

BRADLEY UNIVERSITY SENATE

AGENDA

SEVENTH REGULAR MEETING OF THE 2003-2004 SENATE

3:10 P.M. APRIL 15, 2004

STUDENT CENTER BALLROOM C

- I. Call to order
- II. Announcements
- III. Approval of Minutes
 - A. Sixth regular meeting of the 2003-2004 Senate, March 25, 2004 ([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. General Education Subcommittee of C&R
 1. Additional courses in Non-Western and Social Forces categories ([p. 7](#))
 2. Additional course in the Cultural Diversity category ([p. 7](#))
 3. Revised description of the General Education Science category ([p. 9](#))
- VII. Reports from Ad Hoc Committees
- VIII. Unfinished Business
- IX. New Business
 1. Addendum to Student Handbook ([p. 11](#))
 2. Revision of policies on Use of Human Subjects in Research ([p. 14](#))
(Existing Handbook policy ([p. 25](#)))
 3. Modification to Faculty Handbook concerning library faculty ([p. 31](#))
- X. Other Business
 - Report from Student Senators
- XI. Adjournment

BRADLEY UNIVERSITY SENATE 2003-2004
MINUTES
SIXTH REGULAR MEETING, MARCH 25, 2004

I. CALL TO ORDER

The meeting was called to order in the Student Center Ballroom C at 3:12 PM.

II. ANNOUNCEMENTS

There were no announcements.

III. APPROVAL OF MINUTES

Correction to the minutes of the November 20 Meeting:

A. Correction to New Business:

Replace the second sentence with the following: The addendum provides a policy for the case in which a student files a non-academic grievance against a faculty or staff member even if the student and/or faculty or staff are no longer affiliated with the university.

B. Correction to Other Business:

Replace the first sentence with the following: Student Senator Steve Thompson made the following report.

IV. CALL FOR ITEMS TO BE ADDED TO THE AGENDA

There were no items added to the agenda.

V. REPORTS FROM ADMINISTRATORS

a. President Broski

President Broski was not present.

b. Provost Liberty

Provost Liberty reported on two searches that are in progress. The first is for the Executive Director of WCBU and Dean Huberman is chairing this search. The second is for the Director of HITECH and Roger Lumen is chairing this search. A third search will be needed for the Director of International Programs. The current director, Joe Roach, will continue for one more year. An internal replacement will be sought. Provost Liberty then turned the floor over to Nena Peplow. She reported that diversity training will be a prerequisite for all who serve on search committees. This requirement will be phased in gradually. There will be a program this summer to train the trainers for the diversity program.

c. Vice President Englebrecht

Vice President Englebrecht reported on the possibility of a university-wide campaign. Currently, a planning committee is being formed whose primary responsibility is determine the feasibility and size of a campaign. In addition, a needs list had been sent to the deans and the deans responded with their wish lists. The items on these lists will need to be prioritized.

VI. REPORTS FROM STANDING COMMITTEES

A. Curriculum & Regulations

1. Foster College of Business Administration

Course Addition (ATG 226), Modifications (ATG 401), Deletion (ATG 304)

These items were listed for informational purposes only.

2. Slane College of Communications and Fine Arts

Modifications of a Major:

Bachelor of Music

Music Education

Dean Huberman explained that a conducting course was being deleted from the Bachelor of Music core and being added for music education students. These changes were being made in accord with accreditation guidelines.

Multimedia

Dean Huberman stated this modification was needed to keep current with changing technology.

Theater Arts-Performance, Theater Arts-Production

This modification requires an audition for students in this area.

Deletion of Concentration in Photography

Student Senator Steve Thompson asked how many students would be affected by this deletion. Dean Huberman replied that no students would be disadvantaged. The photography program was being consolidated and all the current course were still available. The modifications were approved.

Course Addition (MM 235), Deletion (MUS 349)

These items were listed for informational purposes only.

3. College of Education and Health Sciences

Modifications of Majors in Family and Consumer Sciences

Family and Consumer Sciences Core

FCS 409 is being deleted from the core.

General Family and Consumer Sciences

The new configuration of courses in the major allows more choices for students.

Retail Merchandising

To prepare students for today's global retail industry, the curriculum is being updated.

Foods, Nutrition and Dietetics

Dean Sattler explained that two separate concentrations were being created. One for those majors interested in becoming registered dietitians (RD's) and one for those majors who do not wish to become RD's. The modifications were approved.

Course Modifications (ETE 223, 327, 330, 331, 390; FCS 133, 233, 306, 410, 411)

Course Additions (FCS 333, 334, 438, 304, 307, 407)

Course Deletion (FCS 409)

These items were listed for informational purposes only.

4. College of Engineering and Technology

Modifications of Majors in Electrical Engineering and
Computer Options in EE

Dean Johnson said the modifications were based on an ongoing assessment process and recent accreditation guidelines. The modifications were approved.

Course Modifications (EE 101, 201, 206, 221, 301, 302, 303, 304, 311, 331, 332, 365, 402, 451, 452)

Course Addition (EE 450) and Deletion (EE 419)

These items were listed for informational purposes only.

5. College of Liberal Arts and Sciences

Course Modifications (SOC 390, 421) and Addition (SOC 301)

These items were listed for informational purposes only.

B. General Education Subcommittee of C&R

1. Additional courses in Non-Western and Social Forces
Categories

These courses will be voted on at the next Senate meeting.

2. Revisions of Human Values and Science categories

Associate Dean Hahn stated that though the categories were rewritten, no course were changed. Heather Fowler-Salamini was concerned that as rewritten the Human Values category appeared to be only applicable to three disciplines: literature, philosophy and religion. Associate Dean Hahn replied that no courses were being excluded under the new guidelines. Zeev Gorin stated that the language used should be more general. Sam Fan replied that the committee tried hard to be inclusive and did not intend to limit what course could be included. Roy Schmidt observed that the last sentence of the guidelines said courses must examine literary, philosophical or religious texts. Sam Fan stated these three areas can be broadly defined. Zeev Gorin made a motion not to limit courses to literature, philosophy and religion. Joe Felder seconded the motion. Zeev Gorin then withdrew the motion. Sandy Perry made a motion to refer the revision of the Human Values category back to the General Education Subcommittee. The motion was seconded by Joe Felder. The motion was approved.

VII. Reports from Ad Hoc Committees

There were no reports

VIII. Unfinished Business

There was unfinished business regarding the inclusion to the Faculty Handbook of the addendum to the Student Grievance Process. Bob Podlasek made a motion to postpone discussion of the issue until faculty were supplied a copy of the addendum. The motion was seconded by Paul Mehta. Joe Felder suggested that copies of a policy be made available if a vote on the policy is forthcoming. The motion was approved.

IX. New Business

There was no new business.

X. Other Business

1. Report from Student Senate

Student Senator Steve Thompson made the following report:

- a. Student Senate passed a resolution to replace the Student Center Cafeteria with vendors and to replace the Fast Break with a convenience store.
- b. Student Senate passed a resolution to install campus-wide wireless connections.
- c. Student Senate passed a resolution to have a university common hour with no classes.
- d. Student Senate passed a resolution to have some offices that are closed for the lunch hour be opened during this time. It was requested that the Health Center be open over the lunch hour so that students could make appointments.

XI. Adjournment

The meeting was adjourned at 3:51.

Respectfully submitted,

Kevin M. O'Brien, University Senate Secretary

Sixth Meeting of the 2003-2004 University Senate Attendance March 25, 2004

Bhandari, Shyam ✓ Faculty (Please Initial)

Abn, In Soo		Fuessle, Bob		O'Brien, Kevin	KO
Andersh, Brad	BA	Gehring, Janet		Podlasek, Robert	RP
Ammer, Fran	FA	Goitein, Bernie		Prasad, Vinod	
Beck, Dennis		Gorin, Zev	TB	Rottier, Heidi	HR
Bond, Ed		Greene, Mike		Schmidt, Roy	RS
Brown, George		Haverhals, John	GH	Sconduto, Leslie	LS
Chen, Xiaotian	XC	Heinemann, Stephen		Skaggs, Jobic	JS
Choi, Chang-Ok		Helenek, Henry		Stalling, Richard	
Cluskey, Molly	MC	Kimberlin, Kevin		Sloan-Hunter, Mindy	MS
Craig, Martha	MTC	Krishnamoorthi, K.	KK	Uskov, Vladimir	US
Dannehl, Charles	CD	Lawrence, B. J.	BL	Walters, Kerry	
Dare, Olatunji		Mao, Kristina	KSM	Webster, Allen	
Fan, Sam	FS	Mays, Mary Jo	MM	Wilcox, William	WW
Felder, Joe	JF	McAsey, Mike	MM	Will, Gary	GW
Flannigan, Peggy	PF	Mehta, Paul	PM	Wolffe, Robert	RC
Fowler-Salamini, Heather	HS	Morris, Marty	MM	Worthington, Marjorie	MW

Ex-Officio (Please Initial)

Anna, Gary	A		Huberman, Jeffrey	JH
Aspin, Larry	LA		Johnson, Richard	JR
Bacr, Robert	RB		Roberson, Nikie	NR
Beaty, Kathie	KB		Liberty, Stan	SL
Broski, David			Perry, Sandra	SP
Engelbrecht, William	WE		Quigg, David	DQ
Etaugh, Claire	CE		Sattler, Joan	JS
Galik, Barbara			Stutz, Conley	CS
Galsky, Alan	GA		Lange	ML

Students (Please Initial)

Milanovic, Nevena	NM		Thompson, Steve	ST
Colc, Mason	MC		Cavanah, Scott	

March 9, 2004

To: University Senate

From: General Education Subcommittee *jeh*

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

Non-Western Civilization Category (NW): Course addition

SOC 301 Peoples and Cultures of the Non-Western World

Social Forces Sub-Category (SF): Course addition

SOC 326 Sociology of Globalization

April 7, 2004

To: University Senate

From: General Education Subcommittee *jeh*

The Senate Committee on Curriculum and Regulations has approved a course addition recommendation from the Subcommittee.

