

UCA Faculty Handbook Committee
Minutes – March 8, 2013

The committee convened at 2:05 in the Provost's conference room, with Francie Bolter, Don Bradley, Kevin Browne, Lisa Daniels, Graham Gillis, Diane Newton, Roger Pauly, Steve Runge, Mike Scoles, and Janet Wilson (Chair) in attendance.

Bolter moved for approval of the March 1 minutes. With a second by Bradley, the minutes were approved unanimously with two changes:

The spelling of Don Bradley's name was corrected.

The words, "from pending Faculty Senate review", were stricken from the description of the withdrawal of Chapter 4 revisions that had been submitted to the Senate.

Wilson reviewed the accomplishments of the committee so far this year, and the remaining work to be done to meet Board of Trustees' deadlines by the end of the semester.

Chapter 1: Changes approved by the Faculty Senate for submission to the BOT.

Chapter 2: Under consideration by the Faculty Senate.

Chapter 3: Likely to be approved for submission to the BOT after clarification of a couple of items.

Chapter 4: Will be submitted to the Faculty Senate on February 28.

Chapter 5: Needs to be edited/reviewed.

Chapter 6: Currently being reviewed by this committee.

Chapter 7: Needs to be edited/reviewed.

Chapter 8: Needs to be edited/reviewed. Scheduled for March 15 meeting.

Medical/Family Leave

Continued discussion of Chapter 4.

In section A.II., the word, "normal," is replaced by, "standard."

The accidental strike-out of, "a maximum of 27 credit hours or its equivalent per academic year," is corrected. Runge suggested that a task force be appointed to review the definition of teaching assignments to possibly include activities such as academic advising."

Bradley moved that these two changes be approved. Following a second by Runge, the motion carried by a vote of 6 in favor, 0 opposed, and 1 abstaining.

Continued discussion of Chapter 6.

Much of the text in this chapter will be replaced with links to Board of Trustees Policies and State Code, with corrections to numbering of sections and items as needed.

The section regarding, "Absences From Work," was revised to state, "Faculty members who find . . . or for other sufficient reason . . . advance notification of a forthcoming absence is expected and the faculty member should arrange . . ."

The section regarding, "On-the Job Injuries," was revised to state, "A university employee who is injured while working may be eligible for workers' compensation from the Public Employee Claims Division of the Arkansas Insurance Department. The accident should be reported immediately to their manager, chair, or director, and to Human Resources. For further information concerning on-the-job injuries, please contact the Office of Human Resources."

A new section will be added for other organizational links.

Katie Henry will review the whistle-blower policy.

The meeting adjourned at approximately 3:20.