chemistry - Business. The current name, Chemistry – Business Minor, is misleading. This program is not a traditional chemistry major with a business minor. It is a specially designed program for individuals who are interested in pursuing laboratory or managerial positions in the chemical industry.

### Summary of Proposed Changes to Chemistry-Business Program

Current Curriculum			Proposed Curriculum			
Dept.		Cr. Hrs.				Cr. Hrs.
CHM	161	General Chemistry I	4	161	General Chemistry I	4
	191	Computer Applications	1	191	Computer Applications	1

	166	General Chemistry II	5	166	General Chemistry II	5
	392	Chemical Literature	1	392	Chemical Literature	1
	250	Organic Chemistry I	4	250	Organic Chemistry I	4
	351	Organic Chemistry II	4	351	Organic Chemistry II	4
	320	Analytical Chemistry	4	320	Analytical Chemistry	4
	461	Physical Chemistry I	3	461	Physical Chemistry I	3
	463	Physical Chemistry I Lab	1	463	Physical Chemistry I Lab	1
	380	Junior Seminar (2 Semesters)	0	380	Junior Seminar (2 Semesters)	0
	480	Senior Seminar	1	480	Senior Seminar	1
		Chemistry Electives	6	315	Environmental Chemistry	3
				345	Materials Chemistry	1
				360	Biological Chemistry	3
				530	Advanced Analytical Chemistry	4
				550	Industrial Organic Chemistry	1
MTH		Calculus (2 Semesters)	8		Calculus (2 Semesters)	8
PHY		Physics (2 semesters)	8		Physics (2 Semesters)	8
Business	ATG 157	Accounting Principles - Financial	3	ATG 157	Accounting Principles - Financial	3
	BMA 352	Managing in Organizations	3	BMA 352	Managing in Organizations	3
	ECO 221	Principles in Microeconomics	3	ECO 221	Principles in Microeconomics	3
	or ECO 100	Introduction to Economics		or ECO 100	Introduction to Economics	
	FIN 322	Business Finance	3	FIN 322	Business Finance	3
	MTG 315	Principles of Marketing	3	MTG 315	Principles of Marketing	3
	QM 262	Quantitative Analysis I	3	QM 262	Quantitative Analysis I	3
					<i>Business Electives from List</i>	3
	ATG 158	Accounting Principles-Managerial	3	ATG 158	Accounting Principles-Managerial	
	BMA 342	Legal Environment of Business	3	BMA 342	Legal Environment of Business	
	ECO 222	Principles of Macroeconomics	3	ECO 222	Principles of Macroeconomics	
				QM 263	Qualitative Analysis II	
		<b>Credit Hours Required</b>	<b>77</b>		<b>Credit Hours Required</b>	<b>77</b>

**Course Addition:****CHM 345, Materials Chemistry, 1 s.h.****Course Description:** Survey of topics in materials chemistry.**Rationale:** This course, directed exclusively at upper-level chemistry majors, is designed to explore how the physical properties of solid materials (plastics, ceramics, metals, etc.) are related to their chemical properties.**Course Deletion:****SOC 410, Sociology of the World System, 3 s.h.****Rationale:** A new course, SOC 326, Sociology of Globalization, has been developed as a substitute.

# College of Engineering and Technology

## **Course Modification:**

### **CE 202, Digital Computation and Numerical Methods, 3 s.h.**

Course description: State of the art algorithms used in solving complex engineering problems. Mathematical models involving ordinary and partial differential equations. Initial value, boundary value and transient problems in civil engineering.

Prerequisite: *MTH 223*

### **CON 224, CADD in Construction, 3 s.h.**

Course description: Examination of the graphical capabilities of current computer aided design and drafting (CADD) systems. Theoretical and hands-on applications of the most widely used CADD systems available for construction applications. Cross listed as CE 224.

Prerequisite: *None*



October 16, 2003

To: University Senate

From: Conley Stutz, Interim Dean of the Graduate School  
Executive Committee of the Graduate Faculty

The Executive Committee of the Graduate Faculty and the Curriculum and Regulations Committee has reviewed and approved the following curriculum changes and respectfully requests the approval of the University Senate:

**Course Addition:**

ATG 605 Cooperative Education/Internship in Accounting 1-3 hrs.  
Cooperative education or internship assignment. Credit applies to Department of Accounting MSA electives. Pass/Fail. Repeatable to a combined total of three credit hours.

