

STANDING COMMITTEE ANNUAL REPORT 2011-2012 (from Chair Dr. Mickey Wadia)

Name of Committee or Council: Faculty Handbook/Policy Committee

Chair: Dr. Mickey Wadia, Lang and Lit (wadiam@apsu.edu) Ext: 7448

Meeting Dates and Activity in Current Year: (too numerous to include). We usually meet about once a month. On average, this committee likely meets more often than many other committees because of the nature of our task, which involves coordination and approvals from many individuals across the campus community.

We also meet with the president of the Faculty Senate and the executive committee. The Senate President (this year it was Jack Deibert) was invited to sit in on deliberations involving policy and procedures. This is a committee that, over the years, has made a significant impact on the RTP process. Each year, the policy is fine-tuned and improved as changes become necessary. The bulk of our time was used in the fall semester to come up with a brand new policy addressing student academic misconduct (3:035). I had several conversations with the university attorney Stephanie Reeves, senate President Deibert and Greg Singleton as we developed this important policy. I am most proud of this singular achievement that was also completed in record time and had approvals at all levels.

The handbook/policy committee has the task of making sure all proposed changes go through various levels of review starting with the executive committee of the Faculty Senate, then the full Senate, then Deans Council and finally the Academic Council. Preparing these documents takes a lot of time, diligence and *extremely careful attention to detail* as tracking changes have to be observed in various versions of a policy. All changes this year, as in previous years, had about 99% approval at all levels. Actions generated via the Handbook Committee often have an impact on the Personnel Calendar as well as the pre-semester calendar.

This committee sometimes meets during summer (June-July) sessions to get the Handbook and RTP Policies (usually 5:060 and 5:061) ready for publication for the following year. As chair, it is my job to prepare RTP forms updates and to have the handbook and faculty policies 5:060—5:063 ready for the new academic year.

Handbook Committee (especially the chair) is also involved in pre-semester calendar activities each fall (see details below)

Major Actions or Accomplishments:

- (1) Several important revisions to 5:060 were approved by Senate, Deans Council, and Academic Council. These proposed changes will now go to President Hall for signature and final approval. One important action this committee took was to draft a new APSU Misconduct Policy (3:035). I personally spent a lot of time with Greg

Singleton, Jack Deibert, Stephanie Reeves and others to make sure this new policy was ready in record time to comply with the mandate from TBR.

- (2) Revisions to Policy 5:061 and 5:062. These proposed changes will now go to President Hall for signature and final approval. Committee met several times this year in Dr. Denley's office area in the conference room. Senate also had a called meeting to accommodate the number of changes to policy this year. Two forms are being revised to shield the identity of the writer of the content on those forms.
- (3) Starting last year, the senate has a retreat scheduled prior to semester start which lasts 3 hours. One hour of this retreat is devoted to informing faculty of recent changes to the policy and discussing RTP issues. As chair of this committee, I conduct these sessions.
- (4) Brian Johnson and I discuss the Faculty Handbook and policy issues as part of New Faculty Orientation. We have also done this in previous years and plan to repeat in fall 2012. Mitzi Thompson, coordinator for e-dossiers, helps me in this process with the new faculty.
- (5) Brian Johnson and I also conduct retention, tenure, and promotion workshops as part of the pre-semester calendar activities. We have done this in previous years and plan to repeat in Fall 2012.

Committee Membership 2010-11:

Mickey Wadia (Chair)
Brian Johnson (ex-officio) [Academic Affairs]
Elaine Berg
Sue Evans [representing Ft. Campbell Center]
Steve Ryan
Tim Winters