



ACADEMIC PLANNING COMMITTEE CHARTER

This is the final draft of this proposal, on which tenure-track and blended-track faculty members voted. On August 15, 2022, the election closed, and the proposal passed.

Rationale

Upon the request of the President, the Provost is establishing an Academic Planning Committee (APC) to:

- 1) Strengthen a collaborative approach between faculty and administration in academic planning and ensure that faculty have a strong role in governance related to academic policy and hiring;
- 2) Fill gaps we have identified through our accreditation self-study process;
- 3) Maximize the efficiency and collective strength of HUC-JIR's relatively small faculty and administration through a shift from campus-based to institution-wide processes.

For more information about the need for this committee and the proposal drafting process, see the Appendix below.

COMMITTEE MISSION:

The mission of the HUC-JIR Academic Planning Committee is to determine HUC-JIR's academic needs for faculty, to oversee program evaluation, and to establish and revise academic policies.

COMMITTEE VISION:

The Committee helps HUC-JIR accomplish its academic mission and foster educational excellence through an ongoing, collaborative academic planning process that establishes a structure and protocol for regular assessment of and ongoing planning for HUC-JIR's schools and programs.

WORK OF THE COMMITTEE:

- Hiring: The APC gathers information about HUC-JIR's academic needs for full-time faculty and administrators for teaching and other institutional priorities and makes hiring recommendations based on that information.
- External Program Reviews: The APC creates a fixed schedule for and initiates periodic external reviews of each school's academic programs. The APC advises the administration on both the review process and the implementation of any recommended changes that result from the review.
- Academic Policy: The APC reviews academic policies and procedures for effectiveness, consistency, and efficacy, recommending changes to existing policies and the establishment of new policies, which will be reviewed by the Faculty Council and the Academic and Faculty Affairs Committee (AFAC) of the HUC-JIR Board of Governors.



ACADEMIC PLANNING COMMITTEE CHARTER

COMMITTEE COMPOSITION AND TERMS:

- The committee shall have 13 members, including faculty and administrators.
- Terms of service commence July 1.
- Faculty representatives and the Jerusalem Program Director are appointed for three-year terms. Other administrators serve on the APC as long as they hold that office.
- The Chair may serve one additional three-year term, upon mutual agreement with the Provost.
- The Chair may ask each committee member to serve one additional three-year term.

COMMITTEE MEMBERS:

Faculty:

1. Elected tenured faculty representative 1, APC Chair (2 votes)
2. Elected tenured faculty representative 2 (2 votes)
3. Elected tenured faculty representative 3 (2 votes)
4. Elected tenured faculty representative 4 (2 votes)

Administration:

1. Director, Debbie Friedman School of Sacred Music (1 vote)
2. Director, Louchheim School for Judaic Studies (1 vote)
3. Director, Pines School of Graduate Studies (1 vote)
4. Director, Rabbinical School (1 vote)
5. Director, School of Education (1 vote)
6. Director, Zelikow School of Jewish Nonprofit Management (1 vote)
7. One Jerusalem Program Director, appointed by the Provost (1 vote)
8. Provost (non-voting member)
9. Vice Provost (non-voting member)

SELECTION PROCESS:

- The Faculty Council will run an election process to select the faculty representatives. The Chair of the Faculty Council will invite all tenured faculty members who do not hold administrative appointments to nominate themselves, later encouraging particular people if necessary. The Chair will make an effort to ensure that the candidate pool reflects some of the diversity of HUC-JIR's faculty according to campus/geography and academic field.
- The entire full-time faculty (tenure track, blended track, parallel track, visiting professors, and professors of practice) will be invited to vote for the number of candidates equal to the number of slots available on the committee (initially four). The Chair of the Faculty Council will tally the votes and announce the representatives. If the number of candidates equals the number of slots open, the faculty will simply be informed of the new representative(s) and will not vote.
- In the first year, these four faculty representatives will meet to determine which of them will serve as APC Chair (who will serve at least one three-year term) and which representatives will serve one-year, two-year, and three-year terms, to ensure staggering, based on their preferences and sabbatical schedules. In each subsequent



ACADEMIC PLANNING COMMITTEE CHARTER

year, the Faculty Council will follow the process above to replace one or two of the faculty representatives. (After the initial selection cycle, this paragraph will be revised to focus on subsequent years' protocols only.)

