

# REVISIONS TO THE 2002 FACULTY HANDBOOK

As of September, 2017

Date of Change	Page(s)	Description of Changes
September, 2017	Cover page	1. Changed date to September, 2017; updated the non-discrimination policy/statement
September, 2017	Table of Contents	2. Removed the link in Appendix A to the University's governing documents; corrected the title of Appendix W replacing Duke University Health System with Duke Health
September, 2017	Chapter 1	3. Added the faculty, Provost's and President's statement on excellence, diversity and inclusion; inserted new link to the University's governing documents; corrected the number of times a year the Board of Trustees Executive Committee meets and corrected the name of the Audit Committee to Audit, Risk and Compliance; updated the selection of a chair in the Medical School (basic science or clinical department); changed the section on Medical and Allied Health Education to Medical and Health Professions Education and updated it; under University and Medical Center Archives, changed Duke Medicine to Duke Health and removed Duke University Medical Center from the second paragraph; added 'technology innovation; labs and support' to the description of the Office of Information Technology; updated the link to the Office of News and Communications; updated the link to the policies under the section on Office of Public Affairs and Government Relations
September, 2017	Chapter 2	4. Updated the Law School's text related to Appointment, Promotion, and Tenure and the Rules of the School of Law in the section on Bylaws of the Professional Schools
September, 2017	Chapter 3	5. Added the section on Appointment, Reappointment, and Promotion of regular rank non-tenure track faculty for schools and institutes under the provost and the June 2017 revision date

Date of Change	Page(s)	Description of Changes
September, 2017	Chapter 4	<p>6. Updated the section on Faculty Compensation – Extraordinary Pay; changed Duke Medicine to Duke Health in the flexible work arrangements policy section; removed hyperlink and inserted the link to the Flexible Work Arrangement Form; in the sections on temporary parental leaves for regular rank and non-regular rank faculty, updated the titles of those in the Schools of Medicine and Nursing responsible for developing the plans for management of clinical and teaching responsibilities; removed hyperlink and inserted the link to the form to request a temporary parental leave, temporary medical leave, or tenure clock relief; updated the link to the distinguished professorships policy; parking subsidy for emeriti faculty extended to 2019</p>
September, 2017	Chapter 5	<p>7. New version of document as provided by the Office of Research Support; 5.1.1.9 Research Administration and Research Support, changed the School of Nursing Research Affairs office to Center for Nursing Research and removed “with the exception of NIH Type 5 applications”; 5.1.1.5 added a paragraph on embargoed/sanctioned countries; updated the link and contact information for the Faculty Ombuds; updated the contact information for the Office of Foundation Relations and the Office of Duke Health Foundation Relations and Corporate Giving; updated the links to the Conflict of Interest reporting system, Vaccination and Health Review Policy, Fieldwork Safety Policy, Duke University Safety Manual, Duke University Laboratory Safety Manual, Report of Work-Related Injury or Illness, Recombinant DNA Registration Forms and SOP Templates, Policy on Biological Agents and Toxins; removed hyperlinks to the Fieldwork Safety Policy, Safety Plan, and Safety Guidelines for Fieldwork and added one link to the Fieldwork website</p>

Date of Change	Page(s)	Description of Changes
September, 2017	Chapter 6	<p>8. Under the Class Changes section added links to the detailed policies for undergraduates in Trinity College and the Pratt School of Engineering; updated the I-Incomplete Work section; added a description and link for the School of Nursing Personal Integrity Policy and Guidelines; under Grading, I-incomplete work, added 'at most' to the sentence on the School of Nursing (In the School of Nursing one year, at most, is allowed for completion.); Graduate and Professional School symbols, added CR and NC to the Graduate School, W to Medicine and changed Graduate Nursing to School of Nursing and corrected the credit and no credit symbols; School of Medicine course audit policy replaced with new version; School of Medicine grade appeal process replaced with new version; added a link to the Student Sexual Misconduct Policy; Class Changes section, added links to the Divinity School and Sanford School bulletins and updated the section on the Graduate School; Summer Session section, added that courses may not be added without permission from the student's academic dean; changed Class Lists to Class Rosters; updated the section on Education Records/Family Education Rights and Privacy Act; updated the link to the Varsity Athletic Participation site; replaced the link to the Rules of the School of Law 3-16 through 3-18 with the appropriate text on examination requirements, submission of papers, and marks of incomplete in the School of Law; replaced the link to the Rules of the School of Law 3-15 with the appropriate text on repetition of courses; replaced the link to the Rules of the School of Law 3-19 with the appropriate text on reporting of grades; replaced the link to the Rules of the School of Law 3-20 with the appropriate text on grade changes</p>
September, 2017	Chapter 7	<p>9. Updated the title to Director of Copyright &amp; Scholarly Communications and removed the name; under the Medical Center Library Profile, changed one reference to Duke Medicine to Duke Health; removed the section on the Rubenstein Library Renovation from the University Libraries chapter; changed Duke Medicine to Duke Health</p>

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2017	Appendix A	<b>10.</b> The text of the governing documents was added to the appendix replacing the link to the documents on the Office of the University Secretary website that had previously appeared
September, 2017	Appendix C	<b>11.</b> Updated the link to the Board of Trustees Procedures for Appointment and Review of Officers; added the Sanford School of Public Policy to the section on Selection of Administration Personnel
September, 2017	Appendix E	<b>12.</b> Revised the Procedures for Faculty Recruitment, Promotion and Tenure – Faculty Recruitment section, the offer letter will now be written by the dean’s office with copies to the department and provost’s offices; Promotion and Tenure section, changed the number of suggested external referees (up to three) in 2. and the number of letters requested from outside referees (at least six) in 3.
September, 2017	Appendix F	<b>13.</b> Under V. Procedures, inserted new text for the section on leaves of absence and review and evaluation of continuing faculty (review of faculty on term contract/regular rank nontenure-track faculty) and updated the dates of passage and effect at the end of the document
September, 2017	Appendix I	<b>14.</b> Replaced a link with the text for the Law School’s procedures for appointment, promotion and tenure
September, 2017	Appendix J	<b>15.</b> Updated the section on materials to be submitted by the department in support of nominations for tenured appointments and promotions including new links; updated the procedures and criteria for appointment, promotion, and tenure by removing references to the disbanded Basic Sciences Appointments, Promotions, and Tenure Committee
September, 2017	Appendix N	<b>16.</b> Changed the title to Faculty Umbuds and Faculty Hearing Committee and replaced the appendix text with a new version
September, 2017	Appendix P	<b>17.</b> Updated the title of the Director of Copyright and Scholarly Communications and removed the names of the Director and the specific person in the University Counsel’s Office to contact for assistance; corrected instructions on password protection of copyrighted course content on websites

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2017	Appendix Q	<b>18.</b> Removed the Presidential Awards Screening Committee and the Patent Policy Committee; corrected the name of the Board of Trustees Audit Committee to Audit, Risk and Compliance; added the Faculty Hearing Committee to the list of Academic Council Committees
September, 2017	Appendix T	<b>19.</b> Added new effective date of June 15, 2017 and changed the amended and modified appendices dates; updated the section on Criteria for Appointments, Reappointments, and Promotions for Regular Rank, Non-Tenure Track Faculty in Public Policy; updated the list of faculty in Appendix 1 and added Appendix 3
September, 2017	Appendix U	<b>20.</b> Updated version of Appendix U (travel) added
September, 2017	Appendix W	<b>21.</b> Made the changes in the document which were approved in June and November, 2016
September, 2017	Appendix Z	<b>22.</b> Inserted new links to the Harassment Policy and the Nepotism (Hiring of Relatives) Policy
February, 2016	Cover page	<b>23.</b> Changed date to February, 2016, updated the discrimination statement, and added the contact information for the director of Title IX compliance and Age Discrimination Act coordinator
February, 2016	Table of Contents	<b>24.</b> Corrected the table of contents for Appendix P; removed 'and principles governing internal room use fees' from the title of Appendix S; corrected the title of Appendix Y to reflect the addition of changing the name of a unit
February, 2016	Chapter 1	<b>25.</b> Updated sections on the Office for Institutional Equity and Harassment Prevention and Gender Equity, Continuing Education, Office of University Development, and the Office of Alumni Affairs-Duke Alumni Association
February, 2016	Chapter 4	<b>26.</b> Updated the section on the Faculty Hearing Committee; edited emeriti faculty library access and identification card wording; added dean, School of Medicine's support of parking for emeriti faculty and changed the date for review of the emeriti parking policy to 2017
February, 2016	Chapter 5	<b>27.</b> New version of document as provided by the Office of Research Support with additional changes to the section on Office of Licensing and Ventures, Vice Deans for Basic Science and Clinical Research and cost sharing

