

## ***Faculty Handbook and University Statutes*** **Request for Change Guidelines**

Anyone wishing to make a change to the *Faculty Handbook* or the *University Statutes* should send the request to the Chair of the Committee on Faculty Handbook and University Statutes, Michael LaCroix ([lacroix@creighton.edu](mailto:lacroix@creighton.edu)). The request for change should include the following:

- 1) rationale for the change
- 2) placement of requested change
- 3) specific language for the change

Request for change should be made during the fall semester to give the Committee on Faculty Handbook and University Statutes, the Academic Council, and the President of the University time for consideration before the next issues of the publications are sent to press. However, the Committee on Faculty Handbook and University Statutes typically meet monthly during the academic year and will review requests as they are received.

If you have questions, the members of the Committee on Faculty Handbook and University Statutes will be pleased to assist you. Elected Faculty: Bruce Aronson, J.D., School of Law; Karen Boardman, School of Nursing; Keith Christensen, Pharm.D., School of Pharmacy and Health Professions; Ronald Flinn, D.B.A., College of Business Administration; Gina Merys, Ph.D., College of Arts and Sciences; and Thomas Beeson, D.D.S., School of Dentistry. Appointed Administrators: Amy Bones, J.D.; Jessica Graner; and Chair, Michael LaCroix, M.S.L.S., M.B.A.

Please complete this form to submit information to be placed in the  
*Faculty Handbook* or *University Statutes*.

**PROPOSED ADDITION FOR**

*FACULTY HANDBOOK*                       *UNIVERSITY STATUTES*  
(Check appropriate publication)

**Rationale:**

**Placement:**

**Language:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Send form to Michael LaCroix, Reinert Alumni Memorial Library, Chair of the Committee on Faculty Handbook and University Statutes.