MEMORANDUM
Academic Council
Fairfield University

TO: Academic Council

FROM: Faculty members on ACEC reviewing the Handbook, 11th edition

DATE: February 14, 2012

RE: Information and Recommendations for the Faculty Handbook, 11th edition

At the March 29, 2010 Academic Council meeting, the following motion was passed:

MOTION. That the AC designate the ACEC to review the Faculty Handbook for clarity and consistency and recommend changes to the AC, if appropriate, prior to the publication of the new edition. [AC 3/29/2010]

There were a number of complicated amendments going through the approval process at that time, and the start of the work was delayed until those amendments were fully approved, in December 2010. The faculty members on the 2010-11 AC Executive Committee met five times to review and proofread the Handbook and conducted some business by email; the faculty members on the 2011-12 AC Executive Committee met five times and conducted some business by email.

In this memo, we list:

(I) The changes made to the 10th ed. of the Faculty Handbook to produce the 11th edition,
(II) Matters of practical information that may be amended by the Academic Council as circumstances change [Faculty Handbook I.A.8],
(III) A number of revisions that the Subcommittee recommends that the Academic Council propose as formal amendments to the General Faculty and the Board of Trustees,
(IV) A list of issues that came to our attention for which the Council should determine whether or not these matters should be taken up.

Throughout this memo, page numbers refer to the (current) 10th edition and the approved amendments to the 10th edition, all of which are available online at www.faculty.fairfield.edu/gfs (item 8).
Changes made to the 10th edition to produce the 11th edition.

1. The twenty-two approved amendments to the 10th edition are incorporated.
2. The foreword was updated by the President.

Editorial changes made for consistency of style or to avoid ambiguity.

3. Handbook, Faculty Handbook and ex officio are italicized whenever they appear. Ad hoc is not italicized.
4. Vice President is never hyphenated.
5. non-voting is always hyphenated
6. Throughout the text, his/her is used when appropriate.
7. page iii: the dash after “Appendix I” is replaced with a colon, :
8. page 11, line -13: no italics for “seven”
10. I.C.b.2 paragraph under membership (as amended): Correct punctuation as follows: “... Faculty members shall be elected by the General Faculty with three-year overlapping terms, four members from the College of Arts and Sciences and the School of Engineering, at most one member from the School of Engineering may serve at any one time, and one member from each professional...”
11. I.C.b.10.ii. and iii (as amended): add commas as follows “to review and analyze, on behalf of the faculty, proposed athletic schedules,” and “to bring to the attention of the appropriate personnel, problems arising...”
12. I.C.b.14 (as amended March 2006 and April 2008): Correct the punctuation as follows: “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 and the School of Engineering, at most one faculty member from the School of Engineering may serve at any one time, one each from the School of Nursing ...”
13. I.C.b.16 (as amended April 2008): Correct punctuation as follow: “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; Natural Sciences and Mathematics, and Engineering; the Graduate School of Education and Allied Professions; the School of Business; and the School of Nursing; and two members from ...”
14. II.A.2.a (page 22): After (5), do not capitalize “The”
15. II.A.2.b.ii (page 23) : capitalize Committee in “However, any scholarly or creative work ... will be considered by the Committee.”
16. II.A.7 (as amended June 2009): Have consistent capitalization, especially for Professor of the Practice
17. II.B.2.a: In paragraph 8 (page 30), “head of the curriculum’s recommendation” should be “head of the curriculum area’s recommendation”
18. II.B.2.b: In paragraph 3 (page 31), “head of the curriculum’s recommendation” should be “head of the curriculum area’s recommendation”
19. II.C.1.e (page 33): Capitalize “General Faculty”
20. II.C.3 (page 34): “If a professor in extraordinary circumstances” should be “If an instructor in extraordinary circumstances”
21. Appendix I (page 36): Under 2, In line 7, remove quotes around “1”
22. Appendix I (page 37): Under 3.c., remove quotes around “a”, “b” and “1”.

MOTION 1. The Academic Council accepts the editorial changes made for consistency of style or to avoid ambiguity and requests that the Senior Vice President for Academic Affairs inform the Board of Trustees that these changes will be made in the 11th edition of the Faculty Handbook.
(II) Matters of practical information that may be amended by the Academic Council as circumstances change [Faculty Handbook I.A.8 (page 4)]

