

Faculty Handbook Committee
Meeting Minutes
January 30, 2023

Voting Members Present: Gipson, Greenwalt, Lambertus, Melescue, Washam (proxy), Minor, Hux, Caldwell

Non-voting Members/Support Present: Spence, Salo, McLean

Meeting called to order at 2:04 pm

Old Business

- I. Minutes from December 13th, Melescue approved, Gipson seconded, all approve.

New Business

- I. Section V (V.P.1.a. and after) – Minor Edits
 - V.P.1. and 1.a. vote remains tabled until HR approves
 - Committee discusses where to add Military Leave and its linkage to relevant content
 - Add Military Leave to V.P.2. list of “types of leave”. In intro paragraph, add Military Leave to list.
 - Committee discusses Bone Marrow/Organ Donation leave language and where further content should be inserted.
 - This is outlined further in Staff Handbook and content order can mirror that.
 - FMLA is unabbreviated throughout section, so abbreviation is sufficient here.
 - In 2nd sentence of V.P.2., “may apply” appears twice.
 - In V.P.2.c.1., “80-hour balance” should be hyphenated.
 - Committee discusses accrual of vacation/sick/annual leave
 - Links (state of Arkansas and A-State System Handbook) should stay in V.P.
 - Melescue moves to accept V.P. with suggested changes, Hux seconds, all approve.
 - “Environmental” is misspelled in V.P.3.
 - “Workers” should be consistent throughout section V.P.3.
 - Committee discusses new V.P.5.a. and should it remain in the handbook.
 - Committee decides to remove suggested NEW edit of all of V.P.5.a. subsection.
 - Committee discusses “old” Early Retirement section (listed as V.P.13. in handbook on web).
 - Gipson will consult with HR regarding accuracy of Early Retirement section.
- II. Section III.E – Vote
 - Lambertus proposes that III.E.1.a. and III.E.1.b. be linked directly to the EPP Unit Governance handbook that is online and currently being updated and edited.

- Lambertus proposes that “Professional Education Faculty” be updated to include “Education Preparation Provider (EPP) Unit Faculty” as that is official accreditor (CAEP) language.
- Lambertus motions to make edits to section as outlined above, Gipson seconded, all approved.

III. Section IV Introduction discussion

- Committee discusses Counsel’s suggestions outlined in updated document.
- Melescue and Gipson explain changes to committee.
- Section IV.D. is now the only Title IX section in the handbook that contains link with continually updated narrative.

- Committee discusses language that needs to be updated regarding annual review for Instructors.
- Committee discusses V.M. Faculty Equity Salary Review section, and its procedure campus-wide. McLean and Salo will discuss further and take to Faculty Senate.

Meeting adjourned at 3:09 pm

Homework: Reorganization and SGOC Proposals

Next Meeting: February 13th @ 2:00 pm in Library 6th Floor Conference Room