I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Discovery of this portion of the Faculty/Staff Handbook subsequently revealed several inconsistencies with current practice. While some proposed changes are simply to enhance readability, many are substantive, some pertaining to teacher education national and state accreditation. Each change is referenced below.

The language included in FSH 4300 is outdated. Upon consultation with the faculty secretary, we have determined that there is no reason to keep this information in the Faculty-Staff Handbook and request that it be removed.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

none

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

None identified

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ________________________________

Track # ____________
Date Rec.: ___________
Posted: t-sheet ___________
  h/c ___________
 web ____________
Register: _________________________________
(Office Use Only)