

## Faculty Handbook Revisions Committee

### March 6, 2013

**Members Present:** Matt Arterburn, Cynthia Waskowiak, Bill Roach, Lisa Jones, Jalen Lowry, Gordon McQuere, Nancy Tate, Carol Vogel, Richard Martin

#### **Discussion:**

Nancy presented a proposal from Randy's sub-committee, as he was unable to attend. The proposal was to change the probationary period for tenure to six years with the seventh year being the terminal year. They would have no opportunity to re-apply for review if denied in the sixth year. If given a terminal contract, the candidate would still be allowed to apply for a position if we begin a search after they've been denied tenure. Randy would like to submit this proposal to the Faculty Affairs Committee for review as quickly as possible.

The Committee discussed the fairness of this potential policy. One member pointed out there are lots of resources available to faculty members to aid them in the process, like the third-year review, numerous samples, workshops for guidance, and clear guidelines. This change would apply to faculty already on the tenure-track. Lisa will review the appointment contracts for any legal concerns. Some of the Committee felt this was fair, particularly compared to changing review criteria during the tenure-track process. Some departments do change tenure criteria "mid-stream", for a variety of reasons like increased accreditation standards. Candidates will now be notified of possible criteria changes when given the initial tenure criteria. Notification is important.

Nancy then presented the latest work from her sub-committee. They used, with permission, James Madison University's professional ethics language to add a new section to the Handbook. The Committee liked the language, but had one suggestion to the ethics to colleagues section. It should be clear that faculty members' actions cannot disrupt another faculty member's job (e.g. hogging resources, undermining research). Nancy will add language to this effect.

The other modifications suggested by that sub-committee are mostly to reflect current practice. The Committee discussed the suggested change to student credit hour definition for Independent Study courses. The sub-committee is open to suggestions, as it is possible to have two or three categories, like Directed Research, Clinical Supervision, and Independent Study. Those are currently in one category, but it does not work to say that 15 faculty hours a week equals one credit hour for all those areas. They will work on this section.

Carol noted that the language on incompletes needs clarification. It's possible the Handbook could refer to the Catalog or simply use the Catalog language. Carol will look at that section.

#### **Decisions:**

- Randy's proposal will be presented to the Faculty Affairs Committee for review. The proposal clarifies the tenure probationary period is six years, with no opportunity to re-apply if denied in the sixth year; a terminal contract will be issued for the seventh year if faculty denied in the sixth year.
- Lisa will review the faculty appointment letters for legal issues with Randy's proposal for those already on the tenure track.
- Nancy will take the Committee suggestions to her sub-committee (colleague ethics and Independent Study credit hour).
- Carol will review the incomplete policy.

**Next Meeting: March 20, Noon, Shawnee Room.**