



**MEMORANDUM**

TO: Elizabeth R. Cantwell, President

FROM: T. Chris Riley-Tillman, Provost and Executive Vice President

A handwritten signature in black ink, appearing to read "T. Chris Riley-Tillman".

SUBJECT: Request for Approval – *Faculty Manual* Revisions

DATE: June 9, 2025

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The Faculty Senate recommended approval for the following items.

**Faculty Manual Revisions**

- **Section I.B.1 (Community Faculty)**

The revisions were implemented to ensure health sciences has a new faculty designation for medical professionals supervising students.

The *Faculty Manual* revisions were passed by the Faculty Senate on April 17, 2025.

- **Section I.B.4 (Short-Term Faculty Descriptions)**

The revisions were implemented as short-term faculty found the language to be misleading.

The *Faculty Manual* revisions were passed by the Faculty Senate on April 17, 2025.

- **Section III.E. 3 (Termination of Employment)**

The revisions were implemented to provide clarity and to include a reference to the HRS template and instructions regarding terminating a short-term faculty member for unsatisfactory performance.

The *Faculty Manual* revisions were passed by the Faculty Senate on April 17, 2025.

- **Section III.C.8 (Advancement of Rank)**

The revisions were implemented to increase the transparency of the promotion and tenure process by allowing candidates to review their own dossier at two stages: when the dossier moves from the department or school to the dean and again when it moves from the dean to the Office of the Provost. As it currently stands, after the final decision is made, candidates can request to review their dossier and see the faculty recommendation forms. This revision allows the candidate to see the complete dossier at each of the stages mentioned above. Additionally, the candidate has the opportunity to add up to two pages to their dossier, clarifying any errors or highlighting important milestones achieved after the review process began.

The *Faculty Manual* revisions were passed by the Faculty Senate on April 17, 2025.

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- **Section IV.A.1 (Payroll Procedures)**

The revisions were implemented in response to the frequent updates to payroll procedures and the need to reference the appropriate BPPM language rather than restating specific details.

The *Faculty Manual* revisions were passed by the Faculty Senate’s Steering Committee on May 22, 2025.

If you require any additional background information or have questions, please do not hesitate to contact me. Thank you in advance for your consideration.

Approved by: \_\_\_\_\_ 6/10/2025  
Elizabeth R. Cantwell, President Date

Attachments: Redline copies of proposed *Faculty Manual* revisions

Cc: Ginger Druffel, Chief of Staff, Office of the President  
Tracy Jordahl, Executive Assistant to the Board of Regents

The following description of Community Faculty should be inserted in Section I.B.1, following the description of Research Associate.

### Community Faculty

Community faculty hold positions with employers other than Washington State University (WSU) and are appointed on a fixed term WSU community faculty appointment that is non-salaried. Community faculty are experienced practitioners, usually with professional credentials (e.g., DNP, DO, DVM, MD, PharmD, PhD), licensures, or appropriate experience, who serve as preceptors by providing supervision, instruction, feedback, and/or mentorship to professional students, particularly in clinical or practical settings.

Community faculty are not paid employees of WSU, but they are expected to adhere to university policies regarding conduct and behavior as outlined by the *Faculty Manual* including, but not limited to, Executive Policies (EP), Business Policies and Procedures (BPPM), Safety Policies and Procedures Manual (SPPM) (e.g., EP15, EP33, EP45, BPPM 50.31, SPPM 2.24). Community faculty appointments, additional disciplinary processes, annual reviews, and working titles are managed based on written policies established by the respective college or designee (e.g., department chair or program director). Titles for community faculty include instructor, lecturer, assistant professor, associate professor, and professor.

## I.B.4. Short-Term Track

Short-term faculty may hold one-semester to up to three (3) year fixed-term or contingent contracts (see Section I.B.3). The equivalent of a master's degree or higher is normally required. Alternative credentials will be approved in consultation with department faculty, by the administrative head and chancellor, and ultimately by the provost. Voting rights within a department are determined by the department's bylaws. Eligibility for [faculty](#) participation in graduate education is determined by the program's graduate bylaws, the *Graduate Policies and Procedures*, and the vice provost for graduate and professional education.

Short-term appointments are contracts for a specified period, teaching positions to cover unexpected enrollments in courses, visiting faculty appointments, grant-funded positions, summer appointments, adjunct, adjoint, and non-service appointments, appointments to teach courses offered through Extended University Services, exchange faculty appointments, appointments of persons who have not attained permanent visas or citizenship, research associate positions, internships, and positions occurring because of permanent employees' leaves or separations.

