

Annotations to Faculty Handbook Revisions

From 2005 version to 2009 version

3/30/09

SECTION I: INTRODUCTION

The officials who wrote these sections submitted new text.

SECTION II: APPLICABILITY OF HANDBOOK AND PROCEDURES FOR CHANGE

II.A. Abbreviations and Style

Moves section from II.E.2. to II.A.

Adds Speaker of Faculty Senate abbreviated to "Speaker."

II.B. Applicability

Adds language concerning applicability to Administrative & Professional faculty members.

II.C. Official Version

Adds language on university's right to change policies, and binds faculty members to new policies.

Adds language on maintenance of official version on the university server.

Clarifies that only substantive revisions require approval by board of visitors to become binding.

II.D. Faculty Handbook Committee

II.D.1. Appointment to the Committee

Consolidates this section with Section VII.E.1.a.

Allows committee to meet as needed, but at least once each year.

Changes date of appointment to committee to beginning of the fall semester.

Removes requirement to specify beginning date of appointment in letter.

II.D.2. New Members

Specifics moved from Section VII.E.1.b. to this section.

Moves date for appointment from May to beginning of academic year.

Moves date for letter to go out from May to August 15.

II.D.3. Operating Procedures

Specifics moved from Section VII.E.2. to this section.

Removes requirement that first meeting occur in September.

Clarifies that committee may determine when other meetings are necessary.

Removes specific deadline for receipt of suggestions to be considered.

Removes reference to Policy & Legal Affairs Advisor.

Clarifies that Provost's office provides support for committee.

II.D.4. Reporting Procedures

Specifics moved from Section VII.E.3. to this section.

Removes requirement of fall report, makes reports annually and as requested.

Sets time for report as end of committee's work instead of end of academic year.

Allows for summary of work in report rather than detailed listing.

II.E. Procedures for Changing the Handbook

II.E.1 Charge of the Committee

Specifies method for recommending changes in handbook.

Adds sections I and VII as section which will be considered by committee.

*Correction or errors and legal requirements obligate committee to inform faculty.
Specifies that changes to Faculty Senate Constitution must be through Faculty Senate procedures.*

II.E.2 Receipt of Suggestions

*Allows committee to set deadline for submission of suggestions.
Removes requirement of soliciting suggestions twice each year.
Removes Oct. 1 deadline for submission of suggestions.
Moves specific language on procedures from section VII.E.5. to this section.*

II.E.3 Committee Processing of Suggestions

*Moves specific language on procedures from section VII.E.6. to this section.
Allows committee to set deadline for submission of suggestions.
Removes deadline for distribution of list of suggestions to committee.
Removes Oct. 1 deadline for submission of suggestions.
Allows future committee to consider suggestions carried forward.
Allows committee to refer a suggestion to the Faculty Senate for discussion, and postpone action.*

II.E.4. Procedures for Considering Other Policies

*Moves specific language on procedures from section VII.E.7. to this section.
Specifies that Academic Affairs policies concerning employment of faculty must be sent to the committee.
Specifies that committee is charged with recommending whether to include policy in handbook.
Specifies that other divisions are expected (not required) to send policies concerning faculty to committee.*

II.E.5. Committee Recommendations

*Moves specific language on procedures from section VII.E.8. to this section.
Sets deadline as function of submission to BOV at a spring meeting, rather than Dec. 1.
Removes deadline for recommendation to president.*

II.E.6. Action by Other Parties

*Moves specific language on procedures from section VII.E.8.c. to this section.
Allows recommendations to go to board at one of spring meetings.
Removes deadline for input to committee.
Allows for BOV review at one of spring meetings, rather than specifying March meeting.*

II.F. Word Usage

*Changes Academic Executive Committee to Academic Council.
Adds vice provosts to list of members of Academic Council.
Defines academic unit as administrative department identified by Provost.
Defines college as administrative unit identified by Provost.*

SECTION III: FACULTY EMPLOYMENT POLICIES AND PROCEDURES

III.A. Faculty Rights and Responsibilities

III.A.2. Academic Freedom and Responsibility

III.A.2.b. Academic Responsibility

III.A.2.b.(1) Adds reference to Manual of Policies and Procedures, and policies in other divisions, colleges and academic units.

