Proposal to Adopt Revised Format  
2013 Faculty Handbook  
Second Reading

STATUTES COMMITTEE  
Jeanne Balsam  
General Faculty  
April 23, 2013
• Statutes Committee:
  • Jeanne Balsam, chair - GTRI
  • Tucker Balch – College of Computing
  • Bryan Church – College of Business
  • Samuel Graham – College of Engineering
  • John Stein – Dean of Students
  • Nicholas Robson (student)
  • Kevin Wozniak, Executive Board Liaison - GTRC
OBJECTIVES

• Make *Faculty Handbook* easier to read and use
  • Ensure uniform language and organization
  • Reduce duplication and consolidate all information on a topic in one place

• Make no substantive or policy changes

• But in simple ways, reconcile the *Handbook* with
  • Board of Regents’ Policy,
  • Federal and state regulations, and
  • Institute practices and title changes
BRIEF HISTORY

• Task Force worked from Fall 2007 - Winter 2010 to recommend key parts of new *Handbook* from users perspective

• Intense work by Statutes Committee to validate and refine during 2011-2013

• Preview briefings to General Faculty as recently as Nov. 27

  – Compared to current *Faculty Handbook*: [http://www.policylibrary.gatech.edu/faculty_handbook](http://www.policylibrary.gatech.edu/faculty_handbook)
  – Cross reference table on draft site + background info and feedback link

• Town Hall meetings Jan. 23 and 31

• General Faculty approval of first reading Feb 19

• Now ready for formal proposal and second reading
A MAJOR SIMPLIFICATION

Today’s Handbook

1. Introduction
2. The Statutes of the Georgia Institute of Technology and Faculty Governance
3. The Institute
4. The Administration
5. The Faculty
6. The Students
7. Interpreting These Statutes
8. Amending These Statutes
9. By-Laws of the Statutes
10. The Faculty
11. Amending These Bylaws
12. Other Key Faculty Governance Policies and Procedures
13. Executive Board’s Guidelines to General Faculty Membership
14. Faculty Status and Grievance Committee Procedures
15. InterCollegiate Athletics Governance
16. Appointment, Promotion, Tenure, Salary for Georgia Tech Faculty
17. Academic Qualifications and Faculty Status
18. Promotion and Tenure of Instructional Faculty at Georgia Tech
20. Policy on Salary Determination for Full-Time Instructional Faculty
21. Academic Rank for Administrators
22. Hiring and Promotion Guidelines for Professional Research Personnel
23. Periodic Review Policy
24. Process for 5-Year Comprehensive Review and Evaluation of Deans of Academic Units
25. Process for 5-Year Comprehensive Review and Evaluation of School Chairs at Georgia Tech
26. Award of Emeritus Title
27. Professional Absence and Leave Policies
28. Research
29. Georgia Tech Research Corporation
30. Facilities and Administrative (Indirect) and Matching Funds
31. Office of Sponsored Programs (OSP)
32. Research Advisory Council
33. General and Indirect Research
34. Research Compliance
35. Policy for Responding to Allegations of Scientific or Other Scholarly Misconduct
36. General Institute Policy
38. Conflict of Interest and Outside Professional Activity Policy
39. Public Service Programs
40. Policy Regarding Software Piracy
41. Trademark Management
42. Corporate Liaison Program
43. Solicitation, Acceptance, and Processing of Gifts
44. Travel Regulations
45. Disruptive Behavior
46. Educational Guidelines and Evaluation
47. Freedom of Expression Policy and Campus Use Procedures
48. Use of Office Space by Retired Faculty
49. Utilities, Maintenance, and Modifications
50. Intellectual Property Policy
51. Open Meetings Policy
52. Smoking Policy
53. Procurement
54. Information Services
55. Library Services
56. Information Technology
57. Policy on Open Access to Faculty Publications

Proposed New

1. Introduction
2. Faculty Governance
3. Faculty Status
4. Support of Education
5. Faculty Affairs
6. Campus Use Procedures
7. Transitional Sections of the Faculty Handbook
Contents of new *Handbook*

