

CSB/SJU Faculty Handbook Committee:

Annual report, academic year 2017-18

Submitted by Jennifer Galovich, Chair

May 2018

Membership 2017-18

Ordinarily, the Faculty Handbook Committee (FHC) has seven at-large voting members, each of them elected by the Joint Faculty Assembly (JFA). For academic year 2017-18, the voting members were:

Jean Didier (2016-2019)

Bernadette Elhard (2017-18)

Dan Finn (2017-2020)

Jennifer Galovich (2016-2019) *Chair*

Michael Livingston (2015-18)

Mary Stenson (2017-2019)

Julie Strelow (2017-2020)

The FHC also has one nonvoting member, either the Provost or the Provost's delegate; Terry Check, Dean of the Faculty, served as the Provost's delegate to the FHC in 2016-17.

We met approximately biweekly during both semesters, a total of 13 meetings.

Membership 2018-19

Jean Didier (2016-2019)

Dan Finn (2017-2020)

Jennifer Galovich (2016-2019) *Chair*

Michael Livingston (2018-2021)

Kathy Ohmann (2018-2021)

Julie Strelow (2017-2020)

Mary Stenson (2017-2019)

Terry Check will continue to serve as the Provost's delegate to the FHC for 2018-19

Tasks completed, 2017-18

The FHC duties are to consider and process Handbook amendments, to maintain the Handbook and to oversee any grievances.

There were no grievances in 2017-18. However committee experience with a recent grievance prompted a thorough review of the grievance procedures, work that was completed in spring 2017. The committee will discuss a similarly thorough review of grievance policies in 2018-19.

At the request of Pat Ellingsworth (SJU Board of Trustees) the chair and Dean Check met with Ellingsworth and others to discuss the role of the Boards in the Faculty Handbook. These are ongoing discussions, and it is not clear to what extent the CSB Board wishes to be engaged in these matters. However the committee agreed that future discussions would only take place with representatives from both Boards and both Presidents involved, as the handbook is for the *Joint* Faculty.

We finalized and posted guidelines for proposed revisions, as described in 2.16.

In summary, in addition to several sets of editorial revisions, the FHC reviewed and processed the following:

Part I:

No substantive changes.

Part II:

Revision of 2.12.2.3 regarding the process for review of proposed changes to benefits
Discussion of 2.2.4 with Academic Affairs regarding term contracts to ensure that these provisions are being met.
Discussion 2.10.3.1.with Academic Affairs regarding unevenness of faculty workload.

Part III:

Revisions to 3.4.2.8 regarding Accommodations for Pregnancy, Nursing Mothers, Working Parents.
Discussion with HR, CFOs and Presidents to move the ball on Parental Leave changes proposed years ago.
Discussion with HR, CFOs, Presidents and Physical Plant to move the ball on additional accommodations for pregnancy and nursing mothers.

Part IV:

Revision of 4.3.3.3 to clarify timing of administration of student course surveys.

Part V

At the request of the Dean, clarification re voting privileges in some special cases
Restructuring of APSAC, and allocation of all APSAC responsibilities to two new committees.
Revision of 5.3 (General Procedures for Voting) to handle cases when a faculty member has appointments in more than one division.
Revision of 5.1.3 to update policy and procedures for electronic voting.

Revision of 5.4.6.3.1 to include terms of service for members of the Elections Committee

Items on the docket for 2018-19:

Part I:

Any changes necessitated by Board action of Spring 2016 regarding Faculty Trustees.
Any changes recommended by the Presidents as a result of ongoing conversations with Ellingsworth, et al.

Part II.

Changes necessitated by shift to electronic contracts (to be proposed)
Changes to be recommended by the JFS taskforce on uniting the R&T Committees
Follow up on revisions to 2.5.2 (departmental guidelines) proposed by R&T several years ago
Follow up, as needed, on compliance with term contracts and faculty workload
Possible revision of language regarding the treatment of student course surveys in R&T reviews.
Revision to provide the option of providing electronic files for Part A.

Part III:

Parental Leave Policy (again)
Parking accommodations and lactation rooms (again)
Revisions as needed to incorporate “legal guardianship” in language regarding benefits
Adjustments to section on hiring practices and procedures

Part IV:

Survey to determine need for review of grievance policies.

Part V:

JFA vote on 5.4.6.3.1

Other:

Review entire Handbook for consistency of language, numbering issues and other formatting anomalies.

