Faculty Affairs Committee (2012 – 2013)
Washburn University
October 5, 2012

Attendance:
Royce Kitts          Keith Mazachek          Diane McMillen          Marguerite Perret
Bill Roach          David Rubenstein          Sarah Ubel, Chair       Kerry Wynn

Call to Order:  1:00 pm - Crane Room (Union)

New Business:
• VPAA proposal: Change in the Faculty Handbook—General Education Committee
  o The Faculty Affairs Committee amended the proposal to indicate that the two ex-officio members of the
    General Education Committee would be non-voting members.
  o The proposal passed as amended. The approved wording is as follows:

    The function of the General Education Committee is to assist faculty members to develop or
    modify courses that facilitate the acquisition of the student learning outcomes (SLOs) listed in
    the General Education Statement, and to approve courses for general education based on the
    criteria established by the General Faculty.

    If a course is disapproved by the Committee, the rationale for such action will be written with
    reference to the adopted standards and communicated to the VPAA and the sponsor.

    Once a course is approved by the Committee, it will be the responsibility of the sponsoring
    department to review its implementation and report assessment results to the Assessment
    Committee every year and to undergo a review by the General Education Committee at least
    every five years. The results of the review and assessment will be forwarded to the VPAA. Any
    change in the course’s targeted SLO or in its general content or format must be submitted to the
    General Education Committee for approval.

    Decisions of the Committee, including those concerning course approval, will be reported by the
    VPAA to the deans.

    Decisions of the committee, including those concerning course approval, may be appealed to
    the Faculty Senate with further appeal to the General Faculty.

    Members of the Committee are: the VPAA, one faculty member from each division of the
    College, one faculty member each from the Schools of Applied Studies, Business and Nursing,
    and one library faculty member. Faculty members are elected by their constituent units. Two
    members of the University Assessment Committee will be non-voting, ex-officio members and
    appointed by the VPAA with input from Faculty Senate and Assessment Committee. These non-
    voting, ex-officio members of the General Education Committee will provide expertise on
    assessment and facilitate communication between the General Education Committee and the
    Assessment Committee.

    ▪ A summary of the proposed changes is attached below.

• Faculty Handbook Revision Committee: Tenure and Promotions
  o It was decided to discuss each issue and then refer the issue back to the Faculty Handbook Revision
    Committee - Tenure and Promotions Issues
To maximize awareness and transparency of the Faculty Handbook Review process, The Faculty Affairs Committee determined it would be useful to create a means for communicating the development of these changes on the Washburn Website.

- A summary of the discussion and requested action of the Faculty Handbook Revision Committee: Tenure and Promotions is attached below.

- Bill Roach volunteered to be the Faculty Affairs Committee representative to the Faculty Handbook Revision Committee.

Discussion Items:
- Creation and utilization of Angel Community Group

Announcements:
- Next meeting – Monday, October 29 at 3:45 pm

Adjournment: 2:30 by Sarah Ubel, Chair
Date: 11 September 2012  
Submitted by: Dr. Randy Pembrook, VPAA, ext. 2546  
SUBJECT: Change in the Faculty Handbook—General Education Committee  
Description: With the approval of the new student learning outcomes, the function and composition of the general education committee needs to be modified as well in the Faculty Handbook (Section One VII.B.6)

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<th>Current Wording:</th>
<th>Proposed Wording:</th>
<th>Faculty Affairs Committee Approved Wording:</th>
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Two members of the University Assessment Committee will be ex-officio members and appointed by the VPAA with input from Faculty Senate and Assessment Committee. These ex-officio members of the General Education Committee will provide expertise on assessment and facilitate communication between the General Education Committee and the Assessment Committee.

Financial Implications: None
Proposed Effective Date: Fall 2012
Request for Action: Approval by FAC/FS/ Gen Fac/BOR
Approved by: AAC on date
FAC on date
Faculty Senate on date

Attachments   Yes ☐  No ☐
Faculty Handbook Revision Issues
Promotion and Tenure
Discussed by the Faculty Affairs Committee on 10-5-12

Present:
Royce Kitts  Keith Mazachek  Diane McMillen  Marguerite Perret
Bill Roach  David Rubenstein  Sarah Ubel, Chair  Kerry Wynn

To maximize awareness and transparency of the Faculty Handbook Review process, The Faculty Affairs Committee determined it would be useful to create a means for communicating the development of these changes on the Washburn Website.