The responsibilities and appointments for short-term faculty fall into one of the following designations:

### *Lecturer*

A lecturer position is considered non-permanent or part-time and is typically a short-term teaching contract. A lecturer's primary responsibility is teaching. In some colleges, a lecturer's teaching may involve teaching in a clinical setting. These appointments can be renewed indefinitely at the discretion of the University. ~~After 3 consecutive years, a lecturer with an academic year appointment of >0.4 FTE should ordinarily be moved into a career track appointment presuming the faculty member meets the hiring unit's publicly established minimum requirements for such a track. If a department, school, or campus consistently uses lecturer positions to cover teaching, they are encouraged to create career-track positions to fill this need.~~

The lecturer title may also be used for faculty hired as assistant professors who arrive without having completed their terminal degree requirements. Such faculty members are expected to complete the terminal degree during the first year of appointment or be given a terminal appointment for the second year.

### *Visiting Faculty*

Visiting faculty are fixed-term appointees who are faculty members or professionals from another institution for purposes of teaching, collaboration, or research. They are normally expected to return to their own institutions at the expiration of the appointment and are appointed as visiting faculty. Whenever a department plans to employ or host a foreign professor, researcher, or scholar, it is important to contact the Office of International Programs regarding arrangements for the appropriate immigration status. Refer to the HRS website for appropriate titles.

### *Adjunct and Adjoint Faculty*

Adjoint and adjunct faculty are faculty who may hold positions with employers other than WSU and are appointed temporarily to a WSU faculty position. Adjoint and adjunct faculty provide

various types of teaching, service, research, scholarship, or creative activity within individual colleges according to established criteria. If a department wishes to distinguish between the two titles, adjunct should be used for positions with a higher emphasis on research, scholarship, or creative activity. ~~After 3 consecutive years, an adjunct or adjunct faculty member with an academic year appointment of >0.4 FTE should ordinarily be moved into a career-track appointment, presuming the faculty member meets the hiring department's publicly established minimum requirements for such a position. If a department, school, or campus consistently uses adjunct or adjunct positions to cover unit needs, they are encouraged to create career-track positions to fill this need.~~

#### *Affiliate Faculty*

Affiliate faculty are comparable to adjunct or adjunct appointments except that the person is already a WSU employee (faculty or administrative professional) and has been invited to serve in a faculty role in a program other than the one paying their salary. They are usually appointed as non-paid affiliate faculty. If the appointment is paid, reach out to Human Resource Services for assistance with the appropriate process and title.

#### *Research Associate*

Research associates are faculty in short-term appointments who conduct research, obtain grants, and develop and maintain an extramurally funded research program. Positions may include scholarship, creative activity, teaching, administration, outreach, or service. After 3 consecutive years, a research associate with an academic year appointment of >0.4 FTE should be reviewed biennially by the chair or director, dean, and department faculty for potential transfer into a career-track position.

#### *Postdoctoral Research Associate/Fellow*

Postdoctoral research associates are persons who have received a doctoral degree (or equivalent) and are engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue their chosen career path. Most research post-docs are funded using extramural funds. Postdoctoral research associates should receive active and ongoing mentoring from one or more designated advisors throughout their post-doctoral period.

#### *Postdoctoral Teaching Associate/Fellow*

Postdoctoral teaching associates are persons who have received a doctoral degree (or equivalent) and are engaged in a temporary and defined period of mentored training related to teaching and pedagogy to allow them to prepare for a career devoted primarily to teaching or a career in which teaching will be a primary responsibility. A teaching postdoctoral associate will be appointed for a two-year term with the possibility of one two-year renewal. Postdoctoral teaching associates should receive active and ongoing mentoring from one or more designated advisors throughout their post-doctoral period.

### III.E. Termination of Employment

A faculty member's employment at the University may be terminated in any of the following ways:

#### III.E.12. Resignation

A member of the faculty with teaching responsibilities is expected to complete the academic year unless the appointment is for a shorter term. Any member of the faculty with teaching responsibilities who has decided to terminate services with the University is expected to notify their dean in writing at the earliest possible opportunity, but not later than March 15. A faculty member without teaching responsibilities is expected to give at least two (2) months' notice, and principal administrative officers are expected to give at least four (4) months' notice. The faculty member may properly request a waiver of this notice requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

Unless otherwise mutually agreed, a faculty member who terminates service without giving due notice or who fails to complete an academic year or other term for which they may have been employed, except under extraordinary circumstances, is regarded as having broken the terms of the contract of employment with the University.

Breach of contract may place the University in a position of hardship in meeting its responsibilities to its students and services to the state. Such action is regarded also as a breach of professional ethics. A complete account of any irregular resignation may be written into the permanent record of the person concerned.