Cultural Diversity Sub Category (CD)

COM 315 Intercultural Communication Theory

April 7, 2004

To: University Senate
 From: General Education Subcommittee *jeh*
 Re: Revision of the Science Category

The Curriculum and Regulations Committee has approved the Subcommittee's revision of the description of the Science category. The new description follows:

SCIENCE CATEGORY (6 Hours)

The science component of general education focuses on developing scientifically literate college graduates. To achieve this goal students should be able to

- understand essential scientific principles sufficiently to formulate questions and hypotheses;
- make scientific observations and organize, interpret and analyze the data to address the questions and test the hypotheses;
- reach scientific conclusions concerning the questions and hypotheses;
- communicate the results of the scientific process;
- understand the impact of science on civilization.

Because active participation in laboratory investigation can reinforce the concepts of the scientific process, general education science courses that include laboratory components are encouraged.

Courses satisfying the general education science category will fall into two general classifications.

1. Fundamental Concepts in Science: The focus of courses in this classification will be on comprehension of the fundamentals of science and the scientific method as disciplined modes of thought and procedure. Courses should

introduce essential scientific principles, concepts and terminology,
 develop an understanding of the scientific method, and
 generate critical and systematic thinking that students can transfer to a number of other
 intellectual pursuits.

2. Science and Society: Courses in this classification will develop an understanding of scientific and technological principles, applications and implications in modern society. These courses will involve critical thinking and communication to a degree expected of students that have attained junior/senior status.

Courses should

introduce scientific concepts and terminology as needed,
 explain how science and society affect each other, and
 provide an awareness and understanding of science that may be related to the contemporary
 world.

All students will be required to complete two courses in the Science category and at least one must be in the Fundamental Concepts in Science classification.

Original Description
Science and Technology--6 hours.

A strong emphasis upon Science and Technology in general education is necessary in order to prepare students to live in the rapidly changing world. The requirement is not only utilitarian; science as a discipline is different in kind from most other academic disciplines, and exposure to the modes of thought and procedures of science should generate critical and systematic thinking that students can transfer to a number of other intellectual pursuits. Moreover, the social impact of scientific discoveries, when translated into technological forms (e.g., nuclear power stations, the neutron bomb, the computer, life-support systems), is of such far-reaching importance regarding our future life-styles that informed appreciation of the promise and threat of technology is considered an equally essential part of a general education in the late twentieth century.

It is recommended that two classifications of courses be offered in this category:

(1) Fundamental Concepts in Science - 3 hours. Courses for the Class 1 requirement will be directed towards the comprehension of the fundamentals of science and scientific methodology as disciplined modes of thought and procedure.

Courses currently offered by science departments at an introductory level may be acceptable for the requirement, but even these should be scrutinized to ensure that they are rigorous and fundamental enough for this requirement.

(2) Science and Technology in the Contemporary World - 3 hours. Courses for this class will be directed towards developing an educated understanding of the implications of the applications of scientific and technological principles in the contemporary world.

time. Another violation while under censure can lead to more serious disciplinary sanctions.

5. "Fines or Assessments": A student may be fined or assessed for violating a University regulation, when the violation necessitates expenditure of University funds for repairs, replacement, maintenance, or other special circumstances.

6. "Referrals": A student may be referred to an appropriate University or community resource for special assistance or information if it is felt there may be a possibility of altering the student's unacceptable behavior. Referrals will only be made where there is some indication of a mutually cooperative attitude on the part of the student and the resource.

7. "Campus or Community Assistance Requirement": An individual or group may be assigned to perform a task or spend a specified number of hours in a supervised campus or community project.

8. "Banning" An individual student or groups of students may be banned when appropriate from any or all building or grounds owned or operated by the University, or from any University program or activity, for a specified amount of time. Any student suspended or dismissed from the University is banned from the above during the period of his/her sanction. (For a definition of those properties owned or operated by the University, contact the Bradley Police Department)

9. "Other dispositions": At the conclusion of any case in which the charges are not proved, the charges will be dismissed

10. "Parental Notification" A student who is dismissed or suspended will be required to notify his/her parent or legal guardian of the fact and the reasons. If the parent or legal guardian is not notified by the student within a reasonable amount of time, the Executive Director of Residential Life and Student Judicial Association will make the notification. A student under the age of 21 who is found in violation of the University's policies on the use and/or possession of illegal drugs or paraphernalia will be required to notify his/her parent or legal guardian. A student under the age of 21 who is found responsible for a violation involving alcohol misuse or abuse may also be required to notify his/her parent or legal guardian.

11. A student who is dismissed or suspended is subject to the refund policy as stated in the Undergraduate Catalog under "Complete Official Withdrawal".

Dismissal For Other Causes

Students found guilty of breach of

academic integrity (plagiarism, cheating on examinations, etc.) are subject to disciplinary action, including dismissal from the University.

Students whose actions are detrimental to the best interests of the University may be dismissed from the University upon recommendation of the administration, the faculty, or the appropriate University committee. Such actions are specifically described in the University's Student Handbook.

Cheating and Plagiarism

According to Senate rules, all occasions of cheating and plagiarism must be reported to the Executive Director of Residential Life and Student Judicial System, together with a statement of the penalty imposed by the faculty member. If, in the opinion of the Executive Director of Residential Life and Student Judicial System other problems of a personal or an emotional nature are present, a referral to the Counseling Center will be made.

Cheating is officially defined as giving or attempting to give, obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate beforehand work that may be done in collaboration with other students. A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for that piece of work to any student cheating on a non-final examination or other piece of work.

Plagiarism is no lesser an offense than cheating. Examples of plagiarism as stated in The Modern Language Association's MLA Handbook for Writers of Research Papers include but are not limited to repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, and presenting someone else's line of thinking in the development of a thesis as though it were your own.

A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned on a final examination to any student cheating on a final examination. An "F" shall also be assigned as the course grade to any student cheating on a comprehensive final examination. A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for that piece of work to any student plagiarizing on a non-final piece of work. In the case of a student plagiarizing on a final research paper or project, an "F" shall also be assigned as the course grade.

For repeated or aggravated offenses additional action, including dismissal from the University, may be taken pursuant to the Student Handbook procedures related to the University Judicial System and the

disciplinary sanctions for violation of University regulations.

If the student objects to the instructor's conclusion that cheating or plagiarism has occurred, the student may consult the University Ombudsman and/or appeal the instructor's conclusion through the instructor's director or chairperson to the Dean, or to the Dean's designee(s), of the college in which the course is offered within 20 days of the time that the student receives written notification of the instructor's conclusion. A copy of the notification will be filed with the Executive Director of Residential Life and Student Judicial System. Due process requirements for a fair hearing before the Dean or the Dean's designee(s) shall consist of written statements of the instructor and student in support of their positions provided prior to the hearing and a tape recording or transcript of the hearing itself. An appeal of the decision of the Dean or the Dean's designee(s) may be made within ten days of the decision by written appeal to the University Student Grievance Committee. In the event of an appeal, the Dean shall transmit the decision to the University Student Grievance Committee, and, if the Dean's designee(s) rendered the decision, the Dean shall indicate whether or not he or she agrees with the decision.

Student Grievance Committee

1. The function of the Student Grievance Committee shall be:

- a. To conduct formal hearings, upon request of a student or faculty member, concerning allegations of unfair, prejudicial, or capricious evaluation or treatment of the student by a faculty member in an academic role.
 - b. To conduct formal hearings, upon request of a student concerning allegations of unfair treatment or unlawful discrimination in any form in the services and programs offered to Bradley students (full or part-time) by any faculty or professional staff member.
 - c. To submit findings to the appropriate administrative officer (The Provost and Vice President for Academic Affairs for academic matters and the Associate Provost for Student Affairs for nonacademic matters unless a conflict of interests exists, then the appropriate Vice-President or the President of the University). Should the committee find evidence that the grievance was appropriate, it will forward specific suggestions for rectifying such evaluation or treatment.
2. The Student Grievance Committee shall consist of:
- a. Five faculty members who shall be elected to three-year renewable terms on a staggered basis. The faculty of each college of the University shall elect one of its members to serve on the committee.
 - b. Two students appointed annually for

one-year terms by the Student Senate. One of the students shall be a member of the Student Academic Affairs Committee.

3. The committee shall elect its own Chairperson and establish its internal operating procedures in accord with the published Student Grievance Policy and the various policies on affirmative action, discrimination, etc., and these procedures shall be made available to all faculty and students.

University Student Grievance Policy

A **student academic grievance** is appropriate in cases in which the student claims unfair, prejudicial or capricious evaluation or treatment of an academic nature. A grievance is not appropriate on actions which would impair the exercise of academic freedom. A **student non-academic grievance** is appropriate in cases involving access to and participation in course offerings; sexual harassment, racial discrimination, or any other act by a University faculty or staff member that is derogatory or discriminatory in nature. No student may pursue the formal part of the following grievance procedure before exhausting all informal procedures. What follows does not preclude a faculty or staff member's appeal to the Faculty Grievance Committee.

The grievance process is intended to deal with matters as expeditiously as possible. Although the times listed below are recommended guidelines for handling the steps of the process, it is expected that they will not be exceeded except under compelling circumstances.

A student who claims grievance as described may consult with the Academic Ombudsman (see page 21 in the Handbook) or meet directly with the instructor involved. The grievance process is as follows:

1. Informal Procedures
 - a. The student shall meet with the instructor in an attempt to resolve the issue within 15 days on a non-academic grievance and normally within 15 days of the beginning of the next semester on an academic grievance. (The student may consult with the Academic Ombudsman.)
 - b. Should the issue not be resolved to mutual satisfaction, the student may, within five days, appeal an academic matter to the Chairperson/Director of the given Department/Division who shall provide the student and faculty member with a decision within five days of appeal, or appeal a non-academic matter to the Office of the Associate Provost for Student Affairs, who will attempt to resolve that matter within ten working days from the time of appeal. In cases involving a conflict of interest with the Associate Provost for Student

Affairs, the student may appeal a non-academic matter to the Provost and Vice President for Academic Affairs. If any unfair or unjustifiable injury or disadvantage occurred, the decision shall include specific remedies to rectify the situation.

