Executive Policy #29 Implementation

Policies, Responsibilities, and Authorities for the Operation of Multi-Campus Academic Programs: for complete policy, see http://public.wsu.edu/~forms/HTML/EPM/EP29_Operation_of_Multi-Campus_Academic_Programs.htm

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III C. Employment
The creation or elimination of faculty positions is approved by the provost. Modified positions or positions transferred from one unit to another require special approval. For the purposes of employment as specified in section III C of the Faculty Manual, faculty employed on campuses that are not locally represented by their college and dean will have local representation through the campus vice chancellor of academic affairs (VCAA). In such cases, in addition to department chair and dean, the faculty member’s campus VCAA will review matters pertinent to section III C of the Faculty Manual prior to forwarding to the provost.

Whenever a department plans to employ or host an international professor, researcher, or scholar, it is important to contact the Office of International Programs regarding arrangements for the appropriate immigration status.

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2. Initial Employment  
c) Terms of Employment

All appointments are made in writing. Although preliminary information may be conveyed by letter of appointment by the dean of the college and campus VCAA (dependent on college and WSU campus), the official letter of appointment is signed by the provost. The letter of appointment specifies the conditions and terms of employment as listed below. The original letter goes to the appointee and a copy is retained for the personnel file, as well as a copy forwarded to the campus VCAA (dependent on WSU campus). This letter of appointment and the acceptance of the position by the proposed appointee constitute the contract between the employee and the Board of Regents.
3. Review of Faculty

Abridged Review

**Results** Each abridged review will result in a written report sent by the chair to the dean and campus VCAA (dependent on college and WSU campus), and the faculty member reviewed. The report sent to the faculty member should include an invitation to meet face-to-face with the chair if the faculty member so desires. Reports will contain an annual review rating of either

Comprehensive Review

**Results** Each comprehensive review will result in a written report from the chair to the dean and campus VCAA (dependent on college and WSU campus), and the faculty member who was reviewed. The report sent to the faculty member should include an invitation to meet face-to-face with the chair, if the faculty member so desires. Reports will contain:

Intensive Review

**Results** Each intensive review will result in two reports: a comprehensive review report and a career progress report. In addition, the chair will meet face-to-face with the candidate to discuss both reports.

The comprehensive review report is sent by the chair to the dean and campus VCAA (dependent on college and WSU campus) and to the faculty member who is being reviewed. The rating given in the comprehensive review report will serve as the annual review rating anywhere an annual review rating is used.

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For untenured faculty, the career progress report will be sent to the dean and campus VCAA (dependent on college and WSU campus) and follow the same procedures as that for the final tenure review, except that external professional evaluations are not required. A determination that the progress toward tenure is unsatisfactory can lead to non-reappointment as described in section III.G.E.1 of the Faculty Manual. In this event, the faculty member may, within thirty (30) calendar days after notification of non-reappointment, petition the Faculty Status Committee to review the decision upon allegations either of inadequate consideration, violation of academic freedom, or substantial procedural irregularity.

Faculty Responses to Annual Review Evaluations

After receiving the annual review report, the chair shall provide the faculty member a minimum of ten (10) business days to sign the report, indicating that he or she has had the opportunity to read the
report and to discuss it with the chair and/or appropriate faculty supervisors at urban campuses, research and extension centers, or other distant locations. A faculty member’s dissent regarding contents of the report may be appended to the signed report. When a dissent is appended, the faculty member must receive written acknowledgement within fifteen (15) business days that the statement has been reviewed by the chair’s immediate supervisor (normally the dean) and campus VCAA (dependent on college and WSU campus). At the same time that a response is sent to the faculty member, the chair’s supervisor will forward to the provost the annual review, the faculty member’s response to that review, and the supervisor’s response to the faculty member. After receiving this information, the provost has an additional fifteen (15) business days to provide a written acknowledgement to the faculty member and chair’s supervisor that he or she has reviewed all of the statements. For faculty located on urban campuses, a faculty member’s dissent will first be routed through the chancellor (or his/her designee) for review before forwarding to the dean.

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**d) Final Tenure Review**

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 a documented exception. In the case of extraordinary circumstances such as catastrophic illness or similar family emergency, a nontenured faculty member in a tenure-track position may apply, through his or her chair and dean, to the provost for an extension of the tenure probationary period. Under normal circumstances this will not exceed one year. This final review may occur earlier in especially meritorious cases at the request of the appropriate dean and campus VCAA (dependent on college and WSU campus), and with the consent of the provost, department 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.

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**e) Part-Time Tenure-Track Faculty**

Tenured and tenure-track faculty members may sometimes benefit from a part-time appointment. The University wishes to accommodate these faculty members, if possible, without negatively impacting their program, department, or University function. As a result, tenure-track and tenured appointments for not less than fifty percent (50%) time may be offered for all ranks. The duties (e.g., teaching, research and service expectations) and support provided (e.g., startup money, teaching and/or research
Tenured and tenure-track faculty members may be initially appointed to a part-time position with the University. To facilitate this process, advertisements for faculty positions may be written to allow applicants to request either full-time or part-time appointments. Those appointed initially to a part-time position have no guarantee that they can subsequently move to a full-time appointment if they wish to do so. Any increases or decreases in the percentage of appointment must be accompanied by a new written agreement signed by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus) vice chancellor (for urban campus faculty members) campus VCAA (dependent on college and WSU campus) and provost that specifies the new percentage of appointment and the duties and support associated with the new position. If a tenured faculty member’s part-time appointment is permanently increased in the same department in which he or she holds tenure, tenure for the increased portion of the appointment must be granted automatically.