Resignations should be submitted as early as possible and must be submitted in writing at least sixty (60) calendar days prior to the separation date. Fixed-term faculty may properly request a waiver of the notice requirement in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

#### III.E.24. Non-reappointment

Terminal Appointments (Fixed-Term) and Contingent Appointments.

For a faculty member with an appointment carrying a terminal date, the appointment automatically ends on the specified terminal date, unless positive action is taken to reappoint that faculty member. If a contract will not be renewed, it is strongly recommended that the faculty member's administrative head communicate directly with the faculty member as early as possible and provide written notification of non-reappointment.

Continuous Appointments.

For a faculty member with an appointment with no contractual end date, employment may be terminated-discontinued consistent with their contract in accordance with Washington state and federal contract law and this section, including the notification requirements described below. Contract discontinuation is not "for cause," and reasons for the decision need not be provided; however, reasons may include that a contract may be discontinued include but are not limited

to budgetary constraints, changes in enrollment, organizational restructuring, and the failure to meet performance expectations. A faculty member whose contract will ~~be discontinued not be continued~~ will be advised in writing by the administrative appointing authority (*i.e.*, ~~D~~ean or ~~C~~hancellor) as soon as possible after ~~the decision to discontinue the it has been decided that the appointment has been made is not to be renewed~~. This notification will be given to the faculty member in accordance with the ~~following:~~ Advance Notice Table.

Advance Notice Table		
Type of Appointment	Year of Employment	Minimum Advance Notice in Calendar Months
Annual (twelve-month)	1	3
Annual (twelve-month)	2	6
Annual (twelve-month)	3 or more	12
Academic (nine-month)	1	3*
Academic (nine-month)	2	6*
Academic (nine-month)	3 or more	9*

\*Excluding three summer months

~~These notice provisions shall not apply in situations involving extraordinary circumstances, such as financial exigencies or elimination of function.~~

### III.E.2. Resignation

~~A member of the faculty with teaching responsibilities is expected to complete the academic year unless the appointment is for a shorter term. Any member of the faculty with teaching responsibilities who has decided to terminate services with the University is expected to notify their dean in writing at the earliest possible opportunity, but not later than March 15. A faculty member without teaching responsibilities is expected to give at least two (2) months' notice, and principal administrative officers are expected to give at least four (4) months' notice. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.~~

~~Unless otherwise mutually agreed, a faculty member who terminates service without giving due notice or who fails to complete an academic year or other term for which they may have been employed, except under extraordinary circumstances, is regarded as having broken the terms of the contract of employment with the University.~~

~~Breach of contract may place the University in a position of hardship in meeting its responsibilities to its students and services to the state. Such action is regarded also as a breach of professional ethics. A complete account of any irregular resignation may be written into the permanent record of the person concerned.~~

~~Resignations should be submitted as early as possible and must be submitted in writing at least sixty (60) calendar days prior to the separation date. Fixed term faculty may properly request a waiver of the notice requirement in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.~~

Commented [JM1]: This sentence contradicts what was said in the section on termination of employment.

Commented [JM2]: Moved earlier in the document.

### III.E.3. Under Extraordinary Circumstances

#### Financial Exigency

Termination of a tenured appointment or any other appointment before ~~the end of the~~ ~~appointment~~ ~~period~~ ~~of appointment~~ may be based on financial exigency, or the discontinuance of a program or department of instruction, research, or service.

**Commented [JM3]:** Where does this fit relative to international contracts that affect visas.

#### Loss of Funding

~~Faculty on fixed-term positions not supported by core funds, for which there is a loss of funding, must be given at least 60 days' written notice prior to termination. The chair will seek approval from the dean, the chancellor as appropriate, and the Office of the Provost before notifying the employee.~~

#### Financial Exigency

A financial exigency exists when the president or designee, after consultation with the principal administrative officers and with the Faculty Senate Steering Committee, Faculty Senate Budget Committee, and Faculty Affairs Committee, has determined and declared that a budgetary crisis, legislative mandate, and/or other causes constitute the exigency, and that determination has the concurrence of the Board of Regents. The president will recommend one or more groups of faculty members to review proposed terminations and/or program discontinuations, and the Faculty Senate Steering Committee and Faculty Affairs Committee will approve the appointments to the committee. Criteria for judgments determining where termination of appointments may occur will be developed and distributed to the faculty. The criteria will include considerations of institutional needs and educational policy, including any affirmative action requirements, as well as faculty status and length of service.

