

**An ASU Jonesboro Proposal to amend the ASU Faculty Handbook  
regarding the type of days in timelines and deadlines**

**The Faculty Handbook Committee has recognized a discrepancy within the handbook regarding “days”. Days are described as business days, work days and calendar days. In an effort to provide consistency and clarity, we propose that “days” throughout the faculty handbook all be “business days”. This will allow for uniform handling of any issue involving a set timeframe within shared governance.**