



FACULTY HANDBOOK COMMITTEE REPORT
December 7, 2022

Members Present: Bland, Bohuski, Elkind, Lee, Mason, Payne, Pesterfield and Shadoan

Guests: Jennifer Hammonds

1. Academic Calendar: Jennifer Hammonds, Guest

Issue: Simplify the academic calendar process and establish a pattern for start/end dates for long-term planning.

XII.B., Page 67: Faculty members are typically employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. The academic year runs from August 16 to May 15 with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of their annual salary at that time. Salary and paycheck information may be obtained on the employee services page of TopNet.

Jennifer Hammonds attended the meeting and addressed the rationale for revision. She proposed the following: The academic year runs from three weeks before Labor Day (Monday) to the Friday after spring grade submission with payments made July 1 to June 30.

After discussion, the committee agreed on the following revision:

The academic year begins on the Monday that is three (3) weeks before Labor Day and ends on the Friday after the spring grade submission deadline not to exceed two hundred eighty (280) continuous, calendar days with payments made July 1 to June 30

Motion, second: Passed

2. Section IV.B.3.a. Policies and Procedures for Continuance and Tenure Recommendations (Holly Payne)

Issue: Department chair asked for clarification on how/when faculty members receive the department T/P/Continuance committee memo. Apparently, this is being interpreted differently across departments. The section of the handbook is

below. Specifically, some folks interpret it to mean the Continuance committee memo may only be obtained from the Provost's Office, but others interpret it to mean that it could be obtained from the Provost's office only if the Department didn't share it. Some Department Chairs want to share the memo because the feedback is valuable to the candidate and is critical information to their success. They would like to provide candidates with the committee memo at the same time as the Department Chair memo. Have chairs have been told by the Provost's office that they are not to provide the memo? What is rationale for this interpretation of the policy? Is clarification warranted?

Per Rob Hale, Senate changed Handbook to remove language that required that the committee comments be shared directly with the faculty member. Only the Chair's summary letter is shared.

Page 39: By September 14 (February 9 for the first-year evaluation), the department chair will provide the candidate with a continuation evaluation in which the candidate's strengths and weaknesses in performance, as noted by the committee and/or the department chair, will be clearly identified, documented, and explained. This evaluation will include:

- the committee's vote
- the department chair's continuance evaluation.

Candidate may request committee memorandum through the Office of the Provost.

After committee discussion, a motion was made and seconded for committee referral and to postpone definitely. An ad hoc committee was formed consisting of: Holly Payne, Lauren Bland and Les Pesterfield.

3. Dismissal for Cause: Drafting Status

The Ad Hoc Committee reported drafting status from two meetings.

4. Process for selecting C/T/P Advisory Committee and Grievance Committee: Drafting Status

The Ad Hoc Committee reported drafting status from two meetings.