

UCA *Faculty Handbook* Committee
Minutes – March 7, 2014 (corrected)

The committee convened at 2:00 in Wingo 210, with Kevin Browne (Chair), Francie Bolter, Graham Gillis, Stephanie Huffman, Lori Isom, 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*.

Isom made a motion, with a second by Huffman, for approval of the February 28 minutes. The motion to approve the minutes passed unanimously.

Art Lichtenstein, who had been scheduled to discuss issues related to library faculty with the committee, was unable to attend.

The committee agreed to recommended dates for the application process for advancement of non-tenure-track faculty. Applications to department chairs will be due on September 1; promotion, tenure, and advancement committees will provide their recommendations to department chairs by October 1; department chairs will make recommendations to their deans by December 1; deans' recommendations to the provost will be due on January 15. Candidates will receive notifications of these recommendations at each level, and will be notified by the provost by March 15. Alignment of these dates to those associated with promotion and tenure should be addressed in the 2014-2015 academic year.

Hardcopies of changes to the *Handbook*, recommended this year by the committee, are to be forwarded to deans and chairs as soon as possible after the committee adjourns, so that feedback can be received before the final recommendations are sent to the Faculty Senate.

The next meeting will be on March 14 at 2:00 pm.

The meeting adjourned at approximately 3:20.