III.A.2.b. (3) Adds requirement to accurately represent professional credentials and accomplishments.

III.A.2.b.(8) *Specifies requirement of pursuit of excellence and intellectual honesty in professional matters.*

III.A.2.b. (10) *Clarifies that protection of academic freedom of students is part of instructional duties.*

III.A.2.b. (11) *Clarifies that refraining from introducing irrelevant material in class is part of instructional duties.*

III.A.2.b. (13) *Clarifies that keeping office hours and meeting classes are part of instructional duties.*

III.A.2.b. (15) *Clarifies that record of grades for classes is kept in personal files, clarifies that electronic or hard copy of grade book is appropriate.*

III.A.2.b. (16) *Adds requirement for attendance policies to allow military service, jury duty, illness and family emergencies.*

III.A.2.b. (18) *Short description of Policy 1331.*

III.A.2.b. (19) *Requires adherence to discrimination policy rather than prohibiting violation.*

Adds reference to division policies and Manual of Policies and Procedures.

III.A.3 Professional Ethics

III.A.3.b. Relationship with Students

Requires faculty to respect all students' privacy and intellectual pursuits, and model appropriate behavior.

III.A.3.d. Academic Honesty

Moves requirement to report colleagues' behavior to III.A.9.b.

III. A. 4. External Statements and Release of Information

Short description of statutes and policies 1109, 2112, and 1103, with links to contacts.

Replaces approval of Attorney General's Office with approval of General Counsel.

III.A.5 Conflict of Interest

Short description of statute and policy 1106.

III.A.7 Equal Opportunity

Short description of policy 1302.

III.A.8. Harassment

Short description of procedure to file harassment complaints against faculty, staff and students.

Link to text of policies 1324, 1317 and student conduct code.

III.A.9. Academic Integrity

III.A.9.b. Academic Honesty of Faculty Members

Requirement to report colleagues' behavior moved from III.A.3.

Adds references to policies 2205, 1104, 2202, 2203, and 3108.

III.A.10. Workload

Moved from III.H.1.

Clarifies reference to a full-time faculty member.

Reflects movement of policy on Banking of Summer Teaching to Academic Affairs Policy.

III.A.11. Outside Employment and Consulting

Moved from III.H.2.

Clarifies that outside employment or business or professional duties are prohibited if they affect employee usefulness.

Clarifies that outside teaching during semesters employed requires prior approval of Vice President.

III.A.12. Class Schedules

Moved from III.H.3.

Adds reference to official class schedule.

Makes required approval for changes responsibility of dean, not AUH.

III.A.13. Student Advising

Moved from III.H.4.

Restatement of obligations under advising, including freshmen advising.

Adds requirement that office hours be in accord with policies of academic unit.

III.A.14. Office Hours

Moved from III.H.4.

Separated from Student Advising.

Adds requirement that faculty be responsive and accessible.

III.A.15. Course Instructional Materials

Moved from III.H.5.

Removes reference to state funds.

III.A.16. Syllabi

Moved from III.H.6.

Adds recommendation to faculty to clarify attendance policies in syllabi and in classes.

III.A.17. Ordering Textbooks

Moved from III.H.7.

Removes requirement to submit requests through academic unit representative.

Adds prohibition on receiving anything of value for requiring student to purchase textbook.

III.A.18. Final Examinations

Moved from III.H.8.

Changes take-home exam return from final exam period to final exam week.

Adds requirement that changes to exam schedule must be added to official roster by Registrar's office.

Adds rule on conflicting exam times.

