

Faculty Handbook Revisions Committee June 26, 2013

Members Present: Lisa Jones, Cynthia Waskowiak, Randy Pembrook, Laura Stephenson, Steve Angel, Matt Arterburn, Nancy Tate, David Sollars

Discussion:

The Committee began by discussing the chair selection process. At a previous meeting, the Committee reviewed the current procedure and proposed an ideal procedure that's more like the current process. A member pointed out that the Biology department no longer uses a rotation of faculty to serve as Chair. The Dean discontinued the practice as it was opined to be inconsistent, leaving the department without a vision. Additionally, not all faculty have organization strengths, and it was a matter of constant training in Chair procedures.

The proposed procedure is that the Dean takes recommendations for Chair, then gets confidential feedback from faculty regarding a candidate. The Dean gathers information on the perceived strengths and weaknesses of a candidate and makes a decision based on many factors, as well as a vision for the unit. The Committee felt strongly that the feedback should be confidential as we don't want anyone to have to "go on record" with any negative comments and then have to work with a Chair who knows which faculty dislike him or her. The position of Chair is an appointment, not an assignment, and serves at the Dean's discretion. The Committee agreed with the proposed procedure as drafted by Randy. Cynthia will add his proposed language to the Handbook in a tracked changes format for submission to Faculty Affairs.

We next discussed some procedural issues for our own Committee. Nancy will make changes to the master copy of the handbook as suggested by Carol. These are all editorial changes. Lisa and Cynthia will add the definitions drafted by the Committee to Section one of the handbook to send on. Steve and Matt volunteered to review Section one to determine what's current practice. Our Committee will continue to meet to work through the rest of the changes needed to the Handbook. We will send the entire handbook with our suggested changes to Faculty Affairs with a list of the important changes. This way, Faculty Affairs can see the changes as a whole and decide what to be addressed first for faculty review.

Decisions:

- The Committee agreed with Randy's proposal for Chair selection (Dean selects with department input; Chair is an appointment that serves at pleasure of Dean).
- Committee members will prepare tracked changes versions of the Handbook for submission to Faculty Affairs.
- We will submit the Handbook with our suggested changes thus far to Faculty Affairs in September.

Next meeting: July 10, noon in Baker Conference Room (BATC)