



Faculty Senate Archives

Faculty Senate

Academic year 1999-2000

Volume XIII

Agenda and Minutes of the Meeting of September 13, 1999

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WICHITA STATE UNIVERSITY

FACULTY SENATE

AGENDA

MEETING NOTICE: Monday, September 13, 1999
Room 107 CH 3:30 p.m.

ORDER OF BUSINESS:

- I. Call of the Meeting to Order
- II. Informal Statements and Proposals
- III. Approval of the Minutes
- IV. President's Report
- V. Committee Reports
 - A. Rules Committee - Will Klunder, Chair
- VI. Old Business
- VII. New Business
 - A. Senate Resolution on Science Education - should the Senate take a stand on the Science Education issue?
 - B. Update on Budget issues - Peter Zoller, Interim VPAA
 - C. Proposed Changes to the Tenure & Promotion Policy - (*salmon attachment*) - University Tenure & Promotion Comm., Jeri Carroll, chair
 - D. Discussion of Undergraduate Program approval process
- VIII. As May Arise

EXECUTIVE COMMITTEE

A. J. Mandt	President	3375	Box 102
Joyce Cavarozzi	Vice President	3541	Box 153
Nan Myers	Secretary	5138	Box 68
Will Klunder	President Elect	3150	Box 45
Elmer Hoyer	Past President	6314	Box 44
ELECTED BY THE SENATE			
Lawrence Davis		6690	Box 14
Diane Huntley		5625	Box 144
APPOINTED BY THE PRESIDENT			
Jeri Carroll		3322	Box 28

University Tenure and Promotion Committee
1999 Report to Faculty Senate

Policy Issues

3.131 Time Limit

The Committee saw a case this year where a faculty member was hired on a full-time temporary basis at the Assistant Professor level. The faculty member served in that capacity for 12 years without coming up for tenure. The committee felt that this was in violation of AAUP Guidelines, which state that a faculty member must participate in tenure review after six years of full-time employment at the Instructor level or above. Care should be taken that this does not happen again. Even though the candidate was qualified for tenure, it could be construed as defacto tenure. The University Committee did consider this case in full review.

The UTPC recommends that a careful review of AAUP policies in relationship to this issue is needed.

Recommended Policy Change

Begin policy 3.131, number 1 with the phrase "At the time of initial probationary appointment ..."

3.132 Annual Evaluation of Nontenured Faculty

University policy states that during annual evaluation of nontenured faculty, "Faculty members will have the opportunity to present documentation of performance for the purpose of this evaluation. The evaluation will be recorded on official university forms provided by the office of the vice president for academic affairs to department chairpersons. In addition to reviewing the faculty member's performance during the preceding year, these annual reviews will also contain a section on "progress toward tenure" in which the faculty member's overall performance at WSU will be evaluated in the context of the tenure review which will occur at the end of the probationary year."

Recommended Change to University Form

To be in line with University policy, there should be a section on the Annual Review Form called "Progress Toward Tenure." In addition, untenured faculty may be asked for more than one year's worth of information for that decision to more adequately reflect what they faculty member has done.

All attempts should be made to bring the annual review form (FAR) in line with university policy.

3.142 College Guidelines and Criteria for Tenure and Promotion

1. One of the responsibilities of the University Tenure and Promotion Committee (3.142) is to review the college and academic services guidelines and statements of criteria on a three-year cycle. The purpose of this review is to ensure that the

guidelines and statements are consistent with university guidelines and provide an adequate degree of clarity and specificity so that candidates for tenure and promotion will understand the criteria which will be utilized to evaluate their cases.

After the review of college documents, the chair of the University Tenure and Promotion Committee meets with appropriate administrators and faculty in the college to convey the results of this review. In Spring 1998, one college was found to have an external review policy that was in violation of the university policy and was so notified. When the policies were presented to the committee members this year by the college representative, that policy was still there.

