

# USING **YOUR** FACULTY MANUAL

...Talking Manual With Your Chair

- **Dr. Rasoul Saneifard**



# WHAT DOES THE MANUAL COVER?



# IF IT'S ABOUT FACULTY IT'S IN THIS

## BOOK

PRINCIPLES OF ACADEMIC FREEDOM . ACADEMIC RESPONSIBILITY . MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY . FACULTY RANKS . PROCEDURES ON FACULTY APPOINTMENTS . **WAIVER OF PROVISIONS FOR TENURE AND FOR APPOINTMENT TO FULL PROFESSOR WITH TENURE** . CREDIT FOR PRIOR SERVICE AT ANOTHER ACADEMIC INSTITUTION . PROCEDURES UTILIZED FOR REAPPOINTMENT, PROMOTION, AND TENURE . **ANNUAL FACULTY PERFORMANCE REVIEW** . NOTIFICATION OF RENEWAL AND NON-RENEWAL OF APPOINTMENT . LENGTH OF TENURE TRACK SERVICE . NOTIFICATION OF TERMINATION OF TENURE TRACK SERVICE . TENURE AWARD . **POST TENURE REVIEW** . PROMOTION POLICIES . SALARY DETERMINATION PROCEDURES . FACULTY TRANSFERS FROM ONE DISCIPLINE TO ANOTHER . RESIGNATION, TERMINATION, AND DISMISSAL . **FACULTY WORKLOAD** . POLICIES FOR PURSUING ACADEMIC COURSEWORK . WORK SCHEDULE . OFFICE HOURS . ACADEMIC ADVISING . SYLLABUS . FACULTY CLASS MEETING RESPONSIBILITY . CLASS ATTENDANCE REGULATION . HANDBOOKS . **FACULTY LEAVES** . LEAVE OF ABSENCE WITHOUT PAY . FACULTY ABSENCE FROM REGULAR DUTIES . SALARIES AND COMPENSATIONS . OUTSIDE PRIVATE EMPLOYMENT . COMPENSATION ABOVE CONTRACTED SALARIES . **GENERAL DISCIPLINARY POLICY AND PROCEDURE FOR REGULAR INSTRUCTIONAL FACULTY** . TERMINATION FROM EMPLOYMENT FOR FINANCIAL EXIGENCY OR INSTITUTIONAL CONTINGENCY . TERMINATION OF REGULAR INSTRUCTIONAL FACULTY . **GOOD CAUSES FOR DISMISSAL** . PRESIDENTIAL AUTHORITY ON DISMISSAL . IMMEDIATE DISMISSAL . THE APPEAL PROCESS .

MOST QUESTIONS ABOUT THE MANUAL

**ARE THE SAME.**

FOR EXAMPLE...

# 1.3 Violations of the Manual by Academic Administrators

If any policy or procedure outlined in this Manual has not been followed **make a written report to the chairperson of the Faculty Senate.**

The report should include:

- The section of the Manual that was violated
- The person(s) , department(s) involved
- A brief description of the problem.

The chairperson may handle the matter the matter or **refer it to the relevant committee or person [College Senator] for resolution.**

## 2.9 The Department Chair Persons

Department chairs are responsible for the activities of their departments, and are accountable to the Dean.

Specific Functions Include, but are not limited to:

Preparing the departmental budget

Making recommendations for changes in rank, tenure, and/or salary

Creating and providing an effective plan for evaluating students

## 2.14 Selection of the President and Other Academic Administrators

### PRESIDENT:

The Board of Regents appoint a search committee for a new president made up of community, faculty, alumni, students, and administration representatives. Faculty representatives shall be selected by the Board of Regents from a slate of tenured faculty members provided by the Faculty Senate.

### PROVOST:

The President of the University shall appoint a Search Committee for a new provost made up of community, faculty, alumni, students, and administration representatives. Faculty representatives shall be selected by the Board of Regents from a slate of tenured faculty members provided by the Faculty Senate.

# WHAT DOESN'T THE MANUAL COVER?





HOW DO I USE THE MANUAL?



GO TO **2** TABLE OF CONTENTS

FIND A SECTION PERTINENT **2** YOUR CONTENT

LOOK **4** YOUR ISSUE IN THE SECTION.



# THE PROCESS FOR FILING A GRIEVENCE FOR MANUAL VIOLATIONS





1

GO TO THE MANUAL AND FIND YOUR ISSUE.



2

TAKE THE ISSUE TO YOUR SENATOR TO BE RESOLVED.

ONLY IF IT CANNOT BE RESOLVED, THEN YOU DO THE FOLLOWING:



3

EMAIL THE SENATE OFFICE FOR A FACULTY VIOLATION FORM. FILL OUT FORM & SUBMIT.



4

WAIT TO BE CONTACTED BY THE SENATE OFFICE.

WHERE CAN FIND THE MANUAL?



[WWW.TSU.EDU/FACULTY\\_SENATE](http://WWW.TSU.EDU/FACULTY_SENATE)

THE FACULTY  
MANUAL IS ON THE  
LEFT HAND SIDE OF  
THE SCREEN UNDER  
PUBLICATIONS.

