USA Process Improvement Committee

OUTCOME DOCUMENTATION FORM

Improvement Number: 16

Original Improvement: Rewrite the Faculty Handbook and use the Faculty Senate to assist with the administration staff

Academic Affairs is aware of the needed improvements for the Faculty Handbook (FH) and state clarification and substantial revisions of policies are an on-going process. Because the FH is a contractual document it requires careful consideration of wording. It is also imperative to assure one comprehensive and up-to-date handbook. To facilitate this effort a technical writer may be employed.

**Final Outcome:**

At present, Academic Affairs and others have identified the top four (4) policies requiring immediate revisions as follows:

- Grievance
- Tenure and Promotion
- EEO
- Sexual harassment and Title XI policies

Central theme: complaint resolution w/appeal processes

The present approach is a comprehensive complaint resolution of the aforementioned. The anticipated completion of the above is within the next nine to twelve (9-12) months. The Faculty Senate is involved in this undertaking.

Once the four major policies are stratified, Academic Affairs will entertain other areas identified by faculty as areas of needed improvement and establish a second sub-committee.