III.A.19. Participation in Meetings

Moved from III.H.9.

III.A.20. Absences

Moved from III.H.10.

Adds duty to perform other responsibilities besides teaching.

Adds reference to policy 1338.

III.A.21. Disability Accommodations

Moved from III.H.11.

Short description of policy 1331.

III.A.22. Religious Accommodations

Moved from III.H.12.

Changes requirement to provide consideration for requests for accommodations.

III.A.23. Workplace Hazards

Moved from III.H.13.

Short description of policy 3108.

III.A.24. Use of University Property

Moved from III.H.14.

Clarifies that university property shall not be used for personal or private purposes.

III.A.25. Faculty Misconduct and Sanctions

III.A.25.a Faculty Misconduct

Clarifies that procedure is for instructional faculty and A&P faculty who have tenure.

Clarifies that complainant has no access to information on outcome of complaint.

Adds report of informal and formal allegations by AUH to dean.

Adds report of formal allegations to vice provost and Provost.

III.A.25.b. Mediation

New provision allowing recommendation of mediation.

Reference to Policy 1404.

III.A.25.d. Withdrawal

New provision allowing withdrawal of complaint.

III.A.25.e. Specific Provisions

Adds use of this procedure if no administrative sanction is imposed under other procedures.

Adds specific procedure for allegations of fraud.

III.A.25.f. Removal

New provision allowing removal from duty through administrative leave.

III.A.25.g. Effect of Complaint on Tenure or Promotion Review

New provision outlining procedures for suspending review pending outcome of misconduct charge.

III.A.25.h. Inquiry

Adds authority for AUH to take appropriate action, limited to reprimand or removal of privileges.

Adds authority for AUH to accept resignation from faculty member.

Adds ability of faculty member to appeal action taken by AUH.

Adds decision making authority of dean.

Adds ability of faculty member to appeal dean's decision.

III.A.25.i. Hearing

Adds vice provost to procedure.

Adds authority of dean to deny hearing, and ability of faculty member to appeal denial of hearing.

Adds ability of AUH to designate person to carry burden at hearing.

III.A.25.j. Sanctions

Specifies removal of privileges.

III.A.25.k. Decision

Adds vice provost to procedure.

III.A.25.l. Appeal

Adds vice provost to procedure.

III.A.25.n. Confidentiality

Requires strict confidentiality.

III.B Faculty Status, Positions and Ranks

III.B.2 Faculty Positions

Changes term from Teaching & Research to instructional

III.B.2.a Instructional Faculty

Changes term from T&R to instructional.

Specifies that AUHs are instructional faculty.

III.B.2.b. A&P Faculty

Short description of policy 1335.

III.B.2.c. Academic Unit Head

Changes term from T&R to instructional

Reflects move of policy from Manual of Policies & Procedures to Academic Affairs.

III.B.2.d. Full-time Faculty

Changes term from calendar year to fiscal year.

Changes term from T&R to instructional.

III.B.2.e. Part-time Faculty

Short description of policy 2114.

III.B.3. Special Appointments

Specifies that some titles can be in addition to or instead of other titles.

III.B.3.a. Adjunct Faculty

Short description of Policy 2104.

III.B.3.b. Affiliate Faculty

Specifies that affiliate faculty hold status at the option of the academic unit.

Specifies that affiliate faculty status may be withdrawn.

Specifies that details should be spelled out in writing.

Notes that affiliate faculty member is different from a university affiliate under Policy 1337.

III.B.3.c. Joint Appointment

Specifies that details should be spelled out in writing.

Specifies that changes should be spelled out in writing.

III.B.3.d. Graduate Faculty

Short description of Academic Affairs policy.

Reflects move of policy from Manual of Policies and Procedures 2102 to Academic Affairs.

III.B.3.e. Emeritus Faculty

Short description of policy 2105.

III.B.3.h. Researcher

New category of faculty member defined.

