

Annual Report of the IUPUI Faculty Handbook Committee  
To the IUPUI Faculty Council  
Meeting of Tuesday, October 7, 2014

The committee is charged with responsibility to develop the IUPUI Faculty Handbook as a supplement to the Indiana University Academic Handbook. In accordance with its charge, the committee has conducted its annual review of the IU Academic Handbook and the document entitled A Guide for IUPUI Faculty, IUPUI Supplement to the IU Academic Handbook (referred to in this report as the “Faculty Guide”). Minor revisions and updates were made to the Faculty Guide where appropriate. The current version of the Faculty Guide was archived in July of this year.

The committee made the following changes/additions in 2013-14 to the Faculty Guide:

1. Updated the design of the Faculty Guide to conform to university branding.
2. Edited the Faculty Guide to update the sections of IUPUI History, Accreditation, and Administrative Committees.
3. Also edited for style using the official IU Style Guide, the Chicago Manual of Style, and the policy guideline adopted by the IFC (i.e., making small wording changes).
4. Added the following policies/links:
  - a. IU Intellectual Property Policy (The policy implements the IU “Statement of Principles on Intellectual Property.”)
  - b. IUPUI Proposed 30-Hour General Education Core
  - c. IUPUI General Education Core for 2013 (which will be updated each year to reflect changes to the annual course list)
  - d. IUPUI Student Death Notification Protocol
  - e. Faculty Rights Regarding Student Evaluations
  - f. Faculty Work
  - g. IUPUI Student Records Retention Schedule
5. Links were confirmed and updated throughout the Faculty Guide.
6. Updated page numbers referencing the IU Academic Handbook to links. This will need to be changed once again to link to the appropriate IU policy (See #1 in Moving Forward).

Moving forward, the committee has identified the following items to address in the current academic year:

1. The IU Academic Handbook no longer exists in written nor in an online format. Instead, users are directed to the University Policies website to find the policy they seek. (See Reference Section at the end of this report.) Accordingly, the IUPUI Handbook Committee will seek from the IFC approval of a revised charge. The committee would like to bring to the Faculty Council a recommended revised charge later this year.
  - a. As a result, a revision of the Faculty Guide is needed to reflect the policy number of each document that previously would have been in the online version of the IU Academic Handbook.

- b. The committee will work to apply a numbering system to the Faculty Guide as was used in the online version of the IU Academic Handbook. That is,

1 BRIEF HISTORY OF THE UNIVERSITY

2 THE UNIVERSITY'S OBJECTIVES AND IDEALS

3 THE TRUSTEES OF INDIANA UNIVERSITY

4 FACULTY REPRESENTATION AT INDIANA UNIVERSITY BOARD OF TRUSTEE MEETINGS

5 ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

- 5.1 Indiana University
- 5.2 Office of the President
  - o 5.2.1 PRESIDENT
    - ▣ 5.2.1.1 Authority of the President
  - o 5.2.2 VICE PRESIDENTS
  - o 5.2.3 CHANCELLORS/PROVOST

2. The committee has been made aware of certain title changes to campus offices which need to be addressed in the Faculty Guide. Specific work will be done to change “Dean of the Faculties” to the “Office of Academic Affairs” or “Executive Vice Chancellor and Chief Academic Officer” where applicable.
3. The committee intends to conduct a review of Section 4 of the Faculty Guide with the goal of improving the section headings to support the linked documents it contains.

Respectfully submitted for the IUPUI Faculty Handbook Committee,

Judith Wright, Chair  
Indiana University Kelley School of Business

#### Reference Section

Here is the link to the Indiana University Academic Handbook:

<http://vpfaa.indiana.edu/academic-handbook/index.shtml>

The message shown on the handbook page:

The IU Academic Handbook you're currently trying to access is out of date. The university-wide academic polices have been moved; please [access them here](#).

The [archived version of the Academic Handbook](#) is still available, but will not be updated and should not be regarded as a source for university-wide academic policies.