



MEMORANDUM

To: Sue Ott Rowlands, Provost and Vice President for Academic Affairs

From: Matthew Zacate, Faculty Senate President

Re: Changes to the Faculty Handbook needed to support (1) the creation of schools in colleges and (2) colleges without departments or schools approved by the Faculty Senate at its meeting of September 30, 2019

Date: October 9, 2019

As you know, the current version of the Faculty Policies and Procedures Handbook (Faculty Handbook) was developed at a time when the department was the only allowed subdivision of a college (per Governing Regulation IV.A.1).

Even though SOTA – a school as a subdivision of the College of Arts and Sciences – has been around a couple of years now, the Faculty Handbook still does not fully address policy and procedures affecting the faculty of a school. It is disappointing to me that you and other administrators involved in the decision to deviate from the long accepted structural organization of the university did not examine the Faculty Handbook and propose changes needed to accommodate a school as an alternative to a department when SOTA was created. Problems arising from shortcomings in the Faculty Handbook were compounded with the recent creation of schools in the newly formed College of Health and Human Services.

Yet another set of problems was created by the creation of the College of Education, which does not have department or school subdivisions. Many policies and procedures in the Faculty Handbook presuppose the existence of a department chair and a college dean, so elimination of the department-level division makes it unclear how to follow them. It seems to me, that the responsible course of action would have been to determine what changes were needed to the Faculty Handbook to accommodate a department-less college and propose those changes for approval by the Faculty Senate **before** action was taken to create the College of Education.

I would advocate that whenever an action will result in a need to change the Faculty Handbook, the needed changes should be proposed before action is taken. Still, I appreciate your collaboration and Jason's hard work to identify all parts of the Faculty Handbook that need to be changed and to draft appropriate changes in response to the recent university restructuring. The



draft of changes was presented to the Faculty Senate in the form of a pdf-file named 'Faculty Handbook 2019-2020 Draft Aug19.pdf'. During discussion, the following amendments to the changes described in this file were proposed and approved by the senate (added text in bold).

1. Final sentence in section 3.1 (before 3.1.1) - change to read: "In colleges where there is no department or school, the dean will function as department chair in all processes described in section 3 **unless specified otherwise in a college document approved by the Board of regents or the Provost.**"
2. Final sentence in first paragraph of section 11.4.1 – change to read: "In colleges where there is no department or school, the dean **or a designee** will function as department chair in these processes."
3. Final sentence in second paragraph of section 11.4.2 – change to read: "In colleges where there is no department or school, the dean **or a designee** will function as department chair in these processes."

I am happy to report that the Faculty Senate approved the changes proposed in 'Faculty Handbook 2019-2020 Draft Aug19.pdf' with the three amendments above.