



FACULTY HANDBOOK COMMITTEE
March 2024 Report

Committee Members Present: Julie Shadoan, Lora Moore, Kelly Madole, Minwoo Lee,
Francesca Sunkin, Holly Payne, Cynthia Mason

Committee Members Absent: Dan Forrest

Advisory Members Present: Rob Hale

Old Business:

1. Handbook Section XII: Dismissal for Cause

Chair Shadoan reported that the proposal was tabled definitely for the March meeting. Senators Claimed they had insufficient time to review the proposal. Discussion ensued regarding the process of approved Handbook revisions to policy. Further, Shadoan shared friendly amendments regarding statutory language which were accepted.

2. Handbook Section II.W: Faculty Outside Employment/Consulting

Committee considered revised proposal brought back by Ad Hoc Committee.

PENDING: Ad Hoc Committee to disseminate revisions

3. Annual Evaluation Language: Professionalism

PENDING: Ad Hoc Committee to disseminate language

4. HR Policy 4.8: Standards of Conduct

Rob Hale presented final draft of revisions to policy. Waiting on HR approval and will share with SEC in April.

5. Annual Evaluation Form:

Form created by Council of Deans shared again with latest edits. Professionalism language from Ad Hoc Committee to be included and sent to Council of Deans for approval.

New Business:

1. Handbook Section II.X: Annual Evaluation

- PENDING:** Rob Hale to complete Handbook revision proposal to incorporate reference to professionalism in annual evaluation
2. Handbook Section III.A.: Faculty Rank
- PENDING:** Rob Hale to complete Handbook revision proposal to incorporate revision for criteria approval
3. Handbook Section IV.B.3: Policies and Procedures for Continuance and Tenure
- PENDING:** Rob Hale to complete Handbook revision proposal to incorporate revision to procedure for first year continuance review (abbreviated review)
4. All PENDING matters from this meeting to be reviewed and voted on by email to ensure inclusion on April SEC agenda

Motion to Approve and Second: Unanimous approval

Post Meeting:

1. Proposal/discussion to make blanket changes to Handbook:
- a. Removal of references to “head” and “division”
 - b. Change references from “chair” to “chair/director”
 - c. Change references from “department” to “department/school”

Approved by email vote

2. PENDING from March meeting:
- a. II.W.: ***Motion, second, unanimous approval by email vote***
 - b. II.X: ***Motion, second, unanimous approval by email vote***
 - c. III.A: ***Motion, second, unanimous approval by email vote***
 - d. IV.B.3: ***Discussed and edited by email; Motion, second, unanimous approval by email vote***