In order to protect faculty and the university in these instances, the university committee recommends the following statement should be added to the end of Section 3.142 "College Guidelines and Criteria" of the University T & P Policy ^

Recommended Policy Change

In cases where Department and/or College policy contradicts University policy, the appropriate department administrator, the Dean of the College, the College T & P Committee and the Vice President for Academic Affairs will be notified by the University T & P Committee that the contradiction needs to be corrected, and that University policy will take precedence until the correction is in place.

2. The University T&P Committee is charged with reviewing each set College Guidelines and Criteria for Tenure and Promotion every three years. Last year the committee reviewed guidelines and criteria from the College of Health Professions and the Barton School of Business. This year we reviewed guidelines and criteria from the College of Engineering and the College of Education.

In order to provide clarity and continuity to the process, the committee suggests that the following schedule for the review College Guidelines and Criteria for Tenure and Promotion be added after the second paragraph of 3.142--College Guidelines and Criteria for Tenure and Promotion

Recommended Addition to Faculty Handbook

Calendar for the Review of College Guidelines and Criteria for Tenure and Promotion

The Dean of each college will forward a copy of their College Guidelines and Criteria for Tenure and Promotion to the Chair of the University Tenure and Promotion Committee by February 1 as follows:

1998, 2001, 2004, 2007, 2010

Barton School of Business

College of Health Professions

1999, 2002, 2005, 2008, 2011

College of Education

College of Engineering

2000, 2003, 2006, 2009, 2012

College of Fine Arts

Fairmount College of Liberal Arts and Sciences

Library

3. Does scholarship done while employed at WSU carry more weight than work done prior to coming to WSU? There is nothing in the University guidelines that states that this is the case, but this rule has traditionally been applied at WSU by evaluators.

Recommended Policy Change

3.142 (The following statement should be inserted at the end of the second sentence, following ". . . annual evaluation of untenured faculty.")

Strong consideration, in the context of the candidate's overall career, will be given to teaching, librarianship, scholarship and service conducted while the candidate is employed at Wichita State University.

3.143 University Guidelines and Criteria

The university committee feels that the university guidelines and criteria allow for the granting of tenure without promotion. The guidelines are written in such a way that individual colleges could make the determination, one way or the other.

Presently there are different interpretations of whether or not tenure can be granted without promotion.

The university committee recommends that conversations take place in departments, colleges, and at the university level as to whether or not the two should be tied together. If they are not to be tied, then both the university and college guidelines need to make them distinct in their guidelines and criteria.

3.1431 Promotion

(This issue was addressed earlier in this document, but needs to be addressed in this section of the Faculty Handbook as well.) Does scholarship done while employed at WSU carry more weight than work done prior to coming to WSU? There is nothing in the University guidelines that states that this is the case, but this rule has been traditionally applied at WSU by evaluators.

Recommended Policy Change

3.1431 (The following statement should be added to the end of item 3 in Section 3.1431 "Promotion" of the University T & P Policy)

Strong consideration, in the context of the candidate's overall career, will be given to teaching, librarianship, scholarship and service conducted while the candidate is employed at Wichita State University.

3.172 Department Review for Promotion and Tenure

1. This year the committee felt there might have been cases where a piece of information, critical to the candidate's case might arrive past the deadline for placing materials in the secondary dossier (the 3rd Friday in December). Before beginning the review of documents and deliberations this year, the committee notified all deans, department chairs, and candidates that if materials critical to the case did arrive after the deadline that candidates should notify their dean and the chair of their college committee. The college representative to the university committee could then present that information during the review process and call for it as additional information. Once received, the information would be placed in the primary dossier as additional information requested by the committee. Because this worked well this year, the committee recommends the following addition to 3.172.

Recommended Policy Change

3.172 (Add to the end of the first paragraph defining the secondary dossier)

Should information critical to your case arrive after the deadline for adding materials to the secondary dossier (the 3rd Friday in December), please notify the Dean and the Chair of your college committee.

2. In order that all materials presented in all cases is obtained through the proper channels, the committee suggests a strong statement be added to 3.172.