2. Faculty Governance
   2.1 Executive Board of the Institute
   2.2 General Faculty
      2.2.1 Members
      2.2.2 Powers and Meetings
      2.2.3 General Faculty Assembly
   2.3 Academic Faculty
      2.3.1 Members
      2.3.2 Powers and Meetings
      2.3.3 The Academic Senate
   2.4 Standing Committees of the Faculty
      2.4.1 Faculty Benefits Committee
      2.4.2 Faculty Honors Committee
      2.4.3 Faculty Status and Grievance Committee
      2.4.4 Statutes Committee
      2.4.5 Academic Services Committee
      2.4.6 Welfare and Security Committee
      2.4.7 Institute Undergraduate Curriculum Committee
      2.4.8 Institute Graduate Curriculum Committee
      2.4.9 Student Regulations Committee
      2.4.10 Student Academic and Financial Affairs Committee
      2.4.11 Student Activities Committee
      2.4.12 Student Grievance and Appeal Committee
      2.4.13 Student Honor Committee
      2.4.14 Student Computer Ownership Committee
      2.4.15 Academic Integrity Committee

From 14 sections of current

- 5.1 – 5.6
- 10.1 – 10.7
- 13
3. FACULTY STATUS

• Concerns career path policies and procedures for faculty
• Organized according to topics pertaining to
  3.1 All Faculty
  3.2 Non-Tenure Track Faculty
  3.3 Tenured and Tenure-Track Faculty
• Drawn from over 20 sections of the current Handbook
3.1 All Faculty
- Introduction
- 3.1.1 Appointments
- 3.1.2 Faculty Salaries and Evaluations
- 3.1.3 Notice of Resignation or Retirement
- 3.1.4 Professional Absence and Leave Policies
- 3.1.5 Academic Rank for Administrators
- 3.1.6 Award of Emeritus Title
- 3.1.7 Use of Office Space by Retired Faculty
- 3.1.8 Concerns, Complaints, and the Ombuds Office
- 3.1.9 Grievance: Process and Procedures
- 3.1.10 Procedures for Removing Faculty Members
- 3.1.11 Possible Suspension in Cases when a Charge of Violation of State or Federal Laws is Pending

3.2 Non-Tenure Track
- Introduction
- 3.2.1 Professional Research Personnel: Hiring and Promotion Guidelines
- 3.2.2 Professor of the Practice
- 3.2.3 Academic Professionals
- 3.2.4 Lecturers/Senior Lecturers
- 3.2.5 Instructors

3.3 Tenured & Tenure-Track
- Introduction
- 3.3.1 Instructional Units
- 3.3.2 Tenure-Track Faculty Appointments
- 3.3.3 Faculty Salaries and Evaluations
- 3.3.4 Reappointment of Tenure-Track Faculty without Tenure
- 3.3.5 Tenure and Promotion Overview
- 3.3.6 Tenure
- 3.3.7 Promotion
- 3.3.8 Promotion and Tenure Evaluation
- 3.3.9 Promotion and Tenure Procedures
- 3.3.10 Periodic Peer Review Policy
- 3.3.11 Process for 5-Year Comprehensive Review and Evaluation of School Chairs
- 3.3.12 Process for 5-Year Comprehensive Review and Evaluation of Deans of Academic Units
4. SUPPORT OF EDUCATION

4.1 The Students (from old Section 6, 46.3, 46.4, 46.6, 46.7)
4.2 Teaching Evaluation and Support (from old Section 46.2)
4.3 Academic Program Review (from old Section 46.1)
4.4 International Education (from old Section 39.4)
4.5 Georgia Tech Professional Education
   (from old Sections 39.1, 39.2, 39.3)
5. FACULTY AFFAIRS

- 5.1 Policy on Freedom of Expression
- 5.2 Academic Rights and Responsibilities
- 5.3 Intercollegiate Athletics Governance
  - 5.4 Intellectual Property Policy
- 5.5 Policy on Open Access to Faculty Publications
  - 5.6 Conflict of Interest and Outside Professional Activity Policy
  - 5.7 Policy for Responding to Allegations of Scientific or Other Scholarly Misconduct
6. CAMPUS USE PROCEDURES

- Begins with introductory remarks tying this back to Policy on Freedom of Expression in Section 5.1
- Drawn from old Section 47.2-47.13
- Contents
  - 6.1 Definitions
  - 6.2 Committee on Use of Institute Facilities
    - 6.3 Use of Outdoor Spaces
    - 6.4 Applications for Use of Institute Facilities
  - 6.5 Grounds for Denial of Application for Use of Property
  - 6.6 Procedure for Review of Denials
  - 6.7 Forms of Appeal
  - 6.8 Waiver of Requirements or Limitations
    - 6.9 Rental of License of Facilities by Non-Institute Persons or Organizations
  - 6.10 Severability
  - 6.11 Institute Facilities that have their own Scheduling Officer
7. TRANSITIONAL SECTIONS

