Faculty Handbook Replacement Project

Mandate

The committee was created in response to a directive from the Trustees to the Provost to conduct a comprehensive and substantive review of the University of Richmond Faculty Handbook. This directive was recommended in Spring 2003 by an ad hoc faculty committee with the endorsement of the University Faculty. The key issues for work this year include

- A need to separate items that should not require Trustee action to change from those that do
- A need to streamline the descriptive and policy information that would be of interest to faculty so that the information is easy to find and maintain in a current form
- A need to be sure that policies of schools are consistent with University policies.

Steering Committee Membership

Katherine Douglas (Human Resources)
Emma Goldman (A&S, UFC)
John Gordon (A&S, UFC)
Dona Hickey (A&S)
Fred Jablin (Leadership Studies)
Joe Kent, Chair (A&S)
Bob Schmidt (Business)
Ned Swartz (SCS)
Clark Williams (Law)

Proposed Plan of Action

**Fall 2003** - the committee will develop a proposal for replacement of the current Handbook with two new documents. The focus will be on what material goes in each document and what will be eliminated altogether. This will be taken to the University Faculty for discussion and endorsement in January. A preliminary presentation will be made in October to alert faculty to the process.

**Spring 2004** - the committee will focus on updating critical sections of document 2 (the new handbook) to reflect current policies and procedures and to assure that school policies are congruent with University policies. This will require extensive faculty discussion and open hearings. The proposed changes will come to the faculty for endorsement at a special meeting, probably in April.

Links to Documents Under Consideration

- Proposal for Replacement of Current Handbook
- The New Faculty Handbook (To be ready upon approval of proposal above)
- The Official Faculty Handbook - for reference

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Last updated: 12/12/2003