

Faculty Handbook Revisions Committee October 3, 2012

Members Present: Matt Arterburn, Cynthia Waskowiak, Carol Vogel, Bill Roach, Gordon McQuere, Lisa Jones, David Sollars, Alan Bearman, Nancy Tate, Jalen Lowry

Discussion:

Gordon presented the work of the last Definitions Sub-Committee meeting. He began with a definition of Affiliate taken from another institution; we might use "Affiliate Faculty." The committee discussed whether individuals in this category are always created by contract and decided it should indeed. Any individuals who supervise students in the field who are not WU employees would fall under this category, like internship supervisors, preceptors, or teachers supervising student teachers. There was general consensus that the definition is good, so the sub-committee will further refine it as needed. There was also much discussion about the logistics of granting these individuals library access, which will be worked out later.

The sub-committee also will look at the Librarian category. They suggested having different titles and assignments, rather than appointments, within the category. Alan explained the librarians' concern about pay; corresponding roles are paid much more at other institutions. Some librarians would also like the option of tenure. The "road show" will go to the Library for input and information. Alan will provide Gordon information for the sub-committee to work on this category.

We next discussed a process and timeline for presentation of our work to faculty governance. Some editorial changes will be presented as a summary list to faculty for information and notice prior to changing. Other changes, like to policy or process, will be presented to faculty for discussion, input and vote. Bill is on the Faculty Affairs Committee so he can keep them apprised of our work and communicate our rationale.

We also talked about whether we need a timeline for revisions. Some changes have legal implications or conflict with By-Laws and need to be expedited. While some areas are open to interpretation and we can take more time with revisions, there are some clear legal requirements that require us to act more quickly. To do this, we will communicate regularly with faculty so that all are informed and understand the changes. We could do this by Nancy sending an email to faculty describing any changes or adding a subscribe notification function to the Faculty Handbook Revision website.

Finally, Nancy briefly reported on the last Roles and Responsibilities Sub-Committee meeting. We will discuss this further at the next meeting.

Decisions:

- The "road show" will visit the library.
- The Definitions Sub-Committee will continue work on definitions.
- We will figure out the best means of communication with faculty governance concerning some pressing changes.
- Next time, we will discuss the R&R meeting minutes and review a tracked changes version of the handbook that Carol and Lisa have created.

Next Meeting: October 17, Shawnee Room