Recommended Policy Change

3.172 (Add a sentence to the end of the second paragraph)

Only material contained in the primary and secondary dossiers, and additional materials appropriately obtained through the appropriate administrator and added to the dossier, may be used for deliberations by the T & P Committee at each level.

3. The Committee suggests that a statement should be added to Section 3.172 of the University Policy that reaffirms that external review is optional.

3.176 The Use of External Evaluation

The Committee recommends that external review letters solicited according to University Policy be placed in the primary dossier rather than in the secondary file. Appropriate changes would be made in the university policy.

3.177 Appeals of Decisions Related to Tenure or Promotion

A candidate may make one appeal during the review process. In some of the appeals presented this year, it was evident that candidates were unsure as to what type of information might be presented in an appeal.

Refer to Academic Affairs for Policy Recommendation

Some guidelines about what kinds of information an appeal can include should be established which address the following issues:

An appeal should not introduce evidence that was not referred to or included in the primary or secondary dossiers, but it may clarify information presented earlier.

An appeal must be based on the evidence previously presented in the dossier.

It is permissible to include updated information on material referred to in the primary or secondary dossiers, as well as additional information on the status of information previously presented.

Department or College Committee members may not file minority reports, not even as part of the appeals process. This is a violation of the confidentiality of the proceedings.

3.173 College Review of Nominees for Tenure and Promotion

The university policy states that "the college committee may, at its option, adopt a policy which prohibits a committee member from the same department as a candidate for tenure or promotion from speaking about the case during the committee's deliberations. If such a rule is adopted, it must apply to all cases before the committee."

This year the committee saw an instance where the person not speaking also did not vote. In one case this was recorded as an abstention in the voting on a tenure case.

It is suggested that colleges where this rule is in effect should check with university policy. The committee felt that the only time an abstention could occur would be when there is a recorded conflict of interest. (See Sec. 3.173 of the University T & P Policy)

3.15 Tenure and Promotion Calendar

Two changes are suggested to bring the language in the calendar in line with current practice.

Present Calendar Entry:

March 2nd Friday Deadline for faculty records manager to notify deans of faculty scheduled for mandatory tenure review with copies to institutional planning and analysis.

Recommended Change:

March 2nd Friday Deadline for Director of the Office of Institutional Research to notify deans of faculty scheduled for mandatory tenure review with copies to institutional planning and analysis.

Present Calendar Entry:

June 1st Friday Deadline for course data to be mailed to applicants for tenure and/or promotion.

Recommended Change:

June 1st Friday Deadline for Office of Institutional Research to deliver course data to candidates.

Cover Sheets

The cover sheets provided to the candidates are not in line with current university policy and practice.

Page 1 and Page 2 of the Cover Sheets for Tenure and Promotion--At the bottom of the sheet should be the statement *(Abstentions may be registered only in cases involving declared conflict of interest. WSU Faculty Handbook, Appendix D.

Following the blanks on page 3 where the VPAA records his/her recommendation for tenure and/or promotion, there should be a place for the Signature of the VPAA and a Date.

Following the above statement, should be a statement:

"I have seen all materials that have been forwarded to the college committee for consideration. Signing this form does not constitute agreement." Following this there should be a line for the candidate's signature and a date.

At the bottom of this form there would be a place for the President to record his/her recommendation for tenure and/or promotion, a signature, and a date.

Electorate

The President of Faculty Senate has been asked to clarify who is eligible to elect representatives to the College Tenure and Promotion Committees. In discussions with the Chair of the University Tenure and Promotion Committee, the decision

that those eligible were those in faculty (non unclassified professional) tenure-track positions. However, whether both tenured and untenured faculty were eligible to elect the representatives remains unclear.

Sabbaticals

The Committee recommends that the wording for sabbatical reviews be changed to specify that only tenured faculty are eligible for sabbaticals.

