

## **PROPOSED AMENDMENT 3: Revision of Amendment Procedures. FINAL PROPOSAL**

### **Rationale.**

The Faculty Handbook Committee has been reviewing the Faculty Handbook, particularly in reference to the process by which proposals to amend the handbook come forward and are processed from the time of concept to presentation to the faculty. We would like to streamline the amendment process and increase effective communication throughout the process of developing proposals. This amendment is intended to help in developing proposals so that they will be more ready to send out for a vote. Collectively, members of the Faculty Handbook Committee felt that we need more conversation ahead of the time when the formal proposal comes to the committee. We also felt that the handbook should state some timeline for the process to ensure that the review period for amendments was sufficiently long to get hearings completed, review by the handbook committee accomplished, and faculty meetings scheduled that allow full discussion of changes. We also felt it was important to amend the statements in the faculty handbook so colleges and schools could propose amendments if they were brought forward in college or school faculty meetings.

Currently, PART 5 of the Faculty Handbook deals with the amendment procedures. It is this section to which the present proposal applies. Our first proposed change to amendment procedures is to improve the process by which proposals are brought forward.

PART FIVE, section B currently reads:

"B. It shall then be the duty of the Faculty Handbook Committee to study such proposals in consultation with appropriate administrators and Faculty members, and to present them, with such recommendations as are deemed advisable, at the first Faculty Meeting scheduled thirty days or more after receipt of the proposal."

This has been problematic in the past as it indicates that the Faculty Handbook Committee must study and then present the proposal to the faculty, without opportunity to provide feedback to proposers before it goes to faculty for approval. The committee would like to institute a prior step in which a draft proposal could come to the committee and faculty for review. The flow of activities we envision is:

- 1) Draft proposals will be prepared by proposers and then undergo a time of review, comments and suggestions by faculty, the Faculty Handbook Committee and the administration. It will be the responsibility of the proposers to organize university-wide meetings (hearings, brown bag lunches, etc.) where they can seek these comments and suggestions.
- 2) After this time of review and comment, the Faculty Handbook Committee will receive the proposal (possibly revised following the review process), evaluate the proposal in light of the Faculty Handbook, and then forward it to the faculty.
- 3) Open hearings will be held at this point to discuss the completed formal proposal
- 4) The proposal will be discussed at a faculty meeting, and then if approved by a majority at that faculty meeting, will go to a faculty vote.
- 5) Review and approval of the Board of Trustees will be required for the amendment to become part of the handbook.

To initiate this fuller process, the following changes are recommended:

*Old Language*

**PART FIVE: AMENDMENTS AND REVISIONS**

1. AMENDMENT PROCEDURES

....

B. It shall then be the duty of the Faculty Handbook Committee to study such proposals in consultation with appropriate administrators and Faculty members, and to present them, with such recommendations as are deemed advisable, at the first Faculty Meeting scheduled thirty days or more after receipt of the proposal.

C. Within thirty days after such Faculty Meeting, the Faculty Council shall conduct a written ballot on the proposed amendment. If the amendment receives a majority vote of the Faculty eligible to vote, it shall then be forwarded by the Faculty Council to the Board of Directors for consideration.

D. Within ninety days of the receipt of the proposed amendment (counting only days during the Academic Year), the Board of Directors shall return the amendment either approved or disapproved to the Faculty Council. In case of disapproval, a written explanation of the reasons for such disapproval shall be included.

*New Language*

**PART FIVE: AMENDMENTS AND REVISIONS**

1. AMENDMENT PROCEDURES

....

B. The proposing body will create a draft proposal that will be shared with the Faculty Handbook Committee and the faculty. The draft proposal will be sent to Faculty Council, and that body will act as managers to disseminate the proposal to the faculty and administration. There will be a period of review and comment that lasts 30 days. During that time, the proposers will host hearings or discussions to which the entire university community are invited. Following feedback and suggestions, the proposers will have an opportunity to revise their proposal in light of recommendations received.

C. After revisions, if any, the proposing body will send a formal proposal to the Faculty Handbook Committee. It shall then be the duty of the Faculty Handbook Committee to study such proposals and formulate a recommendation to the faculty considering the proposal. It will not be further changed by the committee, nor will they make recommendations for change to the proposal at this time.

D. At the end of the review process, the Faculty Handbook Committee will forward the proposal to the Faculty Council with their recommendation. Faculty Council will share the final proposal with the faculty and administration, and organize formal open hearings. The proposal will be presented to the Faculty at the first Faculty Meeting following this second 30 day review period.

E. Following presentation to the faculty, the Faculty Council shall conduct a written ballot on the proposed amendment. If the amendment receives a majority vote of the Faculty eligible to vote, it shall then be forwarded by the Faculty Council to the Board of Directors for consideration.[\*]

F. After a 30 day review period (counting only days during the Academic Year), the Board of Directors shall return the amendment either approved or disapproved to the Faculty Council. If this takes the Board into the summer, it will be decided at the first Board Meeting in the fall. In case of disapproval, a written explanation of the reasons for such disapproval shall be included.

**E.** In case of need, by mutual agreement of the Board of Directors and the Faculty Council, the time requirements specified in **D** above may be extended. If this occurs, the Faculty should be informed in writing.

....

**G.** In case of need, by mutual agreement of the Board of Directors and the Faculty Council, the time requirements specified in **F** above may be extended. If this occurs, the Faculty should be informed in writing.

....

(further lettered items F-H in old language will be changed to H-J in new language without change to the provisions)

[\*] the language regarding the vote required to pass an amendment to the handbook is under separate consideration in another proposal.

Second, we want to expand the groups that can submit proposed changes to the handbook to include a college or school of the university if a motion is passed at a meeting of that school or college. This would mean that when leaders of a college or school want to amend the handbook, they do not need to recruit a department to bring the proposal forward. They can directly approach all of their constituent faculty, and if given approval by their constituent faculty, then administration members or designated faculty members of the college or school can begin the process of proposal preparation. This requires only the addition of a single line in Part 5, section 1 A as follows:

### *Old Language*

## **PART FIVE: AMENDMENTS AND REVISIONS**

### **1. AMENDMENT PROCEDURES**

A. Proposed amendments to this Handbook may be initiated by submission, in writing, of the proposed change to the Faculty Handbook Committee by any of the following:

1. the President of the University
2. the Chairperson of the Board of Directors of the University
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. the Faculty through a motion passed at a Faculty Meeting
6. the Faculty Council
7. the Faculty Handbook Committee on its own initiative.

### *New Language*

## **PART FIVE: AMENDMENTS AND REVISIONS**

### **1. AMENDMENT PROCEDURES**

A. Proposed amendments to this Handbook may be initiated by submission, in writing, of the proposed change to the Faculty Handbook Committee by any of the following:

1. the President of the University
2. the Chairperson of the Board of Directors of the University
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
8. the Faculty Handbook Committee on its own initiative.