Faculty Handbook Committee Agenda

31 October 2018

Conference Room, 5th Floor, International Building

Chairing: David Holt

Meeting Start 1:05 PM
Meeting End 2:10 PM

Agenda

1. Continued Procedural Abeyance for language and meeting times
2. Approval of Agenda
   a. approved
3. Approval of Minutes
   a. approved
4. Seating of New Members
   a. Dean, Trent Gould (Dr. Connell)
5. Bylaws Update
   a. Read Proposal for Bylaws Update (Appended)
   b. Discussion
      i. Motion to review changes for 1 week for an up/down vote via email.
   c. Vote - delayed
   a. Proposal to vote to negate the document pending approval of new bylaws (Appended)
   b. Document addressed in future meeting
7. Updates concerning the implementation committees
   a. None
   b. Postponing future meetings until there is a new handbook or end of year.
8. Charges: posting email for review. We review the recommendations. Handle by email.

Roll Call

Group One (August 2016 – August 2019)

DH Proxy: Voting Ex-officio – Assistant or Associate Provost – Doug Masterson (2017-2019)
Present: Non-Member of Faculty Senate (FS Appointed) – John Meyer (2018-2019)
Proxy SB Absent (Class conflict): Member of Faculty (President Appointed) – Jonathan Barron (2018-2019)
Present: Member of Faculty at Large (FS Appointed) – David Cochran (2018-2019)

Group Two (August 2017- August 2020)

Present: Voting Ex-officio – Assistant or Associate VP for Research – Sam Bruton (2013) (2017-2020)
Present: Member of Faculty Senate (FS Appointed) – Sharon Rouse (2017-2020)
Present: Voting Elected member from Dean – Dean Faye Gilbert (Dean Trent Gould) (2017-2020)
Present: Member of Gulf Coast Faculty (FS Appointed) – David Holt (2017-2020)


Gallery: None
THE UNIVERSITY OF SOUTHERN MISSISSIPPI

FACULTY HANDBOOK COMMITTEE

REVISION OF THE FINAL BYLAWS (APPROVED BY COMMITTEE ON APRIL 5, 2011)
(Approved by President Martha Saunders 6-1-11)
(Approved by Committee on DATE HERE)
(Approved by President Rodney Bennett on DATE HERE)

ARTICLE I

PURPOSE STATEMENT

The Faculty Handbook Committee considers revisions, modifications and amendments to the handbook on the basis of proposals submitted by members of the faculty or administration. If approved by the committee, changes are formally recommended to the University President for a final decision.

ARTICLE II

MEMBERSHIP

Section 1. Members [SECTION WILL NEED TO BE REVIEWED FOR COMPOSITION and Admin representation]

Voting Appointed Members:

- *Member of the Faculty appointed by the President

The Executive Committee of the Faculty Senate will appoint four faculty members to the committee:

- *A member of the Faculty Senate
- *A non-member of the Faculty Senate
- *A member of the faculty at large
- *A member from the Gulf Coast Faculty

Voting Ex-officio

- Assistant or Associate Provost
- Assistant or Associate Vice President for Research
Voting Elected Members:

- A dean selected by the College Deans
- A chair director selected by the Council of Directors

Non-voting Ex-officio

- General Counsel

* - Must be regular tenure-stream faculty below the level of Department Chair or School Director.

Section 2. Terms [This Section on hold pending composition]

The Faculty Handbook Committee Membership shall serve staggered three-year terms. The University Counsel member will serve permanently as Ex-officio on the committee. Terms will begin on September 1, and end on August 31. For the purpose of the initial adoption of these Bylaws terms will have begun on September 1, 2011. No member shall serve more than two consecutive terms unless there are no available replacements from within the appointing office (i.e. Office of the Provost and Office of the Vice President for Research)

[Depending on the new organization of the FHC we may need to write in how to get the group rotation, else we can reduce a good portion of this part] The committee will be split into two groups. Group 1 shall initially serve a two-year term. Group 2 shall initially serve a three-year term. From those points forward both groups shall serve staggered three-year terms. The Chair of the Faculty Handbook Committee is responsible for notifying represented offices and bodies of term completions and the need for newly appointed or elected members by April 1 of the academic year prior to the replacement being named. Replacements for committee members who do not complete their terms, or are no longer members of their constituency groups, shall serve out the remainder of the 3-year term and are eligible to be elected by their constituency group for additional terms.

The Groups are assigned as follows:

Group 1 (2-year term beginning by 1 September 2011) (3-year terms beginning 2013, 2016, 2019, 2022, 2025, 2028, etc.)

- Assistant or Associate Provost
- Non-member of the Faculty Senate appointed by the Executive Committee of the Faculty Senate
- Member of the Faculty appointed by the President
- A chair selected by the Council of Chairs
- Faculty at-large member appointed by the Faculty Senate

Group 2 (3-year terms beginning by 1 September 2011) - 2014, 2017, 2020, 2023, 2026, 2029, etc.)
Section 3. Election of the Chair and Historian

The Faculty Handbook Committee will elect a Chair and Historian annually at the first meeting of the year from the Faculty Senate appointees. Chairs and historians may serve up to three consecutive one-year terms. The chair and Historian of the committee will be voting members of the committee.