~~For fixed-term faculty, notification to the employee(s) involved must be delivered in writing sixty (60) calendar days prior to the terminal date; or in cases where the terminal date of the current appointment necessitates an interval of less than sixty (60) calendar days, termination will be concurrent with the effective terminal date of the current appointment. If a decision to discontinue a program or terminate faculty due to financial exigency is rendered during the summer months and a verbal expectation of employment has been given to a fixed-term faculty member, notice will be delivered in writing as far in advance as possible that employment will not be available for the coming school year.~~

**Commented [JM4]:** We think this is a hold over from the old days when the university set "no right to renewal" letters to everyone 60 days ahead of their termination date.

**Commented [JM5]:** This sentence was moved lower in the document, where it fits better.

#### Discontinuation of a Program

If the University determines that a budget reduction, financial exigency, reallocation of resources, realignment of academic priorities, or other comparable extraordinary circumstance should be met in whole or in part, by discontinuing a program with the result that faculty positions are eliminated, the provost shall simultaneously provide a written notice of the proposed action to the Faculty Senate Steering Committee, the Faculty Affairs Committee, and the dean and faculty of the affected program.

The notice shall state the rationale for the proposed action in light of long-range institutional considerations and include the documentation used by the provost in deciding to making propose the action~~the proposed action~~. Types of documentation used may include any of the following: reports from periodic reviews of the program; accreditation reviews of the program;

performance data gathered and maintained by the program, department, school, college, or campus; and any other information that reflects on the program and/or long-range institutional considerations.

The notice shall inform recipients of the procedures in the *Faculty Manual* for responding to the proposed action. The notice and relevant documentation may be provided in hard copy or electronically.

Faculty who are in the affected program shall have fifteen (15) business days from the date the notice is sent to submit a written response, individually or collectively. The response shall include additional documentation, if any, relied upon by the faculty. Faculty responses and relevant documents shall be submitted in writing, either hard copy or electronically, to the provost, and shall be due in the Provost's Office at 5:00 p.m. PST on the 15th business day and shall be copied to the Faculty Senate Steering Committee and the Faculty Affairs Committee.

The Faculty Senate Steering Committee shall schedule a meeting of the Faculty Senate at which affected program faculty will be provided an opportunity to present their response. An opportunity will also be provided at the meeting for discussion of the proposed action by Faculty Senate members and other interested parties. The Faculty Senate Steering Committee may limit the speaking time at the meeting for each individual in order to allow all who wish an opportunity to speak. The meeting shall occur within sixteen to twenty (16 to 20) business days from the date the notice is sent by the provost.

Following the meeting, the Faculty Affairs Committee and the Faculty Senate Steering Committee, and/or their designees, shall have eight (8) business days to submit written comments to the provost. The provost shall consider these comments before making a final decision on discontinuation of the program(s) in question.

#### *Placement in Another Unit*

Before an appointment is terminated because of discontinuance of a program of instruction, research, or service, the institution will make reasonable ~~and good faith~~ efforts to transfer the affected faculty member to a suitable position for which they are qualified. If relevant qualifications are equal, priority will be given to tenured faculty according to higher rank. Terms of the new position will be negotiated with the faculty member.

The University's obligation under this section shall not cease until the end of the faculty member's notice period, unless a reasonable offer of employment was made and rejected.

#### *Reappointment After Termination*

If an appointment is terminated before the end of the period of appointment because of financial exigency or because of discontinuance of a department or program of instruction, research or service, the released faculty member's appointed position will not be filled by a replacement in the same area of expertise within ~~within~~ prior to the end of a terminal contract or within a period of three (3) years, whichever is less, unless the released faculty member is offered suitable reappointment and thirty (30) calendar days to accept or decline reappointment.

#### *Notice Period*

Termination may be effective for all faculty, including those on academic-year appointments, on any day of the calendar year. Tenured faculty members holding annual (twelve-month) appointments shall be entitled to receive at least twelve calendar months' notice in advance of

termination for reasons of financial exigency or discontinuance of a department or program of instruction, research or service. Tenured faculty members holding academic-year (nine-month) appointments shall be entitled to at least nine calendar months' notice in advance of termination for reasons of financial exigency or discontinuance of a department or program of instruction, research or service, provided that the three summer months, not part of the usual academic year (May 16 to August 15 under the current academic calendar) shall not be included when computing notice requirements. Non-tenured faculty members on continuous contract shall be entitled to minimum advance notice of termination of services for reasons of financial exigency or discontinuance of a department or program of instruction, research, or service in accordance with the ~~table~~ Advance Notice Table in III.E.24. Faculty on a fixed-term contract, who face a termination of appointment prior to the terminal date on their contract, will be given notice in accordance with the Advance Notice Table in III.E.2., up to the current contract termination date. If a decision to discontinue a program is rendered during the summer months and a verbal expectation of employment has been given to a fixed-term faculty member, notice will be delivered in writing as far in advance as possible that employment will not be available for the coming academic year.

