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# **Brief Update:** **Reorganization of and Revisions to** **the Faculty Handbook**

Committee on Governance

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# Overview

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- **Emphasis on Reorganizing and Recombining for Improved Clarity and Usability**
  - Combining Sections
  - Reorganizing Within Sections
  - Extracting Elements from Different Sections and Combining into New Sections and Subsections
  - Involves weaving together related but separated pieces of information
    - Subsections, paragraphs, sentences, parts of sentences,...
- **Resulted in Five New Sections in Coherent Full Packages:**
  - **Governance** (Separated from Tenure, Promotion, Grievance and Conduct Process)
  - **Academic Appointments** (Separated from Tenure and Promotion)
  - **Tenure** (Separated from Academic Appointments, Governance)
  - **Promotions** (Separated from Governance, Academic Appointments)
  - **Faculty Grievance Procedure** (Extracted from Governance)

# Faculty Handbook: New Combined **DRAFT** Sections

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- **Governance**

- **Constitution** – Definition of the Faculty, Duties, and Authority; Academic Freedom; Balance of the Faculty (general); Responsibilities of Faculty Committees (general)
- **ByLaws** – Faculty Mtgs; Standing Committee charges, membership and elections; SOF; Membership on BoT committees...

- **Academic Appointments**

- Categories, Titles, and Roles of Faculty, and Balance of the Faculty (numerical)
- Process: Appointments, Reappointments, Reviews, Non-reappointments, Resignations
- Department Heads: Roles, Responsibilities, Appointments, Reviews, Reappointments
- Academic Administrative Appointments
- Joint Appointments
- Sabbatical and Unpaid Leaves

- **Tenure**

- **Eligibility (Probationary Periods, Mandatory Tenure Review, Tenure Clock)**
- **Tenure criteria**
- **Process: DTCs; JTCs; Procedures for Review, Recommendation, Final Decision, Appeal**

- **Promotions**

- **Eligibility**
- **Promotion Criteria**
- **Process: JPCs, Procedures for Review, Recommendations, Final Decision, Appeal**
- **Mentoring**

# Timeline

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- Summer 2022 and Fall 2022

- Prepared Preliminary Drafts
  - Shared with Chairs of COG (all sections), CTAF (tenure), and COAP (promotions)
- Reviewed extensively by COG (including Prov. Heinricher)
  - Section-by-section modifications, consistency checks, clarifications, etc.....
- Shared evolving versions with Pres. Soboyejo and Office of General Counsel

- Jan.-Feb. 2023

- Distributed updated versions for feedback:
  - Committee Chairs (governance); CTAF (tenure); COAP (promotions); CTRF (Promotions and Acad, Appts.)
- Presented first overview to faculty (Feb. 2)
- **Distributed completed DRAFT (with color coded current Faculty Handbook)**
  - All major (and some minor) wording changes/additions are color coded in the DRAFT

- Spring 2023

- Presented second overview to faculty (Mar. 6)
- March to May 2023 – Incorporate input from faculty, committees, **reading groups**, etc.
- March to May 2023 – Follow faculty governance process and **approved by May 2023....**

- Fall 2023 (if desirable)

- Further systematic refinement, additional time....
- Approval by Oct. - Nov. 2023...

# Feedback Process

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- The state of the DRAFT

- Polished!
- Flags (in color) all major (and some minor) wording changes/additions
  - verification ongoing
- Includes all substance that is color coded in the current handbook
  - Color coded by new (destination) section
  - Verification ongoing

- Ways to read the DRAFT critically

- **Highest level - evaluate the benefits of the new organization**
  - Compare to current version of the handbook
- Detail Level –
  - As a brand new document!....OR....
  - As a document that has all the required content!!

- Levels of feedback – to COG

- Overall impressions and observations
- Detailed questions, concerns, clarifications