Faculty Handbook Proposed Changes

Background
In Spring 2004 the University Faculty and the Board of Trustees approved a reorganization of the Faculty Handbook together with some important wording changes in the chapter on personnel policies and procedures. During the summer as the new Handbook was put on the Web a few minor items surfaced. Most of them represent small housekeeping corrections suggested by the University Counsel, but all are in sections that require faculty and Board approval to modify. The proposed changes are indicated below. In most cases deleted wording is indicated by strikethrough font, while additions are underlined and in italic font.

Please refer to the official on-line version of the Handbook at the URL http://provost.richmond.edu/facresources/handbook/ for context.

Proposal 1:
In Chapter III, Section E, Paragraph 2, modify text as shown:

(b) The Provost will announce to the Department involved his or her intention to open a discontinuance proceeding against it. There will follow a period of 60 days (within the academic year) during which the Department involved may try to negotiate another remedy.

Comment: This is designed to make sentence read better and does not change its meaning.

Proposal 2:
In Chapter IV, remove Section D “Policy Statement on Standards of Conduct, Penalties, and Disciplinary Procedures” entirely and re-label other sections appropriately.

Comment: In 1987 the policy statement referred to was modified by the Board to apply only to students, and so is not appropriate for the Faculty Handbook.

Proposal 3:
Chapter IV “Policies Applicable to All Employees” should be modified to remove the requirement that all changes must be approved by the Board of Trustees. This removes the current Section A statement. The chapter will be modified to read as follows:

IV. Policies Applicable to All Employees

Human Resources maintains a central Web page (<URL goes here>) referencing policies in many areas that are of interest to both faculty and staff. Most policies are set by various administrative offices on campus, but a few are set by the Board of Trustees.

Policies of particular interest to faculty include <each is a link>
A. Harassment and Discrimination Policy (including Sexual Harassment)
B. Intellectual Property Policy
C. Policy on Research Misconduct
D. Policy on Conflict of Interest.

Comment: Last spring the committee was unsure if the policies required Board approval and so left them as requiring such approval. During the summer it became clear that except for Intellectual Property and the Harassment and Discrimination Policy, the others had been set by administrative offices. Policies C and D above were required for faculty to be able to apply for certain Federal grants. These two may be updated by the Grants Office without Board approval. It was felt that references to these policies was all that was required. Each policy linked from the HR Web page on policies will indicate who is responsible for setting and changing it.

Proposal 4:
In Chapter V, Section C change the paragraph on extra compensation as shown below.

C. Extra Compensation for Full-Time Faculty and Staff

Full-time faculty and staff will be permitted to receive extra compensation from the University of Richmond for the performance of services to the University in the form of teaching or instructional assignments to special conferences and seminar groups composed primarily of individuals outside the University community. Such activities must be performed on the individual's personal time, i.e., weekends, vacation or holiday time, and may not conflict with normal, ongoing job responsibilities. The performance of such services must be approved in advance by the appropriate Dean, Vice President, or the President to whom that person is responsible. Any such service must be clearly outside the normal job responsibilities and expectations of the University.

Comment: This simply makes the sentence read better.

Proposal 5:
In Chapter V, Section D (Sabbatical Leave) modify paragraph 2 as shown below.

2. Compensation

One-half salary will be granted for a leave of one academic year (two semesters), or full salary for a leave of one semester. All fringe benefits continue to be paid by the University on the basis of the salary granted during the sabbatical period. That is, medical and life insurance, disability, workman's and unemployment compensation are continued in full as usual and are based on the salary the faculty member would have received from the University had he or she not been on sabbatical. Payments to the retirement program are based on actual salary received from the University. Individuals taking a full year sabbatical at half pay may wish to make extra contributions to their retirement program at their own expense. All faculty members taking a sabbatical leave should contact Human Resources Services to discuss their benefit coverage.
Members of the faculty going on sabbatical leave must repay the University the amount of leave compensation (*salary and benefits*) if they do not return to the University for a period of at least one year.

In addition to the compensation outlined above, the University encourages the faculty member to apply for additional grant monies to cover travel, research costs, displacement costs, or any other expense connected with the leave and which he/she would not normally encounter in a normal teaching year. Such non-salary funds will not be deducted from the University's compensation. Any grant funds above these expenses, however, will reduce the University's participation dollar for dollar, in order that its limited funds may be used for the benefit of those unable to obtain grant monies. The Office of Foundation, Corporate and Government Relations offers help in obtaining grant funds. Sabbatical compensation paid by the University is not affected by extra income (e.g. consultation fees, investment returns) earned by the faculty during the regular teaching year.

Comment: These changes are designed to clarify how benefits are handled during a sabbatical leave.

**Proposal 7:**
In Chapter V, Section E modify the final paragraph as shown below.

> Individuals who wish to apply for a leave of absence should discuss the application with the Dean of their school. All leaves are *must be* approved by the Provost.

Comment: The University Counsel suggests this slightly stronger phrasing.