

## Committee on the Oversight of the Faculty Handbook

### Meeting Minutes

Thursday, August 18, 2022, at 3:30pm

Location: Webex

<https://uncp.webex.com/meet/rachel.smith>

Committee Members: (Division) (End of term)

Cynthia Miecznikowski (LETT Secretary) (2023)

Vacant (ARTS) (2023)

Rachel Smith (NSM Chair) (2023)

Olivia Oxendine (EDUC) (2024)

Miranda Reiter (SBS) (2025)

Vacant (CHS) (2022)

Mary Ann Jacobs (FERS) (Ex Officio)

All members attended.

New Faculty Senate Chair Holden Hansen, former COFH Chair, attended to support the transition.

- I. The meeting was called to order at 3:32pm.
- II. Minutes from the April 21<sup>st</sup> meeting were approved.
- III. Meeting agenda was approved without changes.
- IV. Report from Previous Committee Chair and current Senate Chair Holden Hansen
  1. The work of the Committee in 2022 included recommended changes to ensure “accuracy and currency” as well as clarity and consistency throughout the document in, for example, updated names of documents, departments, colleges, and administrative offices and posts as well as the substitution of gender-neutral pronouns (i.e., “singular they”) throughout. However, it is not clear from the language of the Committee’s charge which, if any, of the Committee’s recommendations require Senate review before the changes to the Handbook can be made.
  2. Former COFH Chair proposed new COFH Chair craft more prescriptive language to clarify the Committee’s charge and suggested the following to the Faculty Governance Chair for consideration: "simple deletions, errors of correctness regarding spelling, punctuation, revisions to improve syntax or updates (e.g., Department name changes or changes to position titles) need not be brought to the Senate for approval.”
- V. Chair’s report
  - A. Review of charge as stated on page 17 of the *2022-2023 Faculty Handbook* and on the following webpage: <https://www.uncp.edu/facultystaff/faculty-senate/senate-committees-related-links/oversight-faculty-handbook-committee-handbook>):
    - D. The Committee for Oversight of the Faculty Handbook shall consist of seven members: the Chair of the Faculty Evaluation Review Subcommittee, who serves in an ex officio capacity, and one member elected from each Division of the General Faculty in General Faculty-wide elections conducted by the Committee on Committees & Elections. Any member of the General Faculty with tenure and

the rank of Associate or Full Professor is eligible for election. Membership is for three-year staggered terms, and the chair and secretary of the Committee shall be appointed by the Faculty Senate Chair from its Divisional membership.

The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format accessible via the Faculty Senate's official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. **The Committee must present any such alterations to the Faculty Handbook to the Faculty Senate; with subsequent action undertaken at the pleasure of the Faculty Senate.**

- B. The Executive Committee will conduct a poll between September 1 and 6, then discuss the results with the Faculty Senate on September 7, to determine the way forward about meeting locations and format (e.g., face-to-face, Webex, or hybrid).
- VI. Future Work:
  - Section II Chapter 2: Student Evaluations of Instruction (p. 83 of pdf) is where the committee left off last year. The Committee will begin by reviewing the incorporation of gender-neutral pronouns ("singular they/their" for gendered pronouns he/she, him/her) from Chapter 1 forward.
- VII. Old Business: Pass the changes approved last year through FS with more guidance from Faculty Governance (as noted above).
- VIII. New Business: After discussion the Chair will email the Chair of Faculty Governance (as explained above) to recommend adding a statement to the charge of the committee which clarifies which changes to the Handbook must receive approval from the Faculty Senate before being made.
- IX. Announcements
  - A. The Department of American Indian Studies will host Dr. Kristopher Ray, candidate for the Adolph L. Dial Endowed Professorship, on August 24, 10:00-11:00am, in 130 James A. Thomas Hall.
  - B. The UNCP RISE Program will hold the annual End of Summer Research Symposium Friday, August 26th from 2:30-5:00pm in the UC Annex.
  - C. The next meeting of the COFH is scheduled for Thursday, September 15, at 3:30pm; location TBA.
- X. The meeting was adjourned at 4:25pm.