- c. Should an academic issue not be resolved to the satisfaction of the parties, the student may, within five days, appeal the decision of the Chairperson/Director to the Dean(s) of the Colleges(s) in which the given academic concern resides and to the dean of the Graduate School if a graduate student is involved. This appeal shall specify in writing the alleged grievance. The Dean(s) or Dean(s)' designee(s) should meet with the relevant parties within five days of the appeal. The Dean shall deliver a decision within five days after said meeting. If any unfair or unjustifiable injury or disadvantage occurred, the Dean's decision shall include specific remedies to rectify it.
2. Formal Procedures
 - a. Should the issue not be resolved to the satisfaction of the parties, the student may, within five days of the final written decision above, initiate the formal phase of the grievance procedure by written appeal to the Chairperson of the University Student Grievance Committee. Legal counsel may be used by the parties at the parties' cost, as part of the formal procedure. Legal counsel for either party shall act in an advisory capacity only and not be permitted to speak on behalf of any party. The Committee shall have access to the University attorney on procedural matters.
 - 1) The Student Grievance Committee shall accept for hearing only those cases considered grievances as described above.
 - 2) The Student Grievance Committee shall meet at the call of the Chairperson upon receipt of a formal grievance. The Chairperson will:
 - a) Obtain written statements from all parties involved in the appeal.
 - b) Call for a meeting of the Committee to review the statements from the parties involved within 10 days of submission of the appeal, unless extraordinary circumstances require a delay, and determine a date and time for the hearing.

Addendum

"The Student Grievance Process where either the student, faculty (or staff) member or both are no longer affiliated with the University."

A student may file a non-academic grievance against faculty or staff member even if the student and/or faculty or staff

members are no longer affiliated with the University provided:

- a. The incident(s) occurred while both the faculty (or staff) and student were affiliated with the University.
- b. The student notified the Associate Provost for Student Affairs (within the appropriate time period) about the incident while still enrolled at the University and discussed the possibility of filing a grievance. The student provided the Associate Provost why he/she did not want to file a grievance at that time.
- c. The student must initiate the grievance process within two months of leaving the University and no later than twelve months from the time the incident occurred.
- d. If the student decides after going through the informal grievance phase to file a formal grievance, the Student Grievance Committee may decide to hear the case whether or not the student, faculty or staff are still affiliated with the University and whether or not the faculty or staff members elect to participate in the grievance.

The Committee will:

- c) Notify all parties of the time, date, and place of the hearing at least five days in advance.
- d) Call on other faculty, staff, and students if it would serve the purposes of due process.
- e) Retain records of all written matters dealing with each case.
- f) If the committee decides that a grievance is not in order and the alleged grievance concerned discrimination, a copy of the minutes of the meeting will be sent to the Affirmative Action Officer.
- 3) The Committee shall submit its finding and decision to the appropriate academic officer for review within 45 days after the matter has been formal submitted to the Committee. This time period shall not include University holidays and times when the faculty are not under contract, such as during the summer. If the Committee finds that unfair or unjustifiable injury or disadvantage has occurred, it shall forward to the appropriate academic officer its specific suggestions for rectifying it. The appropriate academic officer, within thirty days of the receipt of the findings and recommendations of the Committee, shall notify all concerned parties of agreement or disagreement with the Committee's decision, stating the reasons in writing. Upon agreement of the parties, the grievance process can be concluded at any time before notification by the appropriate

academic officer.

- 4) In cases where there are findings of unfair or unjustifiable treatment of students in a non-academic matter, the Associate Provost for Student Affairs is responsible for rectifying the situation per the Committee's findings.

University Policies

Policy on Ethical Use of Information Technology Resources

I. Introduction

The purpose of this policy is to provide guidelines for the ethical, legal, and efficient use of information technology resources at Bradley University. This policy supports the mission of the university and applies to all authorized users of any Bradley University information technology resource. The principles specified here are consistent with respect for personal privacy, academic freedom, data integrity, and information technology resource availability. This policy is in addition to other University policies, state and federal laws and assumes that authorized users will apply common sense and exercise common courtesy.

II. Authorized Users

Individuals who are members of the Bradley University Community are considered authorized users covered by this policy. In addition, all non-University individuals having access to University resources as part of external, collaborative agreements are, for the purposes of this document, considered authorized users and must also abide by this policy. All other individuals are considered to be unauthorized users and may be subject to legal action and/or sanctions by the university.

III. Resources covered by this policy include, but are not limited to:

- A. All computer hardware, software, network and associated services (email, ftp, bulletin boards, web access, etc.)
- B. All production and recording related technologies
- C. All print (books, newspaper and journals) and non-print (audio and video tape, film, DVD, audio CD, electronic resources, special collections, microform, curriculum kits, et.) resources
- D. Telecommunications services (voice mail, audix, audio/video conferencing, radio messaging, etc.)
- E. Intellectual property in any format

IV. Authorized Use

Authorized use is predicated on access by an authorized user. Authorized use is that which is consistent with the academic, research and service goals of this institution and falls within the guidelines of this policy. Use of all resources must comply with federal, state and local statutes. In addition, use of some resources, for example software and

hardware, may also be limited by contractual agreement between the University and the supplier.

V. Individual Rights

A. Privacy

Bradley University recognizes the desire or privacy of each authorized user. However, it is impossible to guarantee such privacy. For example, electronic mail messages are not secure because of the technology used and users should not assume that they are private.

In the normal performance of their job functions some University technical support personnel may need to view an authorized user's files, confidential information or activities. These employees are bound by professional ethics to respect individual privacy and not to disclose any information. All other viewing or monitoring of an authorized user's files, confidential information or activities requires the establishment of probable cause and approval by the Provost.

B. Freedom of Expression

Subject to existing laws and university policies, freedom of expression is a right afforded to all authorized users. Authorized users should be aware of that exercising this right may occasionally produce material others consider offensive. All users should realize that the potential of accessing resources offensive to themselves and to others does exist (e.g., the content of web pages); therefore, users take responsibility for their own use of resources.

C. Harassment Policy

Bradley University reaffirms the principle that its authorized users have the right to be free from any action that constitutes harassment in any form. Individuals who believe they have been harassed should follow University procedures and contact the Ombudsman or other appropriate official.

VI. Individual Responsibilities

Authorized users are expected to understand this policy and abide by it. This policy is widely distributed and easily accessible. Lack of knowledge of this policy is not an excuse for failure to observe it. Questions regarding this policy can be directed to the Office of the Associate Provost for Information Resources technology (IRT). Disregard for this policy can result in disciplinary action.

A. Morals and Ethics

Authorized users are expected to respect the right to privacy of others. Individuals. It is expected that explicit permission from the owner of any non-public resource be obtained before it is used. Authorized users are expected to respect the freedom of expression of other individuals.

B. Expected Behaviors

This section details some guidelines relating to specific expected behaviors described below.

1. User Authentication and Password

Authorized users are not permitted to use any user identification that is not assigned to them to access any resource. Authorized users may not share any user password or authentication with other individuals. A user identifier is granted to an individual and that individual is responsible for any use of that identifier. If information needs to be shared with others, this should be done without the sharing of an identifier or a password.

2. Providing Services

Authorized users are not permitted to use University resources to provide services to others without prior written permission from the department or division responsible for providing the service. This applies especially to all computerized services such as WEB, FTP, etc. as well as to all other services.

3. Unauthorized Use

Authorized users are only entitled to use those resources, such as computers, networks and other information resources, which they have been granted permission to use. No user is allowed to attempt to guess or use another individual's password or other private identification to access any information technology resources. If an account has been compromised, it should be reported to the appropriate administrative unit.

4. Unauthorized Monitoring

Authorized users are not permitted, except as noted in section V(A), to use University resources to attempt to monitor or intercept electronic transmissions. Use of all resources must comply with federal, state and local statutes.

5. Disruption of Services

Deliberate attempts to disrupt the operation or degrade the performance of information technology resources are prohibited. Authorized users should be aware of potentially disruptive consequences of their actions and refrain from them.

6. Fair Share of Resources

Authorized users may not engage in activities that require heavy use of resources without obtaining appropriate permission. For example, hosting a web site might place a heavy demand on University resources. Mass electronic mailings such as University-wide mailings require heavy resource usage. The IRT department can provide advice on

PROPOSED POLICY

Bradley University Committee on the Use of Human Subjects in Research Policies and Procedures

1. Institutional Authority

Bradley University's Institutional Review Board (IRB), the Committee on the Use of Human Subjects in Research (CUHSR) is an official committee of the University appointed by the Provost. CUHSR was designed to meet all appropriate laws and regulations of the Federal Government for research using human subjects. Members and investigators are expected to be familiar with said guidelines. Federal Guidelines are generally considered minimal standards; institutions and their IRBs typically have additional rules, regulations and policies that may be more restrictive, require higher levels of ethical conduct or risk regulations or are deemed necessary for the effective accomplishment of their mission.

2. Definition and Purpose

The purpose of the CUHSR is to minimize the risk and ensure the informed consent procedures to human subjects participating in research conducted by the faculty, staff, students and other allied healthcare professionals according to the Code of Federal Regulations for Protection of Human Subjects (45 CFR 46).

All human subjects' research reviewed by the CUHSR will be conducted in accordance with the Department of Health and Human Services (DHHD) and the Food and Drug Administration (FDA) Regulations.

The definition of "human subjects" published in the U.S. Code of Federal Regulations (U.S. 1987, 46 CFR 45 102F) is the following:

"Human subject" means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.

Note that the definition includes not only medical research conducted by physicians, but also other research activities involving interactions with individuals or the use of private information, e.g., private student or patient records or sociological surveys regarding students' sexual habits. Mention should be made here that any private use of student records for research purposes are protected under Federal regulations ("Buckley Amendment, "U.S.C., 1987, Title 20, Section 1232G, Public Law 93-380, 88 Stat, 484, Section 513)

The U.S. Food and Drug Administration (FDA) definition, applicable to studies of investigational drugs or devices, is:

"Human subject" means an individual who is or becomes a participant in research, either as a recipient of a test article or as a control. A Subject may be either a healthy human or a patient.

Both the FDA (21 CFR 50, 56) and the U.S. Department of Health and Human Services (DHHS) (45 CFR 46) now have established regulations for the use of human subjects in research. DHHS regulations apply to research using human subjects in any research (Federal Policy for the Protection of Human Subjects, The Federal Register 56 CFR 812, June 18, 1991). FDA regulations "apply to research involving products [novel drugs and medical devices] regulated by the FDA, " regardless of the source of funding for the research activity. Both agencies require of the applicable project by an institutional review board (IRB). In addition, state or local regulations or institutional policies may be more stringent and may require IRB review of all research projects involving human subjects.

