

Ad Hoc Committee on the Faculty Handbook
Report to the Faculty Senate on April 30, 2001

Our Charge: To review the Faculty and Staff Handbook for inconsistencies (minutes of the Faculty Senate on 2/5/01). Members: Steve Fardo, Barbara Szubinska, Steven Konkel, Kim Naugle, James Anderson and Ruth Huebner (Chair)

Actions:

1. To determine if there are inconsistencies and how these should be addressed Dr. Rita Davis (Associate Vice President) and Ruth Huebner met on 3/26/01 to discuss handbook procedures. At that meeting we decided that:
 - a. The faculty needed a description of the procedures for maintaining the Faculty Handbook.
 - b. The Ad Hoc Committee might review these procedures and the current system and make recommendations to Dr. Davis
 - c. Drs. Davis and Huebner would communicate and share information as the committee completed its charge.
2. Based on this meeting, the procedures for the Faculty Handbook were written, edited by Dr. Davis for accuracy, and reviewed by the Ad Hoc Committee through electronic communication and during the meeting of the committee.
3. A meeting of the Ad Hoc Committee was called for April 12, 2001 at 3:00pm in the Keen Johnson Building. Attendees: Steve Fardo and John Taylor, Ruth Huebner (Chair). The Ad Hoc Committee recommended that The Faculty Handbook Procedures be shared with all faculty members through their representatives on the Faculty Senate. These procedures follow and are presented in an information context to the Senate:

The Faculty Handbook Procedures

Office of Enrollment Management: Charged with coordinating the process of updating the faculty handbook and distributing this.

Typical Process:

1. Each section of the handbook is coordinated and updated for accuracy by various units and offices across campus.
2. The University Handbook Committee meets to review and approve the handbook. Committee Chair is Dr. Rita Davis. Members are:
 - o Director of Human Resources
 - o University Counsel
 - o Vice President for Administration
 - o Vice President of Student Affairs
 - o Faculty Senate Chair
 - o Faculty Regent
 - o Staff Regent
3. After all changes are reviewed by the University Handbook Committee and the unit or office that coordinates each section, the Handbook is printed and distributed.

4. An updated Handbook has been distributed every two years to faculty and staff as a bound booklet.

Changes made to the process this year:

Based on the recommendation of the University Counsel, it was decided to divide the former Faculty/Staff Handbook into one Handbook for Faculty and one for Staff. The Human Resources department was charged with preparing and maintaining the Staff Handbook. Responsibility for maintaining the Faculty Handbook was retained by the office of Enrollment Management.

1. There was a desire to have the Handbook updated more often. Based on the advice of the University Counsel, it was decided to publish the Faculty Handbook in a three ring binder. Once a year, the office of Enrollment Management would update this binder by sending to each faculty member new pages for the binder to be inserted as appropriate in the binder. It was also felt that this process would be more cost efficient. Costs of the binders and duplication have not proven to save money. It is more costly to use the three ring binders.
2. The Staff Handbook is in development and the staff is operating under the previous Faculty/Staff Handbook guidelines until a new Staff Handbook is generated.
3. A Part-Time Faculty Handbook for the academic year 2000-2001 was generated by the Office for Enrollment Management.

The Ad Hoc Committee discussed:

1. The need to review and edit the current faculty handbook. We concluded that there was no need for this. Recommended that the Faculty Handbook be reviewed by the units and offices responsible for each section for editing and consistency issues.
2. The format of the current Faculty Handbook was discussed. Strengths: ease of changing documents in rapidly changing times. Weaknesses: faculty are responsible for updating and may not follow-through on inserting new pages, expense, and bulkiness. Options were discussed but no consensus reached including: mailing out a new Faculty Handbook each year to be placed in the 3-ring binder, going back to the bound copies with an annual update, putting Faculty Handbook on the web with hard copies in all departments.
3. Recommended that the Handbook Committee review these options and decide.
4. Other recommendations: the unit or department that is responsible for each section of the Faculty Handbook should be specified either in an Index or within the text of the document so that faculty would know.
5. We did not feel that it was necessary to meet again.

Respectfully Submitted:

Ruth Huebner, April 25, 2001