



## Board of Trustees

Policy Statement  
University Policy Library

Functional Area:	Human Resources
Responsible Executive:	Chief Executive Officer
Responsible Office:	Human Resources Office Academic Affairs Office
Effective:	January 1, 2019

# Faculty Employment Handbook Committee

## Human Resources

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### I. Introduction

- A. **Authority:** C.R.S. § 23-54-102 *et seq.* (2018) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, administer, and interpret policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy defines the process to approve and modify policies included in the faculty employment handbook.
- C. **Scope:** This policy applies to faculty employment policies. Faculty employment policies apply to faculty and members of the University community serving in a faculty role.

### II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Executive Officer
- B. **Responsible Administrator:** Chief Human Resources Officer and Chief Academic Officer
- C. **Responsible Office:** Office of Human Resources and Office of Academic Affairs
- D. **Policy Contact:** Human Resources Office, 303-615-0999, and Academic Affairs Office, 303-615-1900



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### Human Resources

### III. Policy Statement

There shall be a Faculty Employment Handbook Committee (the “Committee”) comprised of two members of the Faculty Senate, appointed by the Faculty Senate; the faculty trustee to the Board of Trustees; one department chair, appointed by the Council of Chairs and Directors; one Dean, appointed by the President; the Chief Academic Officer or designee; the University Counsel or designee; and the Chief Human Resources Officer or designee. The Chief Human Resources Officer or designee shall serve as Handbook Committee Chair. University Counsel and the Chief Human Resources Officer are non-voting representatives. The appointed members of the Committee shall serve rotating, two (2) year terms from the date they are appointed.

The Committee shall consider recommended changes to the Handbook and shall make recommendations to the President to either approve or disapprove of such changes. Committee members shall secure input from their constituent represented group and provide such input to the Committee as a whole prior to the Committee’s final recommendation. The Committee shall have a reasonable opportunity to submit written comments and/or suggested modifications to any proposed change in the Faculty Handbook as a recommendation before the President acts on the proposal.

The Committee shall consider and make recommendations to the President on all proposed Faculty Handbook changes submitted to it. These recommendations shall report the results of any votes taken by the Committee and include a summary of issues leading to any non-unanimous recommendation.

Given the centrality of the Faculty Handbook to the core operations of the University, the Committee shall conduct no fewer than two business meetings each semester and shall make recommendations in a timely manner. Additionally, the Committee shall meet at least once during Spring Semester to produce a summary report for distribution to the Faculty Senate, the Council of Chairs and Directors, the Provost, and the President detailing the number of proposed Faculty Handbook changes, the recommendations made by the Committee regarding those proposals, and any dissenting positions for non-unanimous recommendations.

Unless otherwise noted and approved by the Board of Trustees, all revisions to the Faculty Handbook are effective July 1 of each year. When there are Faculty Handbook revisions, the complete revised Faculty Handbook will be published once between June 1 and July 1 annually. No revisions or edits will be published at any other time during the academic year or go into effect except on the July 1 effective date, unless otherwise noted and approved by the Board of Trustees.



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#### IV. Policy History

- A. **Effective:** January 1, 2019
- B. **Review Schedule:** This policy will be reviewed every five years or as deemed necessary by University leadership.

#### V. Policy Approval

12/11/18

Janine Davidson, Ph.D.  
*President, Metropolitan State University of Denver*

Date

1/9/19

John Paul Pogge, Esq.  
*Chair, Board of Trustees, Metropolitan State University of Denver*

Date