

2019 Faculty Handbook Update Proposal

From: PPC; Ankita Deka, Jeanine Gregoire, Matthew Haines (chair), Merilee Klemp, Joan Kunz, Marc McIntosh(Senate Rep)

Re: 2019 Faculty Handbook Update Proposal

Date: 11.08.2017

Proposal:

That the Faculty Personnel Policy Committee (PPC), a subcommittee of the Faculty Senate, work towards a substantially revised 2019 edition of the Faculty Handbook [2019 FHB].

Rationale for Item 3 - Revised based on initial Senate feedback:

Much of the 2017 Faculty Handbook includes language from the last millennium. The language is outdated and piecemeal as language has been changed over the years. It is like we are running the first Windows operating system version 83 without any vast overhaul.

The role and responsibilities of the faculty and the structure of the university has changed. For example, shared governance and graduate programs are not currently reflected in the Faculty Handbook. Additionally, roles of department/program chairs and division chairs are not up to date and are discussed in multiple places throughout the handbook.

There are many changes to be made and many of these topics relate to each other. In making changes in the FHB (moving items, deleting items, updating items, and adding new items), updates might not be complete and create contradictions.

Suggested Course of Action and Timeline:

PPC suggests a significant revision to be implemented all at once, though, where individual items are approved by the faculty in multiple stages. Sections or subsections would be presented to Faculty via the Faculty Senate for review, discussion, and eventual votes. Any faculty approved document to be included in the 2019 FHB would not take effect until a given date. PPC imagines September 1, 2019 might be a possible date.

With this imagined date, the Board of Regents would need to be presented with the proposed 2019 Faculty Handbook in April 2019 in order to be possibly approved by the BOR before a potential September 1, 2019 effect date.

Until September 1, 2019, the “current” 2017 Faculty Handbook would continue to be in force.

If this significant revision is pursued, while the focus of PPC work in 2017-2019 would be to work with faculty on a 2019 FHB update, there may be essential, immediate revisions to the 2017 FHB that should not wait for a 2019 FHB. PPC would continue to work on these revisions to the 2017 Handbook.

The exception may be Sections 8) the Constitution of the Faculty of Augsburg University and 9) the Bylaws to the Constitution of the Faculty of Augsburg University. These are the foundational documents guiding potential changes to Sections 1-7. PPC suggests that most future 2017-18 major Faculty Handbook Revision undertakings center around revisions of the Constitution and Bylaws.

Possible Resulting Handbook Sections

- 1) Mission and general statements – may include Collective Bargaining statement and Shared Governance statement
- 2) Code of Ethics
- 3) Responsibilities of a Faculty member
- 4) Responsibilities of the faculty administrative roles (including division chairs, department chairs, program directors, subchairs, subsubchairs, ...)
- 5)
- 6) Appointments and reviews
- 7) Personnel policies that affect faculty (leaves, benefits beyond EHB, etc)

Appendices

- A) The Constitution of the Faculty of Augsburg University (current section 8)
- B) Bylaws to the Constitution of the Faculty of Augsburg University (current section 9)
- C) Restated Articles of Incorporation of Augsburg University (current section 16)
- D) Restated Bylaws of Augsburg University (current section 17)

Resources

PPC cannot do all of this work by itself. PPC suggests the creation of subcommittees (either of PPC or of Senate) for some of the focused work. For example, a subcommittee on faculty governance/leadership, a subcommittee on faculty constituency/roles/professional conduct, and a subcommittee on faculty reviews/appointments.