3. Principles which Govern CUHSR

The CUHSR is guided by the principles outlined in the Belmont Report that defines these three principles. These fundamental principles are inherent in the conduct of research using human subjects. They are: (1) respect for person, (2) beneficence and, (3) justice. The first of these principles, respect for person, involves the autonomy of individuals to consent to participate in the research activities and the protection of individuals with a diminished capacity for autonomy (e.g., the mentally ill, prisoners, children). This would include the writing of consent forms in language, which the research subject can understand.

The second principle, beneficence, involves doing no harm (based on the Hippocratic oath) and ensuring that the benefits of the research outweigh the possible risks. Since even determining what may be harmful can sometimes involve risk, the latter of these two points (assessing and justifying the risk/benefit ratio) merits the bulk of consideration.

The third principle, justice, requires that persons be treated fairly. With regard to scientific research activities, justice requires giving adequate consideration in the selection of subjects for participation so that no particular class of people is more likely to be selected than others and so that a representative sample of individuals likely to benefit from the research is included in the study population.

4. Authority of Bradley's CUHSR

The Committee on the Use of Human Subjects in Research (CUHSR) holds and maintains the authority to:

- a) Determine if a submitted proposal needs to go through CUHSR at all. Some proposals may fall outside the bounds of CUHSR's mission to protect human participants in research, including those which involve university policy or procedures, and CUHSR maintains the right to not process those proposals.
- b) Determine if a submitted proposal is exempt, expedited or if it requires full review. Researchers may request that a research proposal be processed as exempt, but CUHSR maintains the right to ask for full review if it is deemed necessary or appropriate.
- c) Ask individuals submitting a proposal to make revisions to their documents, procedures, and/or other materials. Researchers may not proceed with their research until given final approval by CUHSR.
- d) Reject a submitted research proposal entirely. In this case the researcher may not conduct the research specified in the rejected proposal.

5. CUHSR's Relationship to Bradley University

CUHSR operates under the authority of the Provost, with the Chair reporting directly to the Provost.

The Department Chair or unit administrator verifies the integrity of the proposal and the adequacy of the resources and facilities.

CUHSR provides review of research proposals to ensure that human subjects are reasonably protected.

It is the researcher's responsibility to notify the committee of any changes in the protocol, report untoward effects in a timely manner, request continued review at least annually, and submit a final status report.

CUHSR operates under policies established by the Department of Health and Human Services and U.S. Food and Drug Administration.

6. Membership

Consistent with Department of Health and Human Services (DHHS) requirements "Each IRB shall have at least five members..." Federal regulations require attendance by a majority of IRB members to conduct a full committee meeting. Majority means more than half. Consistent with federal regulations, CUHSR members must include at least one scientist, one non-scientist and one person not affiliated with the institution. In addition, both sexes and multiple professions must be represented. An attempt will be made to have representation from every college on the committee. All members are expected to have sufficient expertise and diversity to evaluate ethical issues.

7. Management of CUHSR

a. Chairperson

The Chairperson will be appointed by the Provost to serve a renewable three-year term.

Duties include:

- Have an in-depth understanding of ethical issues, institutional policy and federal regulations that are applicable to studies that are reviewed by IRB.
- Play a leadership role in establishing and implementing IRB policy.
- Review all protocols presented for full committee review.
- Direct the proceedings and discussions of full-committee review.
- Vote at full committee meeting.

Assist in drafting all correspondences.
 Review and sign all correspondences.
 Oversee the maintenance of IRB records.
 Review and make decisions about responses to condition for IRB approval in a timely manner.
 Act as a resource to faculty members and students.

Removal: By the Provost

b. Members

Members are appointed to CUHSR by the Provost to serve a three-year, renewable term. Alternate members may be identified to serve as needed.

Duties include:

- Review all protocols presented for full committee review.
- Vote at full committee meeting.
- Attend at least half of the scheduled meetings.

Removal: By the Provost

c. Training of CUHSR Chair and members

At a minimum, all current and future committee members are referred to the Faculty Handbook. In addition, members will complete the online tutorial, Human Participant Protection Education for Research (<http://www.nih.gov>).

d. Consultants

CUHSR may consult experts to guide their decision-making as needed. Requests for Consultation will be made through the Provost.

e. Secretarial / administrative support staff

Secretarial support

- Duties include:
- Screen protocols before CUHSR review
- Agenda preparation / packet distribution
- Taking minutes
- Drafting correspondence

8. Conflict of Interest Policy

During convened meetings, members of the committee who have a conflict of interest regarding a proposal under review (e.g.: personal research or faculty advisor to student research) will excuse themselves from the meeting by physically leaving the room until discussion has ended and the vote has been tallied.

For exempt / expeditable proposals that are guided by the Chair, a vice chair who is appointed by the committee, will review those studies and sign off on them.

9. Functions of the IRB

a. Initial Review

The initial review process is begun by the submission of the completed Approval statement and Application to include: application form, project description, anticipated risks and benefits to the subject, how subjects will be selected, how data will be monitored, how privacy of subjects will be protected, and how confidentiality of data will be maintained, a copy of the proposal and a copy of informed consent document as well as other research information as applicable (proposal, advertising material).

There are three levels of IRB review: i) Exempt from full review, ii) Expedited review for minimal risk protocols, and iii) Full review for all other protocols. The Chair of CUHSR determines the appropriate level of review by evaluating proposed research approaches, risks, benefits, safety and protection of human subjects. See Appendix A for Criteria for Exempt, Expedited, and Full Board Review

The possible actions that may be taken by the IRB are:

- 1) Approval of the proposal
- 2) Approval with stipulations
- 3) Table pending receipt of additional information
- 4) Disapproval

b. Continuing Review

- 1.) CUHSR conducts continuing review in accordance with HHS regulations not more than every 365 days. Continuing review by full IRB is required unless the research is otherwise appropriate for expedited or exempt review. All members of CUHSR will receive and review a protocol summary and a continuing report on the progress of the research that will include:
 - a) The number of subjects accrued;
 - b) A summary of adverse events and any unanticipated problems involving risks to subjects or others, and an explanation for any withdrawal of subjects from the research or complaints about the research since the last IRB review;
 - c) A summary of relevant recent literature, interim findings, and amendments or modifications to the research since the last review;
 - d) A copy of the current informed consent document and any newly proposed consent document.
- 2.) The actions that may be taken by CUHSR are the same as for outlined for the initial review.
- 3.) All findings and actions of the IRB are communicated in writing (e-mail or letter) to the investigator. The Chair will oversee all communications that include:
 - a) The protocol name and CUHSR number
 - b) List of documents being approved (protocol, consent, advertisements, etc)
 - c) Approval date
 - d) Expiration date
 - e) Adverse event reporting expectations and
 - f) Protocol deviation / non-compliance issues reporting expectations
- 4.) Approval is given for one year, unless otherwise specified, commencing with the approval date. Research activities may not continue past the one-year anniversary of CUHSR approval date unless the protocol is renewed. For certain projects CUHSR may specify a period of continuing review shorter than one year.
- 5.) Approximately two months prior to expiration of the current project approval, the investigator is notified by CUHSR that they are required to complete the Continuing Review Form and return it to CUHSR. The form is due one week prior to the meeting closest to the expiration date to allow for review. If the investigator does not respond, one e-mail reminder will be sent. If there is no response, the protocol will be closed to enrollment or recruitment and the investigator cannot collect data effective on the expiration date.
- 6.) CUSHR requires that changes in the approved research are not initiated without prior CUHSR approval and requires the investigators to promptly report any changes in research activities.
- 7.) In the written approval, CUHSR ensures the investigator is aware of their responsibility to submit a written report of local serious and unexpected adverse events using the Adverse Event Report within five working days. Incidence of death is required to be submitted within three working days. CUSHR will assess the need for changing the scheduled interval at which status reports are to be requested on the project as well as determine if changes need to be made to the informed consent document.
- 8.) A serious adverse event is something that leads to physical or emotional harm to the participant requiring hospitalization or medical/psychological treatment.
- 9.) An unexpected adverse event is something not mentioned in the protocol.

c. Modifications

- 1.) Protocol amendments, modifications, and general changes in the conduct of a study must be reviewed and approved by CUHSR prior to implementing the change.
- 2.) Modifications include but are not limited to: procedural changes to a protocol, adding or removing investigators, changing the title of the project, requesting additional subjects beyond the original approved number, new funding sources, new or revised advertisements, changes to Informed Consent Documents, inclusion/ exclusion criteria, surveys, questionnaires, correspondence with potential or current subjects, and / or additional new items.
- 3.) The Chair or designee may approve minor modifications, such as title changes, changes in investigators, and changes in funding source. More extensive modifications may require full board review. Procedures for expedited or full board review, criteria for approval, and revision prior to approval, are identical to those described for initial review.

10. Operations of the CUHSR

a. Scheduling of meetings

CUHSR meetings are scheduled at least monthly during the academic year and the secretary will distribute advance notification of the dates to the members. The members, prior to each individual meeting, will receive the place and time of meetings, agenda and the study materials to be reviewed.

b. The Review Process

Applications for consideration of initial full review are distributed to members one week prior to the meeting. The project description, informed consent, and advertising are included in the packets and sent to each of the members. The Chair maintains one copy of the materials that becomes the official record for future reference. All members are required to familiarize themselves with the application and the informed consent form in advance of the meeting in order to participate in discussion and voting.

c. Expedited / Exempt Review Process

Applications for expedited / exempt review are submitted to the Chair who reviews the application and makes a determination regarding the appropriateness of less than a full review. Applications meeting Federal guidelines for exempt or expedited review are processed accordingly. Appendix A Criteria for Exempt and Expeditable Review:

Only CUHSR can establish if a study is exempt or expeditable.

Categories of Exempt Research

The following are the six categories of exempt research specified by DHHS.

Category 1 Exemption: Normal Educational Practices and Settings

Research conducted in established or commonly accepted educational settings, involving normal educational practices such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

Category 2 Exemption: Anonymous Educational tests, Surveys, Interviews, or Observations

Research involving the use of educational tests (cognitive, diagnostic, aptitude achievement), survey procedures, interview procedures, or observations of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects, and (ii) any disclosure of the human

subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

Category 3 Exemption: Identifiable Subjects in Special Circumstances

Research involving the use of educational tests (cognitive, diagnostic, aptitude achievement), survey procedures, interview procedures, or observations of public behavior that is not exempt under paragraph (b) (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statutes(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

Category 4 Exemption: Collection or Study of Existing Data

Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Category 5 Exemption: Public Benefit or Service Programs

Research and demonstration projects that are conducted by or subjects to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) public benefit or service programs; (ii) procedures for obtaining benefits or service under those programs; (iii) possible changes in or alternatives to those programs or procedures; (iv) possible changes in methods or levels of payment for benefits or services under those programs.

