

Faculty Handbook Committee, 2025-2026
Overview of Suggested Updates for 2026-2027

- **Throughout [Formatting and Updates]**
 - Change font from Times New Roman to Arial for accessibility
 - Remove URL footnotes and use only the descriptive hyperlinks for accessibility.
 - Update the page numbers for consistency (didn't start numbering until page 9; starting at page 4, after the Table of Contents)
 - Change "Web site" (outdated) to "website"
 - Delete references to Policy 6:004 (Discrimination and Harassment Complaints based on Protected Categories other than Sex), which has been replaced with Policy 6:001 (Equal Opportunity, Harassment, and Nondiscrimination Policy for all Faculty, Students, Staff, Applicants and Third Parties)
 - Delete references to TBR
 - Update "Dean of Student" references to the Division of Student Affairs or Office of Community Care and Standards, as appropriate
 - Change "Student Code of Conduct" to "Code of Student Conduct"
 - Removed gendered language and replace with singular they per common style guides (APA, MLA, Chicago)
- **Purpose of the Handbook** = reworded language to be clearer and more concise
- **Dean's Roles**
 - Reword for consistency of language and formatting for names of departments
 - "Dean of the Eriksson College of Education," remove the Tennessee Early Childhood Training Alliance (TECTA), which is no longer funded, and add the new APSU Center for Literacy
 - "Dean of the University College" [could change based on the Honors College proposal, which is currently undergoing review]
 - Remove section for "Executive Director of the APSU Center at Fort Campbell" since that role now reports through the Division of Military and Veterans Affairs
- **Faculty Responsibilities**
 - **Course Planning Checklist** = Removed outdated language and broken links to consolidate and streamline the section
 - Move the Annual Faculty Evaluation from the "New Faculty" section to "All Faculty" and update language
- **All Faculty**
 - Update language for Course Syllabi = provided by Kyle Christmas for the implementation of Concourse Syllabus
 - Section on Office Hours may be updated based on recommendations from a Faculty Senate Ad Hoc Committee [will go to Academic Affairs for review] [Concerns from Handbook Committee include physical availability in the building, name change, flexibility for online office hours via Teams/Zoom]
 - Required Attendance at Commencement Exercises = "If this plan produces inadequate representation at the December and/or August exercises, a new procedure will be developed." = struck by Kyle Christmas
- **Faculty Procedures**
 - Structured Learning Assistance section was outdated and replaced with Corequisite Course Support information provided by Dr. Blaire Woodring
 - Academic Notify (formerly Academic Alert) section was outdated and replaced with GovSignal information provided by Whitney Milliken
 - New Course Development = strike reference to "liberal arts core" and replace with "general education" language

- Update language related to discrimination and harassment, AA/EEO, and the Office of Equity, Access, and Inclusion, and replace with information from the Office of Institutional Culture
- Records Retention and Disposal of Records section = I updated language and added relevant links [This is my area as the University's Records Management & Retention Officer]
- **Faculty – Student Expectations**
 - Attendance Policy for Inclement Weather section = added language about remote operations
- Section on “Academic Support Services” = changed to “Support and Services” since not all sections are related to academics
 - Replace references to Learning Resource Center with Center for Academic Support & Enrichment (CASE)
 - Replace references to Office of Career Services with the Career Success Center
 - Replace references to the Health and Counseling Center with Counseling & Health Services and updated language (ex. “Let’s Talk” program replaced by “Let’s Connect”)
 - Replace references to the Military Student Center with the Newton Military Family Resource Center
- **Benefits** = updated language to remove specific providers of disability insurance
- **Travel and Reimbursement** = updated language suggested by Geraldine Garner, including outdated referral to Rand McNally for calculating mileage, and registration fees and reimbursements
- **Course Syllabus** = major changes made by Kyle Christmas to incorporate Concourse Syllabus language
- **Austin Peay Center at Fort Campbell** = major updates provided by Ben Drummond
- **Distance Education** = struck section on E-Syllabus since it will be outdated with the Concourse Syllabus implementation
- **Faculty Development and Research Support** = update faculty allocation from \$1,100 to \$1,500
- **Special Programs** = change title to “University Programs” instead of “Special Programs” with the following changes:
 - Remove ANTS (already mentioned above)
 - Remove the Foy (already mentioned above)
 - Honors Program [could change based on the Honors College proposal, which is currently undergoing review]
 - Remove the Military Student Center (already mentioned above)
 - Remove Student Publications (already mentioned above)
 - replace references to “Student Disability Resource Center” with “Disability Student Success Center”
- **Awards to Faculty** = minor changes to formatting and consistency of language within each award description