MINUTES

COMMITTEE: FACULTY GOVERNANCE

MEETING DATE: April 27, 2005

PERSON PRESIDING: Mary Glascoff

REGULAR MEMBER IN ATTENDANCE: James Holloway, Ed Justiniano, Nanyoung Kim, Bob Morrison, and Tinsley Yarborough

EX-OFFICIO MEMBERS: Catherine Rigsby, Puri Martinez, Paul Zigas and Lisa Sutton

OTHERS IN ATTENDANCE: Lori Lee

ACTIONS OF MEETING

1. Agenda Item: Approval of Minutes by the Committee

   Discussion: Delete Agenda Item 2 of the minutes of the Committee meeting of April 13, 2005.

   Action Taken: The Committee unanimously approved minutes of the meeting on April 13, 2005, with the removal of Agenda Item 2.

   Assigned Additional Duties to: There were no assigned duties.

2. Agenda Item: Use of Email for Personnel Actions, Appendix D, Section IV

   Discussion: Paul Zigas, Office of the University Attorney, stated that he would discuss the use of email in personnel actions with Kitty Wetherington, the Interim University Attorney. It was noted that the use of email is not a University policy but was established by the Governance Committee. Zigas noted that using email could increase the risk of violating state personnel policies. The Committee discussed types of personnel transactions that could be handled or facilitated with email. These actions included, among others, (1) paper transactions that must be included in the personnel file, (2) personnel transactions that require return receipts, and (3) administrative transactions that would be public information. Next, the Committee discussed security and legal concerns in using email for personnel actions. It noted that email was (1) difficult to secure and (2) subject to discovery request. Finally, the Committee discussed limiting the discretion to use email for personnel actions. The Committee discussed amending Appendix D, Section IV to limit the use of email in personnel actions:

   Confidentiality must be maintained when conducting any substantive business pertaining to initiation, review, conferral of permanent tenure, and approval of
appointments, reappointments, and promotions. Email should be used with discretion because it does not guarantee confidentiality. Formal correspondences relating to any substantive business pertaining to initiation, review, conferral of permanent tenure, and approval of appointments, reappointments, and promotions should be maintained in paper form.

Action Taken: The Committee inserted the change and will vote approval when all changes and revisions have been added to Appendix D.

Assigned Additional Duties to: There were no assigned duties.

3. Agenda Item: Appendix D, Section II.B, Fixed-Term Appointments

Discussion: The Committee appointed an ad hoc committee to address fixed-term f issues during summer 2005, including their impact on voting faculty.

Action Taken: An ad hoc committee was formed with the following members: Ed Justiniano, Purificacion Martinez and Melissa Broome (member of the Welfare Committee).

Assigned Additional Duties to: The ad hoc committee will review Appendix D, Section II, Fixed-Term Appointments.

4. Agenda Item: Interpretation of Appendix L, Part A and Part B.2c

Discussion: The Committee discussed the language of Appendix L, Part B and found that meaning is clear. The Committee agreed with the interpretation stated below:

Part B of Appendix L allows ALL permanently tenured faculty members, regardless of administrative appointments, leaves of absence, etc., to vote on the acceptability of the nominees. Hence, in the case of a search for a new department chair, a nominee would be considered acceptable if he or she gets the endorsement of a majority of all of the permanently tenured faculty in the department. The total number of permanently tenured faculty in the department includes any tenured departmental faculty on leave of absence (if present and voting) or on administrative assignment within or outside the department.

In addition, one member asked the Committee to revisit at a later date whether tenure-track faculty members should be allowed to vote under particular circumstances. It was pointed out that the appointment of a department chair could have a great affect on tenure-track faculty members.

Action Taken: The Committee approved the interpretation of Appendix L, Section B and sent it to the Faculty Senate.

Assigned Additional Duties to: None

Adjourned at: 4:30 p.m. or thereabouts

James E. Holloway, Secretary

NEXT MEETING: Fall Semester 2005

Items to be Discussed
Agenda Item: Revisions to the Draft Copy of Appendix D (7th Draft, April 27, 2005)