UCA *Faculty Handbook* Committee

Minutes – April 23, 2012

The committee convened at 8:35 in the Provost’s conference room, with Francie Bolter, Don Bradley, Lynn Burley (Chair), Katie Henry, Katherine Larson, John Parrack, Patty Phelps, Steve Runge, Mike Scoles, and Janet Wilson present.

Parrack moved for approval of the April 9 minutes, with a second provided by Bolter. With correction of one typographical error, the minutes were approved.

Bolter moved for approval of the non-discrimination statement adopted by the Faculty Senate for consideration at the May meeting of the Board of Trustees meeting. Larson provided a second. After some discussion of application of the statement to same-sex couples, the motion carried with one abstention.

Bradley moved that the university’s Mission, Shortened Mission (AVID), Vision, and Non-Discrimination statements be placed immediately after the Foreword to the Faculty Handbook, either on the same page or as a separate page. Scoles seconded the motion and it was approved unanimously.

A resolution to add content to the *Faculty Handbook* regarding Handbook infractions was tabled by the Faculty Senate, due to questions about who reports infractions, to whom those reports should be made, and how investigation of those reports should proceed. After discussion, changes were recommended to the language of the resolution. A copy of the original resolution, with the suggested changes indicated, is attached to these minutes. Phelps moved for approval of the resolution with these changes and, with a second by Parrack, the motion passed unanimously. Burley agreed to forward a copy of the resolution to Kevin Browne, 2012-2013 Faculty Senate President.

Burley distributed information from the Faculty Senate regarding changes to the description of the former University Computing and Information Technology Committee, now the Information Services Advisory Committee. Bradley moved to incorporate these changes to the *Faculty Handbook.* With a second by Bolter and following brief discussion, the motion passed unanimously.

The committee expressed support for Interim Provost Runge’s restructuring of the Council of Deans. Incorporation of related necessary changes to university standing committees would be considered in the fall.

The meeting adjourned at approximately 10:05.

Resolution to Add Content to the Foreword of the *Faculty Handbook*

April 10, 2012

WHEREAS the *Faculty Handbook* does not direct faculty who have questions or concerns about policies, rules, procedures or infractions to any person or committee for address;

**BE IT HEREBY RESOLVED** that the following bolded paragraphs be added to the Foreword as reproduced below:

**FOREWORD**

The *Faculty Handbook* provides selective information about the University of Central Arkansas

(“university”) for current and prospective faculty members. It is not a comprehensive, self-contained policy document. Policies of the Board of Trustees, and other policies and procedures of the university must also be consulted. A table of contents lists the topics covered.

This *Faculty Handbook* repeals and supersedes all previous editions. Copies of the *Faculty*

*Handbook* and any supplements thereto are available in the Office of the President, the Office of the Provost, the deans of each college and the various department chairs of the university. The copy retained by the Provost is the **official** version of the *Faculty Handbook*.

Nothing in this *Faculty Handbook*, nor any amendments or revisions hereto, shall replace, amend, abridge or contravene any federal or state law, the policies of the Board of Trustees, or the constitution or laws of the State of Arkansas or the United States of America.

Other information applicable to members of the faculty, including but not limited to, employment benefits, optional insurance plans and retirement policies and plans, may be obtained from the University’s Associate Vice President for Human Resources.

**For question or concerns about policies, rules, procedures or infractions, faculty should contact the individual college representative on the Faculty Handbook Committee or the current chair of this committee.**

Suggested changes to this document should be made to the Provost or to the President of the Faculty Senate for submission to the Faculty Handbook Committee. Any revisions to this *Faculty Handbook* shall be made only upon the written recommendation of the President to the Board of Trustees, and thereafter adoption by the Board of Trustees of a resolution setting forth the revisions.