

## MEETING OF THE 2008-2009 GRADUATE COUNCIL

Southern Illinois University Carbondale

Thursday, March 5, 2009--8:00 a.m.

Kaskaskia/Missouri Room—Student Center

### AGENDA

#### Announcement of Proxies

1. Consideration of the minutes\* of the February 5, 2009.
2. Remarks / Announcements
  - a. University & Graduate School Leadership
  - b. Constituency Leadership
4. Committee Reports
  - a. Executive Committee – Professor Britton
  - b. Appointments to Committees—Dr. Hellgren
  - c. Research Committee – Dr. Renzaglia
    1. Research Overhead Distribution – Proposal from the Research Committee will be distributed at the meeting.
  - d. Ed. Policies Committee – Dr. Manfredi
  - e. New Programs Committee—Dr. Williard
    1. For Approval – Concurrent MPH/PhD in Health Education  

The Department of Health Education and Recreation has proposed to add a concurrent MPH/PhD in Community Health Education/Health Education to their degree offerings. This will not replace the MPH in Community Health Education or the PhD in Health Education, but will allow students to enroll in both programs. The proposed concurrent degree program will aid the Department of Health Education and Recreation in their recruiting efforts of highly talented undergraduate students. Currently, there are no other health education programs in the country that offer a concurrent MPH/PhD and this offering will further distinguish SIUC as a leader in health education. In addition to the credit requirements of each program, students will be required to complete a 6 hour practicum and a dissertation. There are no anticipated budgetary effects of this degree modification.

Be it resolved that the Graduate Council approves the addition of a concurrent MPH/PhD in Community Health Education/Health Education.
  - f. Program Review Committee—Dr. Mundschenk
  - g. Committee on Interim Titles – Dr. Mark Kittleson
    1. Recommendation Regarding Interim Titles – Proposal is attached
6. Old Business
7. New Business

**The Next Meeting of the Graduate Council will take place Thursday, April 9, 2009, at 8:00 a.m. in the Kaskaskia/Missouri Room of the Student Center.**

## **Acting, Interim and Regular Positions at the level of Dean and above**

### **DEFINITIONS**

**Acting** - The prefix “Acting” should be attached to a title if and only if the regular occupant of that position is, for any reason, temporarily unable to fulfill his/her responsibilities and is expected to return to that position.

**Interim** - The prefix “Interim” should be attached to a title if and only if the regular occupant of that position is, for any reason, not returning to that position and the position has been filled without a search, either internal or national.

Notes:

1. We encourage Colleges to modify their operating papers to follow these definitions.
- 2. We strongly encourage searches for all open positions.**

### **Proposal for *Future*:**

#### **Interim Appointment**

Appointing individuals to serve as interims should be avoided and should be done only when the position to be filled becomes vacant with *less than two weeks notice*. This appointment should be for no longer than 3 months. During that three 3 time period the university can prepare to have an internal search for the position with an understanding that appointment after the internal search will be for a maximum period of 12 months and a good faith national search will be conducted within this period. The individual appointed can apply for future searches (either internal or national).

#### **Position Filled by an Internal Search**

Positions known in advance to be opening should be filled by an internal search unless there is a sufficient time to conduct a national search. A person selected to occupy a position after a good faith internal search is not an interim. However, such appointments should be made for a maximum period of 12 months. This limit is imposed because it is reasonable to expect that a good faith national search can be completed within 12 months after the position has been filled following an internal search. A person selected to occupy a position after a good faith internal search may be a candidate for the position when a national search is conducted. In the event a national search fails or is cancelled for legitimate reasons, the contract of the current occupant of the position may be extended if the following conditions are met:

- The current occupant of the position has the confidence of the faculty who are under his/her authority, demonstrated by a formal evaluation process, considering his/her performance and any challenges related to the initial appointment;
- The length of the new contract is approved by each of the primary faculty constituency groups, i.e., Faculty Senate, Graduate Council, and Faculty Association

### **Proposal to Resolve *Current* Interim Positions at the dean level and above**

It is strongly recommended that searches for the current interim positions be conducted as soon as possible. The “interim” title of the current “interim” administrators may be removed provided the following two conditions are satisfied:

- The current occupant of the position has the confidence of the faculty who are under his/her authority, demonstrated by a formal evaluation process, considering his/her performance and any challenges related events transpiring during the initial appointment;
- The change in title is approved by each of the primary faculty constituency groups, i.e., Faculty Senate, Graduate Council, and Faculty Association.

### **References**

**The above proposal was developed after numerous meetings, individual consultation with colleagues at other institutions, as well as the attached document.**

### **Internal and Interim Search Recommendations (for advancing women in administration):**

*By Peggy Stockdale and Michelle Miller; July, 2008*

*Objective 1.2: Improve our ability to identify and appoint internal female candidates to administrative positions.*

Strategy 1.2.1 Hold internal search committees to the same administrative diversity goals as external search committees (see Objective 1.1).

Strategy 1.2.2 Disavow search waivers for internal administrative positions, including interim positions, unless under situations of extreme necessity due to the immediate removal or loss of a vital administrator. If interim searches are conducted informally or bypassed through search waivers, such opportunities for women’s professional advancement are substantially reduced.

Strategy 1.2.3 Require every internal administrative search to be of sufficient length to allow for the internal recruitment of women candidates by the appointing administrator, search committee, and UWPA.

1. The appointing administrator should hold informal information sessions about the open position for any potential candidate and will participate in an information session for potential women candidates coordinated by UWPA.
2. The appointing officer and/or search committee chairperson should send personal solicitations for application to qualified women on campus. Research suggests that personal contact is a powerful recruitment tool and should be used as possible to encourage women candidates to apply for administrative positions.
3. Search committee members should also recommend potential female candidates to appointing officer or search committee chairperson for solicitation.

Strategy 1.2.4 Hold internal search committees accountable for the diversity of their final applicant pool, per the strategies outlined in Strategy 1.1.3.

Strategy 1.2.5 Identify and incorporate diversity recruitment allies into selected upper administration search committees.

Strategy 1.2.6 Apply the goals, objectives and strategies for internal searches to all interim administrative positions at the Associate Dean level and above. Interim positions provide the opportunity for women to gain necessary administrative experience. In addition, recent history suggests that interim administrators may be better positioned to move into permanent positions than their non-interim counterparts.

1. Consistently apply a policy of allowing interim administrators to apply for open permanent positions.