Category 6 Exemption: Taste and Food Evaluation and Acceptance Studies

Taste and food quality evaluation and consumer acceptance studies; (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

General Eligibility Criteria

1. Research activities that present no more than minimal risk
2. "Minor changes in previous approved research during the period (of one year or less), for which approval is granted."

Criteria for Approval of Research Using Expedited Review

1. The proposed procedures must be consistent with sound research design, and when possible, procedures already being performed on subjects should be utilized. For example, obtaining an additional amount of blood at the time of routine venipuncture is preferred rather than doing an additional needle stick to obtain the research sample.
2. The risks of the research must be reasonable in relation to the anticipated benefits, if any, to the subjects and the importance of the knowledge that may be gained.
3. Subject selection must be equitable.
4. Informed consent should be sought and documented unless a waiver of consent and/or documentation of consent has met the waiver criteria at 45 CFR 46. 1(Sec.116(d),117(c)) It should be noted that the requirements for informed consent found at 45 CFR 46 1(Sec.116) and 21 CFR 50 4(Sec.20,25,27) have been reviewed extensively in Part 6 of this book.
5. Where appropriate, there is a plan to collect and monitor data to ensure subjects safety.
6. The privacy of subjects and maintenance of confidentiality of data is protected.

7. Where necessary, additional safeguards have been included to protect vulnerable subjects.

Adjunct List of Categories Qualifying for Expedited Review

Category 1

Clinical studies of drugs and medical devices only when condition (a) or (b) is met, (a) Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (b) Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

Category 2

Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows: (a) from healthy, non-pregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or (b) from other adults and children, considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

Category 3

Prospective collection of biological specimens for research purposes by noninvasive means, Examples: (a) Hair and nail clippings in a non-disfiguring manner; (b) Deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction; (c) Permanent teeth if routine patient care indicates a need for extraction; (d) Excreta and external secretions (including sweat); and (e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue; (f) Placenta removal at delivery; (g) Amniotic fluid obtained at the time of rupture of the membrane prior to or during labor; (h) Supra-and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques; (i) Mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings, (j) Sputum collected after saline mist nebulization.

Category 4

Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) Examples: (a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subjects or an invasion of the subject's privacy. (b) weighing or testing sensory acuity; (c) magnetic resonance imaging; (d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, Doppler blood flow, and echocardiography; (e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight and health of the individual.

Category 5

Research involving materials (data, documents, records, or specimens) that have been collected for any reason or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis)

Category 6

Collection of data from voice, video, digital, or image recordings made for research purposes.

Category 7

Research on group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs, or practices, and social behavior or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

Category 8

Continuing review of research previously approved by a convened IRB as follows: (a) where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for the long term follow-up of subjects; or (b) where no subjects have been enrolled and no additional risks have been identified or (c) where the remaining research activities are limited to data analysis.

Category 9

Continuing review of research not conducted under an investigational new drug application or investigational drug exemption where categories 2 through 8 do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

The actions the Chair may make independently are to approve the study, to approve with stipulations or request additional information. If the Chair evaluates the appropriate action is to disapprove the application, the Chair may not act independently. Instead, the application is forwarded for full review.

The Chair may request additional information by telephone or in writing but notifies the investigator of the review process in writing. The Chair may also approve modifications to ongoing studies involving no more than minimal risk. All expedited and exempt reviews are recorded on agendas and in the minutes, typically in the month they are reviewed.

d. Approval Process

CUSHR approval process ensures that (45 CFR 46):

- 1) Risks to subjects are minimized: (1) by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to the risk, and (2) whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment proposed.
- 2) Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects and the importance of the knowledge that may be expected to result. In evaluation risks and benefits, CUSHR considers only those risks and benefits that may result from the research. CUSHR does not consider the long- term effects of applying knowledge gained in the research.
- 3) Selection of subjects is equitable. In making this assessment, CUSHR takes into account the purposes of the research and the setting in which the research will be conducted and of the special problems of research involving vulnerable populations.
- 4) Vulnerable populations include but are not limited to children, prisoners, pregnant women, elderly, the demented.
- 5) The informed consent from each prospective study subject or the subject's legally authorized representative is obtained.
- 6) The informed consent is properly documented
- 7) Where appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
- 8) Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

CUSHR requests that copies of federal grant applications be submitted with protocols. The Department of Health and Human Services (DHHS) regulations at 45CFR46.103 require that each application or proposal for HHS-supported human subject research be reviewed and approved by CUSHR.

e. Voting Requirements

A majority of the members shall constitute a quorum (51%) for the transaction of business at any meeting of CUSHR, providing that the majority includes at least one member whose primary concerns are in the nonscientific areas. In the event a quorum is not present, no official business may be conducted. Members with a conflict of interest will absent themselves from the meeting room during discussion. These members cannot be counted in the quorum for the motion.

Each member of CUSHR is entitled to one vote on all official actions. All votes require a 51% majority to approve a protocol. No proxies are permitted.

f. Communication from CUHSR

1.) All investigators will be informed in writing of the decisions made by the Board. In the event of a project for which approval is pending stipulations, the stipulations required by the Board are documented in writing from the CUHSR Chair to the investigator(s). The following items maybe considered non-substantive changes:

- a) Spelling or grammatical errors;

- b) Specific additions or subtractions to the consent form or additional materials that lower the risks for subjects or clarify procedures;
- c) Changes of technical terms to lay language in consent forms;
- d) Letter of cooperation from institutions;
- e) Deletion of questions from a survey or questionnaire;
- f) Changes in contact names, addresses, telephone numbers, advisors, end date and researchers;
- g) Changes in the title of the proposal;
- h) Changes in compensation to the subjects;
- i) Addition of subjects from the same population as indicated in the original proposal.

2.) If the proposal is approved with stipulations, the staff informs the investigators in writing of the stipulations and the actions required by the investigator. When the response to stipulations is received by CUHSR, it is reviewed by the Chair or designee (if the changes required are non-substantive) or submitted to the full CUSHR for re-consideration.

3.) A proposal is tabled when CUSHR requires more information to take action on the proposal. The investigator is informed, in writing, as to the specific additional information required.

4.) In advance of the meeting, when the Chair believes that a specific proposal may be disapproved, an effort is made to discuss the perceived problem with the investigator prior to the meeting to identify potential solutions. In the event that such problems cannot be resolved and the proposal is subsequently disapproved at the meeting, the investigator is informed in writing.

g. Appeal of IRB Decisions

If an investigator feels that his/her research proposal was denied or restricted unnecessarily, he/she may initiate the following procedure:

- 1) Request of the Chair of CUHSR, in writing within ten days, that an evaluation be completed.
- 2) The Chair requests the Liaison Committee to appoint subcommittee of CUHSR to review the project in question.
- 3) The subcommittee reviews the project and sends a written report to CUHSR with their recommendations
- 4) CUHSR will again review the project and deliver its decision, considering the report of the subcommittee, while not bound by its recommendation.

NOTE: The decision of the CUHSR on a reconsidered protocol is final. While the administration of any Institution may disapprove the conduct of a research study that has been approved by CUHSR, the decision of CUHSR to disapprove the conduct of a research study is final.

11. IRB Records

a. The Chair and Secretary will maintain a current CUHSR membership roster showing qualifications of each member by name, gender, earned degrees(s), primary scientific or nonscientific specialty, and any affiliation between each member of Bradley University.

b. The Chair will maintain current written procedures and guidelines. A copy will also be available to members of the committee on the Human Subjects website.

c. Minutes of meetings are recorded in compliance with FDA regulation CFR 21 56.115(a) and under 45 CFR 46 including: attendance at the meetings, a summary of discussion on debated issues; CUHSR decisions; and voting (showing votes for, against and abstentions) the bases for requiring changes in or disapproving research. In addition to studies requiring full review, all studies that have been expedited or deemed exempt from full review will be listed in the minutes. Annual reviews require a vote and will be recorded accordingly. When final reports are submitted, studies will be recorded in the minutes as "closed".

d. Retention of protocols: Active protocols containing current consent documents (those that have been reviewed, approved, and not yet closed) will be housed in a locked file in the CUHSR Chair's office.

e. The Chair, with the assistance of the secretary will be responsible for communication to and from CUHSR. All decisions of the committee will be communicated in writing either electronically or by letter.

f. In the event of an adverse event to subjects or others, (something that is unexpected and harmful), the Principle Investigator is responsible for informing the CUHSR Chair of the incident in a timely manner (within three working days). The Chair will review the adverse event with the principle investigator and the Chair has the authority to stop the study.

g. CUHSR will review any adverse events that are reported to the Chair at the next scheduled meeting.

Closed files will be maintained for three years after completion and then they will be destroyed. The Provost will decide where the closed files will be stored.

12. Information the Investigator provides to CUHSR

The Investigator and faculty sponsor, if appropriate, will provide to CUHSR:

- a) A current curriculum vita showing qualification to conduct research
- b) The Department Chair or equivalent signature on the application
- c) CUHSR encourages National Institutes of Health (NIH) training of all investigators. Certificates of Training are collected by CUHSR.
- d) If the investigator believes the protocol is exempt or expeditable, submit one copy of the application materials to the CUHSR Chair with a request that the protocol be considered for exempt / expedited review. If the Chair determines a full review is needed, the investigator is responsible for providing the additional 12 copies. Copies must be received at least one week prior to the scheduled meeting for full review.

Or

For studies requiring full review, the investigator will provide to the Chair of CUHSR, at least one week prior to the meeting, 13 copies of the study protocol, typewritten, which includes addresses:

- i. Title of the study
- ii. Purpose of the study
- iii. Sponsor of study (if relevant)
- iv. Results of previous related research; rationale for present study
- v. Subject selection and inclusion / exclusion criteria
- vi. Justification for use of any special /vulnerable subject population
- vii. Study design
- viii. Description of procedures to be performed that are research
- ix. Provision for managing adverse reactions
- x. The circumstances surrounding consent procedure
- xi. The procedure for documenting informed consent including any procedures for obtaining assent from minors, using witnesses, translators and document storage. If consent is waived, provide the narrative that will explain the study to participants
- xii. Compensation (if applicable) to subjects for their participation
- xiii. Any compensation (if applicable) for harm to research subjects
- xiv. Provision for protection of privacy
- xv. Extra costs to subjects for their participation
- xvi. Extra costs to third party payers (if applicable)

e) The investigator will provide the CUHSR the proposed informed consent that will include all the required elements using the adopted consent form as a guide.