- Before the end of the Chair's term on June 30, the continuing faculty representatives will determine collectively which of them will serve as the new Chair.
- The APC Chair will receive an average of one course release each year (timing to be arranged with the Provost and the appropriate School Directors), reducing their 3-2 teaching load to 2-2.

MEETING FREQUENCY AND TIMING:

- The APC shall meet by video at least four times each year and may conduct additional business via email as needed. The APC Chair determines the need for meetings and sets the agendas in consultation with the Provost.
- The APC begins in September 2022, in order to plan for positions that may commence as soon as July 1, 2023, and to assist with the PSGS external review targeted to begin in Fall 2022.
- Subsequently, the APC shall plan at least 18 months ahead. At fall meetings, the Committee plans for searches that will happen the following fall, with appointments beginning the following July 1.

WORKFLOW:

- The APC Chair, in consultation with the Provost, schedules the meetings and determines the agendas, including which program reviews and policies will be discussed. The APC Chair distributes the agenda and all proposals at least 7 days in advance of each meeting, asking committee members to read them and come prepared with questions and comments.
- On a set annual schedule, the APC analyzes institutional assessment data and bases academic planning decisions upon conclusions drawn from that data.
- As part of its initial work, the APC will determine a schedule and protocols for external program reviews.
- At each meeting, the APC deliberates about the hires, policies, and reviews being considered. The APC makes recommendations based on a vote of all eligible committee members (see number of votes above).

Policies:

- When a need for a new or revised policy arises, the APC Chair, in consultation with the Provost, appoints someone (who may or may not be an APC member) to draft the policy, and the APC reviews drafts at various stages of the process. Examples might



ACADEMIC PLANNING COMMITTEE CHARTER

include policies related to teaching loads and procedures for curricular change for each program that ensure faculty governance and allow for student involvement.

- For each new or revised policy, the APC solicits feedback first from the Faculty Council, next from the entire faculty, and then from AFAC. As needed, they also consult relevant office holders, such as the IT Director, the CFO, and/or the Registrar.
- After considering the feedback received and revising the policy, the APC submits the final version of the recommended policy to the Provost to submit to the President for final approval.

Hires:

- School Directors, in consultation with their faculty and the Provost, submit proposals for new hires to the APC Chair. The proposals should include relevant information, including the total number of faculty members in that field currently at HUC-JIR and based on each campus, the types of courses that hire would teach in each program, upcoming retirements, and recommendations for new hires from previous program reviews or accreditation self-studies.
- For tenure-track hires, the APC submits those recommendations first to the Provost and then, if approved, to the President, and then, if approved, to AFAC. The AFAC reviews the recommendations with the Provost and submits a recommendation to the Board of Governors (BOG), which votes on the recommendations.
- Once tenure-track positions are approved by the BOG, the APC selects a search committee chair for each position's search, and the APC Chair works with the Provost and search committee chair to determine members of the search committee. Procedures for tenure-track searches are outlined in the Faculty Handbook.
- The APC may also recommend full-time and part-time non-tenure-track faculty positions, but these do not need approval from AFAC and BOG. These will be managed by school directors, in consultation with the Provost.

ADMINISTRATIVE SUPPORT:

Provost office's administrative assistant

ONGOING EVALUATION:

Every three years, the Provost will evaluate the APC for ongoing effectiveness in a process to be determined with input from the APC. Possible changes could include revision of the APC in its current form or the adoption of a different process entirely. The Provost will submit any recommended changes for review by the APC.

