

## **CSB/SJU Faculty Handbook Committee:**

### **Annual report, academic year 2016-17**

Submitted by Jennifer Galovich, Chair

May 2017

#### **Membership 2016-17**

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 2016-17, the voting members were:

Kelly Kraemer (Fall 2016)

Elaine Rutherford (Fall 2016)

Scott Johnson (Fall 2016)

Bernadette Elhard (2014-17)

Jennifer Galovich (2016-2019) *Chair*

Michael Livingston (2015-18 –replaced for Spring 2016 and Fall 2016)

Yvette Piggush (term 2014-2017).

Dora Saha (2015-18) – replaced for Fall 2016

Jean Didier (2016-2019 – replaced for Fall 2016)

The FHC also has one nonvoting member, either the Provost or the Provost's delegate; Barbara May, Assistant Dean, served as the Provost's delegate to the FHC in 2016-17.

We met approximately biweekly during both semesters, a total of 18 meetings. We also met electronically throughout the summer of 2016 to review and process the proposed Sexual Assault Policy.

#### **Membership 2017-18**

Jean Didier (2016-2019)

Bernadette Elhard (2017-18)

Dan Finn (2017-2020)

Jennifer Galovich (2016-2019) *Chair*

Michael Livingston (2015-18)

Julie Strelow (2017-2020)

Mary Stenson (2017-2019)

Terence Check will serve as the Provost's delegate to the FHC for 2017-18.

### **Tasks completed, 2015-16**

The FHC duties are to consider and process Handbook amendments, to maintain the Handbook and to oversee any grievances. There were no grievances in 2016-17. However our experience with a grievance in a previous year called our attention to the need for thorough review of the Grievance Policy as articulated in section 4.1. Our experience the last few years with processing revisions also prompted us to revise section 2.16, primarily for clarity. The revision of part V begun several years ago is also now complete.

In summary, in addition to several sets of editorial revisions, the FHC managed the following:

#### **Amendments to Part I: None**

#### **Amendments to Part II:**

Substantive revision of 2.16 to bring more clarity to the revision process; additional revisions as requested by the Academic Affairs Committee of the Boards  
Revision of 2.10.3.2, as requested by Dean Erickson  
Minor change to 2.12.1

Initial discussion of FCBC proposed changes to 2.12.2.3

#### **Amendments to Part III:**

Sexual Misconduct Policy  
Background Check Policy  
Drug and Alcohol Policy  
Drug Testing Policy

Initial discussion of the Policy on Accommodations for Pregnancy, Nursing Mothers, Working Parents.

#### **Amendments to Part IV:**

Overhaul of 4.1, the Grievance Policy, for consistency and correctness.

#### **Amendments to Part V requiring JFA approval:**

Revision of 5.4.2.g in conjunction with revision of 2.16

#### **Other amendments to Part V:**

Changes to 5.1 that were contingent on JFS approval of 2.16.

Committee approval of revisions proposed by APSAC regarding the committee's description. Final action postponed at request of JFS.

**Items on the docket for 2017-18:**

**Part I:**

Any changes re Faculty Trustees necessitated by Board action.

**Part II.**

Revisions to 2.5.2 to be proposed by R&T, perhaps?

Revision of 2.12 from FCBC.

Editorial changes necessitated by Board action.

Changes necessitated by the proposed shift to electronic contracts

**Part III:**

Benedictine Hiring Policy

Parental Leave Policy

Financial Exigency policy for part III (??)

**Part IV:**

Clarification of 4.3.5.1.

**Part V:**

Changes necessitated by Board action

Changes to part 5 re voting for faculty who have more than one locus of appointment

Further revision of APSAC committee description, awaiting action of that committee.

Terms for Elections committee?

**Other Business:**

Request formation of *ad hoc* committee of JFS to review structural issues associated with the Grievance Policy. Suggest items for the charge to that committee.

Finalize and post guidelines for proposed revisions, as described in 2.16.