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
February, 2016	Chapter 6	<b>28.</b> Incorporated changes from the School of Medicine including sections on Class Changes: Withdrawals and Additions, grading, course audit, incomplete work, W-withdrawal from a course, W-medical leave of absence, reporting grades, holidays, and severe weather attendance policy and also from the School of Nursing to the sections on Class Changes: Withdrawals and Additions, Academic Year, grading symbols, and withdrawal from a course
February, 2016	Chapter 7	<b>29.</b> Section on the Rubenstein Library renovation was updated to reflect the summer 2015 completion of the renovations and opening to students/researchers when classes begin in fall 2015
February, 2016	Appendix C	<b>30.</b> Updated the section on Faculty Participation in the Appointment and Retention of Administrators including the addition of the link to Board of Trustees' Procedures for Appointment and Review of Officers; added to section IV Faculty Ombuds and Faculty Hearing Committee that complaints of discrimination or harassment may also be filed with the Office for Institutional Equity or when involving a student with the Office of Student Conduct
February, 2016	Appendix K	<b>31.</b> Added the most recent version of the School of Nursing Faculty Governance Association Bylaws
February, 2016	Appendix N	<b>32.</b> Added to the section on jurisdiction that complaints of discrimination or harassment may also be filed with the Office for Institutional Equity or when involving a student with the Office of Student Conduct
February, 2016	Appendix P	<b>33.</b> Replaced the Policy on Inventions, Patents, and Technology Transfer with a new version; removed the Interpretations of the Policy on Inventions, Patents, and Technology Transfer; updated the section on Interpretation of the Policy on Inventions, Patents, and Technology Transfer Reaffirming the Rights of Undergraduate Students
February, 2016	Appendix Q	<b>34.</b> Updated the list of Provost committees
February, 2016	Appendix R	<b>35.</b> Corrected the location of the Medical School's Allied Health Registrar and Medical School Financial Aid Office and added the procedure to be followed for Medical and Allied Health student requests for access to records

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February, 2016	Appendix S	<b>36.</b> Incorporated the new University Lands and Facilities and changed the name of the appendix (removed from the title: policy principles governing internal room use fees)
February, 2016	Appendix T	<b>37.</b> Updated the Sanford School of Public Policy Bylaws
February, 2016	Appendix W	<b>38.</b> Added a link to the Discrimination Grievance Procedure
February, 2016	Appendix Y	<b>39.</b> Added to the title and the procedure for changing the name of a unit
April, 2015	Cover page	<b>40.</b> Changed date to April, 2015
April, 2015	Appendix T	<b>41.</b> Updated the Sanford School of Public Policy Bylaws including sections on quorum, voting procedures, definition of faculty titles, reappointments, secondary appointments, other matters; added senior lecturer; revised formatting of dates on which certain School Deans were established
April, 2015	Appendix W	<b>42.</b> Added the section on reporting sexual misconduct involving students and corrected the outline levels under (6) Hearing Panel Report
October, 2014	Cover page	<b>43.</b> Changed date to October, 2014
October, 2014	Table of Contents	<b>44.</b> Changed Ombudsman to Ombuds in Appendix N Ombuds and Faculty Hearing Committee; removed the confidentiality policy from Appendix C (moved to Chapter 3); removed 'terms and definitions' from Appendix O: Financial Conflict of Interest Policy
October, 2014	Chapter 1	<b>45.</b> Added the Global Education Office for Undergraduates to the description of the Vice Provost of Undergraduate Education; added three new offerings to the Continuing Education section; removed the section on the Office of Community Affairs; updated the section on the Office of Durham and Regional Affairs
October, 2014	Chapter 2	<b>46.</b> Added the Senior Lecturer title to the Rank and Title section; in Faculty Governance updated the section for the Pratt School of Engineering and added the Dean of the School of Nursing to the membership of The Medical Center Executive Committee
October, 2014	Chapter 3	<b>47.</b> Moved the section on Confidentiality Policy from Appendix C to Chapter 3 and deleted the August 2009 revision date as it had been added in error

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October, 2014	Chapter 4	<b>48.</b> Changed Ombudsman to Ombuds; updated the nondiscrimination statement in the Faculty Hearing Committee section; updated access to identification cards and removed sentence on library carrel space in the Retirement section; corrected School of Nursing titles in the sections on Faculty Governance, Faculty Recruitment, and Temporary Parental Leaves – Non-Regular Rank Faculty, and updated the Leave Request Process for Leaves for Non-Academic Reasons for the School of Nursing
October, 2014	Chapter 5	<b>49.</b> New version of document as provided by the Office of Research Support; changed Ombudsman to Ombuds
October, 2014	Chapter 6	<b>50.</b> Added Campus Life to the section on Services Provided by the Division of Student Affairs and revised the web addresses; revised first paragraph of the I-Incomplete Work and W-Withdrawal from a Course sections and edited the Excused Absences: Trinity College and the Pratt School of Engineering section pertaining to Varsity athletic participation; Law School grading symbols updated; updated a web address in the Academic Dishonesty section and made minor text revisions
October, 2014	Chapter 7	<b>51.</b> In the section on the Ford Library at the Fuqua School of Business, updated the list of subscription databases
October, 2014	Appendix C	<b>52.</b> In the appendix on Academic Freedom and Academic Tenure, replaced Ombudsman with Ombuds; added the nondiscrimination wording in the section on the Faculty Ombuds and Faculty Hearing Committee; moved the section on Confidentiality Policy to Chapter 3
October, 2014	Appendix E	<b>53.</b> Corrected a typographical error in the table of contents of the appendix on the Pratt School of Engineering
October, 2014	Appendix F	<b>54.</b> Replaced Ombudsman with Ombuds in the Divinity School Bylaws
October, 2014	Appendix G	<b>55.</b> Replaced Ombudsman with Ombuds in the Nicholas School of the Environment Faculty Bylaws
October, 2014	Appendix H	<b>56.</b> Replaced Ombudsman with Ombuds in the Fuqua School of Business Faculty Bylaws

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October, 2014	Appendix I	<b>57.</b> Corrected a committee name to read the Law School Lateral Faculty Appointments Committee (removing ‘and Promotion’) in the Law School’s Procedures for Appointment, Promotion, and Tenure
October, 2014	Appendix N	<b>58.</b> Replaced Ombudsman with Ombuds and updated the nondiscrimination statement wording in the appendix on the Ombuds and Faculty Hearing Committee
October, 2014	Appendix O	<b>59.</b> Updated the sections on the Duke University Conflict of Interest Disclosure Form and the Institutional Conflict of Interest in Research Implementation in the appendix on Financial Conflict of Interest Policy
October, 2014	Appendix Q	<b>60.</b> Updated the list of University Committees appointed by the President and Provost
October, 2014	Appendix T	<b>61.</b> Updated the date of the Sanford School Bylaws and modified appendixes; updated the list of faculty; added the position of Associate Dean for Strategy and Innovation
October, 2014	Appendix X	<b>62.</b> Updated a website to the Office of Student Conduct and changed some references from the Associate Dean of Students/Director of the Office of Student Conduct to staff in the Office of Student Conduct in the appendix on the Duke Community Standard
January, 2014	Cover page	<b>63.</b> Changed date to January 2014
January, 2014	Table of Contents	<b>64.</b> Added Interpretations of the Policy on Intellectual Property Rights as it Relates to Online Courseware to Appendix P in the Table of Contents and changed the name of Appendix U from Travel Insurance to Travel
January, 2014	Chapter 1	<b>65.</b> Updated a link in the Office of Information Technology section
January, 2014	Chapter 2	<b>66.</b> Updated the section on Faculty Governance, Academic Council with new numbers of members from the faculty and of the Executive Committee and the appointment procedures for the vice chair and faculty secretary
January, 2014	Chapter 4	<b>67.</b> Updated section on Other Matters Relating to Leaves regarding university contributions to the Faculty and Staff Retirement Plan while on sabbatical leave; updated the link to the memo on special compensation in addition to base salary
January, 2014	Chapter 5	<b>68.</b> Updated the link to the Vice Provost for Research

