UCA *Faculty Handbook* Committee

Minutes – September 14, 2012

The committee convened at 2:00 in the President’s conference room, with Francie Bolter, Don Bradley, Kevin Browne, Graham Gillis, Katherine Larson, Diane Newton, John Parrack, Steve Runge, Mike Scoles, and Janet Wilson (Chair) present.

Minutes of the April 23 minutes were approved with one grammatical correction.

Wilson reported that the Faculty Senate approved the April 23 resolution regarding content to be added to the Foreword of the *Faculty Handbook*, which will be considered by the Board of Trustees. There was discussion about the frequency and timing of publication of changes to the *Handbook*. It was agreed that this question should be placed on the agenda for a future meeting.

Wilson reported that the Mission Statement, AVID, Vision, and Non-Discrimination statements were approved by the Board of Trustees in May, but a recommendation regarding placement of these statements still required action by the Faculty Senate.

Action Step 1B, linked to the UCA Strategic Plan for FY2013, will be considered by the Faculty Senate’s Committee on Committees, with recommendations to be forwarded to the Faculty Handbook Committee no later than January, 2013.

A concern was raised by the Director of the Library about promotion of librarians who choose not to pursue a tenure-track position. Currently, the rank of Instructor is not promotable. The ranks of Lecturer/Clinical Instructor/Laboratory Instructor I are promotable to level II and Senior ranks. There was discussion about resolving this through consideration of making the rank of Instructor comparable to that of Clinical Instructor. Runge agreed to discuss the issue with the Council of Deans.

As student evaluations are now obtained every semester rather than once a year, there was discussion of whether this needed to be reflected in the *Faculty Handbook* (see Chapter 4, section II-D). Committee members agreed that there was no need for a change at this time.

The committee agreed to a tentative schedule for review of parts of the *Handbook*. Chapters 1, 2 & 8 will be considered at the September 28 meeting. Chapters 4-6 should be completed by the end of the fall semester. Chapter 7 will be completed in February. Key parts of Chapter 3 will be addressed as needed.

Additional concerns discussed by committee members included:

* Procedures related to phase-out of programs due to financial exigencies;
* Promotion and Tenure procedures for the Honors College;
* Letters of Appointment, including date of termination, for visiting faculty; and
* Medical/Family/Military Family leaves.

The meeting adjourned at approximately 3:10.