

Faculty Handbook Revision Committee
March 17, 2015
Notes

Present: Sharmistha Self, Dave Goodwin, Jamaine Abidogun, Christopher Herr, Chris Craig, Dick Williams and a guest, Tina McManus.

Tina McManus presented the handout that discussed the policy. She stated that financial services were going through all policies and she gave an overview of the employee handbook. She proposed that the faculty handbook includes language similar to the employee handbook that states about charging and Bursar business hours. Discussion continued on charging. Dave Goodwin will prepare the proposal for the next Faculty Senate.

Chris Craig updated the committee that all of the changes that were approved by Senate earlier and coming up will be written up cumulatively in a resolution to be presented to Board of Governors. Then all changes will be made on the web.

The notes from the last meeting were read and approved.

Thursday Dave will be presenting Minimum Enrollment Guidelines and time frame for appeals to senate.

The nonrenewal language revision in schedule of annual appointments Section 4.6.3 was discussed. It was stated that the new language was much clearer and it captures the idea about the 12 month rule. It was agreed that the proposed language be presented to Faculty Senate at the April meeting.

Inclusion of language in the Faculty Handbook to address religious accommodations as written in the Policy Library was discussed. Chris gave an overview about some concerns that were about faculty responses to students. Including in the syllabi items in regard to holy days was discussed. It was questioned if we needed to deal with religious holidays within the faculty handbook. Discussion continued on what is a "holy day". Making a recommendation to be given to the governing body was discussed, Chris suggested that that be given to him and he will discuss. It was suggested to say that any faculty would be encouraged to see their department head and dean when thinking about teaching or not teaching during holy days. It was decided to add that faculty who wish to miss class due to a religious accommodation should consult the policy library. Also adding Instructors who wish to request a religious accommodation to miss class should consult the policy library.

Chris questioned if writing something in regard to observances to religious holidays in the syllabi should be done. The committee agreed and Dave will develop a statement and send it to the committee.

Meeting was adjourned.