

Minutes of the Meeting of the Faculty Handbook Committee

Date: December 3, 2013
Time: 3:30 p.m.
Place: Dolan, E244
Attendance: Gygli, Hahn, Kolesar, Norris, Wirkus
Taylor was not present.

This was the fourth meeting of the Faculty Handbook Committee for the academic year 2013-14. The minutes of the October 29, 2013, meeting were approved with slight emendations.

The Committee spent most of its time evaluating the "Instructions to a Faculty Grievance Committee Convened for Reasons other than Discrimination," drafted in March of 2012, and agreed that we will give the revised version to Faculty Council.

Changes agreed upon include:

In Item III, second line, the Committee suggested eliminating the word "would."

Item XIV needs to be rewritten along the lines of: "The Grievance Committee is not to interpret the Faculty Handbook. If the Grievance Committee faces any confusion or lack of clarity regarding the meaning of relevant sections of the Faculty Handbook, then it must ask for an official interpretation from the Chair of the Faculty Handbook Committee and the Academic Vice President."

The Faculty Handbook Committee will finalize this wording at its next meeting.

Dr. Kolesar reported that he had spoken with Dr. John Day about his concern that faculty were not fulfilling their responsibilities regarding tenure and promotion in a timely way. Dr. Kolesar suggested to Dr. Day that the meeting with chairs of the department tenure and promotion committees be held early in the academic year, at which time they could be reminded of their responsibilities.

Dr. Kolesar asked the Handbook Committee whether it should raise the question of the Graduate Dean with Faculty Council. The Committee was unanimous in its agreement, and Dr. Kolesar agreed to provide a draft for further discussion.

Dr. Kolesar raised a few preliminary issues regarding textual rectifications and the reprinting of the Faculty Handbook. He asked the Committee to consider whether the Faculty contract form, p. 50, should include status (e.g. on leave, visiting) as well as rank, department, and year.

Dr. Kolesar also suggested that we add, to Part Four, I.A., on line two of paragraph two "military or veteran status," and on line three of paragraph two "genetic information."

The meeting adjourned at 5 p.m.