

# Faculty Handbook Committee Minutes

14 February 2018

Conference Room, 5<sup>th</sup> Floor, International Building

Meeting Start 1:00 PM

Meeting End 2:10 PM

## Minutes

1. Membership Terms
  - a. Flynn should be 2017-2019
  - b. Roles and terms are in the role call section at the end of the minutes
  - c. No elections due for the 2018 year
2. Minutes from last meeting
  - a. approved
3. Progressive Disciplinary Action Committee
  - a. Committee met last week to build a timeline and targeting May for language
  - b. Coadd “lesser” terms
  - e. Looking for smaller issues too
4. Updates from Holt conversations with Provost
  - a. Have had 3 meetings and several emails since last meeting
  - b. Current Understanding:
    - i.

2. Faculty Defined
  3. Faculty Responsibilities
  4. Faculty Evaluation, Tenure, and Promotion
  5. Termination of Employment
  6. Grievances and Appeals
  7. Faculty Resources
- b. Language will come to us when it is closer to finalized
  - c. Communication between chair of ASEC and FHC will continue
  - d. Membership of ASEC

### **ACADEMIC STRUCTURE AND EVALUATION**

Jacob Breland, Chair  
Jonathan Barron  
Sam Bruton  
Angie Burton  
René Drumm  
Bridget Hayden  
Frank Heitmuller  
Joshua Hill  
Ann Marie Kinnell  
Alisa Lowrey  
Derek Patton  
Andy Reese  
Bernd Schroeder  
Lachel Story

6. Relationship with FHC and ASEC
  - a. ASEC will generate first document
  - b. FHC will evaluate document and we will communicate for best result
7. FHC goals working with ASEC
  - a. Waiting on language to be drafted
  - b. Will work when we get ASEC contact
  - c. ASEC was invited to meeting, but declined – perhaps in future when language is closer to finished
8. Do we request more people to the ASEC for help with handbook language?
  - a. After discussion – decided to not request more people to the ASEC
  - b. Action item: FHC voted to NOT recommend new members to ASEC because they have the personnel needed and it may disrupt the dynamic
9. Overview of FHC definitions held by various groups
  - a. Range from a folder of policy to bargaining agreement
  - b. General discussion about that range of view and acceptance that we will need to help define that view in the future
10. Note at beginning of FHB added August 2017
  - a. Mentions guidelines and not a comprehensive document
  - b. Guidelines, policies, rules?

- c. Can it be comprehensive and under 200 pages?
- 11. Bylaws changes – pre-proposal (Appended as an example of what needs to be addressed)
  - a. Need to address what happens for “no” votes on language
  - b. Need to have a policy for process that all can follow
  - c. Need update from May 28, 2013 document – some positions have changed
  - d. Some language was written, but not moved to the floor
  - e. Will address bylaws changes when return from procedural abeyance
- 12. Procedural abeyance
  - a. Voted and approved moving to Procedural Abeyance for meeting times and language to the committee
    - i. **Procedural Abeyance: monthly meetings will not be required.** Chair will call as many meetings as necessary. (more or fewer as needed)
    - ii. **Procedural Abeyance: no language will be accepted to the FHC except that from the ASEC or Provost’s office until new Handbook is approved or July 1, 2018**
      - 1. To be renewed as needed for next fiscal year
    - iii. Note: we decided to leave the 2 vote system and will revisit if that needs to be moved to abeyance too at a later date
    - iv. Note: constituents will still be informed and feedback gathered (time frame will be tighter than monthly)
    - v. Note: all language from approval of FHB will go to counsel then provost.

Next Meeting TBD – keeping Wednesdays at 1 generally open

Charges:

1. PDA committee moving forward.
2. Chair FHC to communicate with ASEC chair to direct FHC meetings.
3. FHC will read current FHB to be prepared to address changes
4. Moved to procedural abeyance as related to the reorganization
5. Voted to NOT recommend any others to the ASEC

## Roll Call

### Group One (August 2016 – August 2019)

Present: Voting Ex-officio – Assistant or Associate Provost – Doug Masterson (2017-2019)

Absent: Non-Member of Faculty Senate (FS Appointed) – Leisa Flynn (2017-2019)

Present: Member of Faculty (President Appointed) – Jonathan Barron (2018-2019)

Present: Voting Elected member from Council of Chairs – Tish Zelner (2013) (2016-2019)

Present: Member of Faculty at Large (FS Appointed) – David Cochran (2018-2019)

### Group Two (August 2017- August 2020)

Present: Voting Ex-officio – Assistant or Associate VP for Research – Sam Bruton (2013) (2017-2020)

Present: Member of Faculty Senate (FS Appointed) – Sharron Rouse (2017-2020)

Present: Voting Elected member from Dean – Dean Faye Gilbert (2017-2020)

Present: Member of Gulf Coast Faculty (FS Appointed) – David Holt (2017-2020) (Chair)

Present: Non-voting Ex-officio General Counsel: Subrina Cooper (2010) (2017-2020)

Gallery: None Attending

**Pre-Proposed Bylaws Changes Submitted February 1, 2018 by David Holt:  
(Modified February 2, 2018 – green text)**

**ARTICLE III**

**OPERATING PROCEDURES**

**Section 1. Meetings**

The Faculty Handbook Committee will meet at least monthly during the academic year and have a quorum for each meeting. A quorum is a majority of members, including at least three members appointed by the Faculty Senate or their proxies. The chair will conduct meetings according to *Robert's Rules of Order*.

**Section 2. Changes to Handbook**

Proposals for changes to the Faculty Handbook may be made by any faculty member or by any of the groups represented by the committee. All recommendations shall be brought before the committee for consideration. Proposals should be forwarded to the chair of the Faculty Handbook Committee for distribution to all committee members.

Proposals coming before the Faculty Handbook Committee are given two votes. After a first reading, proposed changes are voted on **by the committee. If the proposal passes a plurality vote, the proposal is** ~~and~~ posted to the committee website, and notice is given to the various constituencies (Faculty Sena (e) 5 (2 (ade)-1 ( b)1 (y)3plu)H001 Tc 5u3 ( Sty)2 ( Ha)-1 (

**ARTICLE IV**

**COMMUNICATIONS/REPORTING**