INTRODUCTION TO THE FACULTY HANDBOOK:
STATEMENT ON POLICY CHANGES

updated September 28, 2015

The Pfeiffer University Faculty Handbook has been developed through the cooperation of the Faculty Senate, the Faculty Handbook Committee and the University Administration.

The material contained in this Handbook reflects the policies and procedures currently in effect at this institution, and each member of the faculty is urged to become familiar with it.

While every effort has been made to include all general policies and procedures relevant to faculty and academic affairs, it is recognized that, in the process of growth, it is necessary for Pfeiffer University to make changes in its policies and procedures.

Changes in policies or procedures that affect working conditions and the professional lives of the University faculty are substantive and contractual in nature (e.g., the Charter of the University (Appendix A), Bylaws of the University (Appendix B), the Faculty Constitution and Bylaws, and those academic and personnel policies based on the Constitution) and may only be effected according to procedures set forth in these fundamental documents. Necessary changes that affect compensation (e.g., revised salary scales, insurance benefits, rental contracts, etc.) will be effected by the administration and the Board of Trustees on the basis of equitable personnel practices. Informational portions of the Handbook, Sections III and the Appendices (e.g., benefits, administrative structure and organization, and policies and procedures relating to university property and financial management), are revised as necessary and the faculty informed as necessary.

Any changes, inaccuracies, omissions or suggestions for the improvement of the Handbook should be brought to the attention of the Vice-President for Academic Affairs and [or] the Chair of the Faculty Senate.

Any portion of this Handbook, either substantive or informational, which is at variance with the Charter of Pfeiffer University, the Constitution of the Faculty of Pfeiffer University, or the Laws of the State of North Carolina and the United States of America is automatically invalid at the time such variance is positively verified.

Processes and policies within the Pfeiffer University Handbook are subject to standards outlined within the Commission on Colleges- Southern Association of Colleges and Schools (SACS) Foundations for Quality Enhancement.

*Disclaimer*

This copy of the Pfeiffer University Handbook is under revision by the Faculty Handbook Committee. It
contains many of the university policies and procedures, guidelines, and definitions needed to have an operational understanding of how the University functions and is therefore available for operational purposes. The Committee will continue to update and revise the handbook throughout the academic year, adding changes to the official copy of the Handbook as the committee makes the revisions. The official copy of the Handbook is kept in the University Archives and is available for any use beyond the operational needs that this version aims to meet.

Added November 8, 2011