

**RESOLUTION FROM THE FACULTY AFFAIRS COMMITTEE
OF THE FACULTY SENATE
PROPOSED FOR ADOPTION AT A MEETING OF THE
FACULTY SENATE TO BE HELD ON
November 19, 2012**

WHEREAS, under the resolution adopted by the Faculty Senate on April 2, 2012

“Items shall be added to the *Resources Manual* or existing wording modified through the following process:

- a. A recommendation is made to a Faculty Senate standing committee or Faculty Senate ad hoc committee that a document be included in the *Resources Manual*. A Faculty Senate standing or ad hoc committee may also take it upon itself to recommend that a document be included in the *Resources Manual*.
- b. The recommending committee asks the Faculty Affairs Committee to review and consider the document.
- c. The Faculty Affairs Committee, after perhaps requesting changes to the document, votes on whether to bring the document before the Executive Council for consideration. If the vote is affirmative, then
- d. the Executive Council, after perhaps requesting changes, votes on whether to bring the document before the Faculty Senate. If the Executive Council vote is affirmative, then
the Faculty Senate votes on the document.”

WHEREAS, it is desirable that the rules for modifying the *Resources Manual* be included in the document itself; and

WHEREAS, it is desirable that the Resources Manual contain an accurate description of its content, purpose, and history; therefore it is

RESOLVED, that the Introduction to the Resources Manual be modified as described below to incorporate wording as to how it is to be modified; and be it further

RESOLVED, that the section entitled “Best Practices” be modified as described below to accurately reflect the history of the documents contained therein. Revisions are as follows (insertions are indicated by underline, deletions by strikethrough):

**Introduction
General Information and Guidelines for Using this Manual**

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- a. A recommendation is made to a Faculty Senate standing committee or Faculty Senate ad hoc committee that a document be included in the *Resources Manual*. A Faculty Senate standing or ad hoc committee may

also take it upon itself to recommend that a document be included in the *Resources Manual*.

- b. The recommending committee asks the Faculty Affairs Committee to review and consider the document.
- c. The Faculty Affairs Committee, after perhaps requesting changes to the document, votes on whether to bring the document before the Executive Council for consideration. If the vote is affirmative, then
- d. the Executive Council, after perhaps requesting changes, votes on whether to bring the document before the Faculty Senate. If the Executive Council vote is affirmative, then
- e. the Faculty Senate votes on the document. If the Faculty Senate vote is affirmative then
- f. the document is forwarded to the Provost for his or her approval. If the Provost approves the document, then it will be included in the *Resources Manual*.

Items shall be removed from the *Resources Manual* through the same process by which items were added.

Items eligible for inclusion in the *Resources Manual* consist of

- a. Best practices recommendations
- b. Other faculty and administrative resources

Procedural requirements or standards by which faculty, staff, or students must be evaluated may not be included in the *Resources Manual*; such items must be placed in either the *Faculty Handbook* or the *Manual for Faculty Evaluation*.

Revised November, 2012

Best Practices Statements

These statements reflect the work of several Faculty Senate committees and were initially included as appendices to the 1999 Manual for Faculty Review. Following additions and revisions drafted by the Faculty Affairs Committee, the current Best Practices Statements were presented to and approved by the Faculty Senate for inclusion in the Manual for Faculty Review, and then, in 2012, moved to the *Resources Manual*.