Faculty Handbook Committee Minutes
7 May 2019

Conference Room, 5th Floor, International Building
Chairing: David Holt

Meeting Start 2:45 PM
Meeting End 4:02 PM

Agenda

1. Continuing Procedural Abeyance for language and meeting times
2. Approval of Agenda
   a. approved
3. Approval of Minutes (October 2018)
   a. approved
4. Introduction of the New Faculty Handbook from Vision 2020
   a. Overview of the 8 chapters
   b. Addressing Appendix D (Things not yet finished)
   c. Addressing Appendix E (Bylaws)
5. Bylaws Update
   a. Read Proposal for Bylaws Update from March 4, 2019 (Updated to match recommendations – April 26) (Appended)
      i. Bylaws executive draft reviewed by faculty, senate, and administration – including Vision 2020
         1. Several committee questions from last meeting were answered
            a. Should FHB members be able to introduce proposals?
               i. Recommendation from V2020 is no
            b. Should we change composition of FHC?
               i. Yes from V2020
            c. Should members be elected over appointed?
               i. Elected 4 from colleges and 1 from gulf coast
            d. Do we need to negate the May 2013 document?
               i. With new bylaws, yes
               ii. V2020 says to follow it, but we can cover in bylaws
            e. Do we need to spell out the amendment process in bylaws?
               i. Favorable response by admin for the step by step
               ii. Up to the committee
   b. POINT OF ORDER ISSUED: Do non-faculty have the right to speak at faculty handbook committee meetings from the gallery?
      1. Chair – prerogative for who can comment from the gallery as deemed relevant to the discussion
      2. Consensus agreement
      3. Chair opted for no comments from the gallery until after bylaws section
   c. Specific Questions
      i. ARTICLE I Purpose Statement
         1. Functional reworking from V2020
            a. FHC reviews and votes on proposed recommendations to president that come from university governing groups
      ii. ARTICLE II Membership
1. Section 1
   a. Changing to 8 elected members
      i. Rationale – V2020 Recommendation – 4 from colleges, 1 from coast, 1 from senate, one at large, 1 director, and 1 dean
   b. Changing must be regular tenure-stream faculty to “must be faculty with 3 years’ experience in a tenure-stream or teaching-track at the university and below the level of school director”
      i. Rationale – V2020 recommendation
2. Section 2 –
   a. Kill the last part of the first paragraph “from within the appointing office (i.e. office of the provost and office of the vice president for research)"
      i. Rationale – wordy and unnecessary
   b. request to reword the second paragraph but no language offered
      i. rationale – faculty recommendation – confusing
   c. remove “newly appointed or” and change the date to February 1
   d. groups reapportioned
      i. Are we okay with the split?
      ii. group 1 – colleges of A&S, NHP, a director, and senate
      iii. group 2 – college BED, EHS, gulf coast, dean, counsel
         1. rationale – V2020 recommendation
      iv. will need group 1 to serve 2-year initial term (technically group 1 would be 2018-2021)
3. Section 3
   a. Just titling it “elections” and include that chair and historian are the elections committee and handle elections
      i. Rationale – V2020 has elected members so we need an elections team. Chair and historian are easy fixes
4. Section 4
   a. Adding “and recorded in the minutes” to the end of the paragraph
      i. Rationale – committee comment for paper trail
5. Section 5
   a. Vacancies: Do we allow for elections for vacancies or just contact the unit to figure it out – elections will be difficult to seat by next meeting
   b. Adding “Previous election results should be considered in appointing a new replacement, but if enough time has passed to warrant a new election, an interim appointment will be made from the constituency group until that election can take place. Elected replacements will be seated at the next scheduled meeting with full voting rights.” To allow for seating upon election or appointment
      i. Rationale – with elections and replacements, there may be a full year since last election. Appointments are quicker, but take from the spirit of elected members
iii. ARTICLE III
   1. Section 1. Meetings
a. New language about meetings being open, agenda posted 1 week ahead of time, and to invite members potentially affected
   i. V2020 wants it to say it is open
b. Quorum changed to just majority of members including proxies
   i. With 8 voting members – that means 5. Only 2 are “admin” so there will always be a majority faculty present
2. Section 2. Changes to the Handbook
   a. Added “official university governing body or administrative office”
      i. Recommended in V2020
   b. Added 10-day requirement
      i. Rationale – with the agenda now due 1 week before, the chair needs time to include proposals in minutes – 10 days covers possible weekend (V2020 counts days over business days, etc)
   c. Friendly amendment changes after comments
      i. Remove the section (old version step 5.6) that has provost review after vote 2
      ii. Move provost review after 1st vote (4.2.6) and include reviews from CoD, Deans, VPR, and Provost (4.2.3-4.2.6)
      iii. Rationale – committee member recommendation - all new language that clears first vote and counsel review would formally go to each constituent group and given a reasonable amount of time for comment before second vote.
   d. Step 1
      i. Adding steps of the chair 1.1.2.1 to 1.1.2.4
   e. Step 2
      i. Formalizing the Robert’s Rules stakeholder (gallery) comments in the process
   f. Step 4
      i. 4.1.4-4.1.6 – do we need a VPR review? Change to each college? Is there a college body that is not the dean?
      ii. Step 4.2 adding that the “reasonable amount of time” be defined by the chair and groups informed. I suspect it would be by the next meeting
   g. Step 5
      i. Step 5.3 – added stakeholder comments
      ii. Step 5.6 (old 5.5) – need to allow for proxy votes - remove the word “not”
         i. Rationale – committee member recommendation – bylaws in section 1.5 state that proxy members who have notified the chair with 24-hour notice will have voting rights representing their constituency group
      iii. Added (memo required) from counsel 5.6.2.1
      iv. 5.7 forward about provost is removed
   h. Step 6 (new numbering)
      i. Changed 6.3 to 6.2 – more logical
Remove step 6.3.3 (old 6.2.3) that states the president can make changes to the handbook without going back through handbook committee

