

**UCA Faculty Handbook Committee
Minutes – September 23, 2001**

Lynn Burley call the meeting to order at approximately 11:10 am in Wingo 214, with Francie Bolter, Don Bradley, Katherine Larson, Diane Newton, John Parrack, Mike Scoles, and Janet Wilson in attendance.

Dr. Burley noted that the MFA terminal degree requirements for promotion may need modification to include the MFA in Film, and to clarify the creative thesis requirement. The affected departments will be asked for input. (See *Faculty Handbook* page 3-13, last paragraph in Chapter 3 – Section IV-A.)

Procedures for Mid-Tenure Review are vague regarding, “university procedures.” Questions that were discussed included whether the Department Chair is required to provide a written evaluation to the Dean, and whether the written evaluations by the Department Personnel Advisory Committee, Chair, and Dean should be provided to the faculty member under review. (See page 3-17, Chapter 3 – Section VI-A-2.) Dr. Bolter made a motion, seconded by Dr. Parrack, that the committee work toward clarifying these procedures. The motion passed unanimously.

A concern was raised about visiting lecturers and visiting assistant professors being eligible for raises and other funds. (See page 3-6, last paragraph in Chapter 3 – Section 3-B-2.) It was the consensus of the committee that the Faculty Handbook does allow for this consideration.

A concern was raised about procedures for declaring a financial exigency or for phasing out of a program, which could result in termination of faculty regardless of tenure status. The committee agreed that this is an issue that should be addressed as quickly as possible. So that the committee can seek the advice of University Counsel, Dr. Bolter made a motion to table consideration of this matter, which passed unanimously.

Other concerns for which the committee agreed warrant discussion at future meetings included:

- The lack of mechanisms to report violations and enforce provisions of the *Faculty Handbook*.
- Specification of the number of working days allowed for components of appeals or grievances. The committee will discuss this with University Counsel.
- The possibility of tenurable, non-professorial faculty ranks.

The meeting adjourned at approximately 12:45 pm.

Respectfully submitted,

Mike Scoles