Timeline for Yearly Updates to the
IUPUI Supplement to the IU Academic Handbook
Developed by the Handbook Committee (2012-2013)

1. The Faculty Council Handbook Committee (FCHC) will meet in February and June of each academic year for the purpose of placing approved policies, guidelines, procedures, and updated website listings in the Supplement. All work will be done in the spring semester unless specifically requested to review the Supplement at another time.

2. The FCHC should obtain all updated materials by May 30 (or as soon after the May IFC meeting as may be possible) for the past academic year. The chair of the FCHC will be responsible for contacting the IFC president for all materials for the current year should they not be received by the deadline. Such material for the updates to the Supplement could be:
   - IFC and UFC approved policies
   - Board of Trustees approved policies
   - New guidelines and procedures
   - Updates to web sites
   - Other material

3. The chair of the FCHC, with the coordination of the Faculty Council Coordinator, will distribute updated materials to committee members for editorial action at the February meeting. The committee members will browse the material for form (grammar, spelling etc.) and structure (placement in appropriate sections etc.).

4. Final approval by the FCHC will be completed at its June meeting.

5. The Supplement will be archived with the time stamp of July 1 each year.

6. The chair will report on the work of the committee at the IFC’s October meeting for approval, if there were substantial changes, in the November meeting.

7. A working draft of the Supplement will be maintained online for updates that have been approved by the IFC, UFC and Board of Trustees throughout the year.

IFC Handbook Committee – June 19, 2013