



Faculty Senate Archives

Faculty Senate

Academic year 2017-2018

Volume XXXI

Agenda and Minutes of the Meeting of November 27, 2017

Agenda for Faculty Senate

November 27, 2017

3:30 - 5:00

- Calling the Meeting to Order
- Informal Statements and Proposals
- Approval of the Minutes - [Nov 13](#)
- President's Report
 - KBOR meeting and visit to campus (Nov 15)
- [Committee Reports](#)
 - Undergraduate Research committee - John Hammond
 - Library committee - Keith Gray
 - Scholarship and Financial Aid committee- Michael Imhof
 - Rules Committee - Betty Smith Campbell
 - Senator from Natural Sciences:
 - Admissions / Exceptions from Social sciences:
 - [Faculty compensation committee](#) - Carolyn Shaw, Jodie Hertzog, Gery Markova (faculty reps)
- New Business
 - Molly Gordon - Accessiblity committe
- Old Business
 - 2nd Reading - Non-Tenure track promotion policy
 - [Summary document with implementation details](#)
 - [FAQs](#)
 - [Full policy text](#)
 - Coaching and Corrective Action - [revisions](#)
- As May Arise

Committee Updates

Undergraduate Research Committee - John Hammond

We have met physically once. We have exchanged emails to resolve most questions. Our committee's main charge is putting on the Undergraduate Research and Creative Activity Forum in the spring.

Things we have worked on this semester:

- fundraising for the event (successful this semester)
- modified timing of the event and location to increase foot traffic
- additional categories, characterization of 'research', and awards
- the timeline for publicizing, recruiting, etc going forward. Most action items occur after the holiday shutdown.

Library Committee - Keith Gray

The library committee met October 10, 2017; our next meeting is during finals week.

Items of discussion and ongoing work include:

1. Preparation of student/faculty surveys involving accessibility of published research.
2. Development of methods tracking total usage of electronic library resources [e.g., .pdf].
3. Raising faculty awareness of publisher price increases impacting our research collections.
4. Faculty Senate president invitation to committee meeting.

Scholarship and Financial Aid Committee - Michael Imhof

Has not met. Was not invited to help with DSI this year because the Recruitment Faculty Fellows were invited to collaborate instead. Ex Comm is exploring whether the current charges for this committee need updating based on the movement of Financial Aid into the Academic Affairs Division.

Rules Committee - Betty Smith- Campbell

We have met twice 9.8.17 and 10.13.17 (Nov. mtg. cancelled)

Scheduled meetings are the 2nd Friday of the Month from 8:15 to 9:15 am

Charges > actions

1. Recommend changes to the Senate rules and constitution to the Senate and update the rules and constitution to reflect changes passed by the Senate. > In process review of faculty policies 4.22 Performance related Dismissal, 4.23 (chronic low performance), 4.15 Post-Tenure Review for Faculty
2. Recommend changes to the bylaws of the University Faculty and updates the bylaws to reflect any changes made. > Goal to review prior to the end of the academic year.
3. Recommend to the Senate procedures and policies for the Senate elections. The Vice President of the Senate conducts the elections. > Goal to review Jan/Feb.
4. Recommend to the Senate changes to the Senate committee structure and changes in the procedures for appointing faculty, administrators, and staff to these committees, and nominate candidates for the committees to the Senate for its approval. In making nominations the

committee is not restricted to nominations from Senate categories or committee preference forms, but should strive to create the strongest and most effective committees.

Faculty Senate: RULES COMMITTEE RECOMMENDATIONS

(APPROVED by Senate date)

Engineering for General Education (2018-2020) Kamran Rokhsaz (10.23.17)

Social Sciences Faculty Senator (2018-2019) Martha (Marti) Smith, J.D., Ph.D. (10.9.17)

CHP representative on the Scholarship committee Gina Riggs (9.25.17)

Planning and Budget committee Social Sciences Peer Moore-Jansen (9.25.17)

Faculty Senate Social Sciences LAS 2019 Social Sci. Jibo He (9.11.2017)

Faculty Senate Natural Sciences Prof. Thalia Jeffres of Math (2019) , (9.11.17)

Education for Faculty Support -Michelle Adler (9.11.2017)

Health Professions for General Education -Amy Drassen Ham (9.11.2017)

Humanities for Rules Susan V. H. Castro (9.11.2017)

Health Professions for Faculty Affairs Ngoyi Bukonda (9.11.2017)

LAS Humanities Faculty Affairs T.J. Bolton (9.11.17)

Health Professions Faculty Support – Wendy Dusenbury (9.11.17)

5. Review and suggest changes in the Faculty Grievance Procedure and coordinate its implementation. > Not a goal this academic year – will review as needed

6. Interpret the Rules and Constitution of the Faculty Senate > *As needed*

Admissions and Exceptions - Rachel Crane

The UAEC met on 6 occasions from the beginning of FY18 (July – November, 2017). The Committee meets on the 3rd Thursday of the month and with an additional meeting in August to handle a potentially larger number of petitions. Meetings are generally 2hours in length.

Issues discussed:

- Insufficient information provided on college agendas (there have been some turnovers in college representatives)
- Readmission petitions from students lacking in standard admissions requirements and improperly advised or lacking in proper advisement
- Missing a faculty committee member from LAS Social Sciences (vacancy from fall 2016)

Petitions reviewed by the UAEC (July-November, 2017):

	Readmission	Late Withdrawal	Late Add	Exceptions	Change of Grade	

July	42 +3D +1T	20 +3D +1T (3 +1T-MW)	1	4 +2D	-	
August	71 +1D	22 +1D (8 +1D-MW)	2	7 +1D	-	
September	14 +1T	7 +1D +1T (2MW)	2	5	-	
October	6 +1D	7 (3MW)	-	6 +1D** +1T	-	
November	7 +1D	9 +1D (3MW)	-	5 +1D +1T	-	
Total:	140 +6D +2T	65 +6D +2T (19 +1D +1T-MW)	5	27 +5D +2T	0	

D=Denied

T=Tabled

MW=Medical Withdrawal

**College Only, denied petition

Note: the Committee heard no petitions for a 'Change of Grade' or for 'Academic Forgiveness.' These cases are only brought to a hearing of the meeting when they do not meet the catalog requirements and/or the rules and regulations of WSU. They are normally considered by the Committee to be 'pre-approved.'

Additionally, while it has not been a point of discussion for the committee, it has been observed that a larger than anticipated number of students have submitted petitions to "Allow American Sign Language to fulfill the foreign language requirement for graduation." All 51, petitions have been granted through LAS. Such a high number for such a specific request may be interpreted to mean that such a substitution in graduation requirements is no longer viewed as an exception in the College of LAS. Perhaps the College of LAS may wish to review the process relating to this exception?

Court of Appeals - Kirsten Johnson

The Chair communicates to the committee as needed when cases are presented to the Court. We tend to have our hearings on Fridays at various times. This has been the best day to meet due to classes and other commitments of the members. I communicated many times with Rheanna Pierce, who is the Student Advocate with the Student Government Association. She is wanting to be very involved with the students involved in court hearings.

The Court met three times in the Fall 2017, hearing one case in September and two cases in October.

General Education Committee - Kathy Delker

Our standing meeting times are the second and fourth Mondays from 12:30-2:00

Issues being discussed:

- First-Year Seminar
- Updating list of Gen Ed Cmte responsibilities on the Faculty Senate Standing Committee's webpage
- Asking Registrar's Office about Gen Ed courses that have not been taught for a "long" time and probably won't be taught in the near future
- College of Fine Arts request for exemption from stipulation that courses in a student's major department cannot count toward fulfilling Gen Ed requirements
- College of Engineering request that a reduction in credit hours to the Gen Ed requirements be considered over this academic year
 - Finding out what would be involved in a review of the entire Gen Ed Program
- "Math Pathway" request
- Asking academic department chairs to review the syllabi of their Gen Ed courses that are being taught this semester to make sure they still support Gen Ed Goals
- Total of 4 gen.ed proposals considered

Faculty Affairs Committee - Pina Mozzani

Fall 2017: Meeting time Tuesday 12:30 – 1:50

Fall semester: meetings two to three times a month, last Spring was more often.

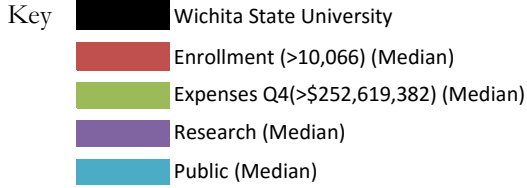
1. Incorporation of the Uniscope Model into the WSU University FAR
2. KBOR/WSU Social Media Policy
3. 120 credit hour push from KBOR, and WSU General Education requirements.
4. Introduction of new members, determination of a meeting time that would work for all

Spring of 2018:

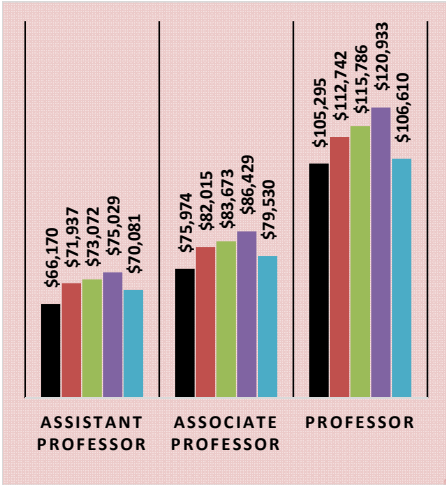
We are planning to meet twice a month, depending on the Senate charges.

