

# Chapter 1: Introduction

## WHY DOES THE FACULTY NEED A HANDBOOK?

### The Need for Clarification & the Needs for Answers

Where the CSU-AAUP/BoT Collective Bargaining Agreement (CBA) offers legally articulated insight on bodies, functions, and workload responsibilities of the faculty, this Handbook seeks to clarify information valuable to faculty members, 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 the faculty up to date with this valuable resource. In Article 5.12 of CBA, 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 Handbook, however, is not a contract, and the CBA takes precedence.

Finally, if faculty members notice any needed corrections or omissions, they are asked to please forward suggestions to the Faculty Senate President, who will catalog all suggestions for the next revision team. This document can only evolve and improve if faculty members take the time to read it and respond.

## The Lay-out of This Version

The Handbook is meant to be placed in a 10-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 - Shared Governance**

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Tab 5: **Chapter 5 - University Policies**

Tab 6: **Chapter 6 - Resources for Faculty**

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Tab 7: **Chapter 7 - Renewal, Promotion, Tenure & Assessment  
Procedures**

Tab 8: **Chapter 8 - Emergency Information**

Tab 9: **Chapter 9 - Part-Time Faculty**

Tab 10: **Appendix A-Outdated Organizational Charts**

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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 Appendix A to chronicle the changes that will inevitably occur. Analysis of changes over time could illustrate the effectiveness of the University's strategic plans. Ultimately, the listing of organizational charts will clarify requests for information or actions from people with whom the faculty may not be familiar.

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

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, will be monitored by the Faculty Senate and the Provost.

### **Procedures for Revising the Faculty Handbook**

For the Faculty Handbook to remain of value, both the 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 through the Faculty Senate, which is its recognized avenue for shared governance. Therefore, it is proposed that the University demonstrate its commitment to the Faculty Handbook by requiring the following:

- The Committee on Committees 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 revise the section regarding committees.
- The President of the Senate will catalog any suggested revisions to the Handbook.
- Every four years, starting in academic year 2013-2014, 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 (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 Promotion and Tenure (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 the

appropriate chapters as needed. These revisions will be sent to the Senate 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 Faculty Senate starting in 2009. Whereas the chapters pertaining to committees and policies will go to the Senate and the Provost's Office respectively, a general reworking of the Handbook will be undertaken by an ad hoc committee formed at the discretion of the Faculty Senate President. A sample timeline is shown below to illustrate the revision process.

#### Academic Year

2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Endorsed draft	Track changes: Revised by Comm. On Comm. Revised by Provost's Office (as needed)	Track changes: Revised by Comm. On Comm. Revised by Provost's Office (as needed)	Track changes: Revised by Comm. On Comm. Revised by Provost's Office (as needed)	Incorporate changes and implement a new Senate endorsed draft for FH 2014
Create FH 2009	FH 2009 V.1	FH 2009 V. 2	FH 2009 V. 3	Create FH 2014

#### **Distribution of the Faculty Handbook**

An electronic copy of both the current and archived Faculty Handbooks will reside at the Faculty Senate website: <http://web.ccsu.edu/facsenate/>. In addition, CCSU's Human Resources website will also include a link to the documents. New, full-time, members of the faculty will receive a hard copy of the Handbook from Human Resources.