**2023-24** **Academic Senate   
Administrative Affairs & Budget Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to [acsenate@ilstu.edu](mailto:acsenate@ilstu.edu) and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate Office Administrator will update the list for the current and following years’ committee.

\*\*For your reference the policies on policy review can be found [here](https://academicsenate.illinoisstate.edu/documents/).

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# Yearly Committee Charge Duties:

## Review Committee Functions

***Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Academic Senate Bylaws, Appendix II found here: <https://academicsenate.illinoisstate.edu/about/bylaws/#Appendix-Two>

***Status:*** Pending Annually

## Create Committee Minutes

***Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Office Administrator by email ([acsenate@ilstu.edu](mailto:acsenate@ilstu.edu)) following each meeting. Per the Senate bylaws, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.

***Status:*** Pending Bi-Monthly

## Create Report from the Annual Commentary on the President

***Description:*** A report prepared by the Administrative Affairs and Budget Committee summarizing commentary solicited from faculty, staff and students is forwarded annually to the Academic Senate Executive Committee, President, and Board of Trustees. ***Prior*** to forwarding the report to the President and Board of Trustees, a representative of the Administrative Affairs and Budget Committee shall meet with the Executive Committee to discuss the report in Executive Session. **Annual report due to Board of Trustees in May**.

The chair of the AABC should coordinate with the Senate Office Administrator. The office administrator will schedule the annual notification of campus through the mass campus emailing system so that the survey is distributed to campus on Monday of the first week of spring semester classes and is open for three weeks. At the close of this commentary period, the Senate Office Administrator will then deliver the results confidentially by courier or in person to the AABC chair for the committee to use in the creation of the report. The office administrator may also provide past year’s confidential reports to serve as models. The office administrator will also assist the committee with any technical help needed in the creation of the charts used in the report.

Once the AABC has completed the report, it will be delivered confidentially for Executive Committee review. At the time of delivery, the AABC should submit any revisions to the survey instrument for the following year’s campus commentary period. The Senate Office Administrator will make these revisions and send them to the AABC chair for confirmation.

***Status:*** Pending Annually: The campus survey should go out on the first day of spring semester and remain open for three weeks.

## Oversee Academic Impact Fund (Tenure line), NTT AIF, and make recommendations

***Description:*** The Administrative Affairs and Budget Committee shall provide oversight of the use of the Academic Impact Fund and make recommendations to the Provost and the Senate.

Review annually the AIF Guiding Principles in conjunction with the Provost’s office (AVP for Fiscal Management) and present as Advisory Item to the Senate. Update definitions as needed and update at the end of the report when they are updated.

In October, meet with the Provost's Office regarding all aspects of the two funds, receive a report on searches authorized for permanent hires during that year and the enrollment, faculty, and other qualitative and quantitative data used to determine their distribution across colleges. Also at this time, receive a report regarding the cash flows over the previous calendar/fiscal year cycle (e.g. CY/FY09 in October 2010). Then draft annual recommendations, per its functions in Appendix II.

***Status:*** Pending Annually

***Associated Document(s):***

AIF Stuff folder

## Review operating budget early in fall semester

***Description:*** The Administrative Affairs and Budget Committee should, per Appendix II, meet “with representatives from the Office of the Vice President for Finance and Planning and the Office of the Provost early in the year prior to the October Board of Trustees meeting to receive a report on the operating budget for the current fiscal year.” This report and the request to IBHE/state government as well as the capital budget request (see below) are generally presented to the committee at a full Senate meeting. The AABC should then request modifications to the annual state requests if desired, approve them, and then schedule a presentation to the full Senate, ***which must approve the request to the state prior to the October Board of Trustees meeting.*** The AABC may also request changes to any aspect of the operating budget following consultation with appropriate administrators.

See Appendix II for the Administrative Affairs and Budget Committee’s specific functions regarding budgetary issues.

***Status:*** **Pending Annually**

## Review capital budget early in fall semester

***Description:*** The Administrative Affairs and Budget Committee should, per the *Blue Book* (*Committee Structure of the Academic Senate*),

a.  Receive from Facilities Services [Facilities Planning] the capital budget for the current fiscal year in September.  This would be an Information Item for the Planning and Finance Committee and for the Senate.

b.  Meet with representatives from the Facilities Services [Facilities Planning] department early in the year to receive, review, and if necessary, provide input to the executive summary of the preliminary capital budget for the next fiscal year.

c.  Meet with a representative from Facilities Services [Facilities Planning] in September to receive, review, and discuss the executive summary of the Internal Budget, listing all projects to be undertaken during that year.

d.  Review with representatives from Facilities Services [Facilities Planning] how the annual facilities improvement projects implement the Comprehensive Physical Development Plan (a.k.a. the Campus Master Plan) and provide advice and recommendations on the University’s capital planning process

The AABC may also request changes to any aspect of the capital budget following consultation with appropriate administrators.

See Appendix II for the Administrative Affairs and Budget Committee’s specific functions regarding budgetary issues.

***Status:*** **Pending Annually**

## Review Athletics Budget

***Description:*** The Senate Office Administrator will request a copy of the Department of Athletics’ budget annually in August and forward it to the committee for review. The committee may choose to invite the Director of Athletics to present the budget in person to the committee, respond to questions, and receive recommendations.

***Status:*** Pending annually

## Review Chairs and Deans Questionnaires

***Description:*** Per the Administrator Evaluation Policy (Policy 3.2.15), all college councils or equivalent bodies are charged with developing questions appropriate for their Dean and Department Chairperson reviews. Such questionnaires and any changes in questionnaires for evaluation of chairs and deans will be reviewed and approved by the Administrative Affairs and Budget Committee.

