

To: David Turnbull, Chair of Senate

From: Stephen Hines, Chair of the Faculty Affairs Committee

Date: March 1, 2021

RE: *Changes to the Faculty Manual*

**Clarification of deadlines – business days versus calendar days**

On behalf of the FAC, I am writing to recommend Faculty Senate approval of the attached revisions to the WSU Faculty Manual. The proposal was passed by a unanimous vote of the Faculty Affairs Committee on February 24, 2021.

**Goal** = Address **(a)** the lack of consistency in the Faculty Manual regarding required timelines (calendar days versus business days) and **(b)** the problem created when the deadlines for administrative processes conflict with national and university holidays. This latter problem occurs most notably at the end of the calendar year when Thanksgiving break, Winter Break, and seasonal university closures can negatively affect the ability of faculty and administrators to respond in the prescribed time periods.

The Faculty Affairs Committee has identified all “calendar days” references in the WSU Faculty Manual and examined each to determine which should remain as is, which should or could simply be converted to business days, and which should also be considered changing to a somewhat different timetable. In general, the conversions recommended resulted in only limited lengthening of time schedules. Most changes in timing involved the longer time intervals. For example:

- 120 calendar days (17.1 weeks) was sometimes changed to 100 business days (20 weeks)
- 90 calendar days (12.6 weeks) was sometimes changed to 75 business days (15 weeks)
- 60 calendar days (8.6 weeks) was sometimes changed to 50 business days (10 weeks)
- Many shorter time frames such as 30 calendar days were simply changed to 30 business days, or occasionally to 25 business days (5 weeks), depending on the circumstance.

**Please find attached – two documents**

1. A marked (tracked) version of the WSU Faculty Manual in which proposed changes from calendar days to business days are indicated.
2. A Clean (untracked) version of the WSU Faculty Manual with all proposed changes accepted.