

Humanities and Natural Sciences College Assembly
Bobet Hall 332
Thursday, February 21, 2013
12:30 p.m. - 1:45 p.m.

AGENDA

I. Call to Order

II. Invocation

III. Approval of Minutes

January 17, 2013, submitted by Diane Riehlmann

IV. Announcements

V. Reports

VI. Old Business

1. HNS College Assembly Quorum

Suggested HNS College Faculty Handbook revision: "A quorum required and sufficient for voting shall be constituted by 40% of the full-time faculty of the College, inclusive of the president."

Rationale: We currently have 131 full-time faculty. A simple majority of the full-time faculty is 66, which we hardly ever hold. Forty-percent of the full-time faculty is 53, which is a reasonable number to expect to have in attendance.

2. Redistribution of Faculty Time (Dr. Maria Calzada) *See attached.*

VII. New Business

VIII. Common Curriculum Workshop (Dr. Don Hauber)

VIII. Move to Adjourn

Attachment

(Revisions sent from CPT to CoC – HNS Assembly 1/13/13, 2/21/13)

Redistribution of Faculty Time

Procedures

As a result of the diverse contributions of the faculty to the mission of the University, the University *Faculty Handbook* states criteria and conditions under which faculty receive a teaching load reduction. In the College of Humanities and Natural Sciences the following procedures are to be followed:

1. Ordinarily any faculty member wishing a teaching load reduction for the coming year will fill out a faculty time distribution form (Updated Vitae Form available on College intranet) detailing his/her activity and planned activities in teaching, research, and service for the current and next year and send it to his/her chairperson prior to the establishing of class schedules for the year in which the reduction would occur. ~~2.~~ The chairperson will forward copies of the completed faculty time distribution forms for his/her department ~~to the Office of the Dean along with the department's course schedule for approval.~~

~~2. Any course release below 9 contact hours per semester must be proposed by the chair and approved by the dean ordinarily at least one semester before the release will take place. The request must include a plan to cover courses.~~

3. Both the chairperson and the Dean should consider the faculty member's work load as reflected on the completed time distribution form when they make teaching assignments. Final decisions on teaching assignments will be made by the chairperson or the dean as specified by the University *Faculty Handbook*.

4. ~~In order for this to be an orderly and timely process,~~ the Dean should inform the faculty member ~~in a timely manner if within two weeks after receiving~~ the request ~~is denied~~. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.