

# University Handbook and Policy Committee Expansion

Revised: 1-12-26

## Background

The University Handbook and Policy Committee (UHPC) reviews Faculty Senate policy drafts for consistency with the University Handbook, the Policies and Procedures Manual, and Kansas Board of Regents policies. UHPC also participates in editing and approving updated policies. The committee reports to and collaborates with the Faculty Affairs Committee. Ex-officio, nonvoting members, include representatives from the Office of the Provost, whereas an ex-officio, voting member, includes a representative from the Faculty Senate Faculty Affairs Committee (FAC).

## Rationale for Expansion

Currently, other than ex-officio members, the UHPC consists of seven faculty and unclassified staff members, appointed by the Faculty Senate President for staggered three-year terms. Members choose a chair annually; if no chair is chosen, the Faculty Senate President appoints one.

The committee's workload and the complexity of policy review have increased significantly over recent years. UHPC is now routinely responsible for reviewing a larger volume of policy proposals, revisions, and remediation efforts, many of which require detailed cross-referencing across the University Handbook, Policies and Procedures Manual, and Kansas Board of Regents policies.

In addition, policy timelines often require rapid turnaround, increasing the time commitment per member within a limited academic calendar. The current committee size limits the ability to distribute workload equitably, particularly during periods of member absences (e.g., sabbaticals, leave, or professional travel), which can challenge quorum requirements and continuity of review.

Expanding membership will allow for shared workload, improved coverage during absences, and greater flexibility in assigning editing, coordination, and remediation tasks. This structure will enhance the committee's capacity to meet increasing demands while maintaining accuracy, consistency, and timeliness in policy review.

To address these challenges, UHPC proposes changing the membership term from three to five years and expanding its membership from 8 to 11 total voting members while establishing defined leadership roles (Chair, Co-Chair, Secretary, Editor) and implementing a leadership progression model. These changes will improve capacity for editing and remediation tasks, strengthen coordination with university leadership, support onboarding and training of new chairs, and enhance continuity and institutional memory.

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## Proposed Changes

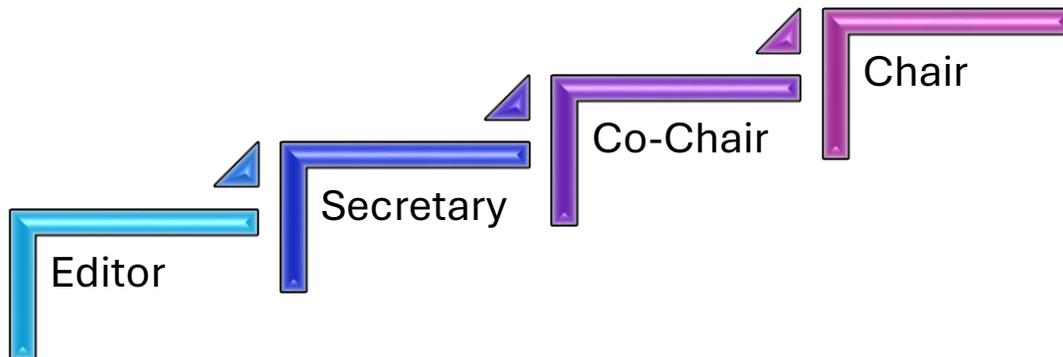
### Membership Expansion

- Increase total voting members from 8 to 11.
- Expand leadership roles to Chair, Co-Chair, Secretary, Editor.
- Members choose (or fill any vacancies) for the Chair, Co-Chair, Secretary, and Editor.
- Adjust membership terms to staggered five-year appointments, with the option for a second term.

### Leadership Progression

Leadership in the UHPC progresses through the responsibilities of Editor, Secretary, Co-Chair, and Chair. Each leadership role is typically held for a one-year term, with the expectation that members advance sequentially to support continuity, mentorship, and institutional knowledge transfer.

While leadership progression is intended to reflect a multi-year commitment to the committee, flexibility may be exercised in cases of unforeseen circumstances or by mutual agreement of the committee. A multi-year leadership trajectory is preferred to ensure stability and effective onboarding of future leaders, though exceptions may be made when necessary.



### Role Descriptions and Duties

Leadership roles within UHPC are intended to be filled by members with prior committee experience to ensure effectiveness and continuity. Ideally, members assuming the roles of Editor, Secretary, Co-Chair, or Chair will have completed at least one year of committee service.

To support leadership transition and mentorship, members should not assume the Chair role during the final year of their committee term, except under exceptional circumstances, so that outgoing Chairs may provide guidance and continuity to incoming leadership.

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- Chair: Leads committee meetings, oversees policy review, regularly attends the FAC meetings, manages Policy Review Tracking datasheet.
- Co-Chair: Assists Chair, schedules meetings, prepares agendas, coordinates projects.
- Secretary: Records meeting notes and timekeeper, submits finalized meeting notes to Chair within one week, coordinates electronic approvals with Academic Affairs and Innovation (AAI) Specialist in the Provost's Office.
- Editor: Coordinates with Secretary and serves as backup if absent, reviews Transmittals forms, maintains documentation, confirms project completion.

## Expected Outcomes

- Increased efficiency and accuracy in policy review and editing.
- Improved communication and coordination with university leadership.
- Strengthened institutional memory and smoother leadership transitions.
- Greater capacity to manage an expanding policy workload.

## Next Steps

Upon UHPC committee discussion and approval, a finalized proposal will be submitted to the FAC for consideration and endorsement. The approved proposal will be presented by the FAC to the Faculty Senate. Following FS approval, this proposal will serve as guiding principles for the committee. The University Committee Data Sheet as well as Committee Membership Terms will also be updated to reflect these changes.

## References

- [University Committee Data Sheet \(#2095\)](#)
- [Committee Member Terms](#)