

UNIVERSITY OF LOUISIANA AT LAFAYETTE

FACULTY SENATE REPORT

Faculty Handbook Task Force

Jim McDonald

September 17, 2014

Name of Committee

Person Submitting Report

Date

Task of Committee (please indicate the task of your committee here): To create a proposal for a procedure for the Senate and the administration to propose and agree to changes in the Faculty Handbook.

Progress Report:

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1.	The proposal is completed, agreed to by both the Task Force and the Provost, and ready for Senate discussion and vote.

Committee Members Present at Committee Meetings:

#	List the members of your Committee who attended via email Committee Meetings since the last Faculty Senate Meeting:
1.	Jim McDonald, Denise Linton, George Woodell, Bruce Turner, Toby Daspit, Andrea Flockton, Rachel Fournet, Robert McKinney (ex officio)

Anticipated Future Plans

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1.	If the Senate passes the proposal without amendments, the Task Force will have completed its charge and will be disbanded.
2.	If the Senate amends the proposal, the Task Force will meet with the Provost to discuss the changes and, if necessary, negotiate differences with the Provost and report back to the Senate.

Action Required by the Faculty Senate (list any action that needs to be taken by the Faculty Senate as a result of this report).
Discussion of proposed procedure, vote on possible amendments, and vote on the proposal.

Approve Motion from Committee.

Motion to approve the Task Force's proposed procedure for proposing and making changes in the Faculty Handbook and to include the procedure in the Faculty Handbook.

George Woodell will move the following change in the proposed procedure: *In #4 after the phrase "Upon receiving a proposal for a change in the Faculty Handbook," insert, "the full senate shall vote on whether the proposal merits consideration and should be submitted to the process described herein -- or not." The next phrase, " the Executive Officer will publish the proposal on the Faculty Senate's websites and refer the proposal to the Senate Executive Committee." should be altered to say, "If the proposal passes that vote, the Executive Officer will publish the proposal on the Faculty Senate's websites and refer the proposal to the Senate Executive Committee."*

Proposed amendment: "Upon approval of a change, when the office of Faculty Affairs makes a change to the Handbook, notice of the change will be sent out to all faculty."

Report on Task Force discussions: The central purposes of creating this procedure are to

- enhance shared governance
- ensure faculty have a voice in policies effecting them
- encourage participation
- establish procedures so that everyone understands the process

We discussed the potential problem that some Handbook changes, which would require a majority vote by the Senate, may require amending the Senate Constitution, which requires a two-thirds vote by the Senate, by deciding to require the Senate to vote on the constitutional issue before voting on the Handbook proposal. Giving the Senate one meeting to introduce amendments to a proposal and a second meeting that confines the vote to proposal as amended follows a customary practice in other university senates to come to a decision in a timely and efficient manner. If a proposed change in the Handbook needs more work, in the Senate's judgment, the Senate should vote against the change and continue the process

of debate and revision for a possible future vote. We considered allowing Senators to submit written amendments for a specified time after the first meeting, to be voted on before the vote on the proposal as a whole.

The Task Force recommends an expedited procedure for editorial changes—changes in wording and grammar, for example, that do not have an impact on policy and procedures—to avoid taking up Senate time with these matters. The Senate’s experience making editorial changes in the Senate Constitution and the size of the Faculty Handbook informed this decision, but the provision to post proposed editorial changes to the Senate and allow individual senators to bring an objection to the proposal to the Senate floor is protection against a substantial change being approved under the guise of an editorial change.

The expedited procedure for time-sensitive proposal for changes is necessary because changes are sometimes mandated by law, by the BOR, etc. with a deadline that could not be met under normal procedures, and other situations that make it desirable to pass a change in a short time. These changes can be reconsidered by the Senate at the request of one senator. The overall procedure requires notification of the Senate about time-sensitive proposals and the reasons behind them and posting of the changes to the Senate. The Task Force proposed a procedure for time-sensitive proposals during winter and summer breaks when the Senate normally does not meet.