

## **Annotations to Faculty Handbook Revisions**

From 2005 version to 2009 version

12/12/08

### **SECTION I: INTRODUCTION**

*[NOTE: The officials who will write these sections have not yet 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.*

#### **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**

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

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

*Specifies that chair of committee is elected at first meeting of the year.*

*Specifies that committee recommends changes, additions and deletions.*

*Clarifies that Provost's office provides support for committee.*

#### **II.E. Procedures for Changing the Handbook**

##### **II.E.1 Input to the Committee**

*Specifies method for recommending changes in handbook.*

*Moves language on inclusion of other policies to VII.E.7.*

##### **II.E.2 Charge of the Committee**

*Removes specific date for first meeting of committee.*

*Specifies that changes to section V need not be considered by committee.*

*Specifies that changes to sections I, V and VII become effective when approved by Provost.*

*Specifies that changes to Faculty Senate Constitution must be through Faculty Senate procedures.*

##### **II.E.3 Approval**

*Moves language on committee votes and recommendations to VII.E.8.*

#### **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. (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, changes time to five years, 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.a. Professionalism**

*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.*

*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 where 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 the faculty member's usefulness as an employee.  
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.*

### III.A.13. Student Advising and Office Hours

*Moved from III.H.4.  
Adds requirement that office hours be in accord with policies of academic unit.*

### III.A.14. Course Instructional Materials

*Moved from III.H.5.  
Removes reference to state funds.*

### III.A.15. Syllabi

*Moved from III.H.6.  
Adds recommendation to faculty to clarify attendance policies in syllabi and in classes.*

### III.A.16. 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.17. 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.18. Participation in Meetings

*Moved from III.H.9.*

### III.A.19. Absences

*Moved from III.H.10.  
Adds duty to perform other responsibilities besides teaching.  
Adds reference to policy 1338.*

### III.A.20. Disability Accommodations

*Moved from III.H.11.  
Short description of policy 1331.*

### III.A.21. Religious Accommodations

*Moved from III.H.12.  
Changes requirement to provide accommodations to requirement to consider requests for accommodations.*

### III.A.22. Workplace Hazards

*Moved from III.H.13.  
Short description of policy 3108.*

### III.A.23. Use of University Property

*Moved from III.H.14.  
Clarifies that university property shall not be used for personal or private purposes.*

### III.A.24 Faculty Misconduct and Sanctions

#### III.A.24.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.24.b. Mediation

*New provision allowing recommendation of mediation.  
Reference to Policy 1404.*

#### III.A.24.d. Withdrawal

*New provision allowing withdrawal of complaint.*

#### III.A.24.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.24.f. Removal

*New provision allowing removal from duty through administrative leave.*

#### III.A.24.g. Effect of Complaint on Tenure or Promotion Review

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

#### III.A.24.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.24.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.24.j. Sanctions

*Specifies removal of privileges.*

#### III.A.24.k. Decision

*Adds vice provost to procedure.*

#### III.A.24.l. Appeal

*Adds vice provost to procedure.*

#### III.A.24.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*

### 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

#### 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.  
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 added.  
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.  
Requires consultation with appropriate individuals and EOO added.  
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.*

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

*Specifies that A&P are 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

*Changes right to copies of files 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.*

*Limits minimum weight for an area to ten percent.*

*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.  
Mandates excellent rating in teaching for promotion to full professor.*

#### 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.*

### **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.*

*Limits eligibility to those who have been at the university for six 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. Academic Program Review

*New separate section.*

#### IV.D.4. Committee on Academic Programs

##### IV.D.4.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**

*[NOTE: This section will include the new organization chart, which has not yet been received.]*

### **VII.C. Information on Divisions of the University**

*[NOTE: This section will include information submitted by each division, but the information has not yet been received by the divisions other than Academic Affairs.]*

### **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.*

### **VII.E. Procedures of the Faculty Handbook Committee**

#### VII.E.1. Appointment Procedures

##### VII.E.1.a. Appointment to Faculty Handbook Committee

*Modification of appointment dates.*

*Removes requirement to specify beginning date of appointment in letter.*

##### VII.E.1.b. New members

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

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

#### VII.E.2. Operating Procedures

##### VII.E.2.a. First Meeting of the Academic Year

*Removes requirement that first meeting occur in September.*

*Clarifies that committee may determine whether meetings are necessary.*

##### VII.E.2.b. Subsequent Meetings

*Removes deadline for submission of suggestions.*

##### VII.E.2.c. Staff Support

*Removes reference to Policy & Legal Affairs Advisor.*

*Specifies that Provost's office makes appointment to assist committee.*

#### VII.E.3. Reporting Procedures

##### VII.E.3.a. Periodic Reports to the Provost and the Faculty Senate

*Removes requirement of fall report.*

VII.E.3.b. Annual Report to President, Provost and Speaker of the Faculty Senate

*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.*

VII.E.4. Procedures for Considering Suggestions

VII.E.4.a. Responsibilities for Sections of the Faculty Handbook

*Removes Section V from sections that require review by committee.*

VII.E.4.b. Errors

*New section with method of addressing errors by provost's office.*

VII.E.5. Receipt of Suggestions

VII.E.5.a. Timelines for Suggestions

*Allows committee to set deadline for submission of suggestions.*

VII.E.5.b. Notice to Faculty

*Removes requirement of soliciting suggestions twice each year.  
Removes Oct. 1 deadline for submission of suggestions.*

VII.E.5.d. Tracking of Suggestions

*Allows committee to set deadline for submission of suggestions.  
Removes deadline for distribution of list of suggestions to committee.*

VII.E.6. Committee Processing of Suggestions

VII.E.6.a. Timing of Consideration

*Removes Oct. 1 deadline for submission of suggestions.  
Allows future committee to consider suggestions carried forward.*

VII.E.7. Procedures for Considering Other Policies

VII.E.7.a. Academic Affairs Policies

*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.*

VII.E.7.b. Other Division Policies

*Specifies that other divisions are expected rather than required to send policies concerning employment of faculty to committee.*

VII.E.8. Committee Recommendations

VII.E.8.b. Timing of Recommendation

*Sets deadline as function of submission to BOV at a spring meeting, rather than Dec. 1.*

VII.E.8.c. Action by President, Provost, Speaker of the Faculty Senate and Faculty

*Removes deadline for input to committee.*

VII.E.8.f. Final Recommendations to President

*Removes deadline for recommendation to president.*

VII.E.9. Action by Other Parties

VII.E.9.a. Presidential Recommendation to Board of Visitors

*Allows for BOV review at one of spring meetings, rather than specifying March meeting.*