

CFC Meeting Agenda
Monday, January 24, 2022, 4 p.m.,
Zoom

Seid Adem
Allan Ayella
Carolyn Carlson
Amber
Dickenson
Karen Garrison
Kristen Grimmer
Lindsey Ibañez
Bruce Mactavish

Ashley Maxwell
Rebecca Meador
Michael McGuire
Justin Moss
Matt Nyquist
Michael O'Brien
Vince Rossi
Azyz Sharafy
Janet Sharp

Theodore Shonka
Bradley Siebert
Josh Smith
Cherry Steffen
Courtney
Sullivan
Nan Sun
Kai Xu

- I. Call to Order
- II. *Approval of CFC Minutes, Monday, November 15, 2021
- III. *Accept Division Reports
 - A. NSD: Nov. 19, 2021
 - B. SSD: Online Nov. 12-19, 2021
- IV. Committee Reports
 - A. Curriculum Committee
 1. Courses reviewed: CM 111, CM 203, EG 103, EG 303, EN 400, PS 103, PS 303
- V. Old Business
- VI. New Business
 - A. Draft of Revised CAS Tenure and Promotion criteria
- VII. Discussion
 - A. Faculty Service
- VIII. Information Items
- IX. Concerns
- X. Announcements
- XI. Adjourn

CFC Meeting Agenda
Monday, November 15, 2021, 4 p.m.,
BTAC Forum Room & Zoom

Present:	Ashley Maxwell	Theodore Shonka
Seid Adem	Rebecca Meador	Bradley Siebert
Allan Ayella	Michael McGuire	Josh Smith
Carolyn Carlson	Justin Moss	Cherry Steffen
Amber	Matt Nyquist	Courtney
Dickinson	Michael O'Brien	Sullivan
Kristen Grimmer	Azyz Sharafy	Nan Sun
Lindsey Ibañez	Janet Sharp	Kai Xu
Bruce Mactavish		

I. Call to Order -- 4:02pm

II. *Approval of CFC Minutes, Monday, October 18, 2021--Approved

III. *Accept Division Reports

A. Humanities Division:

1. April 12-2, 2021 online -- Accepted
2. April 20, 2021 Zoom -- Accepted
3. October 5-15, 2021 online -- Accepted

B. NSD: October 15, 2021 -- Accepted

C. SSD: October 15, 2021 -- Accepted

IV. Committee Reports -- None

** A brief update was given that 34 proposals were submitted to be evaluated by the Professional Development Sub-Committee for the CAS Summer Professional Development Fellowship.

**A brief update was given that the Resources Sub-Committee will be meeting on Friday to evaluate capital requests.

V. *Old Business

A. Student Perception Survey

**Proposals for the new student perception surveys have been sent out.

**There was more support for questions included in this meeting packet.

**Questions were revised after discussion with Deans and Department Chairs.

VI. New Business -- None

VII. Discussion -- None

VIII. Information Items -- None

IX. Concerns -- None

X. *Announcements

**The Thanksgiving play is going on for one more weekend.

**Next CFC meeting is scheduled for December 6th.

XI. Adjourn -- 4:12pm

Natural Science Division (NSD) Minutes for Friday, November 19, 2021.

I. Meeting called to order at 2:00 pm by Division Chair Seid Adem.

II. Minutes of the previous NSD meetings (10/15/21) were approved as circulated.

III. Committee Reports – none.

V. Old Business –

The current CAS Promotion and Tenure Guidelines proposal was discussed.

VI. New Business – The division unanimously approved the following course changes, new courses, and program changes.

A. Computer Information Science

- 1) CM 111 Intro to Structured Prog. - Minor Change
- 2) CM 203 Digital Forensics - Minor Change
- 3) Bachelor of Science in Computer Information Science with a Concentration in Data Science – Program Change

B. Physics and Astronomy

- 1) EG 116 Engineering Graphics – Minor Change
- 2) EG 103- New Course
- 3) EG 303 -New Course
- 4) PS 103-New Course
- 5) PS 303 -New Course

VII. Discussion –

A. CAS Administrative Assistant situation was discussed. There was concern expressed about faculty input into this proposal and suggested that it may be something to be discussed at a CFC meeting. The lack of transparency and speed of this proposal was a concern. A major purpose of this proposal is to allow an improved pay scale for the new administrative specialist position.

VIII. Announcements –

The meeting was adjourned at 2:54pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an interesting and informative presentation by Dr. Josh Smith, about “Too Much or Not Enough: Determining appropriate subsampling procedures in forensic entomology.”

Select Request Type

- New Course
- Course Change
- Delete a Course

Course Change Form

Must this change be implemented before the start of spring semester 2022? (If the answer is no then please wait to submit this approval request until the spring semester when the new Courseleaf software has been implemented.)

Please provide the requested course change information in the areas below

What is the subject code? * EG

What is the course number? * 116

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change)

Credit hours -- Choose --

Credit prerequisites Yes

Change from graded to credit/no credit -- Choose --

Other

What is the rationale for the change?

* We would like to eliminate the prerequisites for EG 116 Engineering Graphics to position the course to be taught for both Washburn and Topeka Center for Advanced Learning & Careers (TCALC) students. TCALC students are USD 501 high school students who are in the engineering pathways program but will not have had the opportunity to take EG 105 Introduction to Engineering, and the content covered in EG 105 is not needed for EG 116.

