

Effective Faculty Handbooks

Practical Suggestions for Achieving the Adoption and Retention of Local Institutional Regulations That Comport with the AAUP's Policies

1. Read and disseminate the "Redbook" (The AAUP's *Policy Documents and Reports*)
2. Organize an AAUP chapter
3. Employ outside experts
4. Collect and compare other faculty handbooks
5. Strike when the iron is hot
6. Make sure there is a *faculty* handbook committee
7. Review the entire handbook periodically
8. Exercise eternal vigilance

Policies and Statements to Pay Special Attention to When Evaluating Your Faculty Handbook for Conformity with the AAUP's Standards

1. Statement on academic freedom and tenure
2. Standards for dismissal
3. Policies covering tenure-track faculty
 - tenure procedures
 - reasons, review, and timely notice
 - collegiality (not recommended)
4. Policies covering non-tenure-track and part-time faculty
5. Reduction in force (on financial and/or programmatic grounds)
6. Post-tenure review (not recommended)
7. Sexual harassment policies (potential for threatening academic freedom)
8. Grievances
9. Policies and statements relating to governance
10. Amending the handbook

AAUP Policy Documents Most Likely to Be Incorporated into Good Faculty Handbooks

- *1940 Statement of Principles on Academic Freedom and Tenure*
- *Statement on Procedural Standards in Faculty Dismissal Proceedings*
- *Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments*
- *Recommended Institutional Regulations on Academic Freedom and Tenure (RIR)*
- *Statement on Professional Ethics*
- *Sexual Harassment: Suggested Policy and Procedures for Handling Complaints*
- *Statement on Government of Colleges and Universities*

Available on the AAUP website with member login or in the AAUP Redbook; ordering information at <http://www.aaup.org/redbook>.