

**Faculty Handbook Committee  
Meeting Minutes  
November 29, 2022**

Voting Members Present: Suzanne Melescue, Shelley Gipson, Annette Hux, Steven Minor, Jim Washam (by proxy)

Non-voting Members/Support Present: Mary Elizabeth Spence, Will McLean (AAR)

Meeting called to order at 2:08 pm

Old Business

- I. Minutes from November 15<sup>th</sup>, Minor motioned to approve, Hux seconded, all approve.

New Business

I. Section IV – Last Comments

- Last meeting, last section discussed was IV.B.3.
- Committee discusses edited section IV.D. and its updates from Office of Title IX and Institutional Equity
- The EEO statement at the end of IV.D. has now been included in Section V.A. in favor of a link that is continuously updated.
- Content in Section IV.D.1 through end of Section IV replaced with A-State’s link and System’s updated information and link to come.

II. Section V – Minor Edits

- Melescue commented that nepotism is mentioned in the introductory statement, so we need to ensure the policy appears elsewhere (perhaps a link).
- In last sentence of the intro, should read “A-State Operating Procedure shall have control...”
- Third and fourth sentences should be edited for capitalization to read “...this handbook...” and “...the Faculty Handbook...”
- Correct current title should read “Associate Vice Chancellor for Human Resources” throughout.
- Melescue suggests that “ASU System policies and A-State operating procedures” replace “University’s” in third paragraph of V.A.
- Gipson moves to approve all changes in V.A., Hux seconds, all approve.
- Add Equal Employment Opportunity link to V.A. from Winn.
- Make sure Perdeta Bush’s title is correct (Director of Title IX and Institutional Equity) throughout.
- Move link from last bullet, Reference and Background Checks, from “title” to last phrase “ASU System Background Checks Policy”

- Melescue suggests that second sentence of V.C. should read: “Determination of whether to conduct an external search or to make an internal appointment...” with the phrase “...in case of a department chair vacancy” moved to front of sentence. Gipson motions to approve this change, Melescue seconds, all approve.
- In V.C.1. “as appropriate” should be added after “for chair and dean positions” in last sentence.
- Committee discusses 3<sup>rd</sup> and 4<sup>th</sup> bullet of V.C.2. and V.C.3.
- Melescue suggests that full title of Provost be kept in V.D. as the section is specifically addressing the role.
- CHEA, the Council for Higher Education Accreditation, should be spelled out in V.E.
- Committee discusses faculty credentialing in department/programs.
- In the last bullet of the first group in V.E.1, “program director” should be removed. And the last sentence should read “...understanding of the course content...”
- Spence will look for Tested Experience final comments from Chancellor in internal files.

III. Section III.E – Vote, tabled until next meeting for committee to read and discuss.

Meeting adjourned at 2:54 pm.

Homework: Reorganization and SGOC Proposals

Next Meeting: December 6<sup>th</sup> @ 2:00 pm in Library 6<sup>th</sup> Floor Conference Room