

Committee on the Oversight of the Faculty Handbook

Meeting Minutes (Approved 1/16/2020)

Thursday, November 21, 2019 at 3:30 pm

Location: UC Annex 217

Committee Members in attendance:

Jennifer Wells (CHS)
Roger Ladd (LETT)
Thomas Dooling (NSM Chair)
Rachel B. Smith (FERS Secretary)

Members not in attendance:

Xinyan Shi (SBS)
Olivia Oxendine (EDUC)
Vacant (ARTS)

- I. The meeting was called to order 3:31pm.
- II. The minutes from the October 24th meeting were approved as circulated.
- III. The agenda was adopted without change.
- IV. Review of Charge (Appendix A)
 - How quickly should COFH revise handbook after Senate approval? How does COFH verify Chancellor's approval of new material?

According to the passage from the 2019-2020 Faculty Handbook below, if the Chancellor wishes to veto an action of the Faculty Senate, he must do so by the next Faculty Senate meeting after it was passed so if no word of a veto by the Chancellor is received by COFH within 1 month, the changes will be made to the Faculty Handbook.

Pg. 14 of the Faculty Handbook

C. Upon passage of an action as defined above, the Chair of the Senate shall submit the completed Faculty Senate Routing Form to the Chancellor within three school days of its passage.
D. The Chancellor may veto an Act. In such case the Senate shall be notified of such action at its next meeting.

- After our last meeting of the AY, what happens when FS passes language changes?

The COFH Chair will consult with the Faculty Senate Chair to address this concern.

- What material can COFH preemptively correct and what material should be first referred to Faculty Senate?

Changes to the Handbook to address typos and minor clarifications as well as to keep the document current and correct can be made without prior Faculty Senate approval but will be forwarded to the Faculty Senate for their information. More substantial changes will be directed to the Faculty Senate Chair to delegate to the proper Committee or Subcommittee.

- V. Revisions for Section I of the Handbook: The COFH decided to read through Section I of the 2019-2020 Faculty Handbook to identify changes that are needed.

- Minor typographical corrections
 - p. 24 Section 5. Divisions by Areas
 - A. Division of Arts:
 - Art

~~Drama~~Theatre
Music
Mass Communication
Library Science
B. Division of Education
Education
C. Division of Letters
American Indian Studies
English ~~and Theatre~~
Foreign Languages
History
Philosophy
Religion
p. 30 – add meeting time

COMMITTEE ON THE OVERSIGHT OF THE FACULTY HANDBOOK
The third Thursday of each month

p. 12 Governance within the University of North Carolina and on each of the seventeen constituent campuses is defined by the provisions of *The Code of the Board of Governors of the University of North Carolina*.

p. 12 The Chancellor on each campus must ensure that a faculty senate, or other similar body, has been established.

p. 15 Section 5. Senators representing divisions shall normally be elected during the month of October by those holding current academic rank in the division they will represent, to take office at the adjournment of the first General Faculty meeting of the next academic year.

p. 22 1. Agenda items are to be submitted to the Chair of the Executive Committee no later than 12:30pm on Monday of the week preceding the meeting of the Senate.

p. 23 Forty-eight hours (48) before the close of the nomination period, post a notice naming the nominations to date and stating that additions and deletions of nominees will be accepted up to one day before ballots are due to be emailed.

p.32 The following personnel from the Teacher Education Program also serve on the Committee: Director of Assessment, Director of Instructional Technology, Director of Recruitment and Retention, Director of University School Programs, and the Licensure Officer.

p. 13 –D. A quorum for Meetings of the General Faculty shall consist of a majority of the voting membership as defined above (see Article I, Section 1). A majority vote of members present is sufficient to conduct business, except that when the question of revoking an action of the Faculty Senate is under consideration by the General Faculty, a two-thirds vote of a quorum of the Faculty Senate shall be

- Policies external to UNCP (i.e. BOG policies)

Pg. 6 The UNC Board of Governors is the policy-making body legally charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." It elects the president, who administers the University. The 324 voting members of the Board of Governors are elected by the General Assembly for four-year terms. Former board chairmen and board members who are former governors of North Carolina may continue to serve for limited periods as non-voting members emeriti. The president of the UNC Association of Student Governments or the student's designee is also a non-voting member.

- Substantive corrections for referral to the Faculty Senate; the Chair will confer with the Faculty Senate Chair regarding the following issues:

p. 14 – check with lawyer about use of word “policy” and throughout

p. 14- define “academic rank”

p. 17 – clarify workflow to/from COFH

Check about staggered terms on COFH since all current members began this semester.

p. 15 – Proposals shall be in writing and furnished in sufficient copies

In general, does “in writing” include email? Is it still necessary to provide hardcopies of materials rather than distributing via email?

Does the COFH need Faculty Senate approval to convert the Faculty Handbook to docx?

VI. There was no old business.

VII. Announcements

Upcoming Meetings:

Thursday, November 21, 2019	3:30 PM	217 UC Annex
Thursday, January 16, 2020	3:30 PM	217 UC Annex
Thursday, February 20, 2020	3:30 PM	217 UC Annex
Thursday, March 19, 2020	3:30 PM	217 UC Annex

VIII. The meeting was adjourned at 4:24pm.