

**To: Office of the Provost**  
**From: Faculty Senate Handbook Committee**  
**Subject: Proposal for Faculty Handbook Revision and Publication Process (Phase 1)**  
**Date: February 1, 2023**

Provost Gillespie,

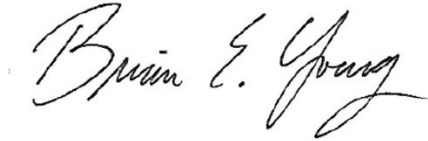
The Faculty Senate seeks to improve the revisions process of the Faculty Handbook (Handbook). While we intend to address further issues in the Spring '23 semester, the immediate problem we want to solve is that the Faculty Handbook revisions occur with irregular frequency, and the specific changes are not easily detected just by viewing the latest copy. The faculty desire transparency of changes, easy access to the Handbook, and moderation of the frequency of changes. We propose the following:

- The Provost will publish a new Handbook every July to coincide with the academic year. Unless otherwise specified, revisions will become effective immediately upon publication. Notwithstanding the publication schedule above, revisions to the Handbook may be made and published at any time to comply with applicable laws or regulations, to reflect policies adopted by the Board of Trustees, or for other urgent matters. Those revisions will be addendums to the most recent annual publication of the Handbook and shall be integrated at the next annual revision.
- The Provost will directly notify faculty through email when Handbook revisions (annual revision or addendums) are published. The email will include a general summary of the change(s) to the Handbook and a link to the revised Handbook.
- Each year, the Handbook, along with any addendums created during the academic year, shall be archived with the ZSR Library. This archived version should be an electronic PDF file that is accessible online.
- The Handbook website will have the latest finalized copy of the Handbook. Each version will have a cover sheet that describes the changes from the previous version. In addition, there will be a link that take users directly to the archives in the ZSR library (no extra selections required) to access past versions of the Handbook.
- This proposal has intentionally limited the specifics of formatting and depth of content to be provided in the summaries and addenda. The Ad Hoc Handbook Committee would like to review the following content and processes before they are made available to the public with the intention of suggesting changes, if necessary:
  - The first mid-cycle Handbook Addendum, if any, that occurs after 2/1/2023
  - The first full-year revision that occurs in July of 2023
  - The Handbook website and its links to ZSR archives.

In addition to these reviews, the Faculty Senate intend to monitor the publications over time and will suggest changes to the format and content to fine-tune the process.

We hope you find that our proposal will increase transparency of the current Handbook revision process without adding unnecessary burdens to yours support staff. We request that you respond to this proposal at the next Executive Committee meeting (Feb 8<sup>th</sup>, 2023).

Respectfully,

A handwritten signature in black ink that reads "Brian E. Young". The signature is written in a cursive style with a large, looping initial "B".

Brian E. Young  
Chair, Faculty Senate Faculty Handbook Committee