

Faculty Handbook Committee
Minutes—December 12, 2011

Dr. Burley called the meeting to order at 11:07.

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

ABSENT: , Katie Henry, Diane Newton (ex-officio)

I. Minutes from December 2, 2011. Minutes were approved unanimously.

II. Discuss ***Revision to Advancement Procedures: Draft 2***. Bolter presented a draft of a new revision. The committee discussed the role of faculty in departments without tenured faculty to form a DPAC in recommending a procedure for formation of an Advancement Committee. A sentence will be added that clarifies that when no DPAC can be formed, the departmental chair will recommend the procedure. Additional edits to clarify meaning were discussed will be incorporated into ***Draft 3*** by Bolter.

III. Scoles brought up the continuing problem in the handbook of not having a glossary of clearly defined terms. He will work on the problem by initiating work on a hyperlinked glossary that could be included in future drafts of the Handbook.

IV. Ranks. The difference between a continuing instructor and a Lecturer I/Clinical Instructor was discussed. The instructor term is used both for continuing faculty and non-continuing, and thus confusing.

The meeting adjourned at 12:55 pm.