Each is on a separate page.
Amendment to the Faculty Handbook 10th edition (2006)
Approved June 2011

In first paragraph under I.C.b.7 (page 14), delete the text, “Four full-time faculty members who have completed at least two years of service at the University and who hold the rank of Assistant Professor or higher, elected for two-year overlapping terms.” and replace it with the text, “Four members elected from the faculty for overlapping three-year terms.” Also, delete all text on page 38.

Approved by the General Faculty on February 4, 2011
Approved by the Board of Trustees on June 2, 2011
Amendment to the Faculty Handbook 10th edition (2006)  
Approved June 2011

In section I.C.b (on page 16), insert the following text for a new Handbook Committee in as I.C.b.11 and renumber the following standing committees.

Faculty Committee on Sustainability

Membership: Six members elected from the faculty for three-year overlapping terms, with two members from Natural Sciences, Mathematics, or Engineering, one from Behavioral and Social Sciences or School of Business, one from Humanities, and two at large with no restriction as to curriculum area or school. The Director of the Program on the Environment is a voting ex officio member. The Senior Vice President for Academic Affairs is a non-voting ex officio member, and a student elected by FUSA also serves as a non-voting member of the committee.

General Purpose:
To assess and make recommendations on campus plans and policies related to the environment and on how such plans and policies impact curricular development, faculty research, and other academic matters.

Specific Duties:
i. To review, on behalf of the faculty, and make recommendations regarding campus construction and development plans and campus policies related to the environment to ensure their compatibility with current and possible future educational, co-curricular, and research uses of affected areas.

ii. To work, on behalf of the faculty, with the Campus Sustainability Committee on reviewing, evaluating, and generating policy.

iii. To communicate regularly with appropriate offices in order to keep under continual review any current and pending issues that impact the environment.

iv. To elect faculty representatives from the Faculty Committee on Sustainability to serve on the Campus Sustainability Committee.

Approved by the General Faculty on March 4, 2011
Approved by the Board of Trustees on June 2, 2011
Amendment to the Faculty Handbook (Tenth Edition, 2006)
Approved: December 2010

Amend the Faculty Handbook by adding the following language for a trustee liaison to five Handbook committees.

I.C.b.7 on pages 15, under Student Life Committee, add:

D. Trustee Liaison
To elect from its current elected membership, at the beginning of each academic year, one member to attend and participate in meetings of the Student Affairs Committee of the Board of Trustees for that year per the standing invitation of the Board. If the elected representative is unable to attend a particular meeting, the Student Life Committee may elect an alternate from its current elected membership.

I.C.b.9 on page 15 as amended under Public Lectures and Events Committee, add:

iv. to elect from its current elected membership, at the beginning of each academic year, one member to attend and participate in meetings of the Marketing and Communications Committee of the Board of Trustees for that year per the standing invitation of the Board. If the elected representative is unable to attend a particular meeting, the Public Lectures and Events Committee may select an alternate from its current elected membership.

I.C.b.11 on page 16 under University Advancement, number Specific Duties and add:

ii. to elect from its current elected membership, at the beginning of each academic year, one member to attend and participate in meetings of the University Advancement Committee of the Board of Trustees for that year per the standing invitation of the Board. If the elected representative is unable to attend a particular meeting, the University Advancement Committee may elect an alternate from its current elected membership.

I.C.b.12 on pages 17 under Educational Planning, add:

v. to elect from its current elected membership, at the beginning of each academic year, one member to attend and participate in meetings of the Academic Affairs Committee of the Board of Trustees for that year per the standing invitation of the Board. If the elected representative is unable to attend a particular meeting, the Educational Planning Committee may elect an alternate from its current elected membership.

I.C.b.16 on page 19 under Educational Technologies, add:

iv. to elect from its current elected membership, at the beginning of each academic year, one member to attend and participate in meetings of the Information Technology Committee of the Board of Trustees for that year per the standing invitation of the Board. If the elected representative is unable to attend a particular meeting, the Educational Technologies Committee may elect an alternate from its current elected membership.
Amendment to the Faculty Handbook (Tenth Edition, 2006)
Approved: December 2010

To amend the Faculty Handbook, Tenth Edition (2006) section I.C.b.6 on page 13-14 to read as follows:

6. Conference with the Board of Trustees

Membership

Five members elected for three-year overlapping terms.

General Purpose

To be the official faculty representatives of the General Faculty to meet with the Board of Trustees, and to be a channel of communication between the General Faculty and the Board of Trustees.

