

## FPC proposal to discontinue Faculty Handbook

The FPC recommends discontinuing the current Faculty Handbook.

### Background:

The Faculty/Staff Development Committee has produced and received approval for a comprehensive Employee Handbook (July 2016), which is housed on the HawCC website's Faculty/Staff Development site: <http://www.hawaii.hawaii.edu/faculty-staff>

The new Employee Handbook, which is 36 pages long, duplicates most of the information that is held in the current Faculty Handbook (information on history, facilities, phone and website contacts, maps, etc.). Updating details (especially links) in both handbooks is very time-consuming. We feel that it is not a good use of resources for both committees to attempt to maintain this information, most of which is also available elsewhere on the HawCC website.

In coming to this decision, the FPC considered the small amount of handbook content that pertains exclusively to faculty, particularly a 3-page section called "Faculty Facts and Information" that includes information about what to include on a syllabus, how to propose/modify a course, tenure and promotion guidelines, etc. We observed that these important procedural matters may vary significantly by department/division and that they change periodically (e.g., the requirement that the Title IX policy be included on each syllabus). For these reasons, we concluded that faculty members are best advised to consult their department/division chairs as well as the regularly updated links on the Resources for Faculty & Staff page of the website. We will check to make sure that the faculty specific details that were in the Faculty Handbook can also be found on the HawCC website.

We would also like to recommend that new faculty who begin in the Spring be given some form of New Hire Orientation that includes introduction to the Faculty & Staff Resources page along with the Employee Handbook.