

Amendments to the 11th Edition of the *Faculty Handbook*

p. 2) Regarding voting rights for faculty members on leave:

Amend section I.A.4 of the Faculty Handbook by deleting items b. and c. and revising and re-lettering item d. as follows:

b. Faculty members have a contractual obligation to attend meetings of the General Faculty, except when on leave. A faculty member on leave may vote or designate a proxy to vote on his or her behalf in a General Faculty meeting, but is not counted in determining a quorum. An active faculty member [continue to end]

AC: 5/8/2013 GF: 10/18/2013 BOT: 6/5/2014

p. 11) Regarding membership on the Undergraduate Curriculum Committee:

Amend the first paragraph of Section I.c.b.4 of the Faculty Handbook, by replacing "one member of the professional staff from University College"

with

"one academic administrator with expertise in the needs of part-time undergraduate students (to be appointed by the Senior Vice President for Academic Affairs without voting rights)".

AC: 2/25/2013 GF: 4/12/2013 BOT: 10/3/2013

p. 12) Creation of Committee on Non-Tenure Track Faculty

Insert the following text as I.C.b.5. and renumber accordingly:

5. Committee on Non-Tenure Track Faculty

Membership

Three members of the General Faculty, at least one with tenure, elected for three-year overlapping terms in the usual manner, and three non-tenure track faculty members elected for three-year overlapping terms by the non-tenure track faculty in an election overseen by the Secretary of the General Faculty each spring. The SVPAA or his/her designee shall be an *ex officio* member. The election of the three non-tenure track members will take place before the election of members from the General Faculty, and committee membership shall include at most three members from the College of Arts and Sciences. Non-tenure track faculty members serve for three years as long as they are employed at Fairfield. Members with part-time faculty status receive a stipend equal to 1/8 of their stipend for one course for each semester they serve on this committee.

General Purpose

To study and make recommendations on issues regarding non-tenure track faculty.

Specific Duties

1. To draft or review policies on matters pertaining to non-tenure track faculty.
2. To receive suggestions from any source on matters pertaining to non-tenure track faculty.

3. To facilitate interaction between tenure track and non-tenure track faculty.
4. To promote professional development of non-tenure track faculty.

AC: 2/17/2015 GF: 4/17/2015 BOT: 10/1/2015

p. 12) Graduate Curriculum Committee

Amend the *Faculty Handbook* section I.C.b: STANDING COMMITTEES to create a Graduate Curriculum Committee by inserting the following new section as I.C.b.5 and to renumber the remaining sections of I.C.b accordingly.

5. Graduate Curriculum Committee

Membership

Eleven members elected from the faculty for three-year overlapping terms, according to the following electoral divisions: two from the College of Arts and Sciences, two from the Dolan School of Business, three from the School of Education and Human Development, two from the Egan School of Nursing and Health Studies, one from the School of Engineering, and one at large with the restriction of coming from either the Dolan School of Business or the Egan School of Nursing and Health Studies. Only faculty who have taught at least one graduate course at Fairfield University in the previous three academic years or is scheduled to teach a graduate course in the next academic year are eligible to stand for election to the Graduate Curriculum committee. Faculty are elected not simply as representatives of their curriculum areas, but as resource persons to oversee the total graduate curriculum.

A student representative from the Graduate Student Senate shall be a voting member of the committee and shall serve a one-year term.

The Provost or their designee shall be a voting member of the committee.

The Vice Provost for Graduate, Professional, & Continuing Studies, and the Dean of the School whose interests are under discussion by the Committee shall be advisory members

General Purpose

To keep under continual review the current curriculum patterns, to assess proposals from any source, and to make recommendations to the faculty, and appropriate agents. To ensure consistent standards and structures among a diverse range of graduate offerings, taking accreditation, certification, and licensure requirements into consideration. To foster collaboration and information sharing across graduate programs and schools.

Specific Duties

To review and evaluate graduate curriculum: (a) the structure and content; (b) special programs; (c) summer school and continuing education programs; (d) academic requirements for, and quality of, graduate degrees. In these areas it shall encourage and receive reports and recommendations from all sources. It shall also look into such questions on its own initiative.

Meeting

The first meeting of the Graduate Curriculum Committee shall be on the Thursday of the second full week of the academic year, and subsequently the first Thursday of every month. Meetings will run from 3:30pm to 5:00pm. Otherwise, the Graduate Curriculum Committee shall determine the frequency of additional meetings and the duration of its meetings as dictated by the nature and volume of its work, consistent with speedy action on all outstanding issues.

