

Faculty Handbook Working Group Discussions – Summer 2026

F.H. §	CHAPTER AND TOPIC	DATES	DISCUSSION/ACTION	FOLLOW UP
--	University Statutes - New Provision	4/23/26 4/24/26	Upcoming Statutory changes that affect faculty members were discussed leading to a proposed new Statutory section 1.3.1(c): “In the event of proposed changes to Articles 3-10 of these Statutes, the administration shall give advance written notice of such proposed changes to the relevant faculty and, as described in the handbook, such faculty shall have a meaningful right to be heard with respect to the proposed changes in the same time, place and manner as the administration by the BOT in consideration of said changes. The procedures outlined herein shall also apply to any proposed changes to the instant provision.” Accepted at the May 2026 BOT meeting and included in the May 2026 University Statutes.	--
--	University Statutes - Senate Proposal	6/2/26	Consider adding an Ombudsman/Grievance process An Office of Ombuds is a large undertaking and can be an expensive, large change. For now, we will try to address grievance resolution through the University Senate Faculty Affairs Committee to see if further action is needed.	Assess need and whether or not the Senate Committee can be effective. Determine if further action is required.
--	Previous CBA Appendix I	6/10/26 6/12/26 7/7/26 7/20/26	Request to add back in Appendix I - Process for a faculty member to move from one school/college to another. Inquiry sent to the Deans to gather their opinions. It was determined this is not preferable, better to handle on one off basis (Deans lose a faculty line). Continued the discussion - maybe it is possible to give the Deans a right of refusal? Requests can be made and will be individually reviewed.	--
		6/3/26	Change “course” to “credits” throughout document or when needed Document will be reviewed and search and replace will be utilized.	--
1.2	Chapter 1 - Academic Freedom	6/22/26 7/7/26	Some changes suggested - still being researched. Specific concerns would be better addressed in a University-wide speaker policy.	Contact Student Affairs to review the student process to invite speaker – possibly mirror it with adjustments for faculty members.

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1.3.2	Chapter 1 - The Faculty Handbook and Process for Revisions	6/2/26 6/15/26 7/7/26 7/20/26 7/29/26	Discussed how the Handbook should interact with the University Senate (Article 6 of the Statutes). Possibly utilize Senate structure for grievance resolutions opposed to Ombudsperson. Continued discussion within the framework of Senate. Discussed how to clarify the process of making changes to the Faculty Handbook and its interaction with the Faculty Handbook Committee in the Senate; grievances also discussed. Agree with clarifying language to ensure University Senate sees Handbook changes and adding a definition of “emergency”. Reworked the language of the Handbook §1.3.2 to match and integrate with revisions to the University Senate’s new structure and processes.	--
2.2	Chapter 2 - Initial Appointment as a Contract (Teaching) Faculty Member	5/27/26 6/3/26 6/8/26 6/11/26	Broad changes were discussed and a draft was created. Reviewed with the administration - some suggested changes. Revised draft was sent back to the original group. Responses received and incorporated into a final version.	University Senate must define “Teaching Professor” and create a process through which Contract Faculty can apply.
2.6.4 (b)	Chapter 2 - Science Lab (and Art studio) Exception	4/28/26 4/29/26	Art Studio Lab credits needed adjustment/exception. New language proposed/ accepted and added to §2.6.4(d).	
2.6.4 (d) (iii)	Chapter 2 - Eligible (v. noneligible schedule types for teaching load)	6/1/26 7/1/26 7/13/26 7/20/26	Discussion about the concept of a ‘Hofstra plan’. Recognition of many differences in definitions among the schools and colleges when discussing schedule types (i.e. Internships). Possible solution is to explore bright-line definitions between “regular service”, some service (possible stipend), and extraordinary service (into teaching load). Office of the Provost and Deans to review schedule types and definitions. Email to General Counsel for language to add to the Handbook in case we need a committee beyond the summer. Attempt to outline broadly a process of what would be acceptable for “ordinary service” “stipend” and “course release” or add suggested language to cover a piece of this issue (allowing criteria to be used to determine if a course release is warranted for specific situations).	Deans will need to create a rubric for their specific schools/colleges circumstances to ensure fairness in this process. Form and timeline need to be determined in order to get Provost’s approval. Monitor the situation and see if this solution solves a

