Minutes

Faculty Handbook Committee

Friday, January 23, 2:00 p.m.

Members present: Barbara Williams, Lorie Isom, Diane Newton, Steve Runge, Warren Readnour, Don Bradley, Michael Schaefer, Michael Rubach, Graham Gillis, Charles Watson, and Stephanie Huffman.

1. Meeting called to order - Charles Watson
2. Approval of Minutes from November 7
* Don Bradley made a motion to approve minutes and Barbara Williams seconded the motion. Minutes were approved.
1. Report from Provost – Update on Action from Faculty Handbook Committee and Faculty Senate regarding membership of Handbook Committee to include representative from unaffiliated faculty.
* The inclusion of a representative on the Faculty Handbook Committee from unaffiliated faulty members has been approved by the Faculty Senate.
* The Board of Trustees will meet on February 13. This issue is on the agenda for that meeting.
1. Other Announcements - Charles Watson
* Lynn Burley will no longer serve on the Faculty Handbook Committee. A new representative from the College of Fine Arts will be elected.
* Stephanie Huffman agreed to serve as Secretary for the remainder of the year.
1. Ranking of Tenure/Promotion Applications by Department and College
* A motion was made by Lorie Isom and seconded by Michael Schaefer.
	+ Motion

Ranking of faculty members applying for promotion be removed at all levels (department committee, department chair, college committee, dean, and provost) for the tenure and promotion process.

* + The motion passed.
	+ The following statement will be removed from Chapter 3, Section IV, Pages 27-29: “Positive recommendation for promotion will be placed in priority order.”
* After discussion by the committee, it was decided that ranking of candidates by the provost for tenure would remain in the Faculty Handbook.
1. Use one Application for Both Tenure and Promotion
* Dr. Runge made a motion and was seconded by Michael Rubach to allow a single application/portfolio for candidates apply for both tenure and promotion to association professor level and a single response letter (per level) for this process.
	+ After discussion, Dr. Runge withdrew his motion.
* Lorie Isom made a motion and was seconded by Barbara Williams. The motion stated that the Faculty Handbook Committee interrupts the Handbook as only requesting for one application/portfolio for those candidates applying for both tenure and promotion to the associate professor level. The Faculty Handbook Committee requested the Provost to create a new template for one application and to generate a memo outlining this process.
	+ After discussion, the motion passed.
* The Faculty Handbook Committee requested Michael Schaefer tackle the job of rewording this section and related passages regarding allowing for only one response letter (per level) for those candidates applying for both tenure and promotion to associate professor. The Faculty Handbook Committee will review Michael Schaefer’s suggestions for approval during the next meeting.
1. Early Tenure/Promotion Application
* This item was tabled until the next meeting. Committee members were directed to discuss this issue further with their fellow faculty members.