**WICHITA STATE UNIVERSITY
 FY 2000 BUDGET--DISTRIBUTION OF FACULTY SALARY ENHANCEMENT POOL
 12-Jul-99**

Estimated funds Available:

Unclassified salaries	329,487
Fringe benefits	60,263
subtotal	389,750

Shrinkage <8,886>

Total Funds Available 380,864 KBOR Allocation

Distribution of Faculty Salary Enhancement Pool:

Retroactive promo funding	Amount	# of Fac
Barton School	22,300	10
Education	49,500	19
Engineering	46,600	19
Fine Arts	45,900	20
Health Professions	6,000	3
Liberal Arts & Sciences	142,200	61
Subtotal	312,500	132

Academy for Effective Teachin	Amount	# of Fac
Subtotal	14,000	7
Total Salary Distrib	326,500	139
Total FB	59,716	
Total Distribution	386,216	

WICHITA STATE UNIVERSITY FACULTY SENATE MINUTES - September 13, 1999

MEMBERS PRESENT: Bakken, Bennett, Brooks, Campbell, Carroll, Cavarozzi, Celestin, Chopra, Davis, DeLillo, DeSilva, Eggers, Hazen, Hoyer, Huntley, Kelly, Klingsporn, Klunder, Kuchment, Kuhn, Lancaster, Carson, Lause, Lawless, Long, Mandt, Markovich, Matson, May, Murphey, Myers, Paarmann, Pfannestiel, Quantic, Rokosz, Rosenthal, Scherz, Schommer, Steinke, Swan, Wine, York

MEMBERS ABSENT: Bajaj, Cheraghi, Feleppa, Toops

MEMBERS EXCUSED: Miller

Ex-OFFICIO MEMBERS PRESENT: SGA rep, IVPAAR Zoller

SUMMARY OF ACTION:

- 1. Accepted the Rules Committee report for the following appointments:
Senator: Janice Riordan (Health - Nursing) & Larry Blocher (Fine Arts Music)
Committees: Library - Gary Larson; Faculty Support - David Duncan;
University Curriculum - Terry Noel & Gary Toops**
- 2. Accepted a revision to section II. 3, of the Full Professor Voluntary Incentive Review policy.**
- 3. Appointed a committee to draft a resolution on the Science Education issues**

I. CALL TO ORDER: The meeting was called to order at 3:30 p.m. by President Mandt

II. INFORMAL STATEMENTS & PROPOSALS:

Myers introduced David Duncan, new member of the Ablah Library faculty, who is Assistant Professor and Records Librarian.

Dreiling announced the 1999 Race Against Hunger would be held at Cessna Stadium, Oct. 1-2, 1999. This is an event which supports the Kansas Food Bank Warehouse and WSU is in competition with about 30 other Wichita companies to raise the most amount of food by running/walking the most laps. She requested volunteers to help count laps, to walk/run for the WSU team and to bring food items to the race to be donated to the Food Bank. She also encouraged all faculty to come to the start of the race, 12:00 p.m. and cheer for the lead off team, Captain Zoller and his "Bad News Wu's". She announced that S G A will be having a hot dog lunch at noon and requested support for them by coming to the stadium for lunch.

III. APPROVAL OF THE MINUTES: The minutes were approved as corrected. The statement made by Hoyer regarding the Full Professor Voluntary Incentive Review program should read: "...expressed concern that ranking of candidates for promotion, tenure, or incentive pay is inappropriate."

IV. PRESIDENT'S REPORT:

A. Mandt announced that the next meeting of the Board of Regents would be in Pittsburg and that the **COFSP** would be discussing several items including the Gender Equity Task Force groups to be formed on all campuses, possible comments regarding the large raises received by the Presidents, and the development of guidelines to be added to the BOR Policy manual for future Presidential searches. COFSP will also look at the possibility of a system wide faculty statement relating to science curricula in grades K-12.

B. Mandt announced that the **University Bookstore** manager will be available to answer questions etc. at the next meeting, 9/27/99.

