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1.8 Revision Process of the Faculty Handbook

Saint Mary's College of California

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1.8 REVISION PROCESS OF THE FACULTY HANDBOOK

The content of the *Faculty Handbook* is of three categories:

- a. descriptive and informational material, such as hours of operation for health services or duplicating services, directions for use of the telephone system, descriptions of facilities in the library, etc.;
- b. definitions and procedures that have the force of creating or changing policies, such as sabbatical or rank and tenure procedures, rather than merely describing them; and
- c. material that combines the two functions (a. and b.), such as charts describing institutional organization or committee structure and reporting.

The revision process has two types of procedures:

1. Material in Category (a) is routinely collected and updated by the Faculty Handbook Coordinator for each revision of the *Handbook*. When in doubt about the nature of the material, the Coordinator should consult with the chair of the Academic Senate and the Provost (and, when appropriate, the President) before making those revisions.
2. Changes or additions to material in Categories (b) and (c) are collected through the academic year by the Faculty Handbook Coordinator. Material proposed by the Senate requires the approval of the Provost; material proposed by the administration and/or the Provost requires consultation with the Academic Senate. The Faculty Handbook Coordinator distributes to members of the *Faculty Handbook* Review Committee all changes or additions in categories (b) and (c). Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are made by the Coordinator. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.

The Faculty Handbook Coordinator is responsible for publishing and updating the *Faculty Handbook*. Entries that have been revised bear a notation to that effect on the pages of the Index, which record changes over several years. In addition, all the changes for a given year are presented in order in a separate section following the Index, with strikeouts indicating eliminated words and passages and bolding indicating added words and passages.