



# Faculty Senate Archives

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Faculty Senate

Academic year 2011-2012

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## Volume XXV

### Agenda and Minutes of the Meeting of November 14, 2011

**WICHITA STATE UNIVERSITY**  
**FACULTY SENATE**  
**AGENDA**

<b>MEETING NOTICE</b>	<b>Monday, November 14, 2011</b>
	<b>CH 126 3:30 p.m.</b>

**I. Call to Order**

**II. Informal statements and proposals**

**III. Approval of Minutes** -- Monday, October 24, 2011 [/?u=facultysenate&p=/m102411/](http://?u=facultysenate&p=/m102411/)

**IV. President's Report**

**V. Committee Reports**

a. Rules Committee -- Silvia Caruthers

**VI. Old Business**

a. Proposed Changes to Section 4.13 of Policies and Procedures in order to conform to KBOR Policies and Procedures

b. Hire-a-Shocker

**VII. New Business**

a. University IT Strategic Planning Committee – Silvia Caruthers

b. Section 4.14 of Policies and Procedures (*attached to meeting notice e-mail*)

**VIII. As May Arise**

#### **4.14 / Probationary Period**

The precise terms and conditions of every probationary appointment should be stated in writing and be in the possession of both institution and appointee before the appointment is consummated.

##### **Prior Service and Time Limit**

At the time of initial probationary appointment, agreement between the appointee and the institution must be reached on the prior service, if any, to be applied against the probationary period. This agreement shall be contained in the initial letter offering the position and in the initial appointment letter. Pursuant to Board of Regents policy, the probationary period for tenure track faculty may not exceed seven years. Under this policy, if a faculty member does not receive tenure, the seventh year becomes the terminal year. Consideration of tenure must therefore occur no later than the sixth year, which constitutes the mandatory review year.

##### **Interruption of the Probationary Period ~~Time Limit:~~**

The Regents tenure policy ~~defines~~ allows for interruptions of the ~~time limit for the~~ probationary period as described in [Section 4.13](#) of this manual.

1. In some unusual situations, personal circumstances may qualify the faculty member for certain types of leave or reduction in appointment that extend the tenure clock. The types of leave and circumstances which provide a basis for an application and approval of an extension of the probationary period for one year include: (1) family medical leave under the Family and Medical Leave Act (FMLA) and/or (2) birth, foster placement, or adoption of a child. Other unexpected special and extenuating circumstances that justify an extension of the tenure clock for a maximum of one year will be considered for approval.

##### **Family and Medical Leave Act (See also Section 3.34)**

Untenured faculty members for whom the Offices of Human Resources has designated full-time family medical leave for three consecutive months during the academic year prior to their mandatory review year shall be granted an extension of the tenure clock for one year. The designation of Family and Medical Leave by the Office of Human Resources will not automatically extend the tenure clock. A separate request must be submitted to the Office of the Provost, and copies sent to the chair and dean. The Provost will record the change in the mandatory review date and send a letter to the faculty member, chair, and dean acknowledging the change. Eligible faculty members retain the right to opt out of this interruption policy by choosing not to notify the Provost.

##### **Interruption of the Probationary Period due to Birth, Foster Placement, or Adoption**

An untenured faculty member who becomes a parent through birth, foster placement, or adoption of a child under the age of 5 prior to May 1<sup>st</sup> of the year preceding the mandatory tenure review year shall be granted a one-year delay of the tenure review. Notification must occur within 90 days of the birth, foster placement, or adoption. The chair of the faculty member's department shall notify the Dean of the College that the tenure clock interruption has been invoked, and the Dean will notify the Provost. The Provost will record the change in the mandatory review date and send a letter to the faculty member, chair, and dean acknowledging the change. Eligible faculty members retain the right to opt out of this interruption policy by choosing not to notify their department chair or dean.

