

Prepared by the Faculty Senate *Faculty Manual* Task Force (FMTF)

John Griesbach
Joanne Langan

Miriam Joseph, Chair
Ian Redmount

Mark Knuepfer
Jane Turner

- The Faculty Senate Executive Committee empanels a *Faculty Manual* Task Force
 - This was done in September 2004; the task force has continued since then, with some personnel changes
- The *Faculty Manual* Task Force reviews the existing *Faculty Manual*—or specific of its provisions—in the context of questions/issues emergent since the last revision/amendments. These matters may be raised by either faculty or administration, or by the Task Force itself. Whenever possible, the Task Force together with representatives of the administration discuss the issues, express concerns and alternative perspectives, and attempt to identify common ground to reach consensus positions.
- The Task Force proposes new or additional text, or the elimination of existing text, and provides a rationale for each potential change.
- The Task Force reviews its proposed changes with the Faculty Senate Executive Committee.
- After consensus is reached with the Faculty Senate Executive Committee, the Task Force reviews and negotiates the proposed changes with the VP for Academic Affairs and the VP/General Counsel who, in turn, consult with the SLU President throughout the process. The administrators may raise additional items which are considered by the Task Force and negotiated by the two groups, with the Task Force then returning to the Faculty Senate Executive Committee for its feedback. If additional changes result, they are discussed and, if needed, re-negotiated with the University administrators.
- No distribution of recommended changes to the faculty at large or the Faculty Senate occurs until agreement is reached between the Task Force, appropriate administrators, and Faculty Senate Executive Committee. At that point, the proposed revisions are publicly posted (with current and proposed language side by side) for notice and comment by all faculty, as well as the Faculty Senate, and open fora are held. Faculty may provide feedback directly to the Task Force or through their respective Faculty Senate representatives.
- The Task Force reviews the feedback with the appropriate administrators and the Faculty Senate Executive Committee, making revisions as deemed appropriate.
- The modified draft text is publicly posted for notice and comment by all faculty, open fora are held as warranted, and the sequence continues until consensus is reached between the Task Force, appropriate administrators, and Faculty Senate Executive Committee.
- **Throughout the process, the Task Force and Faculty Senate Executive Committee provide updates to the Faculty Senate, and solicit additional feedback from this body (see Faculty Senate minutes: http://www.slu.edu/organizations/fs/agenda_min.html). Similarly, the University administrators consult with the University President on a regular basis.**
- When consensus has been reached by all parties (Task Force, Faculty Senate Executive Committee, President, and VP for Academic Affairs)—at which time approval of the revision/amendments should be a foregone conclusion—the Faculty Senate votes to approve the changes. Although not stated in Section IV: Periodic Review and Amendments of the *Manual*, the President also requests approval of the President's Coordinating Council (PCC). Then the revision/amendments are brought to the Board of Trustees for adoption.

*Since April 2003, it has been the Senate's position, at times of significant and substantive revision, that the *Faculty Manual* be approved as a whole document rather than by sections. In cases where a small number of amendments are involved, these changes may be approved as a group. With rare exception, and then only in unusual circumstances, this has been the Senate's practice.