AC: 04/04/2022 GF: 05/18/2022 BOT: 06/02/2022

p. 18) Regarding membership on the Faculty Development and Evaluation Committee:

Replace the first paragraph of Section I.c.b.15 of the Faculty Handbook with the following:

Seven members elected from the faculty for three-year overlapping terms, according to the following electoral divisions: three from the College of Arts & Sciences, one each from the School of Engineering, the School of Nursing, the School of Business, and the Graduate School of Education & Allied Professions. The Senior Vice President for Academic Affairs or the appointed representative of the same shall be an *ex officio* member with a right to vote.

AC: 4/8/2013 GF: 10/18/2013 BOT: 6/5/2014

p. 18) Regarding membership and duties of the Faculty Development and Evaluation Committee:

Append to the first paragraph of Section I.c.b.15 of the Faculty Handbook:

A Director from the Center for Academic Excellence, or the appointed representative of the same shall be an *ex officio* member without voting rights.

Replace I.c.b.15.i with: i. to coordinate activities that promote teaching excellence.

Replace I.c.b.15.iii. with iii. to monitor and improve the system of classroom evaluation for all University faculty.

AC: 4/3/2017 GF: 4/21/2017 BOT: 11/30/2017

p. 18-19) Deletion of University College Committee

Delete 16. University College Committee

AC: 3/2/2015 GF: 4/17/2015 BOT: 10/1/2015

p. 19) Regarding membership on the Educational Technologies Committee:

Amend the amended first paragraph of Section I.c.b.17 by replacing "The Senior Vice President for Academic Affairs or designee, the University Librarian or designee, the Chief Information Officer, and the Directors of Academic Computing and the Media Center" with

"The Senior Vice President for Academic Affairs or designee, the University Librarian or designee, the Chief Information Officer, and the Director of Academic Computing"

AC: 12/5/2016 GF: 1/20/2017 BOT: 3/30/2017

Amend the first paragraph of Section I.c.b.17 by replacing "The Directors of Library Services, Distance Education for University College, Administrative Computing, Media Center, and Computing and Network Services"

with

"The Senior Vice President for Academic Affairs or designee, the University Librarian or designee, the Chief Information Officer, and the Directors of Academic Computing and the Media Center"

AC: 9/8/2014 GF: 11/21/2014 BOT: 3/26/2015

p. 24) Regarding time spent on maternity leave counting toward tenure:

Insert the following text as II.A.3.c.(3) and renumber current items (3) and (4):

Upon return from an approved maternity leave, an untenured faculty member may choose that the time of her probationary period toward tenure not include the academic year in which the maternity leave was taken. This declaration will be made in writing to the SVPAA by the 15th of October subsequent to a spring maternity leave or the 1st of March subsequent to a fall maternity leave. The faculty member will send copies of this letter to her department chair and Dean.

AC: 4/28/2014 GF: 11/21/2014 BOT: 3/26/2015

p. 26) Regarding Professors of the Practice:

Replace the 5th paragraph of Section II.A.7 with the following:

A Professor of the Practice, who may have any of the four grades – Instructor, Assistant, Associate, or Full – is appointed to make a contribution to the teaching curriculum and university service based on expertise and professional credentials that differ from professors appointed to tenure-track and tenured positions. Initial rank of the Professor of the Practice is assigned at appointment. The title in any grade does not imply tenure, nor will time served in rank be considered a probationary period toward tenure. The Professor of the Practice may be appointed to two three-year terms, pending satisfactory annual review. After two consecutive three-year terms, Professors of the Practice are eligible for contract renewal in five-year terms.

AC: 11/14/2016 GF: 12/9/2016 BOT: 6/1/2017

p. 28) Deletion of Fidelity from retirement plans

Amend Section II.B.1.b. by replacing the first two paragraphs with the following:

Retirement Plans underwritten by the Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF) are available. The faculty member who has completed one year of full-time service or its equivalent is eligible for this Plan and must initiate enrollment in this Plan through the Office of Human Resources. If the faculty member is already

a member of an eligible retirement plan, the one-year waiting period may be waived. The eligible and enrolled faculty member is fully and immediately vested in the plan. The University contributes towards the retirement plan with the expectation of a minimum contribution from the participating faculty member as detailed in the Benefits Plan Overview.

An optional Supplementary Retirement Annuity Plan underwritten by TIAA/CREF which may provide tax shelter opportunities is also available.

AC: 3/6/2017 GF: 3/24/2017 BOT: 3/30/2017