

Minutes  
Faculty Handbook Committee  
Tuesday, November 17, 2009  
1:40 – 2:30, Wingo 214

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

I. Approval of Minutes

Mosley motioned to approve the minutes from November 3, 2009. Bolter seconded. The minutes were unanimously approved (7-0).

II. Today's Business

A. Update on Chapter 3 Rewrite

Courtway distributed a draft of the reorganized Chapter 3. Boniecki asked that the committee review the changes and be prepared to discuss at the next meeting.

B. Deadline for Letter of Appointment

Boniecki presented the following to be added to Ch. 3, Section IV., first paragraph:

All full-time members of the faculty will receive a letter of appointment stating the rank, salary, academic title, load, and period of appointment for the coming academic year. All returning full-time faculty will receive their letters of appointment no later than one week after the Board of Trustees approves the university budget for the next fiscal year.

The committee discussed whether load should be included in the letter, or whether a separate "contract" outlining each faculty member's load should be negotiated and signed by the faculty member, department chair, and college dean. Boniecki agreed to remove "load" from the paragraph. The committee further discussed whether the amount of time provided to was reasonable. Boniecki agreed to change the provision to "will be mailed their letters of appointment no later than ten working days after" the approval of the budget. Bradley motioned to table the new language until the Council of Deans could review and comment on it. Bolter seconded the motion. The motion carried unanimously (7-0).

III. Future Business

Boniecki stated that the new language approved by the committee on October 2 concerning the recusal or excusal of faculty members from department tenure and promotion committees for conflicts of interest was not forwarded to the Faculty Senate because President Parrack had concerns he wanted the committee to address. Boniecki asked Parrack to email his concerns to the committee and stated that the committee would discuss them at the next meeting.

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