

Faculty Handbook Committee
Meeting Minutes
October 19, 2021

Voting Members Present: Shelley Gipson, Chair; Bert Greenwalt, Shivan Haran, Annette Hux, Amanda Lambertus, Suzanne Melescue, Vice-Chair; John Seydel, Jim Washam

Non-voting Members/Support Present: Donna Caldwell, Faculty Senate Chair; Mary Elizabeth Spence

- I. October 5, 2021 Meeting Minutes – Melescue calls meeting to order at 3:02 pm, Haran moved to approve, Washam seconded. All approve.

Melescue charges that committee complete edits through Section I today and vote which are substantive to go through SGOC and which are edits. Gipson notes that Wheeler had not forwarded Chancellor’s Cabinet language.

- II. IG11: Added assistant/associate dean to description for Academic Dean
From: SU 2021 Faculty Handbook Working Group

- Haran proposes to approve the addition of “assistance/associate” in this section. Washam seconded. Lambertus votes no. All others approve.
- Caldwell asks if every college has either assistant/associate Dean? Most do.
- Lambertus opposes because AVC (Wheeler’s former position) new job description does not match handbook section.
- Haran notes handbook could add “appropriate” Vice Chancellor language instead of listing entire titles to remain correct.
- Lambertus moves to amend motion to include “appropriate” language to this section. Haran seconded. All approve.
- Motion is to insert after “research” and before and in last sentence “appropriate Vice Chancellors.”

- III. IG13: Added Director of Schools

From: HR, FHC, Spring 2021 (may need further approval from FHC)

- Brand new section added after Summer Taskforce
- Is the “School” the same as a “Department”?
- Melescue proposes that committee assures that language is appropriate to all Directors (Davidson in Nursing, Rawlins in Journalism, for example). Lambertus and Washam note that job descriptions are almost identical to Chairs.
- Melescue notes that Spring 2021 notes passed to the Chancellor did have these separate from Chairs. Chairs Council at that time had not weighed in, and was not voted on during that time.
- Caldwell suggests that this is a substantive change and should go through SGOC. Haran agrees, and that description of this section and I.G.14 need clarification.

- Melescue notes that Faculty Handbook Committee must first approve before SGOC process begins. Where does description need to be approved by school directors? This section did not used to reside in Faculty Handbook. Does HR have a standard description of “Director of Schools?” Melescue states that while this will still need to go through SGOC, having backing from HR would make SGOC process clearer. (This applies to I.G.14 as well.)

IV. IG14: Added Program Directors

From: HR, FHC, Spring 2021 (may need further approval from FHC)

- Brand new section added after Summer Taskforce
- Caldwell suggests that this is a substantive change and should go through SGOC. Haran agrees, and that description of this section and I.G.13 need clarification.

V. IH2: Removed Academic Affairs & Research Council

From: Requested by Provost and Vice Provost for Research (no longer functioning council)

- I.H. Missing “,” after Committees in first paragraph, and “Chancellor’s Executive…” font needs to be edited.
- Melescue asks if last sentence is needed of Introduction (I.H.), as it seems redundant.
- Washam asks that if the middle sentences only applies to the Executive Committee, remove from the Introduction and add to I.H.I.? This will be tabled and discussed in next meeting.

VI. Chancellor’s Cabinet descriptions, clarification of what should be included and if in link or text form

- Melescue researched other institution’s handbooks to see wording and layout.
- Lambertus states that cabinet be named, but Cabinet position descriptions be detailed and linked on website.
- Washam notes that because Faculty ultimately report to Provost, provost’s section be left (I.G.3)
- Gipson proposes that all VP (I.G.4-10) be named, but now descriptions given changing titles and duties. Haran suggests that we list these and provide links to appropriate descriptions. Syedel moves to approve, Lambertus seconds. All approve.
- Melescue clarifies that some of these descriptions (I.G.4-10) are newly created, but still remove these sections, whether new or old, to contain only names and links.
- Lambertus proposes that in I.G.3 sentence beginning with “Provide…” be removed. Hux seconds. Discussion by committee compares Chancellor’s description with Provost’s where not everyone who directly reports to Chancellor and rather this will need to be approved by the Provost’s Office. Seydel states that this sentence reads like a job description, and sees no need for this to be in the Handbook. Gipson states that other job descriptions be expanded and sentence from I.G.4 be removed. All approve.

- Melescue notes that Section II will be coming from Legal this week and asks that Section II leaders begin their review in preparation of next meeting.

Meeting adjourned at 4:09.