Our new time will be Tuesdays at 2:30, to accommodate one of our new members

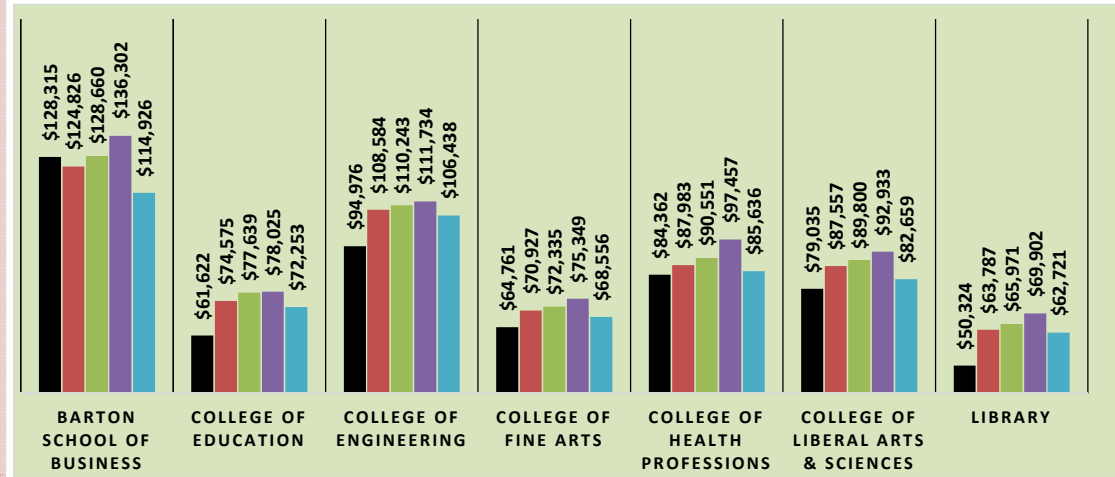
Salary Data for Wichita State University Faculty



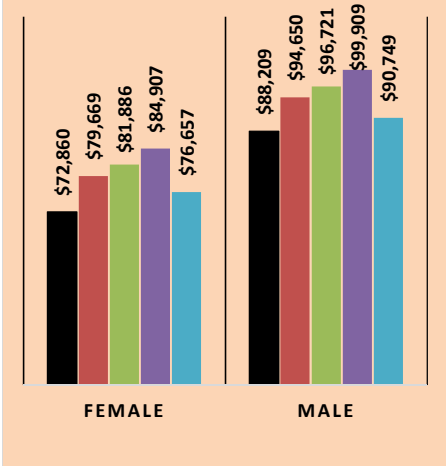
By Faculty Rank



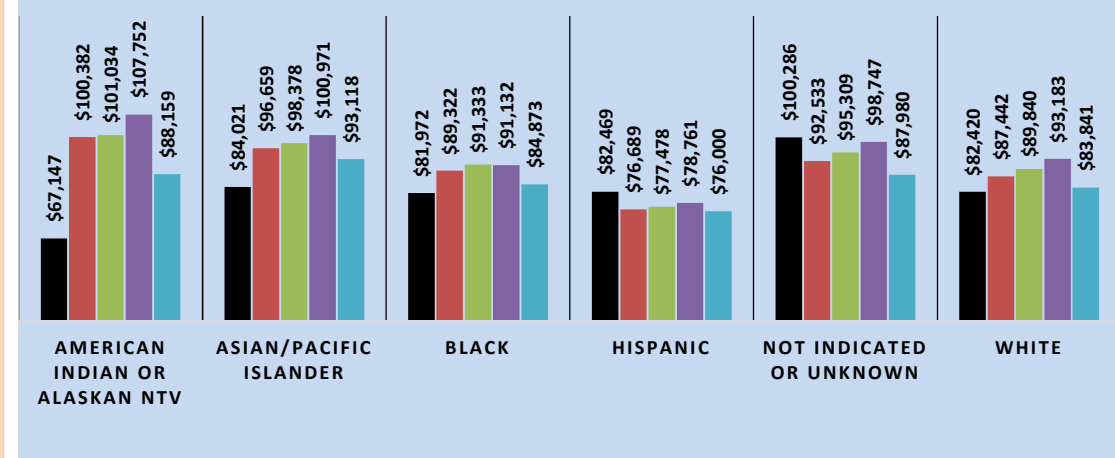
By College



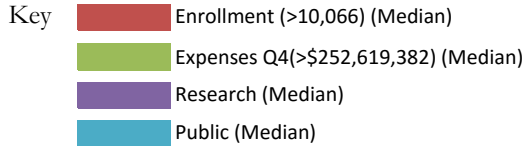
By Gender



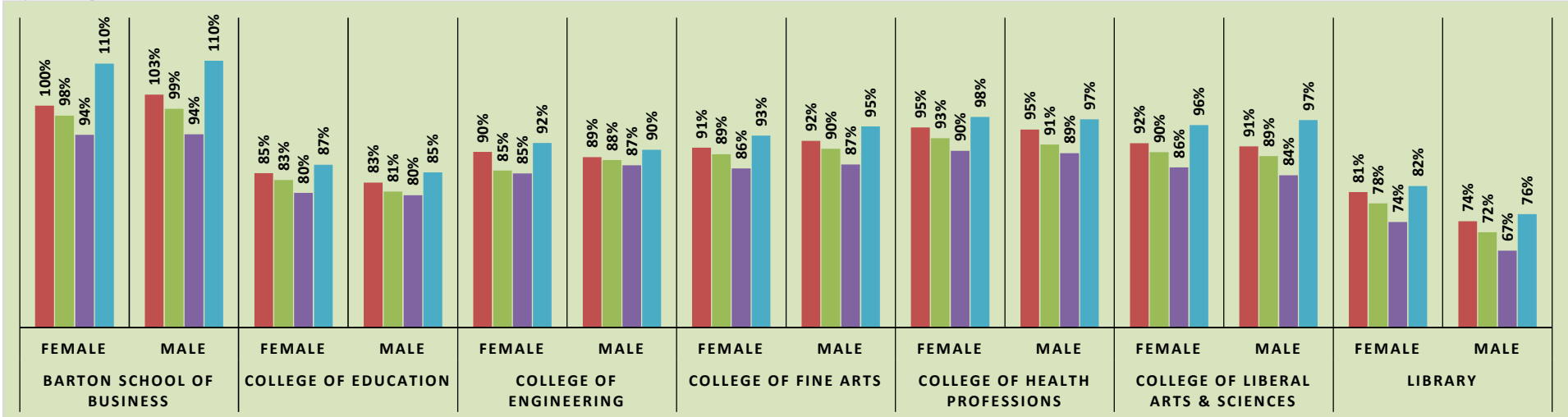
By Ethnicity



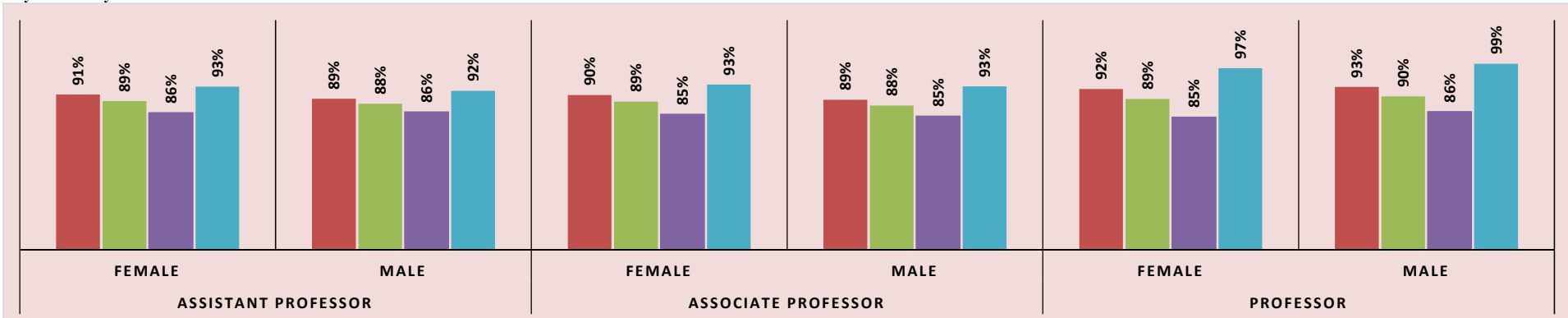
Gender % from Median of CUPA Comparison Groups- Salary Data for Wichita State University Faculty



