

Faculty Handbook Revisions Committee April 18, 2012

Members Present: Mark Kauffman, Matt Arterburn, Cynthia Waskowiak, Jalen Lowry, Bill Roach, Steve Angel, Gordon McQuere, Carol Vogel, Pat Munzer, David Sollars, Randy Pembroke, Monica Scheibmeir, Nancy Tate

Discussion

Randy Pembroke, Promotion and Tenure Sub-Committee Chair, presented a report:

The first sub-committee meeting is scheduled for Friday, April 20. Randy went through the current faculty handbook and tabbed areas concerning promotion and tenure. His handout lists areas of discussion which may or may not need changes. They are areas that need clarity and understanding across all users.

In particular, he pointed out a few areas of the biggest concern. There is a lot of confusion with the timing and review of tenure packets and probationary periods. There is also an important need for clarity in the various appointment categories regarding reappointment calendars. This will be addressed in tandem with the definitions sub-committee. (See handout for details.)

Discussion about this area included the following comments:

- The need to define when a file is “closed.” There is currently inconsistency between departments as to when to include “in progress” publications that reach resolution after the close date, but before the tenure decision.
- Allow the candidate the opportunity to continue (or discontinue) the process if they receive negative reviews at one stage.
- Add a requirement that candidate demonstrate the credibility of journals in which they’ve published.
- Consider adding a definition for “publication” or “peer reviewed”.

Nancy Tate, Rights and Responsibilities Sub-Committee Chair, presented a report:

This sub-committee is scheduled to meet before the next committee meeting. Nancy gave the committee a handout that contained highlighted portions of the handbook that she has as potential areas of discussion for the sub-committee. She questioned whether we are following some of our own current policies. The biggest issue requiring review is faculty teaching loads. She pointed out a massive tangential issue with defining a “credit hour”. Federal regulations will require a definition, which will be intertwined with review and revision of this section. The Kansas Board of Regents is considering a definition for a “short course”, one conducted over a weekend, so we will review that once it is defined.

Another area of potential discussion is faculty employment outside the university. There is also a need to address adjunct and part-time faculty, which will relate to the Definitions Sub-Committee’s work. Finally, Nancy drew attention to the section on class rosters. Because of compliance with Federal financial aid regulations, this is a primary area to address. Randy pointed out this is also important for

our own retention statistics. See Nancy's handout for other areas of discussion that were not discussed in detail today.

Discussion about this area included the following comments:

- Make class load requirement general in the handbook, allowing each unit flexibility depending on each discipline's uniqueness.
- There are many factors to consider, including class size, an online component, class type (ie. lab versus lecture) and class level (undergrad or graduate) when determining class load.
- Definition of credit hour is needed because of inconsistency with assigning credits for internship, study abroad, and independent study, among other courses.
- Whether the outside employment section is needed because of the WUPRPM Conflict of Interest policy. The committee decided that the section is inadequate so the sub-committee should address the need for further guidelines for outside employment.

Decisions:

- Changes to the handbook as a whole, and with this area, will be done incrementally. Definitions of faculty and lecturer will be done first.
- Sub-Committees will all meet to determine a plan of action.
- The Definitions Sub-Committee will meet Monday, April 23, and will have something for the committee to review at the next committee meeting.

Next Meeting: Noon on May 2, 2012 in Lincoln Room