

## **PROPOSED AMENDMENT 5: Electronic Copy of Handbook the Official Version FINAL PROPOSAL**

There has been some delay in adopting amendments and revisions to the Faculty Handbook caused by the fact that the official handbook is the most recently printed handbook that is subsequently distributed to all faculty. A PDF of the last printed Faculty Handbook is kept on the university website, but this PDF does not reflect amendments or revisions made since the time of printing. It is desirable that when amendments go through the full approval and adoption process, that they immediately become unambiguously in effect. We propose the following section be added to Part Five, Amendments and Revisions, to correct this problem.

### **III. ADOPTION OF AMENDMENTS AND REVISIONS**

- A. Following the approval and adoption of any textual rectification of the Handbook, any amendment to the Handbook, or any revision of the Handbook, an updated electronic copy of the Handbook reflecting these changes must be prepared by the Faculty Handbook Committee within 30 days and posted on an easily accessible John Carroll University Website. This version will bear the date of its preparation and will then become the official, contractual version of the Faculty Handbook.