

## **FACULTY SENATE PROPOSAL FORM:**

THIS DOCUMENT REPRESENTS THE OFFICIAL PROPOSAL FORM FOR THE FACULTY ASSEMBLY AND SENATE. ACCORDING TO THE FACULTY SENATE BYLAWS, ANY MEMBER OF FACULTY CAN PRESENT A PROPOSAL TO THE FACULTY SENATE FOR CONSIDERATION. ANY PROPOSAL SHOULD FOLLOW THIS FORM.

ALL DIDACTIC COMMENTARY AND INSTRUCTION WILL APPEAR IN ALL CAPITALS. INSTRUCTIONS ARE LISTED IN THE ORDER THAT THEY SHOULD APPEAR ON THE PROPOSAL.

### **I. TITLE: ALL TITLES OF PROPOSALS SHOULD TAKE THIS FORM:**

**Proposal for a Policy/Faculty Handbook Amendment** (CHOOSE) on  
(STATE AREA OF CONCERN) **for the Minneapolis College of Art and Design**

### **II. ATTRIBUTION:**

Submitted by  
Tessie Teacher and Isabelle Instructor  
OR  
The XXXX Sub-committee of the Faculty Senate  
Spring/Fall 2004

### **III. BACKGROUND: THIS AREA SHOULD BE TITLED "BACKGROUND"**

ALL BACKGROUND INFORMATION SHOULD BE WRITTEN IN ITALIC. IT SHOULD OR COULD INCLUDE SUCH INFORMATION AS:

HISTORY OF THE ISSUE  
EXPLANATION OF THE NEED OF THE ISSUE PROPOSED  
REPORT OF EVENTS TAKEN PRECEDING THIS PROPOSAL  
A RESPONSE TO A CALL FOR PROPOSAL FROM OUTSIDE THE SENATE

EXAMPLE:

#### **Background:**

*Because of the numbers of full time faculty, there is difficulty filling a committee of five members, with the time obligations implied by the committee's task. The full time faculty is confident of a fair and complete hearing from a committee with a membership of three. We retain the odd number of committee members to insure a majority result. We request that these changes, if accepted by the Board of Trustees, be instated for the 2002-2003 academic year.*

#### **IV. PROPOSAL STATEMENT:**

THIS IS THE CRUCIAL STATEMENT. IT SHOULD BE CAREFULLY CONSIDERED FOR POSSIBLE LEGAL LANGUAGE OR INFRINGEMENTS. IT SHOULD BE IN BOLD TYPE.

THERE ARE AT LEAST TWO MAIN TYPES OF PROPOSALS:

##### **1) POLICY STATEMENT:**

THIS SORT OF PROPOSAL SHOULD STATE THE CASE FOR A POLICY POSITION OR A POLICY CHANGE.

EXAMPLE:

**We propose that the rank advancement (heretofore referred to as ‘rank’) and the salary compensation (heretofore referred to as ‘salary’) of the full-time and adjunct (formerly ‘part-time’) faculty of the Minneapolis College of Art and Design be separate considerations and that they be determined separately.**

##### **2) FACULTY HANDBOOK AMENDMENT:**

THIS SORT OF PROPOSAL WILL BE LONGER IN LENGTH AND WILL ADDRESS DIRECTLY THE WORDING OR POLICY CHANGES YOU DESIRE.

FIRST YOU MUST REPRODUCE THE EXACT WORDING AND ENTIRE PASSAGE OF THE AREA CHOSEN AND ADDRESS IT AS: “THE HANDBOOK CURRENTLY READS:”

NEXT YOU MUST REPRESENT THE RE-WORDING OR NEW STATEMENT AND ADDRESS IT AS: “WE PROPOSE THE HANDBOOK BE AMENDED AS FOLLOWS:” OR “ WE PROPOSE THE FOLLOWING NEW AMENDMENT:”

EXAMPLE ‘A’:

**We respectfully propose to amend the Faculty Handbook, under section title, CRITERIA OF FACULTY EVALUATION, sub-section titled Faculty Promotion Committee. It currently reads:**

To consider faculty requests for promotion a peer review process is employed by forming a Faculty Promotions Committee. At the beginning of each Fall semester the Faculty forms a committee of five full time faculty members representing the four divisions, at least three of whom are at the rank of Associate Professor or Professor.