What, if any, additional equipment or facilities will be needed to teach this class?

None

Is this course repeatable? No

Effective date: * 1/1/2022

Initiator First Name
Karen

Initiator Last Name
Camarda

Initiator Email
karen.camarda@washburn.edu

...3935373536

Karen Camarda

10/08/2021

Initiator Signature

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? * Yes

...3538313531

Alan Bearman

10/13/2021

Library Signature

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? * No

...3336353838

Cherry Steffen
Dept of Education Signature

10/19/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

*seid adem

Division Chair Approver Last Name

*adem

Division Chair Approver Email

*seid.adem@washburn.edu

Dean Approver First Name

*laura

Dean Approver Last Name

*stephenson

Dean Approver Email

*laura.stephenson@washburn.edu

CAS Comments (optional)

If you have questions about this form, please contact Kelly Erby. Erby will get pdfs of the materials for division chair to share with their constituents.

Division Chair Approval

Division Chair Comments (optional)

[Empty text box with scroll arrows]

...3933323133

Seid Adem
Signature

11/19/2021
Date

Dean Approval

Dean Comments (optional)

[Empty text box with scroll arrows]

...3732363731

Laura Stephenson
Signature

11/19/2021
Date

CAS Signature

Electronically signed by Kelly Erby on 10/21/2021 2:13:08 PM

From: [Lindsey Ibanez](#)
To: [socsci](#)
Cc: [Michaela Saunders](#)
Subject: voting results
Date: Friday, November 19, 2021 12:29:38 PM
Attachments: [assessment.png](#)
[secretary.png](#)
[sabbatical.png](#)
[hab.png](#)

Dear Division colleagues,

Thank you for taking the time to elect representatives. Mary Sundal has been elected to the Honors Advisory Board, Sangyoub Park has been elected to the Academic/Sweet Sabbatical Committee, Michael McGuire has been elected to the Assessment Committee, and Alex Myers has been elected as division secretary. Congrats!

I hope you all have a wonderful Thanksgiving break.

Best,
Lindsey

Lindsey M. Ibañez, Ph.D.
Assistant Professor of Sociology
Department of Sociology and Anthropology
Washburn University

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What is the course number? *

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change)

Credit hours

Credit prerequisites

Change from graded to credit/no credit

Other

What is the rationale for the change?

* We'd like to encourage CJ majors to get a minor in Digital Forensics. In order to do this they need to take CM111. The current prereqs require MA116 but CJ majors only need MA112. We have decided that MA112 (Concurrent OK) or Math ACT >= 22 are sufficient prereqs for the course.

What, if any, additional equipment or facilities will be needed to teach this class?

Is this course repeatable?

Effective date: *

Initiator First Name

Initiator Last Name

Initiator Email

...3537313234

Bruce Mechtly
Initiator Signature

10/14/2021
Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? *

...3738373033

Alan Bearman
Library Signature

10/14/2021
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? *

...3634323235

Cherry Steffen
Dept of Education Signature

10/19/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

*seid

Division Chair Approver Last Name

*adem

Division Chair Approver Email

*seid.adem@washburn.edu

Dept Approver First Name

*sarah

Dept Approver Last Name

*cook

Dept Approver Email

*sarah.cook@washburn.edu

Dean Approver First Name

*laura

Dean Approver Last Name

*stephenson

Dean Approver Email

*laura.stephenson@washburn.edu

CFCCC Approver First Name

*bruce

CFCCC Approver Last Name

*mactavish

CFCCC Approver Email

*bruce.mactavish@washburn.edu

CAS Comments (optional)

If you have questions about using this form, please contact Kelly Erby. Erby will get division and CFCCC chairs pdfs of materials to share with their constituents.

Department or School Approval

Dept Comments (optional)

...3732343637

Sarah Cook

Signature

10/21/2021

Date

Division Chair Approval

Division Chair Comments (optional)

...3339343533

Seid Adem

Signature

11/19/2021

Date

Dean Approval

Dean Comments (optional)

...3535373738

Laura Stephenson

Signature

11/19/2021

Date

CFCCC Approval

CFCCC Comments (optional)

...3038313433

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 10/21/2021 2:10:06 PM

Select Request Type

- New Course
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Course Change Form

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What is the course number? *

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change)

Credit hours

Credit prerequisites

Change from graded to credit/no credit

Other

What is the rationale for the change?

* CJ majors can take CM203/CJ290 as an elective for CJ, or for a digital forensics minor. CJ majors are required to take MA112 but not MA116. The current prereqs for CM203/CJ290 require MA116. We have decided that MA112 is sufficient (as is Math ACT >= 22).

What, if any, additional equipment or facilities will be needed to teach this class?

Is this course repeatable?

Effective date: *

Initiator First Name

Initiator Last Name

Initiator Email

...3535303438

Bruce Mechtly
Initiator Signature

10/14/2021
Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? *

...3133353831

Alan Bearman
Library Signature

10/14/2021
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? *

...3532373236

Cherry Steffen
Dept of Education Signature

10/19/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

*seid

Division Chair Approver Last Name

*adem

Division Chair Approver Email

*seid.adem@washburn.edu

Dept Approver First Name

*sarah

Dept Approver Last Name

*cook

Dept Approver Email

*sarah.cook@washburn.edu

Dean Approver First Name

*laura

Dean Approver Last Name

*stephenson

Dean Approver Email

*laura.stephenson@washburn.edu

CFCCC Approver First Name

*bruce

CFCCC Approver Last Name

*mactavish

CFCCC Approver Email

*bruce.mactavish@washburn.edu

CAS Comments (optional)

If you have questions about using this form, please contact Kelly Erby. Erby will get division and CFCCC chairs pdfs of materials to share with their constituents.

