

Resolution to Clarify Deadlines in the Faculty Handbook

Executive Committee

APPROVED October 8, 2018

Whereas the Faculty Handbook is inconsistent in specifying whether the number of days allowed for the stages of procedures are “calendar days”, “business days”, or “days”; and

Whereas Faculty Senate desires greater clarity on this matter; and

Whereas the common practice is to assume “days” means “calendar days”; and

Whereas there should also be clarity on the fact that winter break, spring break and summer do not count in calculations of allowable time unless specifically stated;

Be it resolved that the following be added to the Handbook as Appendix B (E.1):

All references to "days" in this section and throughout the Handbook refer to calendar days unless otherwise specified. ~~Interession,~~ Summer **break**, winter break, and spring break are not counted toward the times allowed for appeals and other processes. **Summer break commences on the day after the last day of spring semester final examinations and ends with the first day of classes for fall semester. Likewise, winter break begins on the day after the last day of fall semester final examinations and ends with first day of classes for spring semester. Spring break is nine days long.** When a deadline falls on a weekend or other day on which the University is officially closed, it shall be interpreted as falling on the next day the University is open.

Be it further resolved that the Faculty Senate chair shall work with the Provost’s Office to edit the body of the Handbook for consistency **in accordance with this resolution.**