

**Minutes**  
**Faculty Handbook Committee**

Tuesday, March 16, 2010

1:40 – 3:00, Wingo 214

Present: Kurt Boniecki (Chair), Lance Grahn (Provost), Francie Bolter, Don Bradley, Mary Mosely, Susan Moss-Logan, Mike Schaefer, John Parrack (ex officio), Tom Courtway (ex-officio), Elaine McNiece (associate provost/dean of the graduate school and invited guest)

**I. Approval of Minutes**

Bolter motioned to approve the minutes from March 2, 2010. Mosely seconded. The minutes were unanimously approved (7-0).

**II. Today's Business**

A. Change to Appointment of Graduate Faculty Revisited

On March 2, 2010, the committee had approved, by a 5-2 vote, a revision to the Appointment of Graduate Faculty. Boniecki presented the following further revisions (with minor, non-substantive wording changes proposed by Bolter) to address the concerns and suggestions of committee members:

UCA offers coursework leading to graduate certificates and two types of graduate degrees—professional and research—at three levels: 1) master's, 2) specialist's, and 3) doctoral. Consequently, acceptable standards for appointment and participation of faculty in graduate programs vary considerably across disciplines and within programs.

Criteria for graduate faculty status will be developed and periodically reviewed by the graduate faculty and chair of each department offering graduate programs, including qualifications of and expectations for graduate faculty, associate graduate faculty, and affiliated graduate faculty. The graduate faculty and chair of the department may also solicit input regarding the criteria for graduate status from the full-time departmental faculty without graduate status. If a department has fewer than three graduate faculty members, the tenured and tenure-track faculty of the department will develop the criteria for graduate faculty status. Any department offering a graduate program will submit a graduate faculty plan to the Graduate Council.

Appointment to the graduate faculty will be by application to the department's graduate faculty, department and chair, and the college dean following the guidelines and procedures outlined on the Graduate Faculty Application and the departmental graduate faculty criteria. A minimum of three departmental graduate faculty members will review the application on behalf of the graduate faculty. If a department has fewer than three graduate faculty members, a minimum of three tenured faculty members in the department, including any graduate faculty, will review the application.

Appointments for faculty who meet the requirements as specified in the departmental criteria and are recommended by all reviewing bodies will be presented by the Graduate

Dean as information items to the Graduate Council. Any exceptions or applications in which there are differing recommendations from the faculty, chair, or dean will be reviewed as action items by the Graduate Council.

Members of the Graduate Faculty are expected to engage actively in the graduate program of the University and to pursue professional activities consistent with that participation.

Graduate Faculty membership affords faculty all rights and privileges associated with graduate faculty status.

The Graduate School will maintain guidelines for Graduate Faculty appointment, an application for appointment to the Graduate Faculty, and criteria for graduate faculty status in each graduate program.

Mosely motioned to accept the revisions. Bradley seconded the motion. The committee voted 7-0 in favor of the motion. The revised revision will be forwarded to the Faculty Senate for approval.

B. New Clinical Assistant Professor Tenure-Track Rank

The committee reviewed the following proposed new Clinical Assistant Professor Rank to be added to Chapter 3:

A clinical assistant professor should show strong potential for academic and/or clinical teaching ability, having experience in the clinical setting and either advanced study and research or professional experience of a kind that would permit a comparable academic contribution. Further, a clinical assistant professor should show strong potential for guiding and counseling students. A clinical assistant professor is expected to command the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole.

A clinical assistant professor must hold a master's degree (or its equivalent) and appropriate certification, as determined by his or her department and approved by the college dean and provost.

Departments hiring faculty into this rank will be responsible for further articulating departmental expectations for tenure. However, given the nature of this position, the scholarship of teaching and learning as well as professional support of and service to the field and department may conceivably have more prominent emphases in departmental criteria for tenure.

Clinical assistant professors are eligible for promotion to associate professor if they meet the requirements of the associate professor rank and the standards for promotion to associate professor defined by the department, college, and university.

Boniecki stated that the rank would be added to the list of tenurable ranks in section II A of Chapter 3, hiring for the rank would require national searches (as already required of all tenure-

track positions), and all timelines and procedures for tenure and promotion would remain the same as those for other tenure-track faculty.

Bradley questioned the need for a new rank because the Faculty Handbook currently allows an assistant professor to hold a master's degree with certification. Boniecki answered that the new rank would allow departments to set different criteria than the assistant professor rank to meet specific, long-term programmatic needs. Mosley and Moss-Logan concurred that the new rank would greatly benefit departments in the College of Education and the College of Health and Behavioral Sciences. Bradley asked, if the new rank was ultimately approved, that its existence be widely publicized to the faculty.

Bolter motioned to approve the new clinical assistant professor rank. Moss-Logan seconded the motion. The committee voted unanimously (7-0) in favor of the motion. The new rank will be forwarded to the Faculty Senate for approval.

#### C. Revision to the Discipline Committee

The committee re-considered the proposed change to the Discipline Committee originally proposed on February 16, 2010. Boniecki presented a new draft incorporating all the suggestions from the committee. See the minutes from February 16, 2010, for all the proposed revisions.

Boniecki also stated that he contacted the president of the Staff Senate about the suggestion that the Staff Senate appoint the four university administrators to the committee. Larry Burns, the president of the Staff Senate, said that the Staff Senate approved of that suggestion.

Boniecki also attempted to contact the president of SGA concerning graduate representation on the committee, but was unable to reach him. However, after examining the SGA constitution, Boniecki proposed that the "primary graduate senator" on SGA serve on the committee. The primary graduate senator is the graduate senator who received the most votes and serves on the SGA in the same manner as the class presidents.

Bradley motioned to approve the revision to the Discipline Committee (which would then be called the Academic Integrity and Discipline Committee). Moss-Logan seconded the motion. The committee voted unanimously (7-0) in favor of the motion. The revision will be forwarded to the Faculty Senate for approval.

### **III. Next Meetings**

Boniecki cancelled the scheduled meeting for March 18, 2010. The next meeting is March 30, 2010 (note that this meeting was later cancelled as well). The last two meetings will be April 6 and April 20, 2010.