

## **SECTION 1 FACULTY HANDBOOK ORGANIZATION**

Section 1 contains a summary of the organization and contents of the Handbook, which is divided into various parts and sections as outlined below.

### **PART I - INTRODUCTORY MATERIAL**

The material included under Part I, which is comprised of Sections 1 and 2, consists of introductory and explanatory matters regarding the Handbook and CSM. The Faculty Handbook Committee, hereinafter the "Handbook Committee," shall develop language for any proposed amendments to Section 1 of the Handbook for review and comment by the Faculty Senate and the Administrative Faculty Council and for consideration by the President and the Board as set forth in Section 3. The Handbook Committee shall update the material included in Section 2 from time to time, as appropriate.

### **PART II - EMPLOYMENT POLICIES AND PROCEDURES**

The material included under Part II, which is comprised of Sections 3 through 9 and 11, consists of employment policies and procedures adopted by the Board, which govern CSM's employment relationship with all of its employees who have been designated as exempt from the State Personnel System. If any provision contained in Part II of the Handbook is inconsistent with a provision of a CSM employment contract, the provision of the employment contract shall supersede the provision contained in the Handbook unless specified otherwise in the contract. The Handbook Committee shall develop language for any proposed amendments to Part II of the Handbook for review and comment by the Faculty Senate and the Administrative Faculty Council and for consideration by the President and the Board as set forth in Section 3.

### **PART III - MISCELLANEOUS MATERIAL PROMULGATED OR APPROVED BY THE BOARD**

The material included under Part III, which is comprised of Sections 10 and 12, consists of various policies of general application within the CSM community that have been promulgated by the Board and descriptions of the various university committees of CSM. The Handbook Committee shall update the material included under Section 10 from time to time, as appropriate. The Handbook Committee shall develop language for any proposed amendments to Section 12 of the Handbook for review and comment by the Faculty Senate and the Administrative Faculty Council and for consideration by the President and the Board as set forth in Section 3.

Please note that throughout the entire Handbook document Department Heads and Division Directors are referred to as "Department Head(s)."