III.B.3.i. Affiliated Researcher

New category of faculty member defined.

III.C. Search and Appointment Procedures

III.C.1 General Procedures for Faculty and Administrative Appointments

New name for office of Equal Opportunity.

Short statement of policy from policy 2101.

New statement concerning normal length of interim and acting appointments.

III.C.2 Appointment of Faculty Members

Includes faculty who report in administrative units rather than academic units.

Refers to Faculty Recruitment Handbook for details of search committee.

Adds Vice Provost in procedure.

III.C.3 Appointment of Academic Unit Heads

Adds possibility of internal promotional opportunity, and procedure for approval of internal search.

Adds possibility of interim or acting AUH.

Requires approval of faculty in Academic Unit, consultation with EOO, vice provost and Provost for internal search.

Adds Vice Provost in procedure.

Short statement of policy from Academic Affairs policy #2, Academic Unit Heads.

III.C.4 Appointment of Assistant and Associate Deans of Academic Colleges

Adds vice provost in procedure.

Requires consultation with AUHs, representative faculty and EOO for internal search.

Adds possibility of interim or acting assistant or associate dean.

III.C.5 Appointment of Assistant and Associate Deans of University-wide Programs

Adds Vice Provost in procedure.

Corrects title of University Studies and Graduate School.

Requires consultation with appropriate individuals and EOO for internal search.

Adds possibility of interim or acting assistant or associate dean.

III.C.6. Appointment of Deans of Academic Colleges

Adds vice provost in procedure.

Adds search committee members from academic administration.

Short statement of search procedures.

Adds possibility of interim or acting dean.

III.C.7 Appointment of A&P Positions in the Office of the Provost, and Deans of University-wide Programs

Changes name of Academic Council.

Changes name of EOO.

Adds possibility of interim or acting A&P faculty or dean.

III.C.8. Appointment of Vice Provost

New section adding vice provost procedures.

III.C.9 Appointment of Provost

Adds possibility of interim or acting provost.

III.C.10 Additional Policies on Searches and Appointments

Corrects names of policies.

III.D. Contracts and Appointments

III.D.1.a Academic Year Appointment

Specifies that duties last approximately nine months.

III.D.1.b Fiscal Year Appointment

Changes name of appointment.

III.D.4 Renewable Term Appointment (RTA)

Limits initial term of appointment to no more than one year.

Adds automatic renewal for additional one-year terms unless notice of nonrenewal is given.

III.D.7 Tenured Appointment

Specifies that normal course is for tenure to be awarded after completion of tenure track.

Allows for appointment with tenure in special circumstances.

III.D.9 Appointment of Instructional Faculty to Administrative Positions

Specifies that A&P may be renewed on annual basis by president.

Specifies that tenured faculty may usually opt to return to academic unit.

III.E. Evaluation, Promotion and Tenure

Specifies that performance evaluations are annual for instructional faculty.

Adds recommendation that AU should also evaluate part-time and other faculty members to make decisions about continuation.

Adds requirement of description of evaluation responsibilities for joint appointments.

Specifies that comprehensive evaluations are in addition to annual evaluations in the appropriate year.

III.E.1 Evaluation Fundamentals

Specifies that procedures and criteria for each unit must be approved.

III.E.1.a. Criteria.

Specifies that positive and negative aspects of conduct that impact performance should be addressed.

III.E.1.e. Access to Records by Faculty Member

Right to copies of files changed to right of access to files.

III.E.1.f. Approval

Adds vice provost to procedure.

III.E.2 Evaluation Bodies and Criteria

III.E.2.a. AUPAC

Detail added to responsibility of AUPAC and oversight of work of AUPAC.

Specifies that rules of AUPAC must be approved by faculty, AUH, dean, vice provost & provost, and must be available to faculty.

Specifies details of rules.

Specifies limitation for subcommittee on questions of promotion and tenure.

