Progress Report:
PROJECT TO REVAMP FORMAT OF THE FACULTY HANDBOOK

Report to GIT Executive Board
November 16, 2004

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Statutes Committee
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Follow our progress at www.handbook.gatech.edu

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

• In November 2003, the Executive Board asked the Statutes Committee to recommend and help implement a better format for the Faculty Handbook.

• This was given lower priority during the push to support SACS

… now it’s back on the front burner.
PROBLEMS

- Handbook sections are numbered to an excessive depth – it looks silly
- 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.
STEPS

- Reviewing best practices
- Defining requirements
- Assessing and improving web infrastructure for Handbook
- Renumbering
- Identifying and correcting out of date material
- Assembling updated version
- Gaining EB and faculty approval
PEER STUDY AND REQUIREMENTS / GOALS

• Studied Faculty Handbooks at 19 peer institutions
  Best: MIT, Penn State, U. of Michigan, & U. of Wisconsin

• Determined characteristics wanted in GT Handbook:
  • No more than three levels of outline numbering
  • Primary handbook document in html on the web
    with optional downloadable pdf version of the whole.
  • Tables of Contents with fewer levels & variable depth
  • 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

• Official updates performed in OARS by Tabitha Barnette
  • Master document maintained in MS Word
  • Conversion to html needs up-to-date tools

• We obtained help from Lori Sundal (OIT-EIS) in selecting a better content management software platform
  • Chose RoboInfo from Macromedia
  • Designed for employee manuals.
  • Have used demo system to verify:
    • Tabitha likes it.
    • It is compatible with GIT web server infrastructure
    • We can incorporate design standards set by ICPA
    • We can meet all the Requirements
    • It is affordable
Note: This is from old outline

Georgia Tech Faculty Handbook

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RENUMBERING SITUATION

- Currently have 5-6 levels in most of the Handbook
- Reference numbers should reach down to topics but not details.
- Simply leaving off the bottom 3 levels is too coarse.
• Divide the outline into major blocks, as now:
  • Introduction
  • Statutes
  • Bylaws
  • Other Key Faculty Governance Policies and Procedures
  • Appointment, Promotion, Tenure, Salary For Georgia Tech Faculty
  • Research
  • General Institute Policy
  • Information Services
• Make a section heading that introduces each block
• Make the material that follows in each block at the same level. That eliminates one inefficient level.
• Carve off the lowest level of numbering.
TAKE A LOOK

- Gabriel Vannice in GTRI – IT Support set up a project portal at www.handbook.gatech.edu
- Draft is in Shared Documents
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OUT OF DATE MATERIAL

- Basic principles in correcting obsolete material
  - Fix “just the facts” – not the policy
  - Avoid material with a short shelf life – link to other sources.
- Intro Sections 1.1 to 1.3 have been trimmed down by Statutes Committee but still need updating
- Other notable areas need attention:
  - Foreword to the Statutes - Section 2.2
  - Facilities – Section 47
  - Utilities and Maintenance – Section 49
  - In DRAFT at the Project Portal, green highlights possible problems.
- Use the table prepared by Russell Gentry:
  - Shows who last proposed a change to each section, and when.
  - Located in the Shared Documents section of the project portal
ACTION ITEMS

• Executive Board:
  • Review Draft Handbook at www.handbook.gatech.edu
  • Provide feedback to ron.bohlander@gtri.gatech.edu by Dec. 6.

• Owners of informational sections:
  • Provide corrections of out of date material by Dec. 15.
  • Get draft from Portal and return with Change Tracking turned on.

• Statutes Committee
  • Next meeting: Dec. 9
  • Assembles input, makes corrections
  • Move renumbered Handbook into RoboInfo and adjust for good look and feel.

• Show results to Executive Board in early 2005
• Get on the calendar of the General Faculty