

**Faculty Handbook Committee  
Meeting Minutes  
December 6<sup>th</sup>, 2022**

Voting Members Present: Suzanne Melescue, Shelley Gipson, Steven Minor, Jim Washam, Amanda Lambertus (by proxy), John Seydel

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

Meeting called to order at 2:09 pm

Old Business

- I. Minutes from November 29<sup>th</sup> Melescue motion to approve, Gipson seconded, 5 approval, 1 abstention.

New Business

- I. Section V – Minor Edits
  - Committee discusses that V.E. is intended to read as A-State’s minimum requirements, not as an individual accreditors’ requirements; specifically, should the word “minimum” should be added before the bulleted list.
  - Committee discusses the first sentence of the Introduction to Section V for clarity and content. Minor motions to remove “impacting faculty” and change “include” to “including” in this sentence, Gipson seconds, all approve.
  - Remove 2<sup>nd</sup> instance of “may be” from third line of V.F.
  - Committee discusses the involvement of ASU System President in Faculty Status process, and leaves section as is.
  - In Section V.G., third sentence, “Administrator” should be lower case.
  - “The Office of the Provost/Academic Affairs and Research should appear condensed as “AAR” throughout document.
  - In the second line of V.H. “the University” should be changed to A-State (and throughout document).
  - Committee discusses the 2<sup>nd</sup> sentence of V.H. and its meaning referring to adjunct faculty status. Gipson moves to switch the content of 1) and 2) in this sentence, Seydel seconds, all approve.
  - In section V.I., the 1<sup>st</sup> sentence, it is unnecessary to include “members” and then “faculty members;” and again on the 3<sup>rd</sup> line, members should be removed after “faculty.”
  - Committee discusses the content of V.1. and the accuracy of the narrative within, as well as the term probationary used throughout. Gipson will request clarity from HR.
  - In the “Non-tenure” bullet, “one-year” can be removed in the 4<sup>th</sup> sentence, Gipson will clarify this with HR.
  - The last sentence in V.J.3. insert “employment” before file.
  - In V.J.4., subsection should be ended at “office hours”.

- First bullet of V.J.5., committee discusses who has access to files, HR will be asked.
- In 2<sup>nd</sup> bullet, Chair of the Committee should read “PRT Committee Chair.”

## II. Section III.E – Vote

Meeting adjourned at 3:01 pm.

Homework: Reorganization and SGOC Proposals

Next Meeting: December 13<sup>th</sup> @ 2:00 pm in Library 6<sup>th</sup> Floor Conference Room