Specifies authority of AUPAC to remove member, subject to review.

Adds requirement of strict confidentiality, and consequence of violation of confidentiality.

III.E.2.b. Criteria

Specifies that positive or negative aspects of faculty conduct should be addressed.

III.E.3 Initial Evaluation

Changes requirement to provide copy of procedures with requirement to provide information concerning procedures.

Adds requirement that information be given in first semester.

III.E.3.d. Deadline

Changes initial evaluation deadline to end of fourth week of second semester.

III.E.3.e. Dean's Review

Adds possibility of notation of refusal of faculty member to sign evaluation.

III.E.3.f. Nonrenewal

*Specifies that unsatisfactory rating in initial evaluation normally results in nonrenewal.
Sets deadline for AUPAC review.*

III.E.4 Annual Evaluation

Specifies that positive or negative aspects of conduct that affect performance should be addressed.

Removes requirement to recommend extending RTA appointment.

Limits development of annual evaluation appeal procedure to full-time faculty.

Adds vice provost to procedures.

Adds rule for modifying existing evaluation guidelines.

III.E.4.a. Faculty Anticipated Activity Plan

Adds deadlines established by AU.

Allows standard relative weights for performance areas in absence of agreement.

Specifies that renegotiations are allowed under appropriate circumstances.

III.E.4.b. Summary of Activities

Adds deadlines established by AU.

III.E.4.c. Preliminary Evaluation

Specifies that the written evaluation is due before the regular annual evaluation conference.

III.E.4.d. Conference

Allows conference to be cancelled by mutual agreement of AUH & faculty member.

III.E.4.e. Official Evaluation

Specifies final version of evaluation requires conference unless agreed to be cancelled.

III.E.4.f. Deadline

Specifies that failure to meet deadline extends appeal process deadline.

III.E.4.h. Review Criteria

Sets out procedure for recommendations of reviewing body.

Sets out authority for AUH to change evaluation after review.

III.E.4.i. Final Evaluation

Changes deadline for final evaluation delivery to dean.

Sets out procedure for dean review of evaluation and recommendations of reviewing body.

Sets out authority of dean to change or approve evaluation.

III.E.4.k. Unsatisfactory Evaluation of Tenure Faculty

Sets out appeal procedure for tenured faculty member reevaluated as unsatisfactory.

Sets out dean's authority to uphold or modify evaluation.

III.E.4.n. Confidentiality

Adds requirement of strict confidentiality.

III.E.5. Annual Evaluation of Academic Unit Heads

Changes reference to Academic Affairs Policy #2.

III.E.6 Promotion in Academic Rank

Specifies that promotion in academic rank for instructional faculty is determined by merit.

Specifies that pattern of prior annual evaluations should be considered in promotion.

Specifies that A&P faculty are eligible for promotion in academic rank.

Specifies that A&P faculty applying for promotion must be evaluated through Academic Affairs Division.

III.E.6.a. Standards

Specifies that problems with conduct may disqualify for promotion.

Mandates at least satisfactory ratings in each area.

III.E.6.b Procedures

Adds procedure for promotion of AUH.

Adds procedure for promotion of A&P faculty member.

Adds requirement that AU criteria must be adopted by AUPAC and approved by full-time faculty in unit, AUH, dean, vice provost and provost.

Adds requirement that new faculty be given information on promotion criteria during first semester.

Adds possibility of modification of criteria with review.

Adds vice provost in procedure.

III.E.7 Tenure

Limits tenure to instructional faculty positions.

Allows tenure for A&P through regular Academic Affairs Division procedures.

III.E.7.a Purpose

Clarifies that if application is for promotion and tenure, tenure procedure applies.

III.E.7.b. Probationary Period

Clarifies that probationary period must be clarified when faculty hired on tenure track.

III.E.7.c. Suspensions

Separates suspensions from extensions.

Requires approval from vice provost or Provost as well as dean for suspension of tenure clock.

