

**Faculty Handbook Committee**  
**Meeting Minutes**  
**October 18, 2022**

Voting Members Present: Amanda Lambertus, Jim Washam, Suzanne Melescue, Steven Minor, John Seydel, Donna Caldwell

Non-voting Members/Support Present: Mary Elizabeth Spence, Ed Salo (Faculty Senate President), Will McLean (ex-officio)

Meeting called to order at 2:05 pm

Old Business

- I. Minutes from October 4<sup>th</sup>, Lambertus motion to approve, Melescue seconds, all approve.

New Business

- I. Section III.D and beyond Minor Edits
  - Several times in reviewed sections include references to other sections, this is noted so they can be changed once section numbers are changed.
  - Second line from the bottom of III.D.2.b, Office of the Provost..., “office” should be capitalized.
  - In the same paragraph, department should also be capitalized in front of PRT Committee. To make it consistent throughout, the correct term is “Department PRT Committee.”
  - Committee discussed in last paragraph of page, what “its” is referring to and how this should read. Washam makes a motion to end the sentence at review, Seydel seconds, all approve.
  - In III.E, the “College of Education” should read “College of Education and Behavioral Science in both the title of section and narrative throughout.
  - In III.E.1, “pre-tenure” faculty in the last sentence should read “pre-tenured.”
  - In the section title III.E, the last part should read “...Part of Their Responsibilities”
  - III.E.1.a the title “professional education retention review panel” first appears as written, but appears throughout the section differently. Lambertus states that the title should be consistency and accuracy; will be discussed in COPE.
  - Several instances of “pre-tenure” in last bullet of section should read “pre-tenured” and “head of the unit” should capitalized throughout.
  - The committee discusses using “Academic Hearing Committee” and AHC and the full title when there is significant distance between its usages.
  - The committee discussed accuracy of III.G.2 section.
  - In the first sentence of III.H, pre-tenure should read “pre-tenured.”
  - Washam makes a motion to replace the word “foreclose” in the last sentence of the first paragraph with “preclude”, Seydel seconds, all approve.

## II. Section II:

- Melescue updates the committee regarding the history of Section II and its reviews by Risch and legal.
  - Most of the section that the committee and legal has fully reviewed
  - There is a part of the section (P, Q, S, T, U) that has been re-reviewed by legal
  - There is one part of Section II (R) that was written by Risch as an SGOC proposal; this was done after the FHC asked for the section to be re-written/shortened.
- Section II will be edited without subsection R moving forward.
  - a. New Legal Comments
    - Sections II.S-U were not included in the Index of the current handbook and should be.
    - II.Q. legal states that this section is a re-statement of the system's policy, and when the title that the institution supposedly adopted is searched, it appears to be just a SGOC draft and approved copy is not present. Committee discussed.
    - Lambertus suggests that Risch and RTT be included in discussion for latest information.
    - Melescue notes that the committee will vote during next meeting on Section II.Q
  - b. SGOC Proposal
    - Will also be discussed during next meeting

Meeting adjourned at 2:51 pm.

Homework: Read Section II.A-G for edits

Next Meeting: November 1<sup>st</sup> @ 2:00 pm in Library 6<sup>th</sup> Floor Conference Room