1. Rationale – faculty recommendation. Arguments about the “power of the president”. “should it be listed?” Note: heart of the argument is if the president can do this. Further recommendations suggest citing IHL policy for power of the president and leaving it out of bylaws.

i. Step 7 and 8 (new numbering)
   i. Step 7.1-7.2.2 added to match the May 28, 2013 document (V2020 recommendation)
   ii. 8.1 The word “enforced” was changed to “implemented”
      1. Rationale – faculty recommendation – the word “enforced” sounds punitive. Note: no new language offered

j. Last paragraph
   i. Tradition had all changes in the foreword of the handbook over appendix – can we change it back?
   ii. Rationale – faculty recommendation – going with tradition and emphasizes changes. Note: the handbook is going digital and an appendix of changes will be comprehensive over time. We can still add changes to a digital version. Digital is necessary for URL functionality

iv. ARTICLE IV
   1. Section 1 – change the word “makes” to “moves”
      a. Rationale – V2020 recommendation matches purpose statement
   2. Section 5. System for Preserving Minutes, Changes, and Copies
      a. Added that the handbook will exist as a .pdf in the provost’s office
         i. Rationale – V2020 specific request
      b. Friendly amendment – add possessive to “provost’s office”
         i. Rationale – faculty recommended – editing error notification

d. Further comments or needed changes by discussion of the committee of the whole

e. Request motion to read to floor for first vote

f. Vote on Bylaws changes
   i. Vote Motioned, Passed
   ii. Note – Faculty Senate allows for librarians and research members and can be appointed to the FHC

   a. Proposal to vote to conditionally negate the document pending approval of new bylaws
      i. Read to the floor at the October 2018 meeting
      ii. Re-read to the floor - changes necessitated (Appended)
      iii. Comment Period Gallery
         1. Voices of dissent
         2. Voices of support – change all May 28 to May 28, 2013
      iv. Discussion by committee of the whole
   b. Vote to approve the recommendation 01-2019
i. Motioned and seconded
ii. Motion Passes

