

MEMORANDUM

TO: Faculty
FROM: Lori Stewart Gonzalez, Provost and Executive Vice Chancellor
DATE: July 31, 2014
SUBJECT: Changes to the *Faculty Handbook*

Substantial changes to the *Faculty Handbook* were approved by the Board of Trustees on June 27, 2014. Most of those changes came as recommendations from the Faculty Senate, and I was pleased to approve all recommendations from the Senate. In addition, other updates were necessary to be in compliance with new legal and policy mandates. Two documents on the *Handbook* [website](#) explain and elaborate on the new language ([Faculty Handbook Revisions 2014](#) and [Legal Policy Handbook Revisions 2014](#)). The completely revised 2014 *Faculty Handbook* should be available within the next two weeks.

I am grateful for the serious and difficult work done by the Faculty Senate and the Faculty Senate Faculty Handbook Committee, whose membership included Senators Andy Koch, chair, Frank Aycok, Sandy Vannoy, and Paul Gates. Other members appointed by Dr. Koch were Stella Anderson, Tony Calamai, Martha McCaughey, and John Whitehead. Mary Reichel served as liaison from Academic Affairs, and Kathy Ray provided administrative support. Vice Provost Tony Carey oversaw all final changes, as well as providing leadership and expertise throughout the year.

More than fifteen sections of the *Handbook* were revised by Faculty Senate. All of these revisions represent important progress. The 2014-2015 *Handbook* better reflects current Appalachian practices and also aligns us more closely with widely accepted standards and practices in higher education.

For tenure track faculty, perhaps the most significant change allows assistant professors to request review for promotion to associate professor with tenure one year earlier than the mandatory year. If the assistant professor is not successful one year earlier, he/she may request review again in the mandatory year (*Handbook* 3.8.5.13.) Faculty Senate discussions on this idea were extensive and involved requesting departmental faculty input multiple times. I encourage faculty, department chairs, and deans to review the explanatory documents. As we implement the changes in this upcoming year, Academic Affairs will consult with deans, department chairs, and faculty and provide an updated list of “frequently asked questions” on the Academic Affairs website.

Please address questions regarding the *Handbook* revisions to Dr. Tony Carey, Vice Provost for Faculty Development (careyag@appstate.edu, ext. 2643), or Dr. Mary Reichel, Special Assistant to the Provost (reichelml@appstate.edu, ext. 2643), who will consult with others (for example, the Faculty Senate Chair or University Counsel) as necessary to respond to inquiries. All materials pertaining to these *Handbook* changes will be announced to campus and posted on the Academic Affairs website as they become available.

Thanks to all who worked so hard to make these important revisions, and I look forward to working with all of you to implement the changes.