**FACULTY HANDBOOK ADDENDUM**

In light of the significant changes to the University’s governance structure, the Faculty Handbook and the Staff Handbook will not be revised for the coming year. Alternatively, an addendum to both handbooks will outline the major changes and, in some cases, direct faculty and staff to online versions of policies that have been detailed in the respective handbooks in previous years. Additionally, the Staff Steering Committee and the Faculty Steering Committee will collaborate during the 2014-15 academic year to explore different approaches to presenting material in the Staff Handbook and the Faculty Handbook, including the removal of detailed policies that can be presented and archived online as well as the removal of duplicate Catalog material.

p. 9 – Board of Trustees

* Delete second paragraph regarding selection of representatives to meet with the officers of the Board of Trustees (President’s Office)

p. 23 – Council and Committee Membership and Procedures

* The New Committee Structure Proposal was approved by the faculty on May 6, 2014, and can be found at <http://southwestern.edu/offices/provost/forms.php>

p. 60-61 – Faculty-Student Projects and Competitive Professional Development Funds

* Minor changes to the guidelines which can be found at <http://southwestern.edu/offices/provost/research.php> (FAC).

p. 63 – Professional Development Accounts

* Current last sentence of the paragraph is struck and replaced with: “Exceptions to this policy should be submitted to the Provost’s Office for consideration.” (FAC)

p. 64-67 - Policies and Procedures for Full-time Faculty Sabbatical Leaves

* Changes to sabbatical guidelines as follows (FAC):
	+ *p. 65 – Procedures for Application* - When a department chair applies for a sabbatical leave, she or he will contact the Dean of the School of Fine Arts, when appropriate, and /or the Provost to recommend a department/program member to serve as the evaluator of the proposal and to follow the procedures defined in this document.
	+ *p. 66 - Expected Outcomes/Budget:* If your sabbatical proposes financial support from the University, provide an itemized budget with a justification that includes how your professional development account for the academic year during which you propose to take a sabbatical will be used. Also indicate if your sabbatical proposes financial support from sources outside the university. Indicate from what outside sources you expect the funds to be provided.
	+ Additional changes:
		- The set daily limit for hotel charges is $125 and for food is $25.
		- Southwestern student research assistants are not funded.
		- Faculty are not eligible for competitive funds related to the sabbatical project in the summer adjoining the sabbatical.

p. 111 – Departmental and Program Reviews

* Request that each department/program revisit and revise the department’s/program’s statement of faculty expectations as part of the seven-year self-study process with the understanding that the department/program can make revisions to the criteria at any point during the seven-year cycle (FAC/AAC).