7. Vote on approving Initiative #3
   a. Comment Period Gallery
      i. Voices of dissent – faculty should be given time to read Initiative #3 and FHC
         should not vote on it until all members of FHC have read it.
      ii. Voices of support
   b. Discussion by committee of the whole
   c. Waiving consolatory period
      i. Lack of time in academic year
      ii. Requesting the consolatory period would not allow a new handbook by start of
          AY 2019-2020
      iii. Can propose that consolatory period be rolled into final adjustments of handbook
           in Fall 2019
   d. Recommended Conditional Provisions for approval of Initiative #3
      i. New committee elections group 1 will serve a 2-year term 2019-2021 to align with
         new election format and then start the 3-year term sequence. Group 2 will serve a
         regular 3-year term 2019-2022. This allows for an off year for elections, group 1
         rolls off, then group 2, then process rolls forward.
      ii. FHC must act on all of appendix D expeditiously and have authority to act upon
          and initiate responses to questions/ issues identified in appendix D following
          bylaws procedures (the language has come to them from an appropriate body)
      iii. FHC will have the initial authority to address current questions still outstanding
           from Initiative #3 (e.g., the CAC question, definition of the faculty handbook
           committee, etc.) following bylaws procedures (the language has come to them
           from an appropriate body)
      iv. Retired FHB will be reviewed by FHC and FHC will have the authority to act
          upon policy statements omitted or overlooked in the new FHB (language is
          already come to the committee)
   e. Vote on moving Initiative #3 forward
      i. Vote motioned and Passed

8. Vote to retire current Faculty Handbook upon President approval of new Faculty Handbook
   a. Comment Period Gallery
      i. Voices of dissent
      ii. Voices of support
   b. Discussion by committee of the whole
   c. Vote to approve Recommendation 02-2019
      i. Vote motioned and Passed

9. Vote to Authorize elections and appointments to Faculty Handbook Committee in August 2019
    and adjust terms of current members to end August 31, 2019
   a. Comment Period Gallery
      i. Voices of dissent
      ii. Voices of support
   b. Discussion by committee of the whole
   c. Vote to approve Recommendation 03-2019
      i. Vote motioned and Passed

10. Discontinuing Procedural Abeyance
    a. Vote to approve
    b. Passed – ending procedural abeyance

11. Charges:
    a. Review new handbook for policy changes, omissions, or concerns for new handbook
    b. Deliver recommendations to the provost and president
c. Deliver new bylaws recommendations to president for approval

Roll Call

Group One (August 2016 – August 2019)
Present: Voting Ex-officio – Assistant or Associate Provost – Doug Masterson (2017-2019)
Present: Non-Member of Faculty Senate (FS Appointed) – John Meyer (2018-2019)
Present: 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 Trent Gould (2017-2020)
Present: Member of Gulf Coast Faculty (FS Appointed) – David Holt (2017-2020)

Gallery: Alan Thompson, David Beckett, Mac Alford
PROPOSAL OF CHANGES
Faculty Handbook Committee Bylaws with Comments

Initial Draft October 31, 2018

Final Executive Draft Edit December 5, 2018

Comment period December 5, 2018 to March 4, 2019

Vision 2020 initiative #3 received April 25, 2019

Working Edition incorporating Vision 2020 April 27, 2019

Vote: May 7, 2019

Second Vote: Waived

Approval from Rodney Bennett, President: TBD
ARTICLE I

PURPOSE STATEMENT

The Faculty Handbook Committee considers proposals, modifications, and amendments to the Faculty Handbook brought to it from an official university governing body or administrative office. The committee ensures that proposed changes are clear, well-written, and consistent with other parts of the Faculty and Employee Handbooks as well as other University documents and policies.