MTG 688 Supply Chain Management 3 hrs.  
Supply chain management consists of all stages involved in directly or indirectly fulfilling customer requests. This course will examine all aspects of the supply chain i.e., interactions between manufacturers, suppliers, transportation agents, retailers, and customers. Special emphasis is placed on managing flows of information, products, and funds between organizations and throughout the open system.

ETE 655 Instructional Theory 3 hrs.  
Investigation and development of a theory of instruction for practitioners built upon the research based on existing strategies, models, methods, assessment, skills, improvement techniques, movements in education, theorists, curriculum, and the learner.

**Course Modification:**

IB 656 International Business Administration 3 hrs.  
Change in pre-requisite requirements – BMA 620 or MTG 624, or consent of instructor; and consent of director of graduate programs.

Some additional details:

### **ATG 605 Cooperative Education/Internship in Accounting**

Prerequisites: Unconditionally admitted to the MSA program and maintaining a 3.0 grade point average in graduate courses. Consent of Department Chair and consent of Co-op and Internship Coordinator.

Rationale: The mission of the Department of Accounting is to prepare students for productive and satisfying careers. The proposed course will help meet this mission in two ways. The first way is by assisting students in obtaining permanent employment. The majority of employers will hire permanent positions from their pool of interns first. The second way is by increasing the exposure of the students to the diverse career tracks available to the accounting major.

### **MTG 688 Supply Chain Management**

### **ETE 655 Instructional Theory**

Prerequisites: ETE651 and ETE 653

Rationale: This course will provide graduate students with an opportunity to investigate the most relevant and current literature and research regarding various aspects of instruction, and to lead them to the development of a research-grounded theory of instruction.

October 1, 2003

To: University Senate

From: General Education Subcommittee *jeh*

The Senate Committee on Curriculum and Regulations has approved several recommendations from the Subcommittee. They are as follows:

Science and Technology Category (TS): Course addition

IME 300 The World of Metals

Non-Western Civilization Category (NW): Course addition

IB 204 Business in Chinese Culture

Cultural Diversity Sub-category (CD): Course additions

AAS 210 African-American History: From Slavery to 1877 (SF)

AAS 211 African-American History: From 1877 to Present (SF)

ETE 280 Exploring Diversity: Learners, Families and Communities

SOC 313 Race, Ethnicity and Minority Relations (SF)

SOC 314 Native Americans (NW)

SOC 315 Gender and Society (SF)

WMS 200 Introduction to Women's Studies (SF)

(All but one of these courses are approved for other General Education categories. Courses with dual designations may be used to satisfy one or the other of the two categories, but not both concurrently.)

## Bradley University Policy on On-Line Education

### Overview

***This policy governs faculty rights and responsibilities for on-line courses offered for credit through Bradley University by any Bradley University faculty member. Instructional methods incorporate varying degrees of on-line technology, but for the purposes of this policy, on-line education is defined as asynchronous course offerings that involve primarily on-line interactions rather than face-to face meetings.***

As the development, implementation, and utilization of on-line education may impact other faculty activities within and outside of Bradley University, potential conflict of interest concerns may arise; therefore, the Bradley University Policy on Conflict of Interest should be consulted.

#### A. Instructional Practices

1. Quality on-line course offerings must meet the standards for academic rigor, must be delivered via sound instructional methods, and incorporate reasonable and fair assessment practices. As such, on-line courses must meet the criteria for appropriate instructional and assessment practices as described for all courses in the Faculty Handbook Section IV.
2. On-line course offerings may present unique issues regarding confidentiality of written communications, completed course assignments, and student assessment. All appropriate measures to assure confidentiality must be taken.
3. All new courses developed for on-line delivery must be approved using the same procedures currently in effect for any new course to be offered by the University. A previously approved course taught in the traditional classroom setting, but subsequently offered on-line, is not considered to be a new course.
4. Faculty who develop an on-line course shall retain all intellectual property rights to the materials developed by that individual to deliver the course. Exceptions to this are as described in the Policy on Intellectual Property and Technology in the Faculty Handbook and include course materials which are:
  - produced with the significant use of University resources;
  - institutional works;
  - specific works for hire; or
  - subject to contractual obligations, such as a sponsored research agreements.

