**Faculty Handbook Committee Meeting Notes**

**September 29, 2017**

**Members presents:** Kaye McKinzie (Chair), Jonathan Glenn (acting on behalf of Michael Hargis, Provost), Alicia Cotabish, Kim Eskola, Mike Shaffer, Amber Wilson, Taine Duncan, Pat Cantrell, Graham Gillis

**Absent:** Diane Newton, Charles Watson, Stephanie Vanderslice, Warren Readnour

Kaye McKinzie called the meeting to order.

**I. Handbook Committee Meeting Time**

The committee discussed changing the routine meeting time from Friday at 2 p.m. to Wednesday at 1 p.m. Everyone was not present to decide if there would be a time conflict. Kaye agreed to send out an email to see if all were available. She stated that she would follow up with everyone about availability and report back to the committee.

**II. IRB Compliance Coordinator**

Kaye spoke to Dr. Rainey, who is the chair of the IRB Board, and noticed that the Faulty Handbook still has the Research Compliance Coordinator (Kimberly Ashley-Pauley) job title as a non-voting member. There was a discussion about changing the Research Compliance Coordinator to a voting member in the handbook for both the Institutional Review Board and the IACUC Board. Kimberly Ashley-Pauley was present. The discussion prompted additional questions regarding conflict of interest while serving in a voting role. The committee decided to delay the decision until more information about the implications of such a change can be obtained from Warren (absent).

**III. MFA – Terminal Degree Clarification**

Kaye reported the omission of the MFA for Film degree on page 23 of the Faculty Handbook. One who holds the sixty semester hour Master of Fine Arts degree with creative thesis in studio art or theatre or one who holds the MFA degree in creative writing is qualified to apply for promotion to each academic rank. Since this is an error, especially since it's stated that the MFA is recognized and accepted as terminal in other listed fine arts disciplines, the committee decided to include Film in the handbook. There was a discussion about various differences including 30 hours graduate work versus 60 hours graduate work that defines a terminal degree in a discipline or earned doctorate (with the exception of library). The committee modified the language on page 22 (Chapter 3, Section IV (3) under “Associate Professor”) to read:

 “An associate professor must hold an earned doctorate in the discipline or the appropriate terminal degree in the discipline (See also Special Faculty Appointments).”

**IV. Promotion vs Advancement**

The committee returned to the previous week’s discussion about the terms used in regard to promotion. Faculty are “promoted” while clinical faculty are “advanced,” implying a two-class system. Kim Eskola was asked to provide input as a clinical faculty member. Kim stated that the same term should be used for both. The committee agreed and chose to use the term “promotion” in the handbook.

**V. Process for Revisions to the Faculty Handbook. See Chapter 7,1.H.1.Charge.**

The committee discussed the process for revision to the faculty handbook which includes forwarding to the Faculty Senate. The current process states:

“Any proposed revisions or amendments to this Faculty Handbook shall be voted upon by the committee. Such revisions or recommendations shall be forwarded to the Faculty Senate for its review and recommendations. The revisions and advice of the Faculty Senate on such revisions shall then be forwarded to the president of the university.”

Because the process allows the Senate to make revisions or additions without further thoughtful input from the committee, additional language was added to require that substantive changes be returned to the Faculty Handbook Committee for reconsideration and/ or revision so that other relevant sections of the Faculty Handbook are congruent with the revisions. The committee will then resubmit the changes to the Faculty Senate for final confirmation.

The meeting adjourned at 3:00 p.m.

Meeting notes recorded by Alicia Cotabish