GEORGIA TECH FACULTY HANDBOOK

Revised *Faculty Handbook* format
Draft 2013 Version

STATUTES COMMITTEE
Jeanne Balsam

General Faculty
November 27, 2012
• Statutes Committee:
  • Jeanne Balsam, chair
  • Tucker Balch
  • Bryan Church
  • Samuel Graham
  • John Stein
  • Hunter Hammond (student: 2011 - 2012)
  • Nicholas Robson (student: 2012 - 2013)
  • Mary Ann Ingram, Executive Board Liaison (2010-2012)
  • Kevin Wozniak, Executive Board Liaison (current)
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 consolidate all information on a topic in one place
STATUTES COMMITTEE PROCESS

• Examined the proposed changes
  • Reviewed for meaning
  • Verified coverage from the existing Faculty Handbook (nothing missing)
  • Questions, suggestions, and concerns communicated and resolved 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
• See http://dev2013facultyhandbook.gatech.edu/faculty-handbook
• Reorganized 27 sections into 5 sections
• Reworded for clarity
• Added bulleted lists for clarity
• Minimized duplication of information
• Corrected references and links
• Changed titles to current title – examples:
  • Executive Vice-President for Research
  • Vice Provost for Undergraduate Education
  • Vice Provost for Graduate Education and Faculty Affairs
• Made provision for easy future updates of things like titles.
• Maintained requirement for two readings for Statutes or Bylaws; identified by
  – Inserting an [S] in the heading if it applies to whole section, or
  – Marking with [S>] before and [<S] after text.
• Since the process for amending Statutes and Bylaws has been the same, we’ve removed the distinction.
• Introduction – shorter and more concise, removed history of GT and BOR
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.
MODIFICATIONS

• Updated compliance with Board of Regents Policies
• Changed material – altered or added – is marked with gray highlight.
• 3.1.4 Professional Absence and Leave Policies: Outside Activities: “Faculty members must conform to the Conflict of Interest Policy.”

• 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)
• 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
FACULTY DESIGNATION

• 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.

• Still have provision 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.
Two lists

- The current list of “Generally Ineligible Positions”
- The current list of “Eligible Positions not specifically designated by the Statutes”
- The Titles listed are often not up-to-date
- The Executive Board has authority to deal with these through the provisions for “Others”
• Information will remain intact – section numbers may change

• Administrative Policy sections may eventually be moved to the Institute Policy Library
PATH AHEAD

• Proposed *Faculty Handbook* website
  – Feedback button/email
  – Traceability between current Handbook and proposed *Faculty Handbook*

• Town Hall meetings

• Faculty feedback (website & Town Hall)

• First reading and vote: February 19, 2013

• Second reading and vote: April 23, 2013

• New *Faculty Handbook*

• Note: Any *Faculty Handbook* amendments passed in the interim will be incorporated in the new version.
A special motion for approval will be structured:

• New material will be noted for approval
• Any material believed to be essentially the same as the existing policy at that time will be subject to this promise: Any omissions or substantive changes not noted at the time of adoption will revert to the August 2012 Faculty Handbook until the issue can be addressed and the 2013 Handbook corrected.
QUESTIONS