

**Faculty Manual Review Committee  
Annual Report 2023-24**

<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>			
Voegel, Jacob	3	2685	<a href="mailto:jvoegel@coastal.edu">jvoegel@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>			
Justin Guilkey	1	4069	<a href="mailto:jguilkey@coastal.edu">jguilkey@coastal.edu</a>
<b>College of Humanities and Fine Arts</b>			
Kellogg, David	3	2554	<a href="mailto:dkellogg@coastal.edu">dkellogg@coastal.edu</a>
<b>Gupta College of Science</b>			
McWilliams, Kevin	2	6468	<a href="mailto:kmcwillia@coastal.edu">kmcwillia@coastal.edu</a>
<b>HTC Honors College</b>			
Holody, Kyle	1	2946	<a href="mailto:kholody@coastal.edu">kholody@coastal.edu</a>
<b>Kimbel Library</b>			
Foster, Kimberly*	1	2260	<a href="mailto:kfoster@coastal.edu">kfoster@coastal.edu</a>
<b>Associated Faculty</b>			
Conner, Deborah	1	6675	<a href="mailto:dconner@coastal.edu">dconner@coastal.edu</a>
<b>Ex Officio (non-voting)</b>			
Provost's designee – Teresa Burns		2277	<a href="mailto:tburns@coastal.edu">tburns@coastal.edu</a>
Faculty Senate Parliamentarian – Keshav Jagannathan		4110	<a href="mailto:kjaganna@coastal.edu">kjaganna@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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**2023-24 Meeting Dates – all meetings were virtual**

September 25, 2023	9:00am
March 25, 2024	9:00am
May 5, 2024	9:00am

**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 passed Faculty Senate at the end of last year/beginning of the new year.
  - 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. FMRC wrote a motion that clarifies to whom the candidate files for Third Year Review should be submitted so that misunderstandings are minimized; it was passed by UP&T and Faculty Senate.
  - Faculty Senate Motion Submission Form - Third Year Review language
3. FMRC wrote two motions 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. Sent to and passed by UP&T last year, and one was passed by Faculty Senate over the summer.
  - Motion 1 Remove Third-Year Review from Promotion to Senior Lecturer
    - Passed
  - Motion 2 Remove Third-Year Review from Promotion and Tenure Procedure
    - Did not pass
4. Two motions were sent to and passed by UP&T this year regarding PPR for Senior Lecturers, Senior Instructors, and Principal Lecturers. This was in order to align the process with what is in place for tenure-track faculty.
  - *6.9: Post-Promotion Review for Senior Lecturers, Senior Instructors, and Principal Lecturers:* To remove Department Peer Review from Post-Promotion Review in order to align the process with that used for Post-Tenure Review of associate/full professors.
    - Passed by Faculty Senate.
  - *6.7 Promotion to Senior Lecturer and Principal Lecturer:* To add Department Peer Review to promotion to senior/principal lecturer in order to align the process with that used for promotion to associate/full professor.
    - Referred to the Non-Tenure Track Committee; later brought back and voted down.

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5. Question about what happens to the vote tally from the department/college P&T as there is currently no way for the tally to accompany the electronic portfolio. This problem will likely be solved by Watermark.
6. Two Administrative Actions from 2022-23, [AA 31](#) and [AA 38](#), made edits to different parts of the same sentence. The two actions were merged in keeping with the intent of each action.
7. Issues for the coming year:
  - Membership numbers for standing committees. As the number of colleges changes, the membership for various committees also needs to be updated. FMRC recommends that each standing committee edit their membership description to move away from hard numbers and instead use language like “one from each college” or “two from each college.”
  - Should faculty should receive their P&T letter before meeting with the Dean/University Librarian? The committee believes that this should be discussed with UP&T in the coming year.
8. 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.
9. Editorial changes are an ongoing responsibility of the Committee.
10. David Kellogg elected chair for 2024-25.