



# **Proposed Revisions to the *Faculty Handbook*** *(as amended in the Faculty Meeting)*

## **Faculty Meeting**

**February 17, 2015**

## **Joseph Hughes**

**Chair, Statutes Committee**

# Background

- Major reorganization of the *Faculty Handbook* in 2013 and 2014
- Many older sections transitioned:
  - Georgia Tech Policy Library
  - Departmental websites
  - Replaced by newer sections in *Handbook*
  - Deleted outdated material
- Two sections not previously resolved

# Proposed Changes to Handbook

**Note:** None of these changes involve Statutes; only one reading needed.

- **Move and edit section 37.5.1 to create 4.7**  
Student Complaints and Grievances Against a Faculty Member
- **Move section 37.5.5 to create 3.1.12**  
Sanctions and Allocation of Support Services to Faculty Members
- **Delete section 7**  
Transitional Sections of the Faculty Handbook

## ~~4.7 37.5-1~~ **4.7 37.5-1 Student Complaints *and Grievances* Other Than Sexual Harassment Against a Faculty Member**

### **Policy**

Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs *and environment* of the Institute.

### **Applicable Procedure**

*Complaints or grievances related to discriminatory or sexual harassment are covered by the Institute's Anti-Harassment Policy*

*<<http://www.policylibrary.gatech.edu/employment/anti-harassment-policy>>.*

*Complaints or grievances related to grading disputes are covered by Section 20 of the Student Rules and Regulations*

*<<http://www.catalog.gatech.edu/rules/20a.php>>.*

*Allegations of scholarly misconduct are covered by the "Policy for Responding to Allegations of Scientific or Other Scholarly Misconduct" in Section 5.7 of the Faculty Handbook*

*<<http://www.policylibrary.gatech.edu/faculty-handbook/5.7-policy-responding-allegations-scientific-or-other-scholarly-misconduct>>.*

Students' complaints **or grievances related to other issues** should be made in writing to the appropriate administrator such as School Director, Department Head or Provost and Executive Vice-President for Academic Affairs. However, in the case of an oral complaint, the administrator should make written notes about the nature of the complaint. Appropriate measures shall be taken to safeguard the student from retaliatory action. The administrator promptly shall discuss the complaint with the faculty member to determine if it has merit. If the complaint is determined to have merit, it may be made a part of the personnel file of the faculty member only after discussion with the faculty member. However, the faculty member shall be given the opportunity to make his or her own written comments/rebuttal to the complaint. Such written comments by the faculty member shall be attached to the administrator's report in the personnel file.

Note: Accumulation of complaints without discussing them with the appropriate faculty member in order to use them as justification for lack of promotion or lack of salary improvement at a later time, is not permissible.

If the complaint is determined to have merit, then a plan of action to correct the cause of the complaint shall be worked out jointly between the administrator and the faculty member. Check points for a review of the situation are to be established at that time. A **copy of the written plan shall be shared with the faculty member and a** record of these actions shall be maintained in the personnel file of the faculty member.

If the faculty member is not satisfied with the plan of action proposed for the resolution of the student complaint, the faculty member may present the grievance to the Faculty Status and Grievance Committee.

***The administrator shall inform the student of the resolution of the complaint.*** ~~If the student is not satisfied with the proposed plan of action jointly worked out between the administrator and the faculty member,~~ the student may go to the next higher administrative level for review. (Assistance regarding procedures may be obtained from the Vice-President for Student Affairs.)

### **3.1.12 ~~37.5.5~~ Sanctions and Allocation of Support Services to Faculty Members**

Support services are provided to enhance the teaching, research, and service programs of the department. Accordingly these services may not be denied to a faculty member as a sanction.

## ~~7. Transitional Sections of the Faculty Handbook~~

~~The Faculty of Georgia Tech, in its meeting of November 19, 2013, decided to transition many old sections (with two exceptions) to other parts of the Georgia Tech Policy Library or to websites maintained by the departments concerned with the subject areas. In other cases, some of the old sections were better covered by newer material elsewhere in the Faculty Handbook and could be deleted. It was agreed that identified obsolete sections would be removed from the Handbook as of July 1, 2014. A Guide comparing the current Handbook with earlier editions provides pointers to up to date material on what was covered in the sections that were removed.~~

~~Two exceptions which have not yet been transitioned are Sections 37.5.1 and 37.5.5. These will be maintained as is in the Faculty Handbook (with their original section numbers) until updates can be prepared in the Policy Library. These are found below.~~