

## **STANDING COMMITTEE ANNUAL REPORT 2009-2010 (from Mickey Wadia)**

**Name of Committee or Council: Faculty Handbook/Policy Committee**

**Chair: Dr. Mickey Wadia, Lang and Lit ([wadiam@apsu.edu](mailto:wadiam@apsu.edu)) ext: 7448**

**Meeting Dates in Current Year:** (too numerous to include). We try to meet in the fall at least once a month. We usually meet more often in the spring semester in preparation for the called faculty meeting of the senate. These meetings last from 2-4 hours.

This committee has to meet quite often to discuss policy issues with the Faculty Senate. We meet throughout the year, including summer to get the Handbook ready for the next fall. Handbook Committee is also involved in pre-semester calendar activities each fall (see details below). As chair of the committee, I usually present changes to all the required bodies for approval starting with Handbook Committee, Executive Committee of Faculty Senate, Senate, Deans Council, Academic Council and the President. I met earlier with President Hall to go over the changes, which he has verbally approved. Final copy will go to President Hall when I return from my CCSA duties in London in 3<sup>rd</sup> week July 2010. Brian Johnson and I will coordinate the final steps of the approval process.

### **Major Actions or Accomplishments:**

**(1) On-going Revisions to Policy 5:060 (Academic Tenure).**

Revising a policy requires that I coordinate with various bodies on campus (faculty, deans, faculty senate, Exec. Committee of Faculty Senate, chairs, Provost, and President) to make the required changes open for discussion. Any policy change is a long and complicated process. We included some lengthier sections this time esp. with regard to RTP criteria changes and procedures as well as language to address introduction of documents not ordinarily part of content and order requirements in the edossier. Had several meetings with Senate President Lori Buchanan on these issues.

**(2) On-going Revisions to Faculty Handbook in conjunction with Brian Johnson.** Brian has contacted all the personnel involved in the sections of the Handbook to update the pages with current and accurate information (e.g. library, Fort Campbell Center, Distance Education etc.)

**(3) At this time, Brian Johnson and I are planning a brief presentation to present Handbook and Policy changes to retention, tenure and promotion policies at the August all faculty meeting.**

**(4) Brian Johnson and I will briefly discuss the Faculty Handbook and policy issues as part of New Faculty Orientation.**

**(5) Brian Johnson and I will plan for retention, tenure, and promotion workshops as part of the pre-semester calendar activities. We have done these workshops for several years and plan to repeat in Fall 2010.**

### **Committee Membership 09-10:**

**Mickey Wadia (Chair); Brian Johnson (ex-officio); Elaine Berg; Jack Deibert; Steve Ryan ; and Sue Evans (representing Ft Campbell Center).**