

**Faculty Handbook Committee
Meeting Minutes
September 27, 2022**

Voting Members Present: Amanda Lambertus, Jim Washam, Annette Hux, Suzanne Melescue, Shelley Gipson (Chair), John Seydel, Paul Minor, Donna Caldwell

Non-voting Members/Support Present: Mary Elizabeth Spence

Meeting called to order at 2:02 pm

Old Business

- I. Minutes from April 28th, Lambertus motions to approve, Washam seconds, Minor abstains, all others approve. (This was also previously voted on by committee. The May 18th Minutes should have been voted on during this meeting and will be in the next FHC meeting – Spence)
- II. Election of Chair – I could not find this in the Book of Committees – not needed as Caldwell stated Gipson and Melescue will remain as Chair and Co-Chair respectively.
- III. Update on Summer Implementation meetings – Gipson and Melescue updated the committee on work this summer in making approved edits from last academic year. Melescue adds that hopes are that edits are done within the committee quickly this semester to then move on to policy/procedural content updates.
- IV. Introductions – Gipson asks for introduction of new and all members.
- V. Review of Section I
 - After review of Lambertus’s written question regarding I.G.9, Melescue states that the wording of the Faculty Senate section should remain the same (including organizations) as that is how it appears in other Faculty Senate writings.
 - Lambertus also asks if “staff” should appear in the first sentence of I.G.5., Washam suggests that it be added after “faculty” in that first. Lambertus makes a motion to add “staff” to the first sentence, Gipson seconds, all approve.
 - Washam, Gipson and Lambertus discuss if “ASU System” should be added to all “Board of Trustees” or in the first mention in a paragraph. Melescue suggests that we define “ASU System Board of Trustees” at the first appearance of how it will be referred to thereafter. The committee discussed how this should appear throughout the document.
 - Gipson makes a motion that throughout the document when ASU System Board of Trustees is first mentioned in a section, it would read as “ASU System Board of Trustees” the first time, “Board of Trustees” would then follow, Caldwell seconds and all approve.
 - In I.G.1, “the Board” needs to be changed to “Board of Trustees;” Seydel adds, that after “Board of Trustees” before “who” there should be a comma.
 - Seydel mentions that I.D.1. could be challenged as discriminatory recruiting in the future, but this section was included verbatim from the Strategic Plan: Discover 2025.

- Washam notes that “stake holders” appears as two words, but should read “stakeholder” beginning in Section I
- No further comments regarding Section I. Melescue notes that Section I has gone through Faculty Senate and SGOC deemed these changes in Section I as a faculty issue and not an SGOC issue.

New Business

I. Reorder II and V – updated vote

Our last vote in May was to switch Sections II and V. That vote was worded incorrectly, as by moving Section V to Section II, all other sections move down. The existing Section II moves to Section III, so forth. So that in the end, the order matches that of the 2015 Handbook.

- Gipson describes moving Section V to Section II as it was in 2015, Washam describes V is the new II and all proceeding sections are renumbered in Order. Melescue outlines sections in detail as follows:
 - Section I – Intro
 - Section II – Personnel
 - Section III – Academic
 - Section IV – PRT
 - Section V – Grievance
- Committee discussed changes.
- Committee voted on May 18th to make this change. All approved.

II. Approve new Introduction to Section IV

The grievance procedures are designed to resolve grievances at the department, college, or university level whenever possible, or failing that, through a committee that is empowered to hear the complaint. Grievants are encouraged to discuss and resolve the grievance at the level closest to the faculty member, regardless of the nature of the grievance. If the grievance remains unresolved after initial discussions, the faculty member may file a formal grievance pursuant to the procedures below.

Faculty grievances alleging institutional error, as described in Section IV.A., are filed by individual faculty members using the procedures identified in Section IV.B. herein.

Faculty grievances on the denial of promotion or tenure are governed under Section IV.C. herein.

Faculty grievances alleging discrimination on the basis of sex and meet the jurisdictional requirements of Title IX are governed by the Title IX Grievance Procedures, as outlined in Sections IV.D. and IV.E. herein.

Student grievances against or involving a faculty member are governed by the Student Academic Grievance Procedure or Student Rights Grievance Procedure, as applicable (see [Student Handbook](#)).

A-State will not discriminate against and is prohibited from discriminating against any person who has filed a grievance.

- Gipson and Melescue discuss changes and implications of this section. That there is a PRT grievance, Academic grievance and Title IX grievance.

- Committee discusses.
- Gipson moves that in paragraph describing students grievances, remove everything after “governed by” to “see Student Handbook” with hyperlink, Hux seconds, all approve. Change is approved pending review by counsel.

III. III.B.2.c.: First sentence is a mess

Employment in assignments that will be discontinued when external or other special funds are exhausted and the assignments terminated will only be considered as part of the probationary period in meeting requirements for tenure if approved in writing prior to the start of an assignment. In all other instances such assignments funded by soft money are considered to be non-tenured positions

- Committee discusses section, and the heading that the section falls under.
- Committee decides to leave section as is.

IV. III.C.: Begin section with definitions and disclaimers?

- Gipson and Melescue discuss instead of sections beginning with definitions, adding a culminating glossary of terms to an appendix.

V. V.J.2.: FHC should review documents “excluded from employment files” see document/records operating procedures too

- Committee discusses that there are employee files at every “level” (i.e. Chair, Dean, AAR, etc.).

Homework

- I. Review Section III (PRT Section) – for October 4th meeting

Committee discussed Chair and election procedure.

Meeting adjourned 3:09 pm.

Next Meeting: October 4, 2022 @ 2:00 pm in Library 6th Floor Conference Room