

Faculty Handbook Revision Committee

9-16-14

Members present: Dave Goodwin, Chris Craig, Chris Herr, Roberto Canales, Sharmistha Self, Jamaine Abidogun, Alicia Mathis, and Dick Williams.

The meeting was called to order at 1:33 p.m.

Dave Goodwin stated that he looked over the webpage for the handbook. He stated he wanted to keep the revisions up from last year as a historical link, should any questions arise. It was questioned if this was the one that was maintained by web and new media. It was answered that no, it was the one maintained by the Provost office. It was then stated that a new link would be provided for any additional changes made this year.

Minutes from the last meeting were approved with no changes.

Item 2 on the agenda was reviewed in regard to "Faculty Presence and Engagement". It was questioned if this should even be included in the handbook. It was stated that it should be included and amongst the administrators it would be a welcomed addition. There was discussion. Some of the discussion included issues regarding faculty under the impression that they can work from home when they have a distance to drive and using the computer as a means of maintaining office hours via chatting. The minimum of 5 hours for office hours was discussed. The issue of including how many hours on campus a person needed to serve. It was suggested to add the terminology "on an on-going basis", etc. The suggested terminology of "in order to fulfill the duties" was also discussed. It was discussed that this was a reinforcement of what was expected. There were concerns if there would be questions if a person could be gone for a day. It was discussed that if constraints were not stated that would mean relying on the faculty member to understand what is expected. It was decided to take the word "both" out of the statement and add "the Department Head" to Dean and Provost. Chris stated that the appointment letters are getting revised anyway and this would be a good time to add additional wording.

Where to include the statement in the handbook was discussed. After much debate between 4.5, 3.1 and creating a new section, it was decided to add it to 4.1 in the handbook. This idea was supported due to the fact that this would be used for performance evaluation. It was then discussed to add it to the second paragraph of that section. There was no further discussion. It was decided this would be proposed to Faculty Senate.

It was then discussed if a few things should build up before taken to Faculty Senate or should this be sent to Faculty Senate now due to annual reviews coming up. It suggested to do this sooner rather than later. It was then suggested that Dave discuss this with the chair of senate to see if this should actually be sooner than later.

Chris stated that there is a conflict of interest when the APRC is involved. That issue was discussed. It was suggested that possibly when this happens that that person visit with the Faculty Senate executive committee. It was then stated that there isn't anything coming up but it is something that needs to be reviewed.

12.2.2 was then discussed and the issue with that. This issue pertains to Chris Craig's concern. The current process was discussed. It was clarified that this would remove the APRC from the informal process. It was suggested to have a Faculty Ombudsman. It was also stated that in the informal process there isn't anything that states that both parties should participate. It was suggested to remove the second to last sentence in 12.2.2 and to also remove the Associate Provost office from the informal process.

The summer budget issue was reviewed. It was stated that the minimum enrollment guidelines were discussed as not being a university wide policy. It was stated that they are handled at the department level in consultation with the Dean. It was stated that this could be included in a parenthesis. This will be discussed further next meeting.

It was then discussed that there was a clerical error in 4.3. This can be corrected without going to Faculty Senate.

Meeting was adjourned at 2:33.