

**Faculty Handbook Committee Minutes**  
**Martin Board Room**  
**March 14, 2018**

**Present:** JuliAnn Mazachek, Nancy Tate, Marc Fried, Laura Stephenson, Pat Munzer, David Sollars, Cheryl Childers, Zach Frank, Paul Byrne, Jane Carpenter, Lori McMillan, Shaun Schmidt, Kelly Watt.

1. Meeting was called to order at 12:04 p.m.
2. **Minutes** from February 21, 2018, were approved.
3. **Red Text in Handbook** – Update on Final Approval Process: Nancy developed a table of changes and shared with the committee. Discussion regarding the substantive changes approved by the general faculty during the tenure of the ad hoc Faculty Handbook Review Committee. It was suggested that a note be added regarding the substantive changes noting they were reviewed by academic and administrative personnel.
4. **Misc Faculty Handbook Revisions**- Revision to Student Media Board membership, was updated to add a community member. Discussion by committee regarding amending Section 2. The purpose of the Board of Student Media amended to set policies for student media, instead of publications.
5. **Absence of Instructor Policy**-Update policy to include online classes. Update Section Six XIV Absence of the Instructor from Class paragraph to note that travel authorization forms are available online. Discussion about adding a paragraph regarding absence as a result of emergencies. Update wording to reflect the Chairperson and or Dean should be notified of absences of instructors teaching face-to-face and online classes.
6. **Copyright Materials Policy, Educational Assistance Policy, Probation Reinstatement Committee, School of Law Honor Code and Student Conduct Code Update in Faculty Handbook** were put to an online vote and were approved and sent forward as agenda items to Faculty Affairs.
7. **Procedures for Non-Reappointment and Termination**-discussed briefly at end of meeting. Marc Fried gave an update for those who could stay, as he will not be at the March 28 meeting. A change to the date in section D, item number three, in the Procedure for Notice of Non-Reappointment was discussed after some of the committee members had to leave. It was suggested to change this date to June 30 to accommodate faculty on 12-month contracts. Change is highlighted in the attachment. April 11 meeting will be for discussion of this agenda item.
8. **Meeting was adjourned at 1:12 p.m.**