Department or School Approval

Dept Comments (optional)

...3039383830

Sarah Cook

Signature

10/21/2021

Date

Division Chair Approval

Division Chair Comments (optional)

...3733333437

Seid Adem

Signature

11/19/2021

Date

Dean Approval

Dean Comments (optional)

...3037343830

Laura Stephenson

Signature

11/19/2021

Date

CFCCC Approval

CFCCC Comments (optional)

...3332313936

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 10/21/2021 2:07:43 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

New Course Form

Must this change be implemented before the start of spring semester 2022? (If the answer is no then please wait to submit this approval request until the spring semester when the new Courseleaf software has been implemented.)

Please enter new course information.

Course Title *

Department *

Division *

Course Level *

Prefix *

Course Number *

Effective Semester *

Course Catalog Description (include prerequisites)

* An overview of the fields and practice of physics and engineering. Students will participate in weekly readings and discussions, and complete at least one written piece and at least one presentation. Specific content will change each time the course is offered.

Prerequisites

Restrictions *

Course Offered *

Primarily Attract *

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

* The foundational goals of the proposed course are to serve as an introduction to the fields and culture of physics and engineering, and to encourage physics majors, including dual-degree engineering students, to begin seeing themselves as physicists and engineers. Studies have shown that identity is an important aspect of "sticking with" challenging majors such as physics and engineering, especially for underrepresented groups. This course, along with the upper-division version PS/EG 303 Physics and Engineering Seminar II, will be a required course for all bachelors degrees offered by the department. Incoming students will be advised to take PS/EG 103 during their first year, and PS/EG 303 later, preferably in their junior or senior year (sophomore or junior year for engineering transfer students). These courses will be cross-listed, to serve the important goal of connecting students across academic levels, thereby enhancing a sense of culture and community. Students will be encouraged to enroll as often as they like.

The specific topics covered by the course are motivated by recent work summarized in the "Phys21" report by the Joint Task Force on Undergraduate Physics Programs, from the American Physical Society and the American Association of Physics Teachers. This document indicates that physics students need more education on what career options are available, how to develop long-term plans for careers, how to apply for jobs, and how to interview. Students also have a need to learn and practice skills that they do not consistently encounter in physics courses, such as writing, giving presentations, working in groups, and leading groups.

While some of the topics listed above could be introduced in physics classes (especially group interactions, writing, presenting), topics such as career planning do not fit well in typical classes. This course and its upper-division version provide a formal way of incorporating these areas into the curriculum.

The course will also serve as a means of helping students see physics and engineering in a holistic way and as connected fields, rather than disconnected topics such as mechanics, electromagnetism, and quantum mechanics.

Is this course required for the major? * Yes

If yes, which major(s)?

* B.S. Physics, B.S. Computa

Does this course replace an existing course? * No

How will the teaching of this course be staffed? * Department faculty, as part of

What, if any, additional equipment or facilities will be needed to teach this class?

None

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses 1) The extent and nature of the reading required for this course; 2) the writing component of the proposed course both qualitatively and quantitatively; 3) how student learning will be assessed.

* PS 103/EG 103: Physics and Engineering Seminar I
PS 303/EG 303: Physics and Engineering Seminar II
Master Syllabus

Description:

The purpose of this course is to expose students to the broad fields of physics and engineering, who physicists and engineers are, and what they do, including discussion of the ethical practice of science and engineering. Students will develop skills in career planning and the process of applying for jobs and/or post-graduate education. Students will practice the important skills of reflective reading and presenting their perspectives in written and oral forms.

While directed at students majoring in Physics, Computational Physics, or Engineering Physics, students from any major are invited to enroll.

Students majoring in Physics or Computational Physics, including students in the dual-degree engineering program, are required to enroll in PS/EG 103 at least once, and PS/EG 303 at least once. PS/EG 103 should be taken during a student's first year at Washburn, or as early as possible. PS/EG 303 should be taken during their junior or senior year (sophomore or junior year for engineering transfer students). Students are encouraged to enroll as often as they wish throughout their time at Washburn, however only 2 credits total of PS/EG 103 or PS/EG 303 will apply to the B.A. in Physics or the Minor in Physics.

Outcomes:

Students successfully completing this course will

Be able to identify major areas of physics and engineering and potential careers associated with those areas

Be able to accurately describe the process and ethical practice of science and engineering

Create and share reflective writing and presentation pieces based on assigned media

Create and present a career planning document that includes potential career paths with mile-post goals and steps needed to meet those goals

Students enrolled in PS303/EG303 will complete an additional presentation over a topic to be decided on in consultation with the instructor.

Attendance and participation:

Students are expected to attend one 1-hour class meeting each week. In addition, students will complete short exercises outside of class time, which may include reading, viewing videos, authoring and responding to online discussion posts, completing writing assignments, and creating presentations.