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January, 2014	Chapter 6	<b>69.</b> Added to Faculty Responsibilities to Students sections on scheduling of field trips and funding field trips
January, 2014	Appendix D	<b>70.</b> Updated the link to the Arts and Sciences Chair's Handbook for detailed information on the procedure for appointments, reappointments, promotion and tenure in A&S (supplements the Provost's procedures)
January, 2014	Appendix P	<b>71.</b> Added the Interpretations of the Policy on Intellectual Property Rights as it Relates to Online Courseware; updated links to the certification process for conducting research with human subjects, the Belmont Report and the IP check sheet for taping of lectures
January, 2014	Appendix Q	<b>72.</b> Added the Office of Licensing and Ventures Steering Committee
January, 2014	Appendix T	<b>73.</b> Updated the Sanford School Bylaws with the January 6, 2014 version that included changes to Distinguished Professorships
January, 2014	Appendix U	<b>74.</b> Changed the name of Appendix U from Travel Insurance to Travel and replaced the text with the new version
September, 2013	Cover page	<b>75.</b> Changed date to September 2013
September, 2013	Table of Contents	<b>76.</b> Added Principles Governing Internal Room Use Fees to Appendix S in the Table of Contents
September, 2013	Chapter 1	<b>77.</b> Changed DUMAC, LLC to DUMAC, Inc. and updated the description; updated the section on the IT Security Office (ITSO); revised the section on the Division of Student Affairs; updated a link in the section on the Office of Public Affairs and Government Relations; revised wording under the Office of University Development; updated number of alumni in the Office of Alumni Affairs – The Duke Alumni Association section
September, 2013	Chapter 4	<b>78.</b> Retirement section – Added stipulation that a letter from the emeriti faculty member's department is required to obtain a Duke Identification Card; parking subsidy for emeriti faculty was extended through June, 2014 (premium lots remain excluded) and will be reviewed every two years; updated link to Distinguished Professorship Policy

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2013	Chapter 5	<b>79.</b> New version of document as provided by the Office of Research Support with changes from the School of Medicine. Individual changes are too numerous to list, but include: separating out Corporate Relations and Foundation Relations (rather than Corporate and Foundation Relations); updating research policies for undergraduate and graduate students; updating sections on Export Controls and Fieldwork Safety; updating section on Use of Select Biological Agents and Toxins (added 'Toxins' and updated language in the section)
September, 2013	Chapter 6	<b>80.</b> Made minor grammatical changes; added new link for the School of Medicine Bulletin; added 'at the latest' text to the timeframe for resolving an assignment of 'I' (incomplete); added to the 'Religious Holidays' section that instructors are expected to accommodate students wishing to observe a religious holiday; added Program II to the section on Academic Advising, Trinity College and Pratt School of Engineering; revised sections on Academic Dishonesty (Trinity College and Pratt School of Engineering) and Services Provided by the Division of Student Affairs
September, 2013	Chapter 7	<b>81.</b> Replaced dated references to the library system with main library system or Duke University Libraries; added section on the Rubenstein Library renovation
September, 2013	Appendix B	<b>82.</b> Updated the Bylaws of the Academic Council by adding the faculty secretary to the Executive Committee of the Academic Council and designating that a valid ballot for the election of ECAC members must contain selections equal to the number of open seats
September, 2013	Appendix D	<b>83.</b> Updated the link to Chapter 3 in the section on the Procedure for Appointments, Reappointments, Promotions and Tenure in Arts & Sciences
September, 2013	Appendix L	<b>84.</b> APT Process for Tenure Track Faculty With Primary Appointments in Clinical Departments – Updated the general considerations and Departmental Level Review, Initiation of Review for Promotion/Tenure section
September, 2013	Appendix O	<b>85.</b> Updated the link for the Conflict of Interest Disclosure Form and updated the section on Institutional Conflict of Interest in Research Implementation with the April, 2013 version

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2013	Appendix P	<b>86.</b> Incorporated numerous revisions to the Policies and Procedures Governing Misconduct in Research including (not all are specifically listed): removal of the examples of inappropriate research practices; addition to section on Standing Committee on Misconduct in Research; changes to sections on Allegation Inquiry by Standing Committee on Misconduct in Research, Investigation by Ad Hoc Committee, Admission of Misconduct in Research, and Notification of External Research Sponsors among others
September, 2013	Appendix Q	<b>87.</b> Updated the list of University Committees appointed by the President and Provost and Academic Council Committees
September, 2013	Appendix S	<b>88.</b> Added Principles Governing Internal Room Use Fees
September, 2013	Appendix T	<b>89.</b> Removed June 24, 2011 from the date on which the Bylaws for the Sanford School of Public Policy modified appendixes were made; updated the faculty in Appendix 1 of the bylaws
September, 2013	Appendix W	<b>90.</b> Revised the Statute of Limitations section to include specific statements on complaints against students and other respondents
September, 2013	Appendix X	<b>91.</b> Updated the section on the Undergraduate Disciplinary System
September, 2013	Appendix Y	<b>92.</b> Updated the link to the substantive change checklist
September, 2013	Appendix Z	<b>93.</b> Updated the link in the Resources section to the Nepotism section of Chapter 4 of the Faculty Handbook
April, 2013	Appendix P	<b>94.</b> Added the interpretation of the Policy on Inventions, Patents, and Technology Transfer Reaffirming the Rights of Undergraduate Students
February, 2013	Cover page	<b>95.</b> Updated the date of the Handbook to February 2013
February, 2013	Chapter 4	<b>96.</b> Revised the tenure clock relief policy
February, 2013	Appendix P	<b>97.</b> Changed eligibility for principal investigator status in the School of Medicine (see School of Medicine Components); removed the policy manual reference and August 1997 date
November, 2012	Cover page	<b>98.</b> Updated the date of the Handbook to November 2012

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
November, 2012	Chapter 3	<b>99.</b> Added School of Nursing to the introduction of applicable faculty; added Flexible Work Arrangement language to the section on Appointment and Promotion with Tenure; Promotion and Tenure section revised including an update to the appeal process
November, 2012	Chapter 6	<b>100.</b> Updated the block scheduling policy for Trinity College, Sanford School of Public Policy, Pratt School of Engineering, Nicholas School of the Environment, and Graduate School
November, 2012	Appendix B	<b>101.</b> Replaced the Bylaws of the Academic Council with the new version
November, 2012	Appendix C	<b>102.</b> Updated the section on the review of the Provost, Chancellor for Health Affairs, and Executive Vice President
September, 2012	Cover page	<b>103.</b> Updated the date of the Handbook to September 2012 and updated the nondiscrimination statement
September, 2012	Table of contents	<b>104.</b> Changed the name of Appendix R to Student Records Policy and Appendix W to Duke University/Duke University Health System Harassment Policy and Procedures
September, 2012	Chapter 1	<b>105.</b> Revised the section on Selection of Institute Directors; updated sections on Continuing Education, Summer Session, and the Division of Student Affairs; added the section on the Information Technology Security Office; updated number of issues of Duke Magazine sent each year
September, 2012	Chapter 4	<b>106.</b> Corrected text to indicate final responsibility for granting sabbatical leaves rests with the Provost; Family Medical Leave wording changed to reflect that it must be taken concurrently with other paid leaves where eligible; updated description of campus online publications accessible to Emeriti faculty; deleted reference to Emeriti status being included on the Duke Identification Card; updated availability of parking subsidy
September, 2012	Chapter 5	<b>107.</b> New version of document as provided by the Office of Research Support with changes from the School of Medicine. Individual changes are too numerous to list, but include: Research Administration and Research Support section; School of Medicine Compliance; Office of Licensing and Ventures; Safety Training Requirements; Use of Hazardous Materials

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September, 2012	Chapter 6	<b>108.</b> Updated website links; revised procedure to clear an I (incomplete work); revised excused absences for Trinity College and Pratt School of Engineering regarding short-term illness; revised location of guidelines on undergraduate teaching assistants; updated Regular Scheduling section to include the Nicholas School of the Environment; updated the Satisfactory/Unsatisfactory Grading System; corrected the School of Nursing name in the Reporting Grades section title; updated the website in the section on Academic Dishonesty; replaced the Services Provided by the Division of Student Affairs section with new text; added grade level X for the Sanford School to the Graduate and Professional School Symbols section; revised the section on repetition of courses for the Sanford School
September, 2012	Chapter 7	<b>109.</b> Changed the number of libraries to six, changed the Rare Book, Manuscripts and Special Collections Library to the David M. Rubenstein Rare Book & Manuscript Library, and added the Rubenstein Library to the description of the Perkins Library System
September, 2012	Appendix B	<b>110.</b> Updated the Bylaws of the Academic Council
September, 2012	Appendix C	<b>111.</b> Changed the appointment process for Dean review committees so they are appointed by the provost after the appropriate consultation as designated in the appendix
September, 2012	Appendix D	<b>112.</b> Replaced the Arts and Sciences Council bylaws with the new version and updated the dates of approval and amendments
September, 2012	Appendix H	<b>113.</b> Added the updated Fuqua School of Business faculty evaluation, appointment, promotion, and tenure criteria and procedures and faculty bylaws
September, 2012	Appendix J	<b>114.</b> Basic Sciences School of Medicine - Added to membership section the eligibility stipulation for departments where tenure track faculty represent less than half the total faculty; added the procedure for amending the bylaws; removed 1993 revised approval date of the bylaws; revised section on promotion to tenure and professor and tenure appointments

