



Northeastern University
Office of the Faculty Senate

April 18, 2017

TO: Professor Carmen Sceppa, Chair, Senate Agenda Committee and
Professor Lou Kruger, SAC Liaison

FROM: 2016-2017 *Ad hoc* Senate Committee for Faculty Handbook Review
Professor Rhonda Board, Chair-BCHS
Professor Nancy Kindelan-CAMD
Professor Marina Leslie-CSSH
Professor Jessica Silbey-SOL

SUBJECT: 2016-2017 Final Report

- 1) The Ad hoc Faculty Handbook Committee (FHC) shall review the handbook language about faculty merit, raise and compensations policies and procedures and shall propose, where appropriate, recommendations with model language for inclusion in the Handbook by November 2016. In carrying out this charge, the Committee shall consider the approved Faculty Senate resolutions on Merit from 2008, and consult with the Faculty Senate's Financial Affairs Committee.***

The FHC met with the Financial Affairs Committee chair, the Full-time Non tenure-track Committee chair, SAC, the Vice-Provost for Faculty Affairs, and the Provost regarding appointment, merit, and equity procedures at Northeastern University. The following changes were made:

- The former *Appointments & Compensation* module was split into two new modules;
- The first, called *Appointments, Terms, and Reappointments*, now defines the term Full-time Faculty to include both Tenured/Tenure-track (TT) and Non-tenure track (NTT) faculty and includes appointment conditions for NTT faculty. The module was approved by the Senate on 4/5/17,
- The second, called *Compensation*, was submitted to SAC chair on April 18, 2017.

- 2) The Ad hoc Faculty Handbook Committee shall review the Handbook for internal inconsistencies, inconsistencies with other University documents, and for language or content that may need of updating with special attention to the titles used to describe full-time, non-tenure track faculty members. Where changes to the Handbook are warranted, the Committee shall propose a resolution with model language for inclusion in the Handbook.***

The following modules were reviewed and changes made:

- Non-retaliation (new module, Senate approval 1/12/17)

- Faculty Grievance Procedure (Replaces former modules called *Tenured and Tenure-track faculty grievance* procedure and *Grievance procedure for 2.7 academic or clinical specialists and 2.8B or 2.8F lecturers*; Senate approval 2/1/17)
 - Appointments, Terms, and Reappointments (new module [see 1.b. above], Senate approval 4/5/17)
 - Workloads (Senate approval 4/5/17)
 - General University Faculty and Bylaws (sent to SAC chair on 4/5/17)
 - Compensation (new module [see 1.c. above] sent to SAC chair on 4/18/17)
 - Dismissal (with Senate for 4/19/17 meeting)
 - Faculty Discipline (with Senate for 4/19/17 meeting)
- 3) ***When other senate committees are working on charges related to possible changes in the Faculty Handbook, the Ad hoc Faculty Handbook Committee shall collaborate with these committees for the purpose of proposing model language for inclusion in the Handbook.***

As noted in #1 and 2 above.

- 4) ***The Ad hoc Faculty Handbook Committee shall consider the recommendations of the 2015-16 Faculty Senate Hearing Committee in revising aspects of the module on Dismissal Proceedings.***

FHC met with Vice-Provost for Faculty Affairs and Lisa Sinclair from the Office of the General Counsel. Module revised and submitted to SAC.

- 5) ***Other priorities, to be determined by the Senate Agenda Committee, may be charged as they arise.***

No additional charges.

Recommendations for next year include:

1. A continuation of charge #2 above, with specific focus on:
 - a. Revisions to the following modules -
 - Procedural Guidelines in the Appointment of University Administrators
 - The Faculty Senate Bylaws
 - b. Restructuring of modules pertaining to NTT faculty for inclusion as Full-time university faculty and to streamline with TT faculty.
2. Consider restructure of the faculty handbook categories.