

List of Topics for Faculty Load/Responsibilities Subcommittee

1. Faculty Load
 - a. Are the guidelines for determining equated faculty loads sufficient?
 - b. Are they currently being followed?
 - c. Do they adequately address current environment (online, class size, graduate)
 - d. Are all graduate level courses “created equal”?
 - e. Should departments be able to create different guidelines if they can be justified to the Dean and the VPAA?
 - f. Should there be a formula guideline for determining reassigned load hours?
2. Employment Outside the University
 - a. Is the current wording sufficient to cover all cases of employment outside the university? Should a reference be made to the Conflict of Interest policy?
 - b. Should additional guidelines be included (e.g., such employment should enhance the mission of the school/university, refers only to employment during the faculty member’s contractual dates)
 - c. In a related issue, concern has been expressed that some faculty may be arranging schedules to minimize days on campus (perhaps to increase opportunities for consulting). Is there a need for a guideline regarding accessibility to students, to the department, for committee assignments?
3. Leave Without Pay
 - a. Have precedents where faculty members have been allowed (with Board of Regents approval) to continue Leaves Without Pay beyond the two-year academic/calendar year limit. Should this limit be eliminated if the department and administration agree that it is in the best interest of the University to continue the leave without pay?
4. Academic Sabbatical
 - a. Need to clarify “full-time eligible faculty”. Is it only those faculty who could be considered for a sabbatical (e.g., those who have been here for the requisite number of years and are tenured and those who have satisfied the requisite number of years between sabbatical requests OR all faculty who have been tenured regardless of whether they have recently concluded a sabbatical). Makes a difference on the percentage of sabbaticals awarded each year.
 - b. Currently, only faculty who are considered “full time teaching faculty” for at least 6 years are eligible. Does that mean that a faculty member who has been given reassigned time for some reason is not eligible? (e.g., 3 hours reassigned time for diversity initiatives coordinator, 3 hours reassigned time for serving as faculty senate president, 6 hours reassigned time for serving as department chair, etc.)
 - c. Current practice is to provide funding for two courses taught by adjunct instructors (not really an extraordinary circumstance).
 - d. Would it be beneficial to make the deadline to apply more generic rather than specifying an exact date (e.g., no later than the end of November rather than November 15)?
 - e. Since the School of Law has its own committee to approve Law academic sabbaticals, is there a need for their approval to be approved by the university sabbatical committee? Currently, the sabbatical committee just rubber stamps the Law School approved academic sabbaticals.
5. Sweet Sabbatical
 - a. Would it be beneficial to make the deadline to apply more generic rather than specifying an exact date (e.g., no later than the end of January rather than January 25)?
6. Class Rosters
 - a. Given the new federal financial aid requirement requiring universities to report “no show” students by census date, should we add something to this section regarding the use of the class roster to verify attendance and report non-attenders when requested?

7. Grading Procedures
 - a. Discusses allowing only one course A/Pass/Fail (excluding KN 198); however, KN 198 must be taken and passed with a grade of C or better. Why would anyone take KN 198 in A/Pass/Fail mode?
8. Examinations
 - a. Is the policy clear that final examinations must be given during finals week and not the week before?
 - b. Should the "Success Week" policy be included since it was approved by General Faculty? Are Success Week guidelines somewhat contradictory to the Examination policy? (I have attached a copy of the Success Week Guidelines passed by General Faculty)
9. Class Attendance
 - a. Again, should we make clear faculty should be identifying and reporting non-attenders early each semester?
10. Change of Schedule
 - a. Do faculty really need to "write a memo" to the University Registrar to administratively withdraw a student or do they simply need to "inform" the Registrar (typically faculty use official Washburn e-mail to do this)?
11. Student Evaluation of Faculty
 - a. Is it standard practice for faculty to be evaluated by their peers and the Dean as well as by students?
12. Participation in Activities/Office Hours/Advisors
 - a. How do we strongly encourage faculty to follow these guidelines?
13. After reading the excerpts provided from the Faculty Handbook...Anything else that needs to be addressed?