

**Faculty Handbook Committee
Meeting Minutes
November 1, 2022**

Voting Members Present: Annette Hux, Steven Minor, Suzanne Melescue, Amanda Lambertus, Bert Greenwalt, Jim Washam

Non-voting Members/Support Present: Mary Elizabeth Spence

Meeting called to order at 2:05 pm

Old Business

- I. Minutes from October 18th, Lambertus motions to accept minutes, Hux seconds, all approve.

New Business

- I. Section III.B.4.d Minor Edit:
 - Melescue explains that the University statement is being used with a link and the word “tenure” is being removed. The subsection that contains this change is all about tenure. Greenwalt motions to approve edited language with link and wording only for tenure, Washam seconds, all approve.
- II. Section II Edits
 - There is a hard return after knowledge in first section.
 - Research/scholarship/creative activity has been voted to be included throughout document in place “research.”
 - Lambertus asks that it is checked that opening statement includes all subheadings.
 - There are two instances of “pre-tenure” appearing in II.B.2.a, should read “pre-tenured.”
 - Committee discusses why there are sections for both on-campus and off-campus overloads.
 - Department Chair and Dean when referring to one person should be capitalized throughout.
 - II.B.2.a, there is an additional space at the end of the line ending with “overload” halfway through the paragraph.
 - In II.B.5, the end of the first line, “university” should be replaced with A-State.
 - Committee discusses the accuracy of II.B.4. Committee agrees that the substance of II.B.4 needs to be corrected beyond editing.
 - In last paragraph of II.B.5, the beginning should read “As with theses...” instead of “in”
 - In II.B.6 and II.B.7, Melescue motions to use the spelling “advisor” throughout, Lambertus seconds, all approve.

- In II.B.10, the acronym AACRAO can be removed as it is not referred to again in handbook.
- The first sentence of II.B.9 should read “Faculty members are required to prepare and submit...”
- In II.C., the second sentence should read “...are established by each department...”
- Committee discusses II.D.
- Throughout the document the Provost (title) and Office of the Provost/Academic Affairs and Research should be consistent.
- In II.G.1, committee discusses whether “directors” should still appear. Melescue makes a motion to remove “directors” since the statement reads “such as” to be all-encompassing, Washam seconds, all approve. Melescue amends motion to delete all of the wording in parentheses, Lambertus seconds, all approve.
- In II.N., II.O. and II.S., committee discusses the wording “A-State” and “Arkansas State University” when distinguishing between ASU System and A-State policies/procedures. This may be a case of copy/paste from policy.
- The Counsel approved version of II.P. is discussed by the committee.
- Melescue adds for consistency that the Office of Research and Technology Transfer should be referred to as such throughout and ORTT.
- II.Q. is now a copy/paste directly from the System site. Link to be added in this section to the system’s policy except for the last sentence. The last sentence will be linked to the Governing Principles statement. Melescue adds that there is a evidence that this has been adopted by the University in 2011 by SGOC and the Chancellor.
- Lambertus motions to accept new II.Q as written, Washam seconds, all approve.
- II.R. has been included in an SGOC proposal by Risch. This is still pending, but has been forwarded to Counsel.
- Committee discusses where/if “university” should be changed to “A-State” in II.S. and II.T.
- In II.U., the title should read: “Vice Provost for Research and Technology Transfer.”
- Counsel replaced the word “policy” with the actual names of the two policies referring to in II.U.

Meeting adjourned at 3:13 pm

Homework: Read Section IV for minor edits

Next Meeting: November 15th @ 2:00 pm in Library 6th Floor Conference Room