

**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 contemporaneously to the Provost and Academic Vice President, the Faculty Handbook Committee, and the Faculty via the Faculty Council Chair (the “Notified Parties”). The submission by the proposing party to all Notified Parties may be communicated at a Faculty meeting with all Notified Parties in attendance or may be communicated to the Notified Parties via email. This submission by the proposing party starts the timing for proposal review.

- C. During the twenty (20) calendar days after notice of the draft proposal to the Notified Parties, 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 (“20-day Review Period”). At the request of any commenter, the proposing party will host at least one discussion session during the 20-day Review Period to answer questions about the draft proposal. If a discussion session is held, all Faculty and administration will be invited to the discussion session, and individual staff members may be invited at the invitation of the proposing party or any Notified Party. The invitation will include the request that, whenever possible, questions be provided to the proposing party in writing in advance of the discussion session. Comments during the 20-day Review Period, through emails or via a secured online discussion board established by the proposing party, are encouraged to provide any proposed revisions, edits or comments in writing for consideration by the proposing party.

- D. Following the 20-day Review Period, the proposing party will determine whether to make any revisions to the proposed amendments based on the feedback and suggestions received.

- E. Regardless of whether the proposing party chooses to make any revisions to the proposed amendments, 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 fourteen (14) 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. Upon 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 share the final proposal and the Faculty Handbook Committee's recommendation ("the final proposal documentation") with the Faculty and administration respectively. The proposing party may choose whether the Faculty Council must send the final proposal documentation to the Faculty immediately (i.e. within three (3) business days) by electronic communication or present the final proposal documentation at the next general meeting of the Faculty.
- 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, Constitution and/or 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 proposed 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, or via other permissible Board voting method. 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 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 party 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

such information concerning the final proposal and the Faculty vote 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, 2) in cases of financial exigency or budgetary hardship as defined and determined under the provisions of the Handbook, or 3) in extraordinary circumstances as determined by the Board of Directors and communicated to all Notified Parties.

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) business 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.