1. “Academic Vice President” is changed to “Senior Vice President for Academic Affairs” whenever it appeared.
2. “School of Continuing Education” is changed to “University College” whenever it appeared.
3. “Graduate School” was changed to “Graduate School of Education and Allied Professions” where appropriate.
4. “Nursing” was changed to “School of Nursing” where appropriate.
5. I.A.4.d (page 2): Delete “general” in “No one may hold more than two proxies in a general meeting.”
6. I.C.b.1.i (page 10): “Secretary of the Faculty” should be “Secretary of the General Faculty”
7. I.C.b.5 (page 13): “Associate Vice President for Enrollment Planning” should be Associate Vice President for Enrollment Management”
8. I.C.b.11 (page 16): “Vice President for University Advancement” should be “Vice President for Advancement”
9. I.C.b.16 (page 19): “of the Library” should be “of Library Services”
10. I.D.3 (as amended): The faculty of a school or the University President may propose amendments to a School’s initial governance document” should be “The faculty of a school or the University President may propose amendments to a School’s governance document.”
11. II. Paragraph under Introduction – Academic Freedom (as amended March 2006): “interpretive comments” should be “Interpretive Comments”
12. The language in the asterisked comment on page 23 needs to be updated. The existing language: “Here and elsewhere in this Handbook, except as noted, “curriculum areas” are understood as the Departments and Programs in the College of Arts and Sciences, the Departments in the Graduate School of Education and Allied Professions, the Departments of the School of Business, and the School of Nursing.” should be updated to read, “Here and elsewhere in this Handbook, except as noted, “curriculum areas” are understood as the Departments and Programs in the College of Arts and Sciences, and the School of Business, the Departments in the Graduate School of Education and Allied Professions and the School of Engineering, and the School of Nursing.
14. II.B.2.b (page 30): “Faculty who are awarded a pre-tenure leave and are tenured will be eligible to apply for a sabbatical twelve semesters after the pre-tenure leave.” should be “Faculty who are awarded a pre-tenure leave and are tenured will be eligible to apply for a sabbatical ten semesters after the pre-tenure leave.”

MOTION 2. The Academic Council approves the changes to matters of practical information and requests that the Senior Vice President for Academic Affairs inform the Board of Trustees that these changes will be made in the 11th edition of the Faculty Handbook.
(III) Seven revisions that the Subcommittee recommends that the Academic Council propose as formal amendments to the General Faculty and the Board of Trustees

- The following two paragraphs on page 1 and page 2 are not consistent with each other:

Page 1: I.A.3: Meetings (Existing language)
The General Faculty shall meet at least once each semester and at other times upon call of the President or by request of the Academic Council or by petition of one-fifth of the faculty. Notice of faculty meetings with agenda shall, except in an emergency, be issued at least fifteen days in advance. Robert's Rules of Order Revised shall be used as authority for the conduct of meetings of the faculty.

Page 2: I.A.6.b. Duties [of the Secretary of the Faculty] (Existing language)
i. To set the agenda of meetings of the General Faculty. Such meetings shall be scheduled twice each semester, with other meetings to be called by the President, upon the request of the Academic Council, by petition of one-fifth of the faculty, or at the discretion of the Secretary. Agendas must be published ten days in advance for the four regularly scheduled meetings, and fifteen days in advance for special meetings.

The following revisions will make the language on schedule and notice of faculty meetings consistent:

Page 1: I.A.3 Meetings (Proposed revised language)
The General Faculty shall meet at least once each semester and at other times upon call of the President or by request of the Academic Council or by petition of one-fifth of the faculty. Notice of faculty meetings with agenda shall, except in an emergency, be issued at least fifteen ten days in advance. Robert's Rules of Order Revised shall be used as authority for the conduct of meetings of the faculty.

Page 2: I.A.6.b. Duties [of the Secretary of the Faculty] (Proposed revised language)
i. To set the agenda of meetings of the General Faculty. Such meetings shall be scheduled twice at least once each semester, with other meetings to be called by the President, upon the request of the Academic Council, by petition of one-fifth of the faculty, or at the discretion of the Secretary. Agendas must be published at least ten days in advance for the four regularly scheduled meetings, and fifteen days in advance for special meetings.

MOTION 3. Amend the Faculty Handbook by replacing fifteen with ten in I.A.3 (on page 1), by replacing twice with “at least once” in I.A.6.b (on page 2), and by replacing “Agendas must be published ten days in advance for the four regularly scheduled meetings, and fifteen days in advance for special meetings.” with “Agendas must be published at least ten days in advance.”

- Our Handbook mandates unnecessary restrictions on the Chairperson of the General Faculty’s ability to vote. The current language is more restrictive than Robert’s Rules and would be difficult to interpret in cases where a 2/3 vote is required.

Page 2: I.A.5. Chairperson (Existing language):
It is the privilege of the President of the University to appoint the chairperson at his discretion. The chairperson votes only in case of a tie.
MOTION 4. Amend the Faculty Handbook section I.A.5 (page 2) by deleting, “The Chairperson votes only in case of a tie.”

- The Journal of Record contains an item indicating that the Council interpreted Faculty Handbook section I.C.a.5 to allow Council members to serve on two committees in addition to the Academic Council.

P. 8: I.C.a.5. Number of Committees on Which a Faculty Member May Serve (Existing language):
No faculty member, including members of the Academic Council, may simultaneously serve on more than two standing committees, or one standing committee and one special committee. Service by a faculty member on a subcommittee that meets with regularity and carries a continuing responsibility shall be considered the equivalent of service on a standing committee or a special committee.

P. 8: I.C.a.5. Number of Committees on Which a Faculty Member May Serve (Revised language):
No faculty member may simultaneously serve on more than two Standing Committees. Academic Council members may serve on two Standing Committees in addition to serving on the Council. Service by a faculty member on a special committee of the faculty that meets with regularity and carries a continuing responsibility shall be considered the equivalent of service on a Standing Committee.

