

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE E-BUSINESS
FOR THE MEETING OF OCTOBER 20, 2025**

In lieu of holding a Shared Governance Executive Committee (SGEC) meeting, items of business were e-mailed to the SGEC membership.

Approval of the Minutes of the E-Business of October 6, 2025

Ms. Amy Thompson moved approval and Ms. Megan Simmons seconded the motion. The minutes were approved unanimously.

Faculty/Staff Welfare Committee Request for Extension on Review of the Implementation of the Birth Recovery and Parental Leave Policy

Ms. Amy Thompson made a motion that was seconded by Ms. Megan Simmons and unanimously endorsed to approve another 45-day extension.

Faculty Senate Approval of Faculty Handbook Revisions

Section 3.2.3, Office Hours; Section 5.1, Credit Hour Policy; Section 5.7, Evaluations and Assignments; Section 5.11, Term Grade Reports; Section 6.5, Educational Technology Services; Appendix 2.D; Section 1.5, Curriculum Committee; Section 3.3.3, Curriculum Development and Assessment; Section 3.11, Faculty Research Development; Section 2.4, Faculty Search and Selection Procedures; Section 2.6.2, Special Criteria by Ranks for Appointment, Promotion, and/or Tenure; Section 3.2.4, Department Chairperson – Appointment, Workload, and Supplement; Section 6.4, Library Resources and Services; Appendix 2.B Form 1 (removal of form from Faculty Handbook)

Ms. Amy Thompson made a motion that was seconded by Ms. Megan Simmons and unanimously approved to endorse the Faculty Handbook revisions as a recommendation to President Kitts for approval.

For the link updates, they were all approved with an amendment that there is a guarantee that any edits made to the Employee Policy Manual and Handbook should go through shared governance. The concern here being that by moving to a link, shared governance loses oversight over changes. It was understood that there is a general statement concerning policy, but the suggestion was for a specific statement related to the Manual and Handbook itself. The full list of sections voted in is below.

Section 2.1, Equal Opportunity; Section 2.2, Non-Discrimination; Section 2.3, Nepotism (employment of relatives); Section 2.4.3, Background Checks; Section 2.8, Sanctions less than Termination; Section 3.6, Patent Policy; Section 3.7, Copyright Policy; Section 3.10, Absences; Section 3.13, Birth Recovery Leave, Parental Leave, and Associated Workload Adjustments; Section 2.7.2, Termination for Cause

Ms. Amy Thompson made a motion that was seconded by Ms. Megan Simmons and unanimously approved to endorse, as a recommendation to President Kitts for approval, the replacement of text in the sections noted above with links to the Employee Policy and Manual with the understanding that SGECH Chair Lauren Killen will communicate to Human Resources that any revisions made to these sections of the Faculty Handbook must go through the shared governance process.

In addition, there was concern that in Appendix A, a full link is provided where other sections list a description with a hyperlink. It was suggested that all links follow the same format.

Ms. Amy Thompson made a motion that was seconded by Ms. Megan Simmons and unanimously approved to endorse the Faculty Handbook revisions to Appendix A as a recommendation to President Kitts for approval, with the understanding that the Office of the Provost will be directed to change the one referenced link from a description to a hyperlink.

Faculty Senate Approval for Removal of Section 2.4.1, Search Guidelines for Tenure – Track and/or Non-Tenure-Track Faculty, and Section 2.4.2, Faculty Employment, from the Faculty Handbook (with a statement that the section is being reworked to remain in compliance with current standards)

Section 2.4.1, Search Guidelines for Tenure-Track and/or Non-Tenure-Track Faculty, and Section 2.4.2, Faculty Employment Agreements, were not approved.

For section 2.4.1, the concern was around the removal of "the search committee shall select its chair" and it was requested this not be removed. There were additional comments around formatting in the section on Receipt of Applications and Final Evaluation of Candidates and Recommendation for Hiring.

Also, in the section on On-Campus Interviews - there needs to be some clarity around the who and what related to resume materials for candidates. The online employment system was removed, and the question was around what has replaced it in the process and how does the process work.

Finally, there was confusion around "The department chair (or administrative assistant) will fill out the faculty request to hire form to recommend the final candidate. The hiring manager of the department will complete the Faculty Request to Hire Form to request that an offer of employment be made to the candidate." There was a request for clarification since it sounds like two people are completing the same form and the actual process is unclear.

For 2.4.2 the request was for understanding as to why employment period, or period of employment, or term of employment was added?

Since both 2.4.1 and 2.4.2 did not pass, an additional motion was made to temporarily remove these two sections from the handbook until the issues are resolved, and that motion passed.

Ms. Amy Thompson made a motion that was seconded by Ms. Megan Simmons and unanimously approved to endorse, as a recommendation to President Kitts, removal of Sections 2.4.1 and 2.4.2 from the Faculty Handbook, replacing those sections with a statement that the sections are being reworked to remain in compliance with current standards, and directing

Faculty Senate to work with Human Resources on clarification of wording concerns noted above. Additionally, it was noted to the SGEC membership that as an added guide to faculty searches while these sections are revised, a link to the Protocol for External Faculty/Staff Searches in Section 2.4 is provided, and the concerns expressed by Faculty Senate with the “formatting” in the section on Receipt of Applications and Final Evaluation of Candidates and Recommendation for Hiring will be corrected in the final version of the Handbook as there was difficulty in correcting the format while in “track changes” format.

Lauren Killen

Dr. Lauren Killen, Chairperson