

Memorandum

Date: November 15, 2024

To: Cris Elder, Faculty Senate President, and Faculty Senate Operations Committee

From: Nancy D. Middlebrook, University Secretary 

Re: Request Faculty Senate Approval of Proposed Revision to Policy A53 “Development and Approval of Faculty Policies”

The attached proposed revision of Policy A53 “Development and Approval of Faculty Policies” was developed by the Faculty Senate Policy Committee (FSPC) to address approvals required for regulatory or legally mandated changes to *Faculty Handbook* policies and reorder policy sections to ensure that the most important information is at the top of each policy. The proposed policy changes were sent to the campus for a 30-day comment period.

One comment was received expressing concern that there be adequate faculty governance review before changes to address regulatory or legally mandated changes are made to any *Faculty Handbook* policy. The FSPC discussed this comment and decided that this concern is appropriately addressed by the proposed language requiring review and approval of such changes by both the FSPC and the Faculty Senate Operations Committee. If either of these committees determine the proposed changes would benefit from campus comment, they could request such action.

The FSPC proposes removing “dean” from the following proposed change because a dean would not normally be involved in requesting changes for regulatory or legally mandated changes to a policy.

When changes to existing policies are necessary due to federal or state laws and/or regulations, the dean or director of the administrative unit responsible for compliance with those laws/regulations should submit a signed endorsement of the requested changes with a detailed explanation to the Office of the University Secretary.

With this one minor change the FSPC approved the attached proposed revision to go forward to the Faculty Senate for approval. The Policy Committee would be happy to have a member at the Faculty Senate meeting to answer questions or concerns. Thank you for this opportunity to work collaboratively with you on this important policy.

Enclosure:

A53 “Development and Approval of Faculty Policies” revised date 11/14/24

cc: Eve L Espey, Chair, Faculty Senate Policy Committee
Karen Patterson, Vice Chair, Faculty Senate Policy Committee