Minutes

17 October 2011

Jim Braun, Richard Pearce-Moses, Muhammad Rahman, Kara Mullen, Victoria Foster, Robert Vaughan, Craig Hill.

1. Approval of the Minutes

- Unanimous.

2. Proposal re LGBT equity issues and domestic partner benefits

- Jim talked to Provost, who encouraged that FAC put forth a resolution to Faculty Council.

- Appoint a subgroup to review the report. The report is probably out of date, but could provide basic information.

- Jim and RPM will come up with a proposed resolution by next meeting.

3. Continued consideration of Handbook

- Discussion of sick leave. Must be consistent with HR policy. If you miss a day, you take a day; acceptable reasons to take partial day. RPM will draft language for next meeting. Will also look at CSU employee handbook, which ultimately takes precedence.

**207 GENERAL PERSONNEL REGULATIONS**

207.01.03 Military Leave – no comment

207.01.4 Court duty – no comment

207.01.5 Voting – no comment

207.01.6 Personal leave – no comment

207.01.7 Weather/Emergency leave – no comment

207.01.08 Leaves of absence – no comment

207.01.09 Vacation – no comment

207.01.10 Family Leave

- Move pregnancy leave (207.01.2.1) here and renumber sections 207.01.3.2 and .3

207.02 Gratuities – no comment

207.03 Checkout procedures

- The form is actually called Clearance of Campus Form. Propose changing the name of the form so it doesn’t sound like evacuation.

207.03.01 Resignation of tenured faculty

- RPM notes there’s no corollary section for non-tenured faculty. Williams have no expectation of year-to-year employment. Vaughan notes that a section should refer to their contract.

207.04 Sexual harassment, et seq.

- Vaughan asks FAC to hold consideration to make sure the language is consistent with other policies and provide revised text later.

207.05 Faculty-Student Relationships – no comment

207.06 Responsibilities of the Dept Head/Associate Dean

- Vaughan notes, this is from a committee that reviewed the handbook some years back.

207.99 Forms

- Absence report form now based in ADP, with new exception report form (current form is obsolete)

- Clearance of Campus form

- Note: faculty w/ emeritus status would not have their email cancelled

- Bookstore should be Lochshop

- Human Resources name change

- Reference to Lynx

- General question: can we link to the forms rather than include them in the appendix (whenever possible). Need to make sure that the forms online are kept current. Encourage that URLs remain the same even as forms change.

**208 Outside Activities and On-Campus Extra Compensation**

208.01 Conflict of Interest Policy – no comment

208.02 Occupational Activity and Consulting

208.02.01 Definition – no comment

208.02.2 Policy – no comment

208.02.03 Procedures for Obtaining Approval of Occupational Activity or Consulting – no comment

208.02.04 Occupational Activities Resulting in Extra Compensation – no comment

208. 02.5 Approval Procedures – no comment

208.02.6 Professional Liability Insurance – no comment

208.03 On-Campus Activities for Extra compensation

208.03.1 Procedure for Approval – no comment

208.03.2 Continuing Education – no comment

208.04 Political Activity – no comment

208.05 State Business Disclosure Report – no comment

208.99 Forms

- Recommend link to form

**209 Use of State Property**

209.01 Political Campaigns – no comment

209.02 Personal Use – no comment

**210 Drug-Free Work Place**

- Change name of unit

- a confidential referral service available through Counseling Services.

**211 Academic Freedom and Responsibility**

211.01 Preamble – no comment

211.02 Academic Freedom of Faculty – no comment

211.03 Code of Ethics – no comment

211.04 Professional Responsibilities

211.04.01 Professional Conduct

- Needs some general formatting, such as formatting, inconsistent of BOR, BoR. E.g., 3A should not be italics

211.04.02 Essential Duties/Expectation of Faculty – no comment

211.05 Rights and Freedoms of Students

- Question: Is this consistent with the Student Handbook? Vaughan thinks not.

211.05.01 Student Intellectual Diversity Policy

- Note: No italics

- Without changing the policy, change reference to AAUP link to be a footnote to cite source. As it stands, there could be a problem if the text on the AAUP cite changes.

211.05.02 Faculty Responsibilities and Protection of Student freedoms – no comment

- Question: Are these principles matter of cause for students to object, for example, to a grade given? Relationship to the appeals process? Does this introduce more grounds for cause of complaint.

- Should there be a mention that complaints follow a procedure elsewhere?

**212 Grand Proposal Submission Process**

212.01 Process