

**Faculty Handbook Committee
Meeting Minutes
March 31, 2022**

Voting Members Present: Shelley Gipson, Bert Greenwalt, Annette Hux (by Gipson proxy), Amanda Lambertus, Suzanne Melescue, Libby Nix, Jim Washam

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

Meeting called to order at 2:00 pm

Amended Agenda approved (vote on Item III added), Lambertus motioned, Washam seconded, all approved.

March 3rd Meeting Minutes: Gipson motioned to approve, Lambertus seconded, all approved.

March 17th Meeting Minutes: Washam motioned to approve, Gipson seconded, all approved.

Old Business

- I. Section II.P Tom Risch's email response (February 16, March 14) to FHC decision to delete ~~'including those engaging in outside work for pay'~~ from his earlier edits of the Intellectual Property Policy
 - Melescue gave overview of item's history and edits.
 - Committee previously agreed to delete phrasing suggested by Risch, but Risch asked that statement remain included for clarity and to reconsider leaving the wording struck-through above.
 - There are two policies that exist (one for patents, one for non-patents). Committee discusses issues that could arise if language is included or not, specifically regarding language being too broad for its intention.
 - Melescue makes a motion to uphold FHC decision to delete struck-through phrase beginning "...including those...", Washam seconds. Committee discusses next steps regarding phrase and its inclusion and whether further clarification from Risch is needed.
 - After discussion, Lambertus abstains, all others approve.

- II. Vote to keep or delete the following paragraph in Section III Introduction. The idea is mentioned in the Foreword and the exact statement can be found in Section I.F.1.
 - Melescue reminds committee about previous discussion regarding multiple locations of this statement appearing in the handbook.
 - Gipson moves to keep language in I.F.1, Lambertus seconds, all approve.

- III. Update on Section III: Post-Tenure Review Repair –conflicts of years (2 or 3?) and number of tenured faculty (2 or 3?)

Section III.D.1: Question: "Substantive Post-Tenure Review will occur if (a) there have been two consecutive annual unsatisfactory performance ratings given by the department chair"

In the Section III.D.2.a. narrative, as well as in the Section III.D.4 flow chart, three consecutive unsatisfactory annual ratings triggers substantive post-tenure review, not two consecutive unsatisfactory ratings.

In deciding whether to use three or two, the Committee should endeavor to find out what has been presented to the legislature previously. Under Act 1330 of 1997, the president or chancellor was required to report the institution's framework for post-tenure review to the House and Senate Interim Committees on Education, the Joint Interim Oversight Committee on Higher Education Reform, and the State Department of Higher Education. We want to be consistent with what we have reported to the legislature. The same is true for my very next comment below regarding the number of tenured faculty needed to petition for a substantive post-tenure review.
From: Mark Ohrenberger

Section III.D.1: Question "or (b) a group (two or more) of tenured faculty in the department petition for review of a colleague"

In the Section III.D.2.a narrative, as well as in the Section III.D.4 flow chart, a petition may be brought by three or more tenured faculty, not two.

From: Mark Ohrenberger

Section III.D.4 Flow chart needs to match narrative

From: SU 2021 Faculty Handbook Working Group and Mark Ohrenberger

- Melescue points out in State Department document where language discussed above is clarified.
- Gipson moves that we follow wording in Section III.D. to what is outlined in the State's department, Melescue seconds. Committee discusses if document language should be considered from a more current version than 2015.
- Specifically, the language should read "...Two successive unsatisfactory ratings..." and "...three or more tenured faculty..." in the Faculty Handbook.
- Committee voted, all approved. Utter has previously asked that all language in narrative match in flowchart.
- Melescue proposes that phrase in flowchart beginning "...50%..." be struck as in many departments this is not possible and this phrasing does not appear in ADHE document. Washam seconds, all approve.

New Business

IV. Approve editorial changes to Section III Introduction as indicated below:

This section pertains to faculty and includes ranks, designations, promotion, retention, tenure and post-tenure review. ~~The A-State faculty of the unity~~ includes all persons holding the rank of instructor or above and all professional librarians. The faculty is the intellectual core of the university. ~~They Faculty~~ deliver instruction, carry out research, and perform service ~~for their respective professions and community and participate while participating~~ in the management of the university through shared governance. ~~It~~

~~The interest of the faculty is primary in~~ the areas of intellectual development, research, and instruction; ~~the interest of the faculty is primary.~~ Each member of the faculty has the duty to deliver instruction and maintain a learning environment consistent with the highest standards of the profession. ~~The~~ ~~Additionally,~~ faculty ~~has~~ have a responsibility to set degree requirements, assess when they are met, and establish and maintain curricula that meet professional standards ~~and to~~ fulfill the educational goals of the university.

An important responsibility of each faculty member is to engage in teaching, research, scholarship or creative activity, and service to further professional development that is in the best interest of the

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students and community at large. Continuing professional development is highly regarded and is supported by the university.

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The faculty also has important roles in the interactions with community that it serves. When they engage in non-university activities, faculty members are expected to make clear that they act as individuals and not as representatives of the university.

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Faculty employment contracts consist solely of their original signed letters or memoranda of employment along with any specific amendments thereto, including letters or notices of contract renewal and do not include this Faculty Handbook.

~~The Faculty Association of the university includes all persons holding the rank of instructor or above and all professional librarians. Under the Constitution of the Faculty Association (see Appendix A of this Handbook), a Faculty Senate is elected, with the membership apportioned among the colleges on the basis of the number of faculty members within those units, to carry out the functions and responsibilities assigned to it by the Faculty Association.~~

- Committee discusses all changes made in this section including links.
 - “Faculty has primacy...” to replace “The interest of the faculty is primary...”
 - The last paragraph that currently appears on the website (2018) version beginning “The Faculty Association...” does not appear in proposed edits for 2022 version. Committee discusses whether this should remain or move until new bylaws and Constitution is ratified.
 - Gipson moves to approve Summer Taskforce edit, edit regarding primacy language and to delete “The Faculty Association” paragraph as it appears in I.H.5. Washam seconds. Lambertus abstains and proposes “The faculty is primary in the areas of...”, Gipson seconds. All approve.
- V. Discuss six links that have been added above Section III.A. Vote which to approve/delete/move.
- Links will be appropriately placed within narrative.
- VI. Section III.A: Approve edits indicated in copy from legal
- Committee discusses edits.
 - McLean points out that in III.A.1. Adjunct Faculty are often given Graduate Faculty Status for more than one year at a time. McLean proposes that language could be simply stated for examples as a “given period of time” to cover all departmental decisions.
 - Lambertus moves to strike end of sentence “...not to exceed one academic year.” Gipson seconds, all approved.
- VII. Section III.A: Should Lori Winn's official list of faculty ranks be included in FH? Should they have their own section? From: SU 2021 Faculty Handbook Working Group
- Melescue is not in favor of including Faculty Titles in Handbook, Nix agrees. Committee discusses.
- VIII. Section III.A: Should AOS Faculty be included in FH? Should they have their own section? From: SU 2021 Faculty Handbook Working Group
- Melescue states that Summer Taskforce agreed that AOS faculty should not be disaggregated from any other faculty. The committee discussed AOS, CQ and agreed.

Motion to adjourn 3:05 pm.