Reading:

Each offering of the course will be centered around a popular-level science book or similar set of readings, which will vary each time the course is offered. Students will be expected to complete a certain amount of reading each week.

Writing:

Students will complete short writing assignments each week reflecting on that week's assigned reading or other media. Students will also complete a larger writing piece focused on career planning goals.

Oral presentations:

Students will present their reflections formally on the assigned weekly media in class at least twice during the term. Students will make one formal presentation based on their written career planning document.

Students enrolled in PS303/EG303 will complete an additional presentation over a topic to be decided on in consultation with the instructor.

Assessment:

Student achievement of course goals will be assessed by instructor evaluation of written and oral presentation products, using department approved rubrics for each type of assignment. Assessment will focus on student developmental growth and progress throughout the term.

A rubric score of 0 (not evaluated), 1 (beginning), 2 (developing), 3 (on target) will be applied for each assignment.

The overall course grade will be assigned using a weighted average of rubric scores:

Weekly class participation 10%

Weekly writing assignments 20%

Short oral presentations on assigned material 20%

Oral presentation of career planning document 20%

Written career planning document 30%

A letter grade will be assigned using weighted average rubric score ranges:

2.5 <= A < 3.0

2.0 <= B < 2.5

1.5 <= C < 2.0

0.5 <= D < 1.5

F < 0.5

Attachment (optional)

Additional Comments

In the spring we will be submitting program change proposals for the B.S. in Physics, B.S. in Computational Physics, B.A. in Physics, and Minor in Physics. Students in the B.A. and B.S. programs will be required to take the PS 103 or EG 103 at least once, and PS 303 or EG 303 at least once. In cases in which a student transfers to Washburn with more than 60 credit hours, only the upper-division version will be required. Students may repeat the courses as many times as they wish, but no more than 2 credits will count towards the B.A. or the minor. (The B.S. degrees require specific courses, rather than numbers of credits, so no specific limitation will be indicated for those degrees.)

This course will be offered for one credit hour.

Is this course being proposed as a general education course? * No

Initiator First Name

Karen

Initiator Last Name

Camarda

Initiator Email

karen.camarda@washburn.edu

...3537353538

Karen Camarda

Initiator Signature

11/15/2021

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? * Yes

...3339373533

Alan Bearman

Library Signature

11/17/2021

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? * No

...3631373232

Cherry Steffen
Dept of Education Signature

11/17/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

* Seid

Division Chair Approver Last Name

* Adem

Division Chair Approver Email

* seid.adem@washburn.edu

Dean Approver First Name

* laura

Dean Approver Last Name

* stephenson

Dean Approver Email

* laura.stephenson@washburn.edu

CFCCC Approver First Name

* bruce

CFCCC Approver Last Name

* mactavish

CFCCC Approver Email

* bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

...3931323735

Seid Adem

Signature

11/19/2021

Date

Dean Approval

Dean Comments (optional)

...3737383439

Laura Stephenson

Signature

11/19/2021

Date

CFCCC Approval

CFCCC Comments (optional)

...3834303133

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 11/17/2021 4:19:32 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

New Course Form

Must this change be implemented before the start of spring semester 2022? (If the answer is no then please wait to submit this approval request until the spring semester when the new Courseleaf software has been implemented.)

Please enter new course information.

Course Title *

Department *

Division *

Course Level *

Prefix *

Course Number *

Effective Semester *

Course Catalog Description (include prerequisites)

* An overview of the fields and practice of physics and engineering. Students will participate in weekly readings and discussions, and complete at least one written piece and at least one presentation. Specific content will change each time the course is offered. Prerequisite: upper-division standing

Prerequisites

Restrictions *

Course Offered *

Primarily Attract *

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

* The foundational goals of the proposed course are to serve as an introduction to the fields and culture of physics and engineering, and to encourage physics majors, including dual-degree engineering students, to begin seeing themselves as physicists and engineers. Studies have shown that identity is an important aspect of "sticking with" challenging majors such as physics and engineering, especially for underrepresented groups. This course, along with the upper-division version PS/EG 303 Physics and Engineering Seminar II, will be a required course for all bachelors degrees offered by the department. Incoming students will be advised to take PS/EG 103 during their first year, and PS/EG 303 later, preferably in their junior or senior year (sophomore or junior year for engineering transfer students). These courses will be cross-listed, to serve the important goal of connecting students across academic levels, thereby enhancing a sense of culture and community. Students will be encouraged to enroll as often as they like.

The specific topics covered by the course are motivated by recent work summarized in the "Phys21" report by the Joint Task Force on Undergraduate Physics Programs, from the American Physical Society and the American Association of Physics Teachers. This document indicates that physics students need more education on what career options are available, how to develop long-term plans for careers, how to apply for jobs, and how to interview. Students also have a need to learn and practice skills that they do not consistently encounter in physics courses, such as writing, giving presentations, working in groups, and leading groups.

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electromagnetism, and quantum mechanics.

Is this course required for the major? * Yes

If yes, which major(s)?

* B.S. Physics, B.S. Computa

Does this course replace an existing course? * No

How will the teaching of this course be staffed? * Department faculty, as part

What, if any, additional equipment or facilities will be needed to teach this class?