By College



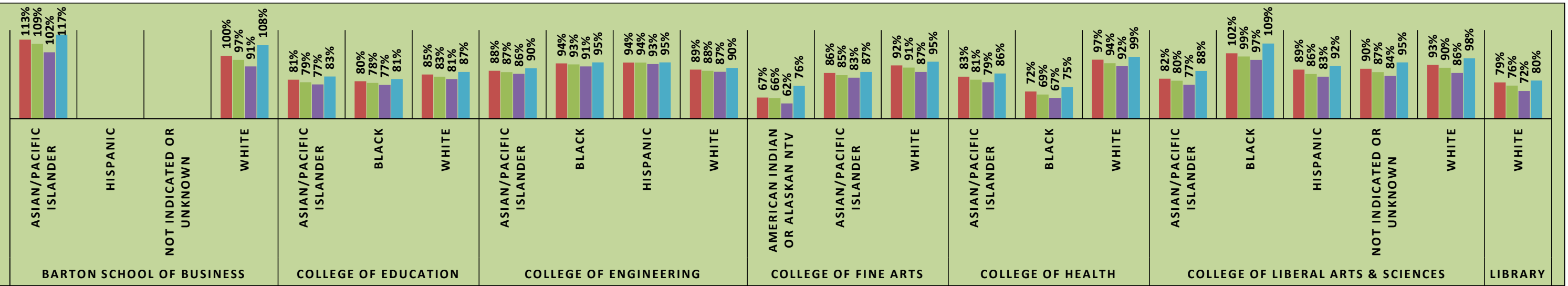
By Faculty Rank



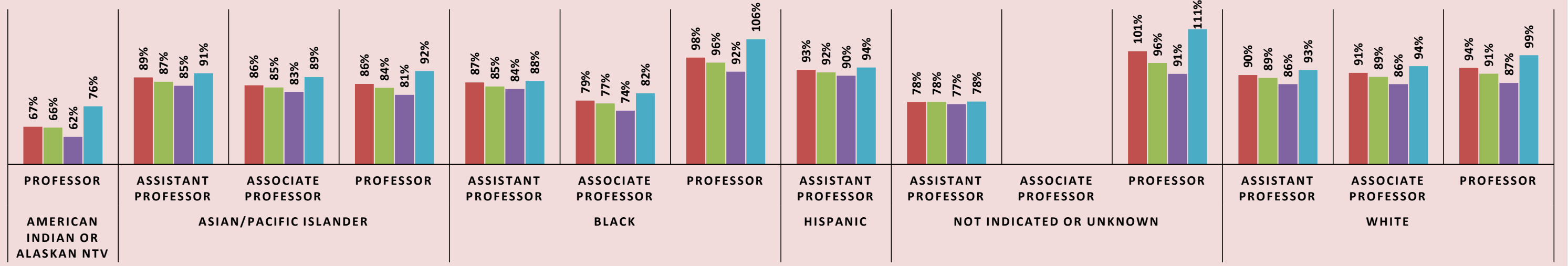
Ethnicity % from Median of CUPA Comparison Groups- Salary Data for Wichita State University Faculty

- Key
- Enrollment (>10,066) (Median)
 - Expenses Q4(>\$252,619,382) (Median)
 - Research (Median)
 - Public (Median)

By College



By Faculty Rank



Promotion for Non-Tenure track Faculty¹

Expansion of Faculty

While advancement options for non-tenure track faculty have been discussed for a number of years on campus, this issue finally got some traction in 2016-17. President Yildirim charged the Rules committee to look into formally establishing these teaching professionals as Faculty members with eligibility to vote and serve in the Faculty Senate. With a recommendation from the Rules committee, the Senate passed a motion in November 2016, which was then adopted by a special general faculty meeting in January 2017. This action established all temporary faculty and unclassified professionals with primary teaching responsibilities as faculty members.

Revised definition of Faculty: All employees who have teaching/research/library responsibilities of 50% or more and .5 FTE or greater will be eligible for membership in the Faculty Senate, including: temporary faculty, probationary faculty, tenured faculty, contingent unclassified professionals, provisional unclassified professionals, and regular unclassified professionals. These employees all have the e-class designation of FA or F2.

New Levels and Criteria for Advancement

Following this first step, President Yildirim appointed an Ad hoc committee² to work on creating Guidelines and Criteria for Advancement for non-tenure track faculty. These were presented to and approved by the Senate in April 2017. These guidelines were designed to mirror existing policy 4.15 “Tenure and Promotion- Guidelines and Criteria”. A summary comparison is below.

Tenure track Faculty	Non-Tenure track Faculty
Ranks: Assistant Professor, Associate Professor, Full Professor	Levels: ³ <i>With terminal degree:</i> Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor; and, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. <i>With non-terminal degree:</i> Assistant Educator, Associate Educator, and Senior Educator.
Six years in rank before advancement ⁴	Six years in level before advancement

¹ This term includes temporary faculty (those on annual contract), and contingent, provisional and regular Unclassified Professionals who are .5 FTE or more with 50% or more teaching responsibilities. It does not refer to ‘tenure-track’ faculty.

² Committee membership: Bayram Yildirim (Chair), Betty Smith-Campbell, Pina Mozzani, Jim Schwartz, Jan Wolcott, Scott Miller, and Carolyn Shaw.

³ “Rank” is a term that refers specifically to tenure track faculty. The equivalent term for non-tenure track faculty is “level”.

⁴ Candidates are eligible to go up for promotion after five years of service. Their promotion files are considered during their sixth year of service. If approved, they achieve their new rank/level at the end of the sixth year.

Tenure track Faculty	Non-Tenure track Faculty
Assistant Professor: (1) demonstrated adequacy in teaching/librarianship; (2) potential for achievement in research, scholarship, or creative activity; and (3) some appropriate University service	Assistant Teaching Professor/ Assistant Clinical Professor/Assistant Educator: (1) demonstrated adequacy in teaching/librarianship; and (2) some appropriate University service, as defined in the role statement
Associate Professor: Evidence is normally expected of the following: (1) documented effectiveness of teaching/librarianship; (2) a record of research, scholarship, or creative activities which has earned recognition in professional circles at the regional or national level; and (3) some professional or University service	Associate Teaching Professor/ Associate Clinical Professor/Associate Educator: Evidence is normally expected of the following: (1) documented effectiveness of teaching/librarianship; and (2) some professional or University service, as defined in the role statement.
Professor: (1) sustained effectiveness in teaching/librarianship; (2) a record of substantial accomplishment in research, scholarship, or creative activities which has led to recognition in professional circles at the national level; and (3) demonstrated academic leadership in the form of service to the University and the profession.	Teaching Professor/Clinical Professor/Senior Educator: (1) sustained effectiveness in teaching/librarianship; and (2) demonstrated academic leadership in the form of service, as defined in the role statement, to the University and the profession.

New Policies and Procedures for Advancements

The Ad Hoc committee has continued to meet this Fall, working on the specific promotion policy and procedures, again mirroring existing policy for tenured faculty. The following policies have parallels for tenure track and non-tenure track faculty:

Policy	Existing Content	New Content
4.16	Promotion Calendar	This will be the same for both groups of faculty, although some of the deadlines will not be applicable for non-tenure track faculty (i.e. submission of external review letters)
4.17	Tenure and Promotion - Outline of Process Review	<i>Promotion for Non-Tenure track Faculty: Outline of Process Review</i>
4.18	Review for Tenure and Promotion: Procedures	<i>Review for Non-Tenure track Faculty Promotion: Procedures</i>
4.19	Tenure and Promotion Committee (university level)	Modified to include additional at-large membership of non-tenure track committee members to review non-tenure track faculty cases.
4.20	Cover Sheet for Tenure and Promotion Dossiers	Modified to be able to accommodate both groups rather than creating two separate sheets.
5.13	Full Professor Incentive Review Program	<i>PIR for Non-Tenure track Faculty</i>

Summary Comparisons of the promotion policies for Tenure track and Non-Tenure track Faculty.

Note: Throughout the document, language has been modified to be consistent for the target group of faculty with regard to titles, ranks/levels, role expectations, etc.

Policy	Existing Content	New Content
4.17 Outline of Process Review	Faculty member or chair can nominate faculty for promotion after 5 years of service	Same process for non-tenure track faculty – simple policy title change.
4.18 Procedures	<p>Primary dossier: 25 pg limit, and includes letters of external review.</p> <p>Secondary dossier: may include...copies of publications or other evidence of scholarship, copies of student evaluations or course materials, etc.</p> <p>Dept Committee: a meeting of the tenured faculty of the department or a committee of tenured faculty chosen by these faculty members. In departments with fewer than three voting tenured faculty members, the college faculty will develop appropriate procedures for the review, subject to the approval of the dean.</p> <p>All Tenured dept faculty vote</p> <p>Separate evaluation done by the Chair</p> <p>Right to rebut or appeal</p> <p>College Committee: Will consist of all tenured, full-time faculty with the rank of assistant professor or higher. The total membership is an odd number, with a minimum of five members. The majority of the committee is elected by the faculty, according to a representational formula adopted by the college.</p> <p>A positive recommendation by the committee will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion.</p> <p>Separate evaluation done by the Dean</p>	<p>Primary dossier: 15 pg limit, no external letters required.</p> <p>Secondary dossier: may include...evidence of teaching, copies of student evaluations or course materials, evidence of service contributions, etc.</p> <p>Dept Committee: at least three members and will consist of at least one voting non-tenure track faculty member, and at least one voting tenured faculty member of the department. In departments with fewer than the requisite members, the college faculty will develop appropriate procedures for the review subject to the approval of the dean.</p> <p>All tenured and non-tenure track faculty at Associate or above vote.</p> <p>Separate evaluation done by the Chair</p> <p>Right to rebut or appeal</p> <p>College Committee: will consist of at least one voting non-tenure track faculty member and at least one voting tenured faculty member from the college. The total membership is an odd number, with a minimum of five members. The majority of the committee are elected by the faculty, according to a representational formula adopted by the college</p> <p>A positive recommendation by the committee will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion.</p> <p>Separate evaluation done by the Dean</p>

