Faculty Handbook Revision Committee
Revisions to Chapter 16 (Draft)

Recommended changes are mostly for stylistic reasons, corrective for section numbers, and similar changes.

Recommended changes include:
- Removing references to the Preamble, which is being eliminated.
- Using “chapter” to refer to the primary divisions of the Handbook, while retaining “section” for subdivisions of chapters.
- Minor reorganization of section/subsection structure.
- Clarifying the amendment process (and its exceptions).
- Specifying the involvement of the Senate’s Chair Elect and of the Associate Provost for Faculty and Academic Affairs with the Faculty Handbook Committee.
- Deleting a passage that was supposed to have been removed as part of an earlier Handbook revision.
16. AMENDMENTS

16.1. AMENDMENTS TO SECTION CHAPTER 1 OF THE FACULTY HANDBOOK

Amendments to Chapter 1 altered a number of section references in the following sections. “Chapter” used to refer to primary handbook divisions.

All parts of Section Chapter 1 of this Handbook, with the following exceptions, may be amended by the Board of Governors upon the recommendation of the President of the University. The exceptions are as follows:

16.1.1. FACULTY SENATE AND FACULTY CONSTITUTION (SECTION 1.54.2.2)

Amendments to the Faculty Constitution and changes in the function of the Faculty Senate may be made through Board-approved University governance processes.

16.1.2. STUDENT GOVERNMENT ASSOCIATION (SECTION 1.54.4)

Amendments to this Section may be made through Board-approved University governance procedures.

16.1.3. UNIVERSITY COMMITTEE STRUCTURE (SECTION 1.54.5)

Amendments to this part of Section Chapter 1 may be made only through those procedures described below in Section 16.2.

Preamble deleted.

16.2. AMENDMENTS TO PREAMBLE, EXPLANATORY NOTE, AND SECTIONS CHAPTERS 2-16 OF THE HANDBOOK

16.2.1. RESERVED STATUTORY RIGHTS

While the Board of Governors seeks to share the governance of the University with the faculty to the degree set forth in the policy statements of this Handbook, in so doing, the Governors do not abrogate their statutory duties required by Chapter 174, Missouri Revised Statutes, which include the right, if they deem it essential to the proper management of the University, to amend the provisions of this Handbook. If such amendment is deemed necessary, the Governors pledge that they will follow the procedures set forth herein in effecting such amendments.

16.2.2. AMENDMENT PROCESS

Proposed amendments to the Preamble, Explanatory Note, and Sections Chapters 2-16 of the Faculty Handbook will be considered and acted upon pursuant to the following procedures described in Sections 16.2.2.1 – 16.2.2.5. With the exception of those amendments initiated by the Board of Governors because of exigency (Section 16.2.2.5.1), the emendation process will start with the Faculty Handbook Revision Committee.
The sequence of numbering did not make sense, with 16.2.3 being parallel to 16.2.2 (which is the introduction to 16.2.2) and all processes, including consideration by the Senate and Board structured as subdivisions under the description of the FHRC’s composition. The revisions given here restore the more logical structure that was present in earlier versions of the Handbook.

16.2.3.2.1 FACULTY HANDBOOK REVISION COMMITTEE

The Handbook Committee has routinely included representation from the upper administration (Associate Provost) and from Senate (Chair Elect), but this is omitted from the committee’s description. Having those individuals on the committee is very much consistent with the FHRC’s charge to “seek a reasoned consensus as advocates for good order and due process throughout the entire academic community.”

There shall be a standing Faculty Handbook Revision Committee, comprised of six individuals such that, at the time of their appointment, three are members of the tenured faculty, and three are academic administrators. The Chair-Elect of the Faculty Senate and the Associate Provost for Faculty and Academic Affairs will also serve as ex officio members without vote. The Committee shall elect its own chairperson. Committee members may serve for two successive two year terms but will then be ineligible for reappointment for a minimum of two years.

16.2.3.1.2 INITIATION OF AMENDMENTS

Amendments shall originate in one of the following three ways:
1. A proposal to the Faculty Handbook Revision Committee from the Board of Governors, the administration, the faculty, faculty members, or any faculty unit.
2. An emendation initiated by the Faculty Handbook Revision Committee in the course of the septennial review.
3. A Board action taken under exigency (Section 16.2.3.4-2.6.1) which adopts a policy change at variance with the Handbook. Corrected Section ID for exigency.

16.2.3.2.3 PROCESS OF COMMITTEE CONSIDERATION

16.2.3.2.3.1 AMENDMENTS FROM THE UNIVERSITY COMMUNITY

Upon receipt of any proposal, the Chair of the Committee shall forward a copy of the proposed amendment to the Faculty Senate and to the Provost. In consultation together, the chairs of the Faculty Handbook Revision Committee and the Faculty Senate and the Provost will evaluate whether the proposal is (1) editorial and corrective, (2) non-substantive and not pressing, or (3) substantive and pressing. Proposals of the first (1) type will be sent immediately to the Senate for approval. Proposals of the second (2) type will be retained for consideration in the septennial review. Proposals of the third (3) type will be considered immediately by the Handbook Committee. In all such considerations, the Committee shall seek a reasoned consensus as advocates for good order and due process throughout the entire academic community. The Committee shall file a report with the Faculty Senate in a timely fashion stating the Committee's recommended action.