Specific Duties

i. to confer, individually or collectively, with the Board of Trustees or any committee of the Board at the direction of the Academic Council or the faculty, or at the request of the Board of Trustees.

ii. to act under the guidance of the Academic Council to coordinate and assist the members of Handbook committees elected to attend and participate in deliberations of the Board’s committees by meeting periodically to keep one another abreast of developments on the Board committees.

iii. to suggest to the Academic Council matters that in the Committee’s judgment should be referred to the Board of Trustees.

iv. to report results to the Academic Council and to the faculty.
Amendment to the Faculty Handbook (Tenth Edition, 2006)
Approved: October 2010

To amend the *Faculty Handbook*, Tenth Edition (2006) section II.A.2.a.(5) on page 22 to read as follows:

(5) The Dean shall arrange for the submission of at least three letters from external reviewers, who will address the quantity and quality of the applicant's scholarship.
Faculty Handbook Amendment  
Approved: December 2009

To the amend the Faculty Handbook Tenth edition (2006), section I.C.b.13 entries for General Purpose and Specific Duties (p. 17-18), to read as follows:

General Purpose

To engage annually in collegial discussions regarding faculty salary and benefits with an administrative team appointed by the President.

Specific Duties

i. to start collegial discussions with the administrative team by October 1 of each year with the shared goal of reaching agreement on a Memo of Understanding to present to the General Faculty for approval.

ii. to review the Benefits Plan Overview for Full-Time Faculty, recommending changes to the General Faculty as appropriate.

iii. to review the text of the annual contract letter before it is sent to faculty.

Approved by the General Faculty on 11/20/2009  
Approved by the Board of Trustees on 12/3/2009
Faculty Handbook Amendment
Approved: December 2009

To the amend the Faculty Handbook Tenth edition (2006) section I.C.b.2 paragraph one (p. 15), to read as follows:

Four members elected from the faculty with three year overlapping terms, and two students elected by the Student Legislature. The Vice-President for Marketing and Communications and the Director of the Quick Center for the Arts shall be non voting ex officio members.

Approved by the General Faculty on 11/20/2009
Approved by the Board of Trustees on 12/3/2009
Faculty Handbook Amendment
Approved: December 2009

To the amend the first three sentences of section I.D.3 of the Faculty Handbook Tenth edition (2006) (p. 20) to read as follows:

Each School’s faculty shall determine its own structure of governance, subject to the approval of the University President. The faculty of a School or the University President may propose amendments to a School’s initial governance document. All amendments must be accepted by both the University President and the faculty of the School in question.

Approved by the General Faculty on 11/20/2009
Approved by the Board of Trustees on 12/3/2009
Faculty Handbook Amendment
Approved: December 2009

To the amend the Faculty Handbook Tenth edition (2006) sections I.B.10 (p. 7), I.B.6 (p. 6), and I.B.7 paragraph one (p. 7) to read as follows:

10. Agenda

Any member of the University community may suggest topics for the Council’s consideration. However, the Council, subject to specific instructions by the General Faculty, shall determine which items to accept for placement on the agenda. The Executive Committee of the Academic Council establishes the agenda of Council meetings. The members of the Executive Committee are the Chairperson and Executive Secretary of the Council, the Secretary of the General Faculty, and the Senior Vice-President for Academic Affairs. The Chairperson of the Council serves as Chairperson of the Executive Committee. The Executive Committee is also available to consult with faculty and administrators on the best way to address issues within the governance structure.

6. Position of Chairperson of the Council

The Academic Council shall, at its first meeting of the year, elect from its current elected membership a Chairperson for the ensuing year. The term of office is fixed for one year. The functions of the Chairperson are:

a. To serve as presiding officer during the course of Council meetings and to enforce the operating procedure adopted by the Council. In the absence of the Chairperson the Council shall designate a substitute from its membership, ex officio or elected.

b. Serve as its official representative to outside groups.

7. Position of Executive Secretary

The Executive Secretary is elected from the elected membership of the Council. The Executive Secretary is responsible for the following: (a) implementation of the actions of the Council; (b) arranging meetings of the Council and of the Council’s Executive Committee; (c) communicating the work of the Council to the President and the General Faculty; (d) distributing Council-approved minutes to all members of the General Faculty; (e) overseeing committees of the Council; (f) designating the Recording Secretary before the next meeting of the Council; (g) whatever other executive function the Council may delegate.