None

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses 1) The extent and nature of the reading required for this course; 2) the writing component of the proposed course both qualitatively and quantitatively; 3) how student learning will be assessed.

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PS 303/EG 303: Physics and Engineering Seminar II
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written career planning document.

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F < 0.5

Attachment (optional)

Additional Comments

In the spring we will be submitting program change proposals for the B.S. in Physics, B.S. in Computational Physics, B.A. in Physics, and Minor in Physics. Students in the B.A. and B.S. programs will be required to take the PS 103 or EG 103 at least once, and PS 303 or EG 303 at least once. In cases in which a student transfers to Washburn with more than 60 credit hours, only the upper-division version will be required. Students may repeat the courses as many times as they wish, but no more than 2 credits will count towards the B.A. or the minor. (The B.S. degrees require specific courses, rather than numbers of credits, so no specific limitation will be indicated for those degrees.)

This course will be offered for one credit hour.

Is this course being proposed as a general education course? * No

Initiator First Name

Karen

Initiator Last Name

Camarda

Initiator Email

karen.camarda@washburn.edu

...3539323233

Karen Camarda

Initiator Signature

11/15/2021

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? * Yes

...3136313332

Alan Bearman

Library Signature

11/17/2021

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? * No

...3332383038

Cherry Steffen
Dept of Education Signature

11/15/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

* Seid

Division Chair Approver Last Name

* Adem

Division Chair Approver Email

* seid.adem@washburn.edu

Dean Approver First Name

* Laura

Dean Approver Last Name

* Stephenson

Dean Approver Email

* laura.stephenson@washburn.edu

CFCCC Approver First Name

* Bruce

CFCCC Approver Last Name

* Mactavish

CFCCC Approver Email

* bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

...3330333634

Seid Adem

Signature

11/19/2021

Date

Dean Approval

Dean Comments (optional)

...3031393237

Laura Stephenson

Signature

11/19/2021

Date

CFCCC Approval

CFCCC Comments (optional)

...3535313935

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 11/17/2021 3:40:33 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

Course Change Form

Must this change be implemented before the start of spring semester 2022? (If the answer is no then please wait to submit this approval request until the spring semester when the new Courseleaf software has been implemented.)

Please provide the requested course change information in the areas below

What is the subject code? * EN

What is the course number? * 400

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change)

Credit hours No

Credit prerequisites No

Change from graded to credit/no credit No

Other

What is the rationale for the change?

* In spring 2021 the EN faculty voted to approve a proposed change of the capstone seminar for the literature emphasis to a model based on a senior thesis that students in this emphasis draft and develop under the guidance and supervision of a faculty member in that emphasis. This new model is similar to an independent study and is expected to help individual students master the research and writing process for their senior project better than a seminar environment would. We are basing this change on the model used by other CAS departments for a senior thesis.

Proposed changes of the title and description:

Current description:

EN 400 Senior Seminar (3)

This capstone course serves as the culminating experience for the literature emphasis of the English major. Students work together as a class with a faculty member on a specific topic of ongoing research in the faculty member's area of expertise. Prerequisites: English literature major, senior status, and consent.

Proposed changes:

EN 400 Senior Thesis (3)

Capstone experience for the EN degree in the literature and film criticism emphasis. Working independently under the supervision of an assigned faculty member, students conduct research culminating in the writing of a substantial paper and a presentation of their research in a departmental or public forum. Prerequisite: Senior standing in the literature and film criticism emphasis and chair approval.

What, if any, additional equipment or facilities will be needed to teach this class?

None.

Is this course repeatable? No

Effective date: * January 2022

Initiator First Name

Vanessa

Initiator Last Name

Steinroetter

Initiator Email

vanessa.steinroetter@washburn.edu

...3730353039

Vanessa Steinroetter

Initiator Signature

10/19/2021

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? * Yes

...3239383138

Alan Bearman

Library Signature

10/19/2021

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? * No

...3432343131

Cherry Steffen

Dept of Education Signature

10/19/2021

Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

* Michael O'Brien

Division Chair Approver Last Name

* O'Brien

Division Chair Approver Email

* michael.obrien@washburn.edu

CFCCC Approver First Name

* bruce

CFCCC Approver Last Name

* mactavish

CFCCC Approver Email

* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with scroll arrows.

...3535383532

Michael O'Brien

Signature

11/09/2021

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with scroll arrows.

...3130363439

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 10/27/2021 9:45:27 AM

Select Request Type

- New Course
- Course Change
- Delete a Course

New Course Form

Must this change be implemented before the start of spring semester 2022? (If the answer is no then please wait to submit this approval request until the spring semester when the new Courseleaf software has been implemented.)

Please enter new course information.

Course Title *

Department *

Division *

Course Level *

Prefix *

Course Number *

Effective Semester *

Course Catalog Description (include prerequisites)

* An overview of the fields and practice of physics and engineering. Students will participate in weekly readings and discussions, and complete at least one written piece and at least one presentation. Specific content will change each time the course is offered.

