

Faculty Handbook Committee
Meeting Minutes
January 5, 2022

Voting Members Present: Shelley Gipson, Chair; Annette Hux, Amanda Lambertus, Suzanne Melescue, Vice-Chair; Jim Washam

Non-voting Members/Support Present: Jill Simons, AAR; Mary Elizabeth Spence, Donna Caldwell, Staff Senate President

Meeting called to order 9:37 am

December 7th Meeting Minutes, Hux motion to approve, Washam seconded, all approve.

Section II Substantive Changes

Section II Leaders: Haran, Seydel

I. Intellectual Property Policy

Grammatical changes approved, but reaffirmation of substantive/policy edits

II.P:

- Melescue points out that document presented includes Risch's comments and changes. Committee tabled document to ensure that there were no policy changes in this document once everyone on the committee had an opportunity to read.
- Melescue states that the 2nd sentence (in red in document) mirrors a sentence further in the document. Melescue proposes beginning with the phrase "including those..." to be stricken and read simply "as well as staff and students."
- Committee decides to keep Research and Technology Transfer (RTT) as formal title.
- "To see the full..." sentence moved up to create one paragraph.
- Melescue makes motion to edit last paragraph as detailed above, Washam seconds and all approved.

II.Q:

- Oxford comma needed in sentence before "Definition"
- "Definition" sentence details the amended sentence from II.P.
- II.Q.1: Remove he/she in sentence "Any individual..."; now reads: "Any individual who has knowledge..."
- Washam asks if this refers to all or only Jonesboro campus because of wording. Some of language referring, particularly in this section is adapted from System policy.
- Lambertus suggests that II.Q.1 header and make a paragraph break.
- Hux makes motion to approve II.Q changes, Melescue seconds and all approve.

II.R:

- Melescue describes this section as being difficult to present as simply editorial changes and asks for committee to weigh in. There are six pages of additional material suggested by RTT. What actually belongs, what can be links, etc.?

- Gipson and Melescue mention that the information presented is correct, but not necessarily appropriate for the document. Washam agrees that adding links instead of the more thorough text is appropriate. Melescue suggests that the committee asks RTT to edit this text and provide links instead of narrative for the purposes of the handbook.
- Lambertus adds that so much of the information given is too specific that is not applicable to all on campus and presenting updated links instead of stagnant text would improve this section.
- Melescue makes a motion to ask RTT to shorten section II.R and add links for clarity and conciseness, Lambertus seconded and all approved.

II.S:

- Committee agrees that sentence above II.T should end “state of Arkansas law” for clarity. Editorial change only.

II.T:

- There are three places naming “Arkansas State University,” is this truly the Main Campus, or System Office? Gipson will consult with Risch to clarify along with II.R.
- Remove he/she from 4th line after bullets and edit to read “the faculty member...”
- Risch’s title should read (in multiple locations) “Vice Provost of...”
- Melescue suggests that “letter” be removed (previously required “additional signatures”), as this could be achieved in a variety of ways.

II.U:

- Enter link from RTT page Governing Principles for Externally Sponsored Programs at “See university...”
- Committee discusses if paragraph from II.U.2 beginning with “Any research...” should be moved to II.U as it applies to all funds. Gipson will add to questions for Risch.
- Melescue notes that the section beginning “When notices...” is a reference to policy on page 10 of Governing Principles for Externally Sponsored Programs and therefore is an editorial change.
- Melescue notes that the section beginning “When notices...” is not a new policy and therefore is not substantive.
- Committee suggests last sentence read “...proposals available at...and...”
- Approval of suggested edits: Melescue motions, Washam seconds and all approve.

II. Faculty Workload Edits

- Melescue suggests that the text needs to give a bit of flexibility to Deans and Chairs, but also define a minimum.
- Gipson adds that there should be a statement regarding department, program, college can dictate changes to this.

II.B:

- Committee discussed complications of defining too specifically the loads of tenure-track, non-tenure track, full-time and/or part-time faculty including AOS and CQ faculty.
- Faculty Workload section to remain as is.

II.B.1

- Committee accepts Gipson's suggested edit for the first two sentences of subsection. These edits were part of Gibson's FHC subcommittee work from the previous year.
- Lambertus suggests removing "program director" to remain consistent in document.
- Gipson makes motion to accept changes described above, Washam seconds and all approve.

III. Section IIE: Summer Pay Policies?

From: SU 2021 Faculty Handbook Working Group

- Committee discusses II.E title being edited to "Summer and Interim Teaching Appointments"
- Washam suggests that the first part of the first sentence is not needed. Instead begin paragraph with "summer school faculty..." and restate as "Summer and Interim teaching appointments may not be available..."
- Edit section to include Winter Interim where applicable.
- Chart is new to document, but Dean and Chair representative have seen it included in other documents on campus, committee views this as editorial change.
- Committee discusses removing part of sentence beginning with "Tentative..." and removing everything after parentheses.
- Remove word "reduced" that is underlined before adjunct rate in paragraph beginning with "If minimum enrollment..."
- Remove "...of such stating the name/s of the student/s" to then read "...provide a justification to be considered by Academic Affairs."
- Last sentence of this paragraph to be edited to "If the class is ultimately cancelled, the department or college is responsible to notify faculty..."
- Committee discusses adjunct faculty pay rate paragraph. Add "For example...adjunct pay rate...for a 3-credit course..." to beginning.
- Restate 1st sentence of next paragraph: "Faculty salary for A-State Online courses is..."
- "Compensation..." begins new paragraph and delete other two sentences in paragraph.
- Make all examples of "3 hour" statements agree. Committee agrees on "3-hour course".
- Separate last paragraph into two statements.
- Section tabled due to lack of quorum, will vote next meeting.

IV. Section IIB10: How many months or years should student work (final examinations/projects/grades) be retained in professor's files? How long can student grieve a grade?

From: SU 2021 Faculty Handbook Working Group

- Simons states that AAR has been investigating this, and now text is with legal. Melescue mentions the university policy to keep admission information is seven years but suggests a shorter time for keeping student coursework because the grievance policy in the Student Handbook states that students have 10 days to talk to faculty member, 5 additional days to speak with chair, etc.
- Simons states that legal is looking at ADHE's text regarding how long all documentation is to be kept.

Meeting adjourned at 11:39 am.