

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the *NSU Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title:
Effective date:	3.2.16
Office of origin:	Faculty Senate
Key contact person:	Brigett Scott
Approved by:	Faculty Senate
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	
Policy/procedure applies to (check all that apply):	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Addition/Revision to P&P Manual (date, Section, made by)	Date: 6/28/18 Section: 1.14.1.12 Made by: <i>Brigett Scott</i>

REASON FOR CHANGE: To ensure faculty members appointed or elected to chair committees with a heavy work load have time to adequately complete their teaching, research and service duties and the duties required by their position as chair of the committee.

University Policy: 1.14.1.12

Procedure(s): Release time for Committee Chairs

PROPOSED CHANGE:

FROM:

TO: Release time shall be granted to equal one course (three credit hours) for faculty holding the following positions: faculty senate president, Courses and Curriculum Chair (fall semester only), General Education Assessment Chair, and the Quality Enhancement Plan Chair; as these positions require significant time commitment beyond the normal service component outlined in the normal scope of work for the university.