Prerequisites

Restrictions *

Course Offered *

Primarily Attract *

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

* The foundational goals of the proposed course are to serve as an introduction to the fields and culture of physics and engineering, and to encourage physics majors, including dual-degree engineering students, to begin seeing themselves as physicists and engineers. Studies have shown that identity is an important aspect of "sticking with" challenging majors such as physics and engineering, especially for underrepresented groups. This course, along with the upper-division version PS/EG 303 Physics and Engineering Seminar II, will be a required course for all bachelors degrees offered by the department. Incoming students will be advised to take PS/EG 103 during their first year, and PS/EG 303 later, preferably in their junior or senior year (sophomore or junior year for engineering transfer students). These courses will be cross-listed, to serve the important goal of connecting students across academic levels, thereby enhancing a sense of culture and community. Students will be encouraged to enroll as often as they like.

The specific topics covered by the course are motivated by recent work summarized in the "Phys21" report by the Joint Task Force on Undergraduate Physics Programs, from the American Physical Society and the American Association of Physics Teachers. This document indicates that physics students need more education on what career options are available, how to develop long-term plans for careers, how to apply for jobs, and how to interview. Students also have a need to learn and practice skills that they do not consistently encounter in physics courses, such as writing, giving presentations, working in groups, and leading groups.

While some of the topics listed above could be introduced in physics classes (especially group interactions, writing, presenting), topics such as career planning do not fit well in typical classes. This course and its upper-division version provide a formal way of incorporating these areas into the curriculum.

The course will also serve as a means of helping students see physics and engineering in a holistic way and as connected fields, rather than disconnected topics such as mechanics, electromagnetism, and quantum mechanics.

Is this course required for the major? * Yes

If yes, which major(s)?

* B.S. Physics, B.S. Computa

Does this course replace an existing course? * No

How will the teaching of this course be staffed? * Department faculty, as part of

What, if any, additional equipment or facilities will be needed to teach this class?

None

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses 1) The extent and nature of the reading required for this course; 2) the writing component of the proposed course both qualitatively and quantitatively; 3) how student learning will be assessed.

* PS 103/EG 103: Physics and Engineering Seminar I
PS 303/EG 303: Physics and Engineering Seminar II
Master Syllabus

Description:

The purpose of this course is to expose students to the broad fields of physics and engineering, who physicists and engineers are, and what they do, including discussion of the ethical practice of science and engineering. Students will develop skills in career planning and the process of applying for jobs and/or post-graduate education. Students will practice the important skills of reflective reading and presenting their perspectives in written and oral forms.

While directed at students majoring in Physics, Computational Physics, or Engineering Physics, students from any major are invited to enroll.

Students majoring in Physics or Computational Physics, including students in the dual-degree engineering program, are required to enroll in PS/EG 103 at least once, and PS/EG 303 at least once. PS/EG 103 should be taken during a student's first year at Washburn, or as early as possible. PS/EG 303 should be taken during their junior or senior year (sophomore or junior year for engineering transfer students). Students are encouraged to enroll as often as they wish throughout their time at Washburn, however only 2 credits total of PS/EG 103 or PS/EG 303 will apply to the B.A. in Physics or the Minor in Physics.

Outcomes:

Students successfully completing this course will

Be able to identify major areas of physics and engineering and potential careers associated with those areas

Be able to accurately describe the process and ethical practice of science and engineering

Create and share reflective writing and presentation pieces based on assigned media

Create and present a career planning document that includes potential career paths with mile-post goals and steps needed to meet those goals

Students enrolled in PS303/EG303 will complete an additional presentation over a topic to be decided on in consultation with the instructor.

Attendance and participation:

Students are expected to attend one 1-hour class meeting each week. In addition, students will complete short exercises outside of class time, which may include reading, viewing videos, authoring and responding to online discussion posts, completing writing assignments, and creating presentations.

Reading:

Each offering of the course will be centered around a popular-level science book or similar set of readings, which will vary each time the course is offered. Students will be expected to complete a certain amount of reading each week.

Writing:

Students will complete short writing assignments each week reflecting on that week's assigned reading or other media. Students will also complete a larger writing piece focused on career planning goals.

Oral presentations:

Students will present their reflections formally on the assigned weekly media in class at least twice during the term. Students will make one formal presentation based on their written career planning document.

Students enrolled in PS303/EG303 will complete an additional presentation over a topic to be decided on in consultation with the instructor.

Assessment:

Student achievement of course goals will be assessed by instructor evaluation of written and oral presentation products, using department approved rubrics for each type of assignment. Assessment will focus on student developmental growth and progress throughout the term.

A rubric score of 0 (not evaluated), 1 (beginning), 2 (developing), 3 (on target) will be applied for each assignment.

The overall course grade will be assigned using a weighted average of rubric scores:

Weekly class participation 10%

Weekly writing assignments 20%

Short oral presentations on assigned material 20%

Oral presentation of career planning document 20%

Written career planning document 30%

A letter grade will be assigned using weighted average rubric score ranges:

2.5 <= A < 3.0

2.0 <= B < 2.5

1.5 <= C < 2.0

0.5 <= D < 1.5

F < 0.5

Attachment (optional)

Additional Comments

In the spring we will be submitting program change proposals for the B.S. in Physics, B.S. in Computational Physics, B.A. in Physics, and Minor in Physics. Students in the B.A. and B.S. programs will be required to take the PS 103 or EG 103 at least once, and PS 303 or EG 303 at least once. In cases in which a student transfers to Washburn with more than 60 credit hours, only the upper-division version will be required. Students may repeat the courses as many times as they wish, but no more than 2 credits will count towards the B.A. or the minor. (The B.S. degrees require specific courses, rather than numbers of credits, so no specific limitation will be indicated for those degrees.)

