

UCA Faculty Handbook Committee  
Minutes – March 14, 2014

The committee convened at 2:00 in the Provost's Conference Room, with Kevin Browne (Chair), Francie Bolter, Graham Gillis, Stephanie Huffman, Lori Isom, Diane Newton, John Parrack, Warren Readnour, Michael Rubach, Steve Runge, Mike Scoles, and Charles Watson in attendance. Robin Voss was present to record proposed changes to the *Handbook*.

Bolter made a motion, with a second by Huffman, for approval of the March 7 minutes. The committee agreed to add the date of March 15 for applicants for advancement to receive notification of the provost's recommendation, and agreed that alignment of dates associated with advancement to those for tenure and promotion should be addressed during the 2014-2015 academic year. With these change, the minutes passed unanimously.

The committee agreed that the phrase, "for a particular rank", should be deleted from the indented paragraph of Chapter 3, section IV.D.

Browne provided comments received following distribution, to chairs and deans, of proposed changes to be submitted for review by the Faculty Senate.

- One chair raised a question about time-in-rank requirements for promotion and tenure and the deadline for submission of applications. Browne will provide the chair with an explanation of the difference between these two requirements.
- Another chair stated that it might be difficult to attract new faculty under the proposed changes to 3.IV.A, which would assign the rank of instructor to tenure-track faculty who are hired without a terminal degree. Browne agreed to discuss the committee's rationale with the chair who raised the concern.

Runge moved that the recommendations of the Faculty Handbook Committee that have been completed during the 2013-2014 academic year be forwarded to the Faculty Senate for review. Bolter provided a second. The motion passed (7 in favor, 0 opposed, and 1 abstaining).

The meeting adjourned at approximately 3:10.