

Faculty Handbook Revisions Committee

August 22, 2013

Members Present: Lisa Jones, Cynthia Waskowiak, Laura Stephenson, Pat Munzer, Bill Roach, Nancy Tate, David Sollars

Discussion:

We first reviewed the outside chair selection procedures. The committee discussed whether the candidate needed to meet with both the President and VPAA, as currently written. No past candidates have met with the President. We decided to change the procedure so that candidates will only meet with the VPAA as a matter of course. If there's a need for a meeting with the President, that can be arranged in special circumstances but does not need to be required or written in the handbook.

Next, we discussed the General Faculty online voting procedure. The current voting procedure as approved by General Faculty was added in the appropriate area of Section One. We discussed whether the handbook needs to list guidelines for topics that can be subject to an online vote. Currently, members at the meeting vote on what can be voted online, and through practice, certain items have been determined inappropriate for an online vote, like new programs, degree requirements, and general education requirements. Nancy thought there might be guidelines in Faculty Affairs documents and will let us know if we need to add any more information to the Handbook.

We then talked about the Definitions category of Lecturer. As written, only accredited departments can hire faculty in this category. One member suggested we change it to be more general external requirements, for example to accommodate grant requirements. Currently some departments to require Lecturers to do research, but less than the amount required of tenure-track faculty. It's also encouraged in other areas so that faculty grow in their professional area.

One member brought up the non-reappointment schedule which is currently applied inconsistently across departments for Lecturers and others. Lisa's interpretation is that the schedule does not apply to Lecturers so they would not receive notice of non-renewal. We discussed whether they should receive some notice, like 30 days. Lisa will edit that section and check other schools to determine their methods and time of notice of non-renewal for Lecturers.

Finally, Nancy brought up faculty absence in online courses. The R&R Sub-Committee added a new paragraph with this recommendation. Some departments already address this in a syllabus or it is commonly known. We decided to wait on this revision, as we're sending P&T and Definitions to Faculty Affairs first. Nancy will simply suggest that departments address this by stating that the rules for face-to-face courses remain the same for online courses.

Decisions:

- The outside chair procedure will not require the candidates to meet with the President.
- Lisa will work on the non-reappointment schedule and determine if notice should be given to Lecturers prior to non-renewal.
- We will wait to send R&R revisions to Faculty Affairs.

Next Meeting: September 4, noon at Shawnee Room (Union)