Approved by the General Faculty on 11/20/2009
Approved by the Board of Trustees on 12/3/2009
Faculty Handbook Amendment
Approved: December  2009

To the amend the Faculty Handbook Tenth edition (2006) sections I.B.2 paragraph two (p. 5), I.B.2 paragraph six (p. 5), and I.B.6 paragraph one (p. 6) to read as follows:

Ex officio members of the Council are the Senior Vice President for Academic Affairs, the Deans of the Schools and the Secretary of the General Faculty. The Senior Vice President for Academic Affairs and the Secretary of the General Faculty are ex officio voting members. Additional ex officio positions may be accorded membership on the Council by appointment of the President and the Council. Faculty members of the Council are elected to represent the interest and orientations of the various Schools of the University.

The right to vote and/or to make and second motions is limited to faculty members elected to the Council and those ex officio members designated above as voting members. Other ex officio members do not have these rights. All Council members have the right and privilege of discussion. Additionally, the opportunity for direct communication from the President of the University to the members of the Council is afforded at all meetings in the Order of Business.

The Academic Council shall at its first meeting of the year, elect from its current elected membership a Chairperson for the ensuing year. The term of office is fixed at one year. The functions of the Chairperson are:

Approved by the General Faculty on 11/20/2009
Approved by the Board of Trustees on 12/3/2009
Faculty Handbook Amendment
Approved: December 2009

To the amend the Faculty Handbook Tenth edition (2006) sections II.B.1 first paragraph, II.B.1.a., II.B.1.b., and II.B.1.c. (p. 27-28) to read as follows:

II. B. FISCAL POLICIES

1. Benefits

Faculty benefits are outlined in the Benefits Plan Overview for Full-Time Faculty. Enrollment and changes in all benefits programs and requests for additional information are handled by the Office of Human Resources. The insurance programs may be effected by that department only and it is, therefore, imperative that anyone wishing new or changed coverage contact that office immediately. Changed coverage can include addition and cancellation of dependents, change of marital status, change of name, etc. Although the University shall provide all these benefits, it is incumbent upon the individual faculty member to contact the Office of Human Resources in order to effect his or her enrollment in these programs. Brochures and detailed information outlining each benefit plan are available in the Office of Human Resources. In all instances, the Plan documents control and these documents should be consulted with any specific questions concerning benefits.

a. Health Care Plans

The University provides a high quality Health Care Plan (as of July 1, 1996, a self-funded plan with benefits equivalent to the Blue Cross-Blue Shield Century Preferred Plan) which covers hospital and medical/surgical expenses for the faculty member, spouse or civil union partner, and his or her eligible dependents. Optional enhancements are also available. The Health Care Plan is outlined in the Benefits Plan Overview.

If the University should offer a different plan to other University employees, the University will offer faculty members the option to elect alternative coverage under such plan, subject to the same terms and conditions applicable to other employees. If the University should offer a supplemental plan to other University employees, the University will likewise offer such supplemental plan to faculty members, subject to the same terms and conditions applicable to other employees.

If the Health Care Plan described above is discontinued or not available, the University shall continue to provide a comparable plan of benefits. The faculty shall be advised at least 90 days prior to any proposed changes in the plan of benefits and any proposed comparable plan of benefits shall be submitted for approval to the General Faculty.

The Health Care Plan, while self-funded, provides all the mandated benefits required by state law applicable to insured plans.
For faculty members, new coverage usually starts on the first day of employment at the University if enrollment procedures are completed on a timely basis. Upon termination of employment, coverage can be continued according to prevailing regulations.

b. Retirement Plan

Retirement Plans underwritten by the Teachers Insurance and Annuity Association (TIAA), the College Retirement Equities Fund (CREF) and Fidelity Investments, are available. The faculty member who has completed one year of full-time service or its equivalent is eligible for this Plan and must initiate enrollment in this Plan through the Office of Human Resources. If the faculty member is already a member of an eligible retirement plan, the one-year waiting period may be waived. The eligible and enrolled faculty member is fully and immediately vested in the plan. The University contributes towards the retirement plan with the expectation of a minimum contribution from the participating faculty member as detailed in the Benefits Plan Overview.

