

# Proposal for Expedited Handbook Approval Process – Version 1.1 (Updated 9/17/2024)

## Purpose:

The University Handbook and Policy Committee (UHPC) proposes an expedited approval process for minor updates to the University Handbook. This change aims to streamline the handling of non-substantive revisions, reducing administrative overhead and ensuring the handbook remains accurate and up-to-date with minimal delay.

## Summary of Proposed Changes:

The proposed expedited approval process allows for quicker updates in the following categories:

1. Correction of textual misspellings.
2. Updates to names of offices, departments, colleges, etc.
3. Changes in titles of university officers or employees.
4. Organizational restructuring primarily impacting Section B: University Structure, with potential minor implications elsewhere.

These changes would be handled through a simplified approval process involving the UHPC Chair, FAC Chair(s), and the Faculty Senate President. All expedited changes will be communicated to the broader Faculty Senate via inclusion in the Faculty Senate Consent Agenda, accompanied by a brief description and hyperlink to the full text of changes.

This process will be piloted through June 30, 2025. If not formally approved by the Faculty Senate by this date, the process will expire and be removed from the handbook.

## Proposed Handbook Language:

### Expedited Handbook Approval Process

To streamline minor updates to the University Handbook, an expedited approval process is established for the following eligible changes:

1. Correction of textual misspellings.
2. Updates to names of offices, departments, colleges, etc.

3. Changes in titles of university officers or employees.
4. Organizational restructuring primarily impacting Section B: University Structure, with potential minor implications elsewhere.

### Procedure for Expedited Changes:

1. **For Misspellings:** Faculty Affairs Committee (FAC) or University Handbook and Policy Committee (UHPC) members will submit corrections using the standard approval form, indicating affected sections and providing a strikethrough version in track changes.
2. **For Name, Title, or Organizational Changes:** The affected department or office shall submit proposed updates, including the current and revised information, to the UHPC chair. UHPC members will ensure all references are updated, and the provost's office will finalize changes post-approval.

### Approval Process:

1. Approval by the UHPC Chair.
2. Approval by the FAC Chair(s).
3. Final approval by the Faculty Senate (FS) President.

### Communication to Faculty Senate:

Expedited changes will be included in the Faculty Senate Consent Agenda with a summary, a brief description of each change and a hyperlink to the full text of the changes.

### Pilot Period and Sunset Clause:

This expedited approval process is authorized through June 30, 2025. If not formally approved by the Faculty Senate prior to this date, the process will expire and be removed from the handbook.

This proposal was approved on 9/14/2024 by the Faculty Affairs Committee and is now being submitted for review by the University Handbook and Policy Committee, and approval by the Executive Committee.