Section 4. Responsibilities

Members are expected to attend all regularly scheduled meetings of the Faculty Handbook Committee and communicate the issues raised in the Committee meetings to their represented constituencies. It would be nice to add a bit to the responsibilities section] If a member of the Faculty Handbook Committee is no longer a member of their constituency group, their seat will be declared vacant. If a member of the Faculty Handbook Committee fails to attend two regularly scheduled meetings of the Committee in a single academic year without supplying a proxy, he/she shall be notified in writing by the Chair of the Committee that his/her position will be declared vacant in the event of a third absence without a proxy. Upon his/her third absence in a single academic year without a proxy, his/her position shall be declared vacant by the Chair of the Committee and filled immediately by a replacement from the represented office or body.

Section 4. Proxies and Vacancies

Proxies: All members of the Faculty Handbook Committee are expected to attend regularly scheduled meetings. In the case that a member of the committee must be absent from a meeting it is expected that a proxy will be named to represent the committee member at the meeting. It is preferred that the proxy be chosen from the members of the represented constituency. In the case of an extended absence from the university committee members are expected to name a long-term proxy for a set term as communicated to the chair. All proxies must be reported by the sitting member of the committee to the chair of the Faculty Handbook Committee at least one day prior to the meeting the proxy will attend. It is the committee member’s responsibility to notify the chair via email of need for a proxy and the name of the proxy. Proxies retain voting privileges in representing regular committee members. If the chair of the Faculty Handbook Committee is not notified of a proxy attending at least one day prior to the meeting, the proxy may attend the meeting but will forfeit voting privileges. Proxies may not represent more than one voting member of the committee.

Vacancies: Should a position on the Faculty Handbook Committee be vacated for any reason the Chair of the Committee shall notify the body or office from which the position was vacated of the need for a replacement. It is expected that replacements will be in place by the next scheduled meeting of the Committee. Replacements for members who have not completed their terms, or are no longer members of their constituent groups, shall serve out the remainder of the
3-year terms and will be eligible for selection from by their constituency groups to additional terms.

ARTICLE III

OPERATING PROCEDURES

Section 1. Meetings

Regular Meetings of the Faculty Handbook Committee will be held on the second or the Monday of the month at 3 PM during the academic year for each meeting. The chair may call Special Meetings as needed. A quorum, consisting of a majority of members, is required and must include at least three members appointed by the Faculty Senate or their proxies. The chair will conduct meetings according to Robert’s Rules of Order. Each meeting must have minutes, attendance, and proxies recorded.

Section 2. Changes to Handbook

Proposals for changes to the Faculty Handbook may be made by any faculty member or in writing by any of the groups represented by the committee. All recommendations shall be brought before the committee for consideration to amend the Faculty Handbook. Proposals should be forwarded to the chair of the Faculty Handbook Committee for distribution to all committee members.

Proposals coming before the Faculty Handbook Committee are given two votes. After a first reading, proposed changes are voted on and posted to the committee website, and notice is given to the various constituencies (Faculty Senate, deans, chairs, etc.) that a proposal is under review. Committee members then take the proposal to their constituency and report in a timely manner any feedback or suggestions regarding the proposed change. A proposal is considered approved after it passes a second vote by the committee. Editorial or clerical changes can be approved without a second reading upon approval of the majority of the committee.

The Amendment Process is as follows:

Step 1. Proposal Phase

1.1. Proposals are brought to the Faculty Handbook Committee through a member of the committee representing the constituency group that originated the proposal
1.2. Proposal given to the Chair of the Committee in writing at least 24 hours before the scheduled meeting
1.3. Chair distributes the proposal to all members of the committee
1.4. Proposal is added to the agenda of the next meeting
1.5. Proposal is read to the floor and recorded in the minutes (proceeds to step 2)

Step 2. First Vote Process

2.1. First Vote is to approve the new language for review of constituent groups
2.2. Vote held, proxy votes allowed, plurality of those present to pass

2.2.1. Vote Fails - Policy rejected (Step 3)
2.2.2.  **Vote Passes** plurality vote (Step 4)

**Step 3. Policy Rejected**

3.1. Process Stops and is recorded in the Minutes

**Step 4. First Vote Review Process**

4.1. Initial counsel review of policy for conflict
4.2. Employee handbook review through Human Resources for conflict
4.3. Senate and constituent review and comment period
4.4. After a reasonable amount of time for review the policy is added to the agenda for the next meeting (Step 5)

**Step 5. Second Vote Process**

5.1. The policy is re-read to the floor.
5.2. The Chair reports a summary of all reviews of the policy from Counsel, Human Resources, and Senate and Constituent Reviews
5.3. Discussion on reviews
5.4. If significant changes are needed (beyond editorial or clarification of language) or issue discovered with the policy after review, the policy does not have a 2nd vote but returns to first vote (Step 2), else it advances to 2nd vote (Step 5.5).