Full-time faculty members who wish to change to part-time status may do so subject to the following conditions.

- Under most circumstances, tenure-track faculty members may not convert to part-time until after they have obtained tenure.
- Tenured faculty members may request a permanent change to a part-time appointment. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus) vice chancellor (for urban campus faculty members) campus VCAA (dependent on college and WSU campus) and provost. The written agreement must specify the new percentage appointment and the duties and support associated with the new position. Tenure will be reduced to the percentage of the part-time appointment. There is no guarantee that such a faculty member can return to full-time status. A return to full-time status requires the written agreement of the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus) vice chancellor (for urban campus faculty members) and provost.
- Tenured faculty members may request a temporary change to part-time status in one semester increments (6-month increments for 12 month appointees) for up to two (2) years. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus) vice chancellor (for urban campus faculty members) and provost. The written agreement must specify the percentage appointment, the duties and support associated with the position, and the time for which the appointment is changed. There is no limit to the number of times that a faculty member can request a change in appointment as long as the faculty member returns to full-time status for at least two years between events.

The standards for tenure and promotion are the same for part-time faculty as for full-time faculty members except that part-time faculty members may be granted a proportionally longer period in which to meet these standards. Under most circumstances, someone on a fifty percent (50%) appointment may be given as much as twice as long (12 years) as someone on a one hundred (100%) appointment (6...
years) to complete the requirements for tenure and/or promotion. In this case, two intensive formal tenure progress reviews should be completed, one after four (4) years and one after eight (8) years. Someone on a seventy-five percent (75%) appointment may be given up to nine (9) years to complete the standards for tenure and/or promotion. One formal tenure progress review will be completed after four (4) years. As for full-time appointments, exceptions can be made to these time requirements for appropriate reasons, such as service at other institutions. Such exceptions must be specified in writing in the offer letter. For part-time faculty members already on appointment, a request for early consideration for tenure and/or promotion may be made by applying to the provost through the chair, dean and campus VCAA (dependent on WSU college and campus), vice chancellor (for urban campus faculty members).

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4. Advancement in Rank

b) 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 does the Faculty Manual. The completed recommendations, including recommendation forms, current resume, letters of recommendation, teaching portfolio, ballots, and supporting materials must be forwarded from the department chair or unit head to the academic dean and campus VCAA (dependent on college and WSU campus), urban campus chancellor (when appropriate) on the same schedule as tenure recommendations.

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5. Tenure

f) Denial of Tenure

Tenure must be granted or denied. Granting of tenure becomes effective on August 16 for academic-year appointees and on July 1 for annual appointees. Upon denial of tenure, notification of non-reappointment will be given at least twelve months in advance of the termination of service.

Notification of the granting or denial of tenure shall be given in writing to the faculty member by the provost within three (3) business days after a decision has been made. While notification of the final tenure decision will be communicated by the provost, the dean, campus VCAA (dependent on college and WSU campus), or relevant area administrator will provide more detailed analysis.
III D. Leave Of Absence And Vacation

pg 62 Faculty Manual:

10. Leave without Pay
For important service to the state or to the United States, leave of absence without pay ordinarily will be granted to faculty members. Leave without pay for other reasons, such as graduate or professional study or acceptance of foundation grants, exchange professorships, and consulting appointments, may be granted. A faculty member applying for a grant, professorship, or appointment must secure the approval of the immediate administrative officer(s) and VCAA (dependent on college and campus as defined in section III C) prior to submitting the application. Leave, if granted, normally will be for a period not exceeding one year. Faculty members on leave-without-pay status do not earn annual or sick leave.

pg 62 Faculty Manual:

11. Professional Leave
Professional leaves may be granted to faculty members in recognition of meritorious service and/or scholarly achievement in teaching, research, and creative activity. Applications for professional leaves will be considered only from faculty members on permanent appointment (academic or annual) who have completed at least five years of active service for Washington State University at the time the leave is to be effective. The amount of prior service on temporary appointment at Washington State University applicable to professional leave will be determined by the provost. Leave requests must be submitted through the department chair or immediate administrative officer, followed by the dean and VCAA (dependent on college and WSU campus as defined in section III C) prior to the provost.

A faculty member receiving a professional leave must agree to return to active duty as a member of the faculty for a period at least equal to the length of the leave. Faculty members must submit a written report of their activities during the leave through their department chair(s) or appropriate immediate administrator to their dean and VCAA (dependent on college and WSU campus as defined in section III C) with a copy forwarded to the provost’s Office by the appropriate budget authority (dean or VCAA). These reports are due on the following April 1 for those who return from leave on or approximately January 1 and on the following November 1 for those who return from leave on approximately August 16.

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14. Emergency Leave
Such leave, with pay, may be granted to a faculty member by the dean and VCAA (dependent on college and WSU campus as defined in section III C) or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other staff members without additional
expense to the University. Up to five (5) working days of leave shall be granted for each emergency and may be extended to ten (10) working days with authorization of the provost or his or her designee. See also BPPM 60.56.