

**Faculty Handbook Committee
Meeting Minutes
January 20, 2022**

Voting Members Present: Shelly Gipson, Bert Greenwalt, Anette Hux, Amanda Lambertus, Suzanne Melescue, Libby Nix

Non-voting Members/Support Present: Mary Elizabeth Spence, Donna Caldwell, Faculty Senate President

Meeting called to order 2:01 pm.

January 5th Meeting Minutes, Nix motions with two edits to accept minutes, Hux seconds, all approved.

Section II Substantive Changes

I. Intellectual Property Policy

Grammatical changes approved, but reaffirmation of substantive/policy edits

- II.R Update
 - II.T Update
 - II.U Update
- Gipson forwarded this section to Dr. Risch last week, and now awaiting response. Committee votes to await response to review section.

II. Section IIE: Summer Pay Policies?

From: SU 2021 Faculty Handbook Working Group

- Section tabled due to lack of quorum on January 5th
- Tabled section motion to accept for inclusion and clarity by Nix, Hux seconded, all approved.
- General Council recommends II.E statement beginning with “Compensation...” be deleted or have a reference for current year. The committee discusses that this is specifically for on-campus faculty, not AOS due to pay periods. Melescue does suggest using the first sentence mentioning that there is in fact a line-item max.
- Nix asks if it is necessary to put a monetary amount in the handbook, due to it being a living document. Caldwell also agrees that putting money amounts in handbook is too fluid to include.
- Melescue clarifies to keep the “Compensation...” sentence, removing the rest of the section statement.
- Nix motion to accept this change, Hux seconded and all approved.

III. Section IIF: Where are the documents from an unacceptable performance conference stored? HR?

From: SU 2021 Faculty Handbook Working Group

- Nix motions that vote is tabled until Simons is present, Hux seconds and all approve

Medium Priority

- IV. Section II: Ask HR about "banked" re-assignment time beyond current budget year
From: SU 2021 Faculty Handbook Working Group

- Nix motions that vote is tabled until Simons is present, Hux seconds and all approve

Low Priority

- V. Section IIB9: Adding a link for Syllabus policy (Office of Assessment)
From: SU 2021 Faculty Handbook Working Group

- Link to Office of Assessment page, Melescue suggests that link be held off until the page is created
- Spence suggests that a link is made to its own page instead of the Office of Assessment homepage
- Nix makes a motion to table Syllabi link until complete, Hux seconds and all approve

- VI. Section IIB10: How many months or years should student work (final examinations/projects/grades) be retained in professor's files? How long can student grieve a grade?

From: SU 2021 Faculty Handbook Working Group

- Update from AAR
 - Nix motions that vote is tabled until Simons is present, Hux seconds and all approve
- VII. Section IIG1: What is the time limit for rebuttal on merit? Does the merit pay deadline govern rebuttal deadline? Is this official papers or personal notes kept by the chair? Does this go to HR for archiving?

From: SU 2021 Faculty Handbook Working Group

- Nix motions that vote is tabled until Simons is present, Hux seconds and all approve

- VIII. Section II: The order of sections needs to be revised to make a more cohesive Chapter
From: SU 2021 Faculty Handbook Working Group

- Nix motions that vote is tabled until the entirety of Section II and III are revised, Hux seconds and all approve.

- IX. Any lingering comments from General Council for Section II

B2 new questions

- a. Whole Document:

- Change research to research/creative activity or research/scholarship/creative activity?
 - Caldwell suggests that the 2nd naming convention be used and committee agrees
 - Melescue states that the 2nd naming convention is what is being used in PRT documents
 - This edit is to make this uniform throughout document
 - Motion to adopt research/scholarship/creative activity in II.B and II.B.1 by Melescue, Lambertus seconded all approved.

- Anywhere there's a hanging University – make that A-State too?
 - Melescue notes that when University is being used, there are issues on changing this because documents and policies being reference use this interchangeably. So, changing this could make sections inaccurate.
 - Gipson and Melescue that these should be looked at a one-on-one basis throughout the document and unless further research is done on its origin, the wording should be left.

- b. II.B.6
 - Can't a student request a specific advisor? Or are they considered assigned by chair even if that's how they get it changed?
 - Melescue noted that academic advising information in the Student Handbook is given as a link to A-State advising web page, which states only that students are assigned an advisor. The current Faculty Handbook gives details for how students request a change in advisor.

- c. II.B.8
 - Change Title to Attendance of Faculty at Meetings
 - Title is misleading as Faculty Meetings specifically is not the only meetings discussed.
 - Gipson suggests that title be changed to Attendance of Faculty at Meetings, Lambertus moved, Nix seconded, all approved.

- d. II.B.10
 - Change written request to required paperwork? There's a form for that.
 - There is a form, however during COVID, Lambertus and Nix agree that both have been using electronic means to complete this process.
 - Melescue suggests that "it" at the end of the first sentence be changed to "the grade."
 - Lambertus questions why DeProw suggests that there be a link included to FERPA in this section. Committee agrees to remove link here.

Meeting adjourned 2:57 pm.

- e. II.J Office Hours

- Should admin offices hours be second instead of first?
- f. II.M
 - Do you want to update Curriculum Changes?
 - Pro Ed and Assessment aren't mentioned in the paperwork
- g. II.N Computing Ethics
 - Is this up-to-date – email/web is not mentioned

Section I/III Reorder

- X. I.E. Academic and Individual Freedom to be moved to Section III

Meeting adjourned.