MEMORANDUM

TO: Academic Staff
FROM: Gary Judd
DATE: September 1996
RE: Handbook for Academic Staff

Accompanying this memorandum is the latest version of the Handbook for Academic Staff. It represents the status of the Handbook as of July 1, 1996.

The Handbook has been duplicated on three-hole punched loose-leaf pages (footnoted with the issue date) that fit into a standard size three-ring binder. Updates to the Handbook are made annually in the form of insertions.

On the reverse side of this memo you will find a list of the changes, additions and deletions to the Handbook since it was last issued in 1995.

The Handbook will be put on-line during the Fall semester. When this occurs, there will be an announcement in the review.
Changes, Additions, Deletions to the Handbook for Academic Staff
Fall 1996

- Updated Cover and Table of Contents

- A reference to the DSES Department not being included within a particular school has been removed from page I-C-1.


- Page II-E-1 contains a paragraph on stopping the tenure clock during a sabbatical leave in the “Sabbatical Leave Plan” section.

- New Non-Tenure Track Faculty Procedures, pages II-G-1 through II-G-6.

- Page IV-C-1 contains a reference to RensSearch versus the old Library Infotrax system.

- Revised Misconduct in Scholarly Activities Policy, pages V-K-1 through V-K-5.

- The Educational Support Services section, pages VI-A-1 through VI-C-2, contains updated information on the Rensselaer libraries, computing services and academic support services.

- The Academic Staff Benefit Programs section, pages VII-A-1 through VII-I-2, updates and clarifies benefit policies and programs.
Gary,

Attached is a copy of the pages of the Handbook that are new or have changes. I have highlighted the changes in yellow, and where the changes were extensive, I’ve attached a copy of the old version of the Handbook. Also attached are two different cover memos: one for the supplement, one for the entire document.

The cost estimate I received are as follows. They include pick-up and delivery.

600 copies of the whole handbook on 3-hole punched paper, shrink-wrapped: $2745.

If we copy just the changed/new pages on 3-hole punched paper, shrink-wrapped, 400 copies cost: $944.

In addition to this, we will need 200 copies of the whole handbook for new people at a cost of: $914.

The total for this job is: $1858.

If we are ready to print on Monday or Tuesday (8/24 or 8/25) our target delivery date is Friday, 8/30, however, a definite delivery date of 9/4 has been set.

My preference, for the many reasons we discussed today (albeit at least one of them doesn’t hold too much water) is to go for the entire 600.

Let me know what you decide.
Shari-

Per our conversation, attached are 155 one-sided originals. Please copy them double-sided onto three hole punched paper. Each set should be shrink wrapped.

In addition, please make a copy of the original, which you will then use for copying.

Thanks.

Sandy Charette
phone:  276-6096