

**Faculty Handbook Proposed Revisions
for the 2015-2016 Faculty Handbook**

March 7, 2015

Chapter 3: IV.A.1 and IV.B.4

A. Tenured/Tenure Track Ranks

The ranks of assistant professor, associate professor or professor are limited to tenured or tenure-track faculty with a terminal degree. For exceptions, see 3.IV.D.

1. Assistant Professor

An assistant professor should show evidence of teaching ability, substantial experience in advanced study and research, or professional experience of a kind that would permit a comparable academic contribution. An assistant professor should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts, and should have demonstrated ability in guiding and counseling students. An assistant professor is expected to command the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole.

Tenure-track faculty without a terminal degree will have an initial appointment at the instructor rank. A tenure-track instructor will have his or her appointment be promoted converted to the rank of assistant professor contingent upon receiving the appropriate terminal degree (with proof of completion), in accordance with conditions specified in the initial letter of appointment. This letter shall state the length of time allowed for completion of the degree (as described in IV.B.1) and any considerations regarding salary adjustments. The probationary period begins at the time of initial appointment to the tenure-track position, regardless of rank.

2. Associate Professor

Appointment or promotion to the rank of associate professor, as well as that of professor, should represent an implicit prediction on the part of the department, college, and the university that the individual so appointed will make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, teaching, research, leadership, and learning. A candidate for an associate professorship is expected to have demonstrated excellence in the lower ranks and should offer evidence that teaching, creative activity, and research have kept abreast of times in method and subject matter; that a greater degree of maturity has been attained; and that there has been a retention of interest in competent teaching and research. A comprehension of a significant portion of the discipline is expected. Furthermore, evidence of productivity and competent scholarship beyond that completed for the doctoral degree is required.

An associate professor must hold an earned doctorate in the discipline or in an appropriate discipline.*

3. Professor

Appointment of an individual to a professorship is a critical step in determining the future of the academic caliber of the university. A professor, through teaching, creative activity, research, and service, should have demonstrated substantial command of the whole field, sound scholarship, and a mature view of the discipline.

Promotion to professor should not be expected merely because of years of service to the university. A person being considered for a professorship will have maintained all of the qualities and conditions required for the associate professor rank. In addition, a professor should exhibit special stature in the discipline, leadership, and substantial strength in all areas — teaching, creative activity, and professional service.

A professor must hold an earned doctorate in the discipline or in an appropriate discipline.*

* One who holds the sixty semester hour Master of Fine Arts degree with creative thesis in studio art or theatre or one who holds the MFA degree in creative writing is qualified to apply for promotion to each academic rank.

B. Non-Tenurable Ranks – Continuing Faculty

1. Instructor

Instructor is a rank designated only for tenure-track faculty who have not completed their terminal degree. Faculty members may hold the rank for a period of time established in their initial letter of appointment (cf. Chapter 3, Section IV.A.1). Appointment to assistant professor will be effective at the beginning of the fall or spring semester immediately following receipt by the Provost's Office of an official transcript showing that the terminal degree was awarded. Completion of the terminal degree must occur within the time period specified in the initial letter of appointment, not to exceed three semesters. If additional time is warranted for extenuating circumstances, a maximum of two additional semesters may be granted with the recommendations of the Department Personnel Advisory Committee, Chair, and Dean, and approval of the Provost.

2. Lecturer/Clinical Instructor/Laboratory Instructor I

The lecturer/clinical instructor/laboratory instructor appointment is a non-tenure-track position that may be renewed on an annual basis. Duties involve responsibilities in clinical, laboratory, didactic, or transitional courses, and/or clinical or field supervision/coordination.

a. Renewal

Renewal decisions are based upon documented evidence of successful performance in the areas of teaching, scholarship, and service and upon programmatic need. All lecturers/clinical instructors/laboratory instructors are eligible for consideration with respect to merit raises, grant awards, travel, operating, and other funding.

b. Educational and Experiential Requirements

- i. A minimum of a master's degree in an appropriate discipline or equivalent training;**

- ii. Current certifications and appropriate credentials (where required), and
- iii. Evidence of (or potential of) mastery of skill and content knowledge in the area(s) of assigned faculty responsibilities.

