

Chapter 12

AMENDING THE FACULTY HANDBOOK

The following procedure for amending the *Faculty Handbook* (*Handbook*) applies to all sections. While the procedure outlined below recognizes the authority of the President of the University and Board of Trustees to determine policy statements set forth in the *Handbook*, long-standing tradition has established the practice that the faculty of the university are included in the process by which policies relating to faculty are established.

I. RELATION TO FACULTY POLICY MANUAL

The policies and procedures outlined in the *Handbook* must be read in conjunction with the policies given in the *Faculty Policy Manual*. In general, items contained in the *Faculty Policy Manual* are items in which the Board of Trustees has a direct interest, while items in the *Handbook* are those which are normally delegated to the faculty under the guidance of the university president. All policies in the *Handbook* must have the approval of the president of the university, except those under the direct purview of the Board of Trustees.

Changes to the *Handbook* do not normally come from the Board of Trustees, although the Board has authority to institute such changes. Proposed changes to the *Handbook* will normally be initiated through the faculty (administrative, academic support, or teaching).

II. PRIMARY RESPONSIBILITY

Primary responsibility for sections of the *Handbook* is given to various councils, committees, and administrators of the university. These groups or individuals are responsible for reviewing, updating, and monitoring the effectiveness of the policies and procedures related to their assigned sections of the *Handbook*.

The assignment of sections of the *Handbook* are as follows:

Chapter 1	Institutional Organization and Structure (Vice President for Academic Affairs)
Chapter 2	Faculty Organization, Councils and Committees (Committee on Committees, Faculty Policy Council)
Chapter 3	Faculty Personnel Procedures (Faculty Policy Council)
Chapter 4	Faculty Development Programs (Faculty Policy Council)
Chapter 5	General Academic Policies (Undergraduate Academic Council, Graduate & Continuing Studies Council)
Chapter 6	Undergraduate Academic Policies (Undergraduate Academic Council)
Chapter 7	Graduate Academic Policies (Graduate & Continuing Studies Council)
Chapter 8	Continuing Studies Policies (Graduate & Continuing Studies Council)
Chapter 9	Academic Support Services (Instructional Resources Council) Bookstore (Director of the Bookstore) Academic Computing (Director of Information Resources) Educational Media Center (Director of Educational Media Center) Riley Library (Director of the Library)
Chapter 10	Budget Policies (Academic Budget Committee, Vice President for Financial Affairs)

- Chapter 11 Special Policies (Faculty Policy Council)
- State and Federal Law (Vice President for Financial Affairs)
 - Service to Disadvantaged Students (Advisor to Learning Disabled Students)
 - Philosophy and Objectives of Intercollegiate Athletics (Board of Trustees, Athletic Council)
 - Racial Harassment and Discrimination (Vice President for Financial Affairs)
 - Sexual Harassment and Discrimination (Vice President for Financial Affairs)
 - Drug-Free Workplace (Vice President for Student Development)
 - Copyright Policies (Director of the Library)
 - Art Gallery Policies (Dean, School of Arts, Humanities, and Social Sciences)
 - Faculty Responsibilities: Statement of Professional Ethics (Faculty Policy Council)
 - Occupational Safety and Health: Hazard Communications (Vice President for Finance)
- Chapter 12 Amending the *Faculty Handbook* (Faculty Policy Council)

III. OVERALL RESPONSIBILITY

Overall responsibility for the *Handbook* is assigned to the Faculty Policy Council. The Faculty Policy Council shall assure that the *Handbook* is kept up to date and accurate. It will monitor the various policies for consistency, accuracy, and style. It shall have authority to make editorial changes in policies originating with the various councils, committees, and administrators. The Faculty Policy Council will work with the vice president for academic affairs in maintaining an official version of the *Handbook*.

IV. PROCESS FOR CHANGE

Any faculty member (teaching or administrative) or responsible administrator may propose changes in the *Handbook*. These changes will first be considered by the council, committee, or responsible administrator. After due consideration, the responsible group or administrator may propose a change or new policy or procedure regarding the matter at hand. Upon approval by the appropriate group or administrator, the proposed policy change will be distributed through the normal minutes process or special notice to the faculty as appropriate. The vice president for academic affairs shall inform the president about the proposed policy change. The proposed matter shall be sent to the Faculty Policy Council for insertion in the *Handbook*. If no objection is raised within 30 days the proposed policy or procedure shall be deemed approved and shall be inserted in the *Handbook*.

Faculty members objecting to the proposed alteration may within the 30-day period communicate in writing their concerns to the responsible committee or council chair or agent. If ten or more faculty object, the matter will be reconsidered. If the president objects to the proposed alteration, the president shall communicate his or her objections or concerns to the responsible committee or council chair or administrator, after which the matter will be reconsidered. If the Faculty Policy Council objects to the proposed alteration on grounds of consistency with other policies or procedures, such objection shall be returned within the 30 day period to the responsible committee or council chair or agent, and the matter will be reconsidered by that group or agent.

After reconsideration by the responsible group or administrator, the same matter may be communicated to the faculty as a whole. If there are substantive objections by ten or more faculty, by the Faculty Policy Council, or by the president, the matter may be withdrawn or sent to the faculty as a whole at a regularly scheduled faculty meeting for consideration. The decision by the faculty as a whole shall be considered final, with the usual exception for presidential or board veto.