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2012	Appendix L	<b>115.</b> Updated the Bylaws of the Clinical Sciences Faculty Council on Academic Affairs sections on membership of the Faculty Council and election procedures; Clinical Sciences appointment, promotion, and tenure process - updated the sections on the Medical Center Clinical Sciences APT Committee and process and final action, and added administrative support section
September, 2012	Appendix P	<b>116.</b> Policies Related to Research - Changed the appointment of the University of Patent Policy Committee and its Chair from the Provost to the President; added a note on the 2012 expansion of the University Patent Policy membership; corrected wording in the section on Principal Investigator Status/Medical Center Components to reflect that faculty appointed to regular rank tracks IV and V may serve as PIs under stated conditions
September, 2012	Appendix Q	<b>117.</b> Updated the list of University Committees
September, 2012	Appendix R	<b>118.</b> Changed the name of the appendix to Student Records Policy; updated the appendix text
September, 2012	Appendix S	<b>119.</b> Use of University Lands and Facilities - Added the section on Political Use
September, 2012	Appendix T	<b>120.</b> Sanford Bylaws updated with new dates of changes; addition of the amendment adoption process; addition of the Associate Dean for Academic Programs to the Administrative Committee; updated the list of faculty; addition of the Associate Dean for Academic Programs
September, 2012	Appendix U	<b>121.</b> International Travel Assistance Provider – added resources available through Duke Employee Occupational Health and Wellness
September, 2012	Appendix V	<b>122.</b> Changed contact for students planning a picket, protest, or demonstration to University Center Activities & Events
September, 2012	Appendix W	<b>123.</b> Changed the name of the appendix to Duke University/Duke University Health System Harassment Policy and Procedures and updated the document with the new/correct version
September, 2012	Appendix X	<b>124.</b> Updated the link for the Office of Student Conduct; updated the Process section/process if the student does not accept the resolution
March, 2012	Cover page	<b>125.</b> Updated date of the Handbook to January 2012

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
March, 2012	Table of Contents	<b>126.</b> Appendix O – changed wording to reflect the posting of the new Financial Conflict of Interest Policy
March, 2012	Appendix O	<b>127.</b> Replaced the Financial Conflict of Interest Policy with the new version; updated link for information on the Conflict of Interest Policy
March, 2012	Appendix P	<b>128.</b> Replaced the University-Industry Guidelines with the new version
March, 2012	Appendix Q	<b>129.</b> Updated the list of University Committees
March, 2012	Appendix U	<b>130.</b> Replaced the Travel Insurance Abroad section with International Travel Assistant Provider text and updated the address for the Office of Corporate Risk Management
September, 2011	Cover page	<b>131.</b> Updated Duke University’s non-discrimination/harassment statement with wording provided by the Office for Institutional Equity
September, 2011	Chapter 1	<b>132.</b> Revised the descriptions of Continuing Education, the Office of Alumni Affairs-Duke Alumni Association, the Office of Durham and Regional Affairs, and the Office of Information Technology; changed Dean of the Faculty of Arts and Sciences to Dean of Arts and Sciences; changed Residence Life and Housing Services to Housing, Dining & Residence Life; updated description of the Office for Institutional Equity (OIE) and the section on Harassment Prevention and Gender Equity
September, 2011	Chapter 3	<b>133.</b> Added “authorized university institutes” where appropriate
September, 2011	Chapter 4	<b>134.</b> Added “authorized university institute” where appropriate in Faculty Recruitment section; revised section on Faculty Compensation, Nine-Month Appointments; updated the following subheadings under the Emeritus Faculty Services and Facilities Use section: Computer Services, Directory Listing, Duke Chronicle and Duke Today, and Parking Privileges
September, 2011	Chapter 5	<b>135.</b> Updated chapter on Research – Organizational Structure for Sponsored Projects and Research Related Policies including the addition of a section on Policy on Open Access to Research
September, 2011	Chapter 6	<b>136.</b> Revised Audit section; changed Residence Life and Housing Services to Housing, Dining & Residence Life and updated description
September, 2011	Chapter 7	<b>137.</b> Updated the chapter on the University Libraries

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2011	Appendix C	<b>138.</b> Changed Dean of the Faculty of Arts and Sciences to Dean of Arts and Sciences
September, 2011	Appendix K	<b>139.</b> Replaced the School of Nursing Bylaws with the School of Nursing Faculty Governance Association Bylaws
September, 2011	Appendix N	<b>140.</b> Ombudsman and Faculty Hearing Committee – updated I. Purpose and III. Jurisdiction #6 with new wording provided by the Office for Institutional Equity
September, 2011	Appendix O	<b>141.</b> Statement added that a new Conflict of Interest Policy will be effective January 1, 2012 and posted soon thereafter; corrected a typographical error
September, 2011	Appendix P	<b>142.</b> Added appropriate wording to the Principal Investigator Status section regarding institutes/centers; replaced Office of Corporate and Venture Development with the Office of Licensing & Ventures; changed the appointment of the University Patent Policy Committee from the President to Provost; Added the Policy on Open Access to Research; added a statement to the University-Industry Guidelines section stating that new guidelines will go into effect January 1, 2012
September, 2011	Appendix Q	<b>143.</b> Updated the list of University Committees
September, 2011	Appendix T	<b>144.</b> Revised the Sanford School Bylaws and appendices 1 and 2
September, 2011	Appendix X	<b>145.</b> Replaced Dean of Trinity College with Dean of Arts and Sciences
September, 2011	Appendix Y	<b>146.</b> Added language regarding university institutes as appropriate
January, 2011	Chapter 1	<b>147.</b> Revised description of the Offices of Federal Relations (Duke University) and Government Relations (Duke Medicine); Office of Alumni Affairs-Duke Alumni Association – updated number of alumni cited; deleted section on the Office of Alumni and Development Communications; updated section on the Office of University Development; added information on Medical Center Archives; updated the Office of Information Technology section; Updated the section on Student Affairs; removed “Trinity College” from the title of Dean of the Faculty of Arts & Sciences
January, 2011	Chapter 2	<b>148.</b> Joint Appointments and Secondary Appointments – added the directors (institutes/centers) where appropriate

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
January, 2011	Chapter 4	<b>149.</b> Reorganized and updated sections pertaining to leaves of absence; Retirement section - Replaced “This Month at Duke” with “Duke Today” and revised the wording regarding Pre-retirement (formerly partial retirement); Base Salary Determination for Term of Academic Appointment and Joint Funding of Academic Appointments, and Retirement were revised to include units/directors as appropriate; Updated Medical Center appointments and vacation time sections (Eleven-month Appointments in the Medical Center changed to twelve-month); updated link to the School of Medicine’s Distinguished Professorship policy; updated link to Human Resources webpage under “Health Insurance”; updated Nine Month Appointments section with new summer supplement policy
January, 2011	Chapter 5	<b>150.</b> Updated Chapter 5 – Organizational Structure for Sponsored Projects and Research Related Projects
January, 2011	Chapter 6	<b>151.</b> Faculty Responsibilities to Students – added section on Textbooks; edited grading symbols; replaced pass/fail grading section with Satisfactory/Unsatisfactory Grading System; updated section on Incomplete Work; updated Deviations From Regularly Scheduled Class Times; revised the excused absences of Trinity College and the Pratt School of Engineering; deleted section on Education Records/Recommendations for Students; Updated the section on the Division of Student Affairs; Law School – revised Class Changes/Withdrawals and Additions section by changing the sixth day to the seventh day for altering registration
January, 2011	Appendix B	<b>152.</b> Bylaws of the Academic Council, updated the mode of election
January, 2011	Appendix C	<b>153.</b> Revised various sections to include procedures for University Institutes and Centers (units)
January, 2011	Appendix D	<b>154.</b> Bylaws of the Arts and Sciences Council, updated the membership of the Arts and Sciences Council; Procedures for Appointments, Reappointments, Promotions, and Tenure in Arts and Sciences – added link for additional information
January, 2011	Appendix F	<b>155.</b> Corrected typos in the Divinity School Bylaws
January, 2011	Appendix G	<b>156.</b> Updated version of the Nicholas School of the Environment faculty bylaws added

