

**MINUTES of the
28th February 2017 Meeting of the
University Faculty Handbook Committee
International Center, Room 514
11:30 A.M.**

APPROVED – March 31, 2017

I. **Call to Order:** The University Faculty Handbook Committee met on Tuesday, February 28th, 2017 in room 514 of the International Center Building. The meeting was called to order by the Chair, Dr. Kimberley Davis at 11:31.

Members Present: Dr. Ann Blackwell; Dr. Ann Blankenship; Dr. Leisa Flynn; Dr. Rebecca Powell; Ms. Tisha Zelner; Ms. Subrina Cooper; Dr. Samuel Bruton; Dr. Max Grivno; Dr. William Powell; and Dr. Kimberley Davis. Guest attendees: Dr. Mac Alford and Dr. David Beckett.

II. **Approval of Minutes:** The motion to approve the Minutes of the 9 December 2016 meeting was made by Dr. Samuel Bruton and seconded by Dr. Ann Blankenship. The motion carried and the December Minutes were approved as presented.

III. **Approval of Agenda for February 28th, 2017:** The Agenda for today's meeting was approved with the motion made by Dr. Samuel Bruton and seconded by Dr. Ann Blankenship.

IV. The first item on the agenda was a continuation of Discussion Item 1, presented by Ms. Tisha Zelner on behalf of the Council of Chairs concerning 9.5.2 of the Faculty Handbook, *Eligibility to Serve on Departmental Tenure and Promotion Committees*, and was up for a second vote. The matter at hand pertains to making a change and addition of the word **“Tenure”** as a qualification to serve on departmental promotion to the paragraph: Tenure is not presently included in the language of 9.5.2 as criterion for service on the Departmental Promotion Committee.

Over the past several months – since October – the Faculty Handbook Committee has given very heavy, thoughtful, and serious discussion on this item with a requested re-working of the proposed language being re-presented by the Council of Chairs. An agreement was reached today with a minor tweaking of the language; **the second vote was taken with a motion to pass made by Dr. William Powell and a second by Dr. Ann Blankenship. The proposal to add the term *tenure* as a qualifier to serve on departmental promotion committees in 9.5.2 was approved.** Two opposed: Dr. Samuel Bruton and Dr. Leisa Flynn.

The Proposed language for 9.5.2 follows:

9.5.2 Departmental Promotion Committees. Upon receipt of promotion dossiers, department chairs must first confirm the eligibility of applicants for promotion in academic rank and then convene the Departmental Promotion Committees to consider the qualifications of candidates for promotion. Departmental Promotion Committees consists of **all** departmental **tenure-stream** faculty members *who are not currently under review for tenure and who hold* academic rank equal to, or higher than, that being sought by candidates for promotion.

- V. Discussion Item was presented by Dr. David Beckett. In December, Dr. Beckett came to the committee with a two-part proposal: A.) making a modification to section 2.11.2, which deals with *The College Advisory Committee*; and B.) Conjoined modifications to sections 9.5.2, Departmental Promotion Committees, and 9.7.1, Types of Tenure Proceedings / Departmental Tenure Committees. Part A was *tabled* at the December meeting; however, the second part B, was given a **first vote in December** and today was up for a **second vote**.

Part B of Dr. Beckett’s proposal involved the inclusion of the term “*all*” to the membership description of the Departmental Promotion Committee in all departments. The second vote was not needed on this, as this term was already included and dealt with as the committee handled the proposal from the Council of Chairs and was simply added to that new language.

Additionally, Dr. Beckett proposed that 9.5.2 should “*mirror*” section 9.7.1. Further discussion ensued but no action was taken.

- VI. Dr. Beckett presented a new Discussion Item (3) on the *Core of Instruction/Teaching Track* which involved modifications to Chapter 3 – *Hiring Policies, Contracts and Employment Terms*. Proposed modifications involved Section 3.3 *Faculty Defined* and 3.4 *Non-Tenure-Track Faculty* (3.4.1).

The primary factor involved here is to make a more consistent flow of language in this new section which has as its focus the new *Core of Instruction and Teaching Track*, as it was rather hurriedly put together. Heavy discussion ensued. Dr. Beckett explained that under B – *Instructor, Lecturer, Senior Lecturer, and Teaching Professor Positions* – Dr. Bennett insisted upon certain phrases being added, such as “(regardless of prior service or teaching experience)”; however, there was another individual who inserted some phrases based upon his interpretation of what he *thought* was being dictated. Dr. Beckett seeks to clarify and correct these

phrases and make them consistent. The reader may see proposed changes below:

From: **3.4.1 Policies and Procedures Regarding Non-Tenure-Track Faculty at the University of Southern Mississippi: Research and Clinical Professors, Instructors, Lecturers, and Senior Lecturers, Teaching Professors, Artists-In-Residence, and Professors of Practice.**

B. Instructor, Lecturer, Senior Lecturer, and Teaching Professor Positions

(Begins mid-paragraph, page 23, electronic version of 2016, current.)

positions at the University and who lack the terminal degree in the discipline in which they teach are to be appointed at the rank of Instructor. Individuals who are initially appointed to such positions at the University and who hold the terminal degree in the discipline in which they teach, or in a closely related discipline, are appointed at the rank of Assistant Teaching Professor. Individuals at the University who currently hold the title of Instructor but possess the terminal degree in the discipline in which they teach (or in a closely related discipline) may be moved to the rank of Assistant Teaching Professor. Instructors at the University who earn the terminal degree in the discipline in which they teach (or in a closely related discipline) may also be moved to the rank of Assistant Teaching Professor. **An individual within the University** ~~Individuals seeking these positions~~ **this change in position** (regardless of prior service or teaching experience) must prepare a dossier for evaluation by the candidate's Departmental Promotion Committee, department chair, College Advisory Committee, and college dean. For **these** ~~these positions~~ individuals seeking these positions the Departmental Promotion Committee will consist of the department's tenured Associate and Full Professors. Following input from the college dean these recommendations will be forwarded to the Provost for a final decision.

The general time schedule for promotions from Instructor to Lecturer to Senior Lecturer and from Assistant Teaching Professor to Associate Teaching Professor to Teaching Professor follow the University's schedule for promotion for personnel in tenure-track ranks (see Section 9.4.3 of the Faculty Handbook). Individuals who are initially appointed as Instructors are eligible to apply for promotion to Lecturer during their fifth year of service (or later years) as Instructors, with an approved promotion effective at the beginning of the following academic year. Promotion from Lecturer to Senior Lecturer follows the same time frame. In cases involving promotions from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching Professor to Teaching Professor, individuals may seek promotion during the fifth year of service (or later years) in the lower rank, with an approved promotion effective at the beginning of the following academic year. In computing time in rank at the University for purposes of promotion, professional experience, and/or time in rank at another institution of higher learning may be considered if specified in the faculty member's contract at the time of employment. University of Southern Mississippi employees who earn a doctoral degree receive an increase in salary (see Fringe Benefits Page in USM Employee Handbook). Promotions from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching

Professor to Full Teaching Professor merit increases in salary. Promotions from Instructor to Lecturer and from Lecturer to Senior Lecturer also merit increases in salary.

All candidates (regardless of prior service or teaching experience) for **promotion via** the Instructor → Lecturer → Senior Lecturer track or the Teaching Professor pathway will prepare a dossier describing their accomplishments and rationales for seeking ~~the position or a~~ promotion. Recommendations regarding these positions or promotions will be made by the candidate's Departmental Promotion Committee, department chair, College Advisory Committee, and college dean. For promotions from Instructor to Lecturer and from Assistant Teaching Professor to Associate Teaching Professor the Departmental Promotion Committee will consist of the department's tenured ...

Dr. William Powell moved to accept the presented changes in language to the above section made by Dr. Beckett; seconded by Ms. Zelner. The motion carried and the presented changes were approved with Vote 1.

The motion was then made to Table the discussion by Dr. Ann Blackwell and seconded by Dr. Samuel Bruton, stating that there is a need to “make a consist flow of language or description as regards promotion for Non-Tenure-Track Faculty.” Although a couple of great suggestions were made – Dr. Grivno – the committee agreed to *table* the discussion and any attempts to make revisions at this meeting. Dr. William Powell volunteered to look at this chapter, as well as chapter 9, and provide some initial revisions at our next meeting. Davis also found a number of grammatical errors in this section, which should be corrected and given to Allison Gillespie for upload. However, these may be covered in the pending revisions of Dr. W. Powell and/or as we move along in what may be an ongoing discussion of this section for a couple of months.

Respectfully submitted,

Dr. Kimberley Davis
Chair, University Faculty Handbook Committee