

Chapter I: Introduction

WHY DO FACULTY NEED A HANDBOOK?

(Draft: 9/3/08 Revised: 12/11/08)

The Need for Clarification & the Needs for Answers

Where the contract offers legally articulated insight on bodies, functions, and workload responsibilities of faculty, this handbook seeks to clarify information valuable to faculty as well as answer questions related to University governance, structure, policies, and procedures. As part of the collective bargaining agreement, the Board of Trustees (BoT) also recognizes the need to keep faculty up to date with this valuable resource. In Article 5.12 of the CSU-AAUP/BoT contract it states:



The Contract on the Faculty Handbook:

5.12 Faculty Handbook

Each University, under the direction of its President, shall prepare, publish and distribute to full-time faculty, and make available to part-time faculty upon request, a faculty handbook consistent with provisions of this Agreement which shall contain at least:

- (A) Procedures detailing the channels of communication and decision making among individuals, departments, committees and governing bodies.
- (B) A complete and up to date copy of the Senate bylaws and bylaws of other university bodies.

The faculty handbook is a living document and will change as committees revise their functions & memberships, as policies & responsibilities are amended, as new academic programs & services are created or deleted, and as the University grows and evolves. The Faculty Senate and the Provost will adopt procedures for updating the handbook.

Finally, if you notice any needed corrections or omissions, please forward your suggestions to the Faculty Senate President who will keep them in a binder for the next revision team. This document can only evolve and improve if faculty take the time to read it and respond.

The Lay-out of This Version

The handbook is meant to be placed in an 8-tab, 3-ring binder. The layout is as follows:

Tab 1: Chapter 1-	Introduction
Tab 2: Chapter 2-	A Brief History of CCSU
Tab 3: Chapter 3-	Lines of Communication
Tab 4: Chapter 4-	Committees

Tab 5: Chapter 5-	University Policies
Tab 6: Chapter 6-	Resources for Faculty

Tab 7: Chapter 7-	Renewal, Promotion, Tenure & Assessment Procedure

Tab 8: Chapter 8-	Emergency Information

This version of the faculty handbook explains the need for a handbook and outlines procedures for revising it periodically (and easily) as part of the normal operations of the Senate and Provost.

This version retains the quick history of CCSU for those who are new to the University. A cursory explanation of the organizational structure of the CSU system provides a framework for mapping the lines of communication and decision making on campus.

This version is the first to illustrate lines of communication by using organizational charts. Future versions should retain past charts in an appendix to chart the changes that will inevitably occur. Analyzing these changes over time could illustrate the effectiveness of the University's strategic plans.

This version maintains the functions, charters, constitutions, and by-laws for faculty committees so that faculty can better understand process and their role in the shared governance of the University. Also shown are Presidential committees.

Finally, this version aims to include as many University policies as possible. Upkeep and revision of current policies, as well as tracking and documenting new policies, are two functions to be monitored.

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.

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
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