These eight elements are required. The elements are:

- I. A statement that the study involves, research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed and identification of any procedures which are experimental
- II. Description of any reasonably foreseeable benefits or risks to the subject
- III. Description of any risks or benefits to others that may reasonably be expected from the research
- IV. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject

- V. For research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so what they consist of or where further information may be obtained.
- VI. Statement describing the extent, if any to which confidentiality of records identifying the subject m\will be maintained
- VII. An explanation of whom to contact for answers to pertinent questions about the research and whom to contact in the event of research-related injury to the subject
- VIII. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled

6.) If a consent form is not used, please supply the narrative that will be provided to participants the required elements of informed consent (see previous section)

7.) If applicable, advertisements will be submitted by the investigator to CUHSR. Generally, content should be:

- a) The name and address of the research investigator
- b) The purpose of the research
- c) A summary of the eligibility criteria that will be used to admit subjects into the study
- d) The location of the research
- e) The person to contact for further information
- f) Incentives / compensation

8.) The investigator will also provide any requests for changes in study after initiation, reports of unexpected adverse events, progress reports, and final status reports. In addition, no deviations from or changes of the protocol should be initiated without prior written CUHSR approval.

13. Prospective Review

No proposed study is exempt from prospective review at Bradley University.

14. Emergency Review

There will be no emergency research consent exception.

15. Process for Changing Policies and Procedures

The policies and Procedures will be reviewed at least annually. Policies and procedures changes can be changed with a majority vote of those present at CUHSR meetings.

Any changes that require updates to the Faculty Handbook will follow that procedure.

CURRENT HANDBOOK POLICY

F. Principles, Rules, and Regulations Governing the Use of Human Subjects in Research at Bradley University

1. Introduction and Background

When human beings are used as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Under the policies established by the Department of Health and Human Services (HHS), this protection was extended to all human subjects regardless of the nature of research being performed. This protection required that Institutional Review Boards (IRB) at colleges and universities be established to review and act on all research proposals involving human subjects. On January 26, 1981, HHS revised guidelines and exempted certain forms of research involving human subjects from review by Institutional Review Boards.

2. Research Exempt from Review by the Bradley University Institutional Review Board

Category 1: Common Educational Practices

Research involving regular or special instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

Category 2: Educational Testing

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement) if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Category 3: Survey and Observation

Any research involving survey and observation is exempt except where any one of the following exists: (a) subjects can be identified either directly or indirectly; (b) subject responses if they became known outside the research could place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or (c) the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office.

Category 4: Data Collection and Study

Research involving collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

The Bradley IRB requires a letter signed by both the project director and department chairperson indicating that, in their opinion, exempt research is to be conducted. This letter must be filed with the IRB **prior** to initiating the study. The

IRB will decide whether the proposal is in fact exempt and will notify the project director.

NOTE: Research Involving Children

Research involving children does not involve the same exemptions as noted above. Research involving participant observation is exempt only if the investigator does not participate in the activities being observed. Survey research and interview procedures involving children are not exempt.

Researchers involving children in their projects are urged to contact the committee for a copy of the Federal Rules and Regulations (Federal Register, Vol. 48, No. 46, Tuesday, March 8, 1983) governing the use of the children, which the committee will supply.

3. Research Requiring Review by the Bradley University Institutional Review Board.

All research not covered in Section 2 above must have approval of the Bradley University Institutional Review Board before it can be initiated. The Bradley University Institutional Review Board, which has been duly constituted in accordance with HHS guidelines, is the Committee on the Use of Human Subjects in Research (CUHSR). The CUHSR reviews and has the authority to approve, require modification in (to receive approval) or disapprove all research activities covered by HHS guidelines.

In order to approve a research project, the CUHSR shall determine that all of the following requirements are satisfied:

- a. Risks to the subjects are minimized;
- b. Risks to the subjects are reasonable in relation to anticipated benefits, if any, to the subjects, and the importance of the knowledge that may be reasonably expected to result;
- c. Selection of subjects is equitable;
- d. Informed consent must be obtained from each subject prior to participation or from the subject's legally authorized representative;
- e. Informed consent will be appropriately documented;
- f. Where appropriate, the research plan makes adequate provision for monitoring the data collected to insure the safety of subjects;
- g. Where appropriate, there are adequate provisions to protect privacy of subjects and to maintain the confidentiality of data;
- h. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards have been included in the study to protect the rights and welfare of these subjects.

The CUHSR shall have the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects.

CUHSR regulations require that research involving any level of deception be followed by an appropriate debriefing of all subjects. Debriefing procedures should be specified in the CUHSR application form.

4. General Requirements of Informed Consent

No investigator may involve a human being as a subject in research covered by these regulations unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative. An investigator shall seek such consent only under circumstances that provide the prospective subject or the representative sufficient opportunity to consider whether or not to participate and that minimize the possibility of coercion or undue influence. The information given to the subject or the representative shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may include any exculpatory language through which the subject or the representative is made to waive or appear to waive any of the subject's legal rights, or releases or appears to release the investigator, the sponsor, the institution, or its agents from liability for negligence.

Basic elements of informed consent shall include the following:

- a. A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, an identification of any procedures which are experimental;
- b. A description of any reasonable foreseeable risks or discomforts to the subject;
- c. A description of any benefits to the subject or to others that may be reasonably expected from the research;
- d. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
- e. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;
- f. If more than minimal risk is involved, an explanation must be provided as to whether any compensation or medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;
- g. An explanation of whom to contact for answers to pertinent questions about the research and the research subject's rights, and whom to contact in the event of a research-related injury to the subject;
- h. A statement that participation is voluntary, and that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled

and that the subject may discontinue participation at any time without penalty or loss of benefits.

Where appropriate, the following elements of informed consent must also be included;

- a. A statement that the particular treatment or procedure may involve risks to the subject that are currently unforeseeable;
- b. Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent;
- c. Any additional costs to the subject that may result from participation in the research;
- d. The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
- e. A statement that significant new findings developed during the research that may relate to the subject's willingness to continue participation will be provided to the subject;
- f. The approximate number of subjects involved in the study.

The CUHSR has the authority to approve a consent procedure that does not include or that alters some or all of the previously mentioned elements of informed consent or waive the requirements for informed consent if, either:

- a. The research involves no more than minimal risk;
- b. The waiver or alteration does not adversely affect the rights and welfare of the subjects;
- c. The research could not practically be carried out without the waiver or alteration; and
- d. Wherever appropriate, the subjects will be provided with additional pertinent information.

or

- a. The research could not practicably be carried out without the waiver or alteration.
 - 1) Federal, state, or local benefit or service programs which are not themselves research programs;
 - 2) Procedures for obtaining benefits or services under these programs; or
 - 3) Possible changes in or alternatives to these programs or procedures; and

- b. The research could not practicably be carried out without the waiver or alteration.

5. Documentation of Informed Consent

Informed consent shall be documented by the use of a written consent form approved by CUHSR and signed by the subject or the subject's legally authorized representative. A copy shall be given to the person signing the form.

6. Procedure for Committee Review

It is the responsibility of the investigator (faculty member, administrator, or student) using humans in a covered research project to submit the appropriate application materials for Committee review in accordance with the following guidelines.

- a. Complete the application form, an appropriate informed consent form, and a signed Department consent form.
- b. Submit all completed forms to the Chairperson of the Committee on the Use of Human Subjects in Research. The Committee meets monthly when there is business to conduct. Application materials should be submitted at least one week prior to a meeting. Submit ten copies of all materials to permit distribution to individual members of the Committee.
- c. Written responses concerning Committee action and/or approval forms will be sent to the applicant within one week following final action by the Committee.
- d. The Committee reserves the right to consult with subject matter, medical, or legal experts concerning any projects submitted for review. If expert review of a proposal is deemed necessary by the Committee a substantial delay in Committee action should be anticipated.
- e. In the event that a project is denied approval by the Committee, the applicant will be notified in writing of the reasons for disapproval and will be given the opportunity to respond in person or in writing.
- f. All research projects that have been approved by the Committee may be subject to further review or disapproval by appropriate officials of the University. Projects that have been disapproved by the Committee may not be subsequently approved by the University President.
- g. Major changes in the research design and/or procedures following Committee approval must be resubmitted to the Committee as an amended proposal. In addition, a final status report, available from the CUHSR chair, must be completed at the end of the project.
- h. Approval of a project does not remove the researcher's legal responsibility for the project. The researcher is expected to retain signed individual informed consent forms for a period of five years. The Committee's approval of a project constitutes only a statement by the Bradley Committee that it believes the rights of human beings will be adequately protected.

- i. A statement describing the methods and procedures used to protect human beings and insure confidentiality for an exempt, but yet sensitive project using human subjects, should be filed with the Chairperson of the Committee on the Use of Human Subjects in Research. This statement must be signed by the researcher, faculty advisor (if the researcher is a student), and the Department Chairperson.
- j. Questions concerning application procedures and guidelines should be referred to the Chairperson of the Committee on the Use of Human Subjects in Research.

PROPOSED MODIFICATIONS TO FACULTY HANDBOOK TO INCORPORATE EXPLICIT MENTION OF LIBRARY FACULTY

3. Faculty Evaluations

Criteria for evaluating faculty performance derive from the missions and goals of the University, the colleges, and the departments, *and the library.*

a. For the Instructor and Professorial Ranks:

At Bradley, the three areas of professorial faculty performance are teaching effectiveness, research and/or creative production, and professional service. (*Here and elsewhere in the Handbook, for library faculty, "effective librarianship" is the replacement for "teaching effectiveness."*)

Among the three areas, the highest priority is excellent teaching. Toward this end, faculty shall engage in the study and preparation necessary to demonstrate successful teaching. Teaching is complemented and enhanced by research and/or creative production. Accordingly, faculty shall engage in an active professional program that leads to publication and/or creative production. Finally, as members of the university community, faculty engage in service to the profession.

