From the ad hoc Faculty Manual Rewrite Committee: (all changes are highlighted in yellow and deletions are in red)

Motion 1: Amend the end of section I. A. (Purpose of the Manual) to include

Special notes:

Timelines in this manual are expressed in calendar days. When a due-date falls on a weekend or a holiday, the first business day after that date will serve as the due-date.

Official documents delivered under the grievance, disciplinary action, and forfeiture of tenure procedures requires proof of delivery via a time-stamp, a signed receipt, or by the use of U. S. Postal certified mail.

Motion 2: Amend section I. B. Functions of the Faculty to read

The faculty, subject to limitations stated below, has legislative authority on:

1. standards of admission;
2. student orientation policy;
3. requirements for and the granting of degrees;
4. curriculum and instruction;
5. discipline of students;
6. educational policies;
7. educational standards;
8. research;
9. graduation policy;
10. promotion and tenure;
11. faculty recruitment;
12. academic calendar; and
13. all other matters pertaining to faculty.

Effects: This deletes “extra curricular activities”, changes “registration and student orientation” to “student orientation policy”, and changes “graduation exercises” to “graduation policy”.

Motion 3: Amend section 1 D. 3.b. to require a 3/4ths majority instead of a 2/3rds majority to bring up urgent business at a special meeting of the Senate by adjourning and re-adjourning without notice of the new issue to absent senators. The section would read:

b. Special meetings

Special meetings of the Senate may be called by the Chair of the Senate in consultation with the Executive Committee of the Senate, or by the
Chair of the Senate upon written request of ten percent (10%) of the members of the Senate, or by the Chair of the Senate upon written request of ten percent (10%) of the Faculty.

The Chair will direct the Secretary to give notice of a special meeting via electronic means and/or mail to all senators two full business days prior to the meeting date. The notice will contain all necessary information available on the subject to be discussed. Only the business mentioned in the call of a special meeting can be transacted at the meeting.

If it becomes urgent to take action on a subject for which no notice was given, that action can only become effective if it is ratified by the Senate at a regular meeting. If the matter is of such urgency that immediate ratification is deemed necessary, then a motion to adjourn and reconvene another special meeting immediately after adjournment can be passed by a three-fourths majority of the senators present at the meeting.

Motion 4: Reverse sections 1. E. and 1. F. so that the “organization and procedures of standing senate committees” precedes the section on the charges of those committees, and to stipulate that student terms are for one year.

E. Organization and Procedures of Regular Faculty Committees

3. Terms of Service
   The term of service on faculty committees, for both elected and appointed members, will be three years except where noted. **Student representatives will serve one year terms.** When a new committee is established, the terms are staggered to allow for a regular pattern of rotation.

Motion 5: Allow for no more than two consecutive years of service as Chair of a standing senate committee instead of one year.

6. Committee Chair Responsibilities
   Unless stated otherwise, the chair is elected from among the voting members who are in at least their second year of service or who have served a previous term on the committee. The election of the chair takes place no later than September 30. **No person may serve more than two consecutive terms as chair**

Motion 6: I. F. delete all reference to regular terms of service on standing committee members that conform to the three year terms for faculty and one year terms for students included in motion 5 above.

Motion 7: Include the following caveat at the end of the descriptions of the Academic Affairs, Campus Judicial Board, Core Curriculum, Faculty Grievance, and Promotion and Tenure Committees:
Service on this committee may entail significant time commitments including meetings with short notice.

Motion 8: IV. A. 1. j. include reference to FERPA responsibilities as part of the section.

A. Faculty Responsibilities

j. Protect the privacy of students as defined in the Family Educational Rights and Privacy Act of 1974 by

- knowing the contents of the university’s FERPA policy (located online at [www.coastal.edu/registrar/ferpa.html](http://www.coastal.edu/registrar/ferpa.html));
- never posting grades for students by Social Security Number or Student ID; Instead, use computer systems that ensure that students see only their own grades and not those of their classmates;
- never taking attendance by distributing or displaying a class roster containing Social Security Numbers or Student IDs;
- never giving out academic information to anyone over the phone;
- never giving out academic information in person to anyone except the student (with valid photo identification if you cannot personally identify the student);
- never giving out directory information on a student.

Motion 9: Amend section IV. A. 2. to allow for exams during the last week of classes on class-days prior to the last day of class if included on the syllabus with permission of the Dean.

2. Examination and Grading Policy

During exam week, faculty members are expected to give final examinations or the equivalent in all classes. Final examinations are given each semester in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been obtained from the Dean of the College concerned and is reported to the Provost. This provision applies to all examinations except laboratory examinations. Laboratory examinations may be held the last week of class.

No quiz, test or examinations may be given the last day of classes unless reflected on the syllabus with prior approval of the Dean. Faculty members are expected to follow current grading and grade change procedures as published in the University Catalog.

Motion 10: Amend section IV. B. 3. to allow faculty to enroll in undergraduate courses up to 4 credits per semester.
3. Study Opportunities

A member of the faculty at the rank of Assistant, Associate, or Professor/Librarian may register for up to four semester hours for credit of undergraduate courses each semester, provided written approval is obtained from the registrant's Dean and space is available in the class (see the University Policy and Procedures Manual sections 1252.01 and .02).

Motion 11: Amend section V. A. Terms of employment to require that Faculty be available to work up until May 15 as per State regulations concerning the pay period.

All members of the faculty will be available for work seven calendar days prior to the first day of classes through May 15. The terms and conditions of each faculty member’s teaching, research and service will be recommended by the Dean and Provost and will be outlined in a letter of appointment issued by the President.

Motion 12: Amend section V. B. 4. to stipulate that the President or President’s Designee will sign off on faculty position offers and delete the requirement of an official transcript at the time of offer. Official transcripts will be required at time of appointment.