- ~~2. At the time of initial probationary appointment, agreement between the appointee and the institution must be reached on the prior service, if any, to be applied against the probationary period. This agreement shall be contained in the initial letter offering the position and in the initial appointment letter. No more than two interruptions of the probationary period may be granted to a faculty member for any reason. None of the options apply during the mandatory review year.~~
3. When a probationary period is interrupted by a leave of absence other than a scholarly leave, such leave will not be counted toward eligibility for tenure. A scholarly leave will count toward tenure unless the faculty member and the university agree in writing to the contrary at the time the leave is granted. If a faculty member takes a part-time administrative or other nonacademic appointment during the probationary period, that time is counted toward eligibility for tenure if he/she maintains at least a half-time (.5 FTE) academic appointment and is not counted if the academic appointment is less than half-time.
4. If a faculty member terminates and subsequently returns to the university, rules for tenure consideration will apply as they do for previous service at other institutions of higher education.

## Policies and Procedures

### 4.13 / Kansas Board of Regents Tenure Policy

The Kansas Board of Regents has adopted the following policy regarding appointments, the probationary period, and tenure and academic freedom of faculty at Regents institutions. Wichita State University's Policies and Procedures are adopted pursuant to and shall be construed in conformity with the policies of the Kansas Board of Regents.

re-wrote

 Board of Regents Policies and Procedures Manual  
(link to [http://www.kansasregents.org/policies\\_procedures](http://www.kansasregents.org/policies_procedures))

1. After the expiration of a probationary period, teachers or instructors should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of program or unit discontinuance or under extraordinary circumstances because of financial exigency. *Section 4.24 / Financial Exigency*
2. In the interpretation of the principles contained in sSection 1 of this policy, the following is applicable: *Section 4.14/ Probationary Period*
  - a. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
  - b. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years; except when the interests of both parties may best be served by mutual agreement at the time of initial employment, institutions may agree to allow for more than four years of probationary service at the employing institution provided the probationary period at that institution does not exceed seven years. Notices should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
  - c. If an untenured faculty member becomes a parent through birth, adoptive placement, or adoption of a child under the age of 5 prior to May 1st of the fifth year of the probationary period, that faculty member, upon notification to the institution's chief academic officer, shall be granted a one-year delay of the tenure review. Notification must occur within 90 days of the birth, adoptive placement, or adoption. Faculty members retain the right to opt out of this interruption policy. *See also Section 3.34/ Family and Medical Leave Act*

- d. Under unexpected special and extenuating circumstances, prior to the sixth year of service, and at the request of the faculty member and the appropriate dean, the chief academic officer of the university may grant an extension of the tenure clock for a maximum of one year.
  - e. No more than two extensions of the tenure clock may be granted to a faculty member for any reason. Nothing in this provision shall be construed to guarantee reappointment of an untenured faculty member. *See also Section 4.04/ Types of Appointments*
3. Within this general policy, each Regents institution may make such operating regulations as it deems necessary, subject to the approval of the board.
  4. Any tenure approved by the institution shall be limited to tenure for the recommended individual at the institution consistent with the tenure policies of that institution.
  5. In exceptional cases, the chief executive officer at a Regents institution may hire a faculty member with tenure without their having completed a probationary period. *Section 4.14/ Probationary Period. Initial Appointment with Tenure*
  6. Decisions of the chief executive officer shall be final and are not subject to further administrative review by any officer or committee of the institution or by the Board of Regents. *Section 4.15/ Tenure and Promotion – Guidelines and Criteria. Presidential Review of Nominees for Tenure and Promotion*
  7. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
  8. Lists of individuals approved by the chief executive officer at a Regents institution for tenure shall be submitted by the chief executive officer of that institution to the Board for its information at its April meeting.
  9. The names of individuals who have been hired with a continuous appointment upon employment shall be submitted by the institution to the Board for its information.

**Revision Date:**

6/11 - Rev.

