

Ad Hoc Committee on the Faculty and Staff Handbook

Background:

The Faculty and Staff Handbook is a living document that has been edited piecemeal over time. With the Middle States visit in Spring 2022 it became apparent that this document needs an overhaul for organization, inclusion of missing items and editing of other items.

Examples include (but are not limited to) online, hybrid, and hyflex course policies, release time policies, retention of graded materials, dates of obligation for ten-month contract employees.

This ad hoc committee is tasked with the following:

1. Review the current version of the [Faculty and Staff Handbook](#), located on our Human Resources webpage.
2. Suggest changes to the handbook with respect to additions, deletions, edits and reorganization.
3. Compile any dated or inaccurate information in the handbook.
4. Offer recommendations for content in the handbook versus linking to other policy sites.
5. Develop recommendations for an ongoing process for handbook update and review.

Timeline

Report out in the Fall 2023 semester.

Membership

????	Profession Staff, Student Affairs
????	Faculty outside of CLAS
Greg Ketcham	Extended Learning
Lisa Glidden	Political Science, Personnel Policies Council
Karen Sime	Biology, Personnel Policies Council
????	Human Resources
Anneke McEvoy	Staff Fellow, Office of the President
Paul Tomascak	Associate Dean, CLAS
Rameen Mohammadi	Associate Provost