

# FACULTY/STAFF HANDBOOK REVIEW

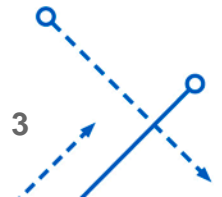
## Committee Members

- Robert Granfield, **Vice Provost for Faculty Affairs**
- Mark Coldren, Associate Vice President for Human Relations
- Elaine Cusker, Senior Associate Dean for Undergraduate Education
- Katharine Darling, Associate Dean for Academic Services
- Philip Glick, Chair of Faculty Senate
- Patricia Kane, Assistant Vice Provost for Faculty Affairs
- Domenic Licata, Chair Professional Staff Senate
- Pamela Lojacono, Staff Associate Policy and Operational Excellence
- Christopher Putrino, Director of Employee Relations
- James Jarvis, Associate Counsel
- Sarah Mack, Assistant Registrar for Student and Faculty Support
- Kathleen Manne, Assistant Vice President for Business Operations
- Teresa Miller, Former Vice Provost for Inclusive Excellence
- Sharon Nolan-Weiss, Director of the Office of Equity, Diversity and Inclusion



## Committee Charge – May 2017

- Review the structure and content of the handbook
- Provide recommendations for updating the content of the current handbook
- Explore and identify best practices for Handbook storage and dissemination
- Recommend dissemination platform



## Illustrating the Problem

<http://www.business.buffalo.edu/UbbContent/Hrs/facultyhandbook/uborgchart.pdf>



## The Current Status of the Handbook

- Is Comprehensive
- Contains the key sections relevant to institutional policies, mission, principles, and practices
- Is frequently utilized by faculty, especially Section III on Academic Policies

### BUT

- Outdated policies
- Broken links
- Difficulty in revising current format
- Outdated statements from President and Provost
- Not currently searchable
- A mosaic of pieces over a 30-year period



## Methodology for Review

### **FOCUS on CONTENT**

Conducted a review of each of the five sections of the handbook:

- 1) General Information
- 2) Faculty and Professional Staff Governance
- 3) UB Academic Policies
- 4) UB Personnel Policies
- 5) SUNY – General Information

### **FOCUS on DISSEMINATION**

Examination of policy platforms at all 62 AAU institutions to identify best practices for dissemination of faculty/staff policies and practices.



## Actions Taken

### CONTENT

Committee reviewed Handbook to identify sections that needed to be:

**Removed (outdated)**

**Revised (updated)**

**Retained (no action)**

### DISSEMINATION

31 of 62 AAU Institutions now supply web only access to faculty/staff information either academic or HR related

- 2) 17 of the 61 AAU Institutions supply a combination of web and pdf formats
- 3) Only 13 of those institutions still maintain a PDF handbook
- 4) 23 of those institutions houses academic handbook information in the Provost's area.
- 5) 7 of those institutions houses academic handbook information in the President's area.
- 6) 7 of those institutions utilize Deans' areas to disseminate academic handbook information.
- 7) The remainder of the institutions have decentralized methodologies for dissemination of this information.



## Content Recommendations

### RECOMMENDATION 1:

**The committee recommends that the content of the current Handbook be updated as per the suggested changes. We have provided a listing of the appropriate action needed to be taken, (remove, revise, or retain), for each section within the Handbook. This outline offers direction for bringing the content of the Handbook into compliance with new practices, principles and policies.**

### RECOMMENDATION 2:

**There are a number of places in the document with specific dates associated with the approval of additional sections. It is the recommendation of the committee that these dates be eliminated and, in their place, substituted with the phrase, “Reviewed in 2018.”**





## Dissemination Recommendations

### RECOMMENDATION 3:

The committee recommends that the current Handbook be re-imagined and placed into a dissemination framework that is consistent with digital best practices. It is the opinion of the committee that a paper handbook is no longer the most appropriate, useful, or accessible format for retrieving important policies and practices formerly contained with the Handbook. Such a new digital format should be in keeping with the University accessibility protocols that will allow for different retrieval and review options for all faculty and staff of the university.

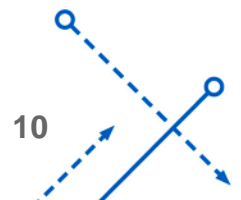
### RECOMMENDATION 4:

As the current Handbook is out-of-date and not in compliance with several policies, the committee recommends that the “link-based” format currently available in the Office of the Vice Provost for Faculty Affairs be initiated and made available to the campus community at the earliest possible date. This website would provide access to the relevant information and policies during an interim period, allow the old handbook to come down, and allow time to develop a new website design format should that be desired.



## SUMMARY

The UB Faculty/Staff Handbook Committee conducted a comprehensive review of the content and dissemination of the current Handbook. Several problems were identified including outdated policy statements, inoperable links, and lack of accessibility. In addition, the current Handbook consists of a series of amendments from the 1980s. In reviewing the Handbook, the committee sought to identify the content that required removal, revision, or retention. We have provided a detailed summary of these suggested changes. In addition, the committee has recommended that the appearance and dissemination of the Handbook be re-envisioned and brought into alignment with digital best practices. **The committee is confident that the suggested updates and new digitized platform for information dissemination will not significantly alter the content or spirit of the Handbook but will instead enhance its relevance and accessibility to faculty and staff.**



# Demonstration of the new platform for *University Policies and Guidelines*

## Questions