



Faculty Senate

For Senate Action - September 28, 2009

Procedures for Revising the Faculty Handbook For the Faculty Handbook to remain of value, both faculty and administration need to understand the importance and value of institutional memory. For the faculty, the most logical avenue for creating institutional memory is via its recognized avenue for shared governance, the University Senate. Therefore, it is proposed that the University demonstrate its commitment to the Faculty Handbook by requiring the following:

- The Committee on Committee of the Senate will include as part of its annual report to the Senate any updates to faculty standing committees or their documentation. In certain cases, such as when Presidential Committees are modified, the Committee on Committees will be required to communicate and work with the Provost’s Office in order to rework the section regarding committees.
- The President of the Senate will catalog any suggested revisions to the handbook.
- Every four years starting in academic year 2008, the Senate will charge an ad hoc Committee to revise Chapters 1-4 of the handbook. This ad hoc Committee should work with the Provost to incorporate revisions to policies, resources, and emergency procedures as well (Chapters 5, 6, and 8).
- If/when periodical adjustments occur to the document that outlines the University’s promotion and tenure process (passed by the Senate and approved by the President in 2007-2008), the Senate will revise the portion of Chapter 7 that addresses University-wide processes. Chapter 7 also recommends that departments include P&T documents that outline their expectations and department processes for reference to their faculty. Therefore, departments will be responsible for the periodic review of their contributions to the Handbook.

In addition, the Provost’s Office will annually review campus policies, resources, and emergency procedures and add, delete, or revise chapters as need be. These revisions will be sent to the Senate for recognition at the end of each academic year. *DRAFT- CCSU Faculty Handbook 2007 V.1 4*

Major revisions of the handbook will be carried out every fourth academic year after the handbook is endorsed by the University Senate starting in 2008. Whereas the chapters pertaining to committees and policies will go to the Senate and Provost’s Office respectively, a general reworking of the handbook will be undertaken by an ad hoc committee formed at the discretion of the University Senate President. Upon major revision, the campus climate shall dictate what chapters need be added, deleted, or simply revised. Therefore a sample timeline is shown below to illustrate the revision process. Academic Year

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
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Endorsed draft	Track changes: Revised by Comm. On Comm. Revised by Provost's Office (if needed)	Track changes: Revised by Comm. On Comm. Revised by Provost's Office (if needed)	Track changes: Revised by Comm. On Comm. Revised by Provost's Office (if needed)	Incorporate changes and implement a new Senate endorsed draft for FH 2012
Create FH 2008	FH 2008 V.1	FH 2008 V. 2	FH 2008 V. 3	Create FH 2012

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page last updated: 10/30/2009

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