ARTICLE II

MEMBERSHIP

Section 1. Members

Voting Elected Members:

- Member of the faculty from College of Arts and Sciences selected by the college*
- Member of the faculty from College of Business and Economic Development selected by the college*
- Member of the faculty from College of Education and Human Sciences selected by the college*
- Member of the faculty from College of Nursing and Health Professions selected by the college*
- At-Large Member of the faculty appointed to the Gulf Coast selected by the coast locations*

Voting Appointed Members:

- Member of Faculty Senate selected by the Faculty Senate Executive Committee
- Dean selected by the College Deans
- Director selected by the Council of Directors

Non-voting Ex-officio Member:

- Member of general counsel appointed by the Office of General Counsel

* Must be regular faculty with at least 3 years’ experience in a tenure or teaching track line at the university below the level of school director and cannot be serving on any other university governing body.
Section 2. Terms
The Faculty Handbook Committee membership shall serve staggered three-year terms. A university counsel member will serve as ex-officio on the committee. Terms will begin on September 1, and end on August 31. No member shall serve more than two consecutive terms unless there are no available replacements.

The committee will be split into two groups. The chair of the Faculty Handbook Committee is responsible for notifying represented offices or bodies of term completions and the need for new members by February 1 of the year the replacement is needed.

The groups are assigned as follows:

Group 1 (3-year terms beginning September 1 of 2021, 2024, 2027, 2030, etc.)
- Member of the faculty from College of Arts and Sciences
- Member of the faculty from College of Nursing and Health Professions
- School director from the Council of Directors
- Member of Faculty Senate

Group 2 (3-year terms beginning September 1 of 2019, 2022, 2025, 2028, etc.)
- Member of the faculty from College of Business and Economic Development
- Member of the faculty from College of Education and Human Sciences
- At-Large Member of the faculty from Gulf Coast
- Dean selected by the College Deans
- Member of University Counsel

Group 3 (off year for appointments/elections 2020, 2023, 2029, etc.)

Section 3. Elections
The Faculty Handbook Committee will elect a chair and historian at the first meeting of the year from the faculty members. Counsel, School Director, and Dean are not eligible for election to chair or historian. Chairs and historians may serve up to three consecutive one-year terms. The chair and historian will be voting members of the committee and will assist in verify qualifications, developing the ballot, administering elections, and report the elections of new members.

Section 4. Responsibilities
Members are to attend all regularly scheduled meetings of the Faculty Handbook Committee and communicate the issues raised in the committee meetings to their represented constituencies. If a member of the Faculty Handbook Committee is no longer a member of their constituency group, their seat will be declared vacant. If members of the Faculty Handbook Committee fail to attend two regularly scheduled meetings of the committee in a single academic year without supplying a proxy, they shall be notified in writing by the chair of the committee that their position will be declared vacant in the event of a third absence without a proxy. Upon a third absence in a single academic year without a proxy, their position shall be declared vacant by the chair of the committee and recorded in the minutes.
Section 5. Proxies and Vacancies

Proxies: 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 be in place by the next scheduled meeting of the committee. Previous election results should be considered in appointing a new replacement, but if enough time has passed to warrant a new election, an interim appointment will be made from the constituency group until that election can take place. Elected replacements will be seated at the next scheduled meeting with full voting rights. Permanent replacements for members shall serve out the remainder of the original 3-year term and will be eligible for additional terms.

ARTICLE III

OPERATING PROCEDURES

Section 1. Meetings

Regular meetings of the Faculty Handbook Committee will be held on the second or third Monday of the month at 3 PM during the academic year. The chair may call special meetings as needed. A quorum, consisting of a majority of members or their proxies, is required. The chair will conduct meetings according to Robert’s Rules of Order. Each meeting must have minutes, attendance, and proxies recorded. Each meeting agenda is expected to be posted at least one week before the meeting, and all meetings are open to all faculty members. Effort should be made to explicitly invite any constituency group that might be particularly affected by a proposed modification.