Issues Identified by Faculty Handbook Revision Committee Promotion and Tenure

1. Issue: Clarity of P & T standards

Units should
A) review their standards for promotion and tenure rigor,
B) clarify the role the committees have (i.e., determining if the candidate meets or doesn't meet the standard), and/or
C) determine if the language around the promotion/tenure standard needs clearer articulation so that it is possible to clearly determine if the standard is met. (FYI, this may be most pertinent relating to the conversations of the CAS CCPT in comparison to the Department PT Committee)

The Faculty Affairs Committee requests language regarding this issue from the Faculty Handbook Review Committee.

• Language should be clear regarding:
  o How often the units required to review and approve their tenure and promotion standards (ex: every 5 years)
  o How changes in the standards would apply to faculty already at Washburn as opposed to new hires

2. Required Chair Letter (even when the Chair is new)

Units need to do one of the following:
A) require a chair letter regardless of the circumstances or
B) require a chair letter except for extenuating circumstances pre-approved by the Dean/VPAA. This might include a recent change in chairs, the absence of the chair (e.g., sabbatical, etc.).

The Faculty Affairs Committee requests language regarding this standard from the Faculty Handbook Review Committee regarding option B).

• Language should be clear regarding:
  o Who would write letters and at what stages of the review those letters would be reviewed:
    ▪ department committee
    ▪ chair
    ▪ dean?
    ▪ vpaa?
  o How the recommended outcome of the application would be communicated to the Washburn Board of Regents. (ex: spreadsheet regarding the decisions at each level of
3. Issue: Early review of Candidates for Promotion and Tenure

**Potential Direction for Discussion by Faculty Groups:** Consider that though these exceptions should be extremely rare and must be approved by the Dean/VPAA,

A) candidates CAN negotiate early review at any point after beginning employment at Washburn (Candidates must have COMPLETED a minimum of three years full time teaching at Washburn before being reviewed),

B) candidates and the academic dean CAN negotiate a shorter than normal review period (e.g., less than the standard 6-year probationary review period) when drafting the first Washburn hiring contract,

C) to candidates who ask for early review and are unsuccessful have the right for the full extension period (e.g., assistant professors are NOT given a terminal contract immediately after a failed application in year five but are “re-reviewed” during the sixth year),

D) deans and WU have the right to end employment for tenure-track candidates at any juncture during the probationary period if we meet the notification deadlines, and

E) units have the right to establish minimum thresholds for review (e.g., no Washburn faculty member will be considered for promotion/tenure without 3 years of full time teaching at the assistant level; No Washburn faculty member will be considered for promotion to Professor without 4 years at the Associate level).
negative,

a. candidates are to be formally notified of the negative review (without specific vote totals) and

b. be given information pertaining to the cause of the negative review.

2. Candidates would then have the option to respond within X (10 days?) by creating and including additional pertinent information for the file where applicable.

a. For example, if the committee felt the research publications were not at the national level, candidates could submit information about the specific journal questioned. This information would be available for the NEXT stage of the review.

b. In cases where the review is positive, candidates will still receive results of the review but will not add information to the file. While the application process is undergoing review, when additional events confirm information described in the application materials (e.g., receipt of a grant, actual publication of an in-press article), candidates would be allowed to submit information confirming such changes in status.

- How the communication takes place: orally or in writing
- Who communicates a negative review
- When the negative review is communicated
  - Will there be a required time period for communication after the completion of each phase of the review process?

- The candidate should have the following communicated:
  - How the applicant did not meet a minimum threshold for a particular area – teaching, research or service
  - If there is a possibility to remedy the problem, how the applicant might do this (ex: clarify or add materials)

- The Faculty Affairs Committee expressed concerns about the following:
  - What materials could be added to the application? Could materials be
    - clarifying already present materials (ex: providing explanation regarding student perception forms)
    - new information related to already present information (ex: acceptance letter of publication which was previously noted as a journal submission)
    - new information unrelated to already present information (ex: elected to new national office in scholarly organization)
  - Who would see the added materials?
    - Only the reviewer at the level at which there is a negative outcome and subsequent reviewers?
    - Would we allow or require a secondary review by reviewers who previously reviewed the materials? For example, if the Dean did not have a favorable review and the applicant submitted new information, would all previously completed levels of review have to take place again because the outcome or strength of their review may have changed.

- The Faculty Affairs Committee also noted the importance of having this language reviewed by the University Counsel to identify what, if any, legal implications there may be in putting reviews in writing in light of possible litigation.