

IUPUI Faculty Council Committee Annual Report 2009-2010

Committee Name: Faculty Handbook Committee

Chair: Jennifer Hehman and Josette Jones (Co-chairs)

Secretary:

Members: Carol Baird, Jennifer Hehman, Richard Humphrey, Patricia Capps, James Daley, Todd Daniels-Howell, Josette Jones, C. Subah Packer, Narayanan Perumal, Pamela Rettig, Kristine Grefsheim, Mary Fisher, Nancy Eckerman and Lisa Riolo.

Action Items:

Action Item(s)	Status
<p>IUPUI Faculty Handbook for 2009/2010 was completely compiled by the committee as a whole, loaded online by Karen Lee, as the first totally online edition, with a newly written campus history by Mary Fisher and her office staff, edited for final publication form by Jennifer Hehman, as Co-chair. It was then presented to the IFC twice for reading, review and amendment at the October and November 2009 IFC meetings, with added edits made for a final draft of January 22, 2010. This version was then posted on the IFC web page for faculty access and was presented to the IFC for adoption, voted on and approved at the May 4, 2010 IFC meeting, It is located at: http://www.iupui.edu/~fcouncil/committees/handbook/supplement_12-09.pdf</p>	<p>Completed. Approved IFC 5/4/2010</p>
<p>The Committee is also charged to Review and compare the current edition of the IU Academic Handbook with the new edition of the IUPUI Faculty Handbook annually, to spot any conflicts or discrepancy in policies, procedures, etc. The committee was assigned sections of the Academic Handbook to review and reported back to the whole of findings in the Spring of 2010. The result was the committee found only one policy having any possible conflict in wording –which has been sent to the IFC EC for action.</p>	<p>Completed.</p>
<p>Prepare a template calendar for use by future Handbook committees for planning purposes.</p>	<p>To be carried over.</p>

Action Items to be carried over to 2010-2011:

Action Item(s)	Status
Add any newly approved policies to online 2009/2010 edition of IUPUI faculty handbook and revise as needed.	ongoing
Annually review and compare IU Academic Handbook and the IUPUI Faculty handbook.	ongoing
Create a template calendar for the Handbook committee to use .	Carried over from 2009/2010.

Suggested new action items for 2010-2011:

Action Item(s)	Status
Since the IUPUI faculty handbook is now an online version, not a printed version, it will be necessary to make sure an archival copy of the Handbook is downloaded annually, with copies kept by the University Archives, FAA and Dean of Faculties office – for future reference.	New activity to be done annually.

Please attach any completed documents or recommendations made by your Committee during this report year. One copy of this report and supporting documents will be sent to the IUPUI University Archives.

Report due: June 30, 2010

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***Preferred submission method is via email.**