**5.5. Second Vote Held, Proxy votes not allowed, Plurality of membership to pass**

5.5.1. **Vote Fails**
   5.5.1.1. Returns to first vote (Step 2)

5.5.2. **Vote Passes** Plurality
   5.5.2.1. Final counsel review
   5.5.2.2. Advances to step 6

**Step 6. Faculty Handbook Committee Chair with Provost review**

6.1. **Provost rejects** (moves back to first vote – Step 2)
   6.1.1. If policy survives a revote process, policy is moved forward with note of provost disapproval

6.2. **Provost accepts** (advances to Step 7)

**Step 7. Faculty Handbook Committee and Provost bring proposal(s) to Office of the President**

7.1. **President Rejects**
   7.1.1. Policy change fails (Step 3)

7.2. **President Accepts with modification**
   7.2.1. Can modify and send back to first vote (Step 2)
   7.2.2. Can modify and send to step 8

7.3. **President Accepts as written**
   7.3.1. Can accept as written (advances to Step 8)

**Step 8. New language added to the Faculty Handbook and enforced the following academic year, updated before Contract Date Starts (moves to Step 9)**

Step 9. **New faculty handbook is amended and updated to the Provost’s webpage**

9.1. **New Faculty Handbook records the new date of enforcement** and includes a note of the changes in an executive summary as a cover letter written by the Faculty Handbook Committee and full details of the change added to the appendix.

9.2. Faculty Handbook Committee Reviews new Faculty Handbook for accuracy of changes
9.3. Faculty Handbook Committee verifies all URL links in the Faculty Handbook
9.4. Faculty Handbook Chair informs the provost of approval of Handbook as posted or informs the provost of necessary edits

Changes to the official handbook take effect July 1 of the next fiscal year. All changes made to the handbook in a given year will be included in an annual appendix.

ARTICLE IV

COMMUNICATIONS/REPORTING

Section 1. Administrator to whom the Committee Reports

The Faculty Handbook Committee reports and makes recommendations to the President of the University. If approved by the committee, changes are formally recommended to the University President for a final decision.

Section 2. Clerical Help Staff Support

The Faculty Handbook Committee will have staff support clerical assistance from the Office of the Provost as deemed appropriate by the Provost. The Office of the Provost will assign a point of contact for uploading minutes and documents to the Provost’s website. The Provost/Vice President for Academic Affairs will select the staff member who will assist the committee. The Office of Human Resources will assign a point of contact for review of new policies against the current Employee Handbook. The Office of General Counsel will use the non-voting ex-officio as the point of contact for counsel reviews.

Section 3. Minutes

Minutes of the Faculty Handbook Committee meetings are recorded by the Historian chair and approved by the committee members. The approved minutes are distributed to the designated Provost Office staff support member to post to the Provost Website and for distribution to the committee members, directors chairs, deans, the Provost and the President.

Section 4. Website Location and Changes

The Faculty Handbook Committee will communicate to the University community utilizing an appropriate website. The Faculty Handbook Committee website will be the primary resource regarding amendments/revisions in the Faculty Handbook, committee minutes, membership list, and bylaws. The Provost Office staff member and Faculty Handbook Committee Chair will be responsible for posting the approved committee minutes within 60 days of the committee’s meeting, using an appropriate website. Past minutes are kept on the website for a minimum of five years. The Faculty Handbook Committee will appoint a member to review all active URL links in the current Faculty Handbook to verify accuracy. Any errant URLs will be reported to either the office of the provost or office of human resources.

Section 5. System for Preserving Minutes, Changes and Copies
The most current copy of the Faculty Handbook is retained by the Office of the Provost and is designated as the official Faculty Handbook. The Provost Office will be responsible for keeping records of amendments and revisions to the Faculty Handbook and disseminating the amendments and revisions to the faculty.

Section 6. Annual Report

An annual report will be written by the chair of the Faculty Handbook Committee and submitted to the President of the University at the end of the academic year. By July 1st of each year, the Faculty Handbook Committee chair will submit a copy of the annual report to the Committee on Committees along with a letter from the President acknowledging receipt of the report. The annual report will include the major yearly activities of the committee, along with a list of amendments and revisions which have been approved by the President during the year.
To: President Rodney Bennet and Provost Steven Moser

From: the University Faculty Handbook Committee

Authored by: David Holt, Chair

Date: October 31, 2018

Concerning: Conditionally negating the document titled “Procedure for Implementing Amendments to the Faculty Handbook” dated May 28, 2013

RECOMMENDATION FROM FACULTY HANDBOOK COMMITTEE:

WHEREAS, the document titled “Procedure for Implementing Amendments to the Faculty Handbook” dated May 28, 2013 is posted to the Provost’s webpage along with the current bylaws; and,

WHEREAS, the May 28th document contains language that is outdated concerning academic positions; and,

WHEREAS, the May 28th document describes a procedure for amending the Faculty Handbook that will no longer be accurate in the new bylaws; and,

WHEREAS, the new Faculty Handbook Committee Bylaws will contain procedures for amending the Faculty Handbook and render the May 28th document inconsistent; and,

THEREFORE, BE IT RECOMMENDED THAT the May 28, 2013 document be rendered void and removed from the website and procedures upon approval of new Bylaws from the Faculty Handbook Committee.