

Faculty Handbook Committee  
Minutes of Meeting on September 21, 2016  
Approved October 5, 2016

Minutes of the meeting of Faculty Handbook Committee on September 21, 2016, in the Slovak Room of Grasselli Library.

Present: Ruth Connell (chair), Jeff Johansen (secretary), Roy Day, Karen Gygli, Dianna Taylor, Brenda Wirkus standing in for Paul Lauritzen (on leave).

We approved the minutes of the meeting held September 7, 2016.

We discussed the potential revision regarding Faculty salary (Part four, Section XIII). We decided that the version last meeting had language that was unnecessary. We agreed by consensus that the proposed revision should read:

Salary payments to Faculty members on Academic year contracts are made on a regular and timely basis, as approved by a vote of the faculty. In every case, the total salary for the Academic Year shall be paid within the twelve month period beginning with the first full calendar month in the Academic Year.

The Faculty Handbook Committee intends to share this as a draft proposal with Barbara D'Ambrosia, Jeanne Colleran, Margaret Farrar, Alan Miciak, Human Resources, and Payroll as a courtesy notice and to give them an opportunity to identify any problems with the proposed language.

The handbook committee then discussed the proposal made by the provost in spring 2016 that we consider emending the handbook such that part-time faculty could have representation on faculty council. Members had concerns about this proposal. First, many part-time faculty are associated with the university for only a short time; the absence of guaranteed long-term employment would make it difficult to have such instructors commit to serve on Faculty Council. Second, requesting part-time faculty to serve on such a time-intensive committee would be outside of the current compensation for part-time faculty, and consequently compensation for such service would need to be instituted if such demands on the representative's time were not to be exploitative. Third, it is very possible that part-time faculty would not be interested in being part of faculty council if they did not have a long-term commitment to the university and the university had no long-term commitment to them.

The handbook committee then discussed changes to the process of emending the faculty handbook that would streamline the process and also make amendment efforts less likely to fail. Collectively, members felt that we need more conversation ahead of the time when the formal proposal comes to the committee. We also felt that the handbook should state some timeline for the process to ensure that the review period for amendments was sufficiently long to get hearings completed, review by the handbook committee accomplished, and faculty meetings scheduled that allow full discussion of changes. We also felt it was important to emend the statements in

the faculty handbook so colleges and schools could propose amendments if they were brought forward in college or school faculty meetings.

Currently, PART 5 of the Faculty Handbook deals with the amendment procedures. We would insert phrase 5 into the list of those who could bring forth a proposal to amend the handbook.

## I. AMENDMENT PROCEDURES

A. Proposed amendments to this Handbook may be initiated by submission, in writing, of the proposed change to the Faculty Handbook Committee by any of the following:

1. the President of the University
2. the Chairperson of the Board of Directors of the University
3. the President of the John Carroll University chapter of the American Association of University Professors
4. any department of the University through a motion passed at a department Meeting
5. any college or school of the university through a motion passed at a college or school meeting
6. the Faculty through a motion passed at a Faculty Meeting
7. the Faculty Council
8. the Faculty Handbook Committee on its own initiative.

This would meet a need that when leaders within colleges or schools want to amend the handbook, they do not need to get a department to bring the proposal forward. They can directly approach all of the constituent faculty, get approval for the faculty, and then the college administration or faculty within the college or school can begin the process of proposal preparation.

The next section of PART 5 currently reads:

B. It shall then be the duty of the Faculty Handbook Committee to study such proposals in consultation with appropriate administrators and Faculty members, and to present them, with such recommendations as are deemed advisable, at the first Faculty Meeting scheduled thirty days or more after receipt of the proposal.

This has been problematic in the past as it indicates that the Faculty Handbook Committee must study and then present the proposal to the faculty, without opportunity to provide feedback to proposers before it goes to faculty for approval. The committee would like to institute a previous step in which a draft proposal could come to the committee. The flow of activities we envisioned was:

- 1) Draft proposals will be prepared by proposers and then undergo a time of review, comments and suggestions by faculty, the Faculty Handbook Committee and the administration. It will be the responsibility of the proposers to organize university-wide meetings (hearings, brown bag lunches, etc.) where they can seek these comments and suggestions.
- 2) After this time of review and comment, the Faculty Handbook Committee will receive the proposal (possibly revised following the review process), evaluate the proposal in light of the Faculty Handbook, and then forward it to the faculty.
- 3) Open hearings will be held at this point to discuss the completed proposal
- 4) The proposal will be discussed at a faculty meeting, and then will go for a vote from the faculty.

5) Review and approval of the Board of Trustees will be required for the amendment to become part of the handbook.

The committee did not decide on timelines at this meeting.

Finally, the University Rank, Tenure and Salary Committee want to pursue fixing the tenure clock. They will be approaching us to discuss handbook issues associated with this proposed change.