

MEMORANDUM

TO: Kirk Schulz, President
FROM: Bryan K. Slinker, Interim Provost and Executive Vice
SUBJEC: President Request for Approval - Faculty Manual Change
T: DATE: April 13, 2020



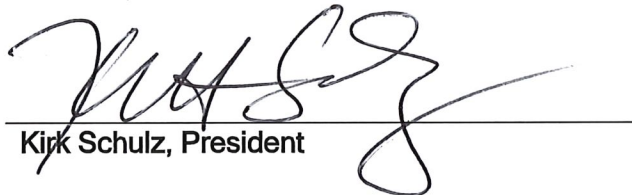
Faculty Manual Change

The Faculty Senate recommended approval for the following change to the *Faculty Manual*.

- Recommendation from Faculty Affairs Committee to amend the Faculty Manual on Trademarks and Royalties

A summary of changes as presented to the Faculty Senate and a copy of the red-lined *Faculty Manual* is attached. The recommendation was passed by the Faculty Senate on March 5, 2020.

Approved by:


Kirk Schulz, President

4-21-2020
Date

Cc: Christine Hoyt, Chief of Staff
Desiree Jacobsen, Executive Assistant to the Board of Regents

MEMORANDUM

TO: Kirk Schulz, President

FROM: Bryan K. Slinker, Interim Provost and Executive Vice President

SUBJECT: Request for Approval – Faculty Manual Change

DATE: April 13, 2020




Faculty Manual Change

The Faculty Senate recommended approval for the following change to the *Faculty Manual*.

- Recommendation from Faculty Affairs Committee to amend the Faculty Manual regarding Emeritus Faculty Appointment

A summary of changes as presented to the Faculty Senate is provided below, as well as attached, and a copy of the red-lined *Faculty Manual* is also attached. The recommendation was passed by the Faculty Senate on March 26, 2020.

Approved by: 
Kirk Schulz, President

4-21-2020
Date

Cc: Christine Hoyt, Chief of Staff
Desiree Jacobsen, Executive Assistant to the Board of Regents

NEW: Additional changes to the section on Emeritus Faculty privileges following helpful input in Senate from Senator Darrell Muehling.

Section III.G.4 NEW SUB-SECTION.

The issues addressed in this new sub-section were brought to Faculty Senate in the fall of 2019 after a history and several incidents that raised concerns regarding laboratory safety in spaces assigned to Emeritus Faculty. In the interest of safety, FAC was asked to clarify how lab space would be managed and who might have ultimate responsibility. The latter, in turn, raised the issue of supervisory and communication responsibility. The proposed changes were written by me and a FAC member with consultation from appropriate individuals from WSU HRS, the WSU Attorney General's office, and WSU Environmental Health and Safety Section III.G.3

During the review and revision process, FAC was also asked to clarify a few specific issues related to the privileges of Emeritus Faculty - including voting privileges for tenure/ promotion, hiring, or election of faculty senate representatives.

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Faculty Manual Change

The Faculty Senate recommended approval for the following change to the *Faculty Manual*.

- Recommendation from Faculty Affairs Committee to amend the Faculty Manual on Family Leave and Tenure Clock

A summary of changes as presented to the Faculty Senate and a copy of the red-lined *Faculty Manual* is attached. The recommendation was passed by the Faculty Senate on March 26, 2020.

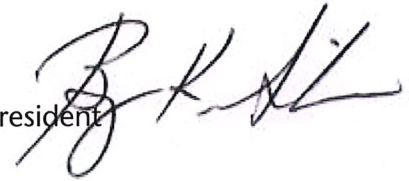
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SUBJECT: Request for Approval – Faculty Manual Change
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Faculty Manual Change

The Faculty Senate recommended approval for the following change to the *Faculty Manual*.

- Recommendation from Faculty Affairs Committee to amend the Faculty Manual on Tracks and Appointments

A summary of changes as presented to the Faculty Senate is provided below and a copy of the red-lined *Faculty Manual* is attached. The recommendation was passed by the Faculty Senate on March 5, 2020.

