

UCA Faculty Handbook Committee Minutes – September 13, 2013

The committee convened at 2:05 in the Provost's conference room, with Francie Bolter, Kevin Browne (Chair), John Parrack, Michael Rubach, Steve Runge, Mike Scoles in attendance. Valerie Nicholson and Mary Pearson represented Graham Gillis (Human Resources) and Janet Filer (Education), respectively. Katie Henry (Associate General Counsel), Diane Newton (Finance & Administration), and Charles Watson (Faculty Senate President) were unable to attend. A representative from Natural Sciences and Mathematics has not been elected.

Bolter moved for approval of the September 6 minutes, with a second provided by Parrack. The motion passed unanimously.

Browne suggested adjustments to the order in which committee tasks will be addressed. So that the Faculty Senate and Handbook Committee can discuss changes to university committee structures in time for 2014 elections, Chapter 7 will be addressed prior to Chapter 4. Changes to the Core Committee are set to go into effect in fall 2014, but these have not been reviewed by the Handbook Committee.

For the remainder of the meeting, the committee discussed rewording of Chapter 3, section IV(A). Tentative agreement was made on the following portions of this section (additions underlined).

- The first sentence of the introductory paragraph:

“Only tenured or tenure-track faculty with a terminal degree may hold the rank of assistant professor, associate professor or professor.”

- The third paragraph under A.1 (Assistant Professor):

~~“Initial appointment of Tenure-track faculty without the doctoral a terminal degree in a tenure-track position will be~~ will have an initial appointment at the instructor rank. Any tenure-track instructor with a tenure-track appointment will be promoted to assistant professor contingent upon receiving the doctorate or appropriate terminal degree (with proof of completion), in accordance with conditions specified in the initial letter of appointment. before the end of the first semester of employment. If the doctorate is received after the first semester but before the start of the next academic year, promotion to assistant professor will be effective with the start of the next academic year. These conditions should be stated in the initial This letter of appointment along with an indication of should state the length of time allowed for completion of the doctorate degree and any considerations regarding salary incentives and the tenure-track line adjustments. The probationary period begins at the time of initial appointment to the tenure-track position, regardless of rank.”

The meeting adjourned at approximately 3:30, with future meetings tentatively scheduled to be weekly at 8:00 a.m. on Fridays.