

Proposed Change - approved by University Handbook and Policy and Faculty Affairs committees

University Handbook and Policy Committee Edit Approval

Origin of issue in Handbook – Referral of an Issue for Handbook Committee Review

- Member of University Handbook and Policy Committee
- Other committees may begin the process of revision
- Members of Faculty Senate may initiate the request to update
- Faculty Senate Office Specialist or Office of the Provost may request changes
 - Others at university may start the discussion
- External Stakeholders or Issues e.g., state/federal statute, KBOR policy, COCAO best practice, etc.

Inform Chair of Handbook Committee of a need for a handbook edit

**Other Faculty
Senate committees
may suggest edits**

Development of changes

Options for tracking changes

- Place text from original policy in a Word document
- If using desktop application, turn on “Track Changes” tool
- If shared via OneDrive, ensure all who are involved select “Reviewing” rather than “Editing” or “Viewing” before making changes
- Once edits occur, create the following versions:
 - Clean version with edits included
 - Marked up version showing additions as underlined text and deletions as strikethrough text
 - Original version

**Originating Group
may suggest edits**

Recommendation of Edits to Committee

- Committee members notify chair of edits for review at next meeting
 - Contact Office of General Counsel if necessary
 - Move to Approval Process

**Approval process for Handbook
changes**

Approval Process

