

Standard Operating Procedures / Handbook Committee Meeting

September 1, 2026

Attendance

Darrel Malamisura, Kristin Hicks, Sandra Wynn, Adrian Scott, Bonnie Reese

Call to Order

The committee met via Microsoft Teams to review governance policies, discuss revisions to the Faculty Senate Constitution and Faculty Handbook, and identify areas where new Standard Operating Procedures (SOPs) may be needed.

Faculty Senate Constitution and Handbook Revisions

The committee discussed revisions to the Faculty Senate Constitution and Faculty Handbook. Discussion focused on strengthening faculty participation in university governance and establishing clearer documentation of faculty involvement in institutional processes.

Members reviewed committee structures and discussed adding a Faculty Senate representative to standing committees. The proposed language would designate the Senate representative as an **ex-officio, non-voting member** responsible for communicating committee activities back to the Senate.

The committee agreed that broad language establishing Senate representation would be preferable to revising the membership section of each committee individually.

Discussion also focused on creating written procedures that document faculty involvement in governance matters and provide a clear paper trail regarding recommendations and decision-making.

Contract Review and Handbook References

The committee reviewed the recently ratified contract and discussed numerous references within the contract to the Faculty Handbook, institutional policies, catalog language, and LMS procedures.

Members agreed that handbook revisions should be prioritized because changes to handbook language may affect multiple areas of the contract.

The committee agreed to ask the full senate/assembly to review the contract and identify handbook references that may require revision or clarification.

HR-713, Governance Policy 202, and Hiring Authority

The committee reviewed HR-713 (Recruitment and Hiring Policy), Governance Policy 202 (Duties of the President), and related governance documents.

Discussion focused on concerns that HR-713, adopted in April 2024, grants the President sole hiring authority for positions below the presidency. Members noted that the policy was adopted during a period when Faculty Senate was not functioning and therefore did not receive Senate input.

Members discussed identifying archived versions of policies and reviewing prior procedures to determine what shared governance practices existed before recent policy revisions.

Department Chairs, Deans, Directors, and Interim Appointments

The committee discussed existing procedures for department chair selection and broader questions regarding faculty participation in administrative appointments.

Members reviewed how department chair recommendations currently involve faculty input but ultimately remain subject to administrative approval.

Discussion expanded to include deans, directors, and interim appointments. Members discussed the value of developing advisory procedures that provide formal opportunities for faculty input while recognizing existing administrative authority.

The committee emphasized the importance of documenting recommendations and creating consistent procedures that establish a record of faculty participation.

Faculty Hiring Procedures

The committee discussed the development of advisory procedures related to faculty hiring.

Members expressed interest in documenting faculty participation in hiring processes through handbook language or SOPs. Discussion focused on preserving faculty input and ensuring that recommendations are formally documented even when final authority remains elsewhere.

New Faculty Mentoring and Orientation

Sandra Wynn shared information regarding mentoring and orientation practices used within the College of Health Sciences.

The committee discussed creating a campus-wide mentoring and orientation SOP based on this model. Members noted that a structured mentoring process could improve onboarding, faculty development, and retention.

Sandra agreed to share existing mentoring materials for committee review.

Adjunct Faculty Evaluation

Sandra Wynn shared information about an adjunct faculty evaluation process currently used within Health Sciences.

Members discussed the value of a dedicated adjunct evaluation form that provides documented evidence of performance and establishes consistent evaluation expectations.

The committee expressed interest in reviewing the form as a possible model for broader institutional use.

Student Record Retention

The committee discussed record-retention practices used within Health Sciences, including procedures requiring certain student records to be maintained for five years to meet accreditation requirements.

Members discussed whether a university-wide SOP addressing student record retention would be beneficial and agreed additional review is needed.

Action Items

Kristin Hicks

- Draft proposed Faculty Senate Constitution language regarding Senate representation on standing committees.
- Send materials to Darrel for Senate distribution.
- Schedule the next committee meeting for September 15, 2026.
- **Darrel Malamisura**
- Forward the Senate review packet, including:
 - Faculty Senate Constitution
 - Faculty Handbook
 - Current contract
 - HR-713
- Consult Sarita regarding policies governing presidential appointment authority.
- Request policy numbers and archived versions of relevant hiring and governance documents.

Sandra Wynn

- Share the College of Health Sciences mentoring and orientation plan.
- Share adjunct faculty evaluation materials.
- Share student record-retention procedures.

Next Meeting

The committee will meet again on **September 15, 2026**.

Prior to that meeting, materials will be distributed to Faculty Senate members for review before the Senate's September 11 meeting.

Submitted by:

Kristin Hicks

SOP/Handbook Committee