Approved by: 
Kirk Schulz, President

4-21-2020
Date

Cc: Christine Hoyt, Chief of Staff
Desiree Jacobsen, Executive Assistant to the Board of Regents

GOALS

- Define the terms **appointment** and **“working title”** and clarify how those terms were intended to be used.
- More clearly define the options that colleges have in choosing how they will communicate faculty working titles externally – including the use of track and sub-track information.
- Address (as fairly and clearly as we can) faculty concerns regarding the teaching and scholar sub-tracks – including the expressed concern that a teaching designation in a title might be viewed unfavorably.
- Provide a means by which the unique expertise and roles of extension faculty might be communicated externally. The goal here is to create a space for further exploration and decision making.
- In the name of fairness and protection for contingent faculty in short term appointments, designate a minimum FTE (≥ 0.4) and time frame (3 consecutive years) above and after which such faculty should be moved into career track appointments.
- Using the current NSF language, more clearly and thoroughly define the appointment of postdoctoral fellow/associate. *(Further discussion and work are needed to decide whether post-docs should remain in the short-term faculty category, or be moved to a newly created category that might more accurately reflect their transitional and less independent “pre-faculty” role.)*
- Communicate to all our full recognition that this remains a work in progress – and that further revisions may be proposed in the near and/or distant future as experience is gained and circumstances change.

- **ADDITIONAL GOALS**
 - ✓ Clarify the degree expectations and means for approving alternative credentials for extension faculty.
 - ✓ Revise the provocative language regarding termination of continuous contract career track faculty. Although the previous version is correct and in accordance with contract law, the wording has been a “trigger” as it sounds harsh and arbitrary.
 - ✓ Incorporate input from WSU HRS regarding contracts, current university procedures, outdated terminology & web site info, etc.

SUMMARY OF PROPOSED REVISIONS:

1. Colleges may opt to use faculty working titles that include or exclude track information – i.e. tenure or career track. EXAMPLE: (a) Associate Professor, Career Track; (b) Associate Professor, Tenure Track, OR (c) Associate Professor (with no track indicated)
2. The sub-track information for the teaching and scholar subtracks should not be included in a career track faculty member’s working title.
3. College may opt to include subtrack information in the working titles of career track faculty in the research and clinical subtracks. (The clinical and research sub-tracks have generated little apparent controversy.)

4. Colleges may opt to further identify extension faculty based on their specific extension roles.
5. After 3 consecutive years at > 0.4 FTE, short term faculty with lecturer, adjunct, and adjoint appointments should be moved into the career track.
6. The NSF definition for postdoctoral fellow/associate is adopted to better describe the appointment at WSU.

ADDITIONAL CHANGES

7. As requested, post-doctoral TEACHING fellow/associate is added as a new category. The expectation for active, ongoing mentoring was added for both categories of post-doctoral associates, and some time length protection is added for post-doctoral teaching fellows.
8. The language regarding termination of continuous contracts is revised in Section I.A (Faculty Structure) and Section III.E (Termination). Section I.A now refers to the the notification requirement that was previously stated only in Section III.E
9. The language regarding degree requirements for extension faculty is revised to fit more appropriately with the appointments as they really work.
10. Language is added recognizing the teaching activities and responsibilities of many extension faculty.
11. In recognition that “rolling horizon” contracts are no longer being used and have been replaced with the option for multi-year or continuous contracts, the text has been revised accordingly. The text referring to “rolling contracts” has been deleted.
12. At the request of WSU HRS, a statement has been returned to Section I.A.d.1 (Short-term faculty) clarifying that the appointment of LECTURER can also be used temporarily for new hires who arrive at WSU still needing to complete degree requirements.
13. Clarify that written notification to terminate a continuous contract must be signed by the appointing authority (i.e. the dean or chancellor).