

Committee on the Oversight of the Faculty Handbook

Meeting Minutes

Thursday, January 16, 2020 at 3:30pm

Location: UC Annex 217

Committee Members in attendance:

Roger Ladd (LETT) (2020)

June Power (ARTS) (2020)

Thomas Dooling (NSM Chair) (2021)

Olivia Oxendine (EDUC) (2021)

Rachel B. Smith (FERS Secretary) (Ex Officio)

Committee Members not in attendance:

Vacant (SBS) (2022)

Jennifer Wells (CHS) (2022)

- I. The meeting was called to order at 3:30pm.
- II. The minutes were approved after making one minor change.
- III. The agenda was adopted as circulated.
- IV. Update on OneDrive COFH folder
All members of the committee should have access to the editable 2019-2020 Faculty Handbook.docx on Sharepoint/OneDrive. The secretary will make changes proposed by the committee in the document and then the committee will vote to accept the changes prior to advancing to the Faculty Senate for their approval. Committee members will track changes in MS Word to ensure it is clear what has changed in the document.
- V. Review of items from the last meeting.
 - Use of the words “policy” and “regulation.”
 - The word “policy” can only be used to refer to “any standard, statement or procedure of general applicability adopted by the Board of Trustees...” so committee members will look for uses of “policy” in Section I of the Handbook which are not consistent with this usage and propose changes at the next meeting. The committee will replace the term as needed on a case by case basis with an appropriate synonym such as practice or procedure or coin a new term such as: politik (from German) or consilium (from Latin).
 - The committee reviewed the expiration of terms for members.
 - At the November meeting, the meaning of “Academic Rank” as used in the Faculty Handbook (e.g. pg. 14) is never defined and should be clarified. After consultation with Faculty Senate Chair, this issue will be referred to the subcommittee on Faculty Development and Welfare.
 - Another question which arose at the previous meeting was concerning whether the phrase “in writing” could be interpreted to include email communication. The Faculty Senate Chair proposed that it should be made clear that documents in any form which is distributable to Senate or its committees should be allowable. The COFH Chair will ask the Senate to take up this change.
- VI. New Business-There was no new business.
- VII. Old Business-There was no old business.

VIII. Announcements

Dr. Smith urged the committee members to consider attending one of the two upcoming Faculty Forums being held by FERS concerning a change in the timing of the initial probationary review for tenure-track faculty hired at the Assistant Professor level.

1/27 at 3:30pm in Dial 225

1/30 at 2:30pm in UC251.

Upcoming Meetings:

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 4:13pm.