

Faculty Handbook Committee
September 11, 2019
Meeting Minutes

Meeting was called to order at 3:00 pm. Following members were present: Rahul Mehta (Chair, FHC), Jonathan Glenn (representing Provost), Alicia Cotabish, Carey Clark, Kim Eskola, Michael Shaefer, Kaye McKinzie, Amber Wilson, Candice D. Barnes, and Warren Readnour. Current Handbook copies (approved by Board of Trustees in May 2019) was distributed to the members. Kim Eskola was “elected” Secretary for the 2019-2020 academic year. Chair commented that the colleges are in the process to nominate and elect members to fill the remaining vacancies on this committee.

I. Chair Mehta brought to the attention of the committee items that may require future committee actions. These were: Sick Leave Policy; timeline for instructors who do not complete their PhD in time allotted; Chapter 7 of the handbook regarding committees under the Faculty Senate and under the Chief of Staff; Time line for Faculty senate to review and make recommendation regarding non-tenured track line(s).

II. Discussion was brought up for FS President, Candice Barnes, about the procedures for adopting a new committee that would come under the prevue of Faculty Senate. On page 64 of the Faculty Handbook, it explains how to make changes to the Faculty Handbook but it was pointed out that if someone wanted to add a committee, there is not a documented procedure for how you propose and get a new committee approved. While the Faculty Handbook indicates that changes to the Faculty Handbook are proposed and approved by the members of the FH committee and then sent to the Faculty Senate, there is not a procedure for proposing new committees and/or changing the charge or composition of a committee.

III. There was discussion about the timeline for instructors who did not complete their terminal degree when they were brought in as a lecturer with the deadline to defend their dissertation and obtain their terminal degree. Reference page 20 numeral 1.

IV. Discussion on the time allotted for Faculty Senate to review request for non-tenured track lines. Further discussion will occur at later meetings about possibly allowing more than 5 business days for FS to review request.

V. Chair of the committee will send out future meeting dates.

Meeting adjourned at 3:50 pm.

Respectfully submitted by Kim Eskola