MOTION 5. Amend the Faculty Handbook section I.C.a.5 (page 8) by replacing the entire paragraph with the following: “No faculty member may simultaneously serve on more than two Standing Committees. Academic Council members may serve on two Standing Committees in addition to serving on the Council. Service by a faculty member on a special committee of the faculty that meets with regularity and carries a continuing responsibility shall be considered the equivalent of service on a Standing Committee.”

- Voting rights for ex officio members of Handbook committee members must be clarified.

MOTION 6. On page 10, insert under 6 and renumber as needed:

7. Voting rights

Ex officio Handbook Committee members are non-voting members unless otherwise indicated in the Handbook.

Delete the words “non-voting” with regard to ex officio members in the approved amendments to the Faculty Handbook concerning the Library Committee, Faculty Committee on Sustainability, and the Public Lectures and Events Committee.

- Language in section II.A.2.a (page 22) regarding information on appeals for the Rank and Tenure Committee requires that the Rank and Tenure Committee ask for information from the appropriate faculty and the Dean. This revision will make the process for appeals consistent with the process for applications.
MOTION 7. On page 22, in II.A.2.a, third paragraph, replace the sentence “Before considering an appeal, the Rank and Tenure Committee shall ask the appropriate faculty in the candidate’s curriculum area and the appropriate Dean to comment in writing on the additional material and to state whether their initial recommendation to grant or withhold promotion has changed.” to “Before considering the appeal, the Rank and Tenure Committee shall receive written comments on the additional material from the appropriate faculty in the candidate’s curriculum area and the appropriate Dean, which will include a statement as to whether their initial recommendation to grant or withhold promotion has changed.”

- In II.B.4 (page 32), the head of the curriculum area is required to record and keep on file records for consulting activities for members of the curriculum area. It would be more appropriate and efficient if these records were kept by the appropriate Dean or the Senior Vice President for Academic Affairs.

MOTION 8. On page 32, in II.B.4 revise last two sentences as shown, “Faculty members serving clients in a consulting capacity are retained as individuals and the University takes no responsibility for such service. Records of all such activities of each individual must be kept on file by the person responsible for his or her curriculum area appropriate Dean or the Senior Vice President for Academic Affairs and be subject to continuing review.”

- In II.B.5 (page 32) the Handbook is outdated in indicating that travel outside the continental United State and Canada will not be funded.

MOTION 9. On page 32, revise the last sentence in the first paragraph under II.B.5 as shown, “The limited University funds shall be made available within the continental United States and Canada in accordance with the following general principles:”
(IV) A list of issues that came to our attention for which the Council should determine whether or not these matters should be taken up.

1. The Grievance Procedure in Appendix I could be revised to conform to AAUP standards.

2. The language on voting rights for faculty members on leave (I.A.4 (a) (b) (c)) could be revisited and revised.

3. The language in the Handbook on page 22, in II.A.2.a, paragraph 3 on appeals is, “A candidate whose promotion is not recommended by the Rank and Tenure Committee may appeal that recommendation to the Committee only if he/she has additional significant information that had not been submitted with the original application file.” This is not consistent with the Timetable and Guidelines for Tenure and Promotion in the Journal of Record, which state that a candidate may appeal with additional information or clarification.

4. The language in the Handbook on page 24, in II.A.3.c. (2) may be problematic with regard to time on maternity leave counting towards tenure.

5. The language in the Handbook on page 25, in II.A.5.c. appears to refer to non-tenure track faculty and we may not be adhering to it.


7. The language in the Handbook on page 34, in II.C.4, on teaching load is, technically, correct, but could be clarified to emphasize that a normal teaching load is 9 hours/week.

8. There was discussion on whether or not it would be useful to clarify the definition of members of the General Faculty (I.A.2 on page 1).

I.A.2 (Existing language): The General Faculty is composed of all full-time University faculty members with the rank of Instructor or above, the President of the University, the Academic Vice President, the Academic Deans, and the University Librarian. Other persons may be appointed as members of the General Faculty by the President upon the recommendation of the Academic Council. All members of the faculty as described above have the right of vote at meetings of the General Faculty.

The 2010-11 AC Executive Committee had suggestions for this language which would define faculty based on the kind of contract they received. The 2011-12 AC Executive Committee’s conclusion was that the language was best left unchanged.

9. There was discussion on whether or not it would be clarifying to delete the word “academic” when defining the term of a member of the Academic Council (I.B.2 in first paragraph) to indicate that the term of a Council member continues throughout the summer in the event that Emergency Summer Meetings are called per the process in the Journal of Record.

I.B.2 (Existing language): The term of a faculty member is two academic years.
The 2010-11 AC Executive Committee agreed that deleting the word made sense. The 2011-12 AC Executive Committee felt that language later in the text made this unnecessary. Specifically the statement in I.B.2 paragraph 5 that “Newly elected members shall take office at the first meeting of the new academic year” implies that members serving in a given academic year continue to serve, if emergency meetings are called, throughout the summer.