

Faculty Handbook Committee Minutes

January 13, 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 with edits (Permission requested to record meeting due to absences – no issues reported by committee members; Melissa Brooks motioned to suspend nomination of proxy to allow Jeremy Scott to represent CAS (8 yes, 0 no, 0 abstain); Remove Old Business 6.4.4; Include 1.8.9 in Old Business to help with discussion of 6.3.3.3). Seconded. Approved.
2. **Approve Minutes:** Motion made to approve December meeting minutes with minor edit (Correct date of January meeting.) Seconded. Approved.
3. **Officer Reports:**
 - a. President Report: No report.
 - b. Secretary Report: No report.
4. **Old Business**
 - a. 6.3.2 Policy Statement (Necessarily) – 2nd vote
 - i. Motion to bring to the floor for 2nd vote. Seconded. No concerns noted.
 - ii. Motion to get vote on amendment. Seconded.
 - Vote Result: 8 Support, 0 Opposed, 0 Abstain
 - Amendment will be included in handbook
 - b. 6.3.3.3 Censure
 - i. Motion to bring to floor for discussion. Seconded.
 - ii. Discussion Points:
 - Members want to clean the language to reflect the current role of the ombuds.
 - Members are concerned if the role is removed it will not have a chance to come back in any form in the handbook.
 - Moved discussion to 1.8.9 and will return to 6.3.3.3
 - Motion to vote on 6.3.3.3. No Second.
 - Motion to table 6.3.3.3 to next meeting. Seconded.
 - a. Vote Result: 7 Support, 1 Opposed, 0 Abstain
 - c. 1.8.9 Faculty Intermediaries (Previously 1.8.9 Faculty Mediators)
 - i. Motion to bring to floor for discussion. Seconded.
 - ii. Discussion Points:
 - Committee wants sub-committee to amend the amendment with the following considerations and bring to the next meeting for discussion.
 - a. Concerns about training
 - b. Shortness of statement, needs more detail
 - c. 5 seems too high for smaller colleges
 - d. Faculty does not have an option to request or decline
 - e. Clarify rank of professor verbiage
 - Moved to send amendment on amendment back to sub-committee. Seconded
 - a. Vote Result: 8 Support, 0 Opposed, 0 Abstain
 - Motion to table 1.8.9 until next meeting. Seconded
 - a. Vote Result: 8 Support, 0 Opposed, 0 Abstain
5. **New Business**
 - a. 1.8.6 Ombud Amendment
 - i. Motion to bring to floor for discussion, seconded.

- ii. No issues noted in discussion.
 - iii. Motion to vote on 1.8.6. Seconded.
 - Vote Result: 8 Support, 0 Opposed, 0 Abstain
 - b. 6.3.3.3 Censure (Faculty Intermediaries) (Previously 6.3.3.3 Censure (Faculty Mediators))
 - i. Motion to bring to floor for discussion. Seconded.
 - ii. Discussion Points for edits:
 - 6.4.4.5 Presidential Action – clean up 47 (random page number in language)
 - 6.4.4.11 Final Institution Review – Professional rank clarification needed, Remove old ombuds language.
 - Discussion closed.
 - iii. Motion to combine 6.3.3.3 and 6.4.4 and table until next meeting with sub-committee edits noted. Seconded.
 - Vote Result: 8 Support, 0 Opposed, 0 Abstain
 - c. 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)
 - i. See previous vote in New Business (b – iii) to table until next meeting.
 - d. 7.1, 7.2 Grievance Policy
 - i. Motion to bring to floor for discussion. Seconded.
 - ii. Sub-Committee Chair (Melinda McLelland) presented proposal with rationale for amendments.
 - iii. Discussion Points:
 - Committee agreed to add presidential review back.
 - Committee agreed to a 30-day window to file grievance from date of violation to encourage the informal resolution process with ample time to resolve and/or prepare documentation for grievance process.
 - Members are concerned about included (sabbatical review) grievances and grievances moved to HR. Question about the appeal process for pre-tenure review outside of the grievance policy needs to be researched to determine if it belongs in policy or not.
 - FEC level review was discussed. Example policies referenced do not include an FEC faculty level review, but a director/chair should maybe be included in the policy if the complaint starts with the FEC.
 - Sub-committee will make edits based on discussion points and bring to next meeting for continued discussion.
 - iv. Discussion closed.
6. Discussion/Decision/Action Items
- a. Upcoming documents Faculty Workload Taskforce Documents
 - a. Kelly Lester provided an update that the proposal was sent out to faculty for feedback. The overall aim is to clarify what we have and improved consistency in documentation.
7. Good of the order

Motion to adjourn; Seconded.

Next Meeting: February 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** (absent – Jeremy Scott proxy)

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**

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** (absent)

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** (absent)

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

Gallery Attendance:

David Beckett, Josh Bernstein