one, it is capitalized but if there are many of them (school faculty evaluation committees) we do not capitalize. We opted for a more restrictive capitalization policy because many pages became almost unreadable as all that jumped out were the capitalized positions, ranks, and generic committees.

We use Oxford commas throughout and two spaces between sentences for clarity and readability.

The formatting has been done using a master template attached to the document. Sections are identified d{"wukpi "vj g"crrtqrtkcvg"j gcfkpi "ngxgnu'kp"Yqtføu'uv{ng"o gpw"*g0 0'ej crvgt"vkvngu"ctg"j gcfkpi "3."3ß"ku" j gcfkpi "4í +'uq"vj cv"vj g{"y km'crrgct"kp"vj g"cdng"qh"eqpvgpvu"rtqrgtn{0"Yj gp"vj g"cdng"qh"eqpvgpvu"ku" updated, the page numbers will also automatically update. New sections will appear, and old disappear, in the table of contents if the headings styles have been applied properly.

References within the text to other sections of the handbook are done with Wordøu'etquu-referencing tool, kpenwfkpi "cwwqo cvke"tghgtgpeg"vq"õcdqvgö"qt"õdgmy ö"y j gp"rgtvkpgpv."uq"vj cv"vj g"tghgtgpeg"hkgnfu"y km' correct if the section numbers or placement are changed. To refresh all fields simultaneously (including the table of contents), highlight the entire document (ctrl A) and press F9.

The dates on the cover page need to be changed separately from the fields in the bulk of the document. If you choose the date on the calendar (which appears if you click in the field) of either the year or the more specific last-edited date, it will update in both places.

Specific changes by chapter

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‹ Chapter 1 (University Governance) and 2 (University Organization) were combined in the new draft vq"etgcvg"c"pgy "ej crvgt"3"ecmgf "õCecf go ke"Uvtwewtg"cpf "I qxgtpcpegö
‹ Chapter 1: Descriptions were shortened to describe entities and positions as they are relevant to faculty, without endeavoring to be comprehensive. For example, the current Chapter 1 reproduces a great deal of information on the Board of Trustees that faculty can find on the IHL website once they know how it is relevant.
‹ Chapter 2: Only those elements of university organization and governance most directly relevant to faculty were included. For example, Chapter two was not a comprehensive list of the entirety of university organization and yet included some positions that faculty are unlikely to consult the handbook about. The current handbook reproduces sections of the by-laws of some committees to a degree we felt was not necessary. Reproducing by-laws in the handbook is cumbersome and likely to lead to inconsistencies over time.
‹ Chapter 3 on hiring policies, contracts, and employment terms was greatly condensed in the new Chapter 2 (Faculty Defined)

- ‹ Chapter 12 (faculty grievance proceedings) in new Chapter 7 along with appeals processes that were in other chapters
- ‹ Chapter 13 (board appeals): included in the appeals processes (new Chapter 7)
- ‹ Appendices: we propose that the bylaws of the handbook committee, like those of other committees, do not need to be in the faculty handbook but instead can be housed on the webpage of the Committee on Committees.

Suggestions and observations:

Here chapter and section numbers will refer to the proposed handbook draft, unless the current handbook is specified. Addressing concerns and questions regarding the UAC, CAC, and chapters 4 and 5 should be made a priority.

- ‹ Chapter 1:
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meeting based on our assumption that the report is given to the faculty before the first meeting. If this is not true, it needs to be changed also. Current practice seems to vary by legacy department or school regarding whether the written evaluation comes before or after the annual evaluation meeting.

- o In 4.4.1, the initiative said that all academic personnel submit an annual activity report. This many need clarification regarding who needs to do this, since administrators are also typically members of the faculty. For example, do deans submit activity reports?
- o In 4.5.4, õa second consecutive assignment of does not meet expectations in one of the three ecvgi qtkguö'ku'co dki wqwu0''Ku'kv'a second consecutive assignment in the same category or in any category? We assume the former is intended, but it should be clarified.
- o Regarding 4.4.1 (p. 43±'y g''f qpø'uc{'cp{vj kpi 'tgi ctf kpi ''Hcewn{ 'Ngcf u''qt ''Rtqi tco ''Ngcf u0''Kh'' they are included in an approved Initiative #8, they should perhaps be discussion somewhere in the Handbook.

‹ Chapter 5 on promotion and tenure
- o The current handbook stipulates that the chair of the department promotion and tenure committee signs the letter on behalf of the faculty. It does not stipulate this for the college

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- Chapter 6: on being disciplined or losing your job
  - The current handbook treats non-renewal of contracts and termination separately. However, ig0 5 0 1 72.025 39.275Qq0.00 (e)-10(n)20912 0[(-)] TJETdFreetpf on