

Faculty Handbook Committee
Minutes—January 30, 2012

Dr. Burley called the meeting to order at 8:30.

PRESENT: Francie Bolter, Don Bradley, Lynn Burley (Chair), Graham Gillis (ex-officio), Lance Grahn, Katie Henry (ex-officio), Katherine Larson, Diane Newton (ex-officio), John Parrack, Mike Scoles, Janet Wilson (ex-officio)

SPECIAL GUEST: Tom Courtway

I. Faculty Handbook Infractions

The committee shared its ongoing concerns over alleged violations of the Faculty Handbook. Committee members believe that most infractions are based on a failure to read and understand the Handbook. As a result, efforts will be made to be proactive in educating deans and chairs.

REMARKS FROM PRESIDENT COURTWAY: President Courtway affirmed that the Handbook is a binding legal document and that following procedures is of paramount importance. It is his opinion that most mistakes are made at the beginning of the hiring process and that this is the reason for BOT #416, which requires the President's signature on a PAF before a new hire is finalized. He expressed concern over any punitive response to alleged violations as it may constitute a "slippery slope" due to need for an appeal process. In the future, he hopes that UCA will hire a compliance officer that would assist in this area. He remains optimistic and will certainly look at any deficiencies that the committee brings to his attention.

The committee thanked President Courtway for visiting with the committee and re-affirmed his belief that communication is critical to resolving the issue of infractions.

REMARKS FROM GRAHAM GILLIS: Graham Gillis stated that the committee's discussion is well-timed due to the larger university issue of employment services and the need to improve it. He stated that the process is piecemeal and very redundant.

The committee discussed various responses, including: the creation of a new tracking form to accompany all PAFs that would explicitly highlight areas of possible infractions and a brownbag luncheon on most common infractions to the Handbook.