Faculty Handbook Revision Process

Faculty Senate Meeting
January 29, 2014
Bylaws of the Faculty Council of Montana State University-Bozeman

Article I: Name

The name of this governance body shall be the Faculty Council of Montana State University-Bozeman, hereinafter called Faculty Council or Council.

Article II: Purpose

Section 1. Purpose.

Faculty Council is the chief governance body of the faculty of Montana State University-Bozeman and, together with Professional Council, a constituent of University Governance Council. Within the authority and constraints of the Montana University System powers as described in the Constitution of the State of Montana, Council has authority to frame the policies, procedures and standards of the Faculty Handbook. These policies, which are incorporated in and made part of the faculty member’s annual Professional Employment (Board of Regents) Contract foster a climate of academic freedom throughout the University; promote equity in tenure, promotion in academic rank, workload, and salary; uphold academic standards, and uphold standards and procedures of accountability concerning faculty ethics and responsibilities. Council provides a means for faculty and administration to interact and discuss University business including long range and strategic planning, budgeting, curriculum, accreditation, and graduation requirements.
Appendices

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Appendix A. Faculty Handbook Amending Procedure

Amendments to the Montana State University-Bozeman Faculty Handbook may be proposed by Faculty Senate or by the University administration. One or more faculty members may request either body to propose an amendment.
A. Amendments Proposed By Faculty Senate

representatives of Senate and the administration shall meet and confer on the proposed amendment in an effort to reach agreement thereon. If the administration agrees, the amendment is adopted. If the administration disagrees, it shall state the reasons therefore in writing to Faculty Senate, and the proposed amendment is not adopted. If the administration shall fail to agree or disagree within the 60 days of receipt of the text and statement, the amendment proposed by Senate is adopted. Notice of the final outcome of this process containing the final text of the amendment, or a statement that the amendment has been rejected by the administration, shall be made known in the same manner as provided above for proposals.
Within 15 days of receipt by Faculty Senate of the text and reasons for an administrative proposal, Senate shall conduct first reading of the proposal, at which meeting the administration shall attend and discuss the reasons for the proposed amendment. If Senate approves, the amendment is adopted. If Senate disapproves, the representatives of Senate and administration shall, normally within 15 days, meet and confer in an attempt to resolve differences. If the differences cannot be resolved, and if the administration thereafter determines that such amendment is reasonable, the amendment is adopted. Within 15 days, notice of the final text of the amendment, or a statement of rejection, shall be made known to Faculty Senate. Notice of the final outcome will be provided to the general faculty in the same manner as provided above for proposals.
Draft Plan

1. Reinstate and update the Faculty Handbook (FH) using a shared governance approach.

2. Continue using the Faculty Senate review and approval process, with some updates to improve efficiencies.

3. Incorporate changes to the FH that were approved by Faculty Senate during the 2-yr transition period.
Plan - continued

4. Separate or “tag” language in the handbook that is directly affiliated with terms and conditions of employment

Tagged language will not pass directly through Faculty Senate for approval; however, all other new language or modified language will be vetted and approved by Faculty Senate before moving forward in the process.
Plan - continued

5. Develop a process for identifying the **tagged** language. The initial leg work for this effort is ongoing within the shared governance steering committee.

6. Academic policy modifications will follow the upper branch (gold box) of the flow chart. **Tagged** language will follow the lower branch (blue box).

   {Re-label blue box: “administrative terms and conditions of employment”, rather than “faculty personnel policies”}
admin. terms and conditions of employment

“tagged language”
Plan - continued

7. Utilize working groups to immediately address three high priority policies that were singled out from the OCHE interim document.

   a) Retention, P & T and post-tenure review
   b) Faculty grievances
   c) Annual evaluations and letter of hire
Plan - continued

8. Faculty Senators interested in having direct input in the policy revision and writing process are welcome to join or provide input to the working groups.

NOTE: The intent of the working groups is not to bypass senate; rather, these groups will develop refined draft policies that will be presented to the senate body for discussion, further refinement and vote for approval.
all policy components will follow the gold box flow path, except “tagged” language
admin. terms and conditions of employment