

Faculty Handbook Committee
Meeting Minutes
April 14, 2022

Voting Members Present: Shelley, Gipson, Annette Hux, Amanda Lambertus, Suzanne Melescue, Jim Washam

Non-voting Members/Support Present: Mary Elizabeth Spence, Will McLean (AAR)

Meeting called to order at 2:01 pm

April 7th Meeting Minutes: Melescue motioned to approve with edit to include “to p. 122” on bullet beginning “III.B.4”, Gipson, seconded, all approved.

New Business

- I. Section III.B-C: How should program, department, and/or college PRT be aligned to the institution's Faculty Handbook? From: SU 2021 Faculty Handbook Working Group
 - Melescue notes that there should be a link to PRT where appropriate in section

- II. Section III.B.4.a, III.B.4.d, III.C.3: Support Website: Ask UPRT committee to update their website; post department/college PRT requirements; and link within Section III of University Faculty Handbook; consult with Provost on all.
 - From: SU 2021 Faculty Handbook Working Group
 - The PRT website needs to be updated to ensure accuracy when the two sites are linked.

- III. Section III.C.3-4 (refers to Sections III B.3-4): Promotion for assistant non-tenure track professors? Page 118 middle: “post-tenure promotion,” “Pre-tenured faculty will be evaluated for tenure and promotion...”
 - From: SU 2021 Faculty Handbook Working Group
 - Years for promotion to Associate vary between college/department
 - In III.C.3. the handbook clarifies that college criteria must meet but can exceed to allow for this variability
 - Melescue suggests that UPRTC should be consulted to separate PRT committee structure and process from the applicant process
 - At the beginning of the III.C section System Board and President were edited, and capital “T” should be lowercase in Tenure in last sentence
 - In III.C.4., counsel corrected Section # in sentence.
 - Committee discussed content of III.C.1. and will request clarification on this section from HR.
 - Washam makes motion to approve items from agenda items I-III in III.B. and C, Hux seconded, all approved.
 - Section III.D. was previously voted on to add section back into current version which was erroneously removed. Gipson makes a motion to accept edited language with correct numbers in III.D.2.a and III.D.2.b. two successive unsatisfactory ratings, Lambertus seconded, all approve.

- IV. Section III. E: Simple edits - Capitalizations inconsistent with other sections, e.g., Dean, College, Head
 - Committee discusses using capitalization only when referring to a proper title, capitalizations should be used, but when broad idea is being discussed, not capitalization necessary.

- V. Section III.E.1.b: “As presented on the flow chart at the end of this section, the recommended promotion and tenure review process is aligned with the current” – there is no flow chart at the end of the section
- Melescue adds that as far back as the 2015, no flow chart appeared at the end of this section.
 - Washam makes a motion to remove language on bullet “As presented on flow chart at the end of this section...” be removed, Hux seconds, all approve.

- VI. Section III.G.2 Approve edits indicated in copy from legal
- Committee discusses tenured and non-tenured language in section. McLean notes that with the inclusion of AOS faculty, this section should remain unedited.
 - Committee agrees that legal should be revisit this section for accuracy.
 - Procedure for Termination section should not be indented and align with “Criteria for Identification...” section.
 - Committee discuss Section III.H if non-tenured language remain in Title.
 - In section III.H “grievable” needs to be spelled correctly.
 - Lambertus makes a motion to accept two “s’s” in III.G.2., Washam seconds, all approve.

- VII. Section IV Introduction: Discuss edits indicated in copy from legal and suggested edits on handout. Approve edits.
- Committee discussed suggested edits by Melescue. Section 4 Introduction suggested edits:

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 Procedure, as outlined in Section IV.D. 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.

- Committee will vote at the first of next meeting once they have had a chance to review.
- Committee discussed web page ideas

Motion to adjourn 3:05 pm.