

University Senate

Faculty Handbook Review Committee

April 2, 2013

Committee Membership

- Sabit Adanur – Polymer & Fiber Engineering
- Sue Barry (chair) – Curriculum & Teaching
- Barbara Bishop -- Library
- Jianjun Dong -- Physics
- Charles Eick – Curriculum & Teaching
- Dawn Boothe – Vet. Medicine
- Emmett Winn – Associate Provost

Three Year Goal

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

Dr. Bill Sauser, 2011

Phase Three

- Review the Faculty Handbook.
- Eliminate inconsistencies and conflicting language. Improve order, formatting and presentation (numbering and other style issues).
- Add new policies or policy revisions that may be needed. *See examples on next slide.

Examples of Revisions

- 2.1.1: Added a definition of the University Faculty for improved clarity
- 3.3.2 & 3.3.4: Reordered some paragraphs for improved clarity
- 3.5.1.A: Added language clarifying Graduate Faculty Status for Lecturers/Senior Lecturers
- 3.7.3: Suggested deleting/moving some unnecessary language.
- 3.8.1: Reorder some paragraphs for clarity
- 4.6.1 & 4.7.1: Suggested replacing the full version of these policies with links to the policies in the policy database.
- 4.8.2: Edited to reflect that SACS changes and clarify process

Feedback Sources for Phase 3

- Faculty comments received during the Phase 2 review process
- Comments from consultant (Dr. Bill Rickert)
- Comments from individual senators
- Comments from Senate leadership
- Comments from the Faculty Handbook Review Committee membership.
- Comments from faculty based on Phase 3 draft presented at February Senate meeting

How was the feedback handled?

- All the feedback we received was handled in one of the following 3 ways:
 - 1) Resulted in changes to the Faculty Handbook as indicated in the Phase 3 version presented at the February 2013 Senate meeting

Continued

- 2) Will be referred to the Senate Steering committee by the FHBRC with suggestions that the feedback be reviewed by the appropriate Senate committee for recommendations back to the Senate.

Continued

- 3) Has resulted in changes to the Phase 3 version presented here today including:
 - A) Correcting the title of Section 2.2 from “Senate Committees” to “University Committees”
 - B) In Section 2.1 Article 4: procedures: deleting the sentence “The order of the items on the agenda may be changed by a majority vote of the University Faculty.”

Continued

C) Alphabetically reordering the list of Standing Senate Committees. Also including internal hyperlinks to the descriptions.

D) Removing instances of “%20” in the actual hyperlink file names of files linked in sections 3.4, 3.5.5, 3.6.3, 3.7.4, and 4.4.2

E) Changing “April 30” to “April 30th” in section 3.7

Continued

F) Removing the suggested change of the word “shall” to “should” in the second paragraph of Section 3.7.1. Thus leaving the original wording unchanged to read, “Significant achievements or deficiencies which might impede the candidate’s progress toward higher academic rank or tenure shall be noted.” (p. 102)

Motion

To accept the revised document (Auburn University Faculty Handbook, dated April 2, 2013) as the official Handbook of the Auburn Faculty, replacing the May 1, 2012 Handbook now in effect.