

# Faculty Handbook Committee Agenda

18 June 2018

Conference Room, 5<sup>th</sup> Floor, International Building

Skype for Business (IVN)

Meeting Start 11:00 AM

Meeting End 12:35 PM

## Agenda

1. Continued Procedural Abeyance for language and meeting times
2. Approval of Agenda
3. Approval of Minutes
4. Progressive Disciplinary Action Second Vote
  - a. Discussion Items from Subcommittee concerning comments and language changes:
    - i. Is 5 business days enough time in summer? **Yes**
    - ii. Offenses must be clearly identified at all levels. **Added the words “detailed description”**
    - iii. Consider an option for meetings to have a “witness” to attend meeting on behalf of faculty. **No. The university has a general rule of allowing this. Other policies allow for witnesses to be called to provide testimony, but that is not the concern that was expressed here. Having someone present as a “buddy” or “potted plant” could result in having that individual subpoenaed if things went to court.**
      1. (Voice of dissent) – wanting to add in language that lets faculty know they can have representation at the meetings – the policy, as written, does not block representation, but it does not point out that people can bring support or counsel as wanted.
    - iv. Consider some of the meetings only be one on one – no multiple administrators (unless grievance). **No changes made.**
    - v. Consider UAC or other body of faculty to review grievances at the censure level. **Would be inappropriate to use the UAC as that body would hear a case that advanced to termination proceedings. We believe there are sufficient levels of appeals to achieve the goals of progressive discipline. Also, we have a standalone grievance policy that is always available to faculty.**
    - vi. Consider removing the last sentences of the PDP, it makes it end on a bad note. **No changes made. Although it is obvious, faculty must be aware of potential impacts that fall outside the course of the discipline itself.**
    - vii. Should it read “reject the letter of censure as appropriate discipline” or “inappropriate discipline” **This was fixed.**

- viii. Two documents came in with wordsmithing suggestions – need to review to see if we suggest a change or leave it. **The committee appreciates the efforts. We are comfortable with the wording as is.**
  - ix. 4<sup>th</sup> paragraph in censure – does a letter go in the HR file no matter what? What if provost rejects it? It looks like it is still filed with HR. shouldn't it just “go away”? **No. If the Provost rejects the censure as inappropriate then nothing would go into the HR file because censure never occurred.**
  - x. What does “satisfactorily” mean when dealing with reevaluation (under censure)? **Reworded this section.**
  - xi. Should it read director may consult or must consult? At each level.??? **We are comfortable with the language as is.**
- b. Second Vote taken and passed with no negative votes
5. Unification Policy Second Vote (Holt abstained, but chaired)
- a. Discussion Items from Subcommittee concerning comments and language changes:
    - i. How are Instructors and Teaching Track (TT) covered? **They are not covered. There are no dates by which a TT or instructor must apply for promotion.**
    - ii. Only covers pre-tenure? **Yes**
    - iii. What happens to a pre-tenure who has recently had T&P changed, they should be able to opt for the new version? **They may opt in or opt out of the new version as it becomes available**
    - iv. Should there be language addressing promotions of teaching track and associate to full professors? **No. This policy was designed to protect pre-tenured folks only. This is consistent with the Provost message during reorganization.**
    - v. Consider breaking up the policy to deal with annual review, tenure, and promotion all separately. **We did not feel this necessary to achieve the goals of the policy.**
    - vi. Consider first sentence change from promotion process to promotion processes. **Reworded first sentence**
    - vii. Is pre-tenure to include all people that are not tenured or just those after pre-tenure review? **Pre-tenured is pre-tenured. Applies to those in a tenure track position but have not yet achieved tenure.**
    - viii. How do you deal with people who are tenured early and not yet promoted? **Tenure is considered at a date specific. Only those that come in with “time” could be tenured in a shorter amount of time at USM.**
    - ix. If someone was hired before 2012 and then transitioned into a tenure-track position, are they covered? **Changed language to indicate that it is based on the time in the tenure track position.**
    - x. Does this policy cover people hired before 2012? **No.**
    - xi. Is it trite to include a list of who needs to know this policy? **We are using the university's policy template. Following the rules here.**
    - xii. Is this policy in conflict with section 8.2.3 of the FHB? Is it “consistently” applied? **No. It is applied as consistently as possible given the circumstances.**

- xiii. Will people up for tenure this year be evaluated by all tenured members of the school or old department? **Everyone within a school will be evaluated by the same process.**
- xiv. “pre-tenured faculty members must opt for evaluation” – is that interpreted as the must choose the new rules or should it be “may opt”? **We changed language to make it clear that a faculty member must either opt in or opt out.**
  - b. Committee Determined changes to the document were points of clarity or editorial and cleared for a second vote
  - c. Second vote taken and passed with no negative votes
- 6. Next meeting in Fall – Election of Chair
  - a. Tradition has been for first fall meeting to elect a chair
  - b. Past chair resigned during the year and new chair was elected in January
  - c. Opinion that new election will be at the next meeting

Meeting Adjourned.

- 7. Charges: annual Report to President by July 1, second vote items to provost and president, notification to Faculty Senate of Dr. Flynn’s retirement and seat opening for the term of 2018-2019 (Non-Member of Faculty Senate, Faculty Senate Appointed)

#### Roll Call

##### Group One (August 2016 – August 2019)

Present: Voting Ex-officio – Assistant or Associate Provost – Doug Masterson (2017-2019)

Proxy by Mac Alford: Non-Member of Faculty Senate (FS Appointed) – Leisa Flynn (2017-2019)

Absent (Class conflict): Member of Faculty (President Appointed) – Jonathan Barron (2018-2019)

Present: Voting Elected member from Council of Chairs – Tish Zelner (2013) (2016-2019)

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)

Proxy by David Holt: Member of Faculty Senate (FS Appointed) – Sharon Rouse (2017-2020)

Present: Voting Elected member from Dean – Dean Faye Gilbert (2017-2020)

Present: Member of Gulf Coast Faculty (FS Appointed) – David Holt (2017-2020)

Present: Non-voting Ex-officio General Counsel: Subrina Cooper (2010) (2017-2020)

Gallery: Alan Thompson, Dave Beckett, Kevin Kuehn