3. Lecturer/Clinical Instructor/Laboratory Instructor II

Non-tenure-track faculty may be promoted to Lecturer/Clinical Instructor/Laboratory Instructor II if they meet all educational and experiential requirements referenced in (2) (b) and six years of continuous service as a Lecturer/Clinical Instructor/Laboratory Instructor I at UCA or equivalent experience. Advancement is not automatic but must be earned with documented evidence of a high level of effective performance in teaching, scholarship, and service, as expectations in all three areas have been defined, in writing, by the applicant's department. Procedures for advancement are outlined in Chapter 3, Section VII of the *Faculty Handbook*.

4. Senior Lecturer/Senior Clinical Instructor/Senior Laboratory Instructor

Non-tenure-track faculty may be promoted to Senior Lecturer/Senior Clinical Instructor/Senior Laboratory Instructor if they meet all the educational and experiential requirements referenced in (2) (b) and ~~three~~ six years of continuous service as a Lecturer/Clinical Instructor/Laboratory Instructor II at UCA or equivalent experience. Advancement is not automatic and must be earned through sustained excellence in teaching, scholarship, and service, as expectations in all three areas have been defined, in writing, by the applicant's department. Procedures for advancement are outlined in Chapter 3, Section VII of the *Faculty Handbook*.

C. Non-Tenurable Ranks — Non-Continuing Faculty

1. Visiting Lecturer

The visiting lecturer rank is reserved for the temporary hire of full-time faculty to meet "emergency" programmatic needs. A visiting lecturer, at minimum, must hold the master's degree (or its equivalent) in the discipline or other appropriate discipline, and have the training and experience necessary to meet the programmatic needs of the position.

The term of a visiting lecturer will be for no more than one year. A visiting lecturer may be hired for no more than three consecutive years.

2. Visiting Assistant Professor

The visiting assistant professor rank is reserved for the appointment of fully credentialed faculty members who might otherwise qualify for the rank of assistant professor, but who are hired to meet temporary programmatic needs. A visiting professor must hold a terminal degree in the discipline or other appropriate discipline.

The term of a visiting assistant professor will be for no more than one year. A visiting assistant professor may be hired for no more than three consecutive years.

D. Exceptional Cases

The university recognizes there may be instances when an individual, though not possessing the requisite academic credentials, may on the basis of recognized scholarship and/or professional accomplishment of extraordinary distinction merit faculty rank. In such exceptional cases, the rank of professor may be granted in the appropriate department subject to the following:

Upon receipt of a written positive recommendation, approved by a majority of the tenured regular departmental faculty, the department chair, and the college dean, the provost may recommend to the president that university requirements be waived in that instance.

While the faculty rank of professor may be granted under exceptional circumstances, an individual holding a granted professorial rank is not eligible for tenure.

The provost will maintain a file and a list of all persons and their respective departments for whom the university requirements for a particular rank were waived.

Chapter 3: V.D

V. Criteria for Tenure, Promotion, and Advancement

A. Effectiveness in Teaching

The University of Central Arkansas is committed to offering the highest possible level of instruction to its students. Effectiveness in teaching is, therefore, of primary importance in evaluating faculty members for both tenure and promotion. Although no definition of effective teaching can be completely adequate, the university expects its faculty to bring knowledge, scholarship, dedication, and energy to the classroom and to present the various disciplines offered by the university in a manner that assists students to understand, to acquire intellectual discipline, and to develop as thinking human beings.

B. Scholarship, Research, and Creative Activity

Neither good teaching nor the general health of the institution can be maintained without a faculty that continually seeks deeper understanding, higher levels of scholarship, and greater professional distinction. Faculty members, therefore, are expected to demonstrate significant achievement in scholarship, research or artistic creation and/or performance, and other important forms of professional activity appropriate to a given discipline. Although it is impossible to define the nature and limits of professional activity in general, published scholarship and research, grants activities, papers given at professional meetings, and artistic performance open to evaluation by competent professional judgment serve as examples of such activity.

