Brief Update:
Reorganization of and Revisions to the Faculty Handbook

Committee on Governance

Len Albano (CEAE, Chair)
Althea Danielski (CEAE)
Tanja Dominko (BBT)
George Heineman (CS)
Art Heinricher (Interim Provost)
Suzanne LePage (CEAE)
Mark Richman (AE, SOF)
Diane Strong (WBS)
Karen Troy (BME)

March 6, 2023
Overview

• 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

- **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

• **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

• **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