

Policy for Revising or Amending the Faculty Handbook at Sul Ross State University

1. Initiation and Proposal of Changes

1.1. Faculty-Initiated Changes

1.1.1. Faculty have primary responsibility and authority over the Faculty Handbook. Changes to the Faculty Handbook initiated by the faculty must be presented and discussed at a Faculty Assembly meeting.

1.1.2. Following the discussion, the proposed changes will be put to a vote by the Faculty Assembly.

1.1.3. If approved by the Faculty Assembly, the President of the Faculty Assembly shall submit the details of the approved changes to the Academic Administrators via email.

1.1.4. This email must include a copy to the rest of the Faculty Assembly Executive Committee (EC) and be sent within one week of the Faculty Assembly meeting.

1.1.5. The Academic Administrators will review the proposed changes. If any changes are not approved, a detailed list of approved and non-approved changes, along with reasons for the non-approval, must be provided to the Faculty Assembly.

1.1.6. The response from the Academic Administrators should be received within two weeks of the submission.

1.1.7. This information must be shared and discussed at the next Faculty Assembly meeting.

1.2. Administration-Initiated Changes

1.2.1. Changes to the Faculty Handbook proposed by the administration must be presented at a Faculty Assembly meeting.

1.2.2. The administration will provide a detailed rationale for the proposed changes and address any questions from the faculty.

1.2.3. A vote on the proposed changes will be conducted by the Faculty Assembly.

1.2.4. The results of the vote must be submitted to the administration within one week of the Faculty Assembly meeting.

1.2.5. Any items not accepted by the Faculty Assembly will be accompanied by an explanation that reflects the discussion held during the Faculty Assembly.

1.2.6. This explanation must be submitted to the administration within one week of the Faculty Assembly meeting.

2. Communication and Documentation

2.1. Communication Loop

2.1.1. All communication regarding proposed changes, approvals, and reasons for non-approval must be completed in a timely manner to ensure transparency.

2.1.2. The Faculty Assembly President, Faculty Assembly Executive Committee, and Academic Administrators must be informed of all decisions and rationales.

2.2. Documentation

2.2.1. All communications related to the proposed changes and their approval or rejection must be documented and archived for future reference.

2.2.2. The Faculty Assembly President will be responsible for ensuring that all necessary documentation is completed and maintained.

3. Timelines

3.1. Faculty-Initiated Changes

3.1.1. Submission of changes to Academic Administrators: Within one week of Faculty Assembly meeting.

3.1.2. Response from Academic Administrators: Within two weeks of submission.

3.1.3. Sharing of response at Faculty Assembly: At the next Faculty Assembly meeting.

3.2. Administration-Initiated Changes

3.2.1. Submission of voting results to administration: Within one week of Faculty Assembly meeting.

3.2.2. Explanation for non-accepted items: Within one week of Faculty Assembly meeting.

4. Review and Revisions

4.1. This policy will be reviewed annually to ensure its effectiveness and relevance.

4.2. Any amendments to this policy must follow the same procedure outlined for handbook changes.

By adhering to this policy, Sul Ross State University ensures a structured and transparent process for revising or amending the Faculty Handbook, promoting effective communication and collaboration between faculty and administration.