The course as described in the Catalog remains the property of the University. This does not preclude the faculty member from teaching a similar course upon termination of employment at Bradley University.

#### B. Faculty Qualifications

Faculty must satisfy the qualifications for appointment described in the Faculty Handbook Section II D 3- Criteria for Academic Appointment and Promotion for Tenure-Track Positions and Chapter II B 1c – Special Appointments. All faculty members who utilize on-line teaching technologies are responsible for assuring they have sufficient technical skills and/or access to appropriate resources to present their subject matter and related material effectively, and when necessary should have access to and consult with technical support personnel.

#### C. Faculty Responsibility

1. Prior to the development of any on-line course the faculty member should first meet with, and secure the approval of, the department chair as well as discuss course logistics, including impact on faculty workload, possible release time, faculty availability to students, course enrollment, mechanism for student and course assessment, and other specifics related to the course.
2. Faculty must be aware that adequate preparation for on-line course instruction requires considerable time and effort for the creation or adaptation of materials for the new media, and for planning of assignments, evaluations, and other course materials and their distribution.

3. Faculty must clearly communicate the requisite technological needs of the course to the student. Faculty should be prepared individually or have the resources available to assist students in using on-line education technologies employed in their courses.
4. As on-line course instruction does not allow for the same degree of interaction between student and faculty that is possible in a traditional classroom setting, provision should be made for the student to confer individually with the faculty member at designated times.
5. The on-line course instructor is responsible for identifying any material included in their work that is owned by third parties. Copying, distributing, modifying, or displaying e-mail, web, or any IT-based creation for which the faculty member is not the original copyright owner is acceptable if any of the following criteria are met:
  - a. The copyright owner has granted written permission.
  - b. The item is in "the public domain."
  - c. Utilization of the material is considered "fair use"
6. Faculty members are responsible for updating, editing, and revising electronically developed course materials that become out of date. When subsequent offerings of the course are made, special attention should be given to issues of copyright permissions granted earlier.
7. Faculty may dispose of students' course materials in whatever manner they choose at the end of each semester and in accordance with the policy for records retention in the Faculty Handbook IV.A.8.

#### D. University Responsibility

1. University support in the area of on-line education includes but is not limited to the following:
  - a. The Office of the Registrar shall assist in the delivery of on-line course offerings by recording enrollment for the course, providing a list of approved on-line course offerings, scheduling course offerings, publishing course offerings, collecting and issuing student grade reports, addressing special logistical concerns relative to on-line courses, and other duties related to the Office.
  - b. The Office of the Provost shall assist in the delivery of on-line course offerings by working with the course instructor in the area of copyright issues, course and faculty evaluation, helping to insure adequate technology and technological support, along with other duties related to the Office.
  - c. The Office of Instructional Technology shall assist in the delivery of on-line course offerings by providing hardware and software support for the faculty and students, assisting in faculty development, course quality assurance, and other duties related to the Office.
  - d. The Office of Teaching Excellence and Faculty Development (OTEFD) shall assist faculty with issues of course design and instructional methods that are pedagogically appropriate for the course to be delivered on-line.
  - e. The Division of Continuing Education shall assist in the delivery of on-line courses offered to an external audience, provide Division services and insure that university policies for continuing education programs are met.

**Bradley University**  
**Conflict of Commitment and Conflict of Interest Policies**

**Conflict of Commitment Policy**

**A. Definition and Disclosure Requirements**

Bradley University encourages faculty to pursue excellence in teaching, scholarship, and service. The University recognizes that activities outside of the University, including community and government service in the public interest, consulting, and outside employment, may enrich classroom performance and enhance research and/or creative production. These activities should be carefully managed to ensure that they do not adversely interfere with the faculty member's primary professional commitment to the education, research and creative production, and service programs of the University. This policy addresses conflicts of commitment resulting when outside compensated activities take precedence over a faculty member's primary professional obligation to Bradley University.