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
January, 2011	Appendix K	<b>157.</b> School of Nursing Bylaws: Updated Section 6 – Appointment/Promotion/Tenure Committee
January, 2011	Appendix O	<b>158.</b> Added sections on Institutional Conflict of Interest in Research Policy and Institutional Conflict of Interest in Research Implementation
January, 2011	Appendix Q	<b>159.</b> Updated list of University Committees
January, 2011	Appendix S	<b>160.</b> Outdoors Area – Removed outdated links.
January, 2011	Appendix T	<b>161.</b> Added the Sanford School of Public Policy Bylaws
January, 2011	Appendix W	<b>162.</b> Updated link in footnote
January, 2011	Appendix X	<b>163.</b> Updated the link in the Process section
January, 2011	Appendix Y	<b>164.</b> Replaced the Vice Provost for Academic and Administrative Services with the Vice Provost for Academic Affairs as the contact
August, 2009	Chapter 1	<b>165.</b> Replaced the mission statement with a link to all governing documents; updated the Board of Trustees standing committees; revised the list of administrators so they are consistent with what appears in the University Bylaws; Academic Organization – added the Sanford School of Public Policy; added the section on Interdisciplinary University Institutes and Centers; Updated descriptions for the Office of Public Affairs and Government Relations, Offices of Federal Relations and Government Relations (Duke Medicine), Office of Alumni and Development Communications, Office for Institutional Equity, Office of University Development, Office of Alumni Affairs, and Administrative Services section; added a description for the Division of Student Affairs; Departments section – revised the policy for appointing department chairs as Board of Trustee approval is no longer necessary; Continuing Education Section - updated the professional development certificate courses of study; changed the name of the Study Abroad Office to the Global Education Office for Undergraduates; added the Disability Management System section
August, 2009	Chapter 2	<b>166.</b> Revised the definition of the university faculty; added the Sanford School of Public Policy to the Faculty Appointments and Faculty Governance sections; Faculty Appointments and Joint/Secondary Appointments – updated to reflect that Board of Trustees approval is required only for tenure positions

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
August, 2009	Chapter 3	<b>167.</b> Introduction and Dossier sections – added the Sanford School of Public Policy; Appointment, Promotion, and Tenure section revised to reflect that the Board of Trustees needs to approve the appointment or promotion of tenured faculty
August, 2009	Chapter 4	<b>168.</b> Faculty Recruitment section revised to reflect that the Board of Trustees needs to approve tenured appointments; Distinguished Professorships – revised description of the provost’s Advisory Committee on Distinguished Professorships; Retirement section updated including website to access online phone directory and the Trading Post
August, 2009	Chapter 5	<b>169.</b> Updated Chapter 5 – Organizational Structure for Sponsored Projects and Research Related Projects
August, 2009	Chapter 6	<b>170.</b> Updated name and description of the Alcohol and Substance Abuse Prevention Center and Health Promotions and the Office of Gender Violence Prevention and Intervention; Added the Sanford School to the appropriate sections (Academic Dishonesty, Class Changes, Examinations, Grading, Repetition of Courses, Incomplete Work, Withdrawal From a Course, Reporting Grades, Undergraduate Grad Review Procedure); Academic Integrity Section – added link to Appendix X; Academic Dishonesty section updated; Exclusion of Disruptive Students – changed Senior Associate Dean to academic appellate officer; Class Changes – enhanced the description of minimum course load; Academic Advising – updated formal advising by faculty members description; corrected various sections throughout the chapter with changes provided by the Trinity Deans
August, 2009	Chapter 7	<b>171.</b> Updates made to the descriptions of the University Libraries as needed
August, 2009	Appendix A	<b>172.</b> Replaced text with link to the University’s governing documents on the webpage of the Office of the University Secretary
August, 2009	Appendix B	<b>173.</b> Bylaws of the University Faculty – corrected page formatting
August, 2009	Appendix C	<b>174.</b> Review of Administration Personnel – Revised the review of the President; added the Sanford School of Public Policy
August, 2009	Appendix D	<b>175.</b> Updated references from Study Abroad to its new name of Global Education for Undergraduates

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
August, 2009	Appendix F	<b>176.</b> Divinity School bylaws revised as tenure-track and non-tenure appointments no longer require Board of Trustee approval
August, 2009	Appendix G	<b>177.</b> Nicholas School of the Environment bylaws revised as appointment of Division Chairs no longer requires Board of Trustee approval
August, 2009	Appendix J	<b>178.</b> Section C2 added membership terms for APT Committee; Materials to be Submitted by the Department in Support of Nominations for Tenured Appointments and Promotions – updated what is to be submitted and the website for additional information
August, 2009	Appendix L	<b>179.</b> Medical Center Clinical Sciences APT Committee – updated number of members from seven to ten
August, 2009	Appendix Q	<b>180.</b> Updated names of Committees (University, Academic Council, and Trustee)
August, 2009	Appendix R	<b>181.</b> Changed Office of Judicial Affairs to Office of Student Conduct
August, 2009	Appendix V	<b>182.</b> Added that students planning a picket, protest, or demonstration should contact the Office of Student Affairs and Facilities
August, 2009	Appendix W	<b>183.</b> Changed Office of Judicial Affairs to Office of Student Conduct and updated website
August, 2009	Appendix X	<b>184.</b> Replaced Associate Dean for Judicial Affairs with Associate Dean of Students/Director of the Office of Student Conduct; reorganized the position of the sections; updated the Undergraduate Disciplinary System section
May, 2009	Table of Contents	<b>185.</b> Changed the title of Appendix A to Governing Documents
May, 2009	Cover page	<b>186.</b> Updated the date from December, 2008 to May, 2009
May, 2009	Chapter 1	<b>187.</b> Removed the header “undergraduate education” on page 3; updated the description of the faculty of A&S; corrected the name of the Nicholas School
May, 2009	Chapter 6	<b>188.</b> Corrected the link for information on academic dishonesty; updated the Dean of Students Office description to include the position of Assistant Dean of Students/Case Manager and the Alcohol and Substance Abuse Prevention Center
May, 2009	Appendix A	<b>189.</b> Changed the title of the Appendix to “Governing Documents”

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
May, 2009	Appendix D	<b>190.</b> A&S Accelerated Sabbatical Policy – added sentence to first paragraph indicating that Chairs are responsible for certifying that faculty have met all criteria.
May, 2009	Appendix F	<b>191.</b> Divinity School Bylaws –V. Procedures, updated V. B. Procedures for review and evaluation of continuing faculty (faculty on term contract, regular rank nontenure-track) and removed dean’s leaves from Section D
May, 2009	Appendix K	<b>192.</b> School of Nursing Faculty Bylaws updated
May, 2009	Appendix P	<b>193.</b> Guidelines for Authorship and Authorship Dispute Resolution – eliminated an incorrect reference to the appendix in the first sentence
May, 2009	Appendix R	<b>194.</b> Types and locations of education information – corrected location (to Office of Judicial Affairs) where students can obtain their judicial and disciplinary records
December, 2008	Cover page	<b>195.</b> Updated the date and revised the equal opportunity language

Date of Change	Page(s)	Description of Changes
December, 2008	Chapter 1	<p><b>196.</b> Updated the language describing some of the positions under General Administration including: the Board of Trustees, Vice President for Alumni Affairs and Development, Vice President for Durham and Regional Affairs, Vice President for Public Affairs and Government Relations, Vice President for Public Affairs and Government Relations, Vice President and Athletic Director, Vice President and General Counsel, Vice President and University Secretary</p> <p><b>197.</b> Office of Alumni Affairs section, updated the circulation figure for Duke Magazine</p> <p><b>198.</b> Office of Research section, updated some of the offices with whom it works</p> <p><b>199.</b> Administrative Services section, removed Internal Audit from responsibilities</p> <p><b>200.</b> Continuing Education section, updated the title of the Duke Management Training Program, added 'internal auditing' to the list of professional development certificate courses, and updated the reporting relationship of the Director</p> <p><b>201.</b> Summer Session section, updated the reporting relationship of the Director</p> <p><b>202.</b> University Archives section, updated website address and phone number</p> <p><b>203.</b> Office of Information Technology section, revised text</p> <p><b>204.</b> Updated language describing the Office of Alumni and Development Communications and the fiscal and academic years and DUMAC, LLC sections</p>
December, 2008	Chapter 2	<p><b>205.</b> Corrected the University Bylaw on faculty from XXI to XXIV under the responsibilities section</p> <p><b>206.</b> Duke University Medical Center: Medical, Nursing and Allied Health Education section, revised the second paragraph replacing MedPAC with the Medical Center Executive Committee and updating its composition</p>

