

Faculty Handbook Changes Suggested to the Provost Office
Submitted to Senate Leadership 12/04/09

Chapter 2.5.B (2nd paragraph): Change language on selection of department heads and chairs to reflect current practice.

Current Language:	Possible Revision:
"Department Heads/Chairs: Auburn University adheres to the "Joint Statement on Government of Colleges and Universities" adopted by the American Council on Education, the Association of Governing Boards of Universities and Colleges, and the American Association of University Professors regarding the selection of department heads/chairs: "The chair or head of a department. . .should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with the department members' judgment." Appointment of department heads/chairs are made by the President, upon recommendation of the Provost."	"Department Heads/Chairs: Auburn University adheres to the "Joint Statement on Government of Colleges and Universities" adopted by the American Council on Education, the Association of Governing Boards of Universities and Colleges, and the American Association of University Professors regarding the selection of department heads/chairs: "The chair or head of a department. . .should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with the department members' judgment." Appointment of department heads/chairs is made by the Dean."

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Chapter 3.7 (3rd paragraph): Include a request that a copy of the FAR also be sent to Provost Office.

Current Language:	Possible Revision:
"The head shall prepare a written report covering the major points of the conference. A copy of the report shall be provided to the faculty member within a month of the conference. The faculty member shall be asked to sign it as confirmation of having seen it. If the faculty member does not agree with material in the report, he or she may write a response to be appended to the report. One copy of the signed report and response, if there is one, is to be retained for the faculty member's departmental personnel file; another copy is to be given to the faculty member. This report is to remain confidential, available only for the use of the concerned faculty member and any University officials who have supervisory power over the faculty member."	"The unit head shall prepare a written report summarizing the major points of the conference. A copy of the report shall be provided to the faculty member within a month of the conference. If there are no objections, the faculty member shall be asked to sign it as confirmation of having seen it. If the faculty member does not agree with the material in the report, he or she may write a response to be appended to the report. A copy of the signed report and response, if there is one, is to be retained for the faculty member's departmental personnel file; another copy is to be given to the faculty member; a third copy is sent to the Office of the Provost. The report is to remain confidential, available only for the use of the concerned faculty member and any University officials who have supervisory power over the faculty member."

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Chapter 3.10 (4th paragraph): Change wording so that the Dean sends the faculty member the letter of noncontinuation on the recommendation of the unit head.

Current Language:	Possible Revision:
"A faculty member who feels that he or she has not met the requirements for tenure by the sixth year can waive consideration by stating, in writing, that he or she does not wish to be considered by the department. In such a case, the department head must send the faculty member a letter of noncontinuation."	"A faculty member who feels that he or she has not met the requirements for tenure by the sixth year can waive consideration by stating, in writing, that he or she does not wish to be considered by the department. In such a case, the Dean will send the letter of noncontinuation to the faculty member on recommendation of the department via the unit head."

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Chapter 3.13.D (2nd paragraph): Allow for an alternative to the department faculty vote for Emeritus status for faculty who have been working outside of their departments for some period of time (for example in college administration). Also remove following wording: "At the time it is notified of a faculty member's intent to retire, the Office of Payroll and Benefits will provide notification of this policy to the faculty member and the faculty member's departmental head or chair."

Current Language:	Possible Revision:
"At the time it is notified of a faculty member's intent to retire, the Office of Payroll and Benefits will provide notification of this policy to the faculty member and the faculty member's departmental head or chair. The faculty member may request consideration through the department head or chair, though normally the department head or chair, with the concurrence of the dean of the college or school, will provide information and a recommendation concerning the faculty member's eligibility to the Provost. This information and recommendation shall include the results of a vote on the awarding of emeritus status taken from all department faculty. The Provost will then make a recommendation to the President, who will act upon the recommendation and advise the faculty member and dean."	"The faculty member may request consideration through the unit head. The unit head(s) will provide information and a recommendation concerning the faculty member's eligibility to the Provost. This information and recommendation shall include the results of a vote on the awarding of emeritus status taken from all department faculty (or from an appropriate group of peers determined by the Dean in consideration of the faculty member's assignment). The Provost will then make a recommendation to the President, who will act upon the recommendation and advise the faculty member and Dean."

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Chapter 3.15 (1st paragraph): Clarify the policy language and Senate committee to be used in the following language: “appeal may be made to an appellate body elected by the faculty.”

Current Language:	Possible Revision:
“Notice of noncontinuation prior to a tenure decision shall be given in writing to full-time faculty members on probationary appointment. If a faculty member whose appointment is not to be continued so requests, he or she shall be provided with a written statement of reasons why the appointment is not to be continued. If he or she believes that the decision was based on inadequate consideration in terms of the relevant standards of the institution, appeal may be made to an appellate body elected by the faculty. This body shall review the faculty member's allegation to determine whether the decision was the result of adequate consideration in terms of the relevant standards of the institution. The review committee shall not substitute its judgment on the merits of the faculty member for that of the faculty body that made the original decision. If the review committee believes that adequate consideration was not given to the faculty member's qualifications, it will request reconsideration by the faculty body, indicating the respects in which it believes the consideration may have been inadequate. It will provide copies of its findings to the faculty member, the faculty body, and the President.”	“Notice of noncontinuation prior to a tenure decision shall be given, in writing, to full-time faculty members on probationary appointment. If a faculty member whose appointment is not to be continued so requests, he or she shall be provided with a written statement of reasons why the appointment is not to be continued. If he or she believes that the decision was based on inadequate consideration in terms of the relevant standards of the institution, an appeal may be made to the Faculty Dismissal committee. This committee shall review the faculty member's allegation to determine whether the decision was the result of adequate consideration in terms of the relevant standards of the institution. If the committee believes that adequate consideration was not given to the faculty member's qualifications, it will request reconsideration by the faculty body, indicating the respects in which it believes the consideration may have been inadequate. It will provide copies of its findings to the faculty member, the faculty body, Provost, and the President.”

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Chapter 8.1 (3rd paragraph): Change wording to reflect practice.

Current Language:	Possible Revision:
"Nine-month faculty may be employed during the summer. They may receive teaching appointments for the summer term depending on student enrollment and resources of the institution, be funded through an extramural contract or grant, or do a combination of teaching and funded research. Faculty employed full time for the full three months will receive 33 1/3 percent of their academic year salary. Those receiving less than full-time appointments are compensated at a percent of the summer rate equal to percent of employment. Summer compensation is also paid on a semimonthly basis."	"Nine-month faculty may be employed during the summer. They may receive teaching appointments for the summer term depending on student enrollment and available resources, be funded through an extramural contract or grant, or do a combination of teaching and funded research. Faculty employed full time for the full three months will receive a maximum of 33 1/3 percent of their academic year salary. Those receiving less than full-time appointments are compensated at a percent of the summer rate equal to percent of employment."

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