

## PROPOSED REVIEW/REVISION PROCESS FOR THE FACULTY HANDBOOK

### DRAFT

July 2019

#### Rationale:

The recent update and revision of the Faculty Handbook was long overdue, as a significant updating had not taken place in a decade. Begun in the fall of 2016, the 4-member ad hoc committee comprised of three faculty and the Director of Human Resources diligently researched current practices, laws, and policies through the year, offering a proposed document for consideration by the AdAB in Spring 2017. Through the 2017-18 academic year the AdAB reviewed, revised, and edited the document further, bringing it to the faculty for their consideration and response in late fall 2017. Following further response to faculty concerns/comments, the AdAB approved the updated and revised Faculty Handbook in April of 2018.

To maintain a current, viable, effective, and functional Faculty Handbook, the AdAB is proposing a process whereby review and revision of the Faculty Handbook will be a scheduled and normal process undertaken by an appointed Ad Hoc committee of the AdAB.

**Ad Hoc Committee:** The Ad Hoc Committee would be comprised of two faculty representatives currently serving on the AdAB, the Provost, and the Director of Human Resources.

**Timing:** Beginning in the Fall of 2020, one section plus **Section D: College Employment** of the Faculty Handbook will undergo review and revision. Section D will undergo annual review and revision due to its need to be responsive to external factors such as changes in local, state, and federal laws. (NB: If urgent matters require, revision within any section of the Faculty Handbook not scheduled for review would be appropriate for the agenda of the Ad Hoc Committee.)

#### Sample timetable:

2020-21: Section A and Section D

2021-22: Section B and Section D

2022-23: Section C and Section D

The rotation begins again:

2023-24: Section A and Section D

Etc.

Faculty would be reminded of the sections scheduled to undergo review/revision for that year on August 15<sup>th</sup> with a request for input to be submitted by October 1. The proposed revised sections would be submitted from the Ad Hoc Committee to AdAB by Thanksgiving, so as to provide opportunity for consideration and further faculty review through the spring term, with AdAB voting on the revised sections in April of the spring term.