

REDBOOK and Bylaws Committee of the Faculty Senate (RBC)

Meeting date and time: No meeting during the month of November 2024

Minutes prepared by Andrew Winters

Topic	Discussion	Outcome/Follow up
Unit document review	Arts and Sciences Bylaws	RBC committee members reviewed document. Document with General Counsel (GC) for review.
	Library Personnel Document	RBC committee members reviewed document. Document with GC for review.
	Examine unit personnel documents to gather sections pertaining to the annual merit review process and the assignment of salary increases based on them.	RBC committee members reviewed unit documents. RBC chair developed spreadsheet with the information requested and sent the link to RBC members, FS Chair and Vice-Chair, VP for FA
Proposed amendment to the REDBOOK	Faculty Senators Michael Cunningham, Natalie Polzer, Bonnie Fonseca-Greber and Allison Ogden proposed an amendment to the REDBOOK Section 3.2.5 Acting and Interim Dean. The proposal was reviewed by the Executive Committee for FS who asked the RBC to review.	Will review amendment in the December 2024 RBC meeting.
Proposed amendment to the FS Bylaws	At the recommendation of GC, #9 of the FS Bylaws can be removed: #9 states: <b>EFFECTIVE DATE</b> These Bylaws and any amendment hereto shall be effective upon approval by the Board of Trustees.	RBC to coordinate with the FS Chair to add proposed amendment of the FS Bylaws to the FS monthly meeting agenda.
System for transferring documents: During Summer 2024, RBC Chair AMW and VP for Faculty Affairs CD-E worked with IT to develop a system (via Onbase) for transferring	There are unit legacy documents which are following the former review process of: RBC to FS to GC to VP for FA to BoT.	Legacy documents approved by RBC and FS: <ol style="list-style-type: none"> <li>1. School of Nursing Personnel document (reviewed by GC-back with unit for edits)</li> <li>2. University Libraries Bylaws document (reviewed by GC-back with unit for edits)</li> </ol>

<p>documents between the unit, Provost office, RBC, and Faculty Senate.</p>	<p>There are also unit documents following the new process of: RBC to GC to RBC to FS to VP for FA to BoT.</p>	<ol style="list-style-type: none"> <li>3. School of Music Personnel document (reviewed by GC-back with unit for edits)</li> <li>4. College of Business Bylaws (under review by GC)</li> <li>5. Kent School of Social Work Personnel document (under review by GC)</li> </ol> <p>New process documents:</p> <ol style="list-style-type: none"> <li>1. University Libraries Personnel document (approved by RBC with GC for review)</li> <li>2. Arts and Sciences Bylaws document (approved by RBC with GC for review)</li> </ol>
<p>REDBOOK presentation</p>	<p>Provost office requested the RBC and University Counsel provide a presentation to units on the REDBOOK.</p>	<p>Will continue the discussion in December meeting.</p>
<p>Next meeting</p>		<p>TBD in December 2024</p>