

Faculty Handbook Committee

Thursday, February 13, 2025

3:00-4:30

Maucker Plaza Conference Room

Committee Members:

- **Faculty:**
 - Alexa Clements (Fernando Calderón), Melissa Dobosh, Robert Earle, Kenneth Elgersma, Becky Hawbaker, and Christopher Martin

- **Administration:**
 - Robin Dada, Susan Hill, Atul Mitra, Amy Nielsen, Scott Peters, and Theresa Westbrook

Approval of Minutes

Approval of the minutes from 1.22.25

Summary minutes from 1.22.25

Proposed Evaluation Calendar Discussion & Next Steps:

- Department Head Feedback Session: Friday, February 7, 3:30-4:30 Scholarly Space
- DH Consultation Notes Compiled

DH Feedback

- DH's seemed to like the new calendar option
- Music seems to be the only department that complicated the proposed timeline
- Theatre had issues with spring goal setting due to the production budget and not knowing which shows they'd be able to support
- Could we let DHs choose their goals and timeline
 - Could they "apply" for a timeline waiver
 - MOU - but would need a valid reason
 - All of the extra MOU requests add back to the complications and consume time.
- Music and Math – June 1st could be double for merit letters – May 1st is too tight

Team Survey Update

- Draft Survey Questions & Discussion
- Next Steps: Aim to put out the survey before the end of the semester/

- Focus survey on merit, standards & criteria, and ways to streamline and improve Chapter 3 in the Faculty Handbook

New Business

Spring Meeting Schedule

- Wednesday, March 12, 1-2:30 Plaza Conference Room
- Wednesday, April 9, 1-2:30 Plaza Conference Room
- Thursday, May 8, 3-4:30 Plaza Conference Room