

**Academic Affairs Committee: Point Loma Nazarene University  
Special Meeting for Faculty Handbook: July 22-23, 2016**

**Members Present: Dan Spaite, Don Schengel, Craig Furusho, Carol Van Buskirk, Kerry Fulcher** (Greg Crowe came as a resource person to provide clarification on Friday afternoon from 315p till 430p)

Dan called the meeting to order at 11:15 am with Don leading us in prayer. By consensus, the committee entered into Executive Session.

Overview of process by Kerry. Discussion led by Dan Spaite of option of having two separate documents - both an extract and the full faculty handbook. At the conclusion of the meeting, it was decided to have just one document (the faculty handbook) with stipulations of who has authority for each section/topic/issue (Board of Trustees, Administration, Faculty).

Saturday morning we continued our review of the document.

Hierarchy of Authority: In this document, the blue (as used in the current draft, with a likely change in format in later revisions) can only be changed by the BOT. Only the sections/verbiage in blue obligate the University. The other two types of content in the document are under the purview of the Administration (green) or Faculty (purple). These are intended to be more fluid and can be modified and altered by the group that "owns" those sections (Admin or Faculty). They are process, procedure, function and describe "how things are done" in the various arenas. The sections designated for the Administration and Faculty do not obligate the University (examples: the listing of a particular academic unit in the content designated for Faculty or Administration does not imply that the University will necessarily continue to fund that unit; the sections describing a particular Administrative Cabinet position in the Administrative content does not insure that that position will continue). In other words, only the content that is designated for the BOT obligates the University, and this obligation may be changed by the BOT through amendment of the document.

Motion by Don Schengel to approve the designations, revisions, and comments in the Faculty Handbook document; seconded by Craig Furusho. The motion passed.

The Faculty Handbook with the Academic Affairs Committee changes will now be reviewed again by the Provost and Greg Crowe to "clean up" and incorporate the requested changes and to respond to the comments and requests from the AAC. The draft may be seen by other faculty working with Dr. Crowe and will require legal review. It will also be available for review by the President.

Due to the upcoming WASC submission, further changes and finalizing the document for review and approval by the Trustees will require efficient work. To this end, the AAC will meet again on Sunday evening, 8/28 from 7:30 – 9:00 pm at Humphreys.

Our intention is to have this document ready for review by the Board of Trustees by November 1 for their review and approval at the November meeting.

Meeting adjourned at 11:00 am Saturday.

Respectfully submitted,

Carol Van Buskirk  
Acting Secretary



Dan Spaite  
Chair