

MEMORANDUM

TO: Faculty Senate

FROM: Chair of the Faculty Affairs Committee 

RE: Updates to *Faculty Manual* Section II.F

DATE: November 15, 2025

The Faculty Affairs Committee was asked to review the guidelines in Section II.F regarding the reassignment of a faculty member's duties pending an investigation. We are grateful to Danielle Hess from Policy and Governance for providing us with an initial set of suggested edits. The Faculty Affairs Committee recommends the edits to Section II.F included with this memo.

This item was posted as a discussion item for the Faculty Senate meeting on November 13th. The Faculty Affairs Committee has received additional suggestions, which have been incorporated into the two new exhibits. These include clarifying that only the provost can recommend a reassignment of duties while an investigation is being conducted, the faculty member needs to be consulted about the reassignment of duties, and any extension of reassignment of duties beyond 120 calendar days requires justification with an unanticipated compelling reason.