C. Service to the University and Community

The university is itself a community and a part of a larger community. For the university to function effectively as a community, every faculty member must be willing to make contributions beyond teaching and scholarship. Service on departmental, college, and university committees and other service to the university that calls for faculty contributions beyond those covered in the first two criteria are expected and are to be considered in the evaluation of faculty for tenure and promotion. Moreover, since the university is part of the community in which it exists and has a responsibility to that community, faculty members may reasonably be expected to serve the larger community outside the university by making their professional abilities and expertise available through service, as opportunity offers. Such service, to be considered in tenure and/or promotion decisions, should involve intellectual, academic, or professional qualities or abilities appropriate to and characteristic of a professional academician.

D. Additional Criteria for Promotion: Education and Service Requirements

For promotion to associate professor, a faculty member will have been in a tenure-track position for at least six years, including any years credit toward promotion granted with the initial appointment. For promotion to professor, a faculty member will have been an associate professor for at least ~~six~~ three years. Years in service shall mean years served at UCA with the following exception: If an individual joining the university has had successful faculty or post-doctoral experience at another regionally accredited college or university, the university may count a specified number of those years toward promotion. Evidence of

such successful professional performance will be submitted and evaluated at the time of employment and credit to be awarded must be indicated in the initial letter of appointment.

E. Application of Criteria in Tenure Decisions

Although decisions regarding tenure are in general based on the same criteria as promotion decisions, the tenure decision has special significance for both the faculty member and the university. For the university, granting tenure involves not only an evaluation of past performance but an evaluation of potential for continued growth. Moreover, the granting of tenure means the acceptance of a new member into the university's permanent scholarly community. The tenure decision, therefore, must involve consideration of a faculty member's ability to work effectively in, and contribute significantly to, the department and the university community.

Chapter 3: VI.B.1, VI.C.1, VI.C.2, VI.D.1, VI.D.2 and VI.F

B. The Candidate

1. Application

The procedure for tenure/promotion is initiated in every case by the candidate. It is the responsibility of every faculty member to be aware of the university, college, and departmental policies and procedures, and of the faculty member's own status regarding tenure/promotion. The candidate is responsible for preparing the initial application and ensuring that all relevant materials are included. The application form is located on the provost's website. The application should include documentation that the candidate has met all eligibility requirements for tenure/promotion, as outlined in this *Faculty Handbook*. The candidate will submit the tenure and/or promotion application to the department tenure and promotion committee by September 1. The departmental committee has a responsibility to determine whether the candidate has included all necessary and relevant materials. Once a candidate's application has been submitted to the departmental committee, nothing may be added to or removed from the application, except upon direct request from the relevant reviewing body and with the consent of the candidate.

2. File

Reviewing bodies may request or consider additional written information available from or submitted by sources other than the candidate. If such information is submitted, it shall be provided to the candidate who shall have five days to provide written comments. Any information presented to a reviewing body, along with the application submitted by the candidate and the written comments, constitutes the candidate's file. The candidate's file will be forwarded along with the recommendation of each reviewing body. The confidentiality of the file will be maintained at each level of review, except when there is a formal faculty appeal of a particular decision.

C. Department Level Review

The major share of the responsibility for evaluating a candidate falls on the departmental committees and the department chair. They must determine not only present qualifications for tenure/promotion, but also potential for future development. The evaluation must be more than a cursory review of the candidate's activities in teaching, research, and service. It must be a thorough assessment of the quality of these activities, supported by substantial evidence provided by the candidate. The departmental committee and chair may request that the candidate secure any additional evidence deemed necessary. The responsibility of judgment is given to the professionals at the department level because of their familiarity with the candidate and the qualifications necessary for their particular discipline.

1. The Department Tenure and Promotion Committee

The Department Tenure and Promotion Committee will consist of all tenured faculty of the department with the exception of the chair. To ensure a fair and professionally responsible review, the tenure and promotion committee will consist of no fewer than three members. If a department does not have three tenured faculty members, members of the tenure and promotion committee will

be sought from departmental emeriti, retired departmental faculty, and/or tenured faculty from allied disciplines until the committee has three members. In this case, the department chair and college dean will select these committee members with advance notification to the provost.

The committee will elect its own chair. The purpose of the committee is to receive and review all applications for tenure and promotion and make recommendations to the department chair. The committee will evaluate each candidate's accomplishments, applying to them all relevant criteria.