When ~~fe~~ less than the required notice is given prior to termination, the faculty member shall be entitled to receive at the time of termination one-twelfth of their current annual salary, on an annual appointment, or the faculty on an academic year appointment shall be entitled to one-ninth their current annual salary for each month less the required notice. The University may, at its option, make regular monthly severance pay payments from the date of termination until the expiration of the appropriate notice period, commencing the date notice of termination is given, unless there is an agreed settlement on or before the termination date of the total amount of severance pay to be paid to the faculty member.

In the event that a faculty member who has received notice of termination for reasons of financial exigency or discontinuance of a department or program of instruction, research or service secures new employment prior to the effective date of the termination, they shall provide the University with immediate notice, including the effective date of new employment. In these cases, the University shall waive the requirements for resignation notice that would otherwise apply.

#### *Appeal Procedures*

- (a) Each faculty member notified of termination for reason of program discontinuance or financial exigency shall have the right to appeal to the Faculty Status Committee (FSC) regarding whether the financial exigency or program discontinuance is bona fide or the faculty member was properly identified as a member of the eliminated program; and the university's efforts to place the faculty member in another suitable position for which they are qualified. An appeal regarding the determination of exigency or program discontinuance, or identification of a faculty member within a program must be filed within twenty-five (25) business days of the date on the faculty member's notice of termination. An appeal regarding efforts to place the faculty member in a suitable position must be filed within twenty-five (25) business days of the final decision on placing the faculty member in a suitable position. Grounds for all appeals include substantial procedural irregularity, inadequate consideration, and/or violation of the faculty member's academic freedom.
- (b) If an appeal is filed with the Faculty Status Committee, the committee shall determine its own procedures for reviewing the matter, in a manner consistent with state and federal law,

**Commented [JM6]:** We felt it was important to clarify the notice period for continuous faculty and fixed-term faculty on longer contracts.

shall conduct its review as expeditiously as possible, and shall report its findings and recommendations to the president, or designee, and to the faculty member appealing, within one hundred (100) business days after the appeal is made. The committee may elect to count only days of the academic year in the one hundred (100) day period as long as the president's decision can be rendered before the termination date of the faculty member. Following the faculty member's receipt of the FSC report they shall have fifteen (15) business days to provide the president with a written response to the report. The president shall consider both the FSC report and the faculty member's response, if any, in making a final decision and shall notify the faculty member of that decision within twenty-five (25) business days after receiving the FSC report. See the table below.

Faculty Status Committee Investigation: 100 business days

Faculty Member's Written Response: 15 business days

President's Final Decision: 25 business days

#### III.E.4. For Cause: Violation of the Faculty Code of Professional Ethics or Faculty Conduct Subject to University Discipline

See Section II.F.

#### III.E.5. For Cause: Physical and Mental Health Reasons

A faculty member may be suspended or have their appointment terminated when physical or mental conditions prevent the faculty member from performing the essential functions of their position. Normally, solutions to such matters would be resolved through efforts of chairs and deans, appropriate central administrators, and the University Ombudsman. When these efforts do not result in a satisfactory solution, the procedures described below shall be followed. In all matters related to this issue, the University's policies on accommodation of persons with disabilities and all applicable laws shall be followed; to the extent those provisions may be inconsistent with the procedures set forth in this section, the provisions of this section shall be modified to conform with those other strictures. Human Resource Services should be consulted on issues related to the disabilities laws.

The informal and formal procedures, if needed, shall parallel the procedures for disciplinary cases, except as follows. A Statement of Inability to Perform Essential Job Functions Due to Physical and Mental Health Reasons would replace the Statement of Charges. The Statement of Inability to Perform Essential Job Functions Due to Physical and Mental Health Reasons would be in the context of quality of performance due to physical and mental health reasons rather than violations, or if the latter, only incidentally so. Any suspension or termination would be for physical or mental health reasons.

If a formal hearing procedure is necessary, a Hearing Panel will be chosen by the Faculty Status Committee and will be comprised of three members, at least two of whom will be members of the faculty or University Health and Wellness Services chosen with regard to the mental health problems at hand. The charge of the hearing panel is to determine that a physical or mental health problem underlies inadequate performance. The panel may or may not further identify the specific health problem.

The ultimate disposition may be suspension or termination. Such disposition shall not preclude the opportunity for a faculty member to receive salary continuation as provided by the University's insurance program. In cases of suspension there may arise a need for reconsideration if physical and mental evidence warrant. Reconsideration would be made at the request of the faculty member or immediate supervisor no more frequently than once each year and granted at the discretion of the same (if feasible) hearing panel.

