

REDBOOK and Bylaws Committee of the Faculty Senate (RBC)

Meeting date and time: December 9, 2024

Attendees: Michael Cunningham, Christopher Tillquist, Hugh Shoff, Cherie Dawson-Edwards

Minutes prepared by Andrew Winters

Topic	Discussion	Outcome/Follow up
Unit document review	Arts and Sciences Bylaws	RBC committee members reviewed document. Document with Vice Provost for Faculty Affairs and General Counsel office.
	Library Personnel Document	RBC committee members reviewed document. Document with Vice Provost for Faculty Affairs and General Counsel office.
	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.	Will provide document to the RBC for comment. Further discussion to take place in January 2025 meeting.
Proposed amendment to the FS Bylaws	At the recommendation of General Counsel, #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.	Will provide document to the RBC for comment. Further discussion to take place in January 2025 meeting.
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	There are unit legacy documents which are following the former review process of: REDBOOK And Bylaws Committee to Faculty Senate to General Counsel to	Legacy documents approved by RBC and FS: 1. School of Nursing Personnel document (reviewed by GC-back with unit for edits)

<p>Onbase) for transferring documents between the unit, Provost office, RBC, and Faculty Senate.</p>	<p>Vice Provost for Faculty Affairs to Board of Trustees.</p> <p>There are also unit documents following the new process of:  REDBOOK And Bylaws Committee to General Counsel to REDBOOK And Bylaws Committee to Faculty Senate to Vice Provost for Faculty Affairs to Board of Trustees.</p>	<ol style="list-style-type: none"> <li>2. University Libraries Bylaws document (reviewed by General Counsel-back Vice Provost for Faculty Affairs)</li> <li>3. School of Music Personnel document (reviewed by General Counsel-back Vice Provost for Faculty Affairs)</li> <li>4. College of Business Bylaws (under review by General Counsel)</li> <li>5. Kent School of Social Work Personnel document (under review by General Counsel)</li> </ol> <p>New process documents:</p> <ol style="list-style-type: none"> <li>1. University Libraries Personnel document (approved by REDBOOK And Bylaws Committee with Vice Provost for Faculty Affairs)</li> <li>2. Arts and Sciences Bylaws document (approved by RBC with Vice Provost for Faculty Affairs)</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 January meeting.</p>
<p>Next meeting</p>		<p>January 2025</p>