This course will be offered for one credit hour.

Is this course being proposed as a general education course? * No

Initiator First Name

Karen

Initiator Last Name

Camarda

Initiator Email

karen.camarda@washburn.edu

...3637313832

Karen Camarda

Initiator Signature

11/15/2021

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? * Yes

...3933323733

Alan Bearman

Library Signature

11/17/2021

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? * No

...3236383333

Cherry Steffen
Dept of Education Signature

11/15/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

*seid

Division Chair Approver Last Name

*adem

Division Chair Approver Email

*seid.adem@washburn.edu

Dean Approver First Name

*laura

Dean Approver Last Name

*stephenson

Dean Approver Email

*laura.stephenson@washburn.edu

CFCCC Approver First Name

*bruce

CFCCC Approver Last Name

*mactavish

CFCCC Approver Email

*bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

...3934343931

Seid Adem

Signature

11/19/2021

Date

Dean Approval

Dean Comments (optional)

...3738343634

Laura Stephenson

Signature

11/19/2021

Date

CFCCC Approval

CFCCC Comments (optional)

...3139383736

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 11/17/2021 4:17:45 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

New Course Form

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Please enter new course information.

Course Title *

Department *

Division *

Course Level *

Prefix *

Course Number *

Effective Semester *

Course Catalog Description (include prerequisites)

* An overview of the fields and practice of physics and engineering. Students will participate in weekly readings and discussions, and complete at least one written piece and at least one presentation. Specific content will change each time the course is offered. Prerequisite: upper-division standing

Prerequisites

Restrictions *

Course Offered *

Primarily Attract *

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

* The foundational goals of the proposed course are to serve as an introduction to the fields and culture of physics and engineering, and to encourage physics majors, including dual-degree engineering students, to begin seeing themselves as physicists and engineers. Studies have shown that identity is an important aspect of "sticking with" challenging majors such as physics and engineering, especially for underrepresented groups. This course, along with the upper-division version PS/EG 303 Physics and Engineering Seminar II, will be a required course for all bachelors degrees offered by the department. Incoming students will be advised to take PS/EG 103 during their first year, and PS/EG 303 later, preferably in their junior or senior year (sophomore or junior year for engineering transfer students). These courses will be cross-listed, to serve the important goal of connecting students across academic levels, thereby enhancing a sense of culture and community. Students will be encouraged to enroll as often as they like.

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Attachment (optional)

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Initiator First Name

Karen

Initiator Last Name

Camarda

Initiator Email

karen.camarda@washburn.edu

...3932373331

Karen Camarda

Initiator Signature

11/15/2021

Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? *

...3534363434

Alan Bearman

Library Signature

11/17/2021

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? *

...3435313534

Cherry Steffen
Dept of Education Signature

11/15/2021
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

* Seid

Division Chair Approver Last Name

* Adem

Division Chair Approver Email

* seid.adem@washburn.edu

Dean Approver First Name

* Laura

Dean Approver Last Name

* Stephenson

Dean Approver Email

* laura.stephenson@washburn.edu

CFCCC Approver First Name

* Bruce

CFCCC Approver Last Name

* Mactavish

CFCCC Approver Email

* bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

...3739323039

Seid Adem

Signature

11/19/2021

Date

Dean Approval

Dean Comments (optional)

...3539333839

Laura Stephenson

Signature

11/19/2021

Date

CFCCC Approval

CFCCC Comments (optional)

...3035333734

Bruce Mactavish

Signature

11/30/2021

Date

CAS Signature

Electronically signed by Kelly Erby on 11/17/2021 3:42:27 PM

A. The College of Arts and Sciences

1. General Policy

The College of Arts and Sciences of Washburn University wishes to maintain the highest possible standards of teaching, scholarship and service; to ensure every faculty member full academic freedom; to render every qualified faculty member secure in **their** profession; and to enable the College of Arts and Sciences to rely on the continuous employment of a **competent** faculty. It is, therefore, the policy of the College of Arts and Sciences to provide stability and continuity of employment for the faculty in an atmosphere of academic integrity and mutual confidence.

The basic responsibilities of the College of Arts and Sciences are to preserve, augment, criticize, and transmit knowledge and to encourage creativity. Thus, the College of Arts and Sciences should appoint, develop and retain distinguished faculty members with outstanding qualification. Tenure and promotion within the College of Arts and Sciences are consistent with general University policy in emphasizing the importance of teaching, scholarship, and service by its faculty.

Appointment or promotion to the rank of Associate Professor normally requires a record of success in teaching, scholarship, and service. Appointment or promotion to the rank of Professor normally requires **excellence** in teaching, scholarship, and service.

Promotion and tenure in the College of Arts and Sciences at Washburn University are never automatic. They must be earned.

2. Minimum Requirements for Consideration for Promotion and Tenure

a. Education

Granting of tenure and appointment to the rank of Assistant Professor or higher normally requires completion of professional education in most fields marked by the Ph.D. or other recognized terminal degree.

b. Experience

Beginning with appointment to the rank of full-time assistant professor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least three of these six years must be at Washburn as a full-time assistant professor or higher rank. Up to three years credit may be granted for full-time *teaching* at *Washburn* or other institutions of higher education.

