

October 10, 2016

Dear Faculty,

We write to bring to your attention some important changes in the Northwestern University Faculty Handbook, the document that articulates the terms of faculty employment. Please find a copy of the Handbook [here](#). *Note that it is effective as of September 30, 2016.* Each year, the Faculty Senate Handbook Committee updates aspects of it to ensure that it is current and congruent with what is actually happening in practice.

This past year our efforts were directed at explicitly including non-tenure eligible (NTE) faculty in existing policies and providing for their representation on faculty disciplinary and Title IX committees. We also modified the Guidelines for Handling Appeals Made to the Faculty Appeals Panel, the body that evaluates faculty members' appeals related to their reappointment, promotion, reprimand, or tenure. We worked closely with the Faculty Senate NTE Committee and with Lindsay Chase-Lansdale, Associate Provost for Faculty.

We are delighted to report that the Faculty Senate approved the Handbook Committee's changes at its regular monthly meeting on June 8, 2016.

Some of the important revisions to the Faculty Handbook include the following:

- A definition of NTE faculty (pp. 6-7)
- A provision requiring the administration to give NTE faculty, except those working on one year contracts, one year's notice of release (p. 22)
- A provision that allows NTE faculty to seek grants for short-term dependent care expenses incurred when the NTE faculty member travels to attend professional meetings. The grants may cover such costs incurred at home while the faculty member travels or the cost of transporting the dependent and caregiver to the meeting's location (p. 29)
- A provision that explicitly extends the University's Disciplinary Procedures to NTE faculty members who have not performed their academic duties or have demonstrated conduct inconsistent with University or community expectations (p. 30)
- Among the most exciting changes in the Faculty Handbook include provisions that require NTE faculty representation on various faculty committees related to faculty discipline and Title IX procedures. The previous version of the Handbook contained no requirement that NTE faculty be represented on several such committees and panels. The Faculty Handbook revisions mandate that two NTE Faculty members serve on the seven-member Committee on Cause, the body that makes the initial decisions on the Administration's desire to impose "minor sanctions" on faculty members and decisions to terminate or suspend faculty members (p. 30). It also adds 11 NTE faculty to the 25 tenured faculty on the Faculty Appeals Committee, the body that evaluates faculty members' appeals related to their reappointment, promotion, reprimand, or tenure (Guidelines for Handling Appeals Made to the University

Faculty Appeals Panel). In addition, 3 of 5 members of Ad Hoc Committee (p. 32), the committee that reviews the Administration's decision to impose a minor sanction or suspend or terminate a faculty member's service, and 1 of the 2 faculty on Title IX Sanctioning Panel (p. 35) must be NTE faculty when the matter before those bodies involve a NTE faculty member.

We encourage you to review these exciting and valuable changes in the Faculty Handbook.

Please contact us if you identify issues that the Faculty Senate should address in future revisions of the Faculty Handbook.

Best regards,

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