

**Faculty Manual Review Committee  
Annual Report 2022-23**

<b>Faculty Manual Review Committee</b> Mondays, 9 a.m. to 10 a.m.			
Representatives	Terms (years)	Campus Extension	E-mail
<b>College of Business</b>			
Secret, Thomas	1	2685	<a href="mailto:tom@coastal.edu">tom@coastal.edu</a>
<b>College of Education and Social Sciences</b>			
Hu, Hsing-Wen	2	6494	<a href="mailto:hhu@coastal.edu">hhu@coastal.edu</a>
<b>College of Health and Human Performance</b>			
Vacant	2		
<b>College of Humanities and Fine Arts</b>			
Kellogg, David	1	2554	<a href="mailto:dkellogg@coastal.edu">dkellogg@coastal.edu</a>
<b>Gupta College of Science</b>			
McWilliams, Kevin	3	6468	<a href="mailto:kmcwillia@coastal.edu">kmcwillia@coastal.edu</a>
<b>HTC Honors College</b>			
Holody, Kyle	2	2946	<a href="mailto:kholody@coastal.edu">kholody@coastal.edu</a>
<b>Kimbel Library</b>			
Foster, Kimberly*	2	2260	<a href="mailto:kfoster@coastal.edu">kfoster@coastal.edu</a>
<b>Associated Faculty</b>			
Conner, Deborah	2	6675	<a href="mailto:dconner@coastal.edu">dconner@coastal.edu</a>
<b>Ex Officio (non-voting)</b>			
Provost's designee – Rob Young		2277	<a href="mailto:ryoung@coastal.edu">ryoung@coastal.edu</a>
Faculty Senate Parliamentarian – Drew Kurlowski		4110	<a href="mailto:kurlowski@coastal.edu">kurlowski@coastal.edu</a>
Faculty Ombuds – Renee Smith		2083	<a href="mailto:rsmith@coastal.edu">rsmith@coastal.edu</a>

\*Committee chair

**Membership:** Ten faculty (six tenured faculty: one elected from each College, one elected from the Library, and one representative elected from the associated faculty). Ex Officio (non-voting): Provost or Provost's designee; the Faculty Senate Parliamentarian; and the Faculty Ombuds.

**Purpose:** The charge of the Faculty Manual Review Committee shall be to (a) review the Faculty Manual at least annually, (b) solicit and review suggestions for items of consideration, (c) recommend additions, deletions, revisions, modifications, and/or amendments to the manual to be brought before the Faculty Senate, (d) communicate all changes to the manual to the general faculty at its meetings, and (e) be an information resource concerning the manual.

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**2022-23 Meeting Dates – all meetings were virtual**

September 26, 2022	9:00am – 10:05am
November 28, 2022	9:00am – 10:37am
January 23, 2023	9:00am – 10:08am
March 20, 2023	9:00am – 10:00am
April 10, 2023	9:00am – 9:47am
June 22, 2023	1:00pm – 1:40pm

**Summary of Topics Discussed**

1. The committee sent three motions regarding choice in criteria in the P&T process to UP&T for consideration. UP&T passed these motions and they should be going to Faculty Senate.
  - Faculty Senate Motion - section 5.1.3 change Election of more current criteria
  - Faculty Senate Motion - section 6.4.1 change Election of more current criteria
  - Faculty Senate Motion - section 6.4.4 ii change Election of more current criteria
2. A motion that clarifies to whom the candidate files for Third Year Review should be submitted so that misunderstandings are minimized was sent to UP&T for consideration. UP&T passed this motion and it should be going to Faculty Senate.
  - Faculty Senate Motion Submission Form - Third Year Review language
3. The committee sent two motions to UP&T about removing the requirement to put Third Year Review materials in tenure and promotion files, as Third Year Review is meant to be evaluative, and it was never the intention that those materials be included in later files. UP&T passed these motions and they should be going to Faculty Senate.
  - Motion 1 Remove Third-Year Review from Promotion to Senior Lecturer
  - Motion 2 Remove Third-Year Review from Promotion and Tenure Procedure
4. Chair of Faculty Welfare asked if the FMRC wanted to write language for removing offensive, obscene, or inappropriate comments from student evaluations of teaching; Chair of Faculty Manual Review Committee believes that it would be best if FWC wrote the initial language, but FMRC is happy to review any draft changes. Currently, Deans can remove comments from student evaluations.
5. Discussion on changing the description of faculty librarians in the FM to match the description of other faculty. Library is holding off on those changes until they can make changes to their Performance Expectations.
6. A responsibility of Faculty Senate Standing Committees is to review the areas of the FM that affects their committee and charge.
7. A mistake was found in a Post-Tenure Review Notification letter regarding requirements to pursue an exceptional rating. The FM specifies “**either** the College/Library Promotion

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and Tenure Committee **or** the Dean/University Librarian may recommend that any candidate pursue an exceptional rating” while the letter said “whose ranking by both the College Peer Review Committee **and** the Dean is “Exceptional.”” This mistake has been corrected.

8. Other language in the Manual that the committee believes should be addressed include, but not limited to
  - Regarding Performance Expectations for Post-Tenure Review and Promotion:
    - Cannot choose criteria in place prior to your year of hire
    - “Immediately prior” language if there has been more than one change in a six-year period.
    - Going for promotion after a six-year period, and the criteria keeps changing for the person in a way that significantly changes the position they were initially hired for.
  - Composition of a departmental peer review; currently left up to colleges to determine.
  - Concern over how PTR resets the criteria for again and again; someone hired some time ago can find their job requirements very different.
9. Review policies under the Faculty Senate’s jurisdiction (Appendix A of the Faculty Manual) for possible inclusion of the FM. This is an ongoing project.
10. Other items addressed by the committee included changes to the language of the manual mandated by Administrative Actions following approval by the Faculty Senate and the appropriate administrative officials.
11. Editorial changes are an ongoing responsibility of the Committee.
  - Made changes this year to use more gender-inclusive language, such as replacing instances of “she/he” with more specific nouns (the faculty member, the provost, the student, etc.)