

JFA Faculty Handbook Changes 2019-2020

September 3rd, 2019 JFA Agenda (documents forwarded by Kathy Ohman from Kris Nairn to Julie Strelow)

No Faculty Handbook Changes were on the agenda

September 9, 2019 JFS Minutes:

MOTION from JFS Agenda: The Joint Faculty Senate endorses that the Joint Faculty Assembly approve the request of the Technology Committee to dissolve the JFS Technology Committee

(section 5.4.6.2 of the faculty handbook) and reallocate responsibilities. As a condition of this dissolution, the first two responsibilities of the Technology Committee will be added to the IT Advisory Group responsibilities and the last responsibility will be added to the responsibilities of APBC and FDRC in sections 5.3.5.2 and 5.3.6.2, respectively.

The technology committee has identified its three main responsibilities:

1. two-way communication between faculty and IT services regarding academic issues and concerns related to IT services,
2. review and recommend long-range plans for academic technology, and
3. review and recommend capital requests regarding technology.

MOTION: The Joint Faculty Senate refers the above agenda motion to the Faculty Handbook Committee to develop handbook language, along with developing handbook language to address faculty involvement in the IT Advisory Committee. The JFS directs the Chair of the JFA to have final consultations with APBC and FDRC regarding the potential reallocations of their responsibilities.

Technology Committee Proposal:

Faculty handbook charge

5.4.6.2 Joint Faculty Senate Committee on Technology

The JFS Technology Committee makes recommendations to the provost concerning policies, long-range plans, and short-range plans for academic technology and oversees the implementation of these policies and plans.

5.4.6.2.1 Composition

The members of the JFS Technology Committee are:

- a. four faculty members — one from each of the four academic divisions — appointed by the Executive Committee of the Senate to three-year terms. Consultants are:
- b. the Director of Information Technology Services,
- c. the Academic Technology Project Leader, and
- d. the Director of Libraries and Media Services or an appointed representative.

5.4.6.2.2 Responsibilities

The duties and responsibilities of the JFS Technology Committee are to:

- a. recommend and review policies and procedures for the purchase, distribution, and use of academic technology for the college[university];
- b. review academic technology capital requests annually in light of established guidelines and

standards;

c. review academic computing needs at the college[university] periodically, as needed or requested, and provide guidelines to meet those needs;

d. recommend and review long-range plans for academic technology at the college[university];

e. work with the Academic Planning and Budget Committee to assess the budgetary implications of academic technology in short-range and long-range college[university] planning;

f. advise the Faculty Development and Research Committee in developing guidelines and determining funding for academic technology requests for faculty development;

g. review the staffing needs of Information Technology Services and participate in the selection of any professional staff required;

h. foster discussion and communication of academic issues and concerns related to Information Technology Services

i. communicate with the appropriate faculty committees as deemed necessary;

j. initiate whatever action is necessary to fulfill its duties and responsibilities; and

k. report to the Executive Committee of the Senate as necessary, but no less frequently than once per semester.

MOTION: The Joint Faculty Senate approves adding the following charge for the APBC committee to the Faculty Handbook:

5.3.5.2.k The Joint Faculty Senate authorizes APBC to review tenure-track hiring requests for 2019-2020 as described in 3.2.1

September 23rd, 2019 JFA Agenda (documents forwarded by Kathy Ohman from Kris Nairn).

No Faculty Handbook Changes were on the agenda; only a discussion and update of the continued work on the Financial Exigency Policy and Procedures and the Multi-year Budget Shortfall Procedures:

Update on the current working version of the Financial Exigency Policy and Procedures and the Multi-Year Budget Shortfall Procedures (MYBS):

“On April 24, 2019, the JFA discussed the MYBS and Exigency drafts (dated April 5, 2019 and April 9, 2019). Faculty members of the ad hoc committee request further guidance to represent the faculty concerns in the ongoing negotiations. The following questions are derived from the JFA of April 24, 2019:

a) Under what circumstances, if any, would faculty accept the layoff of tenured faculty prior to a declaration of exigency (i.e., in the MYBS scenario)?

b) What guidelines and procedures should be included in the MYBS/Exigency policies for repurposing tenured faculty in the event of program closure?” (Taken from the JFA Agenda 9/23/2019)

October 14, 2019 JFA Agenda (documents forwarded by Kathy Ohman received from Kris Nairn).

