SUMMARY OF PROPOSED CHANGES TO THE FACULTY HANDBOOK

March 22, 2011

1. SEGMENTS DELETED

EXISTING HANDBOOK	PORTION DELETED	NOTES
ii. Preface	ALL	
iv. Role of the University	ALL	
1. Policies Pertaining to the University as a Workplace	1. Equal Employment Opportunity 2. Harassment 3. Employment of Individuals with a Disability 4. Employment of Veterans 5. Drug-free Campus and Workplace Policy 6. Drug Education and Treatment Programs 7. Smoking Policy 8. Weapons policy 9. Intimate Relations	Moved to Chapter 3 as Section 19
2. Faculty Participation in Governance	6. Position Descriptions	
3. Faculty Personal Policies and Procedures	13.A. Retirement Age 13.B. (a portion is retained) Appendix A. Examples of Outreach Portfolios	See 13.b changes below
4. Instruction	3. Resources for Improved Teaching Effectiveness A. Teaching Grant-In-Aid Programs B. General Fee Equipment Fund C. University Lectures Program D. Professional Improvement Leave 5. Awards 7.B.1. Introduction 9. Secretarial and Clerical Assistance 10. Instructional Media Programs	Moved to Chapter 3, Section 20

	11. Guidelines for Instructing Students with Special Needs	
5. Research	2. Research Development 3. Resources for the Support of Research A. Competitive Research Grant Program B. Supporting Funds C. In-House Support D. Professional Improvement Leave 7. Libraries	Moved to Chapter 3, Section 20
1. Extension and Outreach	ALL	Chapter retained; policies and procedures will be added
2. Extramural Activity of Faculty	3. Invention Disclosures A. Office of the Vice President for Research B. Invention Administration Agreement	
3. Faculty Welfare	ALL	
4. Academic Program	ALL	
5. Faculty Interests	ALL	

2. SEGMENTS MOVED

POLICY	LOCATION IN NEW HANDBOOK	LOCATION IN EXISTING HANDBOOK
Intimate Relations	Chapter 3, Section 19	Chapter 1, Section 9
Professional Improvement Leave	Chapter 3, Section 20	Chapter 4, Section 3 D & identical language in Chapter 5, Section 3 D
Professional Improvement Leave Without Pay With Pay Professional Improvement Leave for Members of the ACES	Chapter 3, Section 20 A,B,C	Chapter 8, Section 6 D, 1,2,3

3. SEGMENTS CHANGED

i. Note

This *Faculty Handbook* is not a contract. It is a collection of ~~Board of Trustees' and administrative~~ policies and procedures that govern action uniquely pertaining to the Auburn University faculty. Additions, deletions and modifications to any portion of this *Handbook* must be approved by the Auburn Board of Trustees or their designee, following a recommendation from the Senate.

University policies that apply to all categories of employment at Auburn University—faculty, administrative and professional, and staff—are not included in the *Faculty Handbook*. Faculty members are reminded that these policies apply to them and that it is their responsibility to consult other sources for policies of general application to all employees of Auburn University. ~~and a compilation of information about the University and current practices that will be of practical use to the faculty.~~

~~All policies are printed in roman type. Information is printed in italics.~~

~~Policy statements printed herein are subject to change from time to time; information will be updated on a regular basis.~~

Chapter 3, Section 13 ~~B~~A. RETIRED FACULTY~~MENT PLANNING~~

~~*A faculty member should early on give serious thought to preparations for retirement. A joint seminar on retirement and investment is given each fall by the three supplemental retirement systems (JSP, TIAA/CREF, and Valic); the Alabama Retirement System also offers a fall seminar. All systems will also provide individual advice through local representatives or telephone conferences. Two to three semesters before retirement, a faculty member should confer with his or her retirement system representatives about specific arrangements relevant to his or her situation. The retiring faculty member should also contact the local Social Security Office at least one semester before the final semester of employment.*~~

~~The retiring faculty member must return his or her Auburn identification card and all library books. However, he or she may obtain a new identification card and with this card avail himself or herself of faculty library and parking privileges and half-price season tickets to Auburn football and basketball games~~.

If appropriate, a retired faculty member may be invited to serve on ~~department and University~~ committees. If need warrants, a retired faculty member may be invited to teach in a limited way in his or her former department; such an invitation is at the discretion of the department head

with the amount of compensation governed by the retirement and Social Security system's guidelines. Additional privileges are extended to retired faculty with emeritus status.

