

## I. FOREWORD

This, the *Faculty Handbook* contains the basic policies and regulations that govern the Faculty of Hampden-Sydney College. A faculty member who signs a contract to serve at the College thereby agrees to be bound by these policies and regulations.

Additional details, other regulations, and operating procedures are to be found in the *Academic Catalogue*, *The Key*, and the *Employee Handbook* (as noted by an asterisk). Each member of the Faculty should be familiar with and abide by the contents of these documents and keep them at hand for ready reference.

Changes in the *Handbook* may be proposed in writing by the President, the Dean of the Faculty, the Faculty, any committee of the Faculty, or any voting member of the Faculty (“voting members” as used herein shall mean faculty who are tenured or tenure-track or who have achieved the status of senior lecturer, or librarians with special faculty status), or by the Board of Trustees. Such changes must be approved by both the Faculty with notice and a two-thirds vote and the Board of Trustees. If there is disagreement between the Faculty and the Board, an ad hoc conference committee of three faculty members (elected at large by the Faculty) and three Board members, chaired by the Dean of the Faculty, without vote, will resolve the differences, with the mutual agreement of the Faculty and Board. In the event of a failure to agree, the current *Faculty Handbook* will stand. Changes made in the *Faculty Handbook* during any contract year will become effective on the first of July immediately following their approval by the Faculty and Board.