

**Kansas State University Faculty Senate
Faculty Affairs Committee
Minutes**

Tuesday, Oct 15th, 2024, 3:30 pm

Zoom <https://ksu.zoom.us/j/96438217422>

- **Call to Order - Faculty Affairs – Brandon Savage (co-chair); Brad Cunningham (co-chair)**

Attendance:

Name	College	9/3/24	9/17/24	10/1/24	10/15/24	11/5/24	11/19/24	12/3/24	12/17/24
Jessie Vipham	Agriculture	E	X	X	E				
LaBarbara Wigfall	Architecture, Planning, and Design	X	X	X	X				
Martha Smith Caldas	Arts and Sciences	X	X	X	X				
Brandon Savage	Business Administration (Co-Chair)	X	X	X	X				
Grace Liang	Education		X	X	A				
Amir Bahadori	Engineering	X	X	X	X				
Rachael Clews	Extension		X	X	E				
Paige Adams	General University	X	X	X	X				
Ashley Knoll	General University (alternate)	X	X	X	X				
Kristin Anders	Health and Human Sciences	E		X	X				
Roger Adams	K-State Libraries	X	X	X	A				
Merta Scott-Hall	Technology & Aviation, K-State Salina		X	X	X				
Brad Cunningham	Term Appointment (Co-Chair)	X	X	X	X				
Michael Apley	Veterinary Medicine	E	X	X	X				
Alexa Hasettine	Student Representative		E		X				
Tanya González	Liason for the Provost		X	X	X				
Charlotte Self	Liaison for Human Resources		X	X	X				

E = Excused, X = Present

Minutes:

1. **Handbook and Policy Committee Update (Paige Adams):**
 - Proposal to expand the University Handbook Committee from 7 to 11 members was discussed to distribute workload more effectively.
 - Ongoing tasks include title and name updates, consistent formatting of appendices, and work on Appendix R related to leaves, insurance, and retirement plans.
 - No specific feedback yet on the expedited handbook approval process; further feedback is expected in upcoming meetings.
2. **Non-Renewal Policy (NRR) Discussion (Brandon Savage):**
 - Meeting with the Provost’s office is still pending; a special session may be required to finalize the policy once that meeting occurs.
 - Key points discussed:
 - **90-Day Notice Period:** Agreement to align NRRs with the appointment period, requiring exactly 90 days’ notice before the end of the appointment term to provide clarity and stability.

- **Administrative Flexibility:** Some committee members advocated for allowing flexibility in notice periods, while others stressed that a strict 90-day rule is necessary for fairness.
 - **Performance-Related NRRs:** Clarified that NRRs should not be used for performance issues. Departments are expected to follow existing performance management processes, not use NRRs as a workaround for termination.
 - **Applicability to Term Employees:** Clarified that the KBOR policy does not impact term employees, and references to term employees were removed from the NRR policy.
3. **Workload Policy Update (Tanya González):**
- Deadlines for college-level workload policies have been extended to June 30, with an additional year for departments to align and implement.
 - The committee is hiring an Assistant Vice Provost for Academic Affairs, who will oversee new program developments and guide the non-tenure-track workload policy.
4. **Future Business:**
- Academic Program Review (APR) policy has been approved by Academic Affairs and will be reviewed by the Faculty Affairs Committee soon.
 - The committee anticipates holding an emergency session after the meeting with the Provost to approve the final NRR policy version.
5. **Announcements:**
- The search for an Assistant Vice Provost for Academic Affairs is ongoing, with applications encouraged from committee members and colleagues.