

**Faculty Handbook Committee  
Meeting Minutes  
November 16, 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: Karen Wheeler, AAR; Mary Elizabeth Spence

Meeting called to order at 3:05 pm

Motion to approve 11/2 Minutes: Nix motioned, Gipson seconded, all approved.

Approval of Section I/Foreword

Chancellor's Cabinet/Administration Sections Edits from Dr. Wheeler

- Wheeler's proposed edits:
  - Wheeler removed all job descriptions due to a variety of reasons, but all cabinet members are still covered
  - Dr. Wheeler's edits include:
    - The deletion of I.F.4 Administrative Officers; generally administrators are not stakeholders in a Faculty Handbook
    - Re-write of I.G.2 Executive Committee; Perhaps move "Chancellor's Cabinet" to I.G.2 in Dr. Wheeler's scheme
    - I.G.3 becomes Academic Dean's Council
    - Re-write of I.G.4 Chairs Council
    - I.G.5 becomes Faculty Association and Faculty Senate
    - The rest of Section G and Section H to be combined/or removed in totality
- Melescue agrees that many of the changes were on the committee's agenda, but to keep Chancellor and Provost (newly updated section). Wheeler adds that much of the Provost's job description is inaccurate.
- Wheeler asks to include web link to current Factbook for most up-to-date job descriptions
- Melescue asks if job descriptions of Administrators still lives elsewhere and Wheeler informs that those are in HR. Gipson asks if it must be/should be provided publicly?
- Committee is concerned that there could be major questions if these job descriptions do not appear somewhere publicly, that Faculty Senate will be less inclined to pass.
- Wheeler suggests that the section might be called and contained shortened description like Academic Executive Leadership, small Chancellor section, small Provost section and other functional areas
- Wheeler and committee agree that strike all after Org Chart in Provost's description
- Wheeler will write draft of proposed changes and send to committee for next meeting
- Melescue asks Wheeler about Chairs Council edits? Should Director of Schools be included. Chair's Council should be consulted.
- Should assistant/associate dean language remain? Wheeler suggests that it could say "Dean's designee"

- Melescue suggests sentence to read more generically to include chair or someone who has been appointed in their place. Haran asks is there a definition to distinguish Program Coordinator from Department Chair to make this designation clearer.

Other Business:

- Timeline for the rest of the semester: next meeting on November 30<sup>th</sup>.  
Formatting Questions for Committee:
  - Section I begin on new page or directly following Foreword?
    - Foreword to Table of Contents to Section I, all on new page
  - Hanging headers? (i.e. I.F.4)
    - Page break
  - Leave headers with pending content?
    - Page break

Committee created edited version of Chair's Council section from Wheeler's suggested edits to take to Chair's Council.

Motion to adjourn by Nix at 4:08 moved to adjourn, Gipson seconded, all approved.