

**PROPOSED AMENDMENT 4: Distribution of Handbook Amendments to Faculty
FINAL PROPOSAL**

The following amendments to the Faculty Handbook, Part Five, Amendments and Revisions are proposed by the Faculty Handbook Committee to ensure rapid adoption of amendments and revisions. Currently, When an amendment brought forward by any faculty body empowered in the Handbook to bring amendments forward (Part Five, Section I, A - excluding the Chairperson of the Board) passes the faculty vote and is approved by the Board, the amendment must be certified by the Chairperson of the Faculty Council, approved by the Board of Directors, and then distributed to the Faculty within 15 days. In the past, this was done by sending the amendment on paper copy through campus mail to all faculty members so that they could put the amendment in their copy of the Faculty Handbook. It is not currently clear if “distributed to the faculty” could be done through email correspondence. This would be a more efficient way to notify faculty, and we propose the following change to Part Five, Section I, F to allow this type of notification. A similar change needs to be made to Part Five, Section I, H.

Part Five, Section I

F. Amendments become effective as of the date a copy of each is distributed by the Faculty Council to each member of the Faculty. Such copy shall contain:

1. the adopted amendment
2. certification by the Chairperson of the Faculty Council of the approval of a majority of the Faculty, except in the case provided for in G below
3. approval by the Board of Directors for the University. This distribution shall be no later than fifteen days after receipt of the approved amendment from the Chairperson of the Board of Directors.

H. The Faculty Handbook Committee may make nonsubstantive textual rectifications of the Handbook on its own initiative. Such rectifications become effective ten days after a copy thereof is distributed to all Faculty members by the Faculty Handbook Committee. If challenged in writing during that ten-day period by any of the parties listed in A above, the change becomes subject to formal amendment procedures.

Part Five, Section I

F. Amendments become effective as of the date a copy of each is distributed by the Faculty Council to each member of the Faculty. Distribution can occur by paper copy or email notification. Such copy shall contain:

1. the adopted amendment
2. certification by the Chairperson of the Faculty Council of the approval of a majority of the Faculty, except in the case provided for in G below
3. approval by the Board of Directors for the University. This distribution shall be no later than fifteen days after receipt of the approved amendment from the Chairperson of the Board of Directors.

H. The Faculty Handbook Committee may make nonsubstantive textual rectifications of the Handbook on its own initiative. Such rectifications become effective ten days after a copy thereof (on paper or emailed) is distributed to all Faculty members by the Faculty Handbook Committee. If challenged in writing during that ten-day period by any of the parties listed in A above, the change becomes subject to formal amendment procedures.

Part Five, Section II

A. If the Faculty Handbook Committee proposes a revision of the Faculty Handbook, the revision becomes effective when the following three steps are completed:

1. The revision receives a majority vote of the Faculty eligible to vote
2. The revision receives the approval of the Board of Directors of the University
3. A copy of the revised Faculty Handbook is distributed by the Faculty Council to each member of the Faculty.

Part Five, Section II

A. If the Faculty Handbook Committee proposes a revision of the Faculty Handbook, the revision becomes effective when the following three steps are completed:

1. The revision receives a majority vote of the Faculty eligible to vote
2. The revision receives the approval of the Board of Directors of the University
3. A copy of the revised Faculty Handbook (paper copy or pdf file by electronic distribution) is distributed by the Faculty Council to each member of the Faculty.