
Chair: Jim Braun. Recorder: Richard Pearce-Moses. Members: Victoria Foster, Craig Hill, Kara Mullen, Muhammad Rahman, Keisha Tassie, David Williams.

MINUTES
19 September 2011

Attending: Braun, Pearce-Moses, Hill, Mullen, Rahman, Tassie.

Guest: Robert Vaughn

I. Approval of Minutes

- No formal minutes of the 1 September 2011 meeting as quorum was not met.
- Notice received to correct letterhead

II. Review and Approval of Faculty Handbook

200.01 Faculty Hiring

1. Approved with recommended changes
2. Approved as amended (last bullet point):

Send a letter of receipt to each applicant, the EEO Voluntary Disclosure Form, and a copy of the position description. either electronically or by regular mail with a pre-addressed return envelope.

3. Approved as amended (to be consistent with website (www.clayton.edu/EOE.htm),

All efforts need to be made to seek and retain a diverse pool of applicants; diversity of race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation or veteran status is particularly important to uphold Clayton State's mission.

Note: FAC members expressed concern for the above and final bullet: How does the administration know the status of the applicants?

4. Approved as amended.

Following all interviews, the committee will meet to formulate its recommendation using all evaluative data, and submit to the Department Head/Associate list (ranked or unranked) of the top candidates (a minimum of three). The Department Head/Associate Dean in turn submits the list to the Dean.

5. Approved without change.

200.02 Letters of Intent/Annual Contracts

- 200.02.1 Approved without change.

200.02..2 Approved as amended

All faculty at Clayton State University who are not on tenure track will receive written notification of intent to renew or not to renew contracts according to this schedule mandated by the BOR.

200.03.1 Removal of Faculty Members

200.03.01 Approved without change.

200.03.3 Approved without change.

201 Faculty Tracks

FAC likes the start, but will not take up until it has received more from P&T.

404.02 Hardship Withdrawal

Approved as amended to include "Students who attend class through the end of a term and complete all course requirements (i.e. final project or exam) are not eligible for hardship withdrawal."

III. Meeting times and notice

In the absence of items for the agenda, regularly scheduled Monday meetings will be canceled by the Chair. Agenda items must be received by 5:00 p.m. on Wednesday to be considered at the following Monday meeting to ensure FAC members have time to review them. Items received after 5:00 p.m. on Wednesday will be considered at the meeting on the second Monday following receipt.