The Senate approved dean’s review forms for all colleges on 8/29/18**, except the College of Education.** The 2022-2023 AABC reviewed the COE form and forwarded a list of items for COE to address. This list was forwarded again to Dean McLoda on 7/25/23. (See item 07.25.23.01 in the TEAMS folder)

Once approved, colleges need only submit again if there are changes.

***Status:*** Pending, and on an as-needed basis following initial review

**Associated Document(s):**

06.20.18.01 CoE\_DeanEvaluation\_2017-2018

06.25.14.11 CAS Survey

06.25.14.12 CASTSurvey

06.25.14.06 CFA Survey

04.15.15.03 COB Survey

04.15.15.02 Milner Survey

04.15.15.01 MCN Survey

## Review Cumulative Evaluation Schedule for Deans and Chairs/Directors

***Description:*** The AABC will review theCumulative Evaluation Schedule for Deans and Chairs/Directors annually.The Senate office administrator will annually request the Cumulative Evaluation Schedule for Deans and Chairs/Directors from the Provost’s office in August and forward them to the Executive Committee and the Faculty Caucus as an Advisory Item.

***Status:*** Pending Annually

## Review Academic Calendar upon request

***Description:*** The AABC will review the calendar only if asked to do so by the Executive Committee ***after*** the calendar comes before the Senate. The calendar will initially be brought before the Senate annually by an administrator in the Provost’s Office (currently the AVP for Academic Administration**)** or simply forwarded with procedural information. The Senate Office Administrator will request the proposed 10-year Academic Calendar every 7 years and accompanying documents from the Provost’s office in December and forward them to the Executive Committee and the Senate as an Advisory Item.

***Status:*** Next review fall, 2028

## Review the Academic Facilities Priority Report

***Description:* The Executive Committee decided on 8/21/2017 that it would be beneficial to review this report annually.** The Senate Office Administrator will request a copy of the Academic Facilities Priority Report annually in August for mid-September and forward it to the committee for review.

***Status:*** Pending Annually

# Work to be done:

## Fall Break and Mental Health

Description:Review options for timing of fall break and report back to the Executive Committee with your findings and/or recommendations.Please review Exec minutes from 11/08/21 and 4/17/23 and AABC committee minutes from 4/12/2023 for further information.

Status: Pending  
Assigned: Exec 11/08/21

Associated Documents:

10.26.21.01 Schimmel Email\_ Fall break & mental health

# Policy Review

## Policy 3.2.15 Administrator Evaluation

***Description:*** Policy on the policy review cycle.

***Status:*** Waiting on update from Pres/Provost. See additional material in TEAMS site.

***Legal Contact:*** Jeannie Barrett

***Associated Document(s):***02.05.18.02 Policy 3.2.15 Administrator Evaluation CURRENT

02.05.18.03 Emails from Senate Chair

06.19.18.11 Excerpts from 4.20.18 Exec meeting

06.19.18.06 CAST processes for advising chairpersons

06.19.18.08 COE Department Council advising process

06.19.18.09 CFA Department Council advising process

06.19.18.10 Milner Department Council advising process

07.31.18.02 MCN Department Council advising process

## Policy 3.2.16 Academic Dean Responsibilities, Appointment, Compensation, Terms, and Evaluations

***Description:*** Policy on the policy review cycle.

***Status:*** Pending

Please add language to mirror language in 3.2.14: “Upon the return of a faculty member to a full-time assignment in the department of rank from a full-time non-departmental assignment, the faculty member may, if otherwise eligible, apply for administrative leave for one semester for the purpose of reestablishing currency in the academic discipline. Priority will be given to the award of such administrative leave where reasonable under the circumstances.”

See additional material in TEAMS folder. ***Legal Contact:*** Jeannie Barrett/ Brett Siegel

***Associated Document(s):***

09.27.18.01 Policy 3.2.16 Academic Dean Responsibilities, Appointment, Compensation, And Evaluations

## Policy 3.3.6 Academic Department Chairperson Responsibilities, Appointment, Compensation, Terms, Evaluation

***Description:*** Policy on the policy review cycle.

***Status:*** Pending

Please add language to mirror language in 3.2.14: “Upon the return of a faculty member to a full-time assignment in the department of rank from a full-time non-departmental assignment, the faculty member may, if otherwise eligible, apply for administrative leave for one semester for the purpose of reestablishing currency in the academic discipline. Priority will be given to the award of such administrative leave where reasonable under the circumstances.”

See additional material in TEAMS folder.

***Legal Contact:*** Jeannie Barrett/ Brett Siegel

***Associated Document(s):***

09.27.18.02 Policy 3.3.6 Academic Department Chairperson School Director Responsibilities Appointment Compensation And Evaluation

## Policy 3.2.13 Administrator Selection and Search Policies

Description: TheExecutive Committee would like the AABC to discuss two issues and make changes to the policy if necessary:

* Should a term of employment (say 6+ months) at the university be required to serve on a search committee?
* For non-tenure track, should faculty hold a full-time appointment to serve on a search committee?

Status: Pending. See additional material in TEAMS folder.

Legal Contact:Jeannie Barrett  
Assigned: Exec 11/29/21

## Policy 3.3.1 Authorization of Faculty Tenure-Track Positions

Description:Policy Review.

Status: Pending

Legal Contact:Jeannie Barrett  
Assigned: Exec 09/06/22