

## 2007 – 2008 Faculty Handbook Committee Report

The Faculty Handbook Committee got a very late start this year, due to the need to reconstitute it after the original Chair was disqualified from membership in the Faculty Senate due to the change in her status. Several of the original members also had to be replaced. Once the Committee was complete work began on Chapter 2 of the handbook. These changes were extensive and are reflected in the attached copy of the new Chapter 2.

Submitted by: Oralia Preble-Niemi, Chair

1. Approved by the Senate on 09/06/07:
  - a. In the section of Chapter 2 describing the functions of the Scholarship Committee, delete "The committee shall notify scholarship donors of the current recipients. The committee is also responsible for arranging and conducting the annual honors day ceremony. The arrangements include reviewing the awards listed, adding new awards as appropriate, setting the program, issuing invitations and organizing the ceremony."
  - b. In 2.3.4. "Article III. Method of Election" change the heading to "The Election of At-Large Representatives to the Faculty Senate."
2. Approved by the Senate on 03/06/08
  - a. Under faculty secretary duties in 2.2.3, change "Office of the Associate Provost for Undergraduates and Special Programs" to "appropriate email list" in 1 and 6.
  - b. Under 2.3.5, Section 1. President, election change from "December 1 to December 15" to "by the Friday of the second full week in January."
  - c. Under 2.3.2, Section 2. Apportionment, administration was omitted after college of business, and the voting divisions for education and health and human services were condensed to "college of health, education and professional studies."
3. Approved by the Senate on 04/03/08
  - a. In 2.2.1 define full faculty as "full-time tenured, tenure track, and non-tenure track full-time faculty"
  - b. In 2.2.5 change "general faculty" to "full faculty" and add "as defined in 3.1" after "faculty rank".
  - c. Under 2.3.3. Apportionment, add military sciences under the behavioral sciences division.
  - d. Under 2.3.5. Section 2. First and Second Vice-Presidents of the Faculty Senate. Election: change the wording to "The President of the Faculty Senate will choose the First and Second Vice Presidents from among members of the Senate and subject to confirmation by the full Senate at the organizational meeting of the Faculty Senate (2.3.6., Section I)."
  - e. Under 2.3.6. Section 1. Organizational meeting: remove "held" and replace with "called by the President of the Faculty Senate within one week of the announcement by the Secretary of the Faculty of the newly elected University-at-large members and division members of the Senate, as described in 2.3.4", remove "following the election of the at a time chosen by the Executive Committee," replace "Appropriate officers" with The First and Second Vice-Presidents of the Faculty Senate shall be confirmed" and add

“Committee on Committees, Faculty Handbook, and other” before “Faculty Senate committees”

- f. Under 2.3.7. Section 2, Guideline for Committee Appointments, #2, change “Non-tenured” to “Probationary tenure-track” and change all committee language that refers to the “Associate Provost for Undergraduate and Special Program” to “Associate Provost for Academic Affairs”, also change “Part-Time” to “Adjunct” Faculty Committee.
4. Approved by the Senate on 04/17/08
- a. In Chapter 2, change all wording that mentions “part-time” to adjunct”
  - b. Under 2.3.3, Section 2, Elected Members: after adjunct faculty add “and the full-time, non-tenure-track member (as defined in 3.1.2.) and add “tenured or tenure-track” between “full-time” and “appointment”
  - c. Under 2.3.4, change the wording under “Nomination and Election of Adjunct Faculty Senate Member” to “Before the end of August the Faculty Senate President will contact all Adjunct Faculty by e-mail to call for nominations for the position of the Adjunct Faculty Senate member. At least five business days will be allowed for nominations. The President will then announce the results of the nomination process and proceed to administer an electronic election in accord with the procedures set forth in section 2.2.6. The winner of the election will be announced to both the adjunct and full faculty, and installed on the Senate no later than September 15. Unlike the terms of other senators, the term is one year.”
  - d. Under 2.3.5, Section 2, Election of First and Second Vice-Presidents of the Faculty Senate, add “If a Vice President is not confirmed, the Senate President will entertain nominations for the position from the floor, and the Senate will vote on any candidates nominated” at the end of the “Election” section.