<p>4.19 Univ Promotion committee</p>	<p>7 college committee chairpersons + 2 at large tenured faculty appointed by Senate President ex officio: Grad Dean, and 1 non-voting student rep.</p> <p>Separate evaluation done by the Provost</p> <p>President makes final decision</p>	<p>7 college committee chairpersons + 4 at large non-tenure track faculty at Associate or Full level and 2 at-large tenured faculty appointed by Senate President, ex officio: Grad Dean, and 1 non voting student rep.</p> <p>OR</p> <p>7 college committee chairpersons + 2 at large non-tenure track faculty at Associate or Full level and 2 at-large tenured faculty appointed by Senate President, ex officio: Grad Dean, and 1 non voting student rep.</p> <p>OR</p> <p>7 college committee chairpersons + 2 at large non-tenure track faculty at Associate or Full level, ex officio: Grad Dean, and 1 non voting student rep.</p> <p>Separate evaluation done by the Provost</p> <p>President makes final decision</p>
<p>5.13 PIR⁵</p>	<p>Available to all tenured faculty members who have held the rank of Full Professor at Wichita State University for a minimum of six (6) years (whose appointment is 1.0 EFT)</p> <p>Process for review is the same as for promotion to Full Professor, and will progress through the stages of the promotion review process.</p> <p>The requirements for a successful incentive review merit award require that</p> <p>a) The candidate must have established and maintained a sustained, successful program in research, publication, or creative activity that has led to national visibility as judged by the standards of the discipline.</p> <p>b) The candidate must be able to demonstrate sustained, successful teaching at the undergraduate and/or graduate level as determined by the mission of the department.</p> <p>c) The candidate must be able to demonstrate sustained, successful service to the University and to the profession commensurate with the rank of professor.</p> <p>It is the responsibility of the candidate to supply clear and convincing evidence in these areas.</p>	<p>Available to all faculty members who have held the level of Full Teaching Professor, Full Clinical Professor and Senior Educator at Wichita State University for a minimum of six (6) years (whose appointment is 1.0 EFT)</p> <p>Process for review is the same as for promotion to Full Teaching Professor, Full Clinical Professor and Senior Educator, and will progress through the stages of the promotion review process.</p> <p>The requirements for a successful incentive review merit award require that a candidate demonstrate sustained, successful performance in the areas of responsibility as defined in their role statement. This might include teaching at the undergraduate and/or graduate level, as well as service to the University and to the profession commensurate with the level of Teaching Professor.</p> <p>It is the responsibility of the candidate to supply clear and convincing evidence in each area.</p>

⁵ Candidates are eligible to go up for PIR after five years of service. Their files are considered during their sixth year of service. If approved, they achieve their PIR raise after the end of the sixth year.

Implementation Framework

This initial implementation policy applies to all non-tenure track faculty employed at WSU prior to AY 2018-19.

1. Timeline for implementation:

After approval by President's Executive Team (with a goal of Jan 1):

All non-tenure track faculty will be automatically assigned to level of Assistant Teaching Professor, Assistant Clinical Professor, or Assistant Educator. Candidates may choose to apply for Associate or Full if they believe they meet criteria and have met the required years of service. This will reflect current practices for hiring with tenure and/or rank.

A special review process will be initiated three months after the President's approval to review all applications for candidates who want to apply for promotion to Associate or Full. These candidates must submit a primary dossier that includes details of their teaching activities and any additional service as stated in their role statements (maximum 15 pages). Candidates should also prepare a secondary dossier with supporting documents (recognizing that some materials may not be available).

Any non-tenure track faculty member who does not apply during this initial implementation period to be reviewed by the special committee will be able to apply during the regular annual cycle of promotion review beginning in the Fall following policy ##.

2. Departments/academic units should make sure the role statements for non-tenure track faculty are accurate and up to date to serve as the basis for promotion evaluation.

Departments/Colleges should identify mentors within their units to help those faculty going through this process for the first time.

3. Meeting criteria for promotion

Candidates are eligible to apply for promotion to Associate with a minimum of 5 years of service; promotion to Full requires a minimum of 11 years of service. Regardless of years of service, candidates must meet performance criteria in order to be awarded promotion to Associate or Full. Years of service alone do not automatically qualify candidates for promotion to Associate or Full.

4. Years in Service

If a candidate has been in service for 5 or more years, they can be considered for Associate. If they do not meet Associate promotion criteria, they will remain at the Assistant level. As long as they have served 5 or more years, they can apply again in subsequent promotion cycles for Associate if they believe they meet the criteria.

With the implementation of this policy, if a candidate has been in service for 11 or more years, they will be considered for Full. If they do not meet Full criteria, they will automatically be considered for Associate. If a candidate is promoted to Associate, then the faculty member can negotiate with the Chair and Dean about how many years of service they can count toward promotion before they are eligible to go up for Full. *Note:* This is similar to the process of hiring a tenured faculty member who negotiates years toward service when they are hired.

5. Special Review Process.

There will be an expedited process for reviewing cases that are submitted during the roll out period (3 months following the President's approval). Applications submitted during the initial implementation period will be reviewed by the following:

- a) Department/academic unit committee, and the Chair of the department/academic unit.
- b) The Dean
- c) The Provost/Senior Vice President.

In such cases where additional consultation is deemed desirable, the Dean or Provost/Senior Vice President may convene the college/school/University Libraries or University-level committee to effect an *ad hoc* promotion review panel. The Provost/Senior Vice President shall convey the recommendations to the President who shall review the recommendations and make the final decision and notify the individual in writing of the final decision.

6. Special Department Committees

Departments/academic units will determine the composition of these committees. Candidates for Associate Teaching Professor/ Associate Clinical Professor/Associate Educator should be evaluated by faculty with rank of Associate Professor or Full Professor; candidates for Teaching Professor/Clinical Professor/Senior Educator should be evaluated by faculty with rank of Full Professor.

In subsequent years, candidates' files will be reviewed through the standard promotion policy (##).

7. Candidates whose applications are approved in this special review process (3 months after President's approval) will *immediately* gain the title/level for which they have been approved *as long as* they have completed the requisite years in service (6 for Associate and 12 for Full).

Promotion Raises

The committee has been asked by the Provost to draft a separate recommendation regarding raise recommendations for both tenured and non-tenure track faculty with the understanding that a raise comes with promotion.

FAQ's Regarding Proposal for Promotion of Non-Tenure Track Faculty

- Will a candidate be allowed to go up for Associate in the Special Review period and get a pay bump, then go up for Full in the Fall and get another pay bump the next year?
 - If a candidate has served enough years to be eligible to go up for Full, they will be considered for Full. If they are not determined to be qualified for Full, they will be considered for Associate.

- If a candidate does not receive a promotion to Full, can they go up again the next year?
 - As with the tenure track policy, as long as a candidate has the requisite number of years in service, they can choose to go up as often as they want to reach the level of Full.

- Will there be pay raises with the promotions?
 - President Bardo says yes. He and the Provost will work out the financing. Amounts are still TBD.
 - It is anticipated that the pay for Full will be more than Associate, but the differential has yet to be determined.

- How long will it take to implement?
 - Pending approval by the Faculty Senate at the end of November, it will then go to PET. President Bardo says the administration has been looking forward to this policy proposal for some time. He expects one meeting of the PET will be needed. This would allow for the Special Review period to take place in the Spring 2018. Tentative timeline:
 - Submission of files due by: March 23 (Last Fri of Spring break)
 - Dept review deadline: April 20
 - College Review deadline: May 18
 - Provost's Review deadline: June 15
 - Final notification with new appointment: July 1

- What will the composition of the special review committees be?
 - The only required committee for the special review is at the department level. Candidates for Associate should be evaluated by tenured faculty with rank of Associate Professor or Full Professor; candidates for Teaching Professor/Clinical Professor/Senior Educator should be evaluated by tenured faculty with rank of Full Professor. The Chair will also review the applications and make recommendations.
 - This will be followed by the Dean's review and recommendation, and a review by the Provost/Senior Vice President. In such cases where additional consultation is deemed desirable, the Dean or Provost/Senior Vice President may convene the college/school/University Libraries or University-level committee to effect an *ad hoc* promotion review panel.

