

UCA Faculty Handbook Committee
Minutes – January 18, 2013

The committee convened at 2:10 in the Provost's conference room, with Kevin Browne, Lisa Daniels, Graham Gillis, Katherine Larson, Diane Newton, Roger Pauly (replacing John Parrack, who is on sabbatical), Steve Runge, Mike Scoles, and Janet Wilson (Chair) in attendance.

A motion to approve the January 8 minutes was made by Runge, seconded by Daniels, and passed unanimously.

Daniels had submitted a question about how DPACs conduct annual reviews of untenured faculty. The consensus was that most departments only involve DPACs when there are questions about the performance of an untenured faculty member. However, there is variation from this standard, with some DPACs conducting annual reviews for all untenured faculty. Runge agreed to ask the academic council for clarification on how DPACs conduct their reviews.

So that changes in Chapter 2 can be reviewed/approved in late February, Browne stated that the Faculty Senate intends to conduct elections for approval of changes to their constitution in the 2nd week of February.

The committee continued the review of Chapter 4, which included discussion of making Chapters 3 and 4 consistent with regard to end-of-course evaluations being a required part of promotion and tenure applications/files, recommendations regarding posting of grades in a non-public manner, and several minor editorial changes. Katie Henry is working on appropriate language concerning the maximum teaching load for non-tenure-track faculty.

The next meeting is scheduled for Friday, January 25, at 2:00 pm. Discussion of Chapter 4 will continue (pp. 21f), with the intent to have the chapter ready for submission to the Faculty Senate by February 1. If time permits, Chapters 5 & 6 will also be considered at the January 25 meeting.

The meeting adjourned at approximately 3:15.