

Faculty Handbook – Proposed Amendments to Part 5 on the Handbook amendment process
Amendments and Revisions: It is proposed by the Faculty Handbook Committee that the Faculty Handbook, Part Five: Amendments and Revisions, be amended as presented below,

PART FIVE
AMENDMENTS AND REVISIONS

I. AMENDMENT PROCEDURES

A. Proposed amendments to this Handbook may be initiated by

1. the President of the University,
2. the Chair of the Board of Directors on behalf of the Board of Directors,
3. the President of the John Carroll University chapter of the American Association of University Professors
4. any department of the University through a motion passed at a department meeting
5. any college or school of the university through a motion passed at a college or school meeting
6. the Faculty through a motion passed at a Faculty Meeting,
7. the Faculty Council Chair on behalf of the Faculty Council, or
8. the Faculty Handbook Committee on its own initiative.

B. The proposing party will create a draft proposal including all proposed amendments and submit the draft proposal simultaneously to the Provost and Academic Vice President, the Faculty Handbook Committee, and the Faculty via the Faculty Council. The submission to all parties can occur at a Faculty Meeting, or be communicated through email to all parties. This presentation starts the clock for proposal review.

C. During the twenty (20) calendar days after notice to these parties of the draft proposal, there will be a review-and-comment period during which the proposing party will accept comments from the Faculty, the Faculty Council, the Faculty Handbook Committee and/or the administration regarding the draft proposal. The proposing party will host at least one open hearing during the 20-day review-and-comment period to answer questions about the draft proposal. All members of the Faculty and University Administration will be invited to the open hearing(s). The invitation will include the request that, whenever possible, questions be provided in writing in advance of the discussion session to the proposing party. Comments at hearings, through emails, or on a secured online discussion board are encouraged to provide the proposing party any proposed revisions, edits or comments for consideration by the proposing party.

D. Following the 20-day review and comment period, the proposers will have an opportunity to revise their proposal in light of recommendations received, or to table the proposal.

E. When the proposing party is satisfied that they have a final proposal, they will send the final proposal reflecting all proposed amendments to the Faculty Handbook Committee. Upon receipt of the final proposal and within 14 calendar days thereafter, the Faculty Handbook Committee will review the final proposal and formulate a recommendation to be communicated to the Faculty Council, the Provost & Academic Vice President, and the

proposing party. The Faculty Handbook Committee's recommendation will not change the final proposal.

F. Upon receipt of the Faculty Handbook Committee's recommendation, the proposing party shall either verify to the Faculty Council and the Provost & Academic Vice President the final proposal as ready for vote or revise the final proposal and resubmit an updated version under Section E above.

G. Upon verification by the proposing party that the final proposal is ready for a vote, the Faculty Council and the Provost & Academic Vice President will share the final proposal and the Faculty Handbook Committee's recommendation ("the final proposal documentation") with the Faculty and administration respectively. The proposers may choose whether they wish the proposal and documentation sent immediately (i.e., within 3 business days) by electronic communication to the faculty, or whether they wish to wait for the presentation to occur at the next general meeting of the Faculty.

H. The Faculty will hold and complete a vote of the Faculty within ten (10) calendar days of receipt of the final proposal documentation via an electronic vote or as otherwise permitted by the Faculty Handbook and Faculty Constitution. In order for the full Faculty vote to be valid, a quorum of at least 60% of the Faculty eligible to vote must vote. If a quorum votes, and the amendment receives at least 60% support from those voting, it shall be deemed approved by the Faculty.

I. If the amendment is approved by the Faculty, the Faculty Council will promptly advise the Provost & Academic Vice President, who shall present the final proposal documentation to the Board of Directors within two (2) business days of the Faculty vote. The Board of Directors will vote on the final proposal at the next scheduled or special Board Meeting. In the case of Board approval, the final approval will become effective as of the date of approval by the Board and upon posting of the amendments as provided for in Section III below. In case of disapproval by the Board, a written explanation of the reasons for such disapproval will be provided to Faculty Council and the Faculty Handbook Committee. If a final proposal for which the Board of Directors or the President is the proposing body does not receive the required Faculty vote to be approved by the Faculty, the Board may still adopt the proposed amendment(s) as set forth in the final proposal on its own authority. In such cases the following shall apply:

1. The Faculty Council and/or the Faculty Handbook Committee may submit to the Board of Directors in writing within seven (7) business days of the Faculty vote an explanation for the Faculty's vote regarding the final proposal, and provide such information concerning the final proposal as it wishes, and

2. If after consideration of materials regarding the final proposal, including explanations provided regarding the Faculty vote, the final action of the Board is adoption of the amendment(s) as set forth in the final proposal, such amendments shall take effect immediately following formal Board approval of the final proposal unless otherwise specified by the Board, and upon posting of the amendments as provided for in Section III below.

J. Nothing herein shall prevent the Board of Directors from revising this Handbook, after consultation with the Faculty, as it relates to new Faculty at the time of initial employment.

II. REVISION PROCEDURES

The Faculty Handbook Committee may recommend nonsubstantive textual revisions of the Handbook on its own initiative or upon request by the Faculty Council or the Board of Directors. Such requested revisions become effective upon the approval of the revisions by the Board of Directors and the posting of an electronic copy of the revisions as provided in Section III below.

III. POSTING OF AMENDMENTS AND REVISIONS

Following any amendment or revision of the Handbook, an updated electronic copy of the Handbook reflecting all changes must be prepared by the Faculty Handbook Committee within five (5) business days and posted on an easily accessible webpage on the John Carroll University website. This version will bear the date of its approval and will then become the official version of the Faculty Handbook, effective as of the date of the posting.