Progress Report:
PROJECT TO REVAMP
FORMAT OF THE
FACULTY HANDBOOK

Report to GIT Faculty
November 30, 2004

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Statutes Committee
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Other Committee Members
Russell Gentry – Arch
Exec. Bd. Liaison
Paul Griffin – ISyE
Tyanna Herrington – LCC
George Johnston – Arch
Tim Strike – GTRI
One student vacancy
PROBLEMS

- Handbook sections are numbered to an excessive depth

- Html version of the Handbook is not easily read. Insufficient white space between sections.
2.4.6.1. Committees of the General Faculty*
*See Faculty Handbook for a list of members of the Committees of the General Faculty.

2.4.6.1.(a) Faculty Benefits

2.4.6.1.(a)(1) The Faculty Benefits Committee shall consist of five members of the General Faculty elected by that body; the Administrator in charge of financial affairs; and one student with at least junior standing elected jointly by the Student Council and the Graduate Student Senate. The Chair shall be elected annually by the Committee from among the elected General Faculty members. The Secretary shall be appointed by the Chair from among the other members.

2.4.6.1.(a)(2) The Committee shall originate or receive recommendations relative to faculty benefits. It shall evaluate them and make appropriate recommendations to the General Faculty.

2.4.6.1.(a)(3) The Committee shall review annually Institute policy, plans, and procedures on such matters as insurance, retirement, sick leave, death benefits, and vacations, and make appropriate recommendations to the General Faculty.

2.4.6.1.(a)(4) The Committee shall make an annual review of and furnish recommendations to the Administrator in charge of personnel concerning the general policy of the Institute with regard to wage scales, working conditions, and other matters of a similar nature pertaining to non-professional employees.

2.4.6.1.(a)(5) The Committee shall make a comprehensive review of the complete insurance program the first year after the adoption of these Statutes and at least every fifth year thereafter and make appropriate recommendations to the General Faculty.

2.4.6.1.(a)(6) The Committee shall seek to promote both on and off the campus the development of facilities for the benefit of Faculty and Staff members.
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2.4.6.1.(b) Faculty Honors
See Bylaws, Section 2.8.1.7.(b)

2.4.6.1.(c) Faculty Status and Grievance
2.4.6.1.(c)(1) See Bylaws, Section 2.8.1.7.(f)
2.4.6.1.(c)(2) The Committee may review (at its own discretion) the general policy of the Institute with regard to salary scales, tenure, teaching loads, leaves of absence, and other matters of a similar nature pertaining to members of the General Faculty. This review may also include an investigation of variations in the application of such policies by the units within the Institute. The Committee will furnish recommendations from such a review to the General Faculty for transmission to the President.
PEER STUDY AND REQUIREMENTS / GOALS

• Studied Faculty Handbooks at 19 peer institutions. Identified best practices.

• Determined characteristics wanted in GT Handbook:
  • No more than three levels of outline numbering
  • Tables of Contents with fewer levels & variable depth
  • Primary handbook document in html on the web with optional downloadable pdf version of the whole.
  • Minimize need for scrolling.
  • Provide search engine focused on the handbook. An index and glossary would be nice.
  • Hyperlinks to help in navigation to related material.
  • Overall professional appearance with tasteful use of color.
SUPPORT INFRASTRUCTURE

- Need for improved process and support of annual handbook updates to the online handbook.

- Worked with OIT and OARS to adopt RoboInfo (by Macromedia) as a handbook content management platform.
Note: Above is from old GIT web skin and below is from old outline

**Georgia Tech Faculty Handbook**

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ACTIONS PLANNED

- Feedback requested in December from Executive Board and administration
  - On a draft renumbering scheme
  - A few areas believed to be out of date

- Statutes committee assembling a new draft handbook
  - Renumbered and meeting format requirements
  - Website composed in RoboInfo

- Early 2005:
  - Show results to Executive Board
  - Publish a website where faculty can look at the new format in comparison to the old

- Get approval from the General Faculty at a meeting in late winter or early spring