Members of the committee who are also candidates for promotion will be excused from the committee during its deliberations and vote regarding any candidate for promotion. Committee members may also recuse themselves or be excused by a majority vote of the committee in the event of any other conflict of interest.

The committee will make its recommendations concerning tenure before making its recommendations concerning promotion. The recommendation for promotion will be independent of the recommendation for tenure.

For each candidate for tenure, the committee will determine a positive or negative recommendation by a simple majority vote, and shall explain the rationale for this recommendation in a separate letter to the department chair. For each candidate for promotion, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the department chair. Positive recommendations for promotion will be placed in priority order. If a candidate applying for both tenure and promotion, the committee will include its rationals for both of its recommendations in a single letter.

The chair of the department committee will provide written notification to the candidate of the committee's recommendation(s) and forward all files to the department chair by October 1.

2. The Department Chair

The department chair will make an independent review of each candidate's file, making a recommendation concerning tenure before making a recommendation concerning promotion. The recommendation for promotion will be independent of the recommendation for tenure.

Each candidate for tenure will receive a positive or negative recommendation. The chair shall explain the rationale for this recommendation in a separate letter. This letter shall be transmitted to the college tenure and promotion committee. Each candidate for promotion will receive a positive or negative recommendation. The chair shall explain the rationale for this recommendation in a separate letter. This letter shall be transmitted to the college tenure and promotion committee. Positive recommendations for promotion will be placed in priority order. If a candidate is applying for both tenure and promotion, the chair will include the rationale for both recommendations in a single letter.

The chair will provide written notification to the candidate of the chair's recommendation(s) and will also meet with any candidate who has received a negative recommendation from the departmental committee or the department chair. The candidate may, at this point, withdraw the application; if not withdrawn,

the file will be submitted to the college committee. In any case in which the department chair is a candidate for tenure and/or promotion, the file will be forwarded directly from the departmental committee to the college committee. If, however, the department chair is not recommended by the departmental committee for either tenure or promotion, the chair of the departmental committee will notify the department chair so that the candidate may have the option of withdrawing the application.

All files will be forwarded to the college tenure and promotion committee by October 15.

D. College Level Review

1. The College Tenure and Promotion Committee

Each college will have a promotion and tenure committee consisting of at least five full-time, tenured faculty members. Each department will have at least one member on the committee. No department will have two members before all departments have one, and none will have three members until all have two. Department chairs are ineligible to serve on the committee as are faculty who are candidates for promotion.

In the case where there are more committee positions than departments, the department(s) will be selected at random to have multiple representatives on the committee. In the case where a department has fewer tenured members than positions on the committee, the committee will be formed with the minimum of five members but without representation from that department.

The department tenure and promotion committee will elect from its member(s) the representative(s) and one alternate for the committee. Members will serve three-year terms. Committee members may recuse themselves or be excused by a majority vote of the committee in the event of a conflict of interest. The alternate will serve should a committee member have a conflict of interest that induces a recusal or excusal, be on leave, or apply for promotion.

The purpose of the committee is to evaluate each file and make an independent recommendation to the college dean. The committee will make its recommendations for tenure before making its recommendations for promotion. The recommendations for promotion will be independent of the recommendations for tenure.

The committee's chief responsibilities are to evaluate the candidate's qualifications for tenure and/or promotion, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. For each candidate for tenure, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the college dean. For each candidate for promotion, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter. Positive recommendations for promotion will be placed in priority order. If a candidate is applying for both tenure and promotion, the committee will include its rationales for both of its recommendations in a single letter.

The chair of the college committee will provide written notification to the candidate of the committee's recommendation and forward all files to the college dean by December 1.

2. The College Dean

The college dean will make an independent review of each candidate's file, making recommendations concerning tenure before making recommendations concerning promotion. The recommendations for promotion will be independent of the recommendations for tenure.

The dean's perspective should, of necessity, be broader than that of the department chair. In addition to and exclusive of the candidate's individual qualifications and performance, the dean must consider compelling programmatic needs and the stated mission and goals of the college.

Each candidate for tenure will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost. Each candidate for promotion will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost. All positive recommendations for promotion will be placed in priority order. If a candidate is applying for both tenure and promotion, the dean will include the rationale for both his/her recommendations in a single letter.

