

UCA Faculty Handbook Committee
Minutes – January 8, 2013

The committee convened at 11:05 in the Provost's conference room, with Francie Bolter, Don Bradley, Kevin Browne, Lisa Daniels, Graham Gillis, Katie Henry, Katherine Larson, Diane Newton, John Parrack, Steve Runge, Mike Scoles, and Janet Wilson (Chair) in attendance.

A motion to approve the November 30 minutes was made by Bradley, seconded by Parrack, and passed unanimously.

The committee agreed that its modifications to Chapter 1 have been completed. Those sections of Chapter 2 that are related to the Faculty Senate Constitution are waiting for Senate action. Chapter 7, which addresses university standing committees, will require attention from the Faculty Senate Committee on Committees. Runge reminded Browne that its work will need to be completed quickly for consideration by the April 1 deadline.

Runge distributed edited copies of Chapters 4, 5, & 6. The committee focused on Chapter 4. Significant discussion was related to the maximum teaching load for non-tenure-track faculty. The issue was referred to Katie Henry for consideration. Runge agreed to simplify and provide a bulleted list of examples of acceptable service activities. The committee agreed that statements regarding outside and concurrent employment policies should be moved to Chapter 5. Numerous other minor editorial changes were recommended by the committee, with much of the language of Chapter 4 to be simplified by reference to other university documents. Carol Daves will prepare a draft of the proposed changes.

The next meeting is scheduled for Friday, January 18, at 2:00 pm. The revised medical/family leave policy will be considered at that time. Graham Gillis will review Chapter 5 in light of federal law and human resources policies. Katie Henry will review legal issues related to Chapter 6.

The meeting adjourned at approximately 3:10.