- The Provost/Senior Vice President shall convey the recommendations to the President who shall review the recommendations and make the final decision and notify the individual in writing of the final decision.
- What will the composition of the non-tenure track promotion committees be during the normal cycle that follows the special review period?
 - Department level must have committee of at least 3 members with 1 non-tenure track, and 1 tenure track. This committee may consist of the same members as for a tenure-track review, with the addition of a non-tenure track member.
 - College level must have committee with at least 1 non-tenure track and 1 tenure track member. This committee may consist of the same members as for a tenure-track review, with the addition of a non-tenure track member.
 - University level will be the same membership as for the tenure-track review with the addition of at large members (TBD).
 - Feedback from town hall meetings:
 - LAS prefers 2 non-tenure track at-large
 - Education had no strong feelings one way or the other,
 - Health Professions prefers 4 non-tenure track at-large
 - Business prefers 2 non-tenure track at large (but open to other options)
 - Fine Arts - no consensus on the issue
 - Engineering - issue not discussed
 - Library prefers 2 *tenure track* at large
- What guidelines will be used to determine if criteria are met for promotion?
 - Decisions will be based on role statement/contract responsibilities.
- What is a role statement?
 - This is a description of role responsibilities established by the Chair and faculty member.
- What will the primary dossier template look like?
 - It will be the same as the current one for tenure-track faculty except that the research section will note: [Not Required for Non-Tenure Track Faculty]. If there are research items to be included, these are allowed, but not required (unless included in role description/contract responsibilities).
- Will supporting material (secondary dossier) be required in the special review process?
 - Yes (with recognition that some materials may not be available)
- During the regular cycle of review?
 - Yes
- What counts for employment for 5 or 11 years?
 - Continual annual contracts, or previous semester contracts with a full time load as long as the employee is now on an annual contract.

- If you come in with some years of professional service, does that count toward your years to promotion?
 - It can. It will be considered as an exception with “careful documentation based upon an adequate rationale.” This would need to be negotiated with the Chair and/or Dean. This is equivalent to the negotiations that take place for tenure-track faculty when they are hired, except that this option was not available to negotiate upon the time of their hire for the non-tenure track faculty.

- What if I like my title as it is?
 - The university system allows for employees to have ‘vanity titles’, so if you prefer to keep the title of instructor or lecturer instead of educator, you could still do this. Your “level” (same as “rank” for tenured faculty) is determined by the promotion policy, but not your title label.

- How is the terminal degree determined for any given field?
 - This is a department / program level determination.

- How does UNISCOPE language, with reference to “Scholarship”, impact this proposal?
 - Uniscope refers to “scholarship” of teaching, research and service uniformly, with the explanation that activities in all three of these areas should be considered scholarship. This is not a traditional understanding that equates scholarship with research, but a broader understanding recognizing that teaching has both education and application functions that are valued in the model.
 - The annual FAR forms will maintain the traditional language, but include new boxes for each section (teaching, research, service) that allow faculty members to highlight the uniscope elements of their work.

- Will the current template for the primary dossier follow the Uniscope model?
 - There are steps being taken to align the dossier with the new model, but all candidates should be free to use Uniscope language in describing their work as it fits with the promotion guidelines of their departments/colleges. Education and Engineering have completed their Uniscope revisions, LAS and Fine Arts will be done by the end of the year, and Business and Health Professions will finish at the end of 2019.

4.20 /Promotion for Non-Tenure Track Faculty: Guidelines and Criteria [Already approved by Faculty Senate 4/24/17]

Non-Tenure Track faculty are significant members of the university who are critical department members broadly engaged in an academic program's curriculum, evolution, and impact. Non-Tenure Track faculty need to demonstrate effectiveness in teaching/librarianship and service, as defined in the role statement. Although there is no research expectation for non-tenure track faculty, the faculty member's appropriate mix and extent of responsibilities is defined within their department by a role statement

1. A terminal degree in a field appropriate to the discipline in which the candidate teaches is normally required for appointment or promotion for the following advancement levels: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor; and, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. Candidates may be hired to the following levels in the absence of a terminal degree: Assistant Educator, Associate Educator, and Senior Educator. Exceptions to this guideline will require careful documentation based upon an adequate rationale.
2. Under normal circumstances, a faculty member should not expect to be considered for promotion with less than six years in advancement levels. For each level of promotion, successively higher levels of achievement are expected.
3. The standards for teaching/librarianship and service, as defined in the role statement, for each level are indicated below. The relative significance of teaching/librarianship, and service, as defined in the role statement, may vary from case to case. Consideration, in context of the candidate's entire career, will be given to teaching/librarianship, and service, as defined in the role statement, conducted while the candidate has been employed at the University.

Assistant Teaching Professor/ Assistant Clinical Professor/Assistant Educator: Evidence is normally expected of the following: (1) demonstrated adequacy in teaching/librarianship; and (2) some University service, as defined in the role statement, appropriate to the mission of the department and college/school/University Libraries

Associate Teaching Professor/ Associate Clinical Professor/Associate Educator: Evidence is normally expected of the following: (1) documented effectiveness of teaching/librarianship; and (2) some professional or University service, as defined in the role statement.

Teaching Professor/Clinical Professor/Senior Educator: Evidence is normally expected of the following: (1) sustained effectiveness in teaching/librarianship; and (2) demonstrated academic leadership in the form of service, as defined in the role statement, to the University and the profession.

4.21 / Promotion for Non-Tenure Track Faculty - Outline of Process of Review [New Proposal]

Any faculty member may nominate himself or herself for review for promotion or incentive review after five years of service in the current level. The review takes place during the sixth year. Nominations may also be made by the chairperson.

The process of review for promotion or incentive involves these steps:

1. Nomination for review.
2. Departmental review of nominees by the departmental committee and by the chair.
3. In favorable or appealed cases, college/school/University Libraries review of department nominations by the college/school/University Libraries Promotion Committee, and by the college/school/University Libraries dean.
4. In favorable or appealed cases, University review of college/school/University Libraries nominations by the Promotion Committee and by the Provost and Senior Vice President.
5. In favorable or appealed cases, review of recommendations by the University President for final decision.

Procedures have been established for appeal in the case of an adverse promotion recommendation at the department and at the college level.

4.22 Review for Promotion for Non-Tenure Track Faculty: Procedures

Nomination for Review for Promotion:

1. The department chair will write to all full-time faculty members of the department to tell them that nominations of persons to be reviewed that year for promotion must be given to the chair by a specified date. All others may be nominated by the chair or by the faculty member himself or herself.
2. The department chair will send copies of the list resulting from step 1 to all full-time departmental faculty and specify a second date by which any additional nominations must be provided in writing to the chair.
3. The department chair will confer individually with all nominated faculty members and provide information about departmental, college/school/University Libraries, and University criteria for promotion.
4. Faculty who have been nominated must inform the department chair in writing by a date specified by the department chair (which will be no sooner than two days after their conference) of the faculty member's decision to remain in nomination or to withdraw.
5. The final, typed list of those nominated will be sent to the dean and to all members of the department electorate. Each person on the list will be notified in writing by the dean that he or she is officially a candidate for promotion. In addition, the dean will inform the candidate of the criteria for promotion and will instruct the candidate to give his/her supporting materials to the department chair by a specified date.

Preparation of the Primary and Secondary Dossier:

The candidate will present a primary dossier and may prepare a secondary dossier. Only material contained in the primary and secondary dossiers and additional materials appropriately obtained and added to the dossiers may be used by the Promotion Committee at each level.

The candidate is responsible for assembling the materials and reviewing the entire dossier to determine that it is complete and accurate. Non-tenure track candidates are *not* required to have any external letters of review as part of their primary dossier. Adherence to established deadlines should ensure that the final dossier is complete at the time of submission. The candidate then submits the copy of the primary dossier and supplemental materials to the chair of her/his department. Once they have been submitted to the chair, these original materials cannot be changed or rewritten.

As the review proceeds through the various levels, the primary dossier and the secondary dossier will be in the custody of the administrator at each level. Items are added as attachments to the primary dossier by the administrator as called for in these procedures, but the administrator must give the candidate a copy of the additions and provide the candidate an opportunity to write a rebuttal that will also be added to the primary dossier.

Primary Dossier: The primary dossier consists of the basic document, the required cover sheet which records each step of the review process, copies of the annual reviews (and rebuttals if filed) for non-tenure track faculty, the chair's nonevaluative role statement, statements of evaluation by the committee and administrator at each level of review (and rebuttals if filed), and items added during the review process. The basic document will follow the standard format recommended by the University Promotion Committee and approved by the Faculty Senate. Deviations from the established format should be clearly explained. The basic document may be no more than 15 pages. The chair will provide a statement of the role of the candidate in the department which is purely descriptive and not evaluative. If the candidate's role involves a weighted distribution of responsibility among the categories of professional activity, that should be indicated in the role statement. The chair will make copies of the primary dossier available for all voting faculty.

Secondary Dossier: A secondary dossier may be submitted to the chair by the candidate. It consists of such additional materials as the candidate wishes to submit. Examples might include, but are not required or limited to evidence of teaching, copies of student evaluations or course materials, evidence of service contributions, etc. The candidate may add items to the secondary dossier during the review process (see calendar in [Section 4.16](#) of this manual). Should documentation significant to the candidate's case arrive after the deadline for adding materials to the secondary dossier, the candidate should notify the dean and the chair of his/her college/school/University Libraries committee who will add the material to the dossier. The chair of the committee will bring it to the attention of the next higher committee. The secondary dossier will not be duplicated but will be available to committee members.

Department Review for Promotion: ¹

The complete files of all faculty members under review in the department must be available for a reasonable time (at least five working days) to all voting faculty.

