

Faculty Handbook Committee
Meeting Minutes
May 12, 2022

Voting Members Present: Shelley Gipson, Amanda Lambertus, Suzanne Melescue, John Seydel, Jim Washam

Non-voting Members/Support Present: Mary Elizabeth Spence

Meeting called to order at 1:05 pm

May 5th Meeting Minutes, Washam motioned to approve, Lambertus seconded, all approved.

New Business

I. Section II.E: Paragraph 4 revision

Compensation is also dependent on enrollment and faculty rank. Full-time tenured and tenure track faculty will be compensated at 6.944% of the preceding nine-month salary per three-hour course if minimum enrollment is met (see table above).

- Committee previously discussed deleting the second sentence of this paragraph as a version of the statement appears in the last paragraph.
- Committee discusses sentence and whether to have it appear after looking at the edited copy.
- The academic year was added in the section for clarity to the amount.
- Gipson makes a motion to keep the 2nd sentence in paragraph 4 so that it matches the sentence later in the section, Washam seconded, all approved. Gipson makes a motion to remove full-time tenured/non-tenured track to match the current wording of “faculty” in section, Melescue seconds, all approved.

II. Section II.S: Last sentence of section as suggested by Counsel

Faculty are required to comply with the [ASU System Conflict of Interest or Conflict of Commitment Policy](#) and will be required to sign a disclosure form annually as required by System policy and state of Arkansas law. Faculty members shall also comply with any other conflicts of interest rules applicable to their research or grant funding.

- Sentence was added by Counsel, but not discussed or voted on by committee.
- Committee discusses sentence and that it is current policy and its inclusion just assures that everyone knows.
- Gipson motions that sentence is accepted as written by Counsel, Seydel seconds, all approved.

III. II.T Update from Risch

Ok, but:

Notes from Risch’s email:

Reasoning: The committee did not find the word “letter in cost sharing documents (of <https://www.astate.edu/a/spa/files/cost-share-form-instructions.pdf>), and a chair on the committee indicated his experience was signing forms. The committee feels the “letter” is significant enough to be a new policy, and should go through SGOC to change it; Move sentence “Any research ...subject to state regs...” to IIU so that it applies to all

Strongly disagree on the deletion of the letter. Chair’s need to understand the nature of the cost share being provided and most chairs on campus do not. Once the university pledges a match it is binding. Why would this have to go through SGOC? I could attend a chair council meeting and explain it – that should cover it.

- Committee has discussed this issue on multiple dates, but never voted on Risch’s disagreement on deleting “the letter” in narrative.

- Committee discusses if “letter” is an actual formal piece, or can/is this a form (paper or digital)?
- Gipson motions to leave current handbook wording with “approvals” instead of “signatures”, Washam seconds, all approved.

IV. Section II: Vote to SGOE pending legal re-edits

- Tabled May 5th until editing of Section II is complete
- Gipson will forward final edits to committee for email vote.

V. Section V.C.: Approve small editorial edits made by Summer Working Group and Counsel

- Edits include title changes, capitalization, etc.
- Committee discusses if the last sentence changes current policy. In conclusion, it does not.
- Melescue proposes that “the dean” be capitalized throughout section.
- Gipson moves to accept editorial changes in V.C and V.C.1 and remove sentence on diversity as suggested by counsel, Lambertus seconded, all approved.
- Committee discusses V.C.2 and V.C.3 and the edits within.
- V.C.3 was copied, but replaced chair with dean, and dean with Chancellor and Provost.
- In summary, the inclusion of the Chancellor in the Internal Search for a Dean is new language from the current version of the handbook.
- Committee discussed the implications of adding section V.C.3 and its edits.
- Gipson moves to approve small edits in V.C.2, Washam seconds, all approved.
- V.C.3 is being tabled for reconfirmation of current policy with AAR.
- Lambertus makes a motion to include “Executive” in Provost’s title of V.D., Gipson seconded, all approved.
- V.E included two minor changes (title change, “ing” added to teach) and committee accepted.
- V.E.1 is a new section copied from a SGOE proposal that should be included in any communication. In the section beginning “The documentation requirements...” “must include” should be separated.
- Note included that form was emailed to Spence for link inclusion in section.

VI. Section V.F. and IV.G.: Approve small editorial changes by Summer Working Group and Counsel

- Lambertus motions to approve last sentence with the inclusion of ASU System in front of Board of Trustees, Gipson seconds, all approved.
- Gipson makes motion ASU System should be included in front of “Board of Trustees” in entire handbook, Seydel seconded, all approved.
- V.G includes the addition of links.
- Lambertus makes motion to accept V.G. as edited by DeProw and approved by Counsel with three links, Gipson seconded, all approved.
- Gipson motioned to include title “Provisional Regular Member” for V.G.1.a, Seydel seconded, all approved.
- Gipson motioned to include title Emeritus Affiliate Member for V.G.3.a, Melescue seconded, all approved.

VII. Section V.I.: Approve small editorial changes by Summer Working Group and Counsel

- Gipson moved to approve edits in V.I as suggested by Summer Working Group, Washam seconded, all approved.

VIII. Section V.J.2.

- FHC should review documents "excluded from employment files" See document/records operating procedures too
 - Gipson tables above task for 2022-2023 Academic Year.
- IX. Sections V.J: Approve small editorial changes by Summer Working Group and Counsel
- Gipson moves to accept small edits, Lambertus seconds, all approved.
 - Committee discussed Sections V.K-V.L.
 - Committee discussed small edits including the inclusion of links and footnote (CUPA data and definition) in V.M.
 - Gipson moves to accept link and footnote in V.M, Washam seconds, all approved.

Meeting adjourned at 2:36 pm.