Illustrates several appropriate reasons for suspension of tenure clock.

III.E.7.d. Extensions

Separates extensions from suspensions.

III.E.7.e. Standards

Specifies that length of service is not sufficient basis for recommendation for tenure.

Specifies that problems with conduct may disqualify a candidate for tenure.

Specifies that the pattern of annual evaluations should be considered in tenure application.

III.E.7.f. Procedures

III.E.7.f.(1)

Sets out AUH procedure for tenure application.

Sets out A&P procedure for tenure application.

III.E.7.f.(4)

Specifies that AU criteria must be adopted by AUPAC and approved by full-time faculty, as well as administrative line.

Specifies that new faculty on tenure track must be given information on criteria in first semester.

Specifies method for criteria to be modified.

III.E.7.f.(6)

Adds vice provost to procedure.

III.E.7.f.(7)
Adds vice provost to procedure.

III.E.7.f.(8)
Adds vice provost to procedure.

III.E.7.f.(9)
Adds vice provost to procedure.

III.E.7.f.(11)
Specifies that tenure track faculty who are denied tenure are given terminal contract.

III.E.7.f.(12)
Specifies strict confidentiality is required.

III.E.8. Post-Tenure Review

Recognizes that unusual circumstances may result in a tenured faculty member losing position.

III.E.6.a. Development Plan
Specifies that overall annual performance is evaluated in the annual evaluation process.

III.E.8.f. Appeal of Remediation Decision
Adds vice provost to procedure.

III.E.8.h. Appeal of Plan Contents
Adds vice provost to procedure.

III.E.8.k. Dean's Review of Plan Completion
Adds vice provost to procedure.

III.E.8.l. Vice Provost's or Provost's Determination
Adds vice provost to procedure.

III.E.8.o. Appeal of Sanctions
Adds vice provost to procedure.

III.E.9.q. Confidentiality
Requires strict confidentiality.

III.F. Separation

III.F.3 Non-renewal

III.F.3.a. Origination
Adds vice provost to procedure.

III.F.3.d. Dean's Recommendations
Adds vice provost to procedure.
Specifies shortened deadline for first-year faculty member.

III.F.3.e. Vice Provost's Recommendations
Adds vice provost to procedure.

III.F.3.f. Provost's Decision

Adds vice provost to procedure.
Adds notice sent to faculty member, with copy to administrative line.
Specifies shortened deadline for first-year faculty member.

III.F.3.g. Special Circumstances

Broadens description of who may make decision to vary procedure.

III.F.3.h. Notice

Specifies that notice is sent to faculty member.

III.F.3.h.(3)

New description of situations requiring 12 months notice and 24 months notice.

III.F.3.i. Access to Records

Adds vice provost to procedure.

III.F.3.j. Appeal

Adds vice provost to procedure.

Specifies that respondent should be AUH or other administrative designee.

III.F.3.l. Confidentiality

Requires strict confidentiality.

III.F.4 Termination

III.F.4.a Financial Exigency

III.F.4.a.(3)

Changes consultation with Provost from deans to Academic Council.

III.F.4.a.(5)

Specifies that suitable position must be one for which the faculty member is qualified.

Adds requirement to proffer training, financial or other support for placement.

Specifies that appointment may be terminated if no suitable position is available.

III.F.4.a.(8)

Adds vice provost to procedure.

III.F.4.b Program Reduction or Elimination

III.F.4.b.(3)

Specifies that position must be one for which faculty member is qualified.

III.F.4.b.(4)

Adds vice provost to procedure.

III.F.4.c Inability to Perform for Medical Reasons

III.F.4.c.(1)

Refers to leave, peer coverage, disability benefits, and requests for accommodations.

Specifies that inability to perform may result in termination of employment.

Specifies that medical documentation is a basis for determination.

Adds vice provost to procedure.

Specifies that recommendations come from administrative line.

