

TO: Craig Parks, Chair of Senate

FROM: Judith McDonald, Chair of the Faculty Affairs Committee



SUBJECT: Proposed changes to the Faculty Manual

The Faculty Affairs Committee suggests the following change to the Faculty Manual:

Currently, the timing of many processes is listed in “days”. We will clarify whether these are “business days” (the university is officially open), “working days” (specific to an individual) or “calendar days”. After reviewing the manual carefully, we suggest:

All times periods less than 30 days be identified as “business days” and all periods of time 30 days are longer be identified as “calendar days”, with the following exceptions:

1. Periods of time pertaining to a specific individual (eg. sick leave) are listed as “working days”.
2. Currently, Section 5. Patent Ownership lists longer periods of time as business days and these “business days” will not be changed.