

University Senate of Michigan Technological University

Proposal 11-94

Revision of Faculty Handbook

Revision of the Faculty Handbook will be a continuous process as policy is developed and approved by the University Senate, the university administration, and the Board of Control. Once per year, modified or new sections of the Handbook will be sent to all faculty. A current edition of the Faculty Handbook will be maintained on the campus computer network, so that the latest version of any policy can be verified. The responsibility for distributing and publicizing approved revisions of the Faculty Handbook rests with the administration.

Revision of the Faculty Handbook is the joint responsibility of the faculty and the university administration. The faculty, staff, students, administration and the Board of Control may initiate proposals for revising or adding to the Handbook. In some areas, revisions normally must be approved by the University Senate and the President of the University, and in some instances the Board of Control, before they can become part of the Handbook. These areas include matters of appointment, tenure, promotion, leaves, position criteria, teaching evaluation, student attendance, examinations, and all other matters in which the Senate has been accorded authority to review and establish policy and procedures under Article III, Section F of the Senate Constitution. In other areas, the University Senate should be given the opportunity to initiate and participate in the formulation or revision of policy.

Any change, whether editorial or substantive, of the Faculty Handbook normally should be submitted to the University Senate for approval or review before it is incorporated into the Handbook.

Adopted by Senate: February 16, 1994

Approved by President