

MINUTES
of the October 28th
University Faculty Handbook Committee Meeting
Kimberley Davis, presiding
Approved

The University Faculty Handbook Committee met October 28th, 2016 in room 514 or the International Center Building. The meeting was called to order at 10:33 a.m. by Chairperson, Dr. Kimberley Davis.

Members Present: Ann Blackwell; Ann Blankenship; Rebecca Powell (via Skype); Leisa Flynn; William Powell, Max Grivno; Tisha Zelner; Subrina Cooper; and Kimberley Davis. We were joined by one guest, Dr. Mac Alford.

Approval of September 8th, 2016 Minutes. Motion to approve the Minutes was made by Dr. William Powell; seconded by Tisha Zelner.

Approval of October 28th, Meeting Agenda. Motion to approve made by Leisa Flynn; seconded by William Powell.

- After the Minutes of the September 8th, 2016 and October 28th Meeting Agenda were approved, Davis announced that the new 2016-17 Faculty Handbook is now up on the Provost's website reflecting the changes made last year.
- The members agreed that as **corrections or edits as appropriate to Handbook procedure occur**, these edits should immediately be included in the Faculty Handbook. (This was an impromptu discussion; no vote was called nor taken.)
- The committee proceeded to address each of the items on the Agenda as they appear below.
- The members voted to form a sub-committee to continue the work on the Discipline/Progressive Discipline Policies and Academic Misconduct initiated last year by Dr. Fredrick Green and Dr. Rebecca Powell, in association with Dr. Alan Thompson. The sub-committee includes members of the Faculty Handbook, AAUP, Senate, and Council of Chairs to continue the work on Progressive Discipline and Academic Misconduct. (Drs. Rebecca Powell, Alan Thompson, Max Grivno, and William Powell; the CoC representative is Associate Professor Tisha Zelner)

- B. Powell is recommending a revision to the Academic Dishonesty or Student Dishonesty statement in 4.5.5. We must wait for the proposed change from Sam Bruton and will then be discuss and possibly taking a first vote at the November 18th meeting.
- Two proposals were presented by Tisha Zelner on behalf of the CoC: the first dealt with Departmental T & P committees, found at 9.5.2, to add the term “tenure” as a necessary qualification to serve on departmental promotion committees. The discussion was tabled for us to give further thought to this matter, as smaller departments could be negatively affected by this change in terms of voting power.
- The second proposal was to *modify qualifications to serve on departmental tenure committees*, from 9.7.1. **The first vote was taken to approve this change.**
 - Present statement: **9.7.1 Types of Tenure Proceedings**

“...The membership of the Departmental Tenure Committee shall include all tenured faculty members within the department, with the exception of departmental faculty who are also serving as the University administrative officers....”
 - Proposed change to **9.7.1 Types of Tenure Proceedings** ○ “...The membership shall include ... with the exception of departmental faculty *who are of lower rank than the applicant for tenure and under review for promotion or* who are also serving as University....”