

**Faculty Handbook Committee
Meeting Minutes
November 2, 2021**

Voting Members Present: Shelley Gipson, Chair; Bert Greenwalt, Shivan Haran, Annette Hux, Amanda Lambertus, Suzanne Melescue, Vice-Chair; Libby Nix, John Seydel, Jim Washam

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

- I. October 19, 2021 Meeting Minutes – Gipson calls meeting to order at 3:06 pm, Hux makes motion to approve, Nix seconds. All approve.

Old Business:

Director of Schools – Gipson reports that Lori Winn, HR, there is no Director of Schools on books officially. Gipson tables this discussion until additional information comes from HR. Melescue suggests that edits continue to be made and that any “controversial” issues be left out and can be added/subtracted as needed.

Chancellor’s Cabinet – Dr. Wheeler has agreed that a short blurb is sufficient for handbook, and full descriptions will be added online.

Program Director – Gipson will gather more information on this. Tabled for now.

Section I

- II. Added Organizational Chart Links where appropriate
From: FHC, Spring 2021

Gipson asks for a motion with the help of Eric Coleman in the Provost Office that we make the hyperlinks within the handbook text. Nix motions to approve, Haran seconds. 8 in favor, 1 opposes.

- III. IH1: Added additional members of EC and link to webpage
From: FHC, Spring 2021

Gipson asks that item remains tabled until further information from Provost Office.

- IV. IH3: Added assistant dean
From: SU 2021 Faculty Handbook Working Group

Gipson states that assistant be added to “associate” to more clearly defined in this section. Nix makes a motion to approve, Haran seconds. All approve.

- V. IH4: Updated Chairs Council Description (grammar) and Membership Composition
From: FHC, Spring 2021 (May need further approval from FHC and grammar was updated by Working Group)

Taskforce attempted to make language gender neutral. The Director of Schools... sentence was added, Melescue asks if we should strike the titles as Director of Schools section is being

removed as previously voted in the Handbook. Nix suggests Program Directors stays, but strike Director of Schools. Haran states that all titles should be removed for now as committee awaits clarification on Program Directors and Director of Schools inclusion. Furthermore...sentence to begin with “when an academic...” and strike all titles and include on a “representative.”

Committee examined titles in website version of handbook to ensure that all titles represented could fall under “representative.” Nix makes a motion to support changes listed for section above, Hux seconds. All approve.

VI. IH5: Added Faculty Senate to heading and link to Faculty Association Constitution
Caldwell states that Faculty Senate is currently holding votes on bylaws that would have an impact on motion, and this will all likely change. Gipson tables motion until Senate decision is made.

VII. Edits vs. Substantive Changes for Forward/Section I
a. SGOC Proposals

Melescue states that the only thing that would be significant to forward to SGOC would be the Program Directors and Director of Schools sections. Those have been tabled, awaiting further information from HR and Provost’s Office.

VIII. Next Steps for Forward/Section I

Melescue suggests that Committee present section-by-section to Faculty Senate with editorial changes. In the past, the Faculty Senate did not vote, but was asked to read and leave comments. Gipson says that a request will be made to be added to Faculty Senate agenda after final edits completed for Section I/Foreword.

Section II

IX. IIA: Minor grammar edits
From Summer 21 Working Group

Melescue researched information on changes from 1987 to 2009 of Statement of Professional Ethics is insignificant. Gipson states that 2009 should be added to II.A in the place of 1987.

Melescue reads previous version of last sentence in first paragraph, sentence has been rewritten to eliminate double negative. Further discussion included how sentence should read. Final edit should read: “Faculty should not speak on behalf of A-State without authorization.” Motion to approve edits by

Last sentence of paragraph was suggested by legal to link ASU System policy instead of Staff Handbook. Nepotism link should be included in Section 4 not here, where ASU System policy can be linked.

“II. Academic Policy and Procedures” can be removed after opening paragraph and add this to title of section II.

Haran motioned to move on all edits, Washam seconded. All approved.

Discussion regarding past and present teaching load assignments, differences and changes began. Motion of discussion tabled until next meeting, Nix motioned, Hux seconded.

Meeting adjourned at 3:56.