Date of Change	Page(s)	Description of Changes
December, 2008	Chapter 4	<p><b>207.</b> Leaves of Absence section, removed wording on Dean’s leaves for A&amp;S faculty; updated Sabbatical Leaves section</p> <p><b>208.</b> Updated section on Nepotism</p> <p><b>209.</b> Retirement-Emeritus Faculty services and Facilities Use section, updated computer services paragraph; changed the OIT phone number in the Directory Listing paragraph; omitted eDuke News from the ‘Computer Services’ section; added information on the electronic newsletter to be available fall, 2008; corrected the name of the editor of This Month at Duke; omitted Faculty Commons section (no longer relevant); extended parking privileges for Emeriti Faculty through June, 2009; revised wording on health insurance section</p>
December, 2008	Chapter 5	<p><b>210.</b> Changed the name of the chapter to Research – Organizational Structure for Sponsored Projects and Research Related Policies, and revised the text to reflect the necessary changes since the last update</p>
December, 2008	Chapter 6	<p><b>211.</b> Exclusion of disruptive students section, changes in wording made in numbers 1 and 2 pertaining to the W designation</p> <p><b>212.</b> School of Medicine honor code and compact between teachers and learners of medicine added</p> <p><b>213.</b> Class Changes for the Graduate School and Trinity College and the Pratt School of Engineering sections, changes made in the notation of courses from which a student withdraws</p> <p><b>214.</b> School of Medicine academic dismissal policy and withdrawal from the MST program prior to completion of the PhD degree requirements sections added</p> <p><b>215.</b> Class Changes for Summer Session section, replaced “WP or WF” with W</p> <p><b>216.</b> Class Lists section, deleted a sentence on auditing courses</p> <p><b>217.</b> Added School of Medicine retesting, absences, and testing policy</p> <p><b>218.</b> Grading section, removed WF from the Divinity School</p> <p><b>219.</b> Undergraduate Symbols section, added Withdrawal as a symbol and description; made the following additions: Graduate – added W, Graduate Nursing and Law – added W, WP, WF, Medicine – replaced P, F with H. HP, P, F, I, Nicholas – added W</p>

Date of Change	Page(s)	Description of Changes
		<p>220. Added School of Medicine grading and course audit sections</p> <p>221. Incomplete work section, added Trinity and Pratt to the sentence regarding by when work must be completed to receive a grade other than F. Added Fuqua and Nicholas to the Graduate School as allowing one year for completion of work</p> <p>222. Updated the Withdrawal from a Course paragraph</p> <p>223. Midterm Grades for Undergraduates section, deleted “and are sent to their parents or guardians” from the last sentence of the paragraph and added that midterm grades are recorded on transcripts and are also available to advisors and academic deans on ACES and STORM</p> <p>224. Added School of Medicine grade appeal process</p> <p>225. Added approved School of Medicine holidays for medical students and the School of Medicine severe weather attendance policy</p> <p>226. Added School of Medicine student personal and professional advisory system for MD program students</p> <p>227. Grade changes section, deleted the five paragraphs pertaining to the procedure for a student to question a final grade</p> <p>228. Undergraduate grade review procedure section, added the approval date</p> <p>229. Religious holidays section, added additional paragraph regarding procedures in Trinity College and the Pratt School of Engineering</p> <p>230. Notification of Varsity Athletic Participation: Trinity College and the Pratt School of Engineering, new section added</p> <p>231. Inserted new section on the Division of Student Affairs</p>
December, 2008	Chapter 7	<p>232. Corrected the number of libraries</p> <p>233. Instructional Services and Resources for Classes and Labs section, updated the website address</p> <p>234. Law and Perkins Libraries – updated those sections</p> <p>235. Other Perkins system libraries – updated</p> <p>236. Lilly and Music Libraries, updated their collection figures</p> <p>237. University Archives, updated the description</p>
December, 2008	Appendix A	<p>238. Added the updated version of the University Bylaws</p>

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
December, 2008	Appendix D	<p><b>239.</b> Procedures for Appointments, Reappointments, Promotions, and Tenure in the Arts and Sciences - updated the wording and added a link to the Faculty Affairs website</p> <p><b>240.</b> Added new Arts and Sciences Accelerated Sabbatical Policy</p>
December, 2008	Appendix I	<p><b>241.</b> School of Law procedures for appointment, promotion and tenure – updated wording of the last paragraph</p>
December, 2008	Appendix O	<p><b>242.</b> Updated the link for the Conflict of Interest Disclosure Form and added the link to the ORS website for information and instructions for using the form</p>
December, 2008	Appendix P	<p><b>243.</b> Corrected a typographical error</p> <p><b>244.</b> Changed Office of Science and Technology to Office of Corporate and Venture Development</p> <p><b>245.</b> Replaced Grants and Contracts with Office of Research Administration</p>
December, 2008	Appendix Q	<p><b>246.</b> Updated description of the Executive Committee of the Academic Council (ECAC) and the names of University Academic Council, and Trustee Committees</p>
December, 2008	Appendix S	<p><b>247.</b> Changed the name of the Appendix to Use of University Lands and Facilities; added newly approved wording</p>
December, 2008	Appendix W	<p><b>248.</b> Revised wording of the forms of harassment in paragraph one</p>
May, 2008	Chapter 1	<p><b>249.</b> Updated the section on accreditation</p>
May, 2008	Chapter 2	<p><b>250.</b> Updated the name of the Nicholas School of the Environment</p> <p><b>251.</b> Updated reference to the University Committees Appendix to Appendix Q (see below)</p>
May, 2008	Chapter 3	<p><b>252.</b> Updated the name of the Nicholas School of the Environment</p>
May, 2008	Chapter 4	<p><b>253.</b> Updated references to the Ombudsman and Faculty Hearing Committee Appendix to Appendix N (see below)</p> <p><b>254.</b> Updated the name of the Nicholas School of the Environment</p>

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
May, 2008	Chapter 6	<p><b>255.</b> Grade changes – corrected the title of “Director of Undergraduate Studies” by adding “for the department” as there is no one Director of Undergraduate Studies</p> <p><b>256.</b> Dean of Students Office – corrected the name of the office by removing “the undergraduate dean’s office” from the first sentence</p> <p><b>257.</b> Updated the Duke Community Standard language so it is consistent with Appendix X</p> <p><b>258.</b> Updated the name of the Nicholas School of the Environment</p>
May, 2008	Appendix C	<p><b>259.</b> Added the Dean of Undergraduate Education to the sections on Selection of Administration Personnel (IA4) and Review of Administration Personnel (IIA)</p> <p><b>260.</b> Revised the wording of III. Mutual Obligations, term appointment notification (revised wording of section D2, deleted previous D3, moved previous D4 to D3 and revised).</p> <p><b>261.</b> Updated references to the Ombudsman and Faculty Hearing Committee Appendix to Appendix N (see below)</p>
May, 2008	Appendix F	<p><b>262.</b> Added the most recent version of The Divinity School Articles of Organization/Bylaws of the Faculty Policies and Procedures</p> <p><b>263.</b> Updated reference to the Ombudsman and Faculty Hearing Committee Appendix to Appendix N (see below)</p>
May, 2008	Appendix G	<p><b>264.</b> Updated the name of the Nicholas School of the Environment</p>
May, 2008	Appendix M	<p><b>265.</b> Changed Appendix M (Ombudsman and Faculty Hearing Committee) to Appendix N</p> <p><b>266.</b> Added the Graduate School Bylaws as the new Appendix M</p>
May, 2008	Appendix N	<p><b>267.</b> Appendix N (University Committees) changed to Appendix Q</p> <p><b>268.</b> Added Ombudsman and Faculty Hearing Committee as the new Appendix N (see above)</p>
May, 2008	Appendix P	<p><b>269.</b> Added the guidelines on authorship and authorship dispute resolution and the copyright guidelines for electronic course content</p> <p><b>270.</b> Updated reference to the Ombudsman and Faculty Hearing Committee Appendix to Appendix N (see above)</p>
May, 2008	Appendix Q	<p><b>271.</b> Added University Committees as the new Appendix Q (see above)</p>

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
May, 2008	Appendix S	<b>272.</b> Updated the name of the Nicholas School of the Environment
May, 2008	Appendix T	<b>273.</b> Removed Appendix T, Duke Homesites, as the Duke Homesites policy became obsolete in the 1990's when the last homesite was sold.
May, 2008	Appendix W	<b>274.</b> Updated reference to the Ombudsman and Faculty Hearing Committee Appendix to Appendix N (see above)
May, 2008	Appendix X	<b>275.</b> Updated the Duke Community Standard including the sections under 'Students' and 'The Undergraduate Disciplinary System' as well as the phone numbers and email addresses cited in the document
May, 2008	Appendix Y	<b>276.</b> Added the Substantive Change Checklist link
February, 2008	Chapter 1	<b>277.</b> Revised the description for the Chancellor for Health Affairs, President and CEO of the Duke University Health System <b>278.</b> Updated titles and removed VP for Student Affairs from General Administration section <b>279.</b> Added a description for the Dean of Undergraduate Education
February, 2008	Chapter 2	<b>280.</b> Under 'Rank and Title' updated the titles for clinical departments in the School of Medicine
February, 2008	Chapter 3	<b>281.</b> Promotion and Tenure – added the term “division” to the first sentence
February, 2008	Chapter 4	<b>282.</b> Leaves of Absence—Academic Research, Sabbatical Leaves – corrected the article of the University Bylaws where the sabbatical leaves are described
February, 2008	Chapter 5	<b>283.</b> 5.1.1.1 Office of the Vice Provost for Research – modified first sentence <b>284.</b> 5.2.1.2 Roles and Responsibilities – modified first sentence
February, 2008	Chapter 6	<b>285.</b> Student Assistants, Undergraduate – inserted new link to the Undergraduate Teaching Assistants policy
February, 2008	Appendix B	<b>286.</b> Revised the Academic Council Bylaws, I.B.3.b. – faculty voting procedures
February, 2008	Appendix E	<b>287.</b> Pratt School of Engineering – revised Article I Faculty Membership and Article IV Engineering Faculty Council, paragraphs 2 and 3