Appendix: Background information and process

The idea of creating an Academic Planning Committee originated with President Andrew Rehfeld. Vice Provost Sarah Benor and Provost Andrea Weiss drafted the proposal and incorporated feedback at multiple stages from several constituencies:

1. Faculty Council



ACADEMIC PLANNING COMMITTEE CHARTER

2. Faculty Handbook Revision Taskforce
3. Deans
4. School Directors and Program Directors
5. Interim Registrar
6. Academic and Faculty Affairs Committee of the Board of Governors

Here is more information about the rationale for creating the APC:

The APC will help HUC-JIR better comply with these Middle States Commission of Higher Education accreditation standards:

- Standard VI, Criterion 2: “Clearly documented and communicated planning and improvement processes that provide for constituent participation, and incorporate the use of assessment results”;
- Standard V, Criterion 3: “Consideration and use of assessment results for the improvement of educational effectiveness. Consistent with the institution’s mission, such uses include some combination of the following:
 - a. Assisting students in improving their learning;
 - b. Improving pedagogy and curriculum;
 - c. Reviewing and revising academic programs and support services;
 - d. Planning, conducting, and supporting a range of professional development activities;
 - e. Planning and budgeting for the provision of academic programs and services.”
- Standard VII, Criterion 4e: “an administration demonstrating regular engagement with faculty and students in advancing the institution’s goals and objectives”

Currently, the Regulations and Faculty Handbook do not lay out a process for the regular review of academic programs or policy. In practice, these are overseen by the Provost’s office, in consultation with the Faculty Council and in consultation with the Deans and School Directors as part of the work of the Academic Advisory Council (which also includes the Registrar and Manager of Institutional Research and Assessment).

The proposed APC will establish a fixed schedule for external program review, which, in the past, has been done sporadically and on an ad hoc basis. In addition, the APC will provide oversight of the program review process, ensuring that recommended changes are implemented in a timely and effective manner.

In the current Regulations and Faculty Handbook, there is no role for School Directors in determining academic needs and proposing new hires. Their participation is important because they have an understanding of the curricular developments that necessitate changes in faculty makeup. While the proposed APC will take on academic policy, the Academic Advisory Council will continue to address issues relevant to the ongoing functioning of our academic units. The Faculty Council, as the representative body of the faculty, will continue to play an important role in the hiring and policy revision processes. The APC will also streamline and unify the functions related



ACADEMIC PLANNING COMMITTEE CHARTER

to hiring currently filled by the Committees on Faculty on each stateside campus. The Committees on Faculty will retain their role in the promotion process.

In doing all this work, the APC will apply its ongoing analysis of institutional assessment data for the improvement of educational effectiveness at HUC-JIR.

Currently, there are two policies that govern the creation of new academic positions, both of which have four steps:

- 1) According to HUC-JIR's Regulations (section 9.2):
 - a. Members of the administration or faculty submit a request with documentation of the faculty need to the President,
 - b. who submits the request to the Academic and Faculty Affairs Committee,
 - c. which reviews the request with the Provost and submits a recommendation to the Board of Governors,
 - d. which votes on whether to fund the proposed position.

- 2) According to the Faculty Handbook's section entitled "Policies and Procedures Governing Faculty Appointments, Promotion, and Tenure for All Schools and Campuses of HUC-JIR" (Section 2):
 - a. The Committee on Faculty of the hiring campus prepares a description of the position in consultation with the campus Dean, the Provost, and members of the faculty.
 - b. The tenured faculty discuss the recommendation.
 - c. The campus Dean submits a request for the new position to the Provost.
 - d. The Provost, in consultation with the President, makes the decision.

These two policies differ in several ways:

- (1) the Regulations involve the Board in faculty appointments, but the Faculty Handbook does not; and
- (2) the Faculty Handbook specifies that the process begins at the campus level, while the Regulations do not.

Theoretically, these two policies do not conflict, and they both could both be followed.

With regard to faculty hiring, the proposed APC is intended to:

- 1) reconcile the two policies and clarify the procedures for establishing new faculty positions;
- 2) nationalize the processes involved in establishing new faculty positions;
- 3) create a mechanism for more robust faculty involvement in academic planning; and
- 4) establish a calendar for determining faculty appointment needs at least 18 months in advance.

In short, there are multiple important reasons to establish a unified College-Institute Academic Planning Committee at this time.