C. **VPAARR search committee** has been formed. Members and who they represent include: Mandt (Faculty Senate), G. Meissen, Chair, (Research Council), B. Fridman (LAS), M. Schommer (Education), D. Celestin (Fine Arts), J. Campbell (Health), D. Malzahn (Engineering), D. Christensen (Business), Deans Cohen & Jackson (Administration), M. Wood (Unclassified Senate), E. Horn (Classified Senate) & S. Graham (SGA). The committee has received their charge and the advertisement has been submitted. The President would also like faculty to be involved and submit names of possible candidates.

D. Mandt reported that he had received a draft from President Beggs of **the Dismissal for Cause Policy**. More information about this will be forth coming.

E. **Intellectual Property Policy**: Mandt & Klunder met with Skip Loper and Ted Ayres regarding this and that more meetings are expected.

F. **Full Professor Voluntary Incentive Review**: Mandt requested that this item be placed on the agenda and said that an issue had come forward regarding the interpretation of the role of the Chair when the chair is a candidate for this review and a possible conflict of interest. IVPAAR Zoller and Mandt would like the feel of the senate as to the interpretation of the 'conflict of interest'. In the prior discussions, Davis seemed to reflect the sense of the Senate in stating that there would be a potential difficulty in terms of symmetry of process for all candidates if in some cases, because the chair was also a candidate, many candidates wouldn't have a 'chair statement', where others, whose chair wasn't a candidate, would have a 'chair statement'. Discussion centered around the issue of should a chair sit on other cases when they are up for the review, and should they be involved in the Tenure & Promotion process but not in the Incentive Review process. IVPAAR Zoller suggested that because of the familiarity of the T & P process, colleges should continue with their normal method of T & P with the chairs continuing doing what they have been successfully doing, and the Professor Incentive Review Program should follow the same pattern even tho it is different, it is a salary increase. Davis moved, 2nd by Hoyer, to add the word "or" to II.3. of the policy. It would read "...Chairs who are candidates for Full Professor Incentive Review Program do not participate in their own evaluation or in the evaluations of candidates in the Full Professor Incentive Review Program, **OR** when the Chair has a conflict of interest. ..." Motion passed

V. COMMITTEE REPORTS:

Will Klunder, Chair of the Rules Committee, presented the names of the following for Senate approval:

Senators: Janice Riordan, Health Professions, School of Nursing, to complete the term vacated by Donna Hawley, and Larry Blocher, College of Fine Arts, School of Music, two year term.

Committees: Library - Gary Larson
Faculty Support - David Duncan
University Curriculum - Terry Noel & Gary Toops

All were accepted.

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

A. Senate Resolution on Science Education issues: The feeling of the Senate was that this issue needs to be addressed. Cavarozzi suggested that a committee be formed to draft a resolution to be presented to the Senate. The following volunteered: Senators Brooks, Swan, Riordan, Murphey & Lancaster. Other members are Twyla Sherman & Catherine Yeotis from the College of Education.

B. Update on the Budget Issues - IVPAAR Zoller: Zoller presented the FY2000 Budget - Distribution of Faculty Salary Enhancement Pool showing the total funds available, \$380,864 and the total distribution, \$386,216 and noting that the difference came from unfilled positions and cuts in Academic Affairs \$'s. Questions followed regarding the filling of positions, 'decision centers' and how is that model different from what has been. IVPAAR Zoller noted that the major difference is in Presidential styles, that President Beggs feels it is important that Vice Presidents take care of their areas of concern and funds and that they know how much is being spent, what we are getting for the expenditures, and justifies our funding to the legislature and the public.

C. Proposed changes to the Tenure & Promotion Policy - Jeri Carroll, Chair: She noted that some of the changes suggested by the T & P committee had been approved in Spring '99, and explained the remaining. She stated that most were only to clarify the procedure but some changes the committee felt should be referred to other Senate committees for further study. The Senate referred these issues to the Executive Committee for study and review to either bring back to the Senate for approval or to refer to the appropriate committee.

VIII. AS MAY ARISE:

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Nan Myers, Secretary