Specifies that respondent shall be AUH or administrative designee.

III.F.4.c.(3)
Requires strict confidentiality.

III.G Personnel Records

III.G.1 Reviewing Personnel Files

*Excepts letter of recommendation or reference in personnel files from review by faculty member.
Makes requirement of review in presence of HR official discretionary.
Short description of policy 1316.*

III.G.2 Disclosure of Information to Third Parties

Short description of policy 1316.

III.G.3 Court-ordered Disclosure of Information

Removes requirement, allows attempt to inform faculty member of court-ordered disclosure.

III.H Research and Scholarship

III.H.1 Sponsored Programs

Requires faculty members to use OSP procedures.

III.I.2 Regulations and Policies

*Corrects titles of policies.
Adds reference to James Madison Innovations, Inc.*

III.I. Compensation

III.I.1 Salary

Clarifies that direct deposit paperwork is available through HR.

III.I.2 Salary Adjustments

*Clarifies that example refers to instructional faculty salary adjustments.
Clarifies that adjustment is not intended to encourage recognition.*

III.I.2.a. Adjustments Due to Promotion

Description of promotion adjustments added, and limitations on those adjustments.

III.I.2.b. Adjustments Due to Merit

Recognition that faculty members may report to supervisor rather than AUH.

III.I.2.c. College Allocation

Requires criteria to be approved by vice provost and provost.

III.I.2.d. Academic Unit Allocation

III.I.2.d.(1)

*Limits requirement to instructional faculty.
Requires criteria to be approved by dean, vice provost and provost.
Allows flexibility in date of setting relative weights to performance areas, and ties to FAAP discussion.*

III.I.2.d.(2)

Removes rationale for one type of procedure.

III.I.2.e. Timetable

III.I.2.e.(5)

Adds statement that Provost's decision is final and unappealable.

III.I.3 Overload Pay

Short description of policy 1306.

Adds vice provost to procedure.

III.I.4 Non-Contract Period Compensation

Short description of policy 1306.

III.J. Employment Benefits

III.J.1 Leave

III.J.1.a Leave with Pay

III.J.1.a.(1) Educational Leave

Limits educational leave to instructional faculty members.

Limits eligibility to those who have not had educational leave in past five years.

Mandates colleges to develop and publicize process for selecting faculty for educational leave.

III.J.1.a.(2) Administrative Leave

Allows instructional and A&P eligibility

Specifies leave may be at discretion of AUH or supervisor.

Specifies possibility of requirement for written verification of need for leave.

III.J.1.b. Leave Without Pay

III.J.1.b.(1) Political Activity

Specifies that leave is unpaid.

Specifies that leave may be granted at discretion of AUH or supervisor.

Specifies that grant must have approval of administrative line.

III.J.1.b.(2) Family & Medical Leave

Short description of policies 1308 and 2108.

III.J.1.b.(3) Additional Educational or Personal Leave

Specifies that such leave must be requested.

Specifies that leave may be granted at discretion of AUH or supervisor.

Specifies that grant must have approval of administrative line.

III.J.3. Professional Development

III.J.3.b. Travel

Recognizes that some faculty members are not in academic units and have supervisors.

III.J.3.c. On-Campus Courses

Short description of policy 1402.

III.J.3.d. Tuition Reimbursement at Other Educational Institutions

Short description of policy 1401.

III.J.4 Recreation Facilities

Reference to website for recreation facilities website.

III.K. Grievances

III.K.1. Grievable Actions

*Limits grievance procedures to instructional faculty.
Sets out A&P faculty procedures for grievances.*

III.K.2. Procedures

III.K.2.a. Complaint and Response

Limits to instructional faculty members.

III.K.2.b. Appeal

III.K.2.b.(2)

Adds vice provost to procedure.

