

## Professors Emeriti Handbook Revision

On April 30, 2019 the Professors Emeriti elected its 2019-2020 Executive Committee, consisting of:

Edward Kalajian, President  
Richard Newman, President-elect  
Thomas McFarland, Past President  
Kathy Turner, Secretary/Treasurer.

Since that time, the Committee has met almost monthly to identify and begin work on its highest priorities. Its emphasis will be finding ways for the emeriti to contribute even more appropriately in campus service. An immediate task was to make the Professors Emeriti Handbook a more accurate and vital document by revising the 2012 Handbook. Feedback was solicited from former faculty and administrators Andrew Revay and Richard Enstice. The revision is now brought to the Faculty Senate for review, feedback, and approval.

Revisions to the Handbook are as follows:

1. Changed the revision date from 2012 to 2020, although it will reflect the actual date when the revision is finalized.
2. Unified terminology based on Florida Tech's *Writing Style Guide*.
3. Removed defining explanations where appropriate. For example, rather than defining "faculty", refer to the university's definition. Genericized references instead of referring to specific Faculty Handbook section numbers.
4. Updated and added privileges such as discount at Copy Center, going more toward generic so that, when there are changes, the Professors Emeriti Handbook will not need to be revised. Eliminated references to privileges that no longer exist, such as the Emeriti Album.
5. Eliminated details of the Professor Emeriti Organization that pertain to the establishment of the group, as those references were awkward and unnecessary. The 2012 edition is in the University Archives.
6. Reformatted and renumbered parts of the Charter and By-laws.
7. Eliminated references to some university administrative titles, so that related revisions to the By-laws will not need to be made in the future. An example is that instead of Associate Provost, "senior academic officer" is used.
8. Added new and updated existing responsibilities of officers to reflect current practices. For example, Secretary/Treasurer was changed to Secretary, whose duties are to manage communications and the website. Since the organization manages no money, no Treasurer is needed.