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			Added 2.6.4 (c) (ii) - Uses a simpler formula to permit certain actions to be considered part of teaching load (emailed the group a suggestion). Stipends or other reduction opportunities can be explored under 4.13.	majority of the issues. Revisit if additional adjustments are needed.
2.6.4 (d) (i) (ii)	Chapter 2 - Pharmacy	6/24/26	Timelines and teaching loads need clarification - reviewed and schedule types confirmed.	
2.7	Chapter 2 - Adjustments for Professors not Engaged in Research and Scholarship	5/27/26 6/8/26 6/11/26	Discussed a provision to allow non-tenured faculty to be moved to contact or to Industry Professor/Professor of the Practice line if not meeting research requirement; add a caveat when opting up for faculty who have sacrificed research for extensive service Draft created and distributed. Comments received 6/9/26 and changes made 6/11/26.	
New § 2.8	Chapter 2 - Adjustment of Teaching Load for Professor of the Practice or Industry Professor CCPS	7/7/26 7/20/26	Allow tenured faculty members in the rank of Professor of the Practice and Industry Professor (CCPS) to reduce teaching load for research in a structure/metric determined by the Dean. Draft created and distributed - agreed - new section added 7/21/26.	
4.1(b)	Chapter 4/The Academic Calendar/Work Year	6/9/26 6/1/26 6/22/26	Concern over the academic calendar interaction with summer grant contracts. Invited Office of Grants and Sponsored Research representative to discussion. Redline to General Counsel and group for comment. Second redline to General Counsel and Grants to check the language– no comments received. Approved changes made 6/24/26.	
4.2	Chapter 4/Final Exams and the Last Week of Class	6/3/26 6/11/26	Add a sentence regarding the responsibility to review and adhere to Office of the Registrar's policies. Draft redline distributed - no comments – change made.	

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4.5	Chapter 4 - Presence on Campus/Office Hours/ Advisement	6/3/26 6/8/26 6/15/26 6/29/26	Initial meeting to understand the issues Draft created and circulated. Comments received – revisions made Second draft sent to large group. Changes made 6/29/26	
4.8	Chapter 4 - Teaching Assignments	6/3/26 7/14/26	Can a timeline be set up to help reduce scrambling? Meeting with Registrar; will create a Teams group for Chairpersons to find information.	Creation of Teams group – ChairPoint.
4.10	Chapter 4 - Course Modalities	7/14/26 7/22/26	Request to add clarifying language with regard to online programs and course development. Draft created and circulated – changes made 7/27/26.	
4.12.2	Chapter 4/ Overload	6/3/26 6/8/26 6/10/26 6/15/26	Language is rough, can it be softened and include opportunities for volunteering? Draft circulated for comments. Revisions circulated. Additional comments received 6/12/26, added in and finalized 6/15/26.	
4.18	Chapter 4 - Conflict of Commitment	6/3/26 6/8/26 6/15/26	Changed language from restrictive to permissive and revise the form. Create a Formstack – Chairs should be notified after the permissions have been granted. Draft circulated for comments. Additional comments received 6/12/26, added in and finalized 6/15/26.	Formstack form implemented to replace Word document.
5.1, 5.2	Chapter 5 - Pharmacy Industry Professional and Clinical Faculty	6/9/26 6/11/26 6/24/26 7/19/26 7/21/26	Language reviewed and adjusted; waiting for one Section, then will distribute it for review. Redline distributed and comments received. Met with College of Pharmacy and Health Sciences representatives to review comments – made changes and sent back to group. Received additional comments – removed teaching load adjustment section. Changes made 7/21/26.	
5.3	Chapter 5/Library Faculty	6/2/26 7/21/26 7/22/26	Faculty were using a 1983 calendar; clarifying language was added to highlight the 12-month contracts with 22 vacation days (equivalent to the other 12-month faculty members). Since Library faculty members do not receive overload as they do not have assigned course loads, a rate was set for when they teach in other schools and colleges. Draft created and reviewed – changes made.	

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7.3.2	Faculty Coordinators , Dir ectors	5/8/26 6/1/26 6/10/26 6/18/26 6/30/26 7/1/26	Complete overhaul needed; combined positions, clarified roles. Several drafts circulated. Draft sent to Dean's Council - Awaiting financial analysis Analysis received - payment structure created - sent to Deans for comments. Meeting with Deans and made additional revisions. Subcommittee regrouped to create a semifinal version. Reworked payment structure and language - final version to the Deans to distribute 7/2/26.	
8.1	Chapter 8 - Student Evaluations	6/10/26	Needs review by the Senate. Faculty members can begin the work of revision and eventually hand over to the Senate in the Fall (also include the classroom evaluation used for the PAF).	Prepare as a topic for the University Senate.
8.3.1 (a)-(b)	Chapter 8 - Annual Faculty Reporting Requirements	6/10/26 6/15/26 6/24/26	Proposed rewrite to have Chairs collect and upload information and add a timeframe. Draft created and sent to faculty, responses received. Final changes made 6/24/26.	
8.3.2	Chapter 8 - Seventh Year Assessment – Post Tenure Review	6/10/26	Can this process be reviewed particularly in light of the use of Student Course Evaluations where the response rate is low?	Prepare as a topic for the University Senate.
9.1	Chapter 9 - Research and Scholarship Course Reductions	5/27/26 6/9/26 6/25/26	Met with Provost to discuss. Information on research reduction trends sent to the group. During a discussion of Grants (4.1 (b)), additional questions were raised - specific problems with Mother Cabrini funding. Mother Cabrini funding and Graduate Assistantship discussion – involved Office of Grants and Sponsored Research and Institutional Advancement – no changes to Handbook required.	
10.1	Chapter 10 - Annual Compensation	6/30/26 7/1/26 7/28/26 7/29/26	There is a need to add language regarding annual compensation review. This will require input from Human Resources. Sent an email to General Counsel and HR to discuss language and request meeting. Feedback received and considered. Revised language and change added to Handbook.	