In a given health situation, it may be that the need for the special procedure above may not be identified until after various stages of disciplinary procedures have been followed; in that case, in the discretion of the Faculty Status Committee (during informal procedures) or of the Hearing Committee (during formal procedures), the procedures of this hearing panel may be adopted. At any stage of the procedures whatsoever, the faculty member may ask that the special physical and mental health procedures be considered for adoption.

In all cases in which a Termination for Cause due to Physical and Mental Health may be pursued, the faculty member should be referred to the Human Resource Services Benefits unit to be informed of Retirement because of Health Condition, and possible benefits associated therewith.

### III.E.6. For Cause: Unsatisfactory Performance

~~Faculty on fixed-term positions compensated by extramural grant funding may be terminated if their performance is deemed unsatisfactory by the principal investigator. The principal investigator can start the process by filling out the Notice of Unsatisfactory Performance – Temporary Research Faculty template and following the instructions on the HRS website. Subsequent termination templates with instructions are also available through HRS. Short-term faculty compensated by extramural grant funding may be terminated if their performance is deemed unsatisfactory by the principal investigator of the research grant or contract to which their salary is charged.~~ Short-term faculty have access to advice from the Office for Equal Opportunity, the University Ombudsman, and the Faculty Status Committee.

**Commented [JM7]:** We updated this paragraph to reference the appropriate forms and instructions.

The ultimate disposition may be suspension or termination. Such disposition shall not preclude the opportunity for a faculty member to receive salary continuation as provided by the University's insurance program. In cases of suspension there may arise a need for reconsideration if physical and mental evidence warrant. Reconsideration would be made at the request of the faculty member or immediate supervisor no more frequently than once each year and granted at the discretion of the same (if feasible) hearing panel.

In a given health situation, it may be that the need for the special procedure above may not be identified until after various stages of disciplinary procedures have been followed; in that case, in the discretion of the Faculty Status Committee (during informal procedures) or of the Hearing Committee (during formal procedures), the procedures of this hearing panel may be adopted. At any stage of the procedures whatsoever, the faculty member may ask that the special physical and mental health procedures (see III.E.5) be considered for adoption.

~~In all cases in which a Termination for Cause due to Physical and Mental Health may be pursued, the faculty member should be referred to the Human Resource Services Benefits unit~~

~~to be informed of Retirement because of Health Condition, and possible benefits associated therewith.~~

## Additional Changes

Page 16, change III.E.1 to III.E.2

Page 59, change III.E.1 to III.E

Page 61, change III.E.1 to III.E

**Commented [JM8]:** We think this paragraph was misplaced as the identical paragraph appears in III.E.5.

### III.C.8. Advancement in Rank

#### *General*

Policies concerning advancement in rank or promotion are designed to encourage superior service. The status, qualifications, and performance of each faculty member are reviewed annually by the appropriate administrative officers. A part of that review is the analysis of the progress being made toward promotion by the faculty member.

Consideration for promotion requires a process that is separate from the annual review for possible salary adjustment.

The criteria for promotion are based on the General Criteria for Faculty Review listed in section III.C.4 above. Additional expectations for promotion to professor are listed below. Criteria for promotion to both associate professor and professor are to be articulated and supplemented by criteria developed at the department, school, and/or college level to emphasize goals and objectives.

Only under extraordinary circumstances will a person be considered for promotion to the next rank prior to the end of their fifth year of service in rank, with the promotion, if granted, awarded at the end of the sixth (6) year. At the time the faculty member elects to seek promotion, the department will conduct an intensive promotion style review that involves all career-track, tenure-track, and tenured faculty in the department at or above the rank applied for. An individual department, at its discretion, may require external reviews in line with its specific mission. Faculty may also remain at their current rank and be reappointed to subsequent terms at that rank after their sixth year of service, provided satisfactory performance continues.

#### *Procedures for Promotion*

The Instructions and Forms on Tenure and Promotion are normally distributed by the Office of the Provost in the late spring for persons to be considered during the following academic year. These instructions are to be consulted and carefully followed since they provide more complete details than the *Faculty Manual*. The ~~completed candidate's package recommendations,~~ including the chair's recommendation, the faculty recommendation forms, current resume, external available review letters, a current resume, teaching portfolio, ballots, and supporting materials must be forwarded from the chair to the dean and, depending on the campus, the VCAA, on the same schedule as tenure recommendations. The candidate for promotion will be provided a minimum of five (5) business days to review the package (excluding the review letters) from the department and may attach up to two additional pages of information to be reviewed by the Office of the Dean and the Office of the Chancellor, if appropriate, prior to the dean making their recommendation and forwarding the updated package to the Office of the Provost.

