

**Faculty Handbook Committee  
Meeting Minutes  
December 7, 2021**

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

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

Guest Present: Tom Risch, Research Administration

Meeting called to order at 3:02 pm.

Motion to approve November 30<sup>th</sup> Meeting Minutes: Haran moved, Gipson seconded,

Section II Substantive Changes

Section II Leaders: Haran, Seydel

High Priority

- I. I.II.U.2: Tom Risch submitted edits FHC should consider; need to invite Risch to meeting for discussion; consider asking operating procedures be updated  
From: SU 2021 Faculty Handbook Working Group

-Risch was asked to look at all of these sections after it was brought to his attention that these sections contained outdated information.

-Specifically, re: Misconduct, there were hundreds of pages of outdated and “interim” policies that were in the handbook.

-Risch and staff are currently reviewing all of the materials pertaining to these policies

II.P-The policy listed here is an ASU System policy, and the link should be included as it contains the Intellectual Policy. The committee agrees with Risch that none of the updates are making new policies, but instead editorial.

II.Q-There is an updated link for Misconduct that should be added at the end of the section.

II.R-Risch states that there was content added here as the old section did not address the entirety of Research Compliance, only IRB. A-State policy as seen on Research Administration webpage is being updated in totality. As these are being updated, they will be released in batches for approval through Shared Governance.

-Risch clarifies that there is nothing deviated from the Research Administrative links that is being added to the handbook. Likely the edits will take a year.

-Risch suggests adding a link to the Research Administration Guidance page at the beginning of II.R.

- II.S-Conflict of Interest section appears as is from previous iterations with exception of the last sentence's topic was moved to II.R under Financial Conflict of Interest.
- II.T-Melescue states the changes in this section was largely editorial including A-State and position Title changes.
- II.U-Beginning with "Any research...", the description should not be indented (ends with operates). Melescue asks if II.U.1 and 2 should be removed? Not at this time.
- Risch states again that there is no new policy in this section, instead just detailing information in one place for faculty.
- Policies such as faculty compensation will be updated drastically due to law changes.
- Gipson and Melescue request a formal vote that as the section stands, only editorial changes exist such as grammatical, he/she, punctuation, etc. Discussion to continue after checking to ensure that there were no substantive/policy changes from A-State or System; Washam moves to accept content, Seydel seconds, Lambertus abstains, all others approve.

FYI: Section I-Dean's Council Section reverted to old language due to Deans not formally be informed/voted on.

II. II.B.1: Teaching load revisions  
From: 20-21 FHC, SU21 Working Group

- Gipson presents an edited version of the Teaching Load wording. Melescue states that the "new" version, the 2<sup>nd</sup> part doesn't seem applicable.
- Lambertus states that faculty needs to be defined very clearly due to adjuncts and instructors.
- In the Section II tracked change version, the beginning of II.B.1 details 12 hours per semester, following language in the section clarifies about release time, and equivalency to 12 hours.
- Gipson proposed that an additional statement be added to II.B to detail workload and exceptions.
- Melescue and Haran propose that the subheading be deleted so that it reads for Faculty Workload in totality. Delete sentence under "Faculty Workload" and include most of the first paragraph of "Teaching Workload" under the II.B. heading.

Motion to adjourn by Haran at 4:06, Melescue seconded, all approved.