

December 3, 2014

Dear colleagues,

I am taking this end-of-the-semester moment to write with information about the status of the Faculty Manual.

It has been a productive semester on this important project. As I shared with you in August, our primary goals are to create a user-friendly document that organizes information into logical and coherent sections, reduces ambiguity about policies and procedures, and increases consistency across all sections. Toward that end, we have enjoyed a semester of consultation and collaboration. We appreciate how many faculty have rolled up their sleeves to improve the Manual. We have had dozens of fruitful meetings with faculty members, Faculty Committees, Deans, and others.

A pdf version of the Faculty Manual is saved to Artemis in the [Organization of the Faculty\Shared Governance\2014 Faculty Manual Draft](#) and to the [Shared Governance section of the Provost's Office website](#). Attached is a summary of the comments and revisions.

Next steps:

Please take December and early January to review this final draft. If you have questions, please do not hesitate to email them to me at provost@philau.edu. In the spirit of Shared Governance, on the floor of the January Faculty Meeting, I will request a simple-majority vote on the Faculty Manual.

Over the next few weeks, my office will be updating Index and Glossary.

My office will synthesize the Evidence of Professional Development documents submitted by each of the Colleges. We will review with UPC and Deans.

Timing:

The Faculty Manual will be in effect for new faculty hires. The Faculty Manual will be in effect for all current faculty scheduled for reviews starting in 2016-17.

Sincerely,
Randy Swearer, Ph.D.
Provost and Dean of the Faculty