The Overall Goal of this Action Project will be to create a viable and useful documentation and collection of policies, processes, procedures, and guidelines that will positively influence and enhance the faculty work environment and morale with a possible reciprocal improvement in student learning. This project seeks to compile institutional policies, processes, procedures, and/or guidelines that may assist faculty in carrying out their duties and responsibilities as well as policies, processes, procedures and/or guidelines that may demonstrate institutional commitment to the teaching faculty and institutional recognition of the value of the teaching faculty.

Pulaski Technical College currently relies on a combined Faculty and Staff Handbook document that has not experienced significant review and/or revision in over a decade. Faculty Senate members will propose the establishment of a Faculty Handbook committee or sub-committee. The proposed charge of the committee or sub-committee will be to review, revise, realign, restructure, and recreate a separate and viable Faculty Handbook to include a collection of policies, processes, procedures, and/or guidelines to assist faculty in carrying out their duties and responsibilities as well as document institutional commitment to teaching faculty and institutional recognition of the value of teaching faculty. Proposed committee membership will be extended to any willing and interested full-time faculty member. Possible enhanced faculty morale and possible reciprocal enhancements in student learning are the primary motivation for taking on this particular action project. One additional motivation for taking on this action project will be the development of a living document and establishment of process that will help ensure that the document is regularly updated and revised via Faculty Senate sub-committee or standing committee.

The full-time teaching faculty will be most involved and most affected by this project. This project will involve collaboration between Administration, Human Resources, the Faculty Senate, and the teaching faculty. Any possible resulting policy suggestions will require approval from the Board of Trustees.

Placing institutional attention on this project can have a tremendous positive impact on faculty morale, student learning, college and community relations, and on recruiting, hiring, and retention of quality faculty.

The Action Project team will begin working on this project at the beginning of the spring 2012 term. The expected or planned length of time from kickoff to target completion is 18 months. The basic plan timeline is to form the committee and complete the review of the existing document within three to six months of approval. Researching and compiling policies, processes, procedures, and guidelines will begin at the completion of the review process. Regular committee meetings will be scheduled. The frequency of meetings will be determined by progress and milestone accomplishment. Regular committee self-assessment and progress review and regular progress and accountability reports to Faculty Senate, teaching faculty, and other stakeholders as well as updates and contributions to a
master document will serve as mileposts for the project.

## Project Success Monitoring

| A: Monitoring and publicizing of efforts will occur through regular reporting of committee activity, proposals, and suggested revisions to Faculty Senate and the full-time faculty as well as public posting on a designated Faculty Handbook Committee tab on the PTC portal. Indicators and predictors of a successful project will be marked by general consensus and agreement of stakeholders and progress toward a living document that the institution and the faculty can be proud of and accomplishes the stated goals. |

## Project Outcome Measures

| A: The most obvious measure of success for this project will be 1) the separation of the current faculty/staff handbook into two separate documents; 2) the final document itself which will outline all the previously stated goals and objectives with the consensus of teaching faculty; 3) the final document’s publication and access on the institution’s website, and linked on all relevant web pages, including but not limited to the Faculty & Staff page, the Faculty Senate page, the Human Resources page, and the 7 Divisions’ pages; 4) a living document that is regularly updated and revised via any sub-committee or standing committee under Faculty Senate. |