Minutes

Faculty Handbook Committee

Friday, February 6th, 2015, 2:00 p.m.

Members present: Don Bradley, Graham Gillis, Lori Isom, Warren Readnour, Michael Rubach, Steve Runge, Michael Schaefer, Robin Voss, Charles Watson, and Barbara Williams.

1. Call to Order

Meeting called to order by Charles Watson.

1. Approval of FHB Committee Minutes from January 30, 2015

Motion to approve minutes was made by Lori Isom and seconded by Michael Rubach. *Vote*: Approved unanimously.

1. Updates

Senate Vice President Ben Rowley reported that Stephanie Vanderslice has been elected as College of Fine Arts FHB representative. Rep Vanderslice will join the committee at the next meeting.

Chair Charles Watson has set up a google drive folder for future FHB communications.

1. Consideration of Faculty Recommendation(s)
   1. Faculty Handbook Committee membership and charge

Suggested revisions included:

a. Clarification of committee Senate representative

(1) *Rationale*: The Faculty Senate president is a non-voting member of the FHB committee while the vice president is not.

*Recommended Change*: Deletion of the word “vice” on line 5, page 76 of FHB.

(2) *Rationale*: The title of the vice president of administration has changed to vice president of finance and administration.

*Recommended Change*: Insert “finance and” into line 6, page 76.

*Action:* Motion to approve recommended changes (1) and (2) made by Williams and seconded by Rubach.

*Vote*: Approved unanimously.

b. Clarification of FHB committee reporting procedure

(1)*Rationale*: Clarify that recommendations for changes to the FHB can be made in writing to the president of the Faculty Senate and to the Office of the Provost.

*Recommended change*: See attached for specific wording of changes on pg 76, 3rd paragraph.

(2) *Rationale*: Clarify the reporting chain for FHB recommendations

*Recommended Change*: Complete the last sentence of paragraph 3 to read president “of the university”.

*Action*: Motion to approve recommended changes (1) and (2) made by Schaefer and seconded by Williams.

*Vote*: Approved unanimously

c. Promotion procedures for Non-Tenured faculty

(1) Rationale: Remove the requirement for the ranking of advancement applications from Non-Tenured faculty. This change provides consistency with the previous decision to remove the ranking requirement from Tenured applications for advancement.

*Recommended change*: Remove the ranking language from the department, chair, and dean level application evaluation. See attached changes paragraphs 2, 4, and 6 on pg 33, section VII, c.

Action: Motion to approve recommended change (1) made by Isom and seconded by Runge.

*Vote*: Approved unanimously

(2) *Rationale*: Shorten the length of time a non-tenure track faculty member must be in continuous service before being considered for Senior rank status to 3 years. This length of time is consistent with the change recommended previously for promotion to tenure track Professor.

*Recommended change*: Change six years to three years in section VII, paragraph B4, p23 (see attached).

*Action*: Motion to approve recommended change (2) made by Schaefer and seconded by Williams.

*Vote*: Approved unanimously

V. Request for consideration of future FHB changes

a. Request for the addition of college-level committee evaluation of the non-tenure track advancement applications was made by Isom. Discussion ensued. Chair Watson agreed to include this recommendation on the agenda of the next FHB meeting for consideration.

VI. Meeting adjourned. Next FHB meeting February 20, 2015.

Submitted by Lori Isom 2/18/15