

SRSU Policy: Revising the Faculty Handbook
SRSU Policy ID: FH 2.00
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: March 28, 2025
Next Review Date: March 28, 2030

The Division of Academic Affairs has responsibility and authority over the Faculty Handbook. By adhering to this policy, Sul Ross State University ensures a structured and transparent process for revising or amending the Faculty Handbook and promoting effective communication and collaboration between faculty and administration.

A. Minor and Non-Substantive Changes

Minor and non-substantive changes will be instituted by the Provost's office with notification to the Faculty Assembly. Substantive changes will follow the process described below.

B. Faculty-Initiated Changes

1. Changes to the Faculty Handbook initiated by the faculty must be presented, discussed, and voted upon by the Faculty Assembly meeting.
2. If approved by the Faculty Assembly, the president of the Faculty Assembly shall submit the approved changes along with a rationale to the Provost within one week of receipt of the changes from the Faculty Assembly via email, with a copy to each member of the Faculty Assembly Executive Council.
3. The Provost will provide an acknowledgement of receipt of the proposed changes within one month of receipt of the proposed changes from the president of the Faculty Assembly.
4. The Provost will review the proposed changes and provide a summary of approved and unapproved changes, along with reasons for any unapproved changes, to the Faculty Assembly within two months of receipt of the notice of changes from the Faculty Assembly president.
5. This information will be shared and discussed at the next Faculty Assembly meeting.
6. The Provost will forward final recommendations to the President for final approval.

C. Administration-Initiated Changes

1. Changes to the Faculty Handbook proposed by the administration must be presented with a rationale at a Faculty Assembly meeting during which the administration will address any questions from the faculty.

2. A vote on the proposed changes will be conducted by the Faculty Assembly, and the results, along with a rationale for unapproved changes, submitted to the administration within two months of receipt of the notice of changes from the Provost.
3. The Provost will forward final recommendations to the President for final approval.

D. Documentation

The Faculty Assembly President will be responsible for ensuring that all communications related to the proposed changes and their approval or rejection are documented and archived for future reference.