**We propose the Handbook be amended as follows:**

To consider faculty requests for promotion a peer review process is employed by forming a Faculty Promotions Committee. At the beginning of each fall semester the Faculty forms a committee of *three* full time faculty members representing *three* of the four divisions. At least *two* of these committee members must be at the rank of Associate Professor or Professor.

EXAMPLE 'B':

**The Intellectual Property Sub-committee wishes to propose an amendment to the Faculty Handbook. The section in question is listed under 'Intellectual Property and Copyrights:' this statement:**

**Now reads:**

"Faculty-owned Intellectual Property created or used by the faculty member in the course of instruction . . . "

**We propose should read:**

[Delete words "or used"]

**Because:**

As the previous section ("Policy") covers work created by specific assignment, and the words "created by the faculty member in the course of instruction" in this section ("No Cost, Nonexclusive License" [NCNL]) should address newly created work specific to the teaching of an MCAD course. The implication of the statement as it currently reads is that work not created in the course of instruction, i.e. pre-existing or independently created work, may also become subject to use rights claims by the College. Instructors may, for instance, present examples of their work incidentally in classes without such work becoming integral to the teaching of that course; this merely incidental use of existing work should not be grounds for the College to claim unlimited use rights over it.

**V. COMMENTARY: THIS SECTION SHOULD BE TITLED  
"COMMENTARY"**

UNDER THIS TITLE, JUSTIFICATIONS, EXPLANATIONS, EVIDENCE, STATISTICS, AND ANY OTHER SUPPORTIVE COMMENTARY THAT FURTHER SUPPORTS, ILLUMINATES, INSTRUCTS OR JUSTIFIES THE PROPOSAL INTRODUCED. A WORD OF CAUTION: MAKE SURE ALL STATISTICS AND EVIDENCE IS SOLID AND PROVABLE.

EXAMPLE:

The Faculty Handbook would determine salary compensation levels and increase intervals. Those rates would not be dependent on rank, but rank would signify a specific compensation level. Four rate levels called Lane A, Lane B, Lane C, and Lane D will indicate a specific *compensation origin of hire*, that while related to rank,

does not depend on that rank being awarded to the faculty member. Lane rates would initially represent current rate levels as they currently represent rank. That is, Lane A would represent the current rate for Instructor, Lane B would represent the current rate for Assistant Professor, Lane C would represent the current rate for Associate Professor, and Lane D would represent the current rate for Full Professor.

When hired or promoted to a specific lane, the faculty member would proceed towards a specific rate increase every two years. That increase level would represent the difference between the current lane rate and the lane above the current lane amortized out for eight years. For example, if a faculty member were hired at Lane B, the increase rate would represent the difference between Lane B and Lane C amortized out in four incrementally increased levels over eight years. Once that faculty member reached Lane C, the member's increase levels would then represent the difference between Lane C and Lane D amortized over a further eight years, without a necessary rank advancement. However, advancement in rank would automatically adjust the lane position to its equivalent lane.

Further, all lanes would increase with cost-of-living increases or any further adjustments approved by the administration and board. At anytime the administration may advance a faculty member compensation for merit in relation to the lane scale. Visiting artists and designers will be compensated to bring them to the college as determined by the administration. Sabbatical replacements shall be compensated as ranked faculty or as visiting artists.

Adjunct faculty will be compensated at the pro-rata scale of the full-time faculty. The adjunct/pro rata scale would be comprised of four lanes that reflect adjunct ranks: that is, Lane A reflects the adjunct rank of Adjunct Lecturer, Lane B reflects the rank of Assistant Lecturer, Lane C reflects the rank of Associate Lecturer, and Lane D reflects the rank of Senior Lecturer. These lanes would also reflect the pro-rata levels for ranked faculty at the equivalent lanes in the ranked scale.