

Faculty Handbook Committee Minutes

Feb. 10, 2025

3:00 p.m. – 5:00 p.m., JGH 245

Chair: Melissa Brooks

Secretary: Melinda McLelland

1. Adopt agenda: Motion made to adopt agenda. Seconded. Approved.
2. Approve previous minutes: Motion made to adopt minutes with minor edits to 1.8.9 points b and c. Seconded. Approved.
3. Officer reports
 - a. Chair:
 - Requested that members introduce name, who they represent, and if they are a voting or non-voting member.
 - Referenced the emails that have been circulating and pointed out that our by-laws stated proposals are to be blinded to protect faculty members.
 - Explained the process of voting on proposals and emphasized that proposal drafts should not be shared until a first vote occurs in the Faculty Handbook Committee
 - b. Secretary: No report.
4. Old Business
 - b. 7.1, 7.2 Grievance Policy - file – 7.1 7.2 Grievance Policy Revisions 1.31.25-sc mm
 - a. Motion to bring to floor for discussion. Seconded.
 - b. Significant discussion occurred with committee members and gallery members in attendance. Summary/decision points for revisions are noted below.
 - Include research/scholarship.
 - Remove new additions (ta/ga assignments, space, travel money, etc.) to grievable list as those would be covered by 'allocation of resources'.
 - Remove grievant's school representative vote in college level review.
 - Replace College Review with College Promotion & Tenure Committee in all applicable locations.
 - Sense of the committee is that removing the presidential review level was not an issue since the Provost is equipped to handle academic affairs and the exception for grievances with the provost is clearly outlined in the proposal.
 - No issues were noted with the increase of 10 working days to 20 working days
 - Committee agreed that the provost level review should include 10 working days for the University P&T review and 10 working days for the provost.
 - c. A motion was made to hold off on a vote until a clean version with noted edits is submitted within a week's time. Committee members should be allowed 48 working hours to review and vote via Qualtrics. The faculty handbook committee will not

complete a second vote until the April meeting to allow ample time for feedback in the review process. Seconded. All in favor, none opposed.

- d. The Sub-Committee will meet, complete the edits, and submit a version for review within a week. The committee will have 2 days to review and vote via a Qualtrics poll.
- e. Qualtrics vote result: 8 yes, 1 no (rationale provided issues with items that are not present in current policy – “established practice”, issue with P&T as first step of review - it is already the first step of review in the current policy, issue with name of committee - name doesn't change from current policy, thinks the policy is fine since it is not used often)
- c. 6.3.3.3 Censure - file – Censure (Ombuds)
 - a. Motion to approve 6.3.3.3; 2nd
 - b. Open for discussion. Summary notes included below:
 - Language must be removed to be consistent with current role of ombud
 - Faculty intermediary should be a separate process with a strong rationale for inclusion in handbook.
 - Questions to consider: what is being lost in removing the language/position? What exactly does the intermediary do?
 - Concerns with burden on faculty asked to serve in intermediary role were presented. No subpoena power is granted. No protections offered for intermediary role.
 - Discussion in the role moving from informal in the old ombud language to a formal role in the new language.
 - c. Motion call to vote on 6.3.3.3, 2nd, 8 in favor, 1 opposed
 - d. The opposing vote was based on the previously noted concerns from faculty senate.
- d. 6.3.3.3 Censure (Faculty Intermediaries) (Previously 6.3.3.3 Censure (Faculty Mediators)) – moved to next meeting

Due to time a motion was made to adjourn. 2nd.

- e. 1.8.9 Faculty Intermediaries (Previously 1.8.9 Faculty Mediators) – moved to next meeting
 - f. 1.8.6 Ombud Amendment (second vote on amended language) – moved to next meeting
 - g. 6.4.4 Procedure for Termination (Intermediaries) (Previously 6.4.4. Procedure for the Termination of a Faculty Member Prior to the Expiration of the Contract Term or for Termination of a Tenured Faculty Member) – moved to next meeting
5. New Business
 6. Discussion/Decision/Action Items
 - a. Workload Task force – documents in Workload Taskforce File
 - b. Committee Processes

7. Good of the order

Next Meeting: March 10, 2025, 3:00 p.m.

Voting Elected Members Group One (September 2024 – August 2027)

Member of Faculty from the College of Arts and Sciences – **Mac Alford**

Member of Faculty from the College of Nursing and Health Professions – **Hyunmin Kim**

Member of Faculty from the University Libraries – **Melissa Brooks**

Voting Elected Members Group Two (September 2022 – August 2025)

Member of Faculty from the College of Business and Economic Development – **Melinda McLelland**

Member of Faculty from the College of Education and Human Sciences – **Lindsay Wright**

At-Large Member of the Gulf Coast Faculty – **Allisa Beck** – Proxy – **Lorraine Stuart**

Voting Appointed Members

Member of the Faculty Senate (Appointed by the FS Executive Committee) – **Matt Donahue**

Member of the Dean's Council (Appointed by the Dean's Council) – **Trent Gould**

Member of the Council of Directors (Appointed by the Council of Directors) – **Sara Jordan**

Non-Voting Ex-Officio Members

Representative from the Office of General Counsel – **Subrina Cooper**

Representative from the Office of the Provost – **Kelly Lester**

Gallery Attendance:

Josh Bernstein