

**John Carroll University
Board of Directors**

Faculty Handbook – Proposed Amendments

Amendments and Revisions: It is proposed by the Board of Directors that the Faculty Handbook, Part Five: Amendments and Revisions, be amended as presented below,

**PART FIVE
AMENDMENTS AND REVISIONS**

I. AMENDMENT PROCEDURES

- A. Proposed amendments to this Handbook may be initiated by
 - 1. the President of the University,
 - 2. the Chair of the Board of Directors on behalf of the Board of Directors,
 - 3. the Faculty through a motion passed at a Faculty Meeting,
 - 4. the Faculty Council Chair on behalf of the Faculty Council, or
 - 5. the Faculty Handbook Committee on its own initiative.

- B. The proposing party will create a draft proposal reflecting all proposed amendments and submit the draft proposal to the Provost and Academic Vice President, the Faculty Handbook Committee, and the Faculty via the Faculty Council.

- C. During the twenty (20) calendar days after notice to these parties of the draft proposal, there will be a review-and-comment period during which the proposing party will accept comments from the Faculty, the Faculty Council, the Faculty Handbook Committee and/or the administration regarding the draft proposal. At the request of any commenter, the proposing party will host at least one discussion session during the 20-day review-and-comment period to answer questions about the draft proposal. If a discussion session is held, all Faculty, administration and staff will be invited to the discussion session. The invitation will include the request that, whenever possible, questions be provided in writing in advance of the discussion session to the proposing party. Comments are encouraged to provide to the proposing party any proposed revisions, edits or comments in writing for consideration by the proposing party.

- D. Following the 20-day review and comment period, the proposing party will have up to seven (7) calendar days to review the feedback and suggestions on the draft proposal (the “7-day review period”), and determine whether to make any revisions to the proposed amendments.

- E. Regardless of whether the proposing party chooses to make any revisions to the proposed amendments, prior to the expiration of the 7-day review period above, the proposing party will send a final proposal reflecting all proposed amendments to the Faculty Handbook Committee. Upon receipt of the final proposal and within seven (7) calendar days thereafter, the Faculty Handbook Committee will review the final proposal and formulate a recommendation to be communicated to the Faculty Council,

the Provost & Academic Vice President, and the proposing party. The Faculty Handbook Committee's recommendation will not change the final proposal.

- F. Within three (3) business days of the receipt of the Faculty Handbook Committee's recommendation, the proposing party shall either verify to the Faculty Council and the Provost & Academic Vice President the final proposal as ready for vote or revise the final proposal and resubmit an updated version under Section E above.
- G. Upon verification by the proposing party that the final proposal is ready for a vote, the Faculty Council and the Provost & Academic Vice President will within three (3) business days share the final proposal and the Faculty Handbook Committee's recommendation ("the final proposal documentation") with the Faculty and administration respectively.
- H. The Faculty will hold and complete a vote of the Faculty within ten (10) calendar days of receipt of the final proposal documentation via an electronic vote or as otherwise permitted by the Faculty Handbook and bylaws. In order for the full Faculty vote to be valid, a quorum of at least 60% of the Faculty eligible to vote must vote. If a quorum votes, and the amendment receives at least 60% support from those voting, it shall be deemed approved by the Faculty.
- I. If the amendment is approved by the Faculty, the Faculty Council will promptly advise the Provost & Academic Vice President, who shall present the final proposal documentation to the Board of Directors within two (2) business days of the Faculty vote. The Board of Directors will vote on the final proposal at the next scheduled or special Board Meeting. In the case of Board approval, the final approval will become effective as of the date of approval by the Board and upon posting of the amendments as provided for in Section III below. In case of disapproval by the Board, the Board's decision is final and non-appealable, and a written explanation of the reasons for such disapproval will be provided to Faculty Council and the Faculty Handbook Committee.

If a final proposal for which the Board of Directors or the President is the proposing body does not receive the required Faculty vote to be approved by the Faculty, the Board may still adopt the proposed amendment(s) as set forth in the final proposal on its own authority. In such cases the following shall apply:

1. The Faculty Council and/or the Faculty Handbook Committee may submit to the Board of Directors in writing within seven (7) business days of the Faculty vote an explanation for the Faculty's vote regarding the final proposal, and provide such information concerning the final proposal as it wishes, and
2. If after consideration of materials regarding the final proposal, including explanations provided regarding the Faculty vote, the final action of the Board is adoption of the amendment(s) as set forth in the final proposal, such amendments shall take effect immediately following formal Board approval of the final proposal unless otherwise specified by the Board, and upon posting of the amendments as provided for in Section III below.

- J. Nothing herein shall prevent the Board of Directors from revising this Handbook, after consultation with the Faculty, as it relates to new Faculty at the time of initial employment.
- K. Ordinarily, the amendment process and steps within the process will occur during the Academic Year, as defined in this Handbook. However, in extenuating circumstances, steps in the amendment process may occur outside of the Academic Year either 1) by mutual agreement of the proposing party and the Faculty, or 2) in cases of financial exigency or budgetary hardship as determined under the provisions of the Handbook.

II. REVISION PROCEDURES

The Faculty Handbook Committee may recommend nonsubstantive textual revisions of the Handbook on its own initiative or upon request by the Faculty Council or the Board of Directors. Such requested revisions become effective upon the approval of the revisions by the Board of Directors and the posting of an electronic copy of the revisions as provided in Section III below.

III. POSTING OF AMENDMENTS AND REVISIONS

Following any amendment or revision of the Handbook, an updated electronic copy of the Handbook reflecting all changes must be prepared by the Faculty Handbook Committee and/or the Provost's Office within five (5) calendar days and posted on an easily accessible webpage on the John Carroll University website. This version will bear the date of its approval and will then become the official version of the Faculty Handbook, effective as of the date of the posting.