

FACULTY ADVISORY COMMITTEE
to the
Oklahoma State Regents for Higher Education

MINUTES

1. **CALL TO ORDER.** The Faculty Advisory Committee to the Oklahoma State Regents for Higher Education met at 3:00 p.m. on Thursday, June 13, 2002, in the State Regents' Library/Conference Room. Members present for the meeting were: Gayle Kearns, Chair, Jim Lambert, Claudia Buckmaster, Marcia Tilley, Robyn Miller, Al Schwarzkopf. Chairman Marcia Tilley presided. Also present was Dr. Cindy Ross.
2. **MINUTES OF PREVIOUS MEETING.** Minutes of the previous meeting were approved as corrected.
3. **FAC BYLAWS.** The Faculty Advisory Council made amendments to the current FAC Bylaws and will submit them to Dr. Ruth Ann Dreyer for approval by the State Regents. Article III, Section 4, was changed and approved by the Council, Article III, Section 5 was also amended and approved by the FAC, and Article IV, Section was amended to better meet the needs of the FAC. A copy of the amended policy as requested is attached.
4. **ANNUAL FACULTY OPINION QUESTIONNAIRE.** It was decided by the FAC that the Faculty Opinion Survey needed some revision. Each FAC member will review their major area on the Work Plan and make changes in accordance to their work responsibility. It was decided that a cover letter needed to be included with the Faculty Opinion Survey to insure that each institution only submits one survey and that it is completed by the faculty organizations. Suggestions for revision should be sent to Gayle Kearns no later than August 1st to insure changes can be implemented before being mailed to faculty organizations at the beginning of the academic year.
5. **FACULTY SENATES.** The current list of Faculty Senate Presidents/Chairmen was distributed and each FAC member will contact assigned institutions to insure that the most current information is given to the State Regents Staff. A suggestion was made to send updated list out with the Faculty Opinion Survey so that a network among faculty organizations could be maintained.
6. **FAC PARTICIPATION/ACTIONS:**
 - **PERSONNEL POLICY.** The FAC had a discussion with Dr. Cindy Ross on the recently passed Faculty Personnel "Key Attributes" policy with the Council on Instruction at their meeting on June 13, 2002. The FAC committee representation - Gayle Kearns, Al Schwarzkopf and Claudia Buckmaster - gave the report to the FAC and Jim Lambert moved to approve the policy and Marcia Tilley seconded the motion. The policy passed unanimously. A copy is attached.

- **TECHNOLOGY.** The Technology Committee of the FAC and the COI Committee has not met since the last FAC meeting. The Committee is scheduled to meet again this summer, but a date has not been determined. The main focus of the Joint Committee is the ONENET prioritization and distance learning. It is the hopes of the joint committee to compile a policy on Best Practices to be shared with all higher education institutions. Al Schwarzkopf will pursue the next action on ONENET. The ongoing discussion of the joint committee is also that of an Intellectual Property policy. Many institutions are addressing this issue and the joint committee is researching best practices for that area as well.
 - **ADULT LEARNING.** Marcia Tilley reported on the CAEL report and made comments on specific issues that the FAC were asked to address. Members are to send comments to Marcia as a reply to her comments via email. Jim Lambert moved to authorize Marcia to compile responses, Claudia Buckmaster seconded this motion. The motion passed.
 - **CHANCELLOR SEARCH.** The Chancellor search has begun and it was discussed by the FAC that the interviewing and screening will be conducted by the Chancellors Search Committee. Suggestions were made to express appreciation for input into the position prospectus. It was also requested that the FAC and Alumni FAC be able to meet with the top two choices before the new Chancellor is announced. The FAC is going to meet with Dr. Ruth Ann Dreyer to discussing drafting a letter to Chairman Mayer requesting this action. The FAC would also like to have an electronic copy of the Prospectus to send to Faculty Senate organizations across the State.
 - **GUBERNATORIAL CANDIDATE BRIEFINGS.** The FAC was unclear as to their role in the Gubernatorial candidate briefings and will visit with Dr. Dreyer about this.
7. **STATE REGENTS.** The budget items and allocations for FY 03 were reviewed but not discussed.
8. **2002 WORKPLAN.** The remainder of the meeting was spent in a quick overview of the workplan items and their status.
- a. Faculty Salaries. Tilley/Kearns
 - b. Retirement/Benefit Issues – Lambert/Kearns
 - c. Faculty Load – Buckmaster
 - d. Governance Issues – Lambert/Butler/Schwarzkopf
 - e. Technology Issues – Buckmaster/Schwarzkopf
 - f. Student Preparation for College – Butler/Miller
9. **ADJOURNMENT.** With the agenda accomplished, the meeting adjourned.

Tenured Faculty, Tenure Track Faculty, and Full-Time Faculty with Reasonable Expectation of Reappointment

The October 1998 Joint Council on Instruction/Faculty Advisory Committee (COI/FAC) Faculty Personnel Committee Report on Faculty Personnel Issues identified key attributes of faculty termination policy, which were distributed to State System institutions. As evidenced in the results of a survey of academic vice presidents conducted in February 2002, most institutions have reviewed campus faculty personnel policies and incorporated these key attributes. Nevertheless, the concern regarding faculty termination policy persists, as evidenced by proposed legislation in spring 2002 (SB 903 and HB 2141). Although the proposed legislation did not advance for full consideration, further attempts to legislate faculty termination policy may be expected. A new COI/FAC committee was convened to review the 1998 document. The committee recommends expanding the key attributes to include full-time faculty as follows.

Key attributes* of a model termination policy for Tenured Faculty, Tenure Track Faculty, and Full-Time Faculty with Reasonable Expectation of Reappointment (excluding all temporary appointments) include:

- Faculty should be provided written notification of a non-renewal or termination decision.
- Institutions should observe a specified period of time to provide written notice to faculty members, prior to the expiration of the appointment.
- Faculty should be afforded the opportunity to meet with their respective department chairs or other appropriate officials to discuss non-renewal or termination decisions.
- Faculty should be given the option to request the reasons for non-renewal during the meeting with their department chairs or other appropriate officials or through a written petition within a specified period of time following the meeting, all in a manner specified by institutional policy.
- Faculty should be afforded specified appeals procedures to termination decisions.

Temporary Faculty

As a matter of sound employment policy and professional courtesy, the initial appointment of temporary faculty should clearly specify the assigned responsibilities and the duration of the appointment. Temporary faculty include part-time, visiting, lecturer, and adjunct faculty whose appointments are for a specified contract period with no commitment by the institution for continued employment. For example, the employment contract of an adjunct faculty member working under a nine-month contract should clearly specify the assigned duties (e.g. instruction), and that the faculty member has no justifiable expectation of continued employment beyond the nine-month contract period.

*Definitions will differ depending on institutional mission and role. Institutional officials should define these attributes consistent with their respective institution's mission.