

## STANDING COMMITTEE ANNUAL REPORT 2010-2011 (from Dr. 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 and Activity in Current Year:** (too numerous to include). We usually meet about once a month. On average, this committee has to meet quite often to discuss policy issues with the Faculty Senate. The Senate President (this year David Major) is also 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 even further as needed.

The 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 had near-unanimous approval at all levels. Actions generated via the Handbook Committee often have some impact on the Personnel Calendar as well as the pre-semester calendar.

We even meet 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. .

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 change that has been approved is that the Provost's review now follows the University Tenure and Appeals Board.
- (2) Revision to Policy 5:061 (Promotion policy). The one major revision to this policy included clarifying the time frame when faculty members can go up for promotion. These proposed changes will now go to President Hall for signature and final approval.
- (3) Brian Johnson (ex-officio member) and I present changes to retention, tenure and promotion policies at the August all faculty meeting. We have done this for many years and plan to repeat in fall 2011.
- (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 2011.
- (5) Brian Johnson and I 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 2011.

### **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