

## **Informational Report**

***Faculty Handbook Review Committee  
April 3, 2012***

## **Committee Membership**

- Sabit Adanur – Polymer & Fiber Engineering
- Sue Barry (chair) – Curriculum & Teaching
- Barbara Bishop -- Library
- Jianjun Dong -- Physics
- Charles Eick – Curriculum & Teaching
- Bill Sauser – Management
- Emmett Winn – Associate Provost

## **Three Year Goal**

Transform the Faculty Handbook into a clearly written, organized, accurate, comprehensive and easily accessible academic policies and procedures manual that would be useful for both faculty and administrators.

Bill Sauser, 2011

## **Phase One**

No Policy Changes

- Eliminate from the Faculty Handbook all out-of-date and irrelevant material.
- Retain only policies that relate directly to the faculty.
- Create a transitional document of the Faculty Handbook.
  
- Completed Spring Semester, 2011

## **Phase Two**

No Policy Changes

- Add to the Faculty Handbook existing policies related to the faculty, and state these policies in their entirety.
- Find policies and guidelines that exist on other websites not controlled by the Senate, and create links to these policies locating them in the proper chapters.
  
- Projected completion Spring Semester 2012.

## **Policies and Procedures: Examples of Full Length Versions**

Chapter 3:

- 4.2 Distinguished University Professor
- 5.1 Guidelines for Establishing and Filling Positions in the Lecturer Title Series
- 7.3 Post Tenure Review Guidelines

## Examples of Links Chapter 5

### 1.1 Enrollment Policy for Auburn Campus

*Projected numbers of undergraduate and graduate students for the Auburn campus*

[http://www.auburn.edu/administration/trustees/policies/C-2\\_Enrollment\\_Policy\\_for\\_Auburn\\_Campus.pdf](http://www.auburn.edu/administration/trustees/policies/C-2_Enrollment_Policy_for_Auburn_Campus.pdf)

### 2.3 Program Review and Assessment

*Purpose, scope, criteria and standards for the periodic formal review of academic programs*

<http://www.auburn.edu/academic/provost/programReview.html>

## Phase Three

- Continue to review the Faculty Handbook.
- Eliminate inconsistencies and conflicting language.
- Add new policies or policy revisions that may be needed.
- Phase Three will be ongoing.

## Requested Action

Encourage your faculty to go to

<http://libguides.auburn.edu/phase2comments>

and to enter their comments concerning the proposed Phase Two Document. The deadline for receiving your comments is midnight April 14, 2012.

## Anticipated Motion

To accept the revised document (Auburn University Faculty Handbook, dated May 1, 2012) as the official Handbook of the Auburn Faculty, replacing the May 10, 2011 Handbook now in effect.