~~*A retired faculty member is invited to participate in the organizations listed elsewhere in this* Handbook.~~

Chapter 5, Section 1

Research is essential to the continuing vitality of a large-scale institutional program. All of Auburn's academic colleges, schools and departments are engaged in research. The University's research program is coordinated through the Office of Associate Provost and Vice President for Research.

~~*Research is conducted in organized research units or as general research in academic colleges, schools and departments. Formal research units include the Alabama Agricultural Experiment Station, the Alabama Microelectronics Center, the Arts and Humanities Center (Pebble Hill), the Auburn Utilities Research Center, the Biological Control Institute, the Center for the Commercial Development of Space, the Economic Development Institute, the Engineering Experiment Station, the Food Technology Institute, the Forest Regeneration Center, the Highway Research Center, the Institute for Latin American Studies, the Mises Institute, the National Center for Asphalt Technology, the National Textile Center, the Nuclear Science Center, the Office of Public Service and Research, the Pulp and Paper Research Education Center, the Scott Ritchey Research Center, the Space Power Institute, the Walter Center for Technology Management, the Water Resources Research Institute, and others. Research in organized research units is supported from state and federal appropriations as well as research contracts, grants, and agreement funds. University research in the academic departments is also funded through these sources as well as internal sources.*~~

4. CONTENT AND ORGANIZATION

NEW HANDBOOK	EXISTING HANDBOOK
i. Note	i. Note
Chapter 1. University Vision and Mission	iii. University Vision and Mission
	Chapter 1. Policies Pertaining to the University as a Workplace 1. Equal Employment Opportunity 2. Harassment 3. Employment of Individuals with a Disability 4. Employment of Veterans 5. Drug-free Campus and Workplace Policy 6. Drug Education and Treatment Programs 7. Smoking Policy 8. Weapons Policy 9. Intimate Relations
Chapter 2. Faculty Participation in University Governance 1. University Faculty Constitution Article 1: Purpose Article 2: Membership Article 3: Officers Article 4: Procedures 2. University Senate Constitution Preamble Article 1: Purpose Article 2: Organization Article 3: Officers Article 4: Senate Committees Article 5: Procedures Article 6: Faculty Grievance Procedure 3. Standing University Committees 4. Faculty Participation in Senate and University Committees 5. Faculty Participation in the Selection and Evaluation of Administrators A. Selection of University-Wide Administrators B. Selection of Deans and Department Heads/Chairs C. Evaluation of Administrators	Chapter 2. Faculty Participation in University Governance 1. University Faculty Constitution Article 1: Purpose Article 2: Membership Article 3: Officers Article 4: Procedures 2. University Senate Constitution Preamble Article 1: Purpose Article 2: Organization Article 3: Officers Article 4: Senate Committees Article 5: Procedures Article 6: Faculty Grievance Procedure 3. Standing University Committees 4. Faculty Participation in Senate and University Committees 5. Faculty Participation in the Selection and Evaluation of Administrators A. Selection of University-Wide Administrators B. Selection of Deans and Department Heads/Chairs C. Evaluation of Administrators

	6. Position Descriptions A. President B. Provost and Vice President for Academic Affairs C. Executive Vice President D. Vice President for Student Affairs E. Vice President for Auxiliary Services F. Associate Provost and Vice President for Research G. Associate Provost and Vice President for University Outreach H. Associate Provost and Dean of the Graduate School I. Academic Dean J. Academic Department Head or Chair
Chapter 3.Faculty Personnel Policies and Procedures 1. Introduction AAUP Statement of Principles on Academic Freedom and Tenure 2. Overview of Faculty Personnel Policies 3. Kinds of Appointment 4. Initial Appointment Prior Service 5. Faculty Responsibility 6. Academic Ranks and Promotion 7. Performance Evaluation 8. Promotion Criteria and Considerations A. Teaching B. Research/Creative Work C. Outreach D. Service 9. Tenure Criteria and Considerations Collegiality 10. Eligibility for Promotion and Tenure De Facto Tenure 11. Procedure for Promotion and Tenure A. Initiation of the process B. Participating Faculty C. Information on the Candidate 1. General Instructions 2. Information Supplied by the Candidate Scholarly Contributions by the Candidate 3. Information to be supplied by the Department Head	Chapter 3. Faculty Personnel Policies and Procedures 1. Introduction AAUP Statement of Principles on Academic Freedom and Tenure 2. Overview of Faculty Personnel Policies 3. Kinds of Appointment 4. Initial Appointment Prior Service 5. Faculty Responsibility 6. Academic Ranks and Promotion 7. Performance Evaluation 8. Promotion Criteria and Considerations A. Teaching B. Research/Creative Work C. Outreach D. Service 9. Tenure Criteria and Considerations Collegiality 10. Eligibility for Promotion and Tenure De Facto Tenure 11. Procedure for Promotion and Tenure A. Initiation of the process B. Participating Faculty C. Information on the Candidate 1. General Instructions 2. Information Supplied by the Candidate Scholarly Contributions by the Candidate 3. Information to be supplied by the Department Head