The dean will provide written notification to the candidate of the dean's recommendation and will meet with any candidate who has received a negative recommendation from the college committee or the college dean. The candidate may, at this point, withdraw the application.

All files will be forwarded to the provost by January 15.

In any case in which the dean is a candidate for tenure or promotion, the file will be forwarded directly from the college committee to the provost.

E. University Level Review

1. Provost

The provost will determine which candidates will be recommended to the president, making the determination for tenure recommendations before making the determination for promotion recommendations. The determination shall be that of the provost although the provost may consult with the Council of Deans on any candidate. Recommendations of the provost for promotion will be placed in priority order. In addition to and exclusive of individual qualifications and performance, consideration must be given to significant institutional budgetary concerns and compelling programmatic needs. In cases where significant institutional budgetary concerns or compelling programmatic needs may limit the number of faculty from a department to be granted tenure in a given year, the provost will give the departmental faculty the opportunity to rank its tenure candidates.

The provost will provide written notification to the candidate of the provost's recommendation by March 15, prior to submitting recommendations to the president. If requested by the candidate, the provost will meet to discuss the

reasons for the negative recommendation. At this point the candidate may withdraw the application. If a candidate wishes to appeal, the candidate may submit an appeal to the university tenure appeals committee or the university promotion appeals committee (see Chapter 3, Section VI, H). The appeal must be submitted to the president within seven working days of notification of the negative recommendation. The committee will notify the president of its decision with a copy going to the provost.

The provost will submit to the president each active candidate's file, including a complete report showing the action taken by each committee and administrator.

2. President and Board of Trustees

The president shall receive the report and recommendations of the provost, and when applicable, the university tenure appeals committee and the university promotion appeals committee. The president makes the final decision on each applicant and reports all positive decisions to the board. The Board of Trustees confirms those recommended for tenure by the president. The board does not address cases in which tenure is denied by the president. The president also provides notification to each candidate.

Tenure is granted by the Board of Trustees upon the recommendation of the president. No other person shall have any authority to make any representation concerning tenure appointment.

F. ~~Early Tenure Recommendation~~

~~A tenure track faculty member may request an early tenure recommendation if he or she has received a written offer of appointment with tenure from another regionally accredited college or university or such other accredited institutions as may be approved by the provost. The offer must be signed by a dean or higher level administrator. (Early tenure recommendation means prior to the sixth year, including any years of credit awarded with the initial contract.) All proceedings with respect to a regular tenure application will be followed as described in Chapter 3, Section VI except for the accelerated time frame, and includes issuance of a terminal year contract following a negative recommendation. Early tenure applications will be handled in an expeditious manner but with due consideration given to each file. The provost will place on file in the library, at the end of the academic year, a list of all persons and their respective departments who were granted early tenure.~~

Chapter 3: VII.A and VII.C

VII. Procedure for Advancement of Non-Tenure-Track Faculty

During the sixth year of continuous service in his/her current rank, a lecturer/clinical instructor/laboratory instructor is eligible to be considered for advancement to level II status or senior status provided programmatic needs justify continuation of the position.

A. Application

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included. The applicant should include documentation that he or she has met all eligibility requirements for advancement as outlined in Chapter 3, Section IV, Part B (3) (4), using the document entitled, "Directions: Application for Advancement," which is available on the Academic Affairs webpage (<http://uca.edu/academicaffairs/academicinformation/>). The application form is located on the provost's website.

B. File

Each reviewing body may request or consider additional written information available from or submitted by sources other than the faculty member. Any written information added to the file shall be provided to the faculty member, and the faculty member shall be given five days in which to provide written comments. Any written information requested and provided to a reviewing body, along with the application submitted by the faculty member and such member's written comments, constitutes the file. Each reviewing body will give consideration to the file and make appropriate recommendations. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

C. Process

A faculty member applying for advancement must submit his or her completed application to the department chair or appropriate academic administrator by September 1.

The department chair will recommend a process for formation of an advancement committee, subject to approval by the college dean. The department chair will appoint a committee following consultation with departmental faculty that will have three to five faculty and, when possible, include a combination of tenured, tenure-track, and non-tenure-track faculty. The chair will forward the application to the committee.

