



Missouri State UNIVERSITY

To: Cathy Pearman and *Faculty Handbook* committee members
From: Tracy Dalton, Department of English
Subject: Revision of *Faculty Handbook* for inclusive language
Date: April 27, 2020

I am writing to give a brief explanation of the language changes I made to the University's *Faculty Handbook* (Word document "FH Working copy 2019-2020"). The new file is named "FH Working copy 2019-2020 TD edits Track Changes."

Reviewing the document

You should be able to see the changes I made to the document by opening Word's Review ribbon and showing "All Markup" in the Tracking box. To accept my edits, you can use the Review ribbon > Accept button > Accept all changes; another option is to accept or reject my edits one by one with the Review Ribbon.

Summary of my edits

Here is a summary of the changes I made:

- Removed gender-specific pronouns: his/he/his/himself, her/she/hers/herself
- Substituted "faculty member" or "faculty member's" when the reference was unclear without pronoun use. Some language seems repetitive, but that option is better than leaving sexist language.
- Recast sentences where changes to pronouns created awkward phrasing
- Tried to keep the plural "they" as the best option for "faculty members" instead of "faculty member"
- Reworked the Copyright examples in "Sec. VI University Copyright," even though the examples were sourced.

Further revisions needed

At the beginning of my editing process, I was distracted by a number of issues that exist throughout the *Faculty Handbook*. Consistent language use, grammatical mistakes, and factual errors still exist in my currently edited version, because the editing necessary to correct this document is substantial. If Faculty Senate finds a way to compensate me to edit the full document for these issues, I am happy to negotiate. The PDF file "FH td copymarks" shows the editing for the first section of the handbook, including the President's and Provost's letters, which I would perform if hired. You will see a sampling of the numerous errors in those pages that remain throughout the handbook. I did not make these changes; I edited exclusively for inclusive language during this project.

I hope my work helps the University. If you have questions or need further explanation of my work, please, let me know. I am currently available at TracyDalton@MissouriState.edu.

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