

Appendix E. Proposed Changes to Bylaws, Charge, Membership, and Process

I. Charge of the (Standing) Faculty Handbook Committee (FHC):

We recommend FHC to be a standing University Committee. Its purpose should not be to make policy on its own initiative. Rather, its purpose should be to consider and potentially approve proposed changes to the Handbook brought to it from outside constituencies. It should ensure that proposed changes are clear, well-written, and consistent with other parts of the Handbook and other University documents and policies, including the Employee Handbook.

Annually, members of the FHC should read the entire document to ensure that it remains up-to-date with Current Institutional Policies and resources, to make sure that web links are active and cited resources are as referenced, and to check for possible internal inconsistencies.

The Handbook should continue to be disseminated in .pdf format through the Provost's website.

II. How should the Standing Faculty Handbook Committee be constituted?

Our proposal is that committee representation should be:

Voting Elected Members

- One non-dean non-director Faculty member from each of the four colleges. (Elections should take place on the same ballot by which colleges elect representatives to Undergraduate Council, Graduate Council, Faculty Senate, and University Research Council.)
- An at large Faculty member from the Coast

Voting Selected Members:

- A dean selected by the College Deans
- A director selected by the Council of Directors

Voting Members selected by the Executive Committee of the Faculty Senate:

- A member of the Faculty Senate

Non-Voting Ex-officio

- General Counsel

Members are to serve staggered three-year terms, and no member can serve more than two consecutive terms. Only faculty members with at least at least 3 years at USM in a tenure track or teaching position are eligible to serve. Faculty members serving on other standing University Committees, such as Undergraduate or Graduate Council, are not eligible for election.

The Committee chair should be either one of the college representatives or one of the representatives selected by the Executive Committee of the Faculty Senate.

III. What should the Standing Committee's process be for modifying the Handbook?

As at present, standing Faculty Handbook Committee recommendations to the President should be required to pass two separate committee votes. The two vote requirement is intended to allow ample opportunity for comment and discussion with constituency groups before the Committee finalizes a recommendation.

Proposed modifications to the Handbook must be brought to the committee by an official University governing body (such as the Faculty Senate, University Research Council, or the Undergraduate Council) or Administrative Office (such as the General Counsel's office).

The May 28, 2013 "Procedure for Implementing Amendments to the Faculty Handbook" posted on the Provost's website should be followed. As is the practice of the standing Committee at present, recommendations approved by the standing Committee throughout the year should be sent collectively to the President at the end of every school year.

Standing Committee Meetings should be open to all University faculty members and held at a standardized meeting time, such as during the second Friday morning of every month, as with other standing University committees. Items on the agenda for each meeting should be made available at least a week in advance through InfoCenter. In addition, the FHC chair should explicitly invite constituency groups that might be particularly affected by a proposed modification.