

UCA Faculty Handbook Committee Minutes – September 6, 2013

The committee convened at 2:00 in the Provost's conference room, with Francie Bolter (Fine Arts & Communication), Kevin Browne (Chair and former Faculty Senate President), Graham Gillis (Human Resources), John Parrack (Liberal Arts), Michael Rubach (Business Administration), Steve Runge (Provost), Mike Scoles (Health & Behavioral Sciences) in attendance. Mary Pearson and Amber Wilson represented Janet Filer (Education) and Charles Watson (Faculty Senate President), respectively. Diane Newton (Finance & Administration) and Katie Henry (Associate General Counsel) were unable to attend. A representative from Natural Sciences and Mathematics has not been elected.

Bolter moved for approval of the April 5 minutes, with a second provided by Scoles. The motion passed (4 yes, 0 no, 2 abstaining).

Members discussed questions regarding the scope of the Faculty Handbook Committee's recommendations regarding the structure of other university committees, arising from changes to the Core Council passed by the Faculty Senate. Consensus was reached on three points: (1) changes to university committee structure require agreement between the Faculty Handbook Committee and the Faculty Senate; (2) committee descriptions should remain part of the Faculty Handbook; (3) the Faculty Senate website should provide current committee membership lists.

Browne presented a list of tasks for the coming year. These include:

- A full review of Chapter 7;
- Chapter 3, section IV(A), regarding rank of lecturer/assistant professor for faculty hired before completion of their terminal degree;
- Chapter 3, section IV(B), regarding clarification of title of lecturer rather than instructor to allow opportunities for advancement in non-tenure-track ranks;
- Chapter 3, section VI(A)(3), regarding requests for extension(s) of probationary periods;
- Chapter 3, section VI, regarding separation of procedures for promotion and tenure;
- Chapter 3, section X(A)(2), regarding notification of expiration of term appointments;
- Chapter 3, section X(D), regarding due process rights for non-renewal or termination of non-tenure-track faculty with more than seven years of service;
- Chapter 4, section II, regarding maximum teaching loads;
- A full review of Chapter 5.

Committee members also discussed hiring procedures and status of Resident College Masters and determined that these were not Handbook issues.

Department chairs have asked to provide the committee with input on Handbook issues. Committee members agreed to be available to meet with chairs at the request of college deans, and that the Provost would make deans aware of issues that might be of interest to the chairs.

Parrack reminded the committee that family/military/medical leave remains an issue that has not been adequately addressed.

The meeting adjourned at approximately 3:05, with future meetings tentatively scheduled to be weekly at 2:00 pm on Fridays.