Facility Handbook Committee Agenda

18 June 2018

Conference Room, 5th 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. 4th 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.
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.

“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: 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)

Gallery: Alan Thompson, Dave Beckett, Kevin Kuehn