

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 DOES'NT 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_SENAT
E

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