While each faculty member should seek to excel in the above three areas, all faculty must demonstrate at least satisfactory performance in these areas of responsibility. On a year-to-year basis, a faculty member's commitment to each of the above areas may vary considerably, depending on the individual's own interests and the University's needs.

The criteria to evaluate professorial faculty are the following:

4)

1a) (For teaching faculty) Teaching effectiveness:

- a) Successful teaching performance in the classroom, lab, studio, or other instructional sites;
- b) Regular and substantial investment of time in study to enhance one's knowledge of the field(s) taught;
- c) Conscientious preparation for instruction;
- d) Currency and innovation in pedagogy, course development, and course revision;
- e) Helpfulness and accessibility to students, both in and outside the classroom, such as in reviewing, counseling, or advising;
- f) Adequacy of instructional materials and their use;
- g) Critical self-evaluation;

1b) (For library faculty) Effective librarianship:

- a) *Librarianship consists of one or more of the following areas: reference and research assistance to the University faculty and students; collection development; bibliographic organization and control of the collections; instruction in the use of the library and its resources; liaison with*

academic departments; leadership and management in planning and implementing library services, operations and budgets and outreach.

- b) *Regular and substantial investment of time in study to keep abreast of a constantly changing field of knowledge and resources.*
- c) *Conscientious preparation for instruction and all other library activities.*
- d) *Currency in technology and librarianship.*
- e) *Helpfulness and accessibility to students, faculty, staff and other library clients.*
- f) *Critical self-evaluation.*

2) Research and/or Creative Production:

- a) Active engagement in professional development activities. These activities represent study or practice that facilitates intellectual and professional growth, and teaching excellence;
- b) Research and/or creative production that contributes to one's profession. Outside professional peer review of these productions is essential. However, the specific form of peer review depends upon the standards of the discipline involved;
- c) Consulting, performing, or other professional activities that advance knowledge and/or entail creative work for a faculty member;
- d) Recognition in field of endeavor from colleagues at Bradley and from peers outside the University

3) Professional Service:

- a) Participation in the committee structure and governing process of the University;
- b) Participation in community, regional, and national activities;
- c) Service to one's profession.

b. For the Rank of Lecturer:

The primary responsibility of lecturers is to teach 12 semester hours of introductory undergraduate courses. Lecturers are not expected to have an appropriate terminal degree and are not, therefore, required to engage in research and creative production activities expected of the instructor and professorial ranks. Lecturers are, however, expected to participate in the following: conference and workshops, service to one's professional discipline, study and practices that result in pedagogical improvement, and other activities that facilitate intellectual and professional growth.

The criteria to evaluate lecturers are the following:

4) 1a) (For teaching faculty) Teaching Effectiveness:

- a) Successful teaching performance in the classroom, lab, studio, or other instructional sites;

- b) Commitment to maintaining currency in his/her discipline as it relates to teaching.
- c) Conscientious preparation for instruction;
- d) Involvement in professional and educational activities as they relate to pedagogical skill;
- e) Helpfulness and accessibility to students, both in and outside the classroom, such as in reviewing, counseling, or advising;
- f) Adequacy of instructional materials and their use;
- g) Critical self-evaluation;

1b) (For library faculty) Effective librarianship:

- a) *Librarianship consists of one or more of the following areas: reference and research assistance to the University faculty and students; collection development; bibliographic organization and control of the collections; instruction in the use of the library and its resources; liaison with academic departments; leadership and management in planning and implementing library services, operations and budgets and outreach.*
- b) *Regular and substantial investment of time in study to keep abreast of a constantly changing field of knowledge and resources.*
- c) *Conscientious preparation for instruction and all other library activities.*
- d) *Currency in technology and librarianship.*
- e) *Helpfulness and accessibility to students, faculty, staff and other library clients.*
- f) *Critical self-evaluation.*

2) Professional Service:

- a) Service to one's profession.

c. For all Ranks:

The faculty of each college, ~~and~~ department, *and the library*, shall develop a document stating guidelines for applying the University criteria in accordance with the highest standards appropriate to each discipline and the special circumstances of the college and department. Guidelines developed by the colleges and departments must be approved by the Dean and Provost. *Guidelines developed by the library must be approved by the library director and the Provost.*

Specific procedures exist for evaluating how well faculty members fulfill these criteria. Each year department chairpersons and deans shall provide written evaluations of each faculty member under their jurisdiction, and provide a copy of each evaluation to the faculty member (see Probationary Appointments Section c). Department chairpersons and deans shall avail themselves of all means at their disposal—which may include the annual faculty activity report, faculty consultation, student evaluation, and other formal student input in making such evaluations.

Each faculty member shall receive a formal statement from the chairperson on the adequacy of performance in meeting the evaluation criteria of the department, college and the university. Provided annually, this formal statement assesses the effectiveness of the faculty member's teaching and professional service, and of research and/or creative production for Instructors and Professorial faculty members. These evaluations shall be promptly discussed with each faculty member being evaluated. In this manner, each faculty member shall be informed on a yearly basis whether she or he is making satisfactory progress toward tenure and promotion. Before the evaluation is placed in the faculty member's permanent file or forwarded to higher levels, the faculty member shall be given ample opportunity to append comments or rebuttal to the evaluation report. The department chairperson shall then discuss each evaluation in detail with the dean. In the event a substantive change is made in an evaluation at any point subsequent to the department level, the faculty member shall be provided a copy of the revised evaluation and will be given an opportunity to respond in writing.

The results of these conferences, together with other information, form the basis for recommendations for individual salary increments, annual contract renewal, tenure, and promotion. The faculty member dissatisfied with his or her annual evaluation should consult the Senate Constitution.

- 1) A record of successful teaching in the fields for which he or she was appointed;
- 2) A record of achievement in research and/or creative production with the promise of comparable academic performance and professional growth in the future;
- 3) A record of satisfactory participation in professional service.

Each faculty member shall attain at least satisfactory performance in teaching effectiveness, research and/or creative production, and professional service, and contribute in a meaningful way to the University, the College, and the department or the library in which she or he is a member. *For library faculty, effective librarianship is the replacement for teaching effectiveness.*

b. The criteria used to evaluate lecturers for tenure are:

- 1) A record of successful teaching;
- 2) Continued involvement in professional and educational activities as they relate to pedagogical skill;
- 3) A documentable commitment to maintaining currency in his/her discipline as it relates to teaching;
- 4) A record of satisfactory participation in professional service.

3. Criteria for Academic Appointment and Promotion for Tenure-Track Positions

While the tenure decision involves a long-term commitment to a faculty member, rank delineates benchmarks on a career path.

a. Lecturer: A person appointed to the rank of Lecturer shall be judged to possess the capacity:

- 1) To become a successful teacher;
- 2) To become involved in professional and educational activities as they relate to pedagogical skill;
- 3) To maintain currency in her/his discipline as it relates to teaching;
- 4) To participate in appropriate professional service;
- 5) To demonstrate commitment to ongoing development in the above four areas.

A Lecturer shall have educational credentials and teaching experience appropriate to the discipline, but is not expected to possess an earned doctorate or appropriate terminal degree. Lecturers cannot be promoted. (See Conceptualization Statement Regarding the Lecturer)

b. Instructor: A person appointed to the rank of Instructor shall be judged to possess the capacity:

- 1) To become a successful teacher;
- 2) To develop and exhibit potential to conduct publishable research and/or outside professionally peer reviewed creative production;
- 3) To show willingness to participate in service;
- 4) To demonstrate commitment to professional development in the above three areas.

An instructor shall have an appropriate terminal degree or evidence of progress toward a terminal degree. The decision regarding whether an initial appointment is to be at the level of Instructor or Assistant Professor is based on a variety of factors and is best determined by the department and the dean with the concurrence of the Provost and Vice President for Academic Affairs.

c. Assistant Professor: A person appointed or promoted to the rank of Assistant Professor shall be judged to possess the capacity:

- 1) To become a successful teacher;
- 2) To develop and exhibit potential to conduct publishable research and/or outside professionally peer reviewed creative production;
- 3) To show willingness to participate in service;
- 4) To demonstrate commitment to professional development in the above three areas.

If an initial appointment at Bradley University was at the rank of Instructor, the faculty member must complete a minimum of three full years as Instructor before being eligible for consideration for Assistant Professor. An earlier consideration date may be approved in cases where the rank of Instructor was granted based on the lack of a terminal degree and the appropriate degree has

since been conferred. An Assistant Professor shall have an earned doctorate or other appropriate terminal degree or evidence of progress toward a terminal degree.

d. Associate Professor: To be appointed or promoted to the rank of Associate Professor a faculty member shall have demonstrated substantial professional achievement by establishing:

- 1) A record of successful teaching;
- 2) A record of published research and/or outside professionally peer reviewed creative production;
- 3) A record of active participation in professional service;
- 4) A record of sustained commitment to professional development in the above three areas.

A faculty member must complete a minimum of five full years as Assistant Professor before being eligible for consideration for Associate Professor, except for rare and extraordinary circumstances. In the fall of the sixth year, the faculty member can be nominated for Associate Professor under the recommendation procedures specified in General Procedure for Faculty Recommendations. An Associate Professor shall have an earned doctorate or other terminal degree appropriate to the faculty member's teaching field.

e. Professor: To be appointed or promoted to the rank of Professor a faculty member shall have manifested a deep-seated and on-going commitment to a discipline, to teaching, to research and/or creative production, and to professional service.

Specifically, this faculty member shall have:

- 1) Reached a highly successful level of teaching performance;
- 2) Progressed with published research and/or outside professionally peer reviewed creative production to the point of recognized accomplishments in one's field. In addition, a faculty member shall have developed a well-formulated, self-sustaining program of research and/or creative production with both immediate and long-term objectives;
- 3) Accepted responsibility as a member of the academic community by contributing talents, leadership, and expertise to the needs of department, college, University, community, and profession;
- 4) Earned recognition from colleagues at Bradley, and from peers outside the University;
- 5) Attained a level of distinction that compares favorably with professors in similar institutions;
- 6) Sustained and extended a commitment to professional development in the areas of teaching effectiveness, research and/or creative production, and professional service.

