

## Faculty Handbook Committee agenda

Lincoln Hall Dining Room

Sept. 6, 2017

Paul Byrne, Cheryl Childers, Zach Frank, Marc Fried, Cynthia Holthaus, Pat Munzer, Monica Scheibmeir, Shaun Schmidt, David Sollars, Laura Stephenson, Nancy Tate, Kelly Watt

1. Review of Minutes from August 31, 2017

The minutes were sent to the committee for review. The minutes were approved and will be forwarded to Faculty Senate.

2. Definitions of Faculty --- Adjunct

Proposed language from the last handbook committee meeting for adjunct faculty was provided prior to today's meeting for review. Two small editorial changes were suggested.

Adjunct Faculty

*Faculty hired by the department chair or dean without the possibility of tenure to teach courses, usually with one-semester contracts, which are subject to acceptable course enrollments. Adjunct faculty are not required to participate in scholarship or service activities and must be qualified and meet credential requirements. There are no administrative responsibilities except as relate solely to the course(s) taught. Adjunct faculty have responsibilities below half-time and are not eligible for benefits. To ensure part-time status, adjunct faculty members can teach no more than 8 student credit hours per semester (in adherence with federal guidelines for equating adjunct teaching to hours per week) thereby not exceeding more than 24 credit hours during any rolling 12 month period.*

A motion was made and seconded, with a final vote to approve this language.

The adjunct faculty language, and the visiting faculty language will be placed into the faculty definition agenda item, and once completed, the agenda item will be forwarded for action to the Faculty Affairs committee.

3. Employment Outside of the University—Draft Language – Teaching

Proposed language from the last handbook committee meeting was provided prior to today's meeting for review. Good conversation occurred regarding the stipulations of those who receive a 9 month contract, and if the University has the right to indicate they can't teach during the summer months.

After thoughtful conversation, it was decided to gather information from AAUP and other relevant sources and then discuss again at the next meeting.

4. General discussion on approval processes for Faculty Handbook items  
This item was tabled until the next meeting.

5. Agenda items regarding membership changes for committees:

- a. Academic Calendar Committee

This item was reviewed with a few editorial modifications. Discussion occurred regarding the membership, and it was suggested that Units could be represented by the Associate Deans, and the two faculty appointed by faculty senate.

*Academic Calendar Committee (VPAA or designee)*

- a. *Purpose and Function*

*The purpose of this Committee is to recommend to the President future academic calendars including all pertinent dates associated with the academic calendar. These pertinent dates include but are not limited to, start and end dates, fall and spring breaks, and holiday breaks, making certain that the number of meeting days for each academic session meet established guidelines. The Committee is also charged with evaluating ad hoc requests for additional non-class days during a semester if necessary.*

- b. *Membership*

*The Committee will be appointed by the Vice President for Academic Affairs and will consist of the University Registrar (or designee), the Director of Financial Aid, the Director of Admissions, the University Bursar, the Associate Vice President for Student Life, the Manager of Academic Scheduling and Commencement Services, an Associate Dean from each of the academic units, the Sports Information Director, two faculty members appointed by Faculty Senate, the Dean of University Libraries and Student Success (or designee), and one student representative. The Vice President for Academic Affairs (or designee) will chair the committee.*

With these modifications, a motion was made and seconded, and approved by all present. This is an information item to the faculty senate via the minutes.

- b. Commencement Committee

This discussion was postponed to the next meeting.

Dr. Tate indicated a request was made to change the wording of “affirmative action” to “equal opportunities” in all student handbooks, Unit handbooks and the Faculty Handbook. These changes have been completed in the Faculty handbook and are in process in other handbooks. This is an information item to the faculty senate via the minutes.

Meeting was adjourned.