

Memorandum

Approval/Voting Procedure Proposal for Faculty Handbook.

For the purposes of completing a draft of the 18th edition of the Faculty Handbook in a timely manner, the members of the Faculty Handbook Committee joined the Faculty Welfare and Professional Responsibilities Committee.

Several changes were left out of this draft because the combined committee decided that they need further consideration by the Senate. These issues should be addressed in the 19th edition of the Faculty Handbook once they have had a thorough airing. These issues include:

- The possible creation of college-level tenure and promotion review committees to supplement the existing tenure and promotion process;
- Moving the date of continuance reviews forward to April from September;
- Creating promotion procedures for non-tenure-eligible faculty;
- Considering whether to reduce to two years (from three) the period allowed for tenure-track hires to complete their doctorates;
- Creating a permanent Faculty Handbook committee;
- Creating a Faculty Grievance Form to help standardize the grievance process.

The Senate's consideration of the new edition of the Faculty Handbook should be organized as follows:

1. The Senate should approve the new version of the Handbook in two readings in May and early June. The Handbook draft should be posted on the Senate web site immediately for review by the faculty.
2. Between now and the completion of voting, no substantive changes to the Handbook should be allowed. Editorial/Formatting/Grammar error changes will continue as the faculty reviews the Handbook, and updated versions with corrected formatting, etc., changes will be posted regularly.
3. Voting will take place at second reading of Handbook according to the following procedure: Each section and appendix should be approved separately in an order determined by the SEC. The following voting order is proposed:

- 1) XIII. HANDBOOK AMENDMENT POLICY
- 2) XII. PERSONNEL POLICIES, BENEFITS, AND OTHER SERVICES
- 3) XI. GENERAL ACADEMIC SUPPORT INFORMATION
- 4) X. OTHER FACULTY POLICIES
- 5) IX. SPECIAL APPOINTMENTS
- 6) VIII. FACULTY GRIEVANCE POLICY
- 7) VI. POST-TENURE REVIEW OF FACULTY
- 8) APPENDIX 1: FACULTY REGENT ELECTION
- 9) APPENDIX 2: STUDENT OFFENSE RECORD
- 10) I. UNIVERSITY ORGANIZATION AND ADMINISTRATION
- 11) II. FACULTY APPOINTMENTS AND RESPONSIBILITIES
- 12) VII. TERMINATION OF FACULTY
- 13) V. PROCESS FOR FACULTY COMPLAINT, CONTINUANCE, PROMOTION AND/OR TENURE

- 14) IV. FACULTY TENURE AND CONTINUANCE
- 15) III. FACULTY PROMOTION

4. Each draft section of the 18th edition should be voted up or down. If the section is voted down, then the corresponding section of the 17th edition will remain in effect. If the section is approved, then it should be adopted and considered in effect upon approval of the Provost.

5. No amendments should be allowed to the 18th edition draft before or during the voting process. Note that the proposed Handbook amendment procedure will allow for rapid updating and revision of the Handbook, since updates and revisions can be passed in a single reading.

6. Floor debate on each section should be limited to 10 minutes during the voting process. It is suggested that the SEC create a public, electronic forum (a blog, for example) in which faculty can express their views on the Handbook draft before the voting begins. Faculty should be encouraged repeatedly to share their views there and consult the forum regularly.

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