It is important to recognize, however, that the obligations of Bradley University faculty members move beyond the letter of these policies to their spirit. The University requires that its faculty members meet their classes; but it also expects that they will be available to students outside of the classroom, will carry their share of committee responsibilities, and will remain productively involved in their research and scholarly pursuits. External activities that compromise or diminish a faculty member's capacity to meet these obligations represent a Conflict of Commitment. Accordingly, compensated professional/commercial activities, including outside consulting and creative endeavors, should not exceed forty days during the academic year as stipulated in individual annual employment contracts. The faculty member may exclude from this timeframe the days between Fall Commencement and the start of the Spring Semester. Under extreme circumstances faculty are asked to teach an overload during a regular semester as a service to students and the University. Therefore, this commitment is not included in the forty-day limit.

Bradley University faculty members holding full-time appointments may not hold compensated, professional appointments of any type during the academic year in any other organization where they do not have significant ownership interests without written approval from the Provost. Approval is also required for teaching appointments at any other education institutions.

Each faculty member must complete annually the External Activity Report which requires retrospective disclosure of compensated activities and prospective disclosure, when possible, of expected compensated activity in the forthcoming academic year. Throughout the year, additional disclosure is necessary only when a substantial change in compensated activities may create a conflict of commitment. The faculty member is required to respond fully and in a timely manner to inquiries that may occur as a result of the administrative review process described in Section H.

## **B. Compensated Professional/Commercial Activities**

Bradley University encourages faculty members to facilitate the transfer of knowledge gained through academic research to applications that can benefit the general population. Moreover, experience gained by faculty members in the course of compensated professional/commercial activities can enhance their teaching and scholarship within the University. However, compensated professional/commercial activities, including outside consulting and creative efforts, can create the potential for Conflicts of Commitment.

Compensated professional/commercial activity, including outside consulting and creative endeavors, refers to paid service as a technical or professional advisor or practitioner. Also included in this section are activities where the faculty member receives extra compensation from the University except as allowed for in Section A. A conflict exists when involvement in compensated activities adversely affects the faculty member's ability to fully meet University responsibilities. The policy on Intellectual Property and Technology Transfer should also be consulted when entering into agreements for compensated activities.

## **C. Exempted Professional Activities**

The exempted professional activities are certain outside activities that extend and enhance a faculty member's normal institutional responsibilities of teaching, research and/or creative production, and service to public institutions, educational organizations, and professional societies. Faculty members are encouraged to engage in exempted professional activities as long as such activities do not interfere with the faculty member's responsibilities to the University. The following are typical examples of exempted professional activities and serve as a guide for identifying this form of professional activity. Faculty members who are uncertain if an activity is the type that is exempted should seek advice from their department chairperson. Exempted activities should be reported as a part of a faculty member's annual report, but need no prior approval unless the activity represents a potential conflict of commitment.

- Honorarium and travel expenses, on a nonrecurring basis associated with occasional lectures, colloquia, and seminars. .
- Preparation of monographs, chapters, and editorial services for educational or professional organizations.
- Preparation of art or other creative works.
- Public service for which no monetary compensation is received.
- Peer review of articles and grant proposals.
- Membership on editorial boards.
- Service on advisory committees or evaluation panels for government fund agencies, and similar nonprofit foundations, and educational organizations with per diem travel costs and an honorarium often provided.
- Leadership positions in professional societies.
- Preparation of textbooks and other pedagogical materials.
- Delivery of continuing professional education not in conflict with the University.

Non-compensated activities are not considered outside consulting and are not considered a part of the forty-day limitation described in Section A.

## Conflict of Interest Policy

### D. Definition and Disclosure Requirements

Bradley University and its employees are committed to conducting all external and internal professional relationships in a manner that meets the highest standards of integrity and ethics. The University strongly encourages and participates in interaction with both the public and private sectors as an important component of its scholarship, education, and public service activities. The University also recognizes the potential for conflicts of interest due to the nature and scope of the activities engaged in by the University and its academic employees.

A conflict of interest arises when a faculty member is in a position to influence either directly or indirectly University business, research, or other decisions in ways that could lead to gain or benefit for the faculty member, the faculty member's family (spouse, children, etc.), or others to the detriment of the University's integrity and its mission. A conflict of interest also exists if faculty members with administrative assignments take actions in that role that adversely affects the professional interests of another faculty member for the advancement of their own professional interests.