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
February, 2008	Appendix P	<p><b>288.</b> Policy on Inventions, Patents, and Technology Transfer – Moved the definition of “university employees” from IV. Report of Inventions to I. Preamble and Objectives</p> <p><b>289.</b> Policy on Intellectual Property Rights – Modified I. General Principles, A. Moved the footnote to I. General Principles, C. Also modified Article III-B and III-B1 and B2 to include information on the taping of lectures; added a check sheet for instructors to complete designating any permission they give to tape their lectures</p>
September, 2007	Appendix A	<b>290.</b> Replaced the Bylaws of the University with the most recent version
September, 2007	Appendix D	<p><b>291.</b> Bylaws of the Faculty of A&amp;S – added the last sentence in I. Membership</p> <p><b>292.</b> Removed Articles of Organization of the A&amp;S Council as the information is now included in the Bylaws of the A&amp;S Council</p> <p><b>293.</b> Updated the link for APT procedures</p>
September, 2007	Appendix I	<b>294.</b> Procedures for Appointment, Promotion, and Tenure - Updated the Law School’s web address; added the new/correct Committee titles in the first sentence
September, 2007	Appendix K	<b>295.</b> School of Nursing Faculty Bylaws: altered term of service for the FGA Chairperson-Elect; updated Article VII. Program Faculty, Program Level, and Standing Committees; changed method of filing committee reports from hard copy to posting on DUSON computer network; revised student participation in the various committees; revised Section 6 APT Committee
September, 2007	Appendix L	<b>296.</b> Updated the titles of the administrative faculty to reflect the changes in titles/responsibilities in the Medical Center
September, 2007	Appendix N	<b>297.</b> Updated the titles of the Trustee Committees
September, 2007	Appendix P	<b>298.</b> Replaced Policy on Data Retention and Access with Research Records: Sharing, Retention, and Ownership; deleted the Policy on Facilities and Administrative Costs
September, 2007	Appendix Y	<b>299.</b> Added footnote on “substantive change” policy (Commission on Colleges of the Southern Association of Colleges and Schools/SACS)

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2007	Cover page	<b>300.</b> Updated paragraph 4 to reflect updated anti-discrimination language
September, 2007	Chapter 1	<p><b>301.</b> Revised responsibilities for the Vice President for Student Affairs</p> <p><b>302.</b> Updated the Board of Trustees Committees to reflect their current names</p> <p><b>303.</b> Updated the description of the Vice President for Institutional Equity</p> <p><b>304.</b> Updated the Continuing Education section to include the current names of their programs</p> <p><b>305.</b> Added the web address to the Office of Information Technology description</p> <p><b>306.</b> Added section on the Vice President for Durham and Regional Affairs and Offices of Federal Relations and Government Relations (Duke Medicine)</p> <p><b>307.</b> Updated the following sections: Senior VP for Public Affairs and Government Relations, Office of Public Affairs and Government Relations, and the Office of Community Affairs</p> <p><b>308.</b> Updated SACS accreditation wording</p>
September, 2007	Chapter 2	<b>309.</b> Updated the Law School's web address
September, 2007	Chapter 4	<p><b>310.</b> Minor changes made in Faculty Recruitment section regarding equal employment opportunity wording</p> <p><b>311.</b> Eleven-month Appointments in the Medical Center – added last sentence in the paragraph regarding extraordinary pay</p> <p><b>312.</b> Faculty Recruitment section – updated process for School of Nursing</p> <p><b>313.</b> Emeriti Faculty – extended the parking subsidy through June, 2008; added the link to the Duke Retirement Planning Guide</p>
September, 2007	Chapter 5	<b>314.</b> Chapter on Sponsored Research substantially revised to reflect the new structure and responsibilities

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
September, 2007	Chapter 6	<p><b>315.</b> Updated the Law School’s web address; under “Grade Changes” revised the reference to the correct rule (3-20)</p> <p><b>316.</b> Updated the section on “Grade Changes” and added the section on “Undergraduate Grade Review Procedure”</p> <p><b>317.</b> Grade Changes – added the student appeal policy</p> <p><b>318.</b> Class Changes: Withdrawals and Additions – revised the paragraph on Trinity College/Pratt School; for the School of Nursing, added a sentence at the end regarding refund of tuition/fees policy.</p> <p><b>319.</b> Examinations – For Trinity College/Pratt School, revised the first paragraph on Block Scheduling</p> <p><b>320.</b> Grading – revised definition for ‘N’; revised symbols for the Divinity School</p> <p><b>321.</b> Added the undergraduate grade review procedure</p>
September, 2007	Chapter 7	<b>322.</b> University Libraries – inserted entirely new, updated Chapter
September, 2007	Chapters 1, 2, 4-7 and Appendices A, E, I, J, K, O, P, R, W	<b>323.</b> Dates of changes of these sections on the revisions list were changed from August, 2006 to January, 2007 when the changes were actually posted to the online version of the Faculty Handbook
June, 2007	Chapter 3	<b>324.</b> Updated the appointment, promotion, and tenure appeal process
June, 2007	Appendix D	<b>325.</b> Added revised Bylaws of the Arts & Sciences Council
May, 2007	Chapter 4	<p><b>326.</b> Added Flexible Work Arrangement policy and updated the Tenure Clock Relief section to reflect this addition</p> <p><b>327.</b> Added link to distinguished professorship policies</p> <p><b>328.</b> Added link to special compensation in addition to base salary memo to the sections on special compensation, extraordinary pay, and supplemental pay</p>
March, 2007	Appendix C	<b>329.</b> Report on Procedures for Appointments, Reappointments, and Promotions for Regular, Non-tenure Track Faculty – clarifications added to page 10, section F, numbers 1-3 added
February, 2007	Appendix P	<b>330.</b> Section on Policy and Procedures Governing Misconduct in Research rewritten
December, 2006	Appendix K	<b>331.</b> School of Nursing Bylaws significantly rewritten
December, 2006	Appendix J	<b>332.</b> Updated weblink on page 6

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
August, 2006	Appendix A	<b>333.</b> Article V Committees – updated the names of two of the Committees; Article VIII Membership – changed the number of Trustees on the Audit Committee from four to five
August, 2006	Appendix E - Pratt School of Engineering	<b>334.</b> Modified text in Article II Faculty Responsibility; Article III Faculty Meetings; Article IV Engineering Faculty Council; added Article V Professional Degree Programs, which changed the numbering of Article VI State of the School (previously V) and Article VII Amendment of Bylaws (previously VI)
August, 2006	Appendix I – Law School, Page 1	<b>335.</b> Revised first sentence in paragraph 3 on faculty voting and revised paragraph 4 to include new citation of the Law School rules
August, 2006	Appendix O – Conflict of Interest Policy	<b>336.</b> Deleted outdated Conflict of Interest Form; replaced with text and a link
August, 2006	Appendix P – Policies Related to Research	<b>337.</b> Replaced Appendix P with new text
August, 2006	Appendix R – Education Records	<b>338.</b> Replaced ‘Registrar’ with ‘University Registrar’
August, 2006	Appendix R	<b>339.</b> Revised section II on inspection of educational records (C 1, 3, 4, 5, 6, 7 and II D) and revised section III on disclosure of identifiable information, (A1-Directory Information and B1b- prior consent)
August, 2006	Appendix W – Harrassment Policy & Procedures	<b>340.</b> Page 2 - Revised footnote 2 on harassment claims of undergraduate students
August, 2006	Chapter 7	<b>341.</b> Replaced section on the University and School of Law Libraries with new text and added the section on the Divinity School Library
August, 2006	Chapter 6, Page 12	<b>342.</b> Updated Services Provided by the Office of Student Affairs and the Duke University Health Center
August, 2006	Chapter 6, Page 11	<b>343.</b> Revised Education Records section, paragraph on Recommendations for Students
August, 2006	Chapter 6	<b>344.</b> Revised section on Excused Absences: Trinity College and the Pratt School of Engineering
August, 2006	Chapter 6, Page 8	<b>345.</b> Revised second paragraph of the section on Grade Changes and section on Midterm Grades for Undergraduates and the section on Reporting Grades (except Law, which has its own section)
August, 2006	Chapter 6, Page 7	<b>346.</b> Added new final sentence to X-Absence From Final Examination section; revised section on I-Incomplete Work