• Such sections are listed after this with their old section numbers
• Each is a candidate for transition to other parts of Georgia Tech Policy Library.
• Or may rely on department websites for selected areas.
• See Comparison Guide for specific comments
• Many not up to date with current policy as may be found on other Georgia Tech or Board of Regents websites.
• No updates have been made to names of departments or titles
• Some activities no longer exist.
• Policy Library Steering Committee and Executive Board of the Institute will plan remedies.
• Faculty will be informed and consulted before decisions are made about any transitions.
TRANSITIONAL SECTIONS INCLUDE

- 29. Georgia Tech Research Corporation
- 30. Facilities and Administrative (Indirect) and Matching Funds
- 31. Office of Sponsored Programs (OSP)
- 32. Research Advisory Council
- 33. General And Indirect Research
- 34. Research Compliance
- 40. Policy Regarding Software Piracy
- 41. Trademark Management
- 42. Corporate Liason Program
- 43. Solicitation, Acceptance, and Processing of Gifts
- 44. Travel Regulations
- 45. Disruptive Behavior
- 49. Utilities, Maintenance, and Modifications
- 51. Open Meetings Policy
- 52. Smoking Policy
- 53. Procurement
- 54. Information Systems
- 55. Library Services
- 56. Information Technology
QUALITY ASSURANCE

• Improved usability
  – Simplifications
  – Minimized duplication
  – Bullet lists for things like steps in a process
  – Corrected references and links
  – Used current titles. Made provision for easy future updates.

• Statutes Committee validation
  – Reviewed all content to ensure meaning preserved
  – Verified nothing missing from the existing Faculty Handbook
  – Checked questions with experts on campus
  – Identified content changes that would need to be highlighted
• New *Handbook* preserves the concept of Statutes that require two readings for amendment.
• Converted bylaws to Statutes since they had the same amendment provisions
• Statutes identified by
  – Inserting an [S] in the heading if it applies to whole section, or
  – Marking with [S>] before and [<S] after text.

• Marked significant changes or additions with gray shading over text
• Footnote explanations provided in some cases
CHANGES FOR CURRENT PRACTICE

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.

• Removed “The Provost will provide an annual report to the Executive Board and the Provost’s Committee on Promotion, Tenure, and Reappointment on the implementation of this policy (February 2000).”

• Approval of participation in post season athletic events moved from the duties of the Executive Board to the Student Academic and Financial Affairs Committee because it is consistent with their charge.
From Board of Regents

• 3.1.6 Award of Emeritus Title – “… with ten (10) or more years of honorable and distinguished service …” (BOR 8.3.13)
• 3.1.8 Procedures for Removing Faculty Members: Temporary or Part-Time Personnel (BOR 8.3.9.3)
• 3.2.3 Academic Professionals (BOR 8.3.8.3)
• 3.2.4 Lecturers and Senior Lecturers (BOR 8.3.8.1, 8.3.8.2)
• 3.2.5 Instructors (BOR 8.3.7.2, 8.3.4.2)

From Best Practices

• 3.3.4 Reappointment of Tenure-Track Faculty without Tenure and 3.3.9 Promotion and Tenure Procedures
  – Candidate’s Responsibility: “… list provided for external evaluators should be included in the package.”
• 3.3.5 Tenure and Promotion Overview: material added for clarity, current practice, and consistency
• 3.3.9 Promotion and Tenure Procedures: information added for clarity, current practice, and consistency
  – External Peer Review
  – Internal Peer Review
• Members of the General Faculty per current *Handbook* are still members.

• Removed section on “Professional Classified Staff” because title “Classified Professionals with General Faculty Status” no longer exists.

• Removed lists of “Eligible Positions not specifically designated by the Statutes” and “Generally Ineligible Positions” because these are redundant and obsolete.

• Executive Board has authority to designate “Others”
  
  “The Executive Board may designate
  
  • Other positions as eligible for membership in the General Faculty, and
  • Other persons in administrative, academic, or research positions individually as members of the General Faculty,
  • All on the basis of their responsibilities and with the approval of the President.”

• Retain the grandfather clause.
Move that the proposed new Faculty Handbook be approved with this second reading (in accordance with Georgia Tech’s Statutes) with the additional understanding that

- Any material represented as essentially the same as the existing policy will be subject to this safety net: Any omissions or substantive changes not noted at the time of adoption may on request revert to the most recent previously approved edition of the Faculty Handbook until the issue can be addressed and the Faculty Handbook discrepancy resolved to the satisfaction of the faculty.
QUESTIONS