

Date: January 20, 2015

To: Voting Body of the Philadelphia University Faculty

From: Randy Swearer, PhD, Provost and Dean of the Faculty 

RE: Adoption of the 2015 Faculty Manual

Background:

Whereas, the Faculty is responsible for the content and approval of The Organization of the Faculty, the University administration is the responsible steward of the Faculty Manual, a separate document containing policies and procedures regarding faculty and academic affairs.

The recent revision of the Faculty Manual was undertaken in the true spirit of Shared Governance. It was marked by more than 12 months of collaboration with the University Personnel Committee and an additional semester of dialogue and engagement with campus colleagues, in particular full-time faculty and administration. We were guided in these efforts by our outside counsel. I am grateful for the contributions of all.

As is typically the practice, the Provost's Office documented the changes and revisions in order to be transparent and to create a workable Faculty Manual. The changes achieved the goals of creating a user-friendly document that organizes information into logical and coherent sections, reducing ambiguity about policies and procedures, and increasing consistency across all sections.

A revised draft of the Faculty Manual was emailed initially to all full-time faculty on August 12, 2014. At each Faculty Meeting during the fall 2014 semester the Provost's Office updated the faculty on the on-going revisions and discussions. A revised final draft of the Faculty Manual was distributed to full-time faculty on December 3, 2014.

Adoption of Manual:

As previously stated in my communications with the faculty, the Faculty Manual will be in effect for the reviews of all new faculty hires. All faculty reviews in 2016-17 and after will be conducted in accordance the Faculty Manual (2015).

The *Review Schedules* proposed by the University Personnel Committee in 2013 and published on the Provost's Office web page are not affected by this vote, as we are operating under these schedules this academic year (2014-15). Because of the clarity the schedules afford, the University will adopt and publish the revised Review Schedules found in the Appendix of Faculty Manual (2015) for the reviews scheduled for 2015-16 and after.

All other aspects of the Faculty Manual (2015) will be in effect upon from today forward.

Motion:

Because the revisions were such substantial improvements, I bring to the floor of the full Faculty the 2015 Faculty Manual for a simple majority vote of those in attendance and voting. This is an expression of my commitment to further our collegial effort toward Shared Governance.

Adopt the revised Faculty Manual (2015) as updated and amended by the University Personnel Committee and University administrative offices.