

Minutes
Faculty Handbook Committee
Friday, October 23, 2009
4:00 – 5:00, Wingo 214

Present: Kurt Boniecki (Chair), Lance Grahn (Provost), Francie Bolter, Don Bradley, Katherine Larson, Mary Mosley, Mike Schaefer, Tom Courtway (ex-officio), John Parrack (ex-officio)

I. Approval of Minutes

Bolter motioned to approve the minutes from October 2, 2009. Mosley seconded. After the correction of one typo, the minutes were unanimously approved (7-0).

II. Today's Business

A. Faculty Senate Recommendation: Revise and Reinstate DEELAC

The committee discussed the Faculty Senate resolution to revise and reinstate the Distance Education/Extended Learning Advisory Committee (DEELAC). Parrack suggested that any new or revised committee needed to follow the university's explicit, strategic plan for online education. Because President Meadors is beginning the process to develop a university-wide strategic plan, the committee agreed that the current resolution seemed premature. Bradley motioned to table the resolution. Schaefer seconded. The motion carried unanimously (7-0). The DEELAC will remain suspended. The committee expressed to the provost our desire to see online education addressed in our future strategic plan.

B. Definition of positive vote from tenure and promotion committees

Provost Grahn and Courtway asked the committee to define a positive or negative vote by a tenure and promotion committee. After discussion, Schaefer motioned to make the following changes to the fourth paragraph of Ch. 3, Section VIII. B. 1.

~~For e~~Each candidate for tenure, the committee will ~~receive~~ determine a positive or negative recommendation by a simple majority vote, and ~~the committee~~ shall explain the rationale for this recommendation in a separate letter to the department chair. ~~For e~~Each candidate for promotion, the committee will ~~receive~~ determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the department chair. Positive recommendations for promotion will be placed in priority order.

and to the fifth paragraph of Ch. 3, Section VIII. C. 1.

The committee's chief responsibilities are to evaluate the candidate's qualifications for tenure and/or promotion, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. ~~For e~~Each candidate for tenure, the committee will ~~receive~~ determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the college dean. ~~For e~~Each candidate for tenure, the committee will ~~receive~~ determine a positive or negative recommendation by a simple majority vote. The committee shall explain the

rationale for this recommendation in a separate letter. Positive recommendations for promotion will be placed in priority order.

Bradley seconded the motion. The motioned carried unanimously (6-0; Note: Mosley had to leave before the vote to attend another meeting).

III. Future Business

Bradley presented the following sentence to be added to the *Faculty Handbook*:

The letter of appointment must be submitted to each returning faculty member no later than May 20th of the current year for the next academic year. The letter should include rank, salary, and academic title.

Bolter recommended that "of the current year" be deleted. Bradley noted that the *Faculty Handbook* does not define "academic year." Boniecki asked Bradley to determine the best place in the *Faculty Handbook* to add the sentence and asked the committee to review the sentence for consideration at the next meeting.

IV. Next Meeting: Tuesday, November 3, 1:40 – 2:30 p.m., Wingo 214