Faculty Senate Documents Committee Final Memo
Session 56
2021-2022 Academic Year

At the beginning of the academic year, Documents Committee was charged with reviewing edits to the Faculty Handbook suggested by Ashley Harrington, former administrative assistant to Faculty Senate. Fall semester was spent reviewing these suggestions and making additional recommendations to be implemented during the Spring semester. These recommendations were then submitted to the Executive Committee of Faculty Senate for review.

The Executive Committee responded at the beginning of the Spring semester with approved changes and additional recommendations for edits to the Faculty Handbook and Faculty Senate website. Spring Semester was spent implementing these changes and making additional recommendations summarized below.

Edits and recommendations to the Faculty Handbook:
General:
Removal of gendered language
Editing of spelling, punctuation, and capitalization errors
Updating of titles, names of programs, and names of colleges, etc.
Documents Committee recommends keeping "Board of Regents" in the history of bills.

Per chapter:
Chapter 1:
E.8. Insertion of Vice President of Equity, Access, and Behavioral Health and Dean of Students.

F.5. Dean of the General Education Program: The Vice Provost is in charge of the General Education Program. This section needs to be updated concerning specific responsibilities.

Chapter 2:

C. Non-Tenured-Track Faculty Merit: The pay increase is not up to date. Documents recommends removing this rather than updating it.

C. Final Review: February 20. Language may need to be changed to reflect the electronic submission of the dossier.

D.1. Continuing Faculty Appointments (Procedures): remove redundant language. The section on percentages is in both policy and procedures

D.2. Regular Non-Tenure-track appointments (Budget Procedures): Is this section accurate? Documents suggests giving this section to Compensation Committee to check for accuracy.

Guidelines for Appointments of Non-Tenured-Track Faculty: Language here also occurs in the Policy section. Documents recommends removing it.

D.5. Emeritus Status (Procedures): Is this section accurate? Documents recommends sending it to the appropriate committee.

E. The first sentence in the last paragraph is missing s subject.

F.4. Dossier: Remove technical limitations to the file sizes for uploading the dossier

Redundant language concerning the beginning of the electronic submission of the dossier.

F.11. Rewards for Promotion and Post-Professorial Merit: Remove monetary amounts.

F.12. Summary Form. Remove since this form is on Workflow.

Chapter 3:

B. (Outside employment): Cross reference to Business Policies and Procedures Manual (03-11).

B. (Dispute Resolution): Who is the Personnel Director of the University

B. (Statutory Requirements): This section references the Revised Statutes of Missouri. Several of the statutes are not exactly as they appear on the Missouri Revisor of Statutes Website. This needs to be reviewed. Specifically, gendered language has been changed in the Faculty Handbook which does not appear in the statute. There are also incomplete sentences and revised language.

D.7. This is redundant, Documents Committee recommends its removal.

D.8. Scientific Misconduct: I emailed Doug Koch about this section. He is setting up a meeting with Jen Bengtson and Pam Vargas and myself to go over this section. Perhaps it should go to the appropriate committee rather than documents.

Chapter 4:

B. Professional Travel Provisions: Documents Committee recommends removing this section. A link to Travel Procedures is supplied above. These procedures change all the time.

C. Faculty Development: Documents discussed this section. Each college appears to handle professional development money differently. This section needs to be reviewed.

Chapter 5:

   A. Application to Various Course Types
        Sent email to the Vice-Provost needing this updated. Response was it would be given.
            I have not heard back as of yet.

Chapter 6:

A. Use of Computer Facilities
   User Priorities
   Software Copyright Policy – language doesn't match that on IT website
   This needs to be reviewed.
   The links to the IT website do not have the manuals listed

   Software Copyright Policy
   This section changes often. Should we reference the Copyright Manual? There is nothing under Software Licensing on this site

Chapter 7:

Summary. Other than Section A. this chapter provides support information and links to policies and websites. As a links-intensive chapter, the overarching recommendation is to a) remove each link and b) reference each available source.

B.1,2,3 The link to the Business Policy and Procedures manual is broken

B.4. Tobacco Usage. The link to the policy is broken

B.5. University Communications & Marketing – This section needs attention as indicated. There is a defined Marketing Department and a Communications Director in the President's Office. There needs to be language that clarifies the marketing v. communication distinction. Otherwise change to University Marketing, make no reference to communications. The link is broken

B.8. The link for University Travel Policies and Procedures is broken. It is recommended that the section be referenced without a link. These policies change quite often

B.9. The link for Policy and Procedures for Prevention of Alcohol and Drug Use is broken

Chapter 8:

Summary: This is titled "Appendix". Documents suggests changing chapter 8 to "Constitution and Bylaws" to signify its importance and so faculty know where to find them.

A.1, article III.A.1.c Documents Committee asked Erin if the Membership Chair receives this report. She said they do not currently receive this report as it is not necessary. This information is available on department websites. This report could be generated if needed, though. Recommend changing first sentence to: The provost shall certify the official faculty roster of all full-time faculty members by department upon request by the Faculty Senate Membership Committee.

A.1, article V.B.3 Describes voting procedures for election of officers. Simple majority rules for two candidates, but item 3 would appear to deal with situations where there are more than two candidates, but (agreeing with Ashley) it is missing language. Since this is a critical issue that

could affect the way Faculty Senate operates, Documents Committee recommends sending this over to Governance(?) to replace or rediscover missing language.

A.1, article VI.B.8 Documents Committee suggests changing "mailed" to "communicated."

B, Section 5.10c. Documents Committee suggests changing "mail" to "communicate."

B, Section 6.58 Ashley comments that the 15-day review does not go out by Newswire or email. Recommend change to "submitted for campus review".

B, Section 6.62 Senate minutes are on the Faculty Senate website. We don't need to email or Newswire them—recommend removal of highlighted text. There are other details that I am not sure Faculty Senate is doing relative to the minutes. Both sections 6.61 and 6.62 should be reviewed by Faculty Senate execs to see if they are complying with these directives, or if they are no longer relevant suggest appropriate modifications.

B, Section 7.71 Ashley comments that Section 1G of Faculty Handbook has been removed, so highlighted text should be removed. Since this would remove any explicit Faculty Senate role in University Committees, the title of this section should have "Faculty Senate Role in" removed as well. Since concerns were expressed in our Committee about giving up any Faculty Senate input on University Committees, recommend that another Committee (Governance?) consider if there should be a FS role in the University committee system, and what that role should be.

Recommendations for the Faculty Senate Website:
The Homepage needs the following information to be added
Updated photo
About Us tab with:
History of Senate
Senate mission statement
Definition of shared governance
Composition of senate
      terms
      responsibilities of the senators
      role of the alternate
Subcommittee requirement
      Not all members of a subcommittee are senators

"Team Directory" tab should be changed to "Executive Committee"

Under the "Committees" tab there should be a description of each committee and its charge, term, explain that each committee has a chair and vice chair

Current Studies and Reports are not included:

Compensation Study should be included until the final payout is complete

There should be a link to the strategic plan

According to the Faculty Senate bylaws, there should be an open forum tab. There is a place to make comments on specific bills, perhaps this should be changed to a comments section.

Also, according to the bylaws, there should be a link to the Missouri Association of Faculty Senates.

Documents Committee recommends looking at Missouri State's Faculty Senate website. https://www.missouristate.edu/FacultySenate/default.htm

Respectfully Submitted by
Dr. Joni Hand, chair of Documents Committee
4.15.22