

Appendix A-W of the Faculty Handbook

Recommendation of the 2020-21 Constitution and Bylaws Committee

The work of the Constitution and Bylaws Committee (CBC) in AY20/21 includes updating the General Faculty Handbook at HSU. This work is being broken down into parts for discussion with appropriate bodies to facilitate manageable and focused discussions. As a result, this document includes recommendations for the update of Appendix A-W.

Rationale

The CBC has discussed the overall purpose of the General faculty Handbook as a guiding point for recommendations about what documents should be included in the appendices and what could be removed. The committee poses that the purpose of the faculty handbook is to include policies and procedures that clarify the role and expectations of faculty within the university. An effective handbook will keep to this goal and provide straightforward information for the faculty. Including additional items outside of this purpose will unnecessarily increase the burden of updating the handbook and become redundant within the context of other university resources.

During review, the committee found some appendices to contain policies that define other aspects of University operations outside those pertaining explicitly to the role and expectations of faculty. With the development and maintenance of the HSU Policy Index, some of these appendices could be reasonably and appropriately housed there instead of within the handbook.

Additionally, some of the appendices could be included as links to resources instead of PDF versions. This change would make it easier and more timely to keep this information up to date.

Suggested Changes

After careful review of the appendices, the CBC Committee recommends the changes included in table 1 below.

Table 1. Updates and Recommended Changes to Appendices A-W in the Faculty Handbook

Appendix	Recommendation	Notes
A- The Role of the Faculty in the Accrediting of Colleges and Universities	Revise	Instead of a PDF, link to the document in the American Association of University Professors (AAUP) website where it is maintained.
B-Statement on Government of Colleges and Universities	Revise	Instead of a PDF, link to the document in the American Association of University Professors (AAUP) website

		where it is maintained.
C-Humboldt State University Administrative Organizational Chart	Remove	Organizational chart does not outline the role of faculty and is kept in alternative locations for various sections of campus.
D-The Mission and Goals of Humboldt State University	Remove	The mission and goals of the university are information that is outside the purpose of the Faculty Handbook and can be found in other locations.
E-Constitution of the General Faculty of Humboldt State University	Retain	Updated May 2020 by Resolution to the General Faculty University Senate and vote of the General Faculty.
F-University Senate Constitution; University Senate Bylaws and Rules of Procedure	Retain	University Senate Constitution updated in September by Resolution to University Senate. University Senate Bylaws and Rules of Procedure updated January 2020 by resolution to the University Senate.
G-Integrated Curriculum Committee Bylaws and Rules of Procedure (Updated April 2018) Integrated Curriculum Committee Workflow Diagram Screen reader support enabled.	Retain	The ICC is currently revising their Bylaws.
H-Student Discipline	Remove	Student discipline is information that is outside the purpose of the Faculty Handbook and can be found in the policy index.
J-Faculty Personnel Policies and Procedures for Retention, Tenure, and Promotion	Retain	Updated in May 2019
K-Guidelines and Policies for Review and Range Elevation for Unit 3 Temporary Employees; Guide for Preparing the REP	Retain	Both updated in May 2019
L-Liability of State University Employees	Remove	Liability of State Employees is government policy and is

		information that is outside the purpose of the Faculty Handbook.
M-Personnel Policies and Procedures for Coaches	Retain	Updated September 5, 2017
P-Academic Freedom and Tenure	Revise	Instead of a PDF, link to the document in the American Association of University Professors (AAUP) website where it is maintained.
R-Grievance Policy and Procedures for Students Filing Complaints Other than Discrimination or Unprofessional Conduct Against Faculty, Staff and Administrators	Retain	
U-Statement of Professional Responsibility	Retain	Updated March 2013
W-Travel Policy for Academic Personnel	Remove	The travel policy is information that is outside the purpose of the Faculty Handbook, subject to change continuously, and can be found in the policy index.