16.2.3.2.2 SEVEN-YEAR REVIEW OF THE FACULTY HANDBOOK

The Committee shall conduct a complete review and revision of the Faculty Handbook every seven years. In all cases, the Committee shall seek to reach a reasoned consensus. The Committee shall file a report with the Faculty
The Faculty Senate shall consider the recommendations of the Faculty Handbook Revision Committee within thirty calendar days of the submission of the Committee's report, and shall file its recommended action with the Board of Governors and the administration.

In the event that the Senate recommends a version of an amendment differing from the version recommended by the Faculty Handbook Revision Committee, the Committee may elect to either (1) maintain its original version of the amendment or (2) adopt some or all of the changes recommended by the Senate.

The Committee shall file its final report (either its original report or one amended based on Senate recommendations) with the Board.

The Board of Governors shall thereafter consider the report of the Faculty Handbook Revision Committee, the Faculty Senate, and recommendations made by the administration before taking action on the proposed changes. The Board shall also hold an open meeting to receive comments from interested parties on the proposed changes before taking final action.

Under circumstances where either the legislature or the Coordinating Board for Higher Education makes requirements which necessitate a change in any policy contained herein, the President may forward directly to the Board of Governors the changes deemed immediately necessary to meet the aforesaid requirements without the same amendments first having been considered by the Faculty Handbook Revision Committee, or the Faculty Senate, as required in Sections 16.2.3.2.3 and 16.2.3.3.2.4 above. In all such cases the Board shall note the pressing exigency. In its commitment to shared governance, the Board shall, in advance of its vote, provide notice to the Faculty Handbook Revision Committee and to the Faculty Senate, requesting the Committee and Senate to convene and consult with the administration concerning the proposal. The failure of either body to convene and consult shall not prevent the Governors from proceeding after a reasonable period of time has been afforded.

The Board pledges in these cases to assure full dissemination to the faculty of such amendments and to hear a request for review within six months of any such amendments, upon the written request of the Chair of Faculty Senate.

Following final approval by the Board of Governors, the Faculty Handbook shall remain in effect until amended in accordance with the procedures set forth above. All amendments, unless otherwise specified, shall take effect at the commencement of the next academic year. All amendments so adopted shall be incorporated into the Faculty
Handbook as a permanent revision thereto. The Office of the Provost shall undertake prompt distribution of all amendments upon passage by the Board.

Reference to section on Exigency corrected.

Following final approval by the Board of Governors, the Faculty Handbook shall remain in effect until amended in accordance with the procedures set forth above. Amendments classified as editorial or corrective, and those covered under Section 16.2.3.42.6.1, shall take effect immediately upon approval by the Board of Governors. Other amendments shall normally take effect at the commencement of the next academic year; however, amendments may take effect upon approval of the Board of Governors if that is supported by both the Senate and the Board. Any amendment so adopted shall be incorporated into the Faculty Handbook as a permanent revision thereto. The Office of the Provost shall undertake prompt distribution of all amendments upon passage by the Board.
16. **AMENDMENTS**

16.1. **AMENDMENTS TO CHAPTER 1 OF THE FACULTY HANDBOOK**

All parts of Chapter 1 of this Handbook, with the following exceptions, may be amended by the Board of Governors upon the recommendation of the President of the University. The exceptions are as follows:

16.1.1. **FACULTY SENATE AND FACULTY CONSTITUTION (SECTION 1.4.2.2)**

Amendments to the Faculty Constitution and changes in the function of the Faculty Senate may be made through Board-approved University governance processes.

16.1.2. **STUDENT GOVERNMENT ASSOCIATION (SECTION 1.4.4)**

Amendments to this Section may be made through Board-approved University governance procedures.

16.1.3. **UNIVERSITY COMMITTEE STRUCTURE (SECTION 1.4.5)**

Amendments to this part of Chapter 1 may be made only through those procedures described below in Section 16.2.

16.2. **AMENDMENTS TO, EXPLANATORY NOTE, AND CHAPTERS 2-16 OF THE HANDBOOK**

16.2.1. **RESERVED STATUTORY RIGHTS**

While the Board of Governors seeks to share the governance of the University with the faculty to the degree set forth in the policy statements of this Handbook, in so doing, the Governors do not abrogate their statutory duties required by Chapter 174, Missouri Revised Statutes, which include the right, if they deem it essential to the proper management of the University, to amend the provisions of this Handbook. If such amendment is deemed necessary, the Governors pledge that they will follow the procedures set forth herein in effecting such amendments.

16.2.2. **AMENDMENT PROCESS**

Proposed amendments to the Explanatory Note and Chapters 2-16 of the Faculty Handbook will be considered and acted upon pursuant to the procedures described in Sections 16.2.2.1 – 16.2.2.5. With the exception of those amendments initiated by the Board of Governors because of exigency (Section 16.2.2.5.1), the emendation process will start with the Faculty Handbook Revision Committee.