An optional Supplementary Retirement Annuity Plan underwritten by TIAA/CREF or Fidelity Investments which may provide tax shelter opportunities is also available. Eligible faculty members wishing to enroll in this plan should do so through the Office of Human Resources once they are eligible.

c. Life Insurance

The University provides a term Life Insurance policy to the full-time faculty member. Supplemental coverage beyond the base amount may be purchased, but the faculty member must enroll within 31 days of employment or be required to furnish evidence of insurability for a later effective date. Although this policy terminates when the faculty member leaves the University’s employment, the faculty member may purchase, without evidence of insurability and subject to certain policy provisions, a Personal Policy of Life Insurance at prevailing rates.

Approved by the General Faculty on 10/23/2009
Approved by the Board of Trustees on 12/3/2009
Faculty Handbook Amendment
Approved: June 2009

To the Faculty Handbook, in II.A.7 “Non-Tenured Positions” on page 26, add, after the entry on “A Visiting Professor” and before the entry on “The President of the University”, the following:

A Professor of the Practice, who may have any of the four grades – Instructor, Assistant, Associate, or Full – is appointed to make a contribution to the teaching curriculum and university service based on expertise and professional credentials that differ from professors appointed to tenure-track and tenured positions. The rank of the professor of the practice is fixed at appointment and the appointee is not eligible for promotion in rank. The title in any grade does not imply tenure, nor will time served in rank be considered a probationary period toward tenure. The professor of the practice may be appointed to as many as two three-year terms. In extraordinary circumstances, the professor of the practice may be appointed to a third, and final, three-year term.
Faculty Handbook Amendment
Approved: April, 2008

RESOLVED: That the following change be made in the Faculty Handbook:

Page 18: Committee on Faculty Development and Evaluation membership:

Change “four from the College of Arts and Sciences” to “four from the College of Arts and Sciences and the School of Engineering; at most one faculty member from the School of Engineering may serve at any one time.”
Faculty Handbook Amendment
Approved: March, 2008

RESOLVED:

That the following changes be made in the Faculty Handbook.

Amendment to the Faculty Handbook (Tenth Edition, 2006)
To accommodate SOE faculty on Handbook committees

Page 10
Committee on Committees membership:
Change “Natural Science and Mathematics” to “Natural Sciences, Mathematics and Engineering;”

Page 11
Committee on Rank and Tenure membership:
Change “four members elected from the College of Arts and Sciences” to “four members elected from the College of Arts and Sciences and the School of Engineering; at most one faculty member from the School of Engineering may serve at any one time.”

Page 15
Library Committee membership:
Change “Natural Science and Mathematics” to “Natural Sciences, Mathematics and Engineering;”

Page 16
Educational Planning Committee membership
is correct in the Handbook and requires no change.

Page 18
University College Committee membership:
Change “Natural Sciences and Mathematics” to “Natural Sciences, Mathematics and Engineering;”

Page 19
Educational Technologies Committee membership:
Change “Natural Sciences and Mathematics” to “Natural Sciences, Mathematics and Engineering;”
Faculty Handbook Amendment  
Approved: October, 2007

Amend the description of the general purpose and specific duty (i) of the University College Committee in section I.C.b.15 on page 18 of the Faculty Handbook. New language is indicated in bold and underlined.

15. University College Committee  

Membership  
Six members elected from the faculty for three-year terms as follows:...The Dean of University College or the Dean's delegate shall be a voting member.

General Purpose  
To act as a formal communications link between the faculty and the undergraduate and graduate components of University College on matters of educational and administrative policies.

Specific Duties  
i. to study and make recommendations on academic policies for the undergraduate and graduate programs.
FACULTY HANDBOOK AMENDMENT
Approved: March, 2007

RESOLVED: To amend section II.A.7 (page 26) of the Faculty Handbook. New language is indicated by bold, deleted language is indicated by strikeout. (For context, all of Section II.A.7 is included, although the changes affect only paragraph 4.)

7. Non-Tenured Positions
A Lecturer shall be a teacher carrying less than the normal teaching load and is appointed for a single semester or academic year.

A Graduate Assistant shall be a student of the University appointed to a curriculum area for one academic year and assigned duties as determined by the appropriate Dean and the faculty responsible for the curriculum area.

An Adjunct Professor, who may have any of the three grades—Assistant, Associate, or Professor—shall be an expert in a particular field whose main post is outside this or any other university and who shall be appointed to give part-time or discontinuous service. The title in any grade shall not imply tenure.

[Delete: A Visiting Professor, who may have any of the three grades.] A Visiting Instructor, or a Visiting Professor (who may have any of the three grades), shall come to give full-time service for one or two semesters. This may be renewed on an annual basis but not ordinarily for more than a total of three years. The title in any grade does not imply tenure.

