

## Faculty Senate Documents Committee Annual Report (2021 – 2022)

The charge of the Faculty Senate Documents Committee (according to the Faculty Senate Bylaws) is to “Undertake a continuing review of the Faculty Senate governance documents: The Constitution, Bylaws, Faculty Handbook, and Procedures Manual.” The committee “works with the SVPP to assure that revisions to the Faculty Handbook are appropriate, are as approved by the Faculty Senate, and include academic and curricular policies adopted by the senate.” The committee “works with the SVPP to establish procedures for editing and style.” And “Edits for style all resolutions and motions passed by the senate that are to be included in the Faculty Handbook.”

### **Members:**

Members of the Faculty Senate Documents Committee for 2021 – 2022 were: Aaron Gassmann, Haozhe Chen, Clinton Gudmunson, Natalie Royston, David Verhoeven, Carol Faber, Denise Vrchota (Chair until December 2021, retired from ISU), Omar Smadi (Chair as of January 2022), and Dawn Bratsch-Prince (ex-officio).

### **Business:**

The Faculty Senate Documents Committee reviewed revisions and new policies for inclusion in the Faculty Handbook. The Faculty Handbook is updated in August and January of each year.

The committee worked on three faculty handbook related items this year.

1. Reviewed the Faculty Senate policy approvals. Approval notes at bottom of sections have not been used consistently throughout the faculty handbook. The committee decided on the below approval notation:

All approval notations will use the following format:

Add the **section number** to be modified at the beginning of the approval notation

The verb used will always be “**Approved**”

The titles used will follow this format:

1. **Faculty Senate**
2. **Senior Vice President and Provost**
3. **President**
4. **Board of Regents if needed**

The date format will be (**May 7, 2010**)

Approval notations will be listed in **chronological order**

Placement of the approval notations will be consistent with the current handbook (**end of the smallest number section modified**)

**This proposed new format will be implemented for any new changes to the handbook. Old changes will stay in their current format.**

Example:

**Section 5.1.1 Approved by the Faculty Senate (December 14, 2021); by the Senior Vice President and Provost and the President (December 16, 2021).**

2. Reviewed the faculty handbook chapters 8 and 10 and made recommendations on the changes.
3. Working on the faculty handbook editing project. The senate document committee already provided feedback on Chapters 1 through 4 of the edited handbook.

A big thank you to all the members of the Faculty Senate Documents Committee for their timely and precise attention to committee business this past year.

Respectfully submitted,

Omar Smadi, Chair, Faculty Senate Documents Committee