**Handbook Committee Meeting Notes**

**September 22, 2017**

**Members present:** Kaye McKinzie (Chair), Hargis, Michael (Provost), Alicia Cotabish, Mike Shaefer, Amber Wilson, Pat Cantrell, Warran Readnour, Taine Duncan

**Absent:** Kim Eskola, Graham Gillis, Diane Newton, Charles Watson, CFAC member not yet elected

Kaye McKinzie called the first meeting of the academic year to order.

I. Charles Watson was elected Secretary of the Committee, Mike Shaffer made the motion for the nomination. Alicia Cotabish seconded the motion. All agreed and the vote passed.

II. Grievance Panel

Kaye reported discrepancies between the Committee Website Charge and the Handbook Charge: <http://uca.edu/committees/faculty-grievance-committee/>. One of these is the explicit language that says that the Grievance Panel has to present to Senate every year they meet--but no such language exists in the handbook. Additionally, the website for the committee asks for a report to be sent to the Faculty Senate president if a grievance panel is constituted, but no such provision is in the current handbook. Kaye realized that the last time a grievance panel would have met, no such report was made to the Senate.

There was a discussion about grievances made public and Freedom of Information (reporting mechanism). Faculty Senate’s role is exclusive to forming the Grievance Committee when warranted, and the Senate should not be privy to the sensitive information or outcome of the panel. Because of this, Kaye suggested that the language regarding reporting to the Senate be removed and deleted from the website. The committee discussed the implications and agreed it should be removed.

II. T&P members up for promotion:

Kaye reported the history of the faculty and their position on their associated Tenure and Promotion committees. There was a discussion about conflict of interest for those who sit on a T&P committee who are also going up for promotion. After discussion, the committee agreed that it is a conflict of interest, and those who are applying for promotion must recuse themselves from their role as T&P committee during the year of their promotion application. The wording of specific key phrases in the handbook guided the discussion (see Chapter 3, VI.C and D.) They are:

1. Department T&P Committee:
   * Members of the committee who are also candidates for promotion will be excused from the committee during its deliberations and vote regarding any candidate for promotion. Committee members may also recuse themselves or be excused by a majority vote of the committee in the event of any other conflict of interest.
2. The Department Chair:
   * In any case, in which the department chair is a candidate for tenure and/or promotion, the (added “chair’s”) file will be forwarded directly from the departmental committee to the college committee.
3. College Level Review:
   * Department chairs are ineligible to serve on the committee as are faculty who are candidates for promotion.

So as to make the current and future intent of this section clear, the following words are being added to the handbook:

C.1. Members of the committee who are also candidates for promotion will be excused from the committee during its deliberations and vote regarding any candidate for ***tenure and/or*** promotion.

C.2. In any case, in which the department chair is a candidate for tenure and/or promotion, the ***chair’s*** file will be forwarded directly from the departmental committee to the college committee.

III. Promotion vs Advancement

There was a discussion about the terms used in regard to promotion. Faculty are “promoted” while clinical faculty are “advanced,” implying a two-class system. There was a discussion about the differences between the two terms. The committee decided that go back to faculty to gain a historical perspective before making any decisions whether to only use one term to refer to promotion/advancement.

IV. Business Days vs Work Days / Calendar Days

The committee discussed the unclear use of the terms Business/Work/Calendar days in the Faculty Handbook. Warren found a definition for “working day” on page 48 of the Faculty Handbook to guide us in the discussion. The committee agreed to define the terms as follows:

* Business day will mean when the university is open for business;
* Working day: (currently defined on page 48 of Faculty Handbook) will mean any day during the fall or spring term in which the university is open for instruction.
* Calendar day: will mean actual days.

These definitions will be added to the Forward of the Faculty Handbook. The committee spent the remainder of the meeting going through the Faculty Handbook to clarify the language to reflect these definitions. Work will resume with Chapter 5. This work will be continued during the next meeting.

The meeting adjourned at 3:10 p.m.

Meeting notes recorded by Alicia Cotabish