

## **Proposed revision to Faculty Handbook § 7.2.7.3 Days moves to a new section entitled § 2.9 Definitions and § 2.9.1 Days are clarified.**

### **Rationale:**

This proposal relocates § 7.2.7.2 to the end of Chapter 2 in the Faculty Handbook because the term “days” also impacts Chapters 3, 5, 7 and 9. By creating this separate definitions section, it would be applicable to the entire Faculty Handbook. The proposed change would add a “Definitions” section numbered § 2.9 to clarify terms, such as “days” in the Faculty Handbook. Currently “days” is defined in Chapter 7 but then the term “days” is referenced in multiple places throughout the Faculty Handbook. The proposed change to the term “days” would only affect the calculation of working days with regard to appeals, disputes and complaints.

Faculty conduct cases under Chapter 7 of the Faculty Handbook may be initiated at any time of the year. Faculty Review Boards are appointed to investigate the cases and to make a recommendation to the Provost within a specific timeframe. In some instances, the faculty conduct process runs over the week of winter break (between Dec 25 and January 1) when the university is on a “soft shutdown”, during the week of spring break, or during the week of Thanksgiving break, when many faculty are away or traveling and unavailable to participate in the process. In order to be realistic with regard to the availability of faculty members to participate in the process (e.g., Faculty Review Board members, witnesses) during these standard breaks, we propose excluding winter break week (Dec 25-Jan 1) the week of spring break, and the week of Thanksgiving break from the count of “working days”. This clarification in policy will ensure that we are treating faculty consistently across conduct cases.

This proposal helps the same clarification in appeal cases in Chapter 9 and PRS cases in Chapter 3 for the sake of consistency across appeals and conduct cases. This proposal related to the deadline for appeals, currently states “30 days following the occurrence”, not include the 30-day count in the week of winter break, the week of spring break, and the week of Thanksgiving break.

This proposal also changes the phrase “working day” to “days” throughout the Faculty Handbook. Due to the addition of § 2.9.1 which will define “days” as “working days”, it is unnecessary and confusing to have references in the Faculty Handbook to both “days” and “working days”. This change will help create consistency and clarity in the Faculty Handbook.

Proposed language added in red.

### **2.9 Definitions**

**This section defines terms use throughout this document.**

#### **7.2.7.32.9.1 Days**

In all references to "days" in this document, the reference shall be to working days, that is, days the University offices are open for business. **When “days” are referenced regarding appeals, disputes and complaints this excludes the week of spring break; the week of Thanksgiving break; and a week within the University’s winter break beginning with the official holidays in December and ending with the New Year holiday, and those days in between.**