

MEMORANDUM

DATE: March 7, 2023

TO: University Senate

THROUGH: Senate Steering Committee

FROM: Faculty Handbook Committee

SUBJECT: Substantive Faculty Handbook Changes- March First Reading

The Faculty Handbook Committee have met and agreed that the following three substantive changes to the Faculty Handbook should be considered by the University Senate for a first reading in March 2023.

Concern 1) Retention Committee Composition (from Retention Committee proposed change)
2.1.2 Section 4

“Retention Committee: The Retention Committee shall consist of the ~~associate provost for Undergraduate Studies, the~~ Director of Academic Support, the Associate Vice President for Student Financial Services/Controller, the Senior Vice President for Student Affairs (or designee), the Vice President and Associate Provost for Inclusion and Diversity (or designee), ~~the director of Financial Aid,~~ five six faculty members, and two students. ~~The Associate Provost for Academic Affairs and the Director of Academic Advising shall also serve on the committee as nonvoting, ex officio, members.~~ The faculty members will serve three-year rotating terms. The committee shall be responsible for continuous monitoring of the retention of undergraduate students and for recommending retention initiatives and working with the appropriate ~~university offices,~~ deans and student affairs staff to establish them.”

Committee Recommendation:

1. The committee recommends the adoption of these changes per the request of the retention committee.
2. This is a substantive change and should be voted on by the University Senate.

Concern 2) FHB Guidelines v Policy

“Note

This *Faculty Handbook* is not a contract. It is a collection of policies and procedures that govern action uniquely pertaining to the Auburn University faculty. **Administrators are expected to respect all sections of this handbook as policy even when titled guidelines.** Additions, deletions, and modifications to any portion of this handbook marked with ‡ must be approved by the Auburn Board of Trustees or their designee, following a recommendation from the University 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.

‡ Policies that require Board of Trustee approval”

Committee Recommendation:

1. The committee recommends the insertion of language clarifying that ALL parts of the FHB are policy; this change is suggested as a way to clear up confusion about the distinction between the use of the words guidelines and policy within the handbook.
2. This is a substantive change and should be voted on by the University Senate.

Concern 3) Incorporating Guidelines into FHB as Policy: P&T Committees

Provost Guidelines for College Level Promotion and Tenure Committees

<https://www.auburn.edu/academic/provost/pdf/Deans%20-%20Guidelines%20for%20College-School%20Level%20Promotion%20and%20Tenure.pdf>

Committee Recommendation:

1. The committee recommends that the full text of the above Provost page guidelines be included into the Faculty Handbook; these inclusions will clear up misunderstandings and disparities in practice.
2. This is a substantive change and should be voted on by the University Senate.

Concern 4) Incorporating Guidelines into FHB as Policy: Administrator Hiring Guidelines

Auburn University Administrator Hiring Guidelines

https://www.auburn.edu/academic/provost/pdf/20121118_Administrator%20Hiring%20Guidelines.pdf

Committee Recommendation:

1. The committee recommends that the full text of the above Provost page guidelines be included into the Faculty Handbook; these inclusions will clear up misunderstandings and disparities in practice.
2. This is a substantive change and should be voted on by the University Senate.