

Faculty Handbook Revision Committee
Minutes, January 20, 2015

Present: Chris Craig, Christopher Herr, Dave Goodwin, Roberto Canales, Alicia Mathis, Sharmistha Self

The minutes from the previous meeting were approved as read. It was stated that the Faculty Senate approved the changes and those changes would be reviewed by legal counsel.

“3. Minimum Enrollment Standards” in the handout was questioned if a definition was needed; or if it should be included in the glossary of the handbook or somewhere written as a policy. The breakeven policy was discussed. It was decided to put some clarification in the glossary. Dave Goodwin will get together the language and send to Chris Craig for review.

“4. Section 4.7 appeals timeline issue” in the handout was also discussed. It was suggested to put a May 1 appeal submission deadline for a faculty member to appeal a tenure and promotion decision. It was questioned if there was enough time for the Provost office to inform others. Discussion continued. Chris suggested he could run two deadlines by legal counsel and the Provost to see what their input would be, one being the May 1 deadline and two being later in the summer. After further discussion, it was decided to set the appeal-by-date as May 1. Dave will develop the language and send to Chris.

“5. Discussion item: from Richard Biagioni 12/17/14 on 1000 hour per 12 month period and 12 credit hour maximum teaching load per 12 month period for per course faculty” was then discussed. Discussion continued on how many hours a per course faculty member can teach over a total year time frame. Contact hours and credit hours were clarified. It was stated that the 12 hour limit was counted toward the 1000 hour limit. It was then decided that Dave and Chris would talk with Ed Choate in regard to the credit hour limit. Dave will then respond to Rich Biagioni with the resulted information.