D. Consideration of the Candidate E. The Department's and Dean's Recommendation F. Submission of the Candidate's Dossier G. Schedule H. University Level Review and Recommendation and Notification of the Candidate 12. Continuation of Appointment 13. Retirement A. Retired Faculty B. Retirement Promotion Policy and Procedures C. Emeritus Status Policy and Procedures 14. Appeal of Promotion and Tenure Decisions 15. Noncontinuation of Appointment 16. Dismissal 17. Termination because of Financial Exigency 18. Termination without Financial Exigency 19. Intimate Relations 20. Professional Improvement Leave A. Without Pay B. With Pay C. Professional Improvement Leave for Members of the ACES	D. Consideration of the Candidate E. The Department's and Dean's Recommendation F. Submission of the Candidate's Dossier G. Schedule H. University Level Review and Recommendation and Notification of the Candidate 12. Continuation of Appointment 13. Retirement A. Retirement Age B. Retirement Planning C. Retirement Promotion Policy and Procedures D. Emeritus Status Policy and Procedures 14. Appeal of Promotion and Tenure Decisions 15. Noncontinuation of Appointment 16. Dismissal 17. Termination because of Financial Exigency 18. Termination without Financial Exigency Appendix A. Examples of Outreach Portfolios
Chapter 4. Instruction 1. The University's Concern for Good Teaching 2. Teaching Loads 3. Evaluation of Teaching 4. Academic Regulations A. Class Attendance and Related Procedures B. Violations of Honesty and Integrity C. Student Academic Grievance D. Examinations and Reporting of Grades E. Grade Assignment for Courses Dropped F. Retention of Exams by Faculty	Chapter 4. Instruction 1. The University's Concern for Good Teaching 2. Teaching Loads 3. Resources for Improved Teaching Effectiveness A. Teaching Grant-In-Aid Programs B. General Fee Equipment Fund C. University Lectures Program D. Professional Improvement Leave 4. Evaluation of Teaching 5. Awards 6. Academic Regulations A. Class Attendance and Related Procedures B. Violations of Honesty and Integrity C. Student Academic Grievance D. Examinations and Reporting of Grades E. Grade Assignment for Courses Dropped F. Retention of Exams by Faculty

5. The Graduate School A. The Graduate Council B. The Graduate Faculty 1. Graduate Faculty Membership 2. Nomination and Review of Candidates 3. Periodic Review of Department Plans 6. Textbooks	7. The Graduate School A. The Graduate Council B. The Graduate Faculty 1. Introduction 2. Graduate Faculty Membership 3. Nomination and Review of Candidates 4. Periodic Review of Department Plans 8. Textbooks 9. Secretarial and Clerical Assistance 10. Instructional Media Programs 11. Guidelines for Instructing Students with Special Needs
Chapter 5. Research 1. The University's Formal Research Program 2. University Policies Related to Research A. Research Involving Human Subjects B. Activities Involving Animal Subjects 3. Violations of Integrity in Scholarship and Research: Scientific Misconduct A. Definitions B. Allegations C. Inquiry D. Investigation E. Resolution F. Appeal 4. Establishment of Centers and Institutes A. Introduction B. Administration of Centers and Institutes C. Procedure of Establishing Centers and Institutes	Chapter 5. Research 1. The University's Formal Research Program 2. Research Development 3. Resources for the Support of Research A. Competitive Research Grant Program B. Supporting Funds C. In-House Support D. Professional Improvement Leave 4. University Policies Related to Research A. Research Involving Human Subjects B. Activities Involving Animal Subjects 5. Violations of Integrity in Scholarship and Research: Scientific Misconduct A. Definitions B. Allegations C. Inquiry D. Investigation E. Resolution F. Appeal 6. Establishment of Centers and Institutes A. Introduction B. Administration of Centers and Institutes C. Procedure of Establishing Centers and Institutes 7. Libraries
Chapter 6. Extension and Outreach (Policies and procedures to be added)	Chapter 6. Extension and Outreach 1. Introduction 2 University-Wide Extension Resources A. Office of the Vice President for University Outreach B. Alabama Cooperative Extension System C. Auburn University Hotel and

