

Minutes
Faculty Handbook Committee
Tuesday, November 3, 2009
1:40 – 2:30, Wingo 214

Present: Kurt Boniecki (Chair), Lance Grahn (Provost), Francie Bolter, Don Bradley, Susan Moss-Logan, Mike Schaefer, Tom Courtway (ex-officio), John Parrack (ex-officio)

I. Approval of Minutes

Bolter motioned to approve the minutes from October 23, 2009. Bradley seconded. After a minor revision in wording and the correction of a typo, the minutes were unanimously approved (6-0).

II. Today's Business

A. Update on Chapter 3 Rewrite

Courtway announced that he is almost finished with mapping the rewrite of Chapter 3 to the current handbook.

B. Letter of Appointment

The committee debated adding the following language presented by Bradley:

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.

Courtway asked what the penalty would be if the deadline was not met. The committee agreed that there would be no penalty; the deadline would only be a guideline. Bradley conveyed a request from a colleague that the letter also include teaching load. Provost Grahn suggested that returning faculty sign a contract each year, instead of receiving a letter of appointment. Bradley pointed out that a contract would legally obligate both the university and the faculty member to fulfill the contract, whereas now both parties are "free agents." Boniecki suggested that the Faculty Senate first consider the pros and cons of replacing the letter with a contract and make a recommendation to the Faculty Handbook Committee. Bradley suggested that an "academic year" be defined as the period of time from the first day of class of the Fall term to commencement at the end of the Spring term. Bolter stated that the faculty has responsibilities outside of that period of time. Parrack questioned how that definition would apply to twelve-month faculty. Provost Grahn respectfully disagreed with Bradley's definition of an academic year. Boniecki asked why May 20th was the deadline. Bradley admitted the date was somewhat arbitrary but followed the approval of the university budget by the Board of Trustees. Parrack noted that, although unusual, it is possible that approval of the budget may be delayed. Parrack suggested that the deadline for the letter of appointment be one week after approval of the university budget by the Board of Trustees. Boniecki stated that he would consider everyone's comments and present revised wording to be considered at a future meeting.

III. Future Business

- A. Provost Grahn asked the committee to consider revising the description of Faculty Reassigned Time (Ch. 4, Section V. C.).
- B. Provost Grahn distributed proposed changes to the appointment of graduate faculty (Ch. 3, Section XIX) and to the charge of the Graduate Council (Ch. 7, Section II. H. 1.) from Elaine McNiece, Associate Provost and Dean of the Graduate School.

IV. Next Meeting: Tuesday, November 17, 1:40 – 2:30 p.m., Wingo 214