**Minutes of the Wichita State University Faculty Senate**  
**Monday, November 14, 2011**  
**CH 126 3:30 pm**

**Members Present:** Adler, Barut, Besthorn, Bolin, Caruthers, Close, Decker, DeSilva, Hull, Driessen, Hemans, Henry, Horn, Jacobs, Klunder, Kuman, Lewis, Matveyeva, Miller, Moore-Jansen, Mosack, Pulaski, Rokosz, Russell, Skinner, Solomey, Thompson,

**Members Absent:** Bryant, Gibson, Mandt, Mukeerjee, P. Smith, Yeager

**Members Excused:** Celestin, Johnson, Rillema, Ross, M Smith

**Summary of Action:**

**1. Accepted Committee Appointments and New Senators (see Committee reports)**

**2. Accepted and forwarded to Career Services the following: ““The Senate requests that Carrier Services send an email to all faculty, asking them to opt-in to the Hire-a-Shocker mailing list, with the understanding that whomever opts-in can opt-out any time later”**

**I. Call to Order:** President Steven Skinner called the meeting to order at 3:30pm

**II. Informal Statements and Proposals:**

Senator Close requested the Senate pause for a moment of silence in respect for Les Anderson, who died over the weekend. Les had been a member of the Wichita State faculty since 1977 and a former member of the Senate as well. He was well known and respected within the community.

**III. Approval of the Minutes**

The minutes of the November 14, 2011, meeting of the Faculty Senate were approved with no dissent.

**IV. President’s Report**

President Skinner provided the following information to the Senate:

**1. Kansas Board of Regents:**

The Presidential Search Committee (PSC) will be announced Wednesday, November 16. The PSC will have a deadline of April 30, 2012, to provide an unranked list of names of 4 to 5 candidates to the KBOR. Faculty members on the search committee will be invited by the Board.

The COFSP will meet this Wednesday, Nov. 16, with Transfer and Articulation issues being the primary focus.

**2. General Education** – General Education worksheets distributed to the academic departments have been returned. President Skinner thanked all of departments for their rankings and ideas. Many suggestions for wording of the mission of general education and some suggestions for learner outcomes were received. The results of the rankings have been tabulated and there was clear agreement that critical thinking, oral and written communication, and problem solving were the three most important outcomes of the general education experience.

The next steps are to clearly define these outcomes, determine ways of assessing them, and prepare proper descriptions of the outcomes. This will be brought to the Senate for its consideration.

**3. Scholarly and Professional Integrity training for Graduate Students.** At the first meeting this year’s Faculty Senate, Abu Masud, Associate Dean of the Graduate School, presented a

proposal developed and endorsed by the Graduate Council. The proposal contained wording that would require each department with a graduate program to provide training regarding “scholarly and professional integrity.” The authority of the Graduate School to require such a curricular change has been challenged. The central question is can the Graduate School make a general curricular requirement, or rather does each program have the sole authority with regard to curricular matters? Lengthy discussion followed. Senator Moore-Jansen stated that according to Wichita State’s Policies and Procedures curricular changes are clearly the responsibility of the individual program. Senators Caruthers, Klunder, and Lewis offered other suggestions and ideas, but no one questioned Senator Moore-Jensen’s opinion of where the authority resides on curricular matters. The resolution by the Senate was that the Graduate School would bring the proposal to the Faculty Senate and if the Senate agrees a meeting of the graduate faculty will be scheduled to consider the proposal.

**4. Faculty involvement in commencement.** President Skinner asked the members of the Senate for suggestions of how the faculty might have a greater role during commencement programs. Several suggestions followed: a. Invite faculty to form a line off-stage to shake hands with the students from their department, b. Have the faculty form a tunnel for students to pass through before and after the ceremony, and c. Allow faculty to hood their MS students. The president took those suggestions and said that he would investigate the feasibility of any of these and bring the matter back to the Senate.

