

FACULTY HANDBOOK AND POLICIES AND PROCEDURES MANUAL

Section 1. CSN administration shall maintain a Faculty Handbook covering all faculty (including library and counseling faculty), which shall be complete, up-to-date, and accessible to all bargaining unit faculty members as an online resource available on the CSN website. NFA will be consulted as to the utility, accuracy, and completeness of the information contained in the Faculty Handbook prior to publication.

Section 2. Hardcopies of both the Faculty Handbook and the Policies and Procedures Manual, as posted on the website, shall be made available to bargaining unit faculty members in a designated and accessible office on each campus at the beginning of each academic year.

Section 3. The Faculty Handbook shall contain a link to the Policies and Procedures Manual.

Section 4. The online website content associated with the Faculty Handbook and the Policies and Procedures Manual will be modified in a timely fashion (within ninety days) consistent with changes.

Section 5. The Faculty Handbook and the Policies and Procedures Manual will be archived both electronically and in hardcopy on an annual basis. The CSN library shall serve as a repository in which this archive will be available to bargaining unit faculty members.