Faculty Handbook Committee Agenda

October 12, 2026
3:00 p.m. – 5:00 p.m., TEC 102
Chair: David Holt
Secretary: Frank Heitmuller (Absent)
Start: 3:07
End: 4:14

1. Adopt agenda
    a.
2. Approve previous minutes (September 14, 2026)
    a. Motioned, seconded, approved
3. Officer reports
    a. Chair
        a. Added Paul Strait to Teams List to cover October and November Proxy
        b. Report from President's Memo
            i. 1.8.6 language offered is much different than submitted
            ii. 3.3 language changes addressed 3.3.3 and 3.3.5, but ignored other language
                1. Shortened 3.3.3 and mostly about using Cayuse
        c. Known proposals in development
            i. Doug Masterson has a list in New Business for this meeting
            ii. Faculty Senate is working on language to define 5.3.2 Evaluation Criteria (allowing for P&T to be able to choose criteria upon appointment or new docs)
            iii. Library – 5.3.2.1 mentioned tenure and should say promotion
    b. Secretary
        a.
4. Old Business
    a. Tabled Item from September – Doug Masterson - 3.3.3 Conflict of Interest Disclosure form link and language – Pulled by Masterson for conversation later
    b. Tabled Item from September – Doug Masterson - 3.4.2.4 Contact Hours and Instructor Absences -
        a. Each semester hour requires at least one week of instruction – intersession issues (needs to be exceptions)
        b. Will bring language to a future meeting
5. Consent Items
    a. None
6. New Business
    a. Election Protocol and Announcement
        a. A&S, Library, and Nursing need elections by May 2027
    b. Douglas Masterson and John Amacker (Faculty Success Manager) **(General comments from the committee are in parenthesis and bold)**

Faculty Handbook Revision Suggestions (Based on issues with programming IR and Watermark to create the digital process – several things are not aligning.)

1. **FTE & Committee Eligibility**

- ***1.10.1. School Promotion and Tenure Committee***
- "A school promotion and tenure committee is a committee of all faculty eligible to vote on a particular candidate who are employed with **> 0.50 FTE in the school**." **(No definition of FTE)**
- *1.10.2. Faculty Evaluation Committee*
- "Each academic year, the school will choose one of three governance options for faculty evaluations. Governance options are chosen and Faculty Evaluation Committees (FEC) are elected by secret ballot. Those eligible to vote include all the school's full-time members of the corps of instruction with **a minimum 50% appointment within the school** (when the school director is untenured, only option 3 is available)."
- The School Promotion and Tenure Committee section ought to mirror the "minimum 50% appointment within the school" language that is present in the FEC passage. Faculty with an exactly 50/50 appointment split are excluded from SPTC service.
- Would also be helpful to further define how FTE is determined for committee eligibility purposes. **(Standardizing makes sense and FTE is not defined in Handbook – Maybe use Primary and Secondary Appointments – Primary is a yes and secondary gets a vote by that school to be include?)**

2. ***4.4. Faculty Annual Evaluation Process***

- "Each member of the FEC is evaluated by the other members of the committee."
- May want to clarify the evaluation of FEC members. If option 2/3, is an evaluation by just two members enough? What if one of the other members must recuse, that only leaves a single evaluator?

3. ***1.10.2. Faculty Evaluation Committee***

- "Generally, eligible members should include only those who have workload responsibilities in all three evaluation categories with an overall satisfactory evaluation." **(What does overall satisfactory evaluation mean? All meets or higher, or 2 of 3?)**
- What defines an "overall satisfactory evaluation"? Does a single DNM in the previous year make a faculty member ineligible for FEC service? **(How is this communicated?)**

4. **Workload Clarification**

- *4.2. Workload Allocation*
- "Workload allocation should be established between the school director and the faculty member in consultation with a program coordinator or dean as appropriate. Workload allocation is finalized by the school director in consultation with the college dean as appropriate. Workloads must be documented and acknowledged by both parties to complete the process and approved by the dean."
- The handbook needs to enumerate what happens when faculty do not submit Workload Reporting task in Faculty Success. Maybe state that after the task is due and still outstanding, it will be auto advanced and acknowledgement/agreement with the workload is assumed. **(Concern about creating Passive Consent if the workload is automatically advanced. Is the workload actually negotiated or just assigned, in practice?)**

5. Committee Eligibility for NTT Promotions

- *1.10. School Committees*
- "For promotion of non-tenure track faculty, the Promotion and Tenure Committee must be composed of promotable non-tenure track faculty ranked higher than the candidate, and the candidate's school's associate professors and professors."
- There has been lots of confusion about which NTT faculty are eligible to review other promotion decisions based on the "ranked higher than the candidate" language. There needs to be a statement clarifying that the two teaching tracks are parallel, and that once someone has been promoted to the second highest rank, they are eligible to review dossiers for others seeking promotion to the second highest rank. **(Maybe the provost or president need to weigh in on if the NTT faculty are parallel or is it TAPs over Senior Instructors? Are there 6 steps in rank or 9? SACSCOC no longer requires terminal degrees in accreditation, just qualifications)**