In consultation with the chair and the relevant college committees on promotion, the dean will decide which promotion cases are to be forwarded to the Office of the pProvost and will notify each candidate of the decision in writing within ten (10) business days. ~~If the decision is not to forward the packet, the faculty member will be given a written justification. In addition, the faculty member will be given a minimum of five (5) working days to exercise the right to have their packet forwarded to the provost, regardless of the dean's decision. If the faculty member requests to have their packet forwarded for review by the provost against the recommendation of the dean, the faculty member may write and submit a one-page letter justifying their request.~~

Whether or not the dean recommends that the packet be forwarded to the Office of the Provost for consideration, the candidate for promotion will be provided a minimum of five (5) business days to review the additions to the package (excluding the review letters), decide whether or not the package should be forwarded to the Office of the Provost, and if so, attach up to two additional pages of information to be considered by the Office of the Provost prior to a final recommendation being made.

The promotion packet is normally due in the Office of the Provost by the date specified in the provost's Instructions for Tenure and Promotion, usually November 1. Final decisions are normally made by the middle of the spring semester, and letters notifying faculty of the decision are sent immediately thereafter. Promotion becomes effective July 1 for annual appointees and August 16 for academic-year appointees.

#### *Promotion to Professor*

Attainment of the rank of professor is an indication that, in the opinion of colleagues, an individual has made, and continues to make, outstanding contributions to a major area of the individual's work assignment. Satisfaction of minimum criteria at the department level is not sufficient to ensure promotion. Some successful faculty members may need more than six (6) years of service at the associate rank in order to achieve the credentials necessary for promotion to professor.

Candidacy for promotion to professor may be initiated by the faculty member, one or more departmental professors, or the chair. Candidates for promotion to professor must show clear and convincing evidence of persistently high levels of attainment in the criteria appropriate to their work assignment and to the mission of their departments, including increasing service to the institution, professional organizations, and/or society. Documented evidence that the quality and quantity of the accomplishments of the candidate are at a significantly higher level than that expected of an associate professor is required. National, and preferably international, prominence must be demonstrated through some form of recognized achievement reviewed by appropriate professionals for promotion to professor. Only under extraordinary circumstances will a person be considered for promotion to professor prior to the end of their fifth year of service as an associate professor, with the promotion, if granted, awarded at the end of the sixth year.

#### *Promotion to Regents Professor*

Tenured professors who have reached the highest levels of achievement in their discipline and at WSU are eligible to be nominated for regents professor. Promotion to regents professor requires service to the university for at least seven years. Each college may nominate only two faculty members as candidates for this promotion each year. The nomination process for promotion to regents professor is initiated by chairs or deans. Those who are not selected for promotion may be nominated again. The rank of regents professor can be held by no more than 30 active Washington State University faculty members at any one time. The promotion process and procedures correspond to those for promotion to professor, but with appropriate modifications to accommodate the university-wide nature and limitations on numbers. Faculty recommendation ballots are not necessary for this nomination.

### III.C.9. Tenure Review

#### *Timing*

The final tenure review for faculty members initially appointed full-time at the level of assistant professor or equivalent shall normally occur no later than the sixth year of appointment. All tenure review cases for faculty without tenure must be submitted by year six unless there is an approved extension (see III.C.8). The final tenure review may occur earlier in especially meritorious cases at the request of the appropriate dean and campus VCAA (dependent on the college and WSU campus) and with the consent of the provost, chair, and faculty member. Tenure consideration for faculty members initially appointed full-time at the level of associate professor or professor, or other comparable ranks, ordinarily will be considered for tenure no later than during the third year of service or during the first year of service, respectively, at WSU. The timing of tenure consideration is a negotiable condition of employment. Tenure review shall result in either the granting of tenure to become effective at the beginning of the academic year following the year in which tenure consideration is conducted or the denial of tenure and the offering of a one (1) year terminal appointment. The decision to deny tenure must be communicated to the faculty member by no later than May 15 of the review year.

The Instructions and Forms on Tenure and Promotion are normally distributed by the Office of the Provost in the spring for persons to be considered during the following academic year. The lists of names for those who are due for tenure consideration are distributed at the same time. These instructions are to be consulted and carefully followed because they provide more complete details than the *Faculty Manual*. The tenure -completed package includes recommendations from the dean, VCAA as appropriate, chair, and faculty, including recommendation forms, as well as current resume, external available review letters, a current resume, a teaching portfolio, and supporting materials. The tenure candidate will have five (5) business days to review the package (excluding the review letters), -are normally and attach up to two (2) additional pages prior to due in the Office of the Provost making the final decision. The package from the dean is due in the Office of the Provost by the date specified in the provost's Instructions for Tenure and Promotion, usually November 1. Decisions, with letters sent to the faculty, are normally made by the middle of the spring semester. Tenure becomes effective July 1 for annual appointees and August 16 for academic-year appointees.

