I. Call to Order – The FAC Chair called the meeting to order at 3:35 pm. A quorum was recognized.

II. Attendance
b. Members Absent with Notification: Mark Kossick, Isao Eto, Resa Culpepper, T. Tamura, Phil Blatt; (one vacancy for Critical Care)
c. Ad-Hoc Members Present: Debra Laken
d. Ad-Hoc Members Absent: Gerald Glandon; Bill Ogard
e. Guests: None:
f. Recorder: Bruce Macliver
g. Dean’s Representative: Claire Peel

III. Minutes Approval for May 21, 2002 Meeting and June 18, 2002 – Minutes for both the May 21 and June 18 meetings of FAC were approved as distributed. Minutes had not previously been approved due to the absence of a quorum.

IV. FAC Chair Report – Pat Greenup
a. Executive Committee Meeting – August 8, 2002
   The Executive Committee prepared the agenda for the August 20 meeting of FAC.
b. SHRP Faculty Handbook. The FAC Chair reported that the SHRP Faculty Handbook had been forwarded to the Dean for approval on August 16, 2002.
c. FAC recommendations to departments for P&T guidelines – these recommendations were forwarded to the Department Chairs for DTS, CC and NTS and FAC representatives for each department were sent a copy of the communication to the Chairs.
d. Volunteers for Ad Hoc group – teaching effectiveness methods in SHRP/link to P&T process – Laurie Adams; Pam Paustian; Mark Kossick. FAC Chair reported that this activity needs to be defined and additional SHRP faculty involved in the process.

V. FPPC Report – Representative Greenup reported that the FPPC has completed the initial review of Section 2.0 and Appendix A, B, and C of the UAB Faculty Handbook and is awaiting the Senate’s review. The FPPC is continuing the review process for other sections of the UAB Faculty Handbook. All FPPC representatives have been requested to select and submit the name of an alternate for the committee. Representative Greenup submitted Helen Southwood as the alternate because Helen is the SHRP/FAC Chair of the Planning Subcommittee that has the responsibilities associated with the UAB and SHRP Handbooks.

VI. Faculty Senate Report – The Faculty Senate met on August 13, 2002 and Debra Laken submitted a written report that will be included in the official FAC minutes maintained in the Dean’s Office.

VII. Old Business
a. SHRP Promotion and Tenure Guidelines – A working draft of the proposed revisions was distributed electronically on August 15. Sections needing further clarification were discussed and revisions recommended for the next working draft. A written copy of the August 20 draft will be included in the official FAC minutes maintained in the Dean’s Office. Revisions will be made and distributed prior to the September FAC meeting.
b. **FAC P & T Review Process** – Discussion will be held for the September meeting.

c. **Planning Subcommittee** – Chair Helen Southwood reported that Carolyn Sherer and Jeff Burkhardt had reviewed Section 2 and Appendix A, B, and C. The Chair prepared a draft report that was distributed for review and a final report will be prepared and submitted to FAC Chair Greenup. This report will be forwarded to the Senate’s Faculty Affairs Committee.

d. **Nominations Subcommittee** – Chair Bettye Wilson reported that departmental elections processes are in progress. FAC members need to consider members eligible to serve as Chair for next year. Vice Chair candidates can include newly elected tenured members for the new academic year. Elections will be held at the October meeting. Professor rank promotions subcommittee elections will need to occur by the October meeting.

e. **Ad hoc group – Teaching Effectiveness methods** – not discussed due to lack of time; tabled until a later meeting.

VIII. **New Business**

a. **SHRP Faculty Development Office and Assistant Dean for Faculty Affairs** – document dated August 20, 2002 was distributed and will be discussed and voted at the September 17, 2002 meeting.

b. **Salary data submitted to the Faculty Senate** – this topic was not discussed due to need to address the next item on the agenda.

c. **FAC Policies and Procedures** – the proposed election and structure and function sections for the policies and procedures pertaining to the new Professor Rank Promotions Subcommittee were distributed electronically on August 16 and copies were available for discussion. The proposed document outlining Section IV. Election of FAC members and B. Election of Professor Rank Promotions Subcommittee Members and Section XI. FAC Standing Subcommittees and D. Professor Rank Promotions Subcommittee were presented as a motion for approval by Jan Rowe (see the original motion form as attached to the official written minutes) The motion was approved. These sections will be added to the FAC Policies and Procedures document. A paper copy is retained for the official minutes.

d. **Request to Dean** – FAC membership was supportive for a request/recommendation to be made to Dean Jones that for future Town Hall meetings that any announcements pertaining to faculty that such information be distributed to the faculty as an email message following such meetings. This request is to enhance communications for those faculty members not able to attend the Town Hall meetings. The FAC Chair will forward this recommendation to the Dean.

e. **SHRP Faculty Handbook amendments** – The Planning Subcommittee will review Section 3.5 in response to the tabling of the relevant motion at the July 16, 2002 meeting.

IX. **Open Forum**

   No new topics presented.

X. **Announcements** – Next FAC meeting will be September 17, 2002.

XI. **Motions/Resolutions** –

   Motion to approve the election and structure/function of the Professor Rank Subcommittee was approved by FAC and will be added to the FAC Policies and Procedures.

XII. **Adjournment** – The FAC meeting was adjourned at 5:05 p.m.