



Office of
Faculty Senate

MEMORANDUM

TO: Faculty Senate

FROM: Chair of the Faculty Affairs Committee 

RE: Housekeeping Updates to *Faculty Manual*

DATE: October 31, 2025

This round of edits is primarily a housekeeping update. Two main themes are to clarify that the use of diversity, equity, and inclusion is consistent with current expectations, and to return the timelines to the best practice of listing days as either working (specific to each employee), business (for less than 30 days), or calendar (for more than 30 days).