At the time of tenure consideration, all faculty members with tenure in the candidate's department, including those who will retire prior to the effective date of such granting of tenure, are given the opportunity to review the initial package containing the available review letters, current resume, teaching portfolio, and supporting materials and fill out a form on which the following alternative recommendations are provided: (1) to grant tenure and (2) to deny the granting of tenure. At least five persons who are thoroughly familiar with the attainments of the eligible faculty member must ~~complete this~~ participate in filling out the recommendation form(s) tenure form. When there are not five tenured faculty members in the department, the tenured members shall recommend additional such persons through the principal administrative officers to the provost, who shall determine which of these persons will complete the tenure form. The candidate for tenure will be provided a minimum of five (5) business days to review the package (excluding the review letters) from the department and may attach up to two additional pages of information to the package, which the Office of the Dean and the VCAA, as appropriate, must consider prior to the dean finalizing their recommendation.

~~The complete tenure packet file for a faculty member under tenure review will be available to each tenured member within the department. It is expected that professional evaluations for a candidate shall be obtained from persons outside the University.~~

**MEMORANDUM**

**TO:** Faculty Senate

**FROM:** Chair of the Faculty Affairs Committee 

**RE:** Updates to *Faculty Manual* IV.A.1 Payroll Procedures

**DATE:** May 20, 2025

The Faculty Affairs Committee recommends updates to Section IV.A.1 of the *Faculty Manual*, specifically on Payroll Procedures. Given frequent updates to payroll procedures, we believe referencing the appropriate BPPM language will be more efficient than restating specific details. The edits were initiated by HRS and proposed by the director of Policy and Governance.

**REDLINED**

IV. A 1. Payroll Procedures

~~Employees are responsible for completing and maintaining an updated W-4 form in Workday to ensure federal taxes are withheld properly and in accordance with legal requirements. Information and requirements regarding federal and state tax withholding are set forth in [BPPM 55.10 \(Withholding Federal and State Income Taxes\)](#). Each employee signs an Employee's Withholding Exemption Certificate, Form W-4, as required by the United States Treasury Department, before being placed on the payroll. Ordinarily, a faculty appointee will have received this form, together with a copy of the Faculty Manual prior to the start of employment. The Form W-4 is to be completed, signed, and returned promptly to Payroll Services. The social security number is a basic identifying number in the Washington State University payroll system and must be shown on the Form W-4 if the employee has a number. A copy of an application for a social security number may be submitted with the Form W-4; an employee will not be placed on the payroll until a social security number is received. For other purposes, disclosure of the faculty member's social security number shall be voluntary, and refusal to disclose that number shall not be grounds for denying a faculty member any right, benefit or privilege provided by law. If the faculty member refuses to disclose their social security number for such other purposes, the University shall assign a random number to that faculty member for its record-keeping purposes.~~

~~Employees An employee may complete a payment election in Workday an authorization in Payroll Services to have their paycheck deposited sent directly into their bank account a bank. For more information about direct deposit and payment elections, see [BPPM 55.50 \(Direct Pay Deposit\)](#). If no authorization is signed, the check will be sent to the employee's home address. In either case, the check will be mailed on official University pay dates established in conjunction with the state legislature or by regulation. These~~

~~dates are listed in the Payroll Documents Schedule. (For information about this schedule see the [BPPM 55.04](#)) Washington State University is prohibited by law from paying salary in advance.~~

~~Payment **Information and eligibility requirements for lump sum payments of accrued annual leave for faculty who retire, resign, or terminate their employment and who are entitled to a lump sum payout for accrued annual leave are set forth in [BPPM 55.49 \(Payment Upon Separation of Employment\)](#)** will be paid on the first payroll date following the last day worked. Faculty who retire, resign, or terminate their employment, and who are not entitled to a lump sum payout for accrued annual leave will be maintained on the payroll until the accrued annual leave is exhausted with usual payroll procedures applicable. academic-year faculty do not earn annual leave.~~

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Employees complete a payment election in Workday to have their paycheck deposited directly into their bank account. For more information about direct deposit and payment elections, see [BPPM 55.50 \(Direct Pay Deposit\)](#). Washington State University is prohibited by law from paying salary in advance.

Information and eligibility requirements for lump sum payments of accrued annual leave for faculty who retire, resign, or terminate their employment are set forth in [BPPM 55.49 \(Payment Upon Separation of Employment\)](#).