Section 2. Changes to Handbook

Proposals for changes to the Faculty Handbook should be made in writing by any official university governing body or administrative office at least 10 days before the next scheduled meeting. All proposals shall be brought before the committee for consideration.
The Amendment Process for change in the University Faculty Handbook:

Step 1. Proposal phase

1.1. Written proposals are brought to the Faculty Handbook Committee

  1.1.1. Proposal is given to the chair of the committee in writing at least 10 days before the scheduled meeting

  1.1.2. Chair responsibilities

    1.1.2.1. Chair confirms receipt of proposal
    1.1.2.2. Chair distributes the proposal to all members of the committee
    1.1.2.3. Chair notifies the relevant constituency groups of proposal
    1.1.2.4. Chair notifies University Counsel of proposal
    1.1.2.5. Proposal is added to the agenda of the next meeting

1.2. Proposal is read to the floor at next scheduled meeting and recorded in the minutes (Step 2)

Step 2. First vote process (to approve proposal to advance for review)

2.1. Proposal read to the floor

  2.1.1. Stakeholder comments (if present)

    2.1.1.1. Voices of dissent for policy
    2.1.1.2. Voices of support for policy

  2.1.2. Proposal is discussed as a committee of the whole

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 – policy moves to review process (Step 4)

Step 3. Policy rejected

3.1. Process stops, is recorded in the minutes, and included in the annual report

Step 4. First vote review process

4.1. Review and comment period (can be contemporaneous)

    4.1.1. University Counsel review for conflict or legal concerns
    4.1.2. Employee Handbook review through human resources for conflict
    4.1.3. Senate and constituent review and comment period
    4.1.4. Council of Directors’ review and comment period
    4.1.5. College Dean’s review and comment period
    4.1.6. Vice President of Research review and comment period
    4.1.7. Provost review and comment period

4.2. After a reasonable amount of time for review (stipulated by the chair in the minutes) 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, senate, provost, and constituent reviews

5.3. Stakeholder comments (if present)

    5.3.1. Voices of dissent for policy
    5.3.2. Voices of support for policy

5.4. Committee discussion on reviews

5.5. 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 second vote (Step 5.6).

5.6. Second vote held, proxy votes allowed, plurality of membership to pass

    5.6.1. Vote fails

      5.6.1.1. Returns to first vote (Step 2)
Step 6. Faculty Handbook Committee and Provost bring proposal(s) to Office of the President

6.1. President rejects policy
   6.1.1. Policy change fails (Step 3)
6.2. President accepts policy as written (Step 7)
6.3. President accepts policy with modification
   6.3.1. Modifications are substantial and send back to second first vote (Step 2-5)
   6.3.2. Modifications are editorial or clarifying (Step 7)

Step 7. New language added to the Faculty Handbook

7.1. Provost reviews revisions
7.2. Revised text is sent to the chair of Faculty Handbook Committee to determine if changes are accurate.
   7.2.1. New text is determined accurate by chair (moves to Step 8)
   7.2.2. New text is not determined accurate by chair (moves to step 7.1)

Step 8. New Faculty Handbook is amended and updated to the provost’s webpage

8.1. New Faculty Handbook records the new date of implementation 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.
8.2. Faculty Handbook Committee reviews new Faculty Handbook for accuracy of changes
8.3. Faculty Handbook Committee verifies all URL links in the Faculty Handbook
8.4. Faculty Handbook Committee 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 moves 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. Staff Support

The Faculty Handbook Committee will have staff support 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 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 and approved by the committee members. The approved minutes are distributed to the designated Office of the Provost staff support member to post to the Provost’s website and for distribution to the committee members, directors, 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 historian will 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 as a .pdf and is designated as the official Faculty Handbook. The Provost’s 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 1 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 that have been approved by the President during the year.
Concerning: Conditionally negating the document titled “Procedure for Implementing Amendments to the Faculty Handbook” dated May 28, 2013

RECOMMENDATION 01-2018/19 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 has been recommended by the reorganization committee of Vision 2020 to “be followed”; and,

WHEREAS, the May 28, 2013 document contains language that is no longer applicable; and,

WHEREAS, the new Faculty Handbook Committee Bylaws will contain procedures for amending the Faculty Handbook that render the May 28, 2013 document inconsistent or redundant;

THEREFORE, BE IT RECOMMENDED THAT the May 28, 2013 document be rendered void and removed from the website upon approval of new Bylaws from the Faculty Handbook Committee and confirmation that the May 28, 2013 document is incorporated properly in the bylaws and therefore redundant.
To: President Rodney Bennett and Provost Steven Moser
From: the University Faculty Handbook Committee
Authored by: David Holt, Chair
Date: May 7, 2019
Approval Date: May 7, 2019