Once a candidate has been selected from the applicant pool, approval to make an offer must be obtained from the President or President’s designee. The following documents must be attached to the request for the approval to make an offer: a copy of the advertisement, curriculum vitae, official transcripts and reference letters as per College/Library and University policies and procedures. Candidates will also be required to submit to and to have passed a background check as required by University policies and/or by law.

Motion 13: Amend section V. C. I. and II. to accurately reflect the minimum requirements of the positions as per SACS requirements and to refer to titles as opposed to ranks in the cases of Instructor and Lecturer positions.

Faculty:

I. Tenured and Tenure Track Appointments with Academic Rank: A full-time appointment of a person whose faculty responsibilities and rights are outlined in the Faculty Manual. Continuation in these ranks is subject to the Post-Tenure Review process (See Section VI. G. below)

a. Professor: To be eligible for the rank of Professor, a faculty member must have a sustained record of outstanding performance involving teaching, intellectual contributions, professional contributions in the discipline, and University service. It is expected that the faculty member hold the earned doctor's degree or
appropriate terminal degree or equivalent, and have at least nine years of effective and relevant experience.

b. Librarian: To be eligible for the rank of Librarian, the individual must have a sustained record of outstanding performance including intellectual contributions, other recognized professional contributions in the discipline, and University service. It is expected that the individual hold the earned doctor's degree or appropriate terminal degree or equivalent, and have at least nine years of effective and relevant experience.

c. Associate Professor: To be eligible for the rank of Associate Professor, a faculty member must have a record of effective performance over a probationary period usually involving teaching, intellectual contributions, other recognized professional contributions in the discipline, and University service. The faculty member must possess strong potential for further development as a teacher and as a scholar. It is expected that the faculty member will hold the appropriate terminal degree or equivalent.

d. Associate Librarian: To be eligible for the rank of Associate Librarian, the individual must have a record of effective performance, including recognized professional contributions in the discipline, and University service. The faculty member must possess strong potential for further development as a librarian and as a scholar. It is expected that the individual hold the appropriate terminal degree or equivalent.

e. Assistant Professor: To be eligible for the rank of Assistant Professor, a faculty member must possess strong potential for development as a teacher and as a scholar. It is expected that the faculty member hold the appropriate terminal degree or equivalent.

f. Assistant Librarian: To be eligible for the rank of Assistant Librarian, the individual must possess strong potential for development as a librarian and as a scholar. It is expected that the individual hold the appropriate terminal degree or equivalent.

II. Non-tenure Track Appointments with Academic Titles: Rights and privileges applicable to non-tenure track appointments are outlined in the Faculty Manual (See section V. B. above). These appointments may be renewable and are not eligible for tenure. Continuation of these appointments does not constitute de facto tenure.

a. Senior Instructor: To be eligible for the title of Senior Instructor, the faculty member must have 18 graduate hours in the relevant discipline, hold at least a master's degree or equivalent, and must have a record of excellent teaching and service to the University, and must hold a full-time appointment and the title of Instructor at the University for a minimum of six years. Initial appointment may not be made at this title; appointment must be by promotion from Instructor.
b. Instructor: To be eligible for the title of Instructor, it is expected that the faculty member must have 18 graduate hours in the relevant discipline, hold at least a master's degree or equivalent, and possess a strong potential for excellence in teaching. The University no longer hires faculty with this title effective August 16, 2008.

c. Senior Teaching Lecturer: To be eligible for the title of Senior Teaching Lecturer, the faculty member must have 18 graduate hours in the relevant discipline, hold at least a master's degree or equivalent, and must have an outstanding record of teaching and hold a full-time appointment with the title of Teaching Lecturer at the University for a minimum of six years. Appointment at this title must be by promotion from Teaching Lecturer. Individuals holding this title are not allowed to vote on issues concerning tenure and promotion policies and procedures for tenured and tenure track faculty.

Associated Faculty:

I. Temporary Appointments with Academic Titles: These are temporary appointments of persons hired to teach on a semester-to-semester or academic year basis, depending on the needs of the University. Associated Faculty are not eligible for tenure and employment is not governed by the Faculty Manual except for issues pertaining to academic freedom and grievance procedures.

a. Teaching Lecturer: To be eligible for the title of Teaching Lecturer, the individual must have 18 graduate hours in the relevant discipline, hold at least a master's degree or equivalent, and have strong potential for excellence in teaching. This is an annual teaching appointment that may be renewed based on enrollment needs. This title may be expanded as appropriate to include artist-in-residence, writer-in-residence, or executive-in-residence. Individuals holding this title do not have Faculty governance responsibility.

b. Teaching Associate: Teaching assignments for this title are arranged on a per course basis according to enrollment demands each semester. The individual must have 18 graduate hours in the relevant discipline and hold at least a master's degree or equivalent.

c. Visiting Assistant, Associate or Professor: A person who is eligible for comparable academic rank elsewhere and may be on leave of absence from a home institution. The individual must have 18 graduate hours in the relevant discipline and hold at least a master's degree or equivalent

From the Academic Affairs Committee

Motion 1: Accept the following three course number and program code changes
1. Request for change of existing course number and program code UNIV 495 Internship. (Prereq special permission). Proposed revision IDS 495 Internship (Prereq: none).

2. Request for change of existing course number and program code UNIV 498 Interdisciplinary Studies Senior Seminar. (Prereq: Admission into the Interdisciplinary Studies Program and permission of the Director of that program). Proposed revision IDS 495 Interdisciplinary Studies Senior Seminar. (3) (Prereq: none).

College of Humanities and Fine Arts History Department

1. Request for change of existing course number HIST 330 The Hellenistic Mediterranean, c. 350-30BCE. Proposed revision: HIST 332 Age of Alexander and The Roman Republic.