

Faculty Handbook Committee
Meeting Minutes
October 4, 2022

Voting Members Present: Shelley Gipson, Will McLean (ex-officio), Jim Washam, Annette Hux, Steve Minor, Suzanne Melescue, Amanda Lambertus

Non-voting Members/Support Present: Mary Elizabeth Spence, Ed Salo (Faculty Senate President)

Meeting called to order at 2:02 pm

Old Business

- I. Minutes from September 27th, Washam motion to approve, Hux seconds, all approve.
- II. Minutes from May 18th, Lambertus motion to approve, Hux seconds, all approve.

New Business

- I. Section III Minor Edits
 - Executive Vice Chancellor and Provost title throughout section to be changed to “the Provost” in numerous places, ASU System Board of Trustees will be changed to “the board” throughout.
 - Lambertus asks if Adjunct Faculty is covered under the language in the opening paragraph? Committee discusses.
 - Melescue notes there is a comma missing after “renewal” in the 5th paragraph.
 - Period should be inside parentheses in “Note” section under “III.A. Academic Ranks.”
 - In III.A.2., the word “line” should be included after “tenure-track.” In III.A.3, the end of the sentence should read “on a tenure-track line.”
 - The word “of” should be added at the end of III.A.5. to read “a wide range of achievement.”
 - III.B.: 2nd paragraph should include “ASU System” before Board of Trustees as this is the first mention.
 - Last sentence of III.B: Office of Chancellor should be capitalized.
 - In III.B.1., first bullet: in the 5th line from the bottom, Melescue suggests that “the university” should read “A-State;” In the first sentence, should read “...tenure no later...”
 - Second bullet, ASU System can be removed before Board of Trustees since it is the second appearance in section.
 - Committee discusses if committee should refer to the writing guide, not necessary, but should be consistent.
 - Department and College as part of the PRT Committee title should be capitalized as it is part of the name of a committee.
 - In III.B.3., the 2nd paragraph, the “dean of the college” should be capitalized.

- In the 4th paragraph, “college” and then “department and college” in front of PRT Committees should be capitalized as these are standing committees. This should also be done throughout the document.
- III.B.4.a., last sentence should start with “The Chair of the department...”
- III.B.4.c., 2nd sentence should include “and/or” between promotion “and/or” tenure
- 4th line of III.B.4.c., should read “department PRT committee”
- III.B.4. subtitles were discussed by committee, and will be reviewed by URPTC
- In the last paragraph of III.B.4.d.: should “the University” be capitalized, should it read A-State? Committee confers it should read “A-State.” The last part of the sentence should also read “promotion and tenure.”
- Any references to Section #s will need to be renumbered.
- 3rd line from the bottom in III.B.4.h., should read “promotion and/or tenure” in 2nd to last sentence.
- In III.C Intro, 2nd to last line should read “research/creative activity, etc.”
- Last line in III.C.1, “the ASU” can be removed in front of Board of Trustees.
- III.C.3. “University” should read “A-State statement...”

II. Capitalization of Academic Titles

a. A-State Standards

- Melescue brings to the committee that throughout the handbook titles of people (i.e. Provost, Dean, etc) have been capitalized, however speaking broadly “the provost” etc., A-State Standards guides that these should NOT be capitalized. Committee discusses best practices and what is in the guide.
- McLean states that the Provost and Chancellor are singular people where “the Dean” can refer to multiple people across campus. Melescue suggests that there should be a standardized method throughout.
- Gipson asks the committee: should the committee follow the A-State standard guide or look at capitalization throughout? Committee will consider as instances appear.
- Lambertus moves that academic titles should be capitalized if referring to single person or committee, Gipson seconded, all approve.

Homework: III.D. and beyond

Meeting adjourned 2:57 pm

Next Meeting: October 18th @ 2:00 pm in Library 6th Floor Conference Room