**5. Status of the Faculty Senate Committees:** President Skinner reported on the primary activities of the Senate standing committees.

a. **Planning and Budget Committee** is working with the provost to develop the procedure for evaluating the facilities planning proposals submitted by the colleges of the University. The proposals are not available on-line yet, but the provost has indicated that they will be eventually. An “outside” firm will be contracted to assist in the final selection process.

b. The Academic Affairs Committee has a full slate of issues to consider. These include the following: double counting of credit hours for dual majors, policies for granting a grade of incomplete, grade replacement policies, and requirements for WSU hours in the major.

c. The **General Education** Committee is examining the policy and practice of general education courses being used in the major and the creation of a pilot program of assessing critical thinking.

d. The **Faculty Affairs** Committee is going to reconsider the Research Faculty issue. The committee evaluated a proposal from the associate provost of research last year calling for the creation of a research faculty position at Wichita State. That proposal was returned to the associate provost without a decision, but asking for the matter to be discussed with the faculty of the College of Engineering for endorsement, or suggestions for revisions. The modified proposal could then be resubmitted to the committee. No revised proposal has been resubmitted. However, the topic was raised again at a recent meeting of the Research Council. As it stands now Wichita State has no research faculty position, but in the past year people have been hired with that position title. Bill Hendry, chair of biology, provided his opinion to the Research Council in support of the creation of the new faculty category.

## **V. Committee Reports**

**A. Rules** --Senator Caruthers, standing-in for the chair of the Rules Committee, provided the following list of nominations from the Rules Committee for additional members to fill vacant positions:



Academic Affairs - Nick Solomey, LAS Math/Natural Sciences, 2013  
Honors -- Holger Meyer, LAS Math/Natural Sciences, 2012  
Scholarship & Student Aid -- Douglas Parham, Health Professions, 2012  
Undergraduate Research -- Steven Oare, Fine Arts, 2014  
SENATORS; Denise Celestin, At Large, 2012  
Ray Hull, Health Sciences, 2013  
Gary Toops, LAS Humanities, 2013  
The entire slate was accepted unanimously.

## **VI. Old Business**

1. **Proposed changes to Section 4.13 Policies and Procedures** (3rd reading) – Section 4.13 had been discussed at great length in the previous meeting of the Senate and two modifications regarding the “granting of tenure to new faculty hires” and the term “adoptive placement” had been agreed upon. In the time since that meeting during the course of including the new language in the section, it was determined that perhaps the section needed substantial revision. Senator Hemans presented the proposed major revision of section 4.13 that essentially would be a verbatim addition of the KBOR Tenure Policy as well as a link to the KBOR website containing their policy. After a great deal of discussion the mood of the Senate appeared to be to include the proposed link but to modify Section 4.13 in such a way to remain a Wichita State Policy that would be in alignment with the current KBOR policy on tenure.

2. **Hire-a-Shocker:** Following lengthy discussions of the matter, Senator Lewis offered a motion that the Office of Career Services (OCS) could obtain the data base of faculty emails and use that to alert the faculty of activities that are pertinent to the students of their programs. Once the OCS receives the database they will email a broadcast message to all faculty members announcing the fact that they will receive these updates and that they can opt-out of the system; then or at any time in the future. The President suggested that *“The Senate requests that Career Services send an email to all faculty, asking them to opt-in to the Hire-a-Shocker mailing list, with the understanding that whomever opts-in can opt-out any time later”* The Senate accepted the proposal and the President will notify Career Services.

## **VII. New Business**

1. Senator Caruthers presented a report on the activities of the **University IT Strategic Planning Committee**. The committee has been formed to determine the long range vision for technology at Wichita State. Mike Woods chairs the committee. The committee is currently developing a set of questions for a technology survey that will go to everyone on the campus. It will conduct a SWOT (strengths, weaknesses, opportunities, threats) analysis relative to technology. The committee report on the long-range goals is due in March or April of 2012.

2. Proposed changes to the Section 4.14 of the University Policies and Procedures were distributed prior to the meeting. This section will be considered again at the next meeting.

## **VIII. As May Arise**

1. It was pointed out that the extraneous wording contained in the University Policies and Procedures Section 2.15 that was corrected by the Senate in a previous meeting, remained in the revised version of the document. President Skinner said that he was aware of the oversight and that corrective action had been taken.

2. The question was raised as to why the University was no longer publishing a telephone

directory. It seems that the University administration has chosen to go with an online directory as a way to save money.

**IX. Adjournment**

The meeting of the Faculty Senate was adjourned at 5:03 pm.

Submitted by Walter Horn  
Secretary of the Faculty Senate