

**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:

- ~~1.~~ 1. the President of the University,
- ~~2.~~ 2. the ~~Chairperson~~Chair of the Board of Directors on behalf of the ~~University~~Board of Directors,
- ~~3.~~ ~~the President of the chapter of the American Association of University Professors~~
- ~~4.~~ ~~any department of the University through a motion passed at a department meeting~~
- ~~5.~~ ~~any college or school of the university through a motion passed at a college or school meeting~~
- ~~6.~~ 3. the Faculty through a motion passed at a Faculty Meeting,
- ~~7.~~ 4. the Faculty Council Chair on behalf of the Faculty Council, or
- ~~8.~~ 5. the Faculty Handbook Committee on its own initiative.

B. The proposing ~~body~~party will create a draft proposal ~~that 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 shared with 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 discussions to which the entire university community/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 invited, encouraged to provide any proposed revisions, edits or comments in writing for consideration by the proposing party.

- ~~B.~~ 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, the proposers will have an opportunity to revise their proposal in light of recommendations received.
- ~~C.~~ After revisions, if any, the proposing bodyE. Regardless of whether the proposing party chooses to make any revisions to the proposed amendments, the proposing party will send a formalfinal proposal reflecting all proposed amendments to the Faculty Handbook Committee. It shall then be the duty of Upon receipt of the final proposal and within fourteen (14) calendar days thereafter, the Faculty Handbook Committee to study such proposals will review the final proposal and formulate a recommendation to the faculty consideringbe communicated to the Faculty Council, the proposal. It will not be further changed byProvost & Academic Vice President, and the proposing party. committee, nor will they make recommendations for change to the proposal at this time.
- ~~D.~~ At the end of the review process, The Faculty Handbook Committee will forward the proposal to the Faculty Council with theirCommittee's recommendation. Faculty Council will share the final proposal 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. will not change the final proposal.
- ~~H.F.~~ Upon receipt of the faculty vote to moveFaculty Handbook Committee's recommendation, the proposing party shall either verify to the Faculty Council and the Provost & Academic Vice President the final proposal forwardas ready for vote or revise the final proposal and resubmit an updated version under Section E above.
- ~~E.~~ G. Upon verification by the proposing party that the final proposal is ready for a vote, the proposal Faculty Council and the Provost & Academic Vice President will move forwardshare 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 a ballot issue before the facultyFaculty immediately (i.e. within one week of thethree (3) business days) by electronic communication or present the final proposal documentation at the next general meeting of the Faculty.

~~H. faculty meeting). 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~~Faculty eligible to vote must vote. If a quorum votes, and the proposed amendment receives at least 60% support from those voting, it shall ~~then~~ be ~~forwarded~~deemed approved by the Faculty ~~Council to the~~ ~~for consideration~~.~~

~~I. After a 30 day review period (counting only days during the Academic Year), the Vice President, who shall present the final proposal documentation to the Board of Directors shall return the amendment either approved or disapproved to within two (2) business days of the Faculty Council. If this takes the vote. The Board into the summer, it of Directors will be decided vote on the final proposal at the ~~first~~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 ~~the fall~~. 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 shallwill be included.~~

~~In case of need, by mutual agreement of the Board of Directors and the provided to Faculty Council, the time requirements specified in F above may be extended. and the Faculty Handbook Committee.~~

~~F. If this occurs, the Faculty should be informed in writing.~~

~~G. Amendments 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~~
- ~~3. approval by 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 a final proposal for which the Board of Directors has or the President is the proposing party 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:~~

- ~~1. The Board shall notify Faculty Council and/or the Faculty Handbook Committee of its~~

~~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 such information concerning the ~~action taken by final proposal and the Faculty vote as the Board shall deem advisable~~ 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, 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.~~

~~H. 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.~~

Board

~~H. _____~~

~~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 approval of the Board of Directors of the University~~
- ~~3. _____ 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.~~

~~B.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

~~ADOPTIONS OF AMENDMENTS AND REVISIONS~~

~~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 the Handbook reflecting ~~these~~all changes must be prepared by the Faculty Handbook Committee ~~and/or the Provost's Office~~ within ~~30~~five (5) business days and posted on an easily accessible ~~webpage on the John Carroll University Website~~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.