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
August, 2006	Chapter 6, Page 1	<b>347.</b> Added the policy on the exclusion of disruptive students
August, 2006	Chapter 6	<b>348.</b> Revised 'ACES Web' to read 'ACES' throughout the Chapter
August, 2006	Chapter 6, Page 5	<b>349.</b> Grading section – revised undergraduate and graduate and professional school grading symbols
August, 2006	Chapter 6, Page 4	<b>350.</b> Revised Examinations – Regular Scheduling section and Class Lists
August, 2006	Chapter 6, Page 3	<b>351.</b> Replaced the paragraph for the Graduate School in the section Class Changes: Withdrawals and Additions, Academic Year
August, 2006	Chapter 6	<b>352.</b> Revised School of Law policies on grade changes, reporting grades, absence from final exam, repetition of courses, and examinations (added the website for School of Law rules and revised numerical grades in the examinations section)
August, 2006	Chapter 5	<b>353.</b> Chapter was substantially rewritten
August, 2006	Chapter 4	<b>354.</b> Updated sections under 'Retirement' including: computer services, obtaining a phone directory, and parking for Emeriti Faculty. The Duke Dialogue publication has been replaced with This Month at Duke. Directions on accessing Duke Today online were added.
August, 2006	Chapter 4, Page 11	<b>355.</b> Revised section on the Retirement Planning Guide for Faculty
August, 2006	Chapter 2	<b>356.</b> Revised the Rank and Title section to add changes to the School of Medicine's regular rank non-tenure track titles
August, 2006	Chapter 2	<b>357.</b> Bylaws of the Professional Schools – added link to the Law School web page
August, 2006	Chapter 1	<b>358.</b> Updated the sections on the Vice President for Alumni Affairs and Development, Office of University Development, and the Office of Alumni Affairs, and added the section on the Office of Alumni Affairs and Development Communications
August, 2006	Chapter 1, Page 7	<b>359.</b> Revised description of the Office of Public Affairs and Government Relations and the Office of Information Technology
August, 2006	Chapter 1, Page 6	<b>360.</b> Corrected title of the Office for Institutional Equity
August, 2006	Chapter 1, Page 5	<b>361.</b> Revised sections on Continuing Education, Libraries, and University Archives
April, 2006	Appendix Z	<b>362.</b> Z-2, Z3 edited incorrect sentence

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
February, 2006	Chapter 6, Page 5	<b>363.</b> Revised the grades for the Graduate School and the Nicholas School of the Environment and Earth Sciences
February, 2006	Chapter 6, Page 7	<b>364.</b> Revised I-Incomplete Work, paragraph 3
February, 2006	Chapter 4	<b>365.</b> Revised tenure clock relief policy
September 2005	Appendix W	<b>366.</b> Footnote 6, paragraph 6, revised term length
September 2005	Appendix P	<b>367.</b> Revised by the Office of Research Support
September 2005	Chapter 5	<b>368.</b> Revised by the Office of Research Support
September 2005	Appendix K	<b>369.</b> Revised section on Faculty Appointments, Promotion and Tenure, Updated Faculty By-Laws
September 2005	Chapter 4	<b>370.</b> Revised section on Distinguished Professorships, Revised section on Temporary Parental Leave, Regular Rank Faculty, Revised section on Temporary Parental Leave, Non-Regular Rank Faculty
September 2005	Chapter 1	<b>371.</b> Updated University ByLaws, Revised section for Vice President of Institutional Equity, Revised section on the Office of Institutional Equity
March 2005	Appendix W	<b>372.</b> Replaced entire appendix
February 2005	Chapter 4	<b>373.</b> Made revisions to “Temporary Medical Leaves” , page 4-4 and 4-5 to comply with changes made in Leaves of Absence and Tenure Clock Relief Policy
September 2004	Chapter 2, Page 2	<b>374.</b> Revised section on University Professorships
September 2004	Chapter 4, Page 1	<b>375.</b> Revised section on University Professorships
September 2004	Chapter 4, Page 4	<b>376.</b> Revised equal opportunity statement
September 2004	Chapter 4, Page 11	<b>377.</b> Revised statement on emeriti parking
September 2004	Chapter 5	<b>378.</b> Total revision of chapter
September 2004	Appendix B	<b>379.</b> Added letter C to Section V on page 1, revised section 3 and 4 under Mode of Election on page 2
September 2004	Appendix O, Page 5	<b>380.</b> Revised Conflict of Interest Policy Disclosure form
September 2004	Appendix P	<b>381.</b> Total revision of appendix
September 2004	Appendix Q	<b>382.</b> Deleted – information now in Appendix P
September 2004	Appendix S, Page 1	<b>383.</b> Revised equal opportunity statement
April 2004	Appendix E, Page 2	<b>384.</b> Article IV – Added “The term shall begin on July 1 and end on June 30. <b>385.</b> Added “the continuing and newly-elected <b>386.</b> Added last sentence in Article IV
April 2004	Chapter 3, Page 2, 3	<b>387.</b> Insert new procedure for establishing the review committee at originating academic unit. <b>388.</b> Insert “disciplinary or” <b>389.</b> Delete “ In such cases the candidate my communicate relevant interdisciplinary concerns directly to the deans (text replaced by new text on previous page.)

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
		<b>390.</b> Insert “including the dean’s written assessment”
April 2004	Chapter 6, Page 4	<b>391.</b> Last sentence in first paragraph under Examinations changed
August 2003	Chapter 1, Page 1	<b>392.</b> Added Board of Trustees Committees: the Audit Committee, the Human Resources Committee and the Institutional Advancement Committee.
August 2003	Chapter 1, Page 2	<b>393.</b> Eliminated “coordinating services for persons with disabilities” as one of the responsibilities of the Vice President for Institutional Equity. It is now the responsibility of the Director of the Office of Services for Students with Disabilities.
August 2003	Chapter 1, Page 5	<b>394.</b> Changed the name of the Office of Continuing Education and University Summer Programs to Duke Continuing Studies.
August 2003	Chapter 1, Page 6	<b>395.</b> Changed the name of the Office of the Vice President for Institutional Equity to the Office of Institutional Equity.
August 2003	Chapter 4, Pages 4-6, 11-12	<b>396.</b> Added footnote to Temporary Medical Leaves policy. <b>397.</b> Added the Temporary Parental Leaves policy. <b>398.</b> Added the Tenure Clock Relief policy. <b>399.</b> Updated policies for Retirement, including Partial Retirement, the Retirement Planning Guide for Faculty, and Emeritus Faculty Services and Facilities Usage.
August 2003	Chapter 5	<b>400.</b> Entire section regarding Grants and Contracts has been changed.
August 2003	Chapter 6, Pages 1-2, 8-10, 12	<b>401.</b> Added section on Academic Integrity. <b>402.</b> Under Trinity College and Pratt School of Engineering, replaced Honor Code policy with the Duke Community Standard. <b>403.</b> Revised policy on the impact of religious holidays on class scheduling and attendance. <b>404.</b> Revised policy on Excused Absences, Trinity College and the Pratt School of Engineering. <b>405.</b> Added information regarding the use of undergraduate teaching assistants. <b>406.</b> Replaced sections of Evaluation of Faculty by Students. <b>407.</b> Changed name of Duke University Health Service to Duke University Health Center.

<b>Date of Change</b>	<b>Page(s)</b>	<b>Description of Changes</b>
August 2003	Appendix A, Pages 6, 8-10	<p><b>408.</b> Added Board of Trustees Committees: the Audit Committee and the Human Resources Committee.</p> <p><b>409.</b> Edited Article VIII to reflect the powers and duties of the Business and Finance Committee.</p> <p><b>410.</b> Added Article VIII., description of the membership, powers and duties of the Audit Committee.</p> <p><b>411.</b> Added Article XIV., Human Resources Committee membership.</p>
August 2003	Appendix D, Page 8	<b>412.</b> Updated URL for the Procedures for Appointment, Reappointments, and Promotions in the Arts and Sciences.
August 2003	Appendix K, Page 4	<b>413.</b> Added Section 14: Judicial Board, including Membership and Functions.
August 2003	Appendix N, Page 1	<b>414.</b> Updated University Committees from Academic Priorities Committee to Academic Programs Committee; added the Transportation Advisory Committee and University Priorities Committee; and removed the Parking Task Force and the President's Advisory Committee on Resources.
August 2003	Appendix W, Pages 1, 3	<p><b>415.</b> Updated the Purpose of the Duke University Harassment Policy to include sexual harassment or harassment on the basis of age, color, disability, ethnic or national origin, gender, race, religion or sexual orientation.</p> <p><b>416.</b> Updated Procedures for Resolution of Claims of Harassment to include resolution of harassment grievances via external processes.</p>
August 2003	Appendix X	<b>417.</b> Total overhaul of the Duke University Undergraduate Honor Code section to reflect The Duke Community Standard.