STATUTES COMMITTEE STATUS REPORT

GEORGIA TECH FACULTY HANDBOOK ACTIVITIES

General Faculty Meeting
April 24, 2012
INSTITUTE POLICY TASK FORCE

• Inventory Institute Policies
• Create an online, searchable Policy Library
• Establish a Policy Development and Life Cycle Process
• Statutes Committee Chair and the Secretary of the Faculty are on the Policy Task Force
• A Policy Steering Committee will be created to coordinate policy maintenance within the Policy Library
HANDBOOK TASK FORCE

- Commissioned by Senior Vice-Provost Andy Smith
- Worked from Fall 2007 through Winter 2010
- Members:
  - Jane Ammons
  - Jan Brown
  - Carole Moore, Later Chair
  - Monique Tavares, Initial Chair
  - Kate Wasch
• Handbook Task Force Committee charge:
  • Make no substantive or policy changes
  • Reconcile the *Handbook* with Board of Regents’ Policy, federal and state regulations, and Institute policies
  • Ensure uniform language and organization
  • Reduce duplication and put all information on a topic in one place
• Statutes Committee:
  • Jeanne Balsam, chair
  • Tucker Balch
  • Bryan Church
  • Samuel Graham
  • John Stein
  • Hunter Hammond (student)
  • Mary Ann Ingram, Executive Board Liaison
• Examined the proposed changes
  • Reviewed for meaning
  • Verified coverage from the existing Faculty Handbook (nothing missing)
  • Provided feedback and communicated with Carole Moore (Handbook Task Force) and Ron Bohlander (Secretary of the Faculty)
  • Identified content modifications that would need to be highlighted to the General Faculty
• Reorganized 27 sections into 6 sections
• Reworded for clarity
• Added bulleted lists for clarity
• Minimized duplication of information
• Corrected references and links
• Changed titles to current title – examples:
  • President of the Undergraduate Student Body replaced with President of Student Government Association
  • Incorporated new titles like Vice Provost of Undergraduate Education and Vice Provost for Graduate Education and Faculty Affairs

• Used generic terms when possible to minimize future modifications to the Faculty Handbook
• Maintained requirement for two readings for Statutes; identified by inserting [S] before and [/S] after text that is a Statute.
• Examples:
  • Removed “A copy of the minutes of each meeting shall be sent within three days after the meeting to the Chancellor.”
  • Standing Committee Annual Reports - no longer provide 2 copies to the Library, instead they are posted online and archived from that.
• Updated compliance with Board of Regents Policies
PATH AHEAD

• Complete review
• Complete feedback resolution
• Incorporate agreed modifications
• Statutes Committee will reach a decision to present to the General Faculty
• Executive Board will provide guidance/approval for presenting to General Faculty in the next Academic Year
QUESTIONS