Concerning: Adoption of the New Faculty Handbook as outlined in Initiative #3 of Vision 2020 and charge to the new Faculty Handbook Committee

RECOMMENDATION 02-2018/2019 FROM FACULTY HANDBOOK COMMITTEE:

WHEREAS, the reorganization process of Vision 2020 has produced Initiative #3 that proposed a newly formatted Faculty Handbook; and,

WHEREAS, the Faculty Handbook Committee has voted to move the Initiative #3 forward for approval; and,

WHEREAS, the Faculty Handbook Committee does not have adequate time this academic year to address issues listed in Appendix D and other needed adjustments to the Vision 2020 Faculty Handbook; and,

WHEREAS, the Faculty Handbook Committee does not have adequate time this academic year to fully compare our current 2017-2018 Faculty Handbook to the new Vision 2020 Faculty Handbook;

THEREFORE, BE IT RECOMMENDED THAT the University advance Initiative #3 of Vision 2020 and create a new Faculty Handbook while retiring the 2017-2018 Faculty Handbook; and,

BE IT FURTHER RECOMMENDED THAT the newly elected Faculty Handbook Committee be charged to address all questions outlined in Appendix D of Initiative #3 in Fall of 2019 with full authority to address and make recommendations to update the new Faculty Handbook following the procedures outlined in the Faculty Handbook Committee Bylaws; and,

BE IT FURTHER RECOMMENDED THAT the newly elected Faculty Handbook Committee be charged to address any continuity issues in the new Faculty Handbook (e.g., definition of purpose of Faculty Handbook Committee) in Fall of 2019 with full authority to address and make recommendations to update the new Faculty Handbook following the procedures outlined in the Faculty Handbook Committee Bylaws; and,

BE IT FINALLY RECOMMENDED THAT the new Faculty Handbook Committee be charged with reviewing the 2017-2018 Faculty Handbook to address any concerns raised by faculty and the committee about omissions or unintended policy changes in the next academic year with full authority to address and make recommendations to update the new Faculty Handbook following the procedures outlined in the Faculty Handbook Committee Bylaws.
To: President Rodney Bennett and Provost Steven Moser

From: the University Faculty Handbook Committee

Authored by: David Holt, Chair

Date: May 7, 2019

Approval Date: May 7, 2019

Concerning: **Authorizing Elections and Transitioning the Faculty Handbook Committee**

RECOMMENDATION 03-2018/2019 FROM FACULTY HANDBOOK COMMITTEE:

WHEREAS, the Initiative #3 of Vision 2020 recommends that 5 members be elected to the new Faculty Handbook Committee for September 2019; and,  

WHEREAS, the current Faculty Handbook Committee consists of members who are both appointed and have terms extending into the next academic year; and,  

WHEREAS, the Faculty Handbook Committee has changed its bylaws to authorize elections to replace its current membership; and,  

WHEREAS, electing all new members to a new Faculty Handbook Committee will not allow a staggered rotation of terms as recommended by Initiative #3 in Vision 2020 and Faculty Handbook Committee Bylaws; and,  

WHEREAS, normal election cycles are in Spring, but the Faculty Handbook Committee has voted to reconstitute the Faculty Handbook Committee;  

THEREFORE, BE IT RECOMMENDED THAT both elections of the 4 colleges and Gulf Coast faculty at-large and appointments for Dean, Director from the Council of Directors, and Faculty Senate Appointment occur in August 2019 to seat new members for a September 1, 2019 start; and,  

THEREFORE, BE IT FURTHER RECOMMENDED that “group 1” of the newly elected Faculty Handbook Committee be elected for an initial 2-year term and “group 2” be elected for a full 3-year term; and,  

THEREFORE, BE IT FINALLY RECOMMENDED that Dean Trent Gould, Sam Bruton, Sharon Rouse, and David Holt have their terms shortened to terminate on August 31, 2019 with rights for re-appointment or election.