

**Faculty Handbook Committee**  
**Meeting Minutes**  
**March 17, 2022**

Voting Members Present: Annette Hux, Amanda Lambertus, Suzanne Melescue, Jim Washam

Non-voting Members/Support Present: Mary Elizabeth Spence

Meeting called to order at 2:03 pm

March 3<sup>rd</sup> Meeting Minutes **NO QUORUM**

Old Business

- I. Faculty Senate response to Foreword and Section I edits
  - Faculty Senate did not require a vote as all changes were editorial
  - Should we provide a copy of the Section I/Foreword to the Faculty Body? As FYI.
  
- II. Section II.P Tom Risch's email response (February 16, March 14) to FHC decision to delete '~~including those engaging in outside work for pay~~' from his earlier edits of the Intellectual Property Policy
  - Melescue proposes to send this system policy to the Committee to ask for a vote of Risch's edit.
  - Washam asks to see system policy in whole before voting, and Melescue adds that the policy be included in totality instead of the condensed phrasing.
  
- III. Vote to keep or delete the following paragraph in Section III Introduction. The idea is mentioned in the Foreword and the exact statement can be found in Section I.F.1.
  - Faculty employment contracts consist solely of their original signed letters or memoranda of employment along with any specific amendments thereto, including letters or notices of contract renewal and do not include this Faculty Handbook.
  - Melescue asks that this paragraph is kept in both places.
  
- IV. Titles in Document:
  - Make sure executive is in "Chancellor, the Provost and Executive Vice Chancellor for Academic Affairs and Research" From: Mark Ohrenberger
  - This is an editorial change in large as the document should reflect the titles for accuracy
    - Add System and System President to "Like Tenure, promotion is awarded by the ASU System Board of Trustees upon recommendation of the Chancellor and System President" From: Mark Ohrenberger
  - Make placement of section titles uniform throughout document
  - Title sections throughout document will be consistent once edited for content
  - Melescue proposes: Section #, Title, Introduction, Sub-sections
  
- V. **Update** on Section III: Post-Tenure Review Repair –conflicts of years (2 or 3?) and number of tenured faculty (2 or 3?)

Section III.D.1: Question: “Substantive Post-Tenure Review will occur if (a) there have been two consecutive annual unsatisfactory performance ratings given by the department chair”

In the Section III.D.2.a. narrative, as well as in the Section III.D.4 flow chart, three consecutive unsatisfactory annual ratings triggers substantive post-tenure review, not two consecutive unsatisfactory ratings.

In deciding whether to use three or two, the Committee should endeavor to find out what has been presented to the legislature previously. Under [Act 1330 of 1997](#), the president or chancellor was required to report the institution’s framework for post-tenure review to the House and Senate Interim Committees on Education, the Joint Interim Oversight Committee on Higher Education Reform, and the State Department of Higher Education. We want to be consistent with what we have reported to the legislature. The same is true for my very next comment below regarding the number of tenured faculty needed to petition for a substantive post-tenure review.

From: Mark Ohrenberger

Section III.D.1: Question “or (b) a group (two or more) of tenured faculty in the department petition for review of a colleague”

In the Section III.D.2.a narrative, as well as in the Section III.D.4 flow chart, a petition may be brought by three or more tenured faculty, not two.

From: Mark Ohrenberger

Section III.D.4 Flow chart needs to match narrative

From: SU 2021 Faculty Handbook Working Group and Mark Ohrenberger

- Melescue would like to ask again what was submitted under Act 1330 to the State Legislature as we have not received further clarification regarding this.
- Washam proposes to send direct question to legal.
- According to the Annual Comprehensive Report, it reads as “...**two** successive unsatisfactory...” and “...**three or more** tenured faculty..”
- For voting items II and V, source documents will be forwarded to the committee ahead of a vote at next meeting.

## New Business

VI. Faculty Handbook website (Henry Torres’ email indicates that a “Contact Us” statement and email should be on the page. Who is the owner of the email? The email can be forwarded to a group.)

- Melescue shared possible Website layout

Meeting adjourned 2:38 pm