Department Committee - The Non-tenure track Faculty Promotion Committee at the departmental level should have at least three members and will consist of at least one voting non-tenure track faculty member, and at least one voting tenured faculty member of the department. Promotion cases will be reviewed at a meeting of the departmental faculty who hold level equal to or higher than that for which the candidate is being considered or of a committee of those with appropriate level chosen by these faculty members. (The limitation of voting to persons of equal or higher level need not apply to votes at the college/school/University Libraries or University level.)In departments with fewer than the requisite members, the college/school/University Libraries faculty will develop appropriate procedures for the review subject to the approval of the college/school/University Libraries dean.

Each eligible person, excluding the department chair, will vote on each case under consideration and will sign the tally. The tally will not identify individual voters with their votes but must account for all eligible votes. Straw ballots may precede the final ballot. Abstentions may occur only in cases involving declared conflict of interest. A positive recommendation will result when more than 50 percent of those casting ballots (i.e., other than abstentions) have voted to recommend promotion. Copies of the tally sheets will be kept in the departmental office for three years.

Chairs do not participate in their own evaluation or in evaluations of faculty when the chair has a conflict of interest. Such cases automatically go forward without prejudice for review at the next level.

The results of the departmental deliberations and the chair's separate recommendation will be sent to the dean by the department chair. When the committee's discussion of a candidate is complete, the committee chair will summarize in writing the committee's evaluation of the candidate. The department chair will also provide a written evaluation to accompany his/her recommendation for each case. These statements will be included in the primary dossier. The candidate will be provided an opportunity to review these statements and to file a written rebuttal in the primary dossier. In cases where the chair's recommendation differs from that of the voting faculty, the case will go forward to the next higher level without prejudice, and that transmittal will not constitute an appeal. The chair will also send forward the copies of the primary dossier and the secondary dossier.

The dean will inform each candidate in writing of the department's recommendations, the chair's recommendation, the right to appeal, and the procedures for appeal. The dean will also notify the candidate that he/she may request meetings with the department chair and/or the

chair of the departmental promotion committee, at the candidate's option, to discuss the decision.

College/School/University Libraries Review of Nominees for Promotion:

The dean will give a copy of the primary dossier of each faculty member favorably recommended for promotion and of all appealed cases to each member of the college/school/University Libraries committee and will indicate the location of the secondary dossiers. These materials must be available to the committee for at least five working days prior to deliberation.

College Promotion Committee for Non-tenure track Faculty. This committee will consist of at least one voting non-tenure track faculty member and at least one voting tenured faculty member from the college. The total membership of the committee is an odd number, with a minimum of five members.

The majority of the committee are elected by the faculty, according to a representational formula adopted by the college/school/University Libraries. Members are elected or appointed for either two- or three-year terms (depending upon the college/school/University Libraries policies), staggered to maintain continuity. If a replacement is required due to a resignation, the replacement is selected only for the duration of the unexpired term. The committee chair is elected by the committee. No person can serve on the committee in a year in which he or she is considered for promotion or for more than two consecutive terms.

The committee will meet with the dean to receive information about the schedule of meetings and about administrative matters related to the cases to be reviewed. The dean may also request other meetings with the committee. Each college/school/University Libraries shall adopt procedures regarding the role of the dean in these other meetings. If the committee discovers that information is lacking in a dossier, it can ask the dean to acquire the information. Consistent with the department procedures, the dean must provide the candidate a copy of the material and allow the candidate to write a rebuttal. The college/school/University Libraries committee may, at its option, adopt a policy which prohibits a committee member from the same department as a candidate for 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. If additional information about the departmental committee's deliberations is desired, the committee may request explanatory information to be submitted in writing from the chair of the departmental committee. This statement will be added to the primary dossier, and the candidate will be provided an opportunity to place a rebuttal in the primary dossier. The committee will then consider the cases before it, whether regular or appealed. Straw ballots may be taken, but these are neither binding nor recorded. Abstentions will not be registered except when a faculty member on a committee declares he/she has a conflict of interest concerning the case. At a meeting without the dean each case will be discussed and the committee will conduct its final vote. A positive recommendation by the committee will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion.

The committee must notify the dean in writing of its final ballot on each case. (Note: The college/school/University Libraries committee may meet with the dean as it sees fit but it must hold a discussion on each case and take its final vote in the absence of the dean.)

The results of the college/school/University Libraries deliberations and the dean's separate recommendations will be sent by the dean to the Provost and Senior Vice President. When the committee's discussion of a candidate is complete, the committee chair will summarize in writing the committee's evaluation of the candidate. The dean will also provide a written evaluation to accompany his/her recommendation for each case. These statements will be included in the primary dossier. The candidate will be provided an opportunity to review these statements and to file a written rebuttal in the primary dossier. In cases where the college/school/University Libraries committee's recommendation differs from that of the dean, the case will go forward to the next higher level without prejudice and the transmittal will not constitute an appeal. A positive recommendation requires the affirmative vote of more than 50 percent of those voting. The dean will also send forward the primary dossier and the secondary dossier.

The dean will notify each candidate in writing of the college/school/University Libraries committee's recommendation, the dean's recommendation, the right to appeal, if any, and the procedures for appeal. The dean will also notify the candidate that he/she may request in writing meetings with the dean and/or the chair of the college/school/University Libraries committee, at the candidate's option, to discuss the recommendation.

University Review of Nominees for Promotion:

The Provost and Senior Vice President will give a copy of the primary dossier of each faculty member favorably recommended for promotion and of each appealed case to each member of the University committee. In addition, the Provost and Senior Vice President will indicate the location of the secondary dossiers. The materials must be available to the committee for at least five working days prior to deliberations.

The review committee at the University level is composed of the same members as the Faculty Senate Tenure and Promotion Committee, with the exception that the **two at-large tenured members will be replaced by two at-large non-tenure track faculty**. No person may serve on the University-level review committee in a year in which he or she is considered for tenure or promotion.

If the committee discovers that information is lacking in a primary dossier, it can ask the Provost and Senior Vice President to acquire the information, which will be placed in the primary dossier. Consistent with college/school/University Libraries procedures the Provost and Senior Vice President must provide the candidate a copy of the material and allow the candidate to write a rebuttal, which will also be placed in the primary dossier.

The committee will then consider the cases before it, whether regular or appealed. The committee may request a written response from the dean on matters of interpretation of evidence, the academic needs of the unit, or its current resources, but the committee will not

invite the dean or other outside persons to meet with the committee. Consistent with college/school/University Libraries procedures, the candidate shall be provided a copy of any additional written material provided to the committee and shall be provided an opportunity to write a rebuttal. Both the statement and the rebuttal will be placed in the primary dossier. Straw ballots may be taken, but these are neither binding nor recorded. Abstentions will not be registered except when a faculty member on a committee declares he/she has a conflict of interest concerning a case. At a meeting without either the Provost and Senior Vice President or the Dean of the Graduate School present, each case will be discussed and the committee will conduct its final vote. A positive recommendation will result when more than 50 percent of those casting ballots other than abstention vote to recommend promotion.

The committee must notify the Provost and Senior Vice President in writing of its final ballot on each case. Any person not recommended by the University committee may request meetings with the Provost and Senior Vice President and/or the chair of the University committee, at the candidate's option, to discuss the recommendations. The candidate may invite a faculty colleague to accompany him/her.

The results of University committee deliberations and the Provost and Senior Vice President's separate recommendations will be sent by the Provost and Senior Vice President to the President. When the committee's decision on a candidate is complete, the committee chair will summarize in writing the committee's evaluation of the candidate. The Provost and Senior Vice President will also provide a written evaluation to accompany his/her recommendation for each case. These statements will be included in the primary dossier. The candidate will be provided an opportunity to review these statements and to file a written rebuttal in the primary dossier. In any case where the proposed vice presidential recommendation differs from that of the University committee, the Provost and Senior Vice President will meet with the committee to discuss the reasons for his/her position.

The President will notify the candidate, the candidate's dean, and the chair, in writing, of his/her decision by the calendar date. Any person not recommended by the President may request a meeting with the Provost and Senior Vice President and the President to discuss the recommendations. The candidate may invite a faculty colleague to accompany him/her, in either case.

Appeal of Decisions Related to Promotion:

A candidate may make only one appeal during the entire review process. The appeal is made to the next higher level. No hearing is provided, and the appeal must be written. Some typical reasons for appeal are violation of academic freedom, failure to follow procedures concerning time periods or committee operations, inadequate consideration, discrimination, etc.

The committee to which the appeal is made will give full consideration without prejudice to the case in that the committee will review it in the same manner as favorably recommended cases and will apply similar standards.

If the candidate's one appeal results in an unfavorable recommendation, the candidate's dossier will be forwarded directly to the President. The President will make the final decision regarding the candidate as provided in Regents policy without further recommendations.

No Publication of Names:

Names of faculty being considered for promotion will not be published. The right of privacy of such faculty members was affirmed by vote of the faculty on March 6, 1978.

Confidentiality of Proceedings:

All deliberations are confidential. However, confidentiality cannot be guaranteed if the case goes to litigation.

Disposition of Dossiers:

The Provost and Senior Vice President in each case will keep a copy of the primary dossier for three years and return to the candidate the remaining copies of the primary dossier and the secondary dossier.

