

HOWARD UNIVERSITY

OFFICE OF THE FACULTY SENATE

August 20th, 2018

Dear Steering Committee Members,

Attached is the copy of the most recent Draft Faculty Handbook Proposal that was forwarded from the Office of the Provost on August 17th, 2018.

This version differs from the previous revision sent by the Office of the Provost on July 4, 2018, because it incorporates important changes suggested by the Steering Committee at its July 31, 2018 meeting. These changes reflect the Board of Trustees' approval of Clinical Educator and Master Instructor positions in the School of Communications [C1.2.1; C1.2.3.2; C1.2.3.2.2]. The Proposed Revision also contains clarification regarding the medical reasons for termination [C1.2.3.], as well as the distinction between Career-Status Instructors and Master Instructors [C1.2.3.1.2].

Please note that all changes WITHIN THIS MOST RECENT VERSION WERE MADE in accordance with PROCEDURES outlined in Section 2.9.2.1 of the 1993 Faculty Handbook (see below):

- Suggested changes from the Steering Committee were referred to the ad hoc Faculty Senate Handbook Committee;
- The *ad hoc* Handbook Committee incorporated the necessary language and syntax changes, which were submitted to the Provost and the Working Group on Handbook Revision;
- The Working Group accommodated the recommended changes, which were approved by the submitter (the Provost).

The Draft Revised Handbook is now being sent to you for your vote. I would like to propose a meeting of the Steering Committee for Tuesday, August 28, 2018 from 2-3:30 pm to discuss this matter. Please inform me of your availability. Thank you.

Sincerely,

Sonya K. Sobrian

Sonya K Sobrian, Ph.D.
Chair, HU Faculty Senate



1993 HU Faculty Handbook

Section 2.9.2.1

Role of the Faculty Senate

Wherever proposals originate, they will be considered by the Faculty Handbook Committee of the Faculty Senate. Without prejudice to its procedures, this committee, upon receipt of a revision proposal, may choose a course of action, such as the following:

(a) The committee may receive and transmit it to the Steering Committee of the Council of the Faculty Senate without change or comment. (b) The committee may endorse it and attach its endorsement to the original proposal. (c) The committee, with the consent of the submitter, may either alter or amend the proposal before transmitting it to the steering committee. (d) If the submitter does not agree to such alterations or amendments, the Faculty Handbook Committee may object to the proposal and attach its objections or an amendment before sending the proposal to the steering committee.

The Steering Committee of the Council of the Senate will receive the proposal as transmitted by the Faculty Handbook Committee. It has the same courses of action open to it as those listed above for the Faculty Handbook Committee before placing the proposal, together with all recommendations (if any) of the Faculty Handbook Committee and the Steering Committee, on the agenda of the next meeting of the Council of the Faculty Senate. If the proposal is rejected in all forms by the Council of the Senate, the matter is ended. If the proposal in original form or in amended form is approved by the Council of the Senate, it is sent forward to the president.