The President of the University shall be granted ex officio the rank of Professor in a curriculum area appropriate to his doctoral degree and/or prior teaching experience. The granting of this rank does not of itself imply tenure.

Academic administrators who have held faculty rank at other institutions may be granted the same rank in an appropriate curriculum area upon the request of the President and approval of the faculty in the curriculum area. Such rank does not imply tenure nor does time spent in rank as an administrator count as part of a probationary period toward tenure. An appointment at a higher rank may be granted upon the request of the President, approval of the faculty in the curriculum area and the Committee on Rank and Tenure. Academic administrators granted the rank of Instructor or above are voting members of the General Faculty.
Faculty Handbook amendment
Approved: March, 2007

RESOLVED: To amend the Faculty Handbook on page 15 by replacing the paragraph under Membership of the Library Committee with the following paragraph:

Seven members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences; School of Business; Natural Sciences and Mathematics; the Graduate School of Education and Allied Professions; the School of Nursing; and two members from two different departments in the Humanities. The University Librarian and the Director of Library Services shall be non-voting ex officio members.
Faculty Handbook amendment
Approved: June, 2006

RESOLVED: To amend the Faculty Handbook, page 29 (Section II.B.2.a.) – replace the first paragraph under “a. Sabbatical Leaves” with the following paragraph:

Sabbatical leaves are reserved for tenured faculty members. Tenured faculty members who have not been awarded a pre-tenure research leave are eligible for their first sabbatical after ten semesters of active service at Fairfield University. Tenured faculty members who have been awarded a pre-tenure research leave are eligible for their first sabbatical after ten semesters of active service at the University following their pre-tenure research leave. Tenured faculty members are eligible for any subsequent sabbatical after serving twelve semesters since their last sabbatical leave.
Faculty Handbook amendment
Approved: March, 2006

RESOLVED: To amend the Faculty Handbook (page 15-16), all the text concerning the Faculty Athletics Committee under 10 – Athletics should be replaced to read:

10. Athletics

Membership

Six members elected from the faculty for three-year overlapping terms. One student elected by the Student Legislature. One student appointed by and representing the Student-Athlete Advisory Committee. The Director of Athletics shall be a member ex officio. The Director of Recreation shall be a member ex officio. The Chair of the Committee will also serve as a member of the University’s Athletic Advisory Committee.

General Purpose

To periodically review the objectives and policies of the varsity and recreational athletic programs at Fairfield University.

Specific Duties

i. to participate in developing the strategic planning for athletics and recreation.

ii. to review and analyze on behalf of the faculty proposed athletic schedules.

iii. to bring to the attention of the appropriate personnel problems arising from the general athletic program of the University.

iv. to make recommendations about the availability of athletic recreational opportunities for the students

v. to assess the experience of student-athletes via a triennial survey.

vi. to assess programs of academic support for student-athletes.
RESOLVED: To amend the Faculty Handbook (page 20), II. Faculty Policies,
Introduction - Academic Freedom should be replaced with:

The statement on academic freedom, as formulated in the 1940 Statement of Principles
endorsed by the AAUP and incorporating the 1970 interpretive comments, is the policy of
Fairfield University. Academic freedom and responsibility are here defined as the liberty
and obligation to study, to investigate, to present and interpret, and to discuss facts and
ideas concerning all branches and fields of learning. Academic freedom is limited only by
generally accepted standards of responsible scholarship and by respect for the Catholic
commitment of the institution as expressed in its mission statement, which provides that
Fairfield University "welcomes those of all beliefs and traditions who share its concerns for
scholarship, justice, truth, and freedom, and it values the diversity which their membership
brings to the university community."
Faculty Handbook amendment
Approved: March, 2006

RESOLVED: To amend the Faculty Handbook, page 21, II.A1.b.(3) (b) should be replaced with:

(b) five years experience in the rank of Assistant Professor;
Faculty Handbook amendment
Approved: March, 2006

RESOLVED: To amend the Faculty Handbook (page 18), the first paragraph under 14, Committee on Faculty Development and Evaluation, Membership, should be replaced with:

Seven members elected from the faculty for three-year overlapping terms, according to the following electoral divisions: four from the College of Arts and Sciences, one each from the School of Nursing, the School of Business and the Graduate School. The Dean of University College or the appointed representative of the same shall be an ex officio member with a right to vote. The Academic Vice President or the appointed representative of the same shall be an ex officio member with a right to vote.