

UCA Faculty Handbook Committee  
Minutes – March 12, 2012

The committee convened at 8:40 in the Provost's conference room, with Francie Bolter, Don Bradley, Lynn Burley (Chair), Diane Newton, John Parrack, Patty Phelps, Steve Runge, Mike Scoles, Katie Henry, and Janet Wilson present.

Bolter moved for approval of the February 27 minutes, with a second provided by Bradley. The minutes were approved as submitted.

Burley distributed a report from the local AAUP chapter, to be distributed at the next Faculty Senate meeting, on the timeline of Visiting Lecturers/Visiting Associate Professor positions.

Bolter moved, with a second by Bradley, that the following be added to the "Foreward" of the *Faculty Handbook* following the fourth paragraph:

"For questions or concerns about policies, rules, or procedures, faculty should contact the individual college representative on the Faculty Handbook Committee or the current chair of this committee."

The motion was approved unanimously, with the recommended language to be forwarded to the Faculty Senate.

Bolter moved, with a second by Bradley, that the following be added to the "Forward" of the *Faculty Handbook* as the last paragraph.

"Infractions to the policies, rules, and procedures outlined in the Faculty Handbook are reported by the chair of the Faculty Handbook Committee to the President of the university."

The motion was approved unanimously, with the recommended language to be forwarded to the Faculty Senate.

Wilson distributed information on the proposed reorganization of the Strategic Planning and Resource Council (SPARC).

- The SPARC would replace the Academic Planning and Assessment Committee, and would coordinate the functions of a Strategic Planning Committee and a Strategic Budgeting Advisory Committee.
- There was discussion of an appropriate term for the SPARC chair which would balance the time requirement with continuity of leadership. Possible solutions offered included a co-chair or an ex-officio chair-elect.
- Parrack recommended that the description of the membership of the Strategic Planning Committee be modified so that, "department chair or director", is changed to, "department chair or equivalent."

- Parrack also recommended that the description of college faculty representatives to the Strategic Budgeting Advisory Committee be modified so that, “One faculty representative . . . among the tenured faculty in the college”, is changed to, “One tenured or continuing faculty member with a minimum of 7 years of full-time service to the college.”
- Bolter agreed to provide a new draft of the proposed reorganization for the next meeting of the Faculty Handbook Committee.

Burley mentioned that the committee will be asked to consider changes in the charge of the University Research Council, and to Chapter 4 of the *Faculty Handbook* regarding attendance policies. The committee may also consider issues related to titles associated with faculty ranks.

The meeting adjourned at approximately 9:50.