

Faculty Handbook Committee  
Minutes--October 14, 2011

Dr. Burley called the meeting to order at 11:05.

PRESENT: Francie Bolter, Lynn Burley (Chair), Lance Grahn (Provost), Katherine Larson, John Parrack, Mike Scoles, Diane Newton (ex-officio), Janet Wilson (ex-officio)

ABSENT: Don Bradley, Katie Henry, Patty Phelps

I. Minutes from September 23, 2011. Parrack/Larson moved to approve the minutes. There was discussion and the minutes were amended. Unanimously approved.

II. Mid-tenure Review.

A. Clarification of Non-reappointment. The committee discussed the need to clarify and make explicit that an unsuccessful mid-tenure review may lead to non-reappointment much as may occur through the annual review of all probationary faculty holding term appointments. As a result, Parrack/Scoles moved to add "subject to annual and mid-tenure reviews" to the end of the first paragraph of Chapter 3, Section III.B.1, page 3-5. Unanimously approved.

Proposed change in *bold italics*

"Tenure-track faculty members serving their probationary period of employment receive term appointments, *subject to annual and mid-tenure reviews.*"

B. The committee discussed a new draft of Chapter 3, Section VI.A.2, page 3-17. Discussion centered on the need to ensure that the review is substantive, thorough and primarily formative in nature. The original draft was amended by the insertion of "submitted by the candidate" in line four, and "the candidate and" in line seven. The Bolter/Larson motion to approve the amended language was passed unanimously.

Draft Change in italics, Committee amendment in *bold italics*

*"During the third year, a mid-tenure review will be conducted by the tenured faculty of the department, the department chair, and the college dean. The review and evaluation of the faculty member will commence with a called meeting of the tenured faculty. Following review and discussion of the mid-tenure materials **submitted by the candidate**, the faculty will provide a written evaluation of the candidate's progress toward tenure to the candidate. A copy of the evaluation will also be sent to the department chair. The department chair will further evaluate the candidate's materials and, along with consideration of the tenured faculty's evaluation, write a written evaluation of the candidate's progress to **the candidate and the college dean**. The dean will provide a written summary evaluation to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the dean's written evaluation within ten working days. A copy of the dean's evaluation and any response from the faculty member will be forwarded to the appropriate department chair."*

III. Committee Priorities. The committee discussed the priorities for the year and created the following ranking of issues to be considered:

- 1) Responses to Handbook Infractions
- 2) Tenure and Program Protections
- 3) Standardization of Handbook Time Lines
- 4) Letters of Appointment.

IV. Future Meetings. Through further discussion with the committee, Dr. Burley set the following additional Handbook Committee meetings for the fall semester:

October 28 at 11:00-12:45

November 11 at 11:30 (following Veteran's Day ceremony)

December 2 at 11:00

Wednesday, December 14 from 2-4 or Monday, December 12 from 11:00-1:00.

The meeting adjourned at 12:45pm.