

IOWA STATE UNIVERSITY

Faculty Handbook

Policies and Procedures

Fall 1999

Maintenance of the Faculty Handbook

Maintenance of the *Faculty Handbook* is the responsibility of both the Office of the Provost and the Faculty Senate Governance Council. Each year the *Handbook* is updated for changes and additions in policies, procedures, and descriptive information. During the academic year, the Governance Council, assisted by the Governance Structure and Documents Committee, does the following:

- monitors Faculty Senate actions that affect material described in the *Handbook*
- keeps accurate records to contribute to the revision process
- works with the Office of the Provost to update the general information in the *Handbook*
- reviews changes and additions to the *Handbook*
- monitors other changes, such as legislative actions and Board of Regents decisions that affect faculty

The changes submitted by the Faculty Senate for inclusion will be submitted in writing and cite Faculty Senate resolutions by number. The Office of the Provost will respond in writing regarding the disposition of each submission.