16.2.2.1 **FACULTY HANDBOOK REVISION COMMITTEE**
There shall be a standing Faculty Handbook Revision Committee, comprised of six individuals such that, at the time of their appointment, three are members of the tenured faculty, and three are academic administrators. The Chair-Elect of the Faculty Senate and the Associate Provost for Faculty and Academic Affairs will also serve as ex officio members without vote. The Committee shall elect its own chairperson. Committee members may serve for two successive two year terms but will then be ineligible for reappointment for a minimum of two years.

**16.2.2 INITIATION OF AMENDMENTS**

Amendments shall originate in one of the following three ways:

1. A proposal to the Faculty Handbook Revision Committee from the Board of Governors, the administration, the faculty, faculty members, or any faculty unit.
2. An emendation initiated by the Faculty Handbook Revision Committee in the course of the septennial review.
3. A Board action taken under exigency (Section 16.2.2.6.1) which adopts a policy change at variance with the Handbook.

**16.2.2.3 PROCESS OF COMMITTEE CONSIDERATION**

**16.2.2.3.1 AMENDMENTS FROM THE UNIVERSITY COMMUNITY**

Upon receipt of any proposal, the Chair of the Committee shall forward a copy of the proposed amendment to the Faculty Senate and to the Provost. In consultation together, the chairs of the Faculty Handbook Revision Committee and the Faculty Senate and the Provost will evaluate whether the proposal is (1) editorial and corrective, (2) non-substantive and not pressing, or (3) substantive and pressing. Proposals of the first (1) type will be sent immediately to the Senate for approval. Proposals of the second (2) type will be retained for consideration in the septennial review. Proposals of the third (3) type will be considered immediately by the Handbook Committee. In all such considerations, the Committee shall seek a reasoned consensus as advocates for good order and due process throughout the entire academic community. The Committee shall file a report with the Faculty Senate in a timely fashion stating the Committee's recommended action.

**16.2.2.3.2 SEVEN-YEAR REVIEW OF THE FACULTY HANDBOOK**

The Committee shall conduct a complete review and revision of the Faculty Handbook every seven years. In all cases, the Committee shall seek to reach a reasoned consensus. The Committee shall file a report with the Faculty Senate in a timely fashion stating the Committee's recommended action.

**16.2.2.4 PROCESS OF SENATE CONSIDERATION**

The Faculty Senate shall consider the recommendations of the Faculty Handbook Revision Committee within thirty calendar days of the submission of the Committee's report, and shall file its recommended action with the Board of Governors and the administration.

**16.2.2.5 REPORTS BY THE FACULTY HANDBOOK REVISION COMMITTEE TO BOARD**

In the event that the Senate recommends a version of an amendment differing from the version recommended by the Faculty Handbook Revision Committee, the Committee may elect to either (1) maintain its original version of the
amendment or (2) adopt some or all of the changes recommended by the Senate.

The Committee shall file its final report (either its original report or one amended based on Senate recommendations) with the Board.

16.2.2.6 PROCESS OF BOARD CONSIDERATION

The Board of Governors shall thereafter consider the report of the Faculty Handbook Revision Committee, the Faculty Senate, and recommendations made by the administration before taking action on the proposed changes. The Board shall also hold an open meeting to receive comments from interested parties on the proposed changes before taking final action.

16.2.2.6.1 EXIGENCY

Under circumstances where either the legislature or the Coordinating Board for Higher Education makes requirements which necessitate a change in any policy contained herein, the President may forward directly to the Board of Governors the changes deemed immediately necessary to meet the aforesaid requirements without the same amendments first having been considered by the Faculty Handbook Revision Committee, or the Faculty Senate, as required in Sections 16.2.2.3 and 16.2.2.4 above. In all such cases the Board shall note the pressing exigency. In its commitment to shared governances, the Board shall, in advance of its vote, provide notice to the Faculty Handbook Revision Committee and to the Faculty Senate, requesting the Committee and Senate to convene and consult with the administration concerning the proposal. The failure of either body to convene and consult shall not prevent the Governors from proceeding after a reasonable period of time has been afforded.

The Board pledges in these cases to assure full dissemination to the faculty of such amendments and to hear a request for review within six months of any such amendments, upon the written request of the Chair of Faculty Senate.

16.3. AMENDMENTS TO TAKE EFFECT

Following final approval by the Board of Governors, the Faculty Handbook shall remain in effect until amended in accordance with the procedures set forth above. Amendments classified as editorial or corrective, and those covered under Section 16.2.2.6.1, shall take effect immediately upon approval by the Board of Governors. Other amendments shall normally take effect at the commencement of the next academic year; however, amendments may take effect upon approval of the Board of Governors if that is supported by both the Senate and the Board. Any amendment so adopted shall be incorporated into the Faculty Handbook as a permanent revision thereto. The Office of the Provost shall undertake prompt distribution of all amendments upon passage by the Board.