

FAQ Policy and Compliance Issues

What are the changes related to department chairs?

In section 2.8, the only change was in (h) where the language was changed to “appropriate faculty” committee because of the addition of Promotion and Tenure committees. That whole section now reads: (h) “initiate, in consultation with the appropriate faculty committee, recommendations for appointment, reappointment, promotion, tenure, and dismissal in accordance with the University and college policy.” Chairs need to consult with DPC’s when dealing with special faculty matters (see 4.1.3) and PTC’s when dealing with tenure track personnel matters (4.1.7.)

Were there other changes to departmental leadership positions?

There were changes in 2.9 The Departmental Assistant Chair. Although all departments with Assistant Chairs should already have a departmental assistant chair policy, the new revision to this section states that the policy needs to specify “how this position will be filled, evaluated for effectiveness, reviewed, renewed, and dismissed.” In addition for the first time, general descriptions of the Departmental Graduate Program Director (2.10) and the Departmental Undergraduate Program Director (2.11) were added to the Handbook. New departmental policies need to be developed and approved by the departmental faculty for the Departmental Graduate and Undergraduate Program Directors. These policies also need to specify “how [the positions] will be filled, evaluated for effectiveness, reviewed, renewed, and dismissed.” Not all departments have the program director positions, but the new FH language will help to insure similarity of responsibilities across academic departments in which these positions exist. Discussions around the crafting of this new language included the idea that departmental faculty should be involved in selecting and evaluating the individuals in these positions, as well as, approving the policies.

Last year, there was a major reworking of 3.13 Special Faculty Appointments. Were any additional changes needed in this section?

A few changes were made in 2014 to refine the earlier language. In section 3.13.4.3 in the first line, “from lecturer” was added to clarify that a non-tenure track faculty member already had to be a lecturer before being promoted to senior lecturer. In section 3.13.4.3.a, the phrase, “post matriculation of a master’s degree,” was added to clarify that the teaching experience needed to be after receiving a master’s degree, not as part of a graduate program. There was also a change in **3.13.4.1** where the sentence “Lecturers have the opportunity to advance in rank....” was changed to “may receive consideration” which more accurately reflects the review process.

Was there any impact in adding the special faculty rank of senior lecturer?

Yes. There were 17 non-tenure track faculty who were promoted to Senior Lecturer. In addition, another 17 non-tenure track faculty were moved from adjunct ranks to Lecturer.

The use of promotion and tenure committees was new in the 2013 Handbook. Were there any additions to the 2013 promotion and tenure committee procedures?

In 2013 the Faculty Handbook was revised to include promotion and tenure committees consisting of all tenured faculty in a department. There was substantial new language, and the explicit language about voting anonymously by paper ballots was inadvertently omitted. That language has been added to 4.1.8.4.

Were there any changes to the Paid Leave of Absence section?

Faculty Handbook section 6.2.1.2, which deals with the possibility of a second semester of a medical or family leave of absence was updated by changing “There may be occasions...” to “There may be extraordinary circumstances...” The new language more accurately reflects the limitations placed on this request and current practice. The new section reads: **6.2.1.2** There may be extraordinary circumstances when a one-semester leave is not sufficient. When this is the case, a request for an extension of the leave may be made subject to the procedures and conditions stated above. Should time in excess of two consecutive semesters be required, it will be necessary to consider a leave of absence without pay or a medical disability leave.

I have never seen a “Legal Policy Faculty Handbook Revisions” before. What prompted those changes?

Two major FH sections (5.3 Conflict of Interest and Commitment and 5.5 Political Activity of University Employees) were deleted because they contained outdated and inaccurate information which would create confusion about current faculty rights and obligations. Retaining outdated language might also create an unnecessary legal risk to the University. Section 5.3 on Conflict of Interest now refers to ASU Policy Manual 604.6.

[http://policy.appstate.edu/Conflict of Interest and Commitment](http://policy.appstate.edu/Conflict_of_Interest_and_Commitment). A similar action was taken with section 5.5 on political activity. The current UNC policy resides in UNC Policy Manual 300.5.1 and 300.5.2. <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=s331>. Outdated and inaccurate Handbook language was replaced with the link to the current policy.

Another change was made to all statements on equal opportunity, non-discrimination, and protected classes. This year the North Carolina General Assembly passed legislation that revised the list of “protected classes” to eliminate “creed” for purposes of non-discrimination and Equal Employment Opportunity. To comply with the law, and upon the recommendation of the University General Counsel, “creed” has been removed from all statements. At the federal level Genetic Information Nondiscrimination Act (GINA) mandated the inclusion of “genetic information” as a category of protected class. “Genetic information” has been added to all FH statements. The statements are found in the Equal Opportunity Policy and sections 3.1 (Equality of Opportunity), 4.4.2 (Reappointment, Promotion and Tenure), and 4.6.1 (Permissible and Impermissible Grounds for Non-Reappointment).

Were there any other changes to the Faculty Handbook?

There were important changes to chapter VII on Faculty Senate, Committees, and Councils. The name of the Faculty Handbook Committee was changed to Faculty Governance Committee with an update to the charge. The change brings ASU in agreement with language used by UNC Faculty Assembly. The second change was the creation of a Faculty Assembly Committee. Previously Faculty Assembly delegates were elected at large from the faculty, and now these

delegates will be drawn from the members of Faculty Senate. The Faculty Assembly Committee will consist of 3 delegates and 1 alternate. Finally, section 7.3.4.6 describing the Core Curriculum Committee, which no longer exists, was deleted. Language describing the purpose, responsibilities and membership of the General Education Council was added.