Precedence of University Procedures:

If department and college/school/University Libraries promotion procedures differ from those of the University, University procedures take precedent.

Student Members:

Students will not cast a vote regarding the award of promotion to individual faculty members.

Administrator - The administrator at the departmental level is the department chair. The dean is the administrator at the college/school/University Libraries level, and the Provost and Senior Vice President is the administrator at the University level.

Calendar - A Promotion Calendar will follow the same schedule as the Tenure and Promotion Calendar, developed and published each year by the Provost and Senior Vice President or their designee.

Documents - The basic document consists of the 15-page statement prepared by the candidate in accordance with the standard format. The primary dossier consists of this basic document, the required cover sheet, copies of annual reviews (and rebuttals if filed) for faculty, the chair's nonevaluative role statement, statements of evaluation by the committee and administrator at each level of review (and rebuttals if filed), and items added during the review process.

Candidates must be notified of any items added to the primary dossier and be provided an opportunity to submit a written rebuttal to such items, which will be included in the primary dossier. At each level of review, each committee member has a copy of the primary dossier. The secondary dossier consists of such additional materials as the candidate wishes to submit. Examples might include, but are not required or limited to evidence of teaching, copies of student evaluations or course materials, evidence of service contributions, etc. Only one copy of the secondary dossier is maintained.

Straw Ballot - A non-binding vote taken for the purpose of monitoring progress toward a final decision is a straw ballot.

Favorable Case - A favorable case occurs at any level of review if either the faculty committee or the administrator makes a positive recommendation concerning the case. Such cases automatically move forward for review at the next level.

4.23 / Teaching Professor Incentive Review Program

Purpose:

Establish a voluntary incentive review program for non-tenure track faculty holding the level of Teaching Professor, Clinical Professor or Senior Educator.

Preamble:

The voluntary incentive review program is intended to provide an opportunity for a (1.0 EFT) non-tenure track faculty member holding the level of Teaching Professor, Clinical Professor or Senior Educator at Wichita State University for six (6) years to be eligible for salary supplements based on the faculty member's continuing professional work. Any Teaching Professor, Clinical Professor or Senior Educator, including those holding administrative positions, may apply for the merit award if they feel that they meet the criteria provided in paragraph five below.

Policy Statement:

1. The voluntary incentive review program is available to all faculty members who have held the level of Teaching Professor, Clinical Professor and Senior Educator at Wichita State University for a minimum of six (6) years (whose appointment is 1.0 EFT) and who have not received an incentive supplement under this policy in the last six years.
2. Eligible faculty members interested in participating in the voluntary incentive review program shall submit their names to the Chair of the department by the appropriate Spring deadline of their fifth (5th) year as a Teaching Professor, Clinical Professor and Senior Educator at WSU, at the same time as faculty seeking promotion to Teaching Professor, Clinical Professor and Senior Educator as noted in the [Tenure and Promotion Calendar](#). The candidate for the voluntary incentive review will present a primary dossier comparable to a promotion dossier to the department, highlighting work completed since the last review; the candidate may prepare a secondary dossier.
3. Chairs interested in participating in the voluntary incentive review submit their dossiers to the Teaching Professor, Clinical Professor and Senior Educator of the department for review. Chairs who are candidates for the Teaching Professor, Clinical Professor and Senior Educator Incentive Review Program do not participate in their own evaluation or in evaluations of candidates in the Teaching Professor, Clinical Professor and Senior Educator Incentive Review Program, or when the Chair has a conflict of interest. Such cases automatically go forward without prejudice for review at the next level.

4. Salary supplements under this policy are part of the merit pay system, not the promotion process. The criteria for award of a salary supplement are the same as the criteria for promotion to Teaching Professor, Clinical Professor and Senior Educator (in effect at the time the candidate files an application for full professor incentive review). In the interests of fairness and to assure comparable standards across campus, the process for review is the same as for promotion to Teaching Professor, Clinical Professor or Senior Educator, and will progress through the stages of the promotion review process.

The process of review involves these steps:

- (A) Nomination for review.
- (B) Departmental review of nominees by the departmental committee* and by the Chair.
- (C) In favorable or appealed** cases, college/school/University Libraries review of departmental nominations by the college/school/University Libraries tenure and promotion committee and by the college/schools/University Libraries dean.
- (D) In favorable or appealed** cases, University review of college/school/University Libraries nominations by the promotion committee and by the Provost and Senior Vice President.
- (E) In favorable or appealed** cases, approval by the president of the University.

*In departments having fewer than three faculty members with appropriate level, the college/school/University Libraries faculty will develop appropriate review procedures subject to the approval of the college/school/University Libraries dean.

**Procedures have been established for appeal in the case of an adverse promotion recommendation at the department, college/school/University Libraries and University levels.

Note: The applicable policies and procedures may be found in the [WSU Policies and Procedures Manual, Chapter 4](#);

5. The requirements for a successful Teaching Professor, Clinical Professor or Senior Educator incentive review merit award require that a candidate demonstrate sustained, successful performance in the areas of responsibility as defined in their role statement. This might include teaching at the undergraduate and/or graduate level, as well as service to the University and to the profession commensurate with the level of Teaching Professor, Clinical Professor or Senior Educator. It is the responsibility of the candidate to supply clear and convincing evidence in each area.

6. Satisfactory completion of the voluntary incentive review program will result in payment of a salary supplement to the participating faculty member that equals the salary supplement paid to a person promoted to Teaching Professor, Clinical Professor or Senior Educator at the same time.

Implementation:

This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Provost and Senior Vice President shall have primary responsibility for publication and implementation of this University Policy.

Scope: This policy applies to all Wichita State University (“University”) employees with the exception of faculty. Faculty with operational positions are included for their administrative duties but **not for their teaching positions.**

>>>

Scope: This policy applies to all Wichita State University (“University”) employees with the exception of faculty. Faculty with operational positions are included for their administrative duties but **not for their role as a faculty member.**

Involuntary Separation (Attachment C): Occurs when Leadership makes a decision to end the employment relationship. Involuntary Separation requires approval by Human Resources and the appropriate Leadership. Any employee, **including tenured faculty**, who is charged with and/or convicted of a criminal offense may be immediately separated **from University employment** at the discretion of Leadership and Human Resources.

>>>

Involuntary Separation (Attachment C): Occurs when Leadership makes a decision to end the employment relationship. Involuntary Separation requires approval by Human Resources and the appropriate Leadership. **Any employee, covered in the scope of this policy**, who is charged with and/or convicted of a criminal offense may be immediately separated **from any non-faculty position** at the discretion of Leadership and Human Resources. **Separation for faculty requires action under Policy 4.23.**

Faculty Senate Meeting Minutes

Monday November 27, 2017

3:30 - 5:00 CH 126

Senators Present: Robert Bass, Judy Babnich, George Dehner, Jibo He, Jay Price, Nikki Keene Woods, Nick Solomey, Bayram Yildirim, Jeff Pulaski, Anil Mahapatro, Aleks Sternfeld-Dunn, Jens Kreinath, Abu Asaduzzaman, Betty Smith Campbell, Terence Decker, Frank Rokosz, Samuel Willis, Kirsten S. Johnson, James Schwartz, Brian Bolin, Susan Castro, Denise Celestin, Katie Cramer, Mehmet Barut, Marti Smith, Jolynn Dowling, Wendy Dusenbury, Jeffrey Jarman, Mary Liz Jameson

Senators Excused: Betty Elder

Summary of Action

- Approved appointments of Patricia Dooley to Admissions and Acceptance Committee member from Social Science and Li Yao as Senate member from Natural Sciences.
- Endorsed the “Non-Tenure Track Promotion Policy” as previously amended.
- Voted not to endorse “Corrective Action Policy”.

I. Call to Order – 3:30

II. Informal Statements and Proposals

None

III. Approval of the Minutes - Monday, November 13, 2017

Approved

IV. Senate President's Report

The following topics were presented

- Review of the the senate executive committee’s interactions with visiting KBOR members from prior week. During their interactions, the executive committee updated KBOR on Uniscope adoption and non-tenure track promotion. KBOR members asked for suggestions about how to improve faculty retention.
- Senate members were reminded of the upcoming senate meeting dates of December 11 and January 22.

- WSU is now providing training for accessibility under My Courses>Continuing Ed> Foundations of Accessibility. Faculty are automatically enrolled staff can request to be enrolled. Grad students also have access to the training. WSU is required to offer this training, but faculty are not required to take the training at this time.

V. Committee Reports

- i. Undergraduate Research committee - John Hammond
We have met physically once. We have exchanged emails to resolve most questions. Our committee's main charge is putting on the Undergraduate Research and Creative Activity Forum in the spring. Things we have worked on this semester: - fundraising for the event (successful this semester) - modified timing of the event and location to increase foot traffic - additional categories, characterization of 'research', and awards - the timeline for publicizing, recruiting, etc going forward. Most action items occur after the holiday shutdown.
- ii. Library committee - Keith Gray
The library committee met October 10, 2017; our next meeting is during finals week. Items of discussion and ongoing work include: 1. Preparation of student/faculty surveys involving accessibility of published research. 2. Development of methods tracking total usage of electronic library resources [e.g., .pdf]. 3. Raising faculty awareness of publisher price increases impacting our research collections. 4. Faculty Senate president invitation to committee meeting.
- iii. Scholarship and Financial Aid committee- Michael Imhof
Has not met. Was not invited to help with DSI this year because the Recruitment Faculty Fellows were invited to collaborate instead. Ex Comm is exploring whether the current charges for this committee need updating based on the movement of Financial Aid into the Academic Affairs Division.
- iv. Rules Committee - Betty Smith Campbell – committee made two nominations.
Senator from Natural Sciences: Li Yao
Admissions / Exceptions from Social sciences: Patricia Dooley
A motion was made to accept these nominations and approved by verbal vote.

