

# Faculty Handbook Committee Minutes

26 September 2018

Conference Room, 5<sup>th</sup> Floor, International Building

Chairing: David Holt

Meeting Start 1 PM

Meeting End 2:10 PM

## Agenda

1. Continued Procedural Abeyance for language and meeting times
2. Approval of Agenda
3. Approval of Minutes (already approved in August via email)
4. Seating of New Members
  - a. John Meyer (term 2018-2019)
  - b. Ward Sayre (term 2018-2019)
5. Election of Chair (annual requirement)
  - a. David Holt Nominated and Elected (term 2018-2019)
6. Charge of FHC for the year (from President and Provost)
  - a. Work on bylaws during first quarter
  - b. Receive updated complete FHB draft from the reorganization implementation committee (RIC) (second quarter) – ASEC to RSIC to FHC
    - i. RIC will complete an overhaul of the handbook, remove anything that should be just in the employee handbook (EH), link to EH
    - ii. RIC will deliver the new handbook to provost who will meet with president and council to define new FHB to FHC for formal review
      1. We may edit
      2. We may define concerns
      3. We may return edits and concerns to provost to relay back to RIC
      4. This process will continue until FHC is satisfied
    - iv. FHC will vote on new FHB through standard approval process
  - c. Roll out new FHB for Summer of 2019
  - d.

- e. Remove “clerical help”?
  - i.

FHC laws for adopting changes to faculty handbook:

- 1) Proposal introduced from a member of FHC who represents the group originating the language
- 2) First Vote (Plurality)
  - a) Vote Fails
    - i) Policy rejected (Step 3)
  - b) Vote Passed (Plurality vote)
    - i) Initial counsel review
    - ii) Employee handbook review through HR
    - iii) Senate and constituent review/ comment
    - iv) If significant change or issue discovered with the policy after review, it returns to first vote (step 2), else it advances to 2<sup>nd</sup> vote (step 4).
- 3) Policy Rejected - returned to author/ group that brought the language forward? With Explanation? (Decided that it may be messy to have a formal response)
- 4) Second vote (Plurality)
  - a) Vote Fails
    - i) Returns to first vote (Step 2)
  - b) Vote Passed (Plurality)
    - i) Final counsel review
    - ii) Advances to step 5
- 5) FHC Chair with Provost review
  - a) Provost rejects (moves back to first vote (Step 2)
    - i) If policy survives a revote process, policy is moved forward with note of provost disapproval
  - b) Provost accepts (advances to Step 6)
- 6) FHC and Provost bring proposal(s) to Office of the President
  - a) President Rejects
    - i) Policy change fails (Step 3)
  - b) President Accepts with modification
    - i) Can modify and send back to step 2
    - ii) Can modify and send to step 7
  - c) President Accepts as written
    - i) Can accept as written (advances to step 6)
- 7) New language added to the FHC and enforced the following academic year, updated before Contract Date Starts (moves to Step 8)
- 8) New faculty handbook updated Provost's webpage on the date of enforcement with a note of changes in an appendix (separate document?) (provided by the FHC)