No Faculty Handbook changes were on the agenda

October 28, 2019 JFS Minutes (documents forwarded by Kathy Ohman received form Kris Nairn)

No Faculty Handbook changes were on the agenda

January 27, 2020 JFA Agenda/MinutesDocu (documents forwarded by Kathy Ohman from Kris Nairn)

Faculty Handbook Changes:

Motion 1: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Changes to 2.13.6.1 (Grounds for Discipline and/or Dismissal) proposed by HR due to federally mandated changes in the sexual misconduct policy.

JFA Minutes: Motion 1 SJU Contract passed unanimously. CSB contract passed unanimously



Proposed changes to
2.13.6.1.pdf

Motion 2: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Update 3.3 and 2.10.4 (Working Conditions) proposed by HR

JFA Minutes: Motion 2 CSB contract passes unanimously. SJU contract passed unanimously.



Revisions for Section
3.3 and 2.10.4 Nov 26

Motion 3: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Rank and Tenure Proposal #1: Counting accomplishments prior to 3rd year review for tenure application 2.6.5.2

JFA Minutes: Motion 3 Proposal 1 passed unanimously by both CSB and SJU



RandT 1 Evidence
before third year review

Motion 4: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Rank and Tenure Proposal #2: Extensions of the Probationary period (stopping the clock) for third year review and/or tenure 2.6.4.1

JFA Minutes: Motion 4 Proposal 2 passed unanimously by CSB and SJU.



RandT 2 stopping the
tenure clock Dec 09 21

Motion 5: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Rank and Tenure Proposal #3: Clarification of the interactions with R&T and department chairs for third year review and/or tenure review 2.6.5.3 and 2.6.5.4

JFA Minutes: Motion 5 Proposal 3 passed unanimously by CSB and SJU.



RandT 3 Questions to
department chair Dec

Motion 6: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Rank and Tenure Proposal #4: Meeting after the third review decision of R&T 2.6.5.4.1

JFA Minutes: Motion 6 Proposal 4 passed unanimously by CSB and SJU.



RandT 4 Meeting
after third year review

Motion 7: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Rank and Tenure Proposal #5: Materials counted for portion to Professor 2.7.2.3

JFA Minutes: Motion 7 Proposal 5 passed: CSB passed with one opposition and one abstain. SJU passed with one opposition.



RandT 5 Materials for
Promotion to Profess

Motion 8: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: Rank and Tenure Proposal #6: Evidence for teaching effectiveness 2.5.1

JFA Minutes: Motion to remove motion 8 from list. Passed unanimously.

Motion 9: The Joint Faculty Assembly endorses the following motion from the Faculty Handbook Committee: FDRC recommended that preference for sabbaticals be allowed for first-time applications 2.9.2.4



FDRC Criteria for
Sabbatical Proposals I

JFA Minutes: Check reminded the assembly that it is possible when a motion contains two or more distinct proposals any member can ask that they be separated. That would not require a second or a vote. **It was decided to separate the motion.**

Motion 9 Part 2 2.9.2.4 (below) was passed unanimously by the CSB and SJU.

Assessing differences in the quality of proposals arising from different disciplines is difficult, and a precise ranking based only on the overall quality of each proposal is normally impossible. The committee ordinarily sorts the applications into groups based on perceptible differences in overall quality and forms a final ranking of proposals based on that estimate of quality. **In those years when not all sabbatical proposals can be funded, the committee may give preference to proposals from those applicants who have never had a sabbatical at CSB/SJU and are deemed worthy of a sabbatical leave based on the above criteria. At its discretion, the committee may also** break ties within any one group in favor of persons who have more years of faculty service at the college [university] since their last sabbatical (or since initial appointment if they have not yet had a sabbatical leave). Any remaining ties are broken by lottery.

Discussion followed regarding Motion 9 Part 1 of 2.9.2.4 a. and b.

The motion for an electronic vote of Motion 9 Part 1 of 2.9.2.4 a. and b. did not pass. The motion to table Motion 9 a. an/or and b. unanimously passed

February 4, 2020 JFS Minutes (Documents forwarded by Kathy Ohman from Kris Nairn)

No Faculty Handbook Changes

February 13, 2020 JFA Minutes (Documents from Kris Nairn)

Faculty Handbook Changes:

1. **Motion 2: FDRC Criteria for Sabbatical Proposals** *FDRC Criteria for Sabbatical Proposals Dec 09 2019.pdf*
Motion 2: FDRC Criteria for Sabbatical Proposals passed by contract SJU with 3 nays; CSB with 18 yes and 9 nays.



FDRC Criteria for
Sabbatical Proposals I

2. **Motion 3: R&T Evidence of Teaching Effectiveness** *R&T Evidence for Teaching Effectiveness Dec 09 2019.pdf*
Terry Check shared clarification.