The mere existence of a conflict, real or potential, will not necessarily exclude a particular activity since conflicts can span a wide spectrum, from those that are minor and inconsequential to those that have serious consequences and cannot be permitted. The University and its faculty members have ethical and legal obligations to conduct themselves and their University activities in accordance with the highest standards of integrity.

Each faculty member must complete annually the External Activity Report which requires retrospective and prospective disclosure of possible conflicts of interest. Throughout the year, additional disclosure is necessary whenever a substantial change in external activities, affiliations or interests occurs or when required by granting agencies. The faculty member is required to respond fully and in a timely manner to inquiries that may occur as a result of the administrative review process described in Section G.

The faculty member must report those activities, organizational affiliations, or business interests that are professional in nature and might constitute actual or potential conflicts of interest. These include:

1. consulting or other financial relationships with a sponsor of one's research;
2. a managerial role or significant financial relationship with a company in one's field of research or a company that does business with the University;
3. external activities or business that involve University students or employees;
4. relationships, commitments, or activities on the part of the faculty member or his/her family that might present or appear to present a conflict of interest with regard to one's University appointment. These relationships may be of a financial, fiduciary, or uncompensated nature.

State and federal agencies have legitimate concerns that any research they sponsor is free of bias due to financial interests of the investigator and institution, and that funds provided be expended as intended. Most governmental agencies have required institutions to assume the responsibility for ensuring that these concerns are addressed. Failure to comply may jeopardize existing or future funding. Accordingly, faculty members must cooperate fully with the University to ensure that the institution



can resolve and/or manage potential and actual conflicts of commitment and interest in conformity with regulations of governmental granting agencies.

Monitoring of University agreements regulating conflicts shall ensure conformity with predetermined goals, and shall act to have project expenditures (including travel) reviewed and approved in accordance with established procedures. Any person involved in negotiating or administering such arrangements has an absolute duty to disclose in writing any actual, apparent, or potential conflict that he/she has in the matter and may not participate further in the process unless approved in writing by the University.

### **E. Allowable Income-Generating Activities**

The following are examples of external income-generating activities that in general would not be considered conflicts of interest. However, these activities should be reported if they are so excessive in terms of time and effort that they may constitute a potential conflict of commitment or interest. This list is not inclusive and is intended to provide guidance.

1. Receiving honoraria, stipends, and/or royalties for published scholarly works and other writing, creative works, lectures, and/or presentations.
2. Participating at professional conferences for the purpose of making scholarly presentations, conducting seminars or workshops.
3. Receiving honoraria for serving as a special reviewer or on a review panel for academic, governmental, or not-for-profit organizations.
4. Receiving royalties under the University's or another academic institution's royalty distribution policies.
5. Preparing books, articles, software and creative works relevant to University duties.
6. Earnings income from passive investments such as interest or dividends, mutual funds, or stocks and bonds.

## **F. Activities Requiring Prior Approval and Potential Management**

The following activities represent examples of potential or actual conflicts of interest. This list is not inclusive and is intended to provide guidance. Final determination of activities will be the responsibility of the Provost. It is recognized that circumstances may require exceptions. Exceptions shall only occur when they are made because they protect the best interests of the University. Exceptions will be reported to the Senate Executive Committee.

1. Using University resources to conduct research that is sponsored by an entity in which the faculty member or his/her family member holds a substantial financial interest.
2. Serving in an executive or managerial capacity or holding significant financial interests in for-profit or not-for-profit entities doing business with the University.
3. Serving on the board of directors or a major advisory committee of an external entity which sponsors the faculty member's research or provides gift funds for the use of the faculty member or his/her department.
4. Utilizing University students or employees in consulting activities, activities supported by gift funds, and/or research sponsored by an entity in which the faculty member has financial interests.
5. Diverting research opportunities from the University to another academic institution, federal laboratory, business, or consulting entity.
6. Directing purchasing opportunities to a family-owned company or an associated entity.
7. While acting in the context of his/her University duties, making professional referrals to a business in which a faculty member or a member of his/her family has a financial interest.
8. Conducting business activities involving students or staff.

