**Minutes**

**Faculty Handbook Committee**

**Friday, October 27, 2017**

The UCA Faculty Handbook Committee met on Friday, October 27, 2017, in Wingo 213, at 2:00 p.m. The following members were present: Kaye McKinzie (Chair), Michael Hargis (Provost), Jonathan Glenn, Mike Schaefer, Amber Wilson, Taine Duncan, Pat Cantrell, Charles Watson, Alicia Cotabish, Ellen Stengel, Graham Gillis, Diane Newton, Warren Readnour

The meeting was called to order by Dr. Kaye McKinzie, Chair.

Minutes from October 20th meeting were accepted by acclamation.

The Chair stated that there are no new items on the Faculty Senate Agenda with the possible exception of revisions to the Committee on Committees and the university Committee structure. That item will be dependent on action by the Faculty Senate. The Chair suggested that the Handbook Committee meet on November 3 at the regular time to review actions taken to date and to accept a motion to move the proposed revisions to the Faculty Senate. Other future meetings will be on call.

Amber Wilson was recognized to present a proposal that would clarify the intent of the Handbook with regard to the Master’s Degree in library science, which is considered to be the “terminal degree” for that academic discipline. Proposed changes were recorded on Page 19 of the Faculty Handbook in the section titled Special Faculty Appointments. These proposed revisions were accepted by acclamation.

Consideration was given to language that would clarify tenure and promotion requirements for persons employed in library tenure and tenure-track positions. Following discussion, these changes were recorded by Suzanne Massey. These proposed revisions were accepted by acclamation.

The meeting adjourned at 2:40 p.m.

Minutes reported by Charles Watson.