



AA14: REVIEW AND REVISION OF THE FACULTY HANDBOOK

Issued: 1/9/2025

Revised:

Reviewed:

Relevant Units: Vice Chancellor for Academic Affairs; Faculty Senate; Council of Deans

I. PURPOSE

This policy describes the procedures for reviewing, amending, and adopting the Faculty Handbook. The policy provides for regular review to ensure Faculty Handbook alignment with Permanent and Chancellor's Memoranda and all other applicable policies. The policy also ensures that revisions to the Faculty Handbook are transparent and thoroughly vetted prior to adoption.

II. DEFINITIONS

Faculty Handbook – The document that describes the rights and responsibilities of the Faculty of the LSU Health Sciences Center - New Orleans and governs procedures pertaining to the roles of Faculty.

Committee - Faculty Handbook Review Committee as designated by the Faculty Senate

Executive Committee – The officers (President, Past President, President-Elect, Secretary, and Representatives) of the Faculty Senate.

III. GENERAL POLICY GUIDELINES

The Office of the Vice Chancellor for Academic Affairs is responsible for publishing the Faculty Handbook. The Faculty Senate is charged with regularly reviewing the Faculty Handbook. Amendments to the Faculty Handbook may be proposed by any of the monitoring units (Vice Chancellor for Academic Affairs, Faculty Senate, Council of Deans) but must be approved by all monitoring units prior to adoption.

IV. GENERAL PROCEDURES

1. Prior to the August meeting of the Faculty Senate, the active edition of the Handbook will be updated by a designee of the Vice Chancellor for Academic Affairs to ensure compliance with current, applicable LSU System Permanent Memoranda and LSUHSC-NO Chancellor's Memoranda and update all uniform resource locator (URL) links. This document will be provided to the Senate Executive Committee with changes tracked.
2. Annually at the August meeting of the Faculty Senate, the Senate will convene a Faculty Handbook Review Committee consisting of at least one faculty delegate from each School.
3. Procedure by the Faculty Senate
 - a. The Senate President will appoint a Chair, who will preside over all meetings of the Faculty Handbook Review Committee and who will be responsible for reporting the progress of the Handbook review and proposed Handbook changes to the Faculty Senate.

- b. The Committee will review the Faculty Handbook, in whole or in part, at the discretion of the Committee members and in consultation with the Executive Committee. If the Committee decides to perform a focused review, they will document which sections of the Handbook were included in the review in the final report to the Faculty Senate, and this report will be appended to the meeting minutes. The Committee will ensure that all sections of the Handbook are reviewed at least once every 5 years.
 - c. The Committee, in consultation with the Executive Committee, may choose to solicit commentary from the general faculty body via the Faculty Assemblies of the schools of the LSU Health Sciences Center, at their discretion.
 - d. At the November meeting of the Faculty Senate, the Committee Chair will present the proposed edits to the Handbook.
 - e. Following presentation of the Committee's report and discussion by the Senate body, the proposed new text of the Handbook will be circulated to the Senate delegates with changes tracked.
 - f. The Senate will vote to approve the text revisions at the January Senate meeting. Each revision will be voted on separately and shall pass with a simple majority vote in favor. Minor changes such as grammatical corrections and updated URL links will be considered friendly amendments and accepted without objection unless a Senator motions to discuss and/or vote on a specific change.
4. Following approval vote by the Senate, the revised Handbook text will be submitted to the Vice Chancellor for Academic Affairs with changes tracked, who will then forward it to the Council of Deans for review and approval.
5. The VCAA may return the working draft Handbook to the Faculty Senate for further revision prior to approval. Specific objections to the proposed Handbook text revisions and suggested amendments should be clearly communicated with an amended document submitted to the Executive Committee with changes tracked.
6. Any further revisions will be approved by a vote of the Faculty Senate and returned to the VCAA for approval.
7. Once all approvals are secured, the Faculty Senate will hold a vote to ratify the new edition of the Faculty Handbook.
8. The ratified Handbook edition shall become effective as of July 1 of the academic calendar year. If the new edition of the Handbook is not ratified before July 1, the previously ratified version of the Handbook shall remain in effect until the business date immediately following ratification of a new edition.