The fulfillment of the above standards qualifies one for promotion to Professor, not merely the completion of a minimum period. However, a faculty member must complete a minimum of five full years as Associate Professor before being eligible for consideration for Professor. In the fall of the subsequent year, the faculty member can be nominated for Professor under the recommendation procedures specified in General Procedure for Faculty Recommendations above. A Professor shall have an earned doctorate or other terminal degree appropriate to the faculty member's teaching field.

f) Distinguished Professor: To be promoted to the rank of Distinguished Professor, a faculty member shall have all the requirements for the rank of Professor and outstanding qualifications. The faculty member must be tenured and have full-time teaching or research responsibilities. Promotion to the rank of distinguished professor is a permanent appointment.

Leaves of absence may count toward length of service toward promotion if agreed to in advance by the faculty member, chairperson, Dean, and the Provost and Vice President for Academic Affairs.

4. Policy for Extending the Probationary Period

Faculty members may be granted, upon request, a single, on year extension of the probationary period (not to be confused with a leave of absence) under the following circumstances:

- a. Care of a child, adoption of a child under six years of age, or birth of a child;
- b. Need to devote substantial time to the care of a diseased, ill, or injured person;
- c. Disease, illness, or injury debilitating the probationary faculty member.

In each of the circumstances listed above it is expected that the faculty member is employed full-time and will continue to perform his or her duties as specified in the Faculty Workload Statement.

A request to extend the probationary period should be made to the department chairperson in writing no later than April 1st prior to the final year of the probationary period. The department chairperson will forward the request to the tenure committee of the department for consideration. This committee will forward to the chairperson the vote and the explanation to substantiate the recommendation. The chairperson will then forward the committee results along with his or her recommendation to the dean who will forward this documentation along with his or her recommendation to the Provost and Vice President for Academic Affairs who will render a final decision. This decision should reach the faculty member no later than 30 days from the date the department chairperson receives the request. All appeals of the decision of the Provost and Vice President for Academic Affairs will be made through the normal grievance procedures.

5. Tenure and Promotion Conceptualization Statement

This statement provides a framework and elaboration for the criteria for tenure and promotion primarily as they relate to faculty in the professorial ranks. Lecturers are not eligible for promotion and have separate and distinct criteria for annual evaluation and tenure. See also Appointments and Tenure.

Criteria for evaluating faculty performance derive from the missions and goals of the University, the colleges, and the departments. At Bradley, the three areas of faculty performance are teaching effectiveness, research and/or creative production, and professional service. Among the three areas, the highest priority is excellent teaching. Toward this end, faculty shall engage in the study and preparation necessary to demonstrate successful teaching. Teaching is complemented and enhanced by research and/or creative production. Accordingly, faculty shall engage in an active professional program that leads to publication and/or creative production. Finally, as members of the university community, faculty shall engage in service to the profession.

a. Teaching Effectiveness or Effective Librarianship

All faculty shall demonstrate successful teaching performance. To that end, the classroom, lab, studio, *library*, or other instructional site is the primary focus of their efforts. Because the body of knowledge in each discipline steadily expands, a faculty member maintains teaching competence by regularly and substantially investing time in study, scholarship, practice, and application. The form that this professional development takes will vary. It may entail self-study to broaden or deepen one's knowledge of the field; it may involve the reading of current literature to remain up to date in research; it may encompass attending courses or workshops; or it may stem from extended study facilitated by sabbatical leave. Furthermore, successful teaching also encompasses activities such as advising, counseling, course development, and course revision.

Although the faculty widely affirm the importance of teaching effectiveness, evaluation remains complex. Departments and/or colleges should select the type(s) of evidence for appraising and documenting teaching effectiveness. Examples include questionnaires distributed to students, graduating majors, and alumni, peer review, professional plans, and examination of syllabi and tests.

b. Research and/or Creative Production

Research and/or creative production fulfill a vital role both in enhancing the teacher's classroom performance and in expanding the accumulated knowledge of the field. All faculty members shall engage in scholarly and/or creative pursuits as an intrinsic activity of the profession they have chosen and for which they have been prepared by education and training. Faculty members shall also interact with the community of scholars and artists outside of Bradley University as part of their professional work.

The forms that research and/or creative production take vary with area of specialization. In many areas, outside professionally peer-reviewed works will be the form to demonstrate research and/or creative production, while in others competence will be displayed through performance or other creative output. Guidelines for research and/or creative production should be made known to individual faculty members at the time they are hired. Their progress in meeting these standards should be reviewed annually and discussed with the faculty member. Moreover, all faculty on a tenure track should show evidence of outside review of their work, which may take the form of peer review, juried review, editorial review, etc. The specific form of this review depends upon the conventions of the discipline involved.

c. Professional Service

Bradley University operates on the principle of shared governance. As such, faculty members shall participate in the committee structure and governing process of the department, college, and University.

In addition, Bradley is an independent urban university with an outreach into the community. An integral part of this outreach is the participation of faculty members in community, regional and national activities. Their expertise is a valuable resource to community organizations. Each college must determine for itself the importance of community participation in the evaluation process.

While all faculty shall perform some form of service, this criterion is less important than teaching and/or research and creative production. Furthermore, the extent of service participation will vary among faculty members, particularly with regard to the stage of their academic career. Service demands at the college and university level, for example, are normally light to moderate in the early years of a faculty member's career. Service may take a variety of forms such as departmental duties, college or University committees, the University Senate, college councils, the board of directors of a community organization or a board of a professional organization. It may also take the form of addresses to local groups or professional organizations.

d. Professional Development

Study or practice to facilitate intellectual and professional growth comprises professional development, a goal all Bradley faculty shall pursue. Over the long term of a career, teaching effectiveness, the quality of a faculty member's interaction with students and colleagues, research and/or creative production, and service all depend on a commitment to and a capacity for professional growth.

e. Procedures of Faculty Evaluation

The annual activity report completed by Bradley faculty members serves as the instrument by which they inform the department, the college, and the University of their teaching, research and/or creative production, and service activities. It is the function of the chairperson to formally inform faculty members on the adequacy of their performance in meeting the evaluation criteria. Provided annually, this information shall include written comments on faculty members' professional performance. In this manner, a faculty member shall know on a yearly basis whether she or he is making satisfactory progress toward tenure and promotion.

Colleges may choose to use annual professional plans (on goal setting and review) or other such instruments to supplement the annual faculty activity report.

The faculty of each College, and department, *and library* shall develop a document stating guidelines for applying the University criteria in accordance with the highest standards appropriate to each discipline and the special circumstances of the college and department. These shall be subject to approval by the Dean and the Provost, who review all tenure and promotion recommendations. Equally important, the tenure and promotion criteria statements of colleges and departments shall be consistent with both the intent and the application of University criteria.

f. Tenure and Promotion Decisions at Bradley University

1) Tenure

The probationary period provides a period during which a department reviews the performance of a faculty member in terms of its established criteria. When a faculty member is appointed to a tenure-track position, the department judges this individual to possess the potential to attain tenure and promotion. Each year through the annual review process, the department assesses the faculty member's progress toward achieving this goal. The annual review provides a formal statement regarding the faculty member's professional performance. Accordingly, these evaluations shall be discussed in a timely manner with each faculty member. Therefore, all faculty know on a yearly basis whether they are making progress toward tenure. Each positive annual review strengthens the presumption that this faculty member will be granted tenure.

The probationary period is six years. During a faculty member's sixth year, the Department makes a decision on tenure.

The criteria used to evaluate the faculty member are:

- a) A record of successful teaching in the fields for which he or she was appointed;
- b) A record of achievement in research and/or creative production with the promise of comparable academic performance and professional growth in the future;
- c) A record of satisfactory participation in professional service.

Each faculty member shall attain at least satisfactory performance in teaching effectiveness, research and/or creative production, and professional service, and contribute in a meaningful way to the University, the College, and the Department of which she or he is a member.

2) Rank and Promotion

Rank serves a different function than tenure. Tenure is a decision involving a long-term commitment to a faculty member. Rank, on the other hand, delineates benchmarks on a career path. All faculty should continue to grow, progress, and develop along a professional path. When certain critical stages are reached, rank is conferred.

a) Assistant Professor

A person appointed or promoted to the rank of Assistant Professor shall be judged to possess the capacity to become a successful teacher, to develop and exhibit the potential to conduct publishable research and/or outside professionally peer reviewed creative production, to show willingness to participate in service, and to develop and display a commitment to professional development in the above three areas. An Assistant Professor shall have an earned doctorate or other appropriate terminal degree or evidence of progress toward a terminal degree.

An Assistant Professor shall successfully progress in developing courses and pedagogy, as well as in undertaking a program of research and/or creative production. Assistant Professors shall also contribute to professional service. However, service expectations are of a lower relative priority, especially during the early years of a career.

b) Associate Professor

To be appointed or promoted to the rank of Associate Professor, a faculty member shall have demonstrated a record of professional achievement. This record should include successful teaching performance, published research and/or outside professionally peer reviewed creative production. This faculty member shall participate actively in professional service. The minimum time of completion in the rank of Assistant Professor is five years, except for rare and extraordinary cases. An Associate Professor shall have an earned doctorate or other terminal degree appropriate to the faculty member's teaching field.

c) Professor

To be appointed or promoted to the rank of Professor, a faculty member shall have achieved an academic career earning recognition from colleagues at Bradley, as well as from peers outside the University. To qualify for Professor, the faculty member shall manifest a deep-seated and on-going commitment to a discipline, to teaching, to research and/or creative production, professional service, and to professional development.

Finally, the faculty member shall have served a minimum of five years in the previous rank before qualifying for promotion to Professor. However, it is the fulfillment of the above standards that qualifies one for promotion, not merely the completion of this minimum period. A Professor shall have an earned doctorate or other terminal degree appropriate to the faculty member's teaching field.

6. Conceptualization Statement Regarding the Lecturer

a. Purpose

The purpose of the rank of Lecturer at Bradley University is to:

1) Provide full-time faculty on a continuing basis to teach introductory undergraduate courses too numerous for staff with professional tenure-track faculty. The purpose is to augment, not substitute for, required Professorial, tenure-track positions.

2) Ensure that these courses are well taught by:

a) Developing a group of faculty who make and receive a long-term commitment to teaching at Bradley;

b) Providing them with opportunities for professional development pedagogical improvement;

c) Evaluating them annually on teaching effectiveness, service, and appropriate professional development related to pedagogical improvement;