

**Faculty Handbook Committee
Meeting Minutes
April 15, 2024**

Voting Members Present: Salo, Gordon, Seydel, Hux, Lambertus, Melescue

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

Location: Library 6th Floor Conference Room, 3:30 pm

Meeting called to order at 3:32 pm

Old Business

- I. Minutes from last meetings (October 26th, February 12th, March 11th meeting canceled)
 - a. October 26th – Discussion regarding Meeting minutes as a reminder; Gordon moved to approve, Salo seconded, all approve minutes as presented.
 - b. February 12th – Discussion regarding Meeting minutes as a reminder; Salo moved to approve, Hux seconded, all approve minutes as presented.

II. Updates

- a. FHC edits of FH currently under review by Provost.
 - Melescue updated the committee that the Provost has the edited Handbook, and McLean reports that a decision from Provost is expected by end of semester.
- b. FH Webpage progress – Thank you to Blake Simmons and Team.
<https://www.astate.edu/a/shared-governance/shared-governance-committees/faculty-handbook-committee/index.dot>
 - Melescue updated committee about website progress.
- c. Human Research section edits (current FH Section II.R)
 - Spence also emailed these edits to the FHC on March 25.
 - Melescue discussed the history of the Research sections and iterations with the committee.
 - Marsico was provided the copy of sections from Risch (prior to his retirement). Melescue and Marsico discussed the need for links instead of extended narrative in the handbook (ease of reading and handbook being most up-to-date as possible).
 - Marsico is willing to revisit editing for length and links, and has made some edits to current narrative.
 - Committee discussed next steps regarding Research sections of Faculty Handbook.
 - Committee recommends that length and specific narratives are not necessarily appropriate for the Faculty Handbook beyond links to appropriate

information. The Faculty Handbook is not intended to be a guide to Research for faculty, but a resource.

- II.R. has been edited significantly and has not been reviewed by Legal, and will need to be.
 - Gordon proposes a summarized section and subsections edited by Marsico that is condensed and contains links and less narrative. Melescue will communicate this with Marsico for consideration by committee.
- d. Most current Faculty Handbook Draft – Melescue discussed the following updates:
- i. Includes name changes:
Strategic Plan: Discover 2025 and Beyond
Beck College of Sciences and Mathematics
 - ii. Annual leave update to reflect new ASU System policy, July 2023
 - iii. Captioning Procedure (new), August 2023
 - iv. Title IX required changes from legal, December 2023
 - The Provost will also be provided a copy of the handbook with these changes.
 - Committee further discussed edits.

New Business

- I. Send updates to Provost to end the year.
- II. Update current handbook to include above edits (II.d.i-iii; Title IX already updated) – Melescue updated committee that Spence will make all edits discussed above into current web version.
 - Additionally, “Bookmarks” will be added to the handbook for ease of use.
 - Committee discussed other business for future consideration.

Meeting adjourned at 4:28 pm.

Next Meeting: none expected until Fall 2024