

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 11312S

Date of Senate Approval 04/26/12

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Statement of Faculty Senate Action:

**FWDC 14: Preface to the Faculty Handbook (Faculty Handbook 0.0)**

**Effective date:** Fall 2012

**Summary:**

This document inserts a preface to the Faculty Handbook which explains its purpose, its shared ownership and control, and the procedures through which changes are made to it. This document also clearly states the importance of the Faculty Handbook as a representation of the values of shared governance between the faculty and the administration.

**Rationale:**

The procedures for making changes to the handbook are not well-defined. In practice, some changes are made through Senate documents, others are made administratively, and others are suggested to the Editor of the Faculty Handbook. This document describes the kinds of changes that can be made to the handbook, distinguishing between changes in internal academic policy, changes in procedures which implement our policies, and changes which are merely editorial. It also delineates procedures for determining the nature of proposed changes and for approving and incorporating them into the handbook.

**Insert New Section:**

**0.0 Preface**

The Faculty Handbook is the most important document representing shared governance between the faculty and the administration at UNC Asheville. It is a joint document created by both the faculty, through the Faculty Senate and the Faculty Welfare and Development Committee (FWDC), and the administration, primarily through Academic Affairs. Because it is a living document, continually amended, members of the faculty and the administration should consult the most recent version of the Faculty Handbook to know current policies and procedures. The only exception is in policies for the granting of tenure, in which case the relevant language is that in place at the time of initial hire.

The Faculty Handbook has a number of purposes. It is the primary location for policies which affect faculty, containing both academic policies for matters such as faculty hiring, evaluation, and workplace conditions, which are approved by the Faculty Senate through FWDC, and other policies which originate elsewhere in the university or off-campus. It describes the procedures which have been put in place to enact these policies. It provides information about faculty ranks, faculty committees, opportunities, and awards. Finally, it describes both the rights and the professional responsibilities of members of the faculty at UNC Asheville.

As the product of shared governance, both the faculty and Academic Affairs have a role to play in the creation and maintenance of the Faculty Handbook. All suggested changes to the Faculty Handbook should be sent to the Chair of FWDC who, in consultation with the Faculty Senate Executive Committee and the Academic Affairs liaison to FWDC, determines whether a revision represents a change in academic policy requiring Senate approval, a change in administrative procedure or non-academic policy, or a simple editorial revision.

- 1) Changes in *academic policy* must be approved by FWDC and the Faculty Senate. This includes standards for annual evaluation of faculty; standards and procedures for reappointment, tenure, and promotion; the responsibilities of faculty committees; faculty grievances; and others. Policies which originate in the UNC Policy Manual or other sources outside of UNC Asheville do not require Senate action to be included in the Faculty Handbook unless internal policies are revised to comply with external directives.
- 2) Changes in *administrative procedures* proposed by Academic Affairs to implement academic policies which appear in the Faculty Handbook, such as those for annual evaluation, hiring of faculty, and application for professional leaves, should be reported to FWDC and, if they wish, to Faculty Senate before submission to the Editor of the Faculty Handbook. The same protocol is followed for changes in policy which are not under the purview of Academic Affairs but which appear in the Faculty Handbook, such as those originating in the General Assembly, UNC General Administration, or other divisions of the university.
- 3) *Editorial* changes correcting errors or reporting changes in website addresses, organizational structure, and the like can be made directly by the Editor of the Faculty Handbook with approval from the Chair of FWDC.

These categories of changes are intended to be hierarchical. If there is uncertainty about the category of a proposed change, it will be treated as if it is in the higher category.