

Faculty Handbook Changes for AY19

This year, the Faculty Handbook Committee hired an outside company, Scribendi, to edit the *Faculty Handbook*. Most of the edits are grammatical and typographical changes and can be seen in the attached *Faculty Handbook*. The substantive changes to the document are listed below.

Edits made throughout the document for uniformity:

- Italicize *Faculty Handbook* throughout the text
- Change “Faculty Senate” to “the senate” throughout the text after the third instance and where it notes that it will now be referred to as “the senate”
- Change “web page” to “website” throughout the text
- Remove all links and URLs throughout the text with the exception of the <http://uca.edu> link on page 59

Chapter 2:

- IV. – add “academic” to colleges for clarification and a description of the Honors College for inclusion in the Academic Organization list
- IV.A. – add responsibilities statement for Academic Administration
- IV.A.1. – update title to Academic Deans for clarification
- IV.A.1.a. – add “academic” to title for clarification
- IV.A.1.c. – add Dean of the Honors College section to the Academic Deans section
- IV.A.3. – add “School Directors” to title for clarification and statement that department chairs references include school directors for clarification

Chapter 3:

- I.D.2. – add (DPAC) after Department Personnel Advisory Committee
- III.B.1. – add language to indicate that the schedule for mid-tenure review and for tenure and promotion will be included in the initial letter of appointment
- IV.B.2. – update reference location for education and experiential requirements
- IV.B.3. – update reference location for education and experiential requirements
- IV.D.3. – add language for timeline requirement in offer letter for faculty not hired at the beginning of the academic year
- VI.A.2. – add language to indicate the timeline for mid-tenure review
- X.B.2.a. – add “institutional” to clarify the type of program indicated
- X.B.2.b. – add “institutional” to clarify the type of program indicated
- X.C.5.c. – add “termination” to clarify the type of proceedings indicated
- X.C.5.d. – add “termination” to clarify the type of proceedings indicated

Chapter 5:

- V.F. – remove statement about Torreyson Library bar code for accuracy
- VI. – add “Martin Luther King Jr. Day” and change “July 4” reference to “Independence Day” for uniformity with the university’s holiday calendar
- IX.C. – add “matching” to clarify the type of contributions that the university makes
- IX.D. – add “to cover any additional costs” and “salary of the” employee for clarification

Chapter 6:

- Remove all links to Board Policies and added statement that “Board Policies may be found on the Board of Trustees website”
- III.D. – remove specific locations for announcements regarding weather and add statement “Weather announcements will be made on the university website, and on local and regional television and radio stations.”
- IV. – remove section titled “Additional Resources and Sources of Information” including the campus directory

Chapter 7:

- Update title to “University Standing Councils and Committees Affecting Faculty” and opening paragraph to include reference to committees not included in the *Faculty Handbook*
- II.C.1. – update Membership for clarification
- II.C.2. – update Responsibilities for clarification
- II.R.2.d. – add “education and” to title for associate vice president for international education and engagement for clarification

Appendix:

- Create appendix to list abbreviations used within the text