

Humanities and Natural Sciences College Assembly
Bobet Hall 332
Thursday, October 18, 2012
12:30 p.m. - 1:45 p.m.

AGENDA

I. Call to Order

II. Invocation

III. Approval of Minutes

August 23, 2012 and September 20, 2012

IV. Announcements / Guests

1. Guest: Dr. Christi Sumich, Associate Director of First Year Experience
2. Announcements: Interim Dean Calzada
3. Announcements: CHNS Faculty

V. Reports

1. Budget update
 - a. Updated travel policy
 - b. Annual fund gifts welcome
2. Common Curriculum
3. Office of Teaching Certification
4. Update on student retention
5. Monroe Hall
6. Dean Search

VI. Old Business

1. Part-time faculty representation

VII. New Business

1. Motion from Nathan Henne
2. College Faculty Handbook Revisions (see attached)

VIII. Move to Adjourn

Attachments:

1. "Suggested Revisions to the Faculty Handbook of the College of Humanities and Natural Sciences" from Dr. Maria Calzada
2. Motion from Dr. Nathan Henne

SUGGESTED REVISIONS TO THE FACULTY HANDBOOK OF THE COLLEGE OF HUMANITIES AND NATURAL SCIENCES

THESE REVISIONS WERE REVIEWED BY THE COLLEGE PLANNING TEAM ON SEPTEMBER 25, 2012 AND BY THE COUNCIL OF CHAIRS ON OCTOBER 1, 2012

The Constitution of the College Assembly

II. Membership

V.4 The president, ~~and the~~ in consultation with the Council of Chairpersons and the College Planning Team, shall determine the agenda for the Assembly.

Council of Chairpersons

Purpose

The Council will operate as follows:

4. All changes in the *College Faculty Handbook*, however, they originate, will be placed as motions to the College Assembly by the decision of the ~~College Planning Team~~ Council of Chairpersons in consultation with the ~~Council of Chairpersons~~ College Planning Team

College Planning Team

Membership

The Dean will appoint one representative each from SCAP and UPTSPT.

Goals and Charges to the Committee

Add the following:

- Work with the Dean and the Council of Chairpersons to set the agenda for the College Assembly

Common Curriculum Committee

Remove entire section

University Honors Advisory Board

Remove entire section

Faculty Guide to the Common Curriculum

Remove entire section; it is superseded by the SCCC protocols

Sabbatical and Leave Procedures

Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the ~~procedures and guidelines described by the University Grants & Leaves Committee~~ procedures stipulated in the *Faculty Handbook*. For academic grant requests, faculty should follow the procedures disseminated by the University Committee on Internal Grants. Sabbatical and leaves are discussed in Chapter 6 of the *Faculty Handbook*. For sabbatical/academic leaves Faculty should submit to the Dean the following:

1. A letter requesting the leave, ~~or~~ sabbatical ~~or grant request~~ stating the purpose of the leave, ~~or~~ sabbatical, ~~or grant request~~.
2. A letter from the chairperson of his/her department approving the leave and stating what provisions are to be made for teaching the course load normally taught by him/her. If the chairperson of a department is requesting the leave, the letter of recommendation should come from all tenured faculty in the department.
3. A sabbatical/leave application including information about previous leaves and a description of the project/projects to be completed during the leave with expected outcomes. The application can be found in the College Intranet.

~~3. After the Dean endorses the leave, sabbatical, or academic grant request, the documents will be released only to the faculty member. He/she then has the responsibility of submitting the applications to the committee. The Dean reviews applications, may request information and makes a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical/academic leave and whether a replacement will be needed. These documents shall be forwarded by the Dean to the Provost within thirty calendar days after the deadline for accepting applications. The Dean's decision will be forwarded to the chair and the faculty member. In the event of a negative decision, the faculty member may appeal to the Provost.~~

For additional requirements of a sabbatical leave, see the *University Faculty Handbook*, 6.4.

Handbook Review Committee

The Dean, in consultation with the College Assembly, can convene an Ad Hoc Handbook Review Committee as needed. Recommendations from the Ad Hoc Handbook Review Committee go to the College Planning Team and then Council of Chairs for submission as agenda items to the College Assembly. All changes will be tracked and reported to the faculty assembly.

(HNS Assembly Motion 10/18/12 from Dr. Nathan Henne)

Motion to establish a consistent committee replacement policy in the College of Humanities and Natural Sciences

HUNS should adopt a consistent policy for replacing committee members when they will be absent (for sabbatical or other *planned* leave) from committee meetings for at least one semester but not for more than a year. For consistency and fairness purposes this policy should apply to: members of all college committees; and to all college members who serve on university committees, unless the university committee has another procedure for replacement in its protocol, in which case the university committee's policy shall supersede this unified college policy.

Move that elected HUNS committee members, who will experience planned absences of at least one semester but not more than a year, shall appoint their own replacements for those committee seats, unless a university committee has an established procedure for replacement in its protocol. If the absence shall be for more than a year, the College Election Committee will run an election to replace the member. If the absence shall be for less than one semester, normal proxy rules shall apply. If the absence is not planned, the CEC shall run a new election.