



Informational Report

Faculty Handbook Review Committee

April 5, 2011



Committee Charge

The committee shall receive and solicit suggestions for changes and updating of the Faculty Handbook and recommend to the University Senate such changes as it deems appropriate.



Committee Membership

- Sue Barry—Curriculum and Teaching
- Charles Eick—Curriculum and Teaching
- Robin Jaffe—Theatre
- Bill Kelly—Political Science
- Bill Sauser (chair)—Management
- Emmett Winn—Provost's Office
- Rusty Wright—Fisheries



Reviews of the Handbook

- Dr. Bill Rickert's recent review of the Handbook found a number of problems with the current version.
- The FHRC's own review reached nearly identical conclusions.
- Faculty and administrative leaders support an effort to revise and improve the Handbook.



The current Faculty Handbook needs to be revised because...

1. It contains a confusing mixture of policy and general information.
2. Much of the general information in the Handbook is dated and more accurate information can be found on AU's website.
3. Some important policies affecting faculty are not included in the Handbook.



Our Goal

Transform the Faculty Handbook into a clearly written, organized, accurate, comprehensive and easily accessible academic policies and procedures manual that is useful for both faculty and administrators.



Our Three-Phase Approach

- Phase One—Remove from the existing Faculty Handbook all “general information,” leaving only policies that relate directly to faculty.
- Phase Two—Add missing policies.
- Phase Three—Focus on clarity of language, consistency, and content of policies.



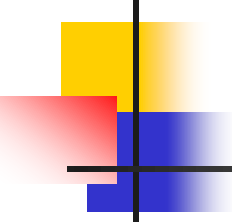
Our Ambitious Timetable

- Complete Phase One by the end of Spring Semester, 2011
- Complete Phase Two by the end of Fall Semester, 2011
- Complete Phase Three during 2012



Phase One Actions

- Remove from the Handbook outdated information, general information that can be found on AU's website, and policies that apply to all categories of AU employees (faculty, administrative and professional, staff).
- Retain only policies that apply directly to faculty.



No Policy Changes in Phase One

There are **no policy changes** being proposed in this phase of the project.

The only substantive language change is in the **opening note**, which now will read as follows:



Opening Note

This *Faculty Handbook* is not a contract. It is a collection of policies and procedures that govern action uniquely pertaining to the Auburn University faculty. Additions, deletions and modifications to any portion of this *Handbook* must be approved by the Auburn Board of Trustees or their designee, following a recommendation from the Senate.

University policies that apply to all categories of employment at Auburn University—faculty, administrative and professional, and staff—are not included in the *Faculty Handbook*. Faculty members are reminded that these policies apply to them and that it is their responsibility to consult other sources for policies of general application to all employees of Auburn University.



Phase One Results

- “Summary of Handbook Changes” shows the material we propose to remove, retain, reposition, or (in just three cases) rewrite.
- “Phase One Handbook” contains the entire text of the Faculty Handbook as it will appear after these changes are adopted.



Requested Action

- Review the two documents carefully and discuss them with your faculty.
- Contact any member of the Faculty Handbook Review Committee if you have questions or suggestions.
- Be prepared for two motions in May from the Faculty Handbook Review Committee to adopt the Phase One Handbook as a transitional document.



Anticipated Motions

1. To establish the *Faculty Handbook* as the official policies and procedures manual of the Auburn faculty.
2. To accept the attached document ("Phase One Handbook") as a transitional version of the *Faculty Handbook*.