The committee, after considering the file of each faculty member, will submit a report to the department chair with a written justification for its recommendation by October 1 for each faculty member. ~~If more than one faculty member is recommended for advancement, a ranked list is required.~~

The chair of the department advancement committee will provide written notification to the candidate of the committee's recommendation and forward all files to the department chair by October 1.

The department chair will evaluate the applications and prepare his/her recommendations. ~~If more than one faculty member is recommended for advancement, a ranked list is required.~~

The chair will provide written notification to the candidate of the chair's recommendation by ~~December 1~~ and will also meet with any candidate who has received a negative recommendation from the departmental committee or the department chair. The candidate may, at this point, withdraw the application; if not withdrawn, the file will be submitted to the college ~~dean~~ advancement committee. All files will be forwarded to the college advancement committee by October 15.

Each college or equivalent body will have an advancement committee consisting of at least five full-time, faculty members, at least half of which will also be non-tenure track faculty. Each department will have at least one member on the committee. No department will have two members before all departments have one, and none will have three members until all have two. Department chairs are ineligible to serve on the committee as are faculty who are candidates for advancement.

In the case where there are more committee positions than departments, the department(s) will be selected at random to have multiple representatives on the committee. In the case where a department has fewer non-tenure track members than positions on the committee, the committee will be formed with the minimum of five members but without non-tenure track representation from that department.

The department will elect from its member(s) the representative(s) and one alternate for the college committee. Members will serve three-year terms. Committee members may recuse themselves or be excused by a majority vote of the committee in the event of a conflict of interest. The alternate will serve should a committee member have a conflict of interest that induces a recusal or excusal, be on leave, or apply for advancement.

The purpose of the committee is to evaluate each file and make an independent recommendation to the college dean.

The committee's chief responsibilities are to evaluate the candidate's qualifications for advancement, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. For each candidate for advancement, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter. The chair of the college committee will provide written notification to the candidate of the committee's recommendation and forward all files to the college dean or equivalent administrator by December 1.

The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. ~~If more than one faculty member is recommended for advancement, a ranked list is required.~~ The dean will provide written notification to the candidate and the department chair of the dean's recommendation by January 15 and will also meet with any candidate who has received a negative recommendation. In the event of a negative recommendation, the candidate may withdraw his/her application. If an application is not withdrawn, the dean will send the entire record to the provost by January 15.

The provost renders the decision by March 15 regarding advancement and informs the faculty member, in writing, of the decision.

Chapter 7: I.I

I. Faculty Handbook Committee

There shall be a standing committee known as the "**Faculty Handbook Committee.**" The committee shall be composed of (i) the provost (or an associate provost designated by the provost), (ii) the immediate past president of the Faculty Senate who will serve as chair, ~~and~~ (iii) one tenured faculty member from each college of the university selected by the tenured faculty from such college, and to serve for a three-year term, ~~and (iv) one tenured faculty member who is not affiliated with any of the university's six academic colleges, and to serve for a three-year term.~~ The current vice-president of the Faculty Senate, the vice president for finance and administration, the associate vice president for human resources and risk management, and the general counsel of the university shall also be members of the Faculty Handbook Committee, but shall not have a vote.

Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost, the chair of the Faculty Handbook Committee or to the Faculty Senate president.

The charge of the Faculty Handbook Committee shall be to (a) review the *Faculty Handbook*, (b) accept and consider suggestions for changes, and (c) recommend any revisions, modifications or amendments in writing to the president of the Faculty Senate and to the Office of the Provost. ~~Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost or to the Faculty Senate president.~~ The committee shall meet in the month of September each year, and may meet at such other times as the provost or chair of the committee may determine. Each member shall be provided with reasonable advance written notice of the date, time and place of each meeting, and be provided with drafts of any proposed changes for consideration at the meeting. Any proposed revisions or amendments to this *Faculty Handbook* shall be voted upon by the committee. Such revisions or recommendations shall be forwarded to the Faculty Senate for its review and recommendations. The revisions and the advice of the Faculty Senate on such revisions shall then be forwarded to the president of the university.