

Minutes
Faculty Handbook Committee

Tuesday, April 6, 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)

I. Approval of Minutes

Mosely motioned to approve the minutes from March 16, 2010. Bolter seconded. The minutes were unanimously approved (7-0).

II. Today's Business

A. Non-substantive Reorganization of Ch. 3

Boniecki presented a reorganization of the existing 22 primary sections of Ch. 3 into 11 primary sections. The reorganization was in large part based on a draft reorganization proposed by Bolter and Courtway. Bolter suggested that the secondary section on Early Tenure Recommendation be subsumed as a tertiary section under the secondary section on the Procedures Prior to Tenure Review. After some discussion about the revision, Bradley motioned to approve the reorganization with Bolter's revision. Mosley seconded the motion. The committee voted 7-0 in favor of the motion. The reorganization of Ch. 3 will be forwarded to the Faculty Senate for approval.

B. Substantive Changes to Ch. 3

1. Chapter 3 preamble

Boniecki presented the following revision to the preamble of Ch. 3 to better connect the principles of academic freedom, shared governance, and tenure to the idea that institutions serve the common good:

~~The purpose of this section is to promote understanding and support of academic freedom, tenure, and shared governance.~~ Institutions of higher education are established for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the uninhibited search for truth and its exposition. This search, in turn, depends upon the guiding principles of academic freedom, shared governance, and tenure. Additionally, the intent of this chapter, and the *Faculty Handbook*, is to promote the understanding and support of these principles and to establish policies and procedures for assuring that these goals are met by the University of Central Arkansas.

Bolter motioned to approve the revision. Schaefer seconded the motion. The committee voted 7-0 in favor of the motion. The revision will be forwarded to the Faculty Senate for approval.

2. Part-Time Appointments

Boniecki presented the following new section (Section III B 3) describing part-time appointments, including in-residence faculty and adjunct faculty, with the existing Section XVIII on Adjunct Faculty moved under this new section:

Part-Time Appointments

Part-time faculty are hired to fulfill specific programmatic needs that are not being fulfilled by full-time (tenured, tenure-track, or non-tenure-track) faculty. Part-time faculty members do not hold faculty rank.

a. In-Residence Faculty

In-residence faculty includes writer-in-residence, executive-in-residence, artist-in-residence, and other types of in-residence appointments. This faculty category allows for the appointment of individuals who have achieved distinction in their field but may not possess standard academic credentials; their practitioner experience, however, is important to the education of students. Individual departments hosting in-residence faculty are responsible for approving the appointment and determining its length.

b. Adjunct Faculty

Adjunct faculty includes residential college masters, coaches, and full-time professional staff who may carry non-compensated part-time teaching responsibilities in a professional program. Adjunct faculty also includes faculty members paid per course and are not eligible for benefits.

The university may extend adjunct faculty appointments upon recommendation of a department and with support of the appropriate dean and the provost. These appointments are non-compensatory, but do not preclude offering a separate temporary faculty appointment. ~~Appointments are extended at the rank consistent with the persons' credentials.~~

Persons receiving such appointments may come either from outside the university or hold non-faculty appointments at UCA. Adjunct appointments may be granted for terms not to exceed three years, and significant contributions must be made to the university for reappointment. Adjunct faculty will be entitled to Torreyson Library privileges and to use the adjunct title ~~with the rank bestowed for the period of appointment.~~

Courtway suggested that "are" in the second sentence of the second paragraph under Adjunct Faculty be changed to "may be." Bolter motioned to approve the revision with Courtway's suggestion. Schaefer seconded the motion. The committee voted 7-0 in

favor of the motion. The new section will be forwarded to the Faculty Senate for approval.

3. The rank of non-tenure-track library faculty

Based on a personal communication with the director of the library, Boniecki proposed that the following sentence be added as the first sentence to the second paragraph of the new Section III C 1:

Non-tenure-track library faculty will be appointed at the instructor rank.

Schaefer motioned to approve the addition. Mosley seconded the motion. The committee voted 7-0 in favor of the motion. The addition will be forwarded to the Faculty Senate for approval.

4. Faculty Rank preamble

Boniecki presented the following preamble defining faculty rank to be added to the new Section IV:

Faculty rank represents the explicit recognition by the faculty and the university of a faculty member's credentials and accomplishments in teaching, scholarship, and service. All full-time faculty members are appointed at a rank commensurate with their education, their experience, and the programmatic needs for which they were hired. Tenured, tenure-track, and certain non-tenure-track faculty may advance to higher ranks upon fulfilling the criteria set forth in this *Faculty Handbook*.

Bolter motioned to approve the addition. Schaefer seconded the motion. The committee voted 7-0 in favor of the motion. The addition will be forwarded to the Faculty Senate for approval.

5. Visiting Lecturer rank

Boniecki presented the following description of the new Visiting Lecturer rank to be added as new Section IV B 4:

Visiting Lecturer

The visiting lecturer rank is reserved for the temporary hire of full-time faculty to meet "emergency" programmatic needs. A visiting lecturer, at minimum, must hold the master's degree (or its equivalent) in the discipline or other appropriate discipline, and have the training and experience necessary to meet the programmatic needs of the position.

The term of a visiting lecturer will be for no more than one year. A visiting lecturer may be hired for no more than three consecutive years.

The committee discussed whether the term "emergency" should be used or whether it should be in quotes. Both Grahn and Boniecki stated that faculty and administrators currently refer to the rank as an "emergency hire," and therefore argued in favor of keeping the existing word in quotes to remind faculty and administrators that "emergency hires" will now be called Visiting Lecturers.

Bradley motioned to approve the new section as is. Bolter seconded the motion. The committee voted 7-0 in favor of the motion. The new section will be forwarded to the Faculty Senate for approval.

6. Visiting Assistant Professor rank

Boniecki presented the following description of the new Visiting Lecturer rank to be added as new Section IV B 4:

Visiting Assistant Professor

The visiting assistant professor rank is reserved for the appointment of highly credentialed faculty members who might otherwise qualify for the rank of assistant professor, but who are hired to meet temporary programmatic needs. A visiting professor must hold a terminal degree in the discipline or other appropriate discipline.

The term of a visiting assistant professor will be for no more than three years. A visiting assistant professor may be hired for no more than three consecutive years.

The committee questioned the use of the word "highly" in the first sentence. Grahn suggested the word be changed to "fully." Because visiting assistant professors would be non-tenure-track appointments, Bolter noted that the first sentence of the second paragraph conflicts with the statement, under the new Section III B 2, that non-tenure-track faculty "may be appointed on either a semester or academic year basis." Bolter suggested changing the term of a visiting assistant professor to "no more than one year."

Bradley motioned to approve the new section with the suggestions from Grahn and Bolter. Mosely seconded the motion. The committee voted 7-0 in favor of the motion. The new section will be forwarded to the Faculty Senate for approval.

C. Maximum Term of a Term Appointment

Bolter suggested that the following change be made to the second sentence of the second paragraph of the preamble of the new Section III on Faculty Appointments:

A "term appointment" is for a specified period as defined in the letter of appointment, not to exceed one year.

Bradley motioned to approve the change. Schaefer seconded the motion. The committee voted 6-0 (Mosley left to attend another meeting) in favor of the motion. The change will be added to the reorganization of Ch. 3 to be sent to the Faculty Senate for approval.

III. Next Meetings

The next meeting is April 20, 2010 (note that this meeting was later moved to April 15).