

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 submission, in writing, of the proposed change to the Faculty Handbook Committee by any of

A. 1. the following:

the President of the University,

2. the Chairperson Chair of the Board of Directors on behalf of the University Board of Directors,

1. the President of the John Carroll University chapter of the American Association of University Professors

2. any department of the University through a motion passed at a department meeting

3. any college or school of the university through a motion passed at a college or school meeting

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 body party will create a draft proposal that will be shared with the Faculty 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 the faculty. The draft proposal will be sent to Faculty Council, and that body will act as managers to disseminate the proposal to the faculty and administration. There will be a period of review and comment that lasts 30 days. During that time, the proposers will host hearings/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 discussions to which the entire university community are invited. 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, the proposers will have an opportunity to revise their proposal in light of recommendations received, on the draft proposal (the “7-day review period”), and determine whether to make any revisions to the proposed amendments.

~~After revisions, if~~ E. Regardless of whether the proposing party chooses to make any, the proposing body revisions to the proposed amendments, prior to the expiration of the 7-day review period above, the proposing party will send a formal final proposal reflecting all proposed amendments to the Faculty Handbook Committee. It shall then be the duty Upon receipt of the final proposal and within seven (7) calendar days thereafter, the Faculty Handbook Committee to study such proposals will review the final proposal and formulate a recommendation to the faculty considering the proposal. It be communicated to the Faculty Council, the Provost & Academic Vice President, and the proposing party. The Faculty Handbook Committee’s recommendation will not be further changed by the committee, nor will they make recommendations for change to the final proposal at this time.

~~At the end~~ F. Within three (3) business days of the review process, receipt of the Faculty Handbook Committee will forward the proposal Committee’s recommendation, the proposing party shall either verify to the Faculty Council with their recommendation, 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 will 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, and organize formal open hearings. The proposal will be presented to the Faculty at the first Faculty Meeting following this second 30 day review period, respectively.

~~B. If the~~ The Faculty will hold and complete a vote of the Faculty vote to move within ten (10) calendar days of receipt of the final proposal forward for a vote, documentation via an electronic vote or as otherwise permitted by the proposal will move forward to a ballot issue before the faculty immediately (within one week of the

- H. ~~faculty meeting).~~ 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 ~~then be forwarded~~ deemed approved by the Faculty ~~Council to the Board of Directors for consideration.~~
- ~~C. After a 30 day review period (counting only days during the Academic Year), the Board of Directors shall return~~ If the amendment ~~either is approved or disapproved to~~ by the Faculty ~~Council.~~ If this takes the Board into the summer, it will be decided at the first Board Meeting in the fall. In case of disapproval, a written explanation of the reasons for such disapproval shall be included.
- ~~D. In case of need, by mutual agreement of the Board of Directors and~~ the Faculty Council, the time requirements specified in F above may be extended. If this occurs, 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 should be informed in writing.
- ~~E. Amendments~~ 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 a copy of each is distributed by the Faculty Council to each member of the Faculty. Distribution can occur by paper copy or email notification. Such copy shall contain:
- ~~1. the adopted amendment~~
 - ~~2. certification by the Chairperson of the Faculty Council of the approval of a majority of the Faculty, except in the case provided for in I below~~
- I. 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.
- ~~3. If a final proposal for which the Board of Directors for the University. This distribution shall be no later than fifteen days after receipt of the approved amendment from the Chairperson of the Board of Directors.~~
- ~~When an amendment proposed by the Board of Directors has~~ or the President is the proposing body does not ~~received~~ receive the majority required for approval 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 ~~obtain~~ apply:
- ~~4. The Board shall notify~~ Faculty Council and/or the Faculty Handbook Committee of its

1. ~~intention and shall consult with them about the matter, requesting~~ 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 ~~action taken by the Faculty as the Board shall deem advisable~~ final proposal as it wishes, and
 5. ~~If~~ 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, ~~it shall then become part of the Faculty Handbook upon proper notification but~~
 - a. ~~the new amendment shall not~~ (s) as set forth in the final proposal, such amendments shall take effect ~~until the Academic Year~~ immediately following ~~the next issuance of contracts, and~~
 - b. ~~an authentic copy of the new amendment shall be attached to the first contract or letter of appointment issued to each Faculty member after the amendment has been adopted.~~
- F. ~~The Faculty Handbook Committee may make nonsubstantive textual rectifications of the Handbook on its own initiative. Such rectifications become effective ten days after a copy thereof (on paper or emailed) is distributed to all Faculty members~~

by the Faculty Handbook Committee. If challenged in writing during that ten-day period by any of the parties listed in A above, the change becomes subject to formal amendment procedures.

~~II. REVISION PROCEDURES~~

- ~~A. If the Faculty Handbook Committee proposes a revision of the Faculty Handbook, the revision becomes effective when the following three steps are completed:~~
- ~~1. The revision receives at least 60% support from those faculty voting, with the additional requirement that at least 60% of the faculty eligible to vote must vote for the vote to be counted.~~
 - ~~2. The revision receives the Board approval of the Board of Directors of the University~~
 - ~~2. A copy of the revised Faculty Handbook (paper copy or pdf file by electronic distribution) is distributed by the Faculty Council to each member of the Faculty final proposal unless otherwise specified by the Board, and upon posting of the amendments as provided for in Section III below.~~

~~I.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. ADOPTION OF AMENDMENTS AND REVISIONS 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 ~~the approval and adoption of any textual rectification of the Handbook, any amendment to the Handbook, or any revision of the Handbook,~~ an updated electronic copy of

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the Handbook reflecting ~~these~~all changes must be prepared by the Faculty Handbook Committee and/or the Provost's Office within ~~30~~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 ~~preparation~~approval and will then become the official, ~~contractual~~ version of the Faculty Handbook, effective as of the date of the posting.