Ad Hoc Committee to Revise the Faculty Handbook  
Final Report – December 8, 2015

The committee met throughout the spring and fall 2015 semesters and over the summer of 2015. The committee has most recently been meeting on a weekly basis. The committee members were: David Martin, Patricia O’Neill, Paul Simon, Katie Lever (Chair), Kelli Custer, Jody Pirot and Jennifer Ort. The committee was charged with the following:

1. Elect a chair.
2. Examine the current handbook and those of other universities.
3. Review the contents of the faculty handbook to address consistency and concision.
4. Report back to the University Senate at the April 2015 meeting. The Senate shall review the report and make recommendations to Academic Affairs.

Recommendations (see more specific recommendations in attached document)

Charge: Make document more manageable and accessible.

1. Create a standing committee to update the handbook annually. The committee could be composed of five members, with representatives from each school. The ad hoc committee also recommends that two of the members be from the current committee.
2. Update all current and future strategic planning statements after that process is completed (e.g. Mission, value and other statements).
3. Update as a (AAUP) faculty (teaching) handbook. (Pull out policies that are directed toward SOUAF, other staff and students.)
4. Retain points of procedure in document, as per CBA.
5. Change points of information to links on WCSU website, as per CBA.
6. The University Senate determines who should maintain and update all links.
7. Standardize the language throughout document (e.g. Western, rather than WestConn).
8. Forms should be links. Update all forms.
9. Include a glossary of committee acronyms, and other Western specific terms.
10. Include, as per Section 5.12 of the CBA, “Each University, under the direction of its President, shall prepare publish and distribute to full-time faculty and make available to part-time faculty upon request, a faculty handbook consistent with provisions of this Agreement which shall contain at least:
   A) Procedures detailing the channels of communication and decision-making among individuals, departments, committees and governing bodies
   B) A complete and up-to-date copy of the Senate bylaws and bylaws of other university bodies.
11. Reflect most recent updates (after document is approved, list the date it was approved).
Notes:

1. *Content may change as a result of current and future AAUP collective bargaining.*

2. *Please refer to the line-by-line suggestions within the handbook for specific recommendations related to the general recommendations above.*

3. *These recommendations come from the examination of ten other comparable schools’ handbooks, including Rutgers University-Camden and Frostburg State.*