	Conference Center D. Satellite Uplink E. Center on Aging F. Economic Development Institute G. Educational Television H. Center for Governmental Services I. University Continuing Education J. Distance Learning and Outreach Technology 3. College and School Involvement in Extension and Outreach A. College of Agriculture B. College of Architecture C. College of Business D. College of Education E. College of Engineering F. School of Forestry G. College of Human Sciences H. College of Liberal Arts I. School of Nursing J. School of Pharmacy K. College of Sciences and Mathematics L. University Libraries M. College of Veterinary Medicine 4. Outreach Activities A. Community Oriented Activities 6. Child Study Center 7. Marriage and Family Therapy Center 8. Psychological Services Center 9. Rehabilitation and Special Education Clinical Services 10. Speech and Hearing Clinic B. International Activities
Chapter 7. Extramural Activity of Faculty 1. Consulting Policy A. General Considerations B. Compensation 1. On University Time: No Extra Compensation 2. On University Time: Limited Compensation 3. On a Faculty Member's Time 2. Concurrent Appointments	Chapter 7. University Policies Related to Extramural Activity of Faculty 1. Consulting Policy A. General Considerations B. Compensation 1. On University Time: No Extra Compensation 2. On University Time: Limited Compensation 3. On a Faculty Member's Time 2. Concurrent Appointments 3. Invention Disclosures

3. University Patent Policy A. Definitions B. Equity C. Proceeds 4. University Copyright Policy A. Determination of Equity in Copyrighted Materials B. Remuneration C. Procedures D. University Copyright Appeals Committee 5. Institutional Employees as Candidates for Public Office 6. University-Legislative Relationships and the Faculty Member	A. Office of the Vice President for Research B. Invention Administration Agreement 4. University Patent Policy A. Definitions B. Equity C. Proceeds 5. University Copyright Policy A. Determination of Equity in Copyrighted Materials B. Remuneration C. Procedures D. University Copyright Appeals Committee 6. Institutional Employees as Candidates for Public Office 7. University-Legislative Relationships and the Faculty Member
	Chapter 8. University Policies related to Faculty Welfare 1. Compensation 2. Benefit Information 3. Insurance Benefits A. Group Health Care Plan B. Dental Program C. Flexible Spending Plan D. Group Life Insurance E. Continuation of Insurance Coverage while on Leave F. Long Term Disability Insurance G. On-The-Job Injury Program H. Liability Insurance I. Unemployment Insurance 4. Retirement: Mandatory Programs A. Social Security B. Teachers' Retirement System of Alabama/Employees' Retirement System 5. Retirement: Voluntary Programs A. Tax Deferred annuities B. Deferred Compensation Plan C. Death Prior to Retirement 6. Leave Policies A. Annual Leave B. Sick Leave C. FMLA/Disability-Related Leave 1. Without Pay (FMLA) 2. With Pay

	D. Professional Improvement Leave 1. Without Pay 2. With Pay 3. Professional Improvement Leave for Members of the ACES E. Leave for Religious Holidays F. Military Leave G. Funeral Leave H. Appearance in Court 7. Enrollment in University Courses 8. Miscellaneous Benefits A. Identification Cards B. Parking C. Mail Service D. Telecommunications Services E. Computing Services F. Transit System
	Chapter 9. University Policies related to the Academic Program 1. Acceptance of Gifts and Donations 2. Travel 3. Purchasing 4. Use of the University's Name and Marks 5. Employment and Supervision of Student Assistants 6. General Records Retention and Destruction
	Chapter 10. Privileges and Organizations Related to Faculty Interests 1. Credit Union 2. Lectures, Concerts, and Theater 3. Athletic Ticket Purchases 4. Clubs and Organizations 5. Recreational Services