Motion 3 R&T Evidence of Teaching Effectiveness passed unanimously by CSB and SJU faculty.



RandT Evidence of
teaching effectiveness

February 17, 2020 JFS Minutes (Documents forwarded by Kathy Ohman from Kris Nairn)

No Faculty Handbook changes noted

March 16, 2020 JFS Minutes (Documents forwarded by Kathy Ohman from Kris Nairn)

No Faculty Handbook changes noted

March 24, 2020 JFS Minutes (Documents forwarded by Kathy Ohman from Kristen Nairn)

Motion 2: The Joint Faculty Senate approves the revision of the Faculty Handbook section 5.3.7.1 per the document "Proposed changes FHB 5.3.7.1 RnT SOT." This change will remove the School of Theology position from the Committee and replace it with an at large position.

Motion 2 passed unanimously.



Proposed changes
FHB 5.3.7.1 RnT SOT.j

March 31, 2020 JFS Minutes (Documents forwarded by Kathy Ohman from Kristen Nairn)

MOTION 4 -- The Joint Faculty Senate approves the revision of Faculty Handbook section 4.4., Protocol for the Addition of an Academic Program, as indicated in the document "4.4 FHB Aug 2019 CCAPS revs 2000-3-17" included with the agenda.
Motion 4



4.4 FHB Aug 2019
CCAPS revs 2000-3-1

April 14, 2020 JFS Minutes (Documents forwarded by Kathy Ohman from Kristen Nairn)

Motion 1: The Joint faculty Senate approves the changes to Faculty Handbook section 4.3 "Student Course Surveys" as proposed in the attached document "FHB Part IV prop rev COVID 2020-4-9".

Motion 1 passed unanimously



FHB Part IV prop rev
COVID 2020-4-9.pdf

Motion 1: The Joint faculty Senate approves the changes to Faculty Handbook section 4.3 "Student Course Surveys" as proposed in the attached document "FHB Part IV prop rev COVID 2020-4-9".

Motion 2 passed unanimously



FHB Part II prop rev
COVID 2020-4-9.pdf

April 20, 2020 JFA Minutes (Documents forwarded by Kathy Ohman from Kristen Nairn)

Motion endorsed by the Joint Faculty Senate on March 31, 2020:

MOTION 1: The Joint Faculty Assembly approves a temporary change of “working days” to “regular business days” in Section 5.4.7.1.a of the Faculty Handbook. This change will be in effect only during the summer of 2020.

Motion 2: The Joint Faculty Assembly approves the changes to Faculty Handbook sections 2.5.1 “Teaching Effectiveness” and 2.6.4.1 “Stopping the clock for third-year review and/or tenure” as proposed in the attached document “FHB Part II prop rev COVID 20204-9”.



FHB Part II prop rev
COVID 2020-4-9.pdf

April 28, 2020 JFS Minutes (Document from Kristen Nairn)

The Joint Appointments policy is an administrative document. It was presented to the JFA on April 20 for discussion. While the faculty do not formally approve the administrative policy, they must approve the changes to the Faculty Handbook Part II required to implement the policy for contracts and review processes.

Notes on future steps:

- After consideration by the Senate, the motion will proceed to the JFA for its meeting on May.
- If the JFA approves the changes to Part II, faculty leadership will include this item with the set of Part II changes to be submitted to the Boards of Trustees per FHB section 2.16.4.1 Emergency Procedure.

Motion 1: The Joint Faculty Senate endorses and sends to the Joint Faculty Assembly revisions to the Faculty Handbook sections 2.2.2, 2.5, and 2.6, as indicated in the attached document “joint appointments FH revisions April 21 2020”, to incorporate the Joint Appointments policy.



joint appointments
FH revisions April 21 ;

May 5, 2020 JFS Minutes

Motion 1: The Joint Faculty Senate endorses and sends to the Joint Faculty Assembly revisions to the Faculty Handbook sections 2.2.2, 2.5, and 2.6, as indicated in the attached document “joint appointments FH revisions April 21, 2020”, to incorporate the Joint Appointments policy.

May 4 JFA Meeting Draft Minutes (Taken from email forwarded by Terry Check)

Motion 1: The Joint Faculty Assembly approves revisions to the Faculty Handbook sections 2.2.2, 2.5, and 2.6, as indicated in the attached document “joint appointments FH revisions April 21, 2020”, to incorporate the Joint Appointments policy.

Motion one passed unanimously by contract CSB and SJU.



joint appointments
FH revisions April 21 ;