

Faculty Handbook Change Proposal Form

Please note: the proposal of change in the faculty handbook submitted with this form is to be considered by the Faculty Governance Committee and is not a guarantee of change.

Date:

Name:

Department:

College:

1. Faculty Handbook section(s) being considered for change

Please give section numbers and paste the specific passage you are proposing to change. Use the current edition of the Faculty Handbook, available [here](#).

2. Suggested change to the Faculty Handbook

Please provide the precise language you are proposing. If you are changing existing language, please include the entire section as rewritten, with the new language in bold. If you are writing a new section, please include the new numeration. If you are proposing a deletion, indicate the text to be deleted using strikethrough. Only proposals that include specific language will be considered.

3. Rationale for changing the Faculty Handbook

Explain in detail why this change is necessary.

4. Have you examined the Faculty Handbook to see if other sections will be affected by your proposed change? If so, please list these sections.

5. Have the proposed changes been discussed with your department/unit and/or Faculty Senate representative?

6. Possible units or stakeholders impacted by change(s) to Faculty Handbook

7. Other information

OFFICE USE ONLY:

Date Received by Faculty Senate Office: _____ Signed: _____

Date Received by FGC Member: _____ Member Signature: _____

**When complete, please email form to the Faculty Senate Office: facsen@appstate.edu.*

***Please be sure to include all information on form, incomplete forms will be returned.*