III.L. Faculty Appeals Committee

III.L.1 Appointment

*Limits FAC to receiving instructional faculty member's appeal.
Limits appeals of A&P faculty member to promotion and tenure denials.*

III.L.2 Procedures

III.L.2.b. Initial Review of Faculty Appeals Committee

III.L.2.b.(4)

Adds vice provost to procedure.

III.L.2.c. Review by Hearing Committee

III.L.2.c.(11)

Substitutes Office of General Counsel for Attorney General's office.

SECTION IV: FACULTY ROLE IN GOVERNANCE

Adds description of statutory authority for the BOV.

Adds description of authority of President to create administrative system.

Adds description of authority of Provost to create administrative areas and colleges in division.

Adds description of A&P faculty role in governance through administrative system.

Specifies that instructional faculty are involved and have input on policies and procedures.

IV.A. College Governance

Adds vice provosts in procedure.

IV.A.3. Personnel

Refers to new Academic Affairs policy replacing policy 2107.

IV.B. Academic Unit Governance

Adds new section on AU governance.

IV.C. Faculty Senate

Specifies that FS offers suggestions to all vice presidents on matters of university importance.

IV.D. Curriculum

Reference to website on overview of curriculum policy and procedure.

Requires proposals to be submitted during the academic year.

IV.D.1. Undergraduate Courses and Programs

Differentiates undergraduate procedures from graduate procedures.

IV.D.1.a. Undergraduate Course Review Procedures

Allows colleges to establish different deadlines for proposals each semester.

Requires university-wide review of proposal for 15 days (not working days).

Requires dean's approval of proposal before sending to provost.

Allows minor changes to existing courses without full review.

Allows review by the Cross College Curriculum Committee for interdisciplinary courses.

IV.D.1.b. Undergraduate Program Review Procedures

Mandates use of pre-proposal process established by provost's office.

Requires approval of college committee before university-wide review.

Requires university-wide review of proposal for 15 days (not working days).

Requires BOV and SCHEV approval for new programs and changes to existing programs.

Allows review by the Cross College Curriculum Committee for interdisciplinary programs.

IV.D.2. Graduate Courses and Programs

Differentiates undergraduate procedures from graduate procedures.

IV.D.2.a. Graduate Course Review Procedures

Allows colleges to establish different deadlines for proposals each semester.

Requires university-wide review of proposal for 15 days (not working days).

Requires Graduate Council and Grad School dean's approval.

Requires dean's approval of proposal before sending to provost.

Allows minor changes to existing courses without full review.

Allows review by the Cross College Curriculum Committee for interdisciplinary courses.

IV.D.2.b. Graduate Program Review Procedures

Mandates use of pre-proposal process established by provost's office.

Requires approval of college committee before university-wide review.

Requires university-wide review of proposal for 15 days (not working days).

Requires Graduate Council and Grad School dean's approval.

Requires BOV and SCHEV approval for new programs and changes to existing programs.

Allows review by the Cross College Curriculum Committee for interdisciplinary programs.

IV.D.3. Dual Level Courses and Five Year Programs

Differentiates dual level courses and five year programs from undergraduate or graduate procedures.

IV.D.4. Academic Program Review

New separate section.

IV.D.5. Committee on Academic Programs

IV.D.5.b. Membership.

Changes names of Graduate School and University Studies.

Specifies that faculty member is elected by each undergraduate college curriculum committee.

Specifies that college deans are appointed by the provost.

SECTION V: HISTORY AND REFERENCES

V.B. References

Adds reference to Academic Affairs Policies.

SECTION VII: APPENDICES

VII.A. Other University Policies and Procedures

Reference to the Manual of Policies and Procedures, rather than selected policies.

VII.B. Organization Chart

The new organization chart was provided by the President's office.]

VII.C. Information on Divisions of the University

This section includes information submitted by each division.

VII.D. General University Information

VII.D.1. Mission Statement

Correction of mission statement.

VII.D.3. Accreditation and Affiliation

Updated list of accrediting bodies and degrees.