Rules Committee Report - We have met twice 9.8.17 and 10.13.17 (Nov. mtg. cancelled)

Scheduled meetings are the 2nd Friday of the Month from 8:15 to 9:15 am

Charges > actions

1. Recommend changes to the Senate rules and constitution to the Senate and update the rules and constitution to reflect changes passed by the Senate. > In process review of faculty policies 4.22 Performance related Dismissal, 4.23 (chronic low performance), 4.15 Post-Tenure Review for Faculty
2. Recommend changes to the bylaws of the University Faculty and updates the bylaws to reflect any changes made. > Goal to review prior to the end of the academic year.
3. Recommend to the Senate procedures and policies for the Senate elections. The Vice President of the Senate conducts the elections. > Goal to review Jan/Feb.
4. Recommend to the Senate changes to the Senate committee structure and changes in the procedures for appointing faculty, administrators, and staff to these committees, and nominate candidates for the committees to the Senate for its approval. In making nominations the committee is not restricted to nominations from Senate categories or committee preference forms, but should strive to create the strongest and most effective committees.

Faculty Senate: RULES COMMITTEE RECOMMENDATIONS

(APPROVED by Senate date)

Engineering for General Education (2018-2020) Kamran Rokhsaz (10.23.17)

Social Sciences Faculty Senator (2018-2019) Martha (Marti) Smith, J.D., Ph.D. (10.9.17)

CHP representative on the Scholarship committee Gina Riggs (9.25.17)

Planning and Budget committee Social Sciences Peer Moore-Jansen (9.25.17)

Faculty Senate Social Sciences LAS 2019 Social Sci. Jibo He (9.11.2017)

Faculty Senate Natural Sciences Prof. Thalia Jeffres of Math (2019) , (9.11.17)

Education for Faculty Support -Michelle Adler (9.11.2017)

Health Professions for General Education -Amy Drassen Ham (9.11.2017)

Humanities for Rules Susan V. H. Castro (9.11.2017)

Health Professions for Faculty Affairs Ngoyi Bukonda (9.11.2017)

LAS Humanities Faculty Affairs T.J. Bolton (9.11.17)

Health Professions Faculty Support – Wendy Dusenbury (9.11.17)

5. Review and suggest changes in the Faculty Grievance Procedure and coordinate its implementation. > Not a goal this academic year – will review as needed

6. Interpret the Rules and Constitution of the Faculty Senate > *As needed*

v. Admissions and Exceptions – Rachel Crane

The UAEC met on 6 occasions from the beginning of FY18 (July – November, 2017). The Committee meets on the 3rd Thursday of the month and with an additional meeting in August to handle a potentially larger number of petitions. Meetings are generally 2 hours in length.

Issues discussed:

- Insufficient information provided on college agendas (there have been some turnovers in college representatives)
- Readmission petitions from students lacking in standard admissions requirements and improperly advised or lacking in proper advisement
- Missing a faculty committee member from LAS Social Sciences (vacancy from fall 2016)

Petitions reviewed by the UAEC (July-November, 2017):

	Readmission	Late Withdrawal	Late Add	Exceptions	Change of Grade	
July	42 +3D +1T	20 +3D +1T (3 +1T-MW)	1	4 +2D	-	
August	71 +1D	22 +1D (8 +1D-MW)	2	7 +1D	-	
September	14 +1T	7 +1D +1T (2MW)	2	5	-	
October	6 +1D	7 (3MW)	-	6 +1D** +1T	-	
November	7 +1D	9 +1D (3MW)	-	5 +1D +1T	-	
Total:	140 +6D +2T	65 +6D +2T (19 +1D +1T-MW)	5	27 +5D +2T	0	

D=Denied

T=Tabled

MW=Medical Withdrawal

**College Only, denied petition

Note: the Committee heard no petitions for a 'Change of Grade' or for 'Academic Forgiveness.' These cases are only brought to a hearing of the meeting when they do not meet the catalog requirements and/or the rules and regulations of WSU. They are normally considered by the Committee to be 'pre-approved.'

Additionally, while it has not been a point of discussion for the committee, it has been observed that a larger than anticipated number of students have submitted petitions to "Allow American Sign Language to fulfill the foreign language requirement for graduation." All 51, petitions have been granted through LAS. Such a high number for such a specific request may be interpreted to mean that such a substitution in graduation requirements is no longer viewed as an exception in the College of LAS. Perhaps the College of LAS may wish to review the process relating to this exception?

vii. Court of Appeals – Kirsten Johnson

The Court met three times in the Fall 2017, hearing one case in September and two cases in October.

The Chair communicates to the committee as needed when cases are presented to the Court. We tend to have our hearings on Fridays at various times. This has been the best day to meet due to classes and other commitments of the members. I communicated many times with Rheanna Pierce, who is the Student Advocate with the Student Government Association. She is wanting to be very involved with the students involved in court hearings.

viii. General Education Committee – Kathy Delker

Our standing meeting times are the second and fourth Mondays from 12:30-2:00

Issues being discussed:

- First-Year Seminar
- Updating list of Gen Ed Cmte responsibilities on the Faculty Senate Standing Committee's webpage
- Asking Registrar's Office about Gen Ed courses that have not been taught for a "long" time and probably won't be taught in the near future
- College of Fine Arts request for exemption from stipulation that courses in a student's major department cannot count toward fulfilling Gen Ed requirements
- College of Engineering request that a reduction in credit hours to the Gen Ed requirements be considered over this academic year

- Finding out what would be involved in a review of the entire Gen Ed Program
- “Math Pathway” request
- Asking academic department chairs to review the syllabi of their Gen Ed courses that are being taught this semester to make sure they still support Gen Ed Goals
 - Total of 4 gen.ed proposals considered

ix. Faculty Affairs Committee – Pina Mozzani

Fall 2017: Meeting time Tuesday 12:30 – 1:50

Fall semester: meetings two to three times a month, last Spring was more often.

1. Incorporation of the Uniscope Model into the WSU University FAR
2. KBOR/WSU Social Media Policy
3. 120 credit hour push from KBOR, and WSU General Education requirements.
4. Introduction of new members, determination of a meeting time that would work for all

Spring of 2018:

We are planning to meet twice a month, depending on the Senate charges.

Our new time will be Tuesdays at 2:30, to accommodate one of our new member

VI. Ad Hoc committee Reports

- Academic Honesty Committee - Dennis Livesay
 - Has met several times, is finalizing new process to be vetted by Senate, Graduate Council, Council of Deans.
 - Timekeeping Committee - Janice Ewing (faculty rep)
 - Has received 8 proposals, will be bringing 2 companies onto campus after Thanksgiving to give presentations of their products.
 - SPTE Committee - Bayram Yildirim
 - wrapping up their work and making a recommendation shortly
 - [Faculty Compensation committee](#)
- Faculty compensation committee - Carolyn Shaw, Jodie Hertzog, Gery Markova (faculty reps)
 - Reviewed salary data comparing WSU with 400 other institutions. Data was broken out in various ways and is available on the Faculty Senate web site. The committee is in the process of evaluating internal data across disciplines at WSU.

VII. New Business

i. Molly Gordon – Accessibility Committee

Reviewed the ongoing progress of the accessibility committee and agreement made with NFB to make classes accessible to all students. Described the two-part Ability Ally training that is occurring and available in person or online. First part of training will take about two hours to complete and is mandatory. Second part (Foundations of Accessibility) provides guidelines and serves as a reference guide/resource and is not required at this time, though certain parts may become required. Pointed out that people can earn a digital credential by working through all material. The guidelines are covered in sections 8.10 and 8.11 of Policy and Procedure.

The Accessibility Committee meets on the second Tuesdays at 1:30 in RSC. Contact Molly Gordon for details. The University recently completed an audit on technology that is being used (EIT audit) and are working on corrective action strategy. Making minor changes to Panopto as part of corrective action. There is a planned award for outstanding accessibility allies.

VIII. Old Business

- i. 2nd Reading - Non-Tenure track promotion policy – **a motion was made to adopt this policy with the changes that were discussed previously. Motion passed unanimously.**
- ii. Coaching and corrective action–USS and UP senate have approved these policies. Concerns continued to be raised by senate members about the wording under “involuntary separation” regarding “immediate separation” if “charged with and/or convicted of a criminal offense.” After lengthy discussion regarding concerns about employees charged with a crime being dismissed before being proven guilty a **vote was taken and the faculty voted to not endorse this policy as amended.**
- iii. Investigative Leave and Separation of employment – Faculty have been removed from the scope.
- iv. Social Media - New policy will apply to non-faculty and previous version of 3.48 will apply to faculty.

IX. As May Arise

Adjourned 4:44