6. School Directors as Promotion & Tenure Candidates

- Clarify what the promotion and tenure process looks like when a school director is being reviewed. Specifically, who serves as the evaluator at the school director's step? Or should that step be skipped? In practice, Associate Deans typically serve in that role. The handbook could allow Deans to appoint an academic administrator to serve in that role.
- A passage regarding Deans appointing a replacement for the school director step also accommodates situations in which the school director may have a conflict of interest or is otherwise unable to serve as the

director in the review process. **(Schools and Deans will know this is the situation if they are appointing non-tenured them – seems like the step would be skipped).**

7. **Extensions to P&T Probationary Periods**

- *5.7.1.5.1. Extension of Probationary Period*
- "Candidates may request an extension of the probationary period in one-year increments in exceptional cases of personal circumstances beyond either the candidate's or the University's control."
- The handbook does not clarify when the extension request must be made. If a candidate is currently being reviewed, can they still request an extension? Does the extension have to be submitted before dossiers are due? **(The emergency nature of the request implies that a deadline would not be prudent. Perhaps the request needs to go in before the Dossier is due, but if a response is not back by due date- dossier goes in. If provost approves after due date, dossier can be pulled. Else, if dossier is submitted, the ball is rolling.)**

8. **Clarify Annual Evaluation Requirement for Faculty on Leave**

- Do faculty on sabbatical, FMLA, other leave, terminal contract, etc. still have to submit an annual evaluation? **(Seems like you just evaluate with what you have, if someone is retiring or on terminal contract, they just get poor evaluations, but FMLA or Sabbatical are different and we should have language for that.)**

9. **Alignment of Annual Evaluation and Tenure & Promotion**

- Annual evaluation options do not match the Tenure & Promotion review process, specifically for Option 1 schools who do not have peer/faculty review of materials throughout annual evaluations. **(Annual evals and P&T are different things, not seeing a concern here).**

10. **Untenured Directors and Less Than Three Tenured Faculty for Annual Evaluations**

- *1.10.2. Faculty Evaluation Committee*
- "Those eligible to vote include all the school's full-time members of the corps of instruction with a minimum 50% appointment within the school (when the school director is untenured, only option 3 is available).

11. ***1.10.2.3. Option 3 (at least three without director)***

- "All authority for faculty members' annual evaluations and recommendations is vested in an FEC consisting of **at least three tenured members** of the corps of instruction, exclusive of the school director, with independent input from the school director."
- The handbook states that when schools have an untenured school director, only Option 3 is available for annual evaluations. However, if a school does not have at least three tenured faculty and has an untenured director, there is no way to satisfy both requirements. **(Corps of instruction means to go find at least 3, but again with the 50% appointment – maybe primary appointment?)**

7. Action Items
    a. Assign 1.8.6 - Faculty Ombuds
        a. To Council of Directors
        b. Address what happens with different numbers after evaluation; who do they go to? Who approves if different?
        c. Address alternate language from President, June 2026
    b. Assign 3.3 Responsibilities Related to Research/Creative Activities
        a. To Faculty Senate Committee for New Language
    c. Assign Items from Masterson back to Provost Office to Propose Initial language to align with information from today's meeting
8. Good of the order
    a. Faculty Senate Information:
        a. Extending window for faculty to respond to recommendations for censure.
        b. Option to request an ad-hoc review panel of qualified faculty for recommendation of censure and/or other modes of mediation.
        c. Re-visit language for conflicts of interest/commitment as it pertains to outside employment.

Voting Elected Members Group One (September 2024 – August 2027)

Member of Faculty from the College of Arts and Sciences – **Eric Tribunella (Proxy Paul Strait)**

Member of Faculty from the College of Nursing and Health Professions – **Hyunmin Kim**

Member of Faculty from the University Libraries – **Tisha Zelner**

Voting Elected Members Group Two (September 2025 – August 2028)

Member of Faculty from the College of Business and Economic Development – **Gregory Bradley**

Member of Faculty from the College of Education and Human Sciences – **Stacy Reeves (Tom Lipscomb)**

At-Large Member of the Gulf Coast Faculty – **David Holt**

Voting Appointed Members

Member of the Faculty Senate (Appointed by the FS Executive Committee) – **Franklin Heitmuller (Absent)**

Member of the Dean's Council (Appointed by the Dean's Council) – **Bret Becton (Absent)**

Member of the Council of Directors (Appointed by the Council of Directors) – **Melissa Kossman (Absent)**

Non-Voting Ex-Officio Members

Representative from the Office of General Counsel – **Subrina Cooper**

Representative from the Office of the Provost – **Doug Masterson**

Gallery

JD Amacker

Danilo Mizzadri

Eric Powell