



# THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Office of the Provost

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## Procedure for Implementing Amendments to the Faculty Handbook

May 28, 2013

The Office of the Provost is “responsible for keeping records of amendments and revisions to the Faculty Handbook and disseminating the amendments and revisions to the faculty” (Faculty Handbook, Appendix, Faculty Handbook Committee Bylaws: Article IV, Section 5). To assure that amendments approved by the Faculty Handbook Committee and the University President are accurately reflected in revisions of the Faculty Handbook, the following procedure will be employed:

- Modifications and amendments to the USM Faculty Handbook must be approved by the Faculty Handbook Committee and recommended to the University President for approval.
- After approval by the University President, modifications and amendments to the Faculty Handbook are provided to the Office of the Provost and assigned to the Senior Associate Provost for Administration and Operations to make the approved revisions.
- After revisions are complete, the Provost will review the revisions. The revised text will then be provided to the Chair of the Faculty Handbook Committee to determine whether the approved changes are accurate.
- If the Chair of the Faculty Handbook Committee determines that the changes are accurate, the revised Faculty Handbook will be posted on the Provost’s web site as described below.
- If the Chair of the Faculty Handbook Committee determines that the changes are not accurate, suggested text revisions will be provided to the Provost. The Provost will confer with the Associate Provost and the Faculty Handbook Committee Chair to determine the correct wording of modifications and amendments.
- The Provost will then authorize that the revised Faculty Handbook with the appropriate revision date be posted on the Provost’s web site.

Denis A. Wiesenburg  
Provost

Mary Ann Adams  
President, Faculty Senate

David C. Beckett  
Chair, Handbook Committee