

THE FACULTY HANDBOOK

PREFACE

[Rationale follows]

Old Language

For purposes of interpreting and construing the John Carroll University “Faculty Contract” this PREFACE and PARTS ONE through FIVE constitute “The Faculty Handbook.” **Any other material contained herein is for informational purposes only.**

This Handbook was accepted by the Faculty by written ballot as reported in the minutes of the Faculty Service Committee, dated November 5, 1982. Approval as authorized by the Board of Trustees was communicated by the Chairman of the Board of Trustees on December 15, 1982.

The Spring, 1995 reprinting of the Faculty Handbook incorporated into the text the amendments of May 23, 1989 and October 19, 1994.

The Spring, 2006 reprinting of the Faculty Handbook incorporated into the text the amendments of September 30, 1997 and February 3, 1999.

The Fall, 2010 reprinting of the Faculty Handbook incorporated into the text the amendments of March 21, 2007, May 16, 2007 and June 21, 2010.

This Spring, 2014 reprinting of the Faculty Handbook incorporated into the text the amendments of November 15, 2012 and August 30, 2013.

*** This Faculty Handbook replaces the Faculty Handbook dated 1967 which was revised in format on September 2, 1970, and amended on November 15, 1971.**

New Language

For purposes of interpreting and construing the John Carroll University “Faculty Contract” this PREFACE and PARTS ONE through FIVE constitute “The Faculty Handbook.”

The Faculty Handbook is an evolving document that records the policies and practices relating to the Faculty of John Carroll University. In order to ensure that the most current document is available *at all times* these practices and process will be followed.

- The official version of the Faculty Handbook will be the online version. Print copies may be distributed to faculty members at the time of their hire.
- When an amendment has been passed by the Faculty and approved by the Board of Directors, the files in the Provost’s Office will be updated and the online format will be updated on the Faculty Handbook site.
- At the same time, the dates of all revisions will be listed on The Faculty Handbook site.
- All official documents associated with the changes should be forwarded to the University Archives.

Rationale:

Currently, the Faculty Handbook is only reprinted after several amendments have been passed, and the online pdf is not updated until a new Handbook is printed. That means that unless faculty members print their own copy of amendments and insert them into the appropriate place in the Handbook they will have no way of remembering that a change has taken place. The Faculty Handbook Committee has proposed several amendments to the Faculty Handbook already this year, with more to come. The Faculty need a way to access an official updated Handbook at any time to keep track of the changes. Therefore, we are proposing that the online version of the Handbook be the official version and that it be updated each time an amendment is passed.