

Procedure for Handbook Changes

In keeping with the spirit of shared governance and empowerment among Idaho State University's Faculty and Staff, recommendations for changes to the Faculty/Staff Handbook may be proposed by any constituent. However, the recommended change must relate to a constituent's purview and charge. Furthermore, any ISU policy that results from Federal or State law or regulations and/or charges from the State Board of Education must meet certain language requirements deemed by those bodies.

Proposals must include the original handbook language to show or highlight the proposed changes. In the case of a charge proposed by an entity outside a constituency group, whether it be the State Board of Education or an appropriate supervising body (i.e. Academic Affairs Office to the Deans), the appropriate constituency group will be contacted and given the charge to make the proposed changes. The routing will stay the same, moving through all proper channels to ensure a thorough review from the proper constituency groups.

All changes will be accompanied by the Faculty/Staff Handbook Approval Form. This form may be acquired from the Office of General Counsel. Changes to the Handbook will be due to the Administrative Reviewers for consideration by November 15th for Fall Semester changes and April 15th for Spring Semester changes. Changes to the Handbook will be approved and updated before the last day of classes in any given semester. This timetable may be adjusted to compensate for timely or complex issues.

Route for Handbook Changes

Any charge to change the Faculty/Staff Handbook concerning these areas begins with recommended changes from committees in the following groups and then follows this course to ensure appropriate and thorough review from the proper constituent groups:

