

**Washburn University  
Meeting of the Faculty Senate**

**April 21, 2014**

**3:00 PM Kansas Room, Memorial Union**

- I. **Call to Order**
- II. **Approval of Minutes of the Faculty Senate Meeting of March 24, 2014 (pp. 2-5)**
- III. **President's Opening Remarks**
- IV. **Report from the Faculty Representative to the Board of Regents**
- V. **VPAA Update—Dr. Randy Pembroke**
- VI. **Faculty Senate Committee Reports**
  - **Faculty Affairs Committee of March 3, 2014 (pp. 6-7)**
- VII. **University Committee Reports**
  - **Assessment Committee Minutes of March 13, 2014 (p. 8)**
  - **Graduate Council Committee Minutes of November 12, 2013 (pp. 9-11)**
  - **Honors Advisory Board of March 5, 2014 (p. 12)**
  - **International Education Committee of March 13, 2014 (p. 13)**
- VIII. **Old Business**
  - **14.4 Faculty Handbook: Extension of Probationary Period (pp. 14-15)**
  - **14.5 Faculty Handbook: VPAA Negative Tenure, Promotion Decision (p. 16)**
  - **14.6 Faculty Handbook: Dept. T&P Committee (p. 17)**
  - **14.7 Faculty Handbook: Academic Appointment Definitions (pp. 18-19)**
    - To be considered in conjunction with 14.24
  - [Break in Sequence: 14.8-14.22 Reviewed at March 24, 2014 FS meeting.]
  - **14.23 JD/MAcc Proposal (pp. 20-21)**
  - **14.24 Faculty Handbook: Academic Appointment Definitions (SOL) (pp. 22-23)**
- IX. **New Business**
- X. **Information Items**
- XI. **Discussion Items**
- XII. **Announcements**
- XIII. **Adjournment**

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Faculty Senate  
Washburn University

Minutes of March 24, 2014  
3:00 PM Kansas Room, Memorial Union

**Present:** Arterburn, Ball, P. Berry, Chamberlain, Florea, Francis, Frank, Friesen, Kitts, Kwak, Lunte, Mach, McConnell-Farmer, McHenry, McMillen, Mercader, Palbicke, Porta, Reynard, Roach, Rubenstein, M. Russell, Schbley, M. Sheldon, Mark Smith, Stevens, Stoner-Hawkins, Treinen, Wade, J. Wagner, Weber, Wisneski

**Guests:** Black, Davenport, Harkavy, Mactavish, Mechtly, Mullican, Munzer, Peterson, Price, Shipley, Sollars, Tate, Watt, Wohl

- I. The meeting of the Faculty Senate was called to order at 3:04 PM, Dr. Matt Arterburn presiding.
- II. The minutes of the Faculty Senate meeting of February 10, 2014 were approved.
- III. **President's Opening Remarks**  
Arterburn welcomed new senators Sungkyu Kwak, Eric McHenry, and Gaspar Porta. Arterburn then invited senators to attend the panel on Free Speech in Academia on the KU Commons at 7 PM, March 25.
- IV. **Report from the Faculty Representative to the Board of Regents**  
Ball noted that agendas and minutes for the Board of Regents can be obtained on the Board of Regents website <http://www.washburn.edu/about/leadership/board-regents/> or directly through her.
- V. **Report from the VPAA, Randy Pembrook**  
Note: Nancy Tate noted that she was attending for Randy Pembrook.
- VI. **Guest Presentation**  
McKinlaye Harkavy, Washburn's new Student Orientation Director, introduced herself to the Faculty Senate. She informed senators that the New Student Orientation office is now a separate office from the Admissions office. Due to construction in Morgan Hall, the office is now located in MO 178.
- VII. **Guest Q & A Session**  
Floyd Davenport, ITS Director, clarified how student profiles and photos are used in D2L. Davenport reported that photos used within D2L are taken from the iCard system. Only faculty can see their students' photos in D2L. Students cannot load their own photos into D2L.

As uploading photos and editing profiles are interconnected, students cannot presently update their profiles either. However, faculty can modify or remove their photos. Davenport concluded that ITS may set up a system for remote students by which students can submit photos to be loaded into the iCard system.

#### VIII. Faculty Senate Committee Reports

- The Academic Affairs Committee minutes of March 3, 2014 were approved.
- The Academic Affairs Committee minutes of February 3, 2014 were approved.
- The Academic Affairs Committee minutes of December 2, 2013 were approved.
- The Faculty Affairs Committee minutes of February 17, 2014 were approved.
- The Faculty Affairs Committee minutes of December 2, 2013 were approved.

#### IX. University Committee Reports

- The Assessment Committee minutes of February 13, 2014 were approved.
- The Assessment Committee minutes of December 5, 2013 were approved.
- The Faculty Development Grant Committee minutes of February 28, 2014 were approved.
- The Honors Advisory Board minutes of December 10, 2013 were approved.
- The Interdisciplinary Studies Committee minutes of February 27, 2014 were approved.
- The International Education Committee minutes of February 13, 2014 were approved.
- The Sabbatical Committee minutes of December 3, 2013 were approved.

#### X. Old Business

- A. 14.3 Communication Studies Name Change was approved. It will be forwarded to the general faculty. –Leslie Reynard presented 14.3 to the Faculty Senate.

[Break in Sequence: 14.4-14.7 listed for April 14, 2014 FS Meeting]

- B. 14.8 AS General Education Requirements [Curriculum Change] was approved. It will be forwarded to the general faculty. –Pat Munzer presented 14.8 to the Faculty Senate.

Note 1. This sentence was copied from its earlier placement in the document to the end of #9: *“Where an associate degree specifies two or more courses in a distribution grouping, at least two of those courses must be taken in different disciplines within the grouping.”*

- C. 14.9 BBA Degree Concentration [New Degree Emphasis] was approved. It will be forwarded to the general faculty. –David Price and David Sollars presented 14.9 to the Faculty Senate.

- D. 14.10 BA in Art History [Curriculum Change] was approved. It will be forwarded to the general faculty. –Kelly Watts presented 14.10 to the Faculty Senate.

Note 1. This line was deleted under “Proposed Catalog language” following AR 402 Art Forum (1): “18 hours art history electives (15 hours must be upper division)”

- E. 14.11 BS in Biology [Curriculum Change] was approved. It will be forwarded to the general faculty. –John Mullican presented 14.11 to the Faculty Senate.
- F. 14.12 BA in Biology [Curriculum Change] was approved. It will be forwarded to the general faculty. –John Mullican presented 14.12 to the Faculty Senate.
- G. 14.13 BS in Biology/Secondary Ed. [Curriculum Change] was approved. It will be forwarded to the general faculty. –John Mullican presented 14.13 to the Faculty Senate.
- H. 14.14 BA in Biology/Secondary Ed. [Curriculum Change] was approved. It will be forwarded to the general faculty. –John Mullican presented 14.14 to the Faculty Senate.
- I. 14.15 BS in Environmental Biology [New Degree] was approved. It will be forwarded to the general faculty. –Rodrigo Mercader presented 14.15 to the Faculty Senate.
- J. 14.16 BA in Environmental Biology [New Degree] was approved. It will be forwarded to the general faculty. –Rodrigo Mercader presented 14.16 to the Faculty Senate.
- K. 14.17 BS in Molecular Biology & Biotechnology [New Degree] was approved. It will be forwarded to the general faculty. –John Mullican presented 14.17 to the Faculty Senate.

Note 1. Following the list of Elective Supportive Courses for MBB Majors, the entire paragraph was deleted up to “The above-listed coursework for the B.S. in MBB satisfies the natural sciences minor.”

- L. 14.18 BA in Computer Information Science [Curriculum Change] was approved. It will be forwarded to the general faculty. –Bruce Mechtly presented 14.18 to the Faculty Senate.

Note 1. “Upper Division” was added in this heading: “Approved Elective Upper Division Coursework – 6 hrs”.

Note 2. EN208 and CN150 were added under each “Correlated – 33 hrs” heading.

Note 3. MA123 and MA206 lost their indentations under each “Correlated – 33 hrs” heading.

- M. 14.19 AS in Engineering [New Degree] was approved. It will be forwarded to the general faculty. –Steve Black presented 14.19 to the Faculty Senate.
- N. 14.20 BEd in Physical Education Teaching [Curriculum Change] was approved. It will be forwarded to the general faculty. –Roy Wohl presented 14.20 to the Faculty Senate.
- Note 1. At the end