

### **Links (Disclaimer):**

The Governance Council considered the concern over links as contained in the Faculty Handbook and made the following motion to have a disclaimer inserted into the Handbook:

Motion to recommend including a disclaimer in the FH in Chapter 1, at the end of the second paragraph to the effect that: “The Faculty Senate is not responsible for the contents or policies contained in linked websites that are not controlled by the Faculty Senate. These non-Senate links are provided only for informational purposes.”

For your convenience, Chapter 1 is shown below and the indicated addition is shown as underlined, bold italics:

## **“Faculty Handbook - 1. The Faculty Handbook**

The *Faculty Handbook* is the official statement of Iowa State University policy governing the rights, responsibilities, and performance of faculty. This handbook contains information on state and federal policies, Board of Regent's policies, administrative policies, and policies approved by the Faculty Senate on behalf of the faculty. This handbook is updated at least annually and more frequently as needed to record policy changes. The Provost's staff and the Faculty Senate Handbook Committee share responsibility for revisions to this document, and they should be contacted for information about recent changes that are not yet included.

The *Faculty Handbook* also contains information about procedures that are not readily available elsewhere and links or references to other sources for further information. **The Faculty Senate is not responsible for the contents or policies contained in linked websites that are not controlled by the Faculty Senate. These non-Senate links are provided only for informational purposes.**

Maintenance of the *Faculty Handbook* is the responsibility of both the Office of the Provost and the Faculty Senate Governance Council. Each year the *Handbook* is updated for changes and additions in policies, procedures, and descriptive information. During the academic year, Faculty Handbook Committee does the following:

- monitors Faculty Senate actions that affect material described in the *Handbook* and transcribes those actions for inclusion in the *Handbook*
- keeps accurate records to contribute to the revision process
- works with the Office of the Provost to update the *Handbook*
- reviews changes and additions to the *Handbook*
- monitors other changes, such as legislative actions and Board of Regents decisions that affect faculty

All revisions to the *Handbook* will be submitted to the Governance Council which will seek authorization of the changes by the Senate as may be appropriate.”