Minutes

Faculty Handbook Committee

Friday, January 30, 2:00 p.m.

Members present: Lori Isom, Diane Newton, Steve Runge, Warren Readnour, Don Bradley, Michael Schaefer, Michael Rubach, Robin Voss, Charles Watson, and Stephanie Huffman.

1. Call to Order

Meeting called to order by Charles Watson.

1. Approval of Minutes from January 23

Motion to approve minutes was made by Lori Isom and 2nd by Michael Rubach. Minor revisions were made. Minutes were approved with revisions.

1. Updates

The new representative from the College of Fine Arts will be in place soon.

1. Consideration of Faculty Recommendation(s)
	1. Use one Application for Both Tenure and Promotion

Review text suggestion as attached from M. Schaefer

* The committee reviewed the suggestions submitted by Michael Schaefer.
* A motion was made by Steve Runge and 2nd by Stephanie Huffman to add the following statement:

“If a candidate is applying for both tenure and promotion, the committee will include its rationales for both of its recommendations in a single letter.” Motion passed.

* This statement was added to pages 27, 28, and 29 for each level of the review process.
	1. “Early Tenure/Promotion Application
* A motion was made by Lori Isom and 2nd by Michael Schaefer to adjust the timeline for promotion to the professor level. The suggested change would read as follows:

“For promotion to professor, a faculty member will have been an associate professor for at least three years.” Motion passed.

* Discussion took place regarding options for early tenure and promotion to associate professor. It died for lack of motion.
* Motion was made by Michael Schaefer and 2nd by Michael Rubach to remove the *Early Tenure Recommendation* section on page 30 from the Faculty Handbook. Motion passed.
	1. Meeting adjourned.