**Minutes**

**Faculty Handbook Committee**

**Friday, November 3, 2017**

The UCA Faculty Handbook Committee met on Friday, November 3, 2017, in Wingo 213, at 2:00 p.m. The following members were present: Kaye McKinzie (Chair), Michael Hargis (Provost), Mike Schaefer, Amber Wilson, Taine Duncan, Pat Cantrell, Charles Watson, Alicia Cotabish, Ellen Stengel, Bridgett Fortenberry, Diane Newton, Warren Readnour

The meeting was called to order by Dr. Kaye McKinzie, Chair.

Minutes were approved as amended by acclamation.

The Chair noted that the Faculty Handbook provides direction for the process to be followed when a dean is pursuing promotion. However, there does not seem to be process to be followed should a provost seek promotion (which is the case with the interim provost this year). The question is essentially who receives the letter of recommendation from the college committee and dean. The provost is the usual recipient of those letters of recommendation. The letter in this case would be directed to the President, not to the provost. This process was accepted by acclamation.

Alicia Cortabish was recognized to provide background information regarding the policy and timeline for faculty progressing through the tenure/promotion process. The idea presented was that there are provisions in faculty handbooks from other Arkansas schools that allow a progression from associate professor to professor in a collapsed timeline depending on evaluations and professional contributions. She also noted that some universities – specifically University of Arkansas at Little Rock – provide for a professional level beyond professor that may be awarded based on the review and approval process. Some of the discussion suggested that such a “distinguished” level might be more for salary advancement rather than just another earned level.

The Chair proposed that she would collaborate with the president of the Faculty Senate to prepare a resolution that the Senate might consider, which would allow for promotion from associate professor to full professor in a time frame of less than six years. At this time, this seemed to be the only proposal that would be presented to the Faculty Senate. No other action was taken.

There was a brief discussion about funding of longevity pay increases for faculty. It was noted that there are three competing factors for any salary increases: COLA, equity and merit. Mr. Readnour opined that there are compelling arguments in favor of each of these types of salary increases, but the final budget decisions rest with the Board of Trustees.

The Chair stated that the next meeting would be Friday, November 10, at which time the committee will make a final review of proposed Faculty Handbook revisions and receive a report from the health and wellness advisory group.

Meeting adjourned at 2:45 p.m.

Minutes reported by Charles Watson.