

**PERSONNEL POLICIES COMMITTEE
FACULTY HANDBOOK CHANGE REQUEST FORM**

FROM:

EFFECTIVE DATE (Term/Year):

BYLAWS CHANGE?

TYPE OF ACTION:

EXACT WORDING OF CHANGE: (**Give section # in current Handbook for location of text.**) If a revision, give most recently approved wording; insert new text within brackets at appropriate places. Draw a line through portions of old text to be deleted.

JUSTIFICATION:

IMPACT: Indicate any positive or negative consequences. Please also indicate any other Handbook sections that may be inconsistent with the proposed change(s).

ACTIONS: (HW – Handbook Website)

Date

Submitted to PPC by

PPC Initial Action

Campus_L Faculty Review

Post to HW Proposals Section

PPC Action following Faculty Review

Update HW Proposals Section

Faculty Senate

Chancellor

Update HW Proposals Section

Board of Trustees

Update HW Proposals Section

Move to HW Legislative Section

Incorporate into official Handbook