## **G. Confidentiality Requirements**

All parties to the evaluation, management, and approval of conflicts are to make diligent efforts to keep disclosures, remedies, and actions taken for violation of this policy confidential to the extent allowed by law. When required by a granting agency, the Provost will report a conflict to that agency. Failure to satisfactorily resolve or manage a conflict may require that it be divulged. The granting agency will have access to relevant documents as part of an investigation or audit. The granting agency may also stipulate that significant conflicts of interests must be disclosed at each public presentation of research results.

## **H. Policy Administration**

The Provost has the duty and responsibility to resolve any potential conflicts by evaluating carefully all potential conflict situations reported or known before acting to approve or disapprove the activities. Accordingly, in a specific conflict situation, it may be appropriate for the Provost to inquire into a number of factors, including the extent of the time commitment, the extent of financial or other interests in external entities over which the faculty member or his/her family have sufficient influence to be able to affect its general policy or specific decision, or the type and extent of use of University resources. It is incumbent upon the faculty member and the Provost to manage or resolve real or apparent conflicts. Arrangements agreed upon to minimize or manage the conflict must be reduced to writing by the Provost, be signed by the faculty member and attached to that member's External Activity Report\*. This External Activity Report shall be routed through regular reporting channels for approval (e.g., Department Chair, Dean, Provost). Any recommended actions for violations of this Policy shall be carefully examined with due regard for the

academic freedom and rights of the faculty member and the interests of the University. While gross non-compliance with this Policy could constitute due cause for dismissal, this Policy does not abrogate any of the procedural protection afforded by tenure.

\*The External Activity Report approved by University Senate may be modified only after this body has approved of changes recommended by the Contractual Arrangements Committee.

To assist the Provost in the process of determining if conflicts exist and, if so, what would be the appropriate remedy, the procedure delineated below will be followed. At any point in this process the employee may move consideration of the potential conflict directly to the Provost. If during steps 1 or 2, the administrator, or the administrator's designee, concludes that a conflict does exist, the faculty member and that administrator will work to determine a remedy that is satisfactory to both sides (see Section G). The administrator may confer with the Provost, but only to establish if past precedent applies to the situation now being considered. The results of these discussions will be forwarded with the materials included for review during the remainder of the process. If a conflict is alleged and agreement as to the existence of the conflict or the remedy can not be reached by the time the dean's involvement has been completed, the situation will be reviewed by the Conflicts Committee before it is forwarded to the Provost. All time requirements identified below may be modified only if both parties agree.

#### Step 1

Faculty members, either when completing the External Activity Report in the Fall or later in the year as an addendum to the information provided at that time, notify their chairs of activities or financial interest covered by this policy. The chair will make a determination if a conflict exists. If the chair does not believe a conflict exists, the activity or financial interest under review will be forwarded to the dean of that college. If the chair believes a conflict does exist, the chair and the faculty member will meet to discuss the chair's opinion. If the faculty member agrees with the chair that a conflict exists, they will work to try to determine the appropriate remedy satisfactory to all parties. The record of these discussions, with or without agreement being reached as to the existence of the conflict and/or the remedy, will be forwarded to the dean to be a part of the record as the review process continues. Step One must be completed within five (5) working days of the date the activity or financial interest was reported. If the chair can not complete the process within 5 days, all materials will be sent forward to the dean.

#### Step 2

In Step 2, the dean will make a determination if a conflict exists. If the dean does not believe a conflict exists, the activity or financial interest under review will be forwarded to the Provost. If the dean believes a conflict does exist, the same review process described in Step 1 will be followed for Step 2. If agreement is reached, all materials will be forwarded to the Provost. If agreement is not reached between the dean and the faculty member, all materials will be sent to the Conflicts Committee. Step 2 must be completed within five (5) working days of the date the activity or financial interest was forwarded to the dean. After no more than five (5) working days, all materials will be forwarded to either the Provost or the Conflicts Committee.

#### Step 3

This step will be followed when the opinions to this point were either that no conflict exists or agreement has been reached that a conflict does exist and what remedy is appropriate. If the Provost's determination is consistent with the opinions forwarded from the chair and the dean, the process is concluded. If the determination that a conflict exists does not occur until reaching the Provost and agreement can not be reached as to existence of the conflict or the remedy, the situation will be sent to

the Conflicts Committee. Step 3 will be completed within five (5) working days of the completion of Step 2.

