

**Faculty Handbook Committee**  
**Meeting Minutes**  
**May 5, 2022**

Voting Members Present: Shelley Gipson, Bert Greenwalt, Annette Hux, Amanda Lambertus, Suzanne Melescue, Libby Nix, Jim Washam

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

Meeting called to order at 1:02 pm

April 28<sup>th</sup> Meeting Minutes, Hux motioned to approve, Washam seconded, all approve

New Business

- I. Section II.B.5: Last sentence of last paragraph
  - "...with the exception..." has been replaced with "However" to read as a continuation of thought and if it is copied/pasted it would need to include the 2<sup>nd</sup> piece for clarity.
  - Committee discussed further and agreed that legal has looked at the "However" language version.
  - Gipson moves that the wording change including splitting the last sentence into two with "However" as suggested, Hux seconded, all approved.
  
- II. Section II.B.6, 7 and II.C.: University to A-State?
  - The committee discusses should "The University" be replaced as A-State for clarity and differentiation between campus and system.
  - Lambertus makes a motion to change "University" to A-State in II.B.6 (2), II.B.7 and II.C, Gipson seconded, all approve.
  
- III. Section II: Vote to SGOC pending legal re-edits
  - Committee discusses sending Section II to SGOC pending legal re-edits with current copy of Risch's sections.
  - Eventually edited versions of Risch's sections will be added after all changes in policies made.
  - Gipson discusses the rationale for proposal that will be sent to SGOC with Section II edited. Spence is editing Section with Melescue and Gipson.
  - Vote tabled until all editing is complete for Section II.
  
  - Committee continued discussion from previous meetings regarding tenure/pre-tenure/non-tenure and track and how this wording appears throughout Section IV.
  - Committee agrees to leave language as is (particularly in Section IV.B.1.a) regarding faculty title language.
  
- IV. Section IV.B.2: Approve edits indicated in copy from legal
  - Washam moves to accept deletion of "Faculty selected will reflect..." in IV.B.2.a, Hux seconded, all approved.
  - IV.B.2.c included a change in committee name and legal edited to correctly read: "College Grievance Committee"
  
- V. Section IV.B.3: Approve edits indicated in copy from legal
  - Gipson moves to accept deletion of "Faculty selected will reflect..." in IV.B.3.a, Hux seconded, all approved.

- IV.B.3.c included a change in committee name and legal edited to correctly read: “Academic Hearing Committee”
- Typo in last paragraph of IV.B.3.c “...with ten (10)...” should read: “...within ten (10)...”

VI. Section IV.C: Approve edits indicated in copy from legal

- IV.C contains two corrected titles of “...Executive Vice Chancellor...” made by legal.

VII. Section IV.D - E: New Title IX procedure (Verify with Title IX Office)

- IV.D Title IX Policy and Grievance Procedure section is awaiting review by Title IX Office, edits to come.

VIII. Section V, Introduction: Approve edits indicated in copy from legal

- Lambertus makes a motion to accept last sentence of introduction paragraph, Hux seconds, all approved.
- Current version reads “...”, committee discusses the legal edits that should replace this in current. Gipson moves to approve the expansion of this section, Hux seconded, all approved.
- Gipson makes a motion to change Section V name to “Faculty Employment Policies” and eliminate V. subsection “Faculty Personnel Policies,” Hux seconded, all approved.

IX. Section V.A: Approve edits indicated in copy from legal

- The first sentence of V.A. was changed to replace “It...” with “The ASU System and A-State...” for clarity.
- Gipson makes motion to remove “Arkansas State University” in leu of “Arkansas State University,” change “These entities...” in 2<sup>nd</sup> sentence in 1<sup>st</sup> paragraph to “The ASU System and A-State...” and update list of discriminatory factors list. Lambertus would like to confirm that lists matches what is in the Act correctly and requests this motion to be amended to not include the list of discriminatory of factors.
- Gipson moves to vote on two other issues listed above, Hux seconds, all approve.
- Title change in last sentence of section was made to “Assistant Vice Chancellor of Human Resources” as suggested by legal.
- Committee discusses counsel’s suggestion on the word priority in the next to last paragraph of section instead of policy.
- Gipson moves to add “...of equal employment opportunity” to beginning of 2<sup>nd</sup> paragraph, Hux seconds, all approved.

X. Section V.B: Approve edits indicated in copy from legal

- Hux moves to accept deletion of “Committee members will reflect...” in V.B., Lambertus seconded, all approved.
- Committee discusses last sentence of V.B. added by DeProw.
- Hux makes motion to accept last sentence, Nix seconds, all approved.

XI. Section V.B.1: Approve edits indicated in copy from legal

- Committee agrees to all title changes in section as suggested by DeProw and legal.
- Melescue suggests for continuity across document that in next to last bulletin “ASU System” should be added before both “President” and “Board of Trustees”.
- In last bullet, capitalize “f” in after colon. Committee agrees that last sentence as suggested is acceptable.

Meeting adjourned at 2:29 pm. (Lost quorum due to power outage)