

**MINUTES of the
31st March 2017 Meeting of the
University Faculty Handbook Committee
International Center, Room 514 1:00 P.M.
Approved**

- I. **Call to Order:** The University Faculty Handbook Committee met on Tuesday, March 31st, 2017 in room 514 of the International Center Building. The meeting was called to order by the Chair, Dr. Kimberley Davis at 1:01 p.m.

Members Present: Dr. Ann Blackwell (proxy, Dr. W. Powell); Dr. Ann Blankenship; Dr. Leisa Flynn; Ms. Tisha Zelner; Ms. Subrina Cooper; Dr. Samuel Bruton; Dr. William Powell; and Dr. Kimberley Davis. [Dr. Max Grivno, ill; Dr. Rebecca Powell, meeting conflict.]

- II. **Approval of Minutes:** The motion to approve the Minutes of the 28th February meeting was made by Ms. Tisha Zelner and seconded by Dr. Ann Blankenship. The motion carried and the February Minutes were approved as presented.

- III. **Approval of the Meeting Agenda for March 31, 2017:** The motion to accept the agenda as presented was made by Dr. Leisa Flynn and seconded by Dr. Ann Blankenship. The motion carried and the meeting agenda was approved.

- IV. **Vote One** was taken to approve Discussion Item 2 (previously Item 2 in February), proposed by Dr. David Beckett, which dealt with “Modifications to Section 2.11.2, the College Advisory Committee. This item was tabled for the December 2016 and February 2017 meetings. It now **passes** with a **First Vote**. The following modification received this first vote.

Item 3a. – Section 2.11.2, the College Advisory Committee.

Dr. Beckett proposes modifying the second paragraph of this section (“At the discretion”) and replacing it with a shorter paragraph which does not “stand in opposition” to the first paragraph.

2.11.2 College Advisory Committees. Academic colleges must maintain College Advisory Committees.¹ These committees are composed of tenured Associate Professors and tenured Professors elected by secret ballot from the tenured faculty within each department or school of the respective colleges. Each department or school will elect one of their faculty who will then become a member of the College Advisory Committee. University administrators serving as President, Provost, Associate or Assistant Provost,

¹ The term “college” in this section refers to one of the various academic colleges of the University and the Gulf Park Campus faculty.

Vice President, Dean, Associate or Assistant Dean, or department chair may neither vote in such elections nor sit as members or ex officio members of College Advisory Committees. Faculty members who are candidates for promotion cannot serve as members of the College Advisory Committee during the academic year in which they seek promotion.

[Proposed Modification: replace the following paragraph with the paragraph below it shown in bold italics.]

~~At their discretion, the faculty of the colleges may modify the apportionment, size, and method of electing College Advisory Committees every five years. In all cases, however, the members of College Advisory Committees must be elected for terms of two (2) or three (3) years, and terms must be staggered so as to assure a turnover not exceeding fifty (50) percent in any given year. The chairs of College Advisory Committees are elected by a majority vote of the members of the respective committees.~~

Members of the College Advisory Committees are elected by their home department or school for terms of three years. Committee members may also be re-elected for additional three-year terms. The chairs of College Advisory Committees are elected by a majority vote of the members of their respective committees.

- V. The **second vote** was taken on the next Discussion Item 3, also originally proposed by Dr. Beckett at the December meeting, which again deals with modifications in verbiage for clarity in Chapter 3, Sections 3.3 and 3.4.1.

Teaching Track/Hiring Policy and Contracts Chapter 3 – Modifications to **Sections 3.3 FACULTY DEFINED and 3.4.1 Policies and Procedures Regarding Non-Tenure-Track Faculty...**
Pages 19, 20, 23, and 25 (electronic version).

Vote 2 taken and **approved** on modifications proposed by David Beckett on Item 3. The motion to approve the modifications was made by Dr. William Powell and seconded Ms. Tisha Zelner. Motion carried.

Further revisions to chapters 3 and 9 were presented by Dr. William Powell for an initial glance and preliminary discussion at the 28th February meeting. More in-depth discussion continued at today's meeting. Handouts were disseminated. These were also sent to members via e-mail attachment. No votes were taken on these revisions, as they are for discussion only.

With the looming Reorganization Plan to be considered, all votes taken today and in the future will be in a "pending" status due to upcoming and pending changes that may be dictated by the new Reorganization Plan.

Adjournment: 1:55. Motion made by Zelner and seconded by Blankenship.

Respectfully submitted,
Kimberley Davis
Chair, University Faculty Handbook Committee