

**Faculty Handbook Committee
Meeting Agenda
October 26, 2023**

Location: Library Triangle Room 625, 2:00 pm – 3:00 pm

Voting Members Present: Gordon, Greenwalt, Hux (by proxy), Lambertus, Melescue, Salo

Non-voting Members/Support Present: Spence

Meeting called to order at 2:04 pm

Old Business

- I. Minutes from last meeting (September 28th)
 - Clarifications of minutes given by Melescue, includes Lambertus to serve as Co-Chair; corrected dates of voting for SGOC IV and V.
 - Gordon motions to approve minutes as amended, Salo seconded, Lambertus abstained, all others approve.
- II. Update - SGOC Proposals Sections IV and V
 - Salo updated that these were considered by SGOC and determined not to be a shared governance issue. Distributed to the Faculty Senate for discussion. FS to vote November 3rd meeting.
- III. Webpage Progress
 - No updates available.

New Business

- I. Section II.P.2.b Annual leave update to reflect the new ASU System Policy (July 1, 2023)
 - Note that the link in the FH leads to correct policy. (Gordon) –Vote to approve
 - Gordon gave update on Annual Leave policy, with grandfathered language for select faculty.
 - Committee discussed ASU System Policy and the procedure that will be included here at A-State. Melescue notes that the newly adopted policy was from the ASU System Annual Leave Policy and could vary (but does not at this time) for the Main Campus.
 - Lambertus makes motion to amend edits by adding relevant links at the bottom of narrative to ASU System Annual Leave Policy and A-State Operating Procedures, Salo seconds, all approve.
- II. Summary of the new captioning procedure (Melescue)
 - Lambertus makes a motion to accept policy as presented, Gordon seconded, all approve.
 - Narrative will now be included in Section III.L.2 Video Content
- III. FH Reorganization and TOC

- Committee discusses reorganization and contents.
- Remove page number on “title” page.
- Section I does not have a title heading, committee discussed if needed. Remove “I.” and include content of old “I” with Section I at top of section.
- Un-italicize any page numbers in the Table of Contents.
- IV.B.2.b. appears twice; 2nd instance should read IV.B.2.c Provisional Employment Exclusions
- Melescue motions to approve Table of Contents as amended, Lambertus seconded, all approve.

IV. FHC Meeting Schedule

- Spence will review old files for list of To-be-completed items for this year.
- Reordered Section III.R Human Research (to be renamed) needs editing and review/approval by legal. Committee discussed. Melescue will reach out to Travis Marsico with history and ask for updates for the new handbook (possibly with links)
- Melescue will reach out to Hans Hacker regarding PRT section narratives. Committee discussed.
- Committee discussed any other needs that Faculty Handbook can cover throughout this year including Faculty Workload (FTE), PRT, etc.

Meeting adjourned at 3:02 pm

Homework: Review FH Reorganization and TOC

Next Meeting: November 30, 2023 @ 2:00 pm