For promotion to Associate Professor, the candidate must have completed six years of full-time college-level academic experience, the last three of which must have been at the Assistant Professor rank. If the candidate is eligible for promotion during the year of the tenure decision, then one petition and one departmental committee may be used for both. Where a department employs different standards for tenure and for promotion, the relevant set of standards must be met for each. A candidate for Associate Professor whose petition for tenure is denied may not be promoted.

For promotion to Professor, the candidate must have completed ten years of full-time college-level academic experience, four of which must have been at the Associate Professor rank.

c. Teaching

Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry.

Evidence of teaching effectiveness could include but is not limited to

- student learning
- informed judgment of colleagues
- record of pedagogical training
- record of teaching innovation, either in pedagogy or content
- student perceptions and opinions
- a process of continuous improvement
- mentoring of independent student research projects (e.g., WTEs, Apeiron)
- student advising

d. Research and Scholarship

Scholarly activity is the obligation of all tenure-track members of the faculty of the College of Arts and Sciences. A faculty member's scholarship must be judged by their contributions to knowledge through peer-reviewed publications or peer-reviewed creative activities in their discipline.

Evidence of scholarly activities could include but is not limited to

- publication of books
- publication of articles and reviews of a scholarly nature
- the presentation of professional papers
- the conducting of professional workshops
- the receipt of grants, awards and fellowships for scholarly work
- achievement in peer-reviewed art related to a faculty member's work, such as musical performance compositions, arrangements, recordings, or juried or invitational art exhibits

e. Service

Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is the responsibility of each faculty member. For this purpose, community service must draw upon professional expertise.

Evidence of service activities could include but is not limited to

- active participation in the department and on committees
- administrative leadership
- sponsorship of student organizations
- serving as a representative of the University where professionally appropriate
- work with community partner(s)

- activities promoting and advancing diversity and inclusion
- membership on professional boards or organizations
- reviews of manuscripts for journals, publishers, grant funding, or conferences
- invited lectures to campus or community groups

3. Procedures for Recommendation for Promotion

a. In the fall of the initial year of eligibility, the Dean of the College of Arts and Sciences will forward to the chairperson of each department the names of all tenured and non-tenured members of its faculty below the rank of Professor who will have met the minimum educational and experiential requirements for promotion in academic rank by the end of that academic year.

b. The department chairperson will inform the candidates, invite them to submit the appropriate form and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of higher academic rank than the candidate. The department chairperson will not be a member of this committee, nor will any other candidate for promotion, nor will members of the College Committee on Promotion and Tenure. The department chairperson will not serve on the College Committee for Promotion and Tenure during the time in which the department has a candidate for promotion.

c. If the department lacks the necessary five members, the candidate will submit to the Dean of the College of Arts and Sciences a list of higher-ranking members of other college departments. The list shall be at least twice that number lacking in the candidate's department. The Dean, in consultation with the College Promotion and Tenure Committee, then will select the final members of the committee.

d. The candidate may choose which of the committee members he or she wants to chair the committee.

e. All department members are encouraged to submit recommendations on promotion to the department promotion committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean.

f. If there is a negative decision by the department committee, its chairperson will promptly inform the candidate, and the file will be forwarded to the Dean only at the candidate's request.

g. If the department committee determines that a recommendation for promotion is in order, that recommendation together with supporting materials will be forwarded to the Dean of the College of Arts and Sciences through the department chairperson.

h. The department chairperson will submit their recommendation to the Dean.

i. The Dean will distribute the materials to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide copies of its recommendations to the candidate at the time it submits the recommendations to the Dean of the College. Upon receipt of the College Promotion and Tenure recommendations, the Dean will also submit to the Vice President for Academic Affairs their recommendations together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee.

4. Procedures for Recommendation for Tenure

- a. In the fall of each year, the Vice President for Academic Affairs of the University distributes to the dean of each major academic unit a list of faculty members whose tenure status must be reviewed before the end of the current academic year. In academic units with departments, the deans then will inform the appropriate department chairs.
- b. The department chairperson will inform the candidates, invite them to submit the appropriate form and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of the department. The department chairperson will not be a member of this committee, nor will members of the College Committee on Promotion and Tenure. The department chairperson will not serve on the College Committee on Promotion and Tenure during the time in which the department has a candidate for tenure.
- c. The department chairperson will submit the names of the committee members to the Dean.
- d. If the department does not have five tenured members, the candidate will submit to the Dean of the College of Arts and Sciences a list of tenured members of other University departments. The list shall be at least twice that number lacking in the candidate's department. From it, the Dean, together with the CCPT, will make the final selection.
- e. All department members are encouraged to submit recommendations on tenure to the departmental tenure committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean.
- f. The decision of the departmental committee will be forwarded to the Dean of the college through the department chairperson, who will also transmit their recommendation.
- g. The Dean of the College of Arts and Sciences will make available all submitted material to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide copies of its recommendations to the candidate at the time it submits its recommendations to the Dean of the College. Upon receipt of the College Promotion and Tenure Committee recommendations, the Dean will submit to the Vice President for Academic Affairs their recommendations together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee.
- h. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the faculty member, in collaboration with the department chair, dean, and/or Vice President for Academic Affairs, will work in a consensual process to help the faculty member reach the professional level where promotion may be obtained.