

**To: Senate Members**

**From: Kelli Brown, Provost & VP for Academic Affairs**

**Re: Status of the Policies, Procedures, & Practices Manual**

**Date: October 25, 2013**

The updated Policy, Procedure, & Practice Manual can now be accessed electronically via [gcsu.edu/policies](http://gcsu.edu/policies).

### Brief History

In February 2012, working on behalf of Provost Sandra Jordan, Dr. Mike Digby briefed the Senate on the task of editing the Academic Affairs portion of the on-line Policies, Procedures, and Practices Manual (PPPM).

On October 26, 2012 ECUS approved the following motion:

**ECUS PPPM Motion (26 Oct 2012):** A motion *To acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to*

- a. *modify section titles to support better indexing and facilitate the search/find function of the PPPM*
  - b. *coordinate the reformatting of existing policy statements in the PPPM, as necessary, to align them with the current standardized university policy format template and refer the existing and reformatted versions to ECUS for steering to itself or other university personnel or committees to review the reformatted versions with respect to modification (if any) to the intent of the language articulating the policy statement or its associated procedure (if such procedures are present),*
  - c. *identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution. and*
  - d. *identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review*
- was made and seconded.

**Change Log:** Catherine Whelan noted that Mike Digby is maintaining a Change Log for the PPPM that will document the editorial changes that he is making as well as those changes that he is proposing for consideration and review by others.

### Work to update PPPM

During the time the PPPM was being reviewed, any new or approved policies were automatically included in the new version of the PPPM.

Drs. Catherine Whelan & Tom Ormond assisted Dr. Digby, with additional review by Dr. Craig Turner.

1. No changes were made to policies but an attempt was made to:
  - Edit the on-line PPPM for consistency, accuracy, and clarity
  - Organize the PPPM for user-friendliness
  - Develop a process to track changes in the PPPM
  - Improve the usefulness of the index
  - Develop an outline for a faculty handbook or guidebook, grouping together information that faculty would find most useful.
2. From the original to revised version, some procedures were changed to reflect current practices.
3. Throughout the document where appropriate, text was replaced with web links to BOR policies & procedures. This was done to take readers to source documents rather than having to constantly update passages in the PPPM when sources change.
4. There are still areas in need of Senate attention and the following list includes items that ECUS should route to the appropriate Senate Committee for action.
  - Graduate Faculty, Criteria for (II.B.7): needs to be updated
  - Academic Freedom (II.E.1): source of this is not stated; should be looked at for updating
  - Professional Ethics (II.E.2): should be looked at for updating
  - Professionalism in an Academic Setting for Faculty and Staff (II.E.3): should be looked at for updating
  - Student Opinion Survey (II.H.3.c. 1 and II.H.3.c.2) and entire section on Faculty Performance Evaluation (II.H—II.H.4.d): should be reviewed and updated
  - Termination of Employment (II.I): does not include, as BoR Policy Manual calls for, institutional policy on actions short of dismissal
  - Removal of Faculty Members, Procedures for (II.1.2): does not include BoR Policy Manual section on reasons for removal
  - New Program Proposals (III.B.4): graduate programs are to be reviewed by “graduate faculty;” no organization for this exists. Entry does not include anything on termination of programs
5. A copy of the old PPPM will be made available for readers wishing to compare versions. Contact Tom Ormond for access to this document.