#### Step 4

This step is only required if agreement has not been reached through the process described in Steps 2 or 3. After the Conflicts Committee has reported its advice to the Provost. The Provost and the faculty member will meet to work toward a satisfactory resolution of the different opinions. Within five (5) working days of receipt of the Committee's report, the Provost's final determination will be delivered in writing to the faculty member.

#### The Conflicts Committee

The Committee consists of one tenured faculty member from each of the five colleges appointed by the Senate Executive Committee. Members serve three year, staggered terms. The Committee will review possible conflicts of commitment or interest where agreement between the University's administrative representative and the faculty member has not been reached as described in Steps 2 or 3. The Committee may request additional, relevant information from either administration and/or the faculty member so that the members can provide the Provost with the Committee's recommendations. The Committee will report to the Provost within ten (10) working days from the date the activity or financial interest needing to be reviewed was forwarded to the Committee. If the Provost decides to render a decision that is contrary to the recommendations of the Committee, The Committee shall be notified in writing by the Provost regarding the rationale for this action.

#### **I. Remedies When Conflicts Exist**

Remedies may include modifying the activity plan, appointing an oversight panel or person to monitor activities, appointing an impartial person to monitor the use of students, disclosing significant conflicts at presentation of results, abstaining from promotional decisions for staff, removing purchasing decision authority, divesting financial interests, and severing relationships that constitute actual or potential conflicts. The faculty member may apply for a leave of absence with or without pay as a remedy or may negotiate with the Provost a reduction in commitment to the University. When University resources are involved, appropriate compensation for the University will be determined.

**Bradley University  
External Activity Report\***

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

College \_\_\_\_\_ Department/Unit \_\_\_\_\_ Academic Year \_\_\_\_\_

1. Yes\_\_\_ No\_\_\_ Have you engaged in any income-producing activities beyond the 40-day limit as specified in the Bradley University Conflict of Commitment and Conflict of Interest Policies.
2. Yes\_\_\_ No\_\_\_ Do you have any conflicts of interest or commitment as specified in the Bradley University Conflict of Commitment and Conflict of Interest Policies.

*If you answered **no** to both of these questions, please **sign and date below**. If you answered **yes** to either of the questions above, **please continue**.*

3. Yes\_\_\_ No\_\_\_ Do you, your spouse, or your children have more than 5% financial interests in a company or organization that conducts business with Bradley University?
4. Yes\_\_\_ No\_\_\_ Do you, your spouse, or your children have more than \$10,000 of financial interests in a company or organization that conducts business with Bradley University?
5. Yes\_\_\_ No\_\_\_ Do you have Non-University income producing activities related to your position as an employee at Bradley University that involve University resources, students, staff, or other faculty?
6. Yes\_\_\_ No\_\_\_ Do you, your spouse, or your children have any relationships, commitments, or activities (compensated or not compensated) that present or appear to present a conflict of interest or commitment with your employment at Bradley University?

*If you answered **yes** to any of the questions 3-6, please **complete the back of this form**\* Activities that are exempt from this policy include honoraria, stipends, and/or royalties for: published or presented scholarly works and other writing, creative works, lectures, and/or presentations; serving as a reviewer or on a review panel for academic, governmental, or not-for-profit organizations; preparing books, articles, software and creative works relevant to University duties; or earnings income from passive investments such as interest or dividends, mutual funds, or stocks and bonds.*

In submitting this form, I affirm that I head read the University's Policy on Conflict of Commitment and Interest and to the best of my knowledge the above information is complete and true. If changes occur in activities during the academic year, I will update this form.

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Bradley University External Activity Report

Name of Organization or Business	Your Role in the Organization or Business	Your Financial Interests or Ownership in the Organization or Business	Approximate Amount of Time You Spent in this Role the Past Academic Year	Approximate Amount of Time You Estimate You Will Spend in this Role for the Next Academic Year

In submitting this form, I affirm that I have read the University’s Policy on Conflict of Commitment and Interest and to the best of my knowledge the above information is complete and true. If changes occur in activities during the academic year, I will update this form.

Faculty Member’s Signature \_\_\_\_\_ Date \_\_\_\_\_