

## Faculty Handbook Update Committee

Hello and thank you for offering to help update the Faculty Handbook. An outdated copy of the handbook is available on the Internet at the following address:

<http://academic.pg.cc.md.us/instruction/fachandbk2/content.htm>

On the web, the handbook is divided into an introduction and 22 additional sections. There are sixteen of us who have offered to work on the update. My plan is to divide us into pairs, and have each pair review three sections of the handbook. As your team reviews each section, please do the following:

1. Ask yourselves whether it is even appropriate for this material to be in the Faculty Handbook. For example, I would suggest that the Handbook does not need a section for the staff holiday calendar. This information is readily available on-line, and someone already is tasked with keeping it current. I see no need for us to duplicate this. Should you decide a section should be eliminated from the Handbook, please provide a clear rationale.
2. If necessary, be assertive in seeking assistance from other members of the college community. If you need information from someone, don't be shy about asking to get the information in a timely manner. We have the full support of President Dukes and VP Dunnington on this matter.
3. When rewriting a section of the Handbook, place an emphasis on making it readable. For example, rather than copying extensive sections of the college code, make a reference to the relevant section. I hope that at some point we can have an electronic copy of the Handbook with hyperlinks to the code and other references.
4. If you are reviewing a section that will necessarily require frequent updates (*e.g.*, Faculty Salary Schedule—I hope it will require frequent updating!), include a plan for keeping that information current.
5. I suggest copying the electronic text from the web site into Microsoft Word, then doing your editing in Word.

I am going to create teams and assign each team to three sections of the handbook. Please contact your partner ASAP and develop a strategy for reviewing your sections. I would like to have first drafts completed by the end of February. We'll see where we are at that point and figure out how to proceed. At some point I will probably look for one or two people to review/edit the entire document.

The teams and sections are on the next page.

Thank you for your cooperation!

Introduction

Jeffrey Snodgrass and Clover Baker-Brown

1. Regulation on Academic Freedom and Tenure  
Kristi McGhee and Earl Yarrington

---

2. Academic Responsibilities  
Jacqueline Sumner and Sarah Gottschall

3. Operating Procedure Governing Faculty Compensation . . .  
Joyce Lockwood and Deb Zankofski

4. Extension and Degree Center Programs and Courses  
Jacqueline Sumner and Sarah Gottschall

5. Noncredit Instruction  
Sonia Bell and Janice Wright

6. Position Descriptions for Department Chairs  
Marie York and Denise Colton

7. Library/Media Center . . .  
Jean McEvoy and Imogene Zachary

8. Code of Ethics  
Jacqueline Sumner and Sarah Gottschall

9. The ASK Resource Locator  
Jean McEvoy and Imogene Zachary

10. Staff Holiday Calendar  
Mark Hubley and Eldon Baldwin

11. Campus Visitors  
Marie York and Denise Colton

12. Affirmative Action Plan  
Jeffrey Snodgrass and Clover Baker-Brown

13. Faculty Hiring Procedures  
Joyce Lockwood and Deb Zankofski

14. Faculty Salary Schedule  
Marie York and Denise Colton

Introduction

Jeffrey Snodgrass and Clover Baker-Brown

1. Regulation on Academic Freedom and Tenure

Kristi McGhee and Earl Yarrington

---

2. Academic Responsibilities

Jacqueline Sumner and Sarah Gottschall

3. Operating Procedure Governing Faculty Compensation . . .

Joyce Lockwood and Deb Zankofski

4. Extension and Degree Center Programs and Courses

Jacqueline Sumner and Sarah Gottschall

5. Noncredit Instruction

Sonia Bell and Janice Wright

6. Position Descriptions for Department Chairs

Marie York and Denise Colton

7. Library/Media Center . . .

Jean McEvoy and Imogene Zachary

8. Code of Ethics

Jacqueline Sumner and Sarah Gottschall

9. The ASK Resource Locator

Jean McEvoy and Imogene Zachary

10. Staff Holiday Calendar

Mark Hubley and Eldon Baldwin

11. Campus Visitors

Marie York and Denise Colton

12. Affirmative Action Plan

Jeffrey Snodgrass and Clover Baker-Brown

13. Faculty Hiring Procedures

Joyce Lockwood and Deb Zankofski

14. Faculty Salary Schedule

Marie York and Denise Colton

## Faculty Handbook Update Committee

Hello and thank you for offering to help update the Faculty Handbook. An outdated copy of the handbook is available on the Internet at the following address:

<http://academic.pg.cc.md.us/instruction/fachandbk2/content.htm>

On the web, the handbook is divided into an introduction and 22 additional sections. There are sixteen of us who have offered to work on the update. My plan is to divide us into pairs, and have each pair review three sections of the handbook. As your team reviews each section, please do the following:

1. Ask yourselves whether it is even appropriate for this material to be in the Faculty Handbook. For example, I would suggest that the Handbook does not need a section for the staff holiday calendar. This information is readily available on-line, and someone already is tasked with keeping it current. I see no need for us to duplicate this. Should you decide a section should be eliminated from the Handbook, please provide a clear rationale.
2. If necessary, be assertive in seeking assistance from other members of the college community. If you need information from someone, don't be shy about asking to get the information in a timely manner. We have the full support of President Dukes and VP Dunnington on this matter.
3. When rewriting a section of the Handbook, place an emphasis on making it readable. For example, rather than copying extensive sections of the college code, make a reference to the relevant section. I hope that at some point we can have an electronic copy of the Handbook with hyperlinks to the code and other references.
4. If you are reviewing a section that will necessarily require frequent updates (*e.g.*, Faculty Salary Schedule—I hope it will require frequent updating!), include a plan for keeping that information current.
5. I suggest copying the electronic text from the web site into Microsoft Word, then doing your editing in Word.

I am going to create teams and assign each team to three sections of the handbook. Please contact your partner ASAP and develop a strategy for reviewing your sections. I would like to have first drafts completed by the end of February. We'll see where we are at that point and figure out how to proceed. At some point I will probably look for one or two people to review/edit the entire document.

The teams and sections are on the next page.

Thank you for your cooperation!

15. Benefits  
Kristi McGhee and Earl Yarrington

16. Files  
Abednego Dee and Mirian Torain

17. Personnel Actions Procedures  
Kristi McGhee and Earl Yarrington

18. Pay Dates . . .  
Jean McEvoy and Imogene Zachary

19. Faculty Grievance Committee  
Joyce Lockwood and Deb Zankofski

20. Textbook Selection  
Jeffrey Snodgrass and Clover Baker-Brown

21. Facilities Management  
Abednego Dee and Mirian Torain

22. Faculty Senate Bylaws  
Mark Hubley and Eldon Baldwin

**Committee members**

Liberal Arts

Clover Baker-Brown  
Jeffrey Snodgrass  
Kristi McGhee  
Earl Yarrington  
Jacqueline Sumner  
Sarah Gottschall

Learning Resources

Jean McEvoy  
Imogene Zachary

Health Sciences

Denise Colton  
Marie York  
Joyce Lockwood

STEM

Eldon Baldwin  
Mark Hubley  
Deb Zankofski

Educational Development

Abednego Dee  
Mirian Torain

BSBS

Sonia Bell  
Janice Wright