

**Faculty Senate Policy Committee**  
**Meeting Notes**  
October 3, 2012  
3:30-5:00 p.m.

**Members Present:** Jackie Hood (Chair), Richard Holder, Christine Sierra, John Taber, and Martha Muller

**Members Absent:** Floyd Kezele and Ex-Officio member Jane Slaughter

**Staff Present:** Rick Holmes and Carol Stephens

1. Lecturer Procedures and Academic Leave
  - a. Lecturer procedures should be consistent with tenure-track procedures. Procedures should be approved by the Faculty Senate.
  - b. The ability to appeal should be explicit in the policy.
  - c. Procedural items would be moved to the 'procedures' area in a revised FHB. It will need to be decided whom must approve the procedures before going to the Senate for consideration. The Policy Committee could decide the approval path and Ops could approve.
  - d. The Lecturer process is 'weighty'. The option to appeal to the AF&T Committee should be included in the procedures especially if Department Chairs do not spell it out in their procedures.
  - e. Policies stand the test of time and should not need to be revised every couple of years. Procedures can be changed as needed or customized for unique circumstances.
  - f. Section 3.4.2 needs to be changed or addressed in the procedures to be consistent. Lecturer evaluations should be in-sync with other evaluations. Dates from the policy will be included in the procedures.
  - g. An extended probationary period should be treated the same as a lecturer in their first year. The second year of probation should not count for experience. The timeline should be the same as the paragraph above it.
  - h. Carol will review, revise, and send a new version of the policy to the committee.
  
2. Proposed Changes to the AF&T Charge-Jackie provided a short summary
  - a. Jackie spoke with Committee on Governance Chair Ursula Shepherd.
  - b. The University Constitution specifies only tenured faculty are allowed on AF&T.
  - c. Current AF&T Chair Vic Strasburger (Pediatrics) wants the policy changed to allow service on the committee by Clinician Educators.
  - d. CoG does not want to touch the Constitution unless really necessary.
  - e. CoG tabled it to a future meeting for more discussion.
  - f. The AF&T Committee overall does not support the change.
  - g. Jackie will email HSC Council Chair Tom Long regarding CEs and AF&T.
  
3. Policy Manual-Carol Stephens provided an update
  - a. Policy will be separated from the procedures for each policy in the Faculty Handbook. Policies need a larger power footprint. One example is Annual Reports.
  - b. A history section will be added for each policy.
  - c. The key to any revision of the FHB is the development and implementation of a Policy on Policies.
  - d. Reviews of the following policies will be moved up in priority:
    - i. Visiting Scholars
    - ii. Sick Leave
    - iii. Sabbatical Leave and Lecturer Leave

- e. Carol will have more on the new format and the Policy on Policies at the November meeting.
4. Communication with Faculty Senate leadership
- a. The Policy Committee should review all policies that go to the Ops Committee and the Faculty Senate.
  - b. Should the Policy Committee Chair meet with Ops and the Council Chairs?
  - c. Jackie will meet with FS President Amy Neel
5. Meeting Adjourned at 4:58 p.m.