

DATE: May 12, 2016
TO: Full-time Faculty
FROM: Office of the Provost
RE: Summary of Changes to the Faculty Manual (2015-16)

The following is a summary of 2015-2016 updates to the Faculty Manual:

Spring 2016

1. Updated description of Sponsored Leaves of Absence
 - Describes procedures in cases where sponsor pays grantee directly.
2. Classroom Observations for Reviews after the 2nd two-year contract.
 - A. Adjusted deadlines for Observations for 3rd 2-year contract (new deadline is December 15)
 - B. Adjusted timeframe for the Classroom Observations for 2nd 2-year contract; visits for the third 2-year contract may occur during the 1st 2-year contract if it is after submission of the dossier.
3. The Modified Tenure Review policy and procedures was updated to include Long-Term Contract.
4. Inclusion of administrators with faculty rank policy and procedure in the Faculty Manual (as presented to the faculty in March and April 2016)
5. Inclusion of updated Sabbatical eligibility language and reference to the new Sabbatical Cover Sheet and instructions about the required application format (as presented to the faculty in April 2016).

Fall 2015

1. Inclusion of language regarding new faculty hires with non-traditional start dates
2. Reasons for Abstentions
3. Procedures for when a personnel committee member is being reviewed for reappointment or promotion

In addition, consultation with UPC, the following forms were updated or created:

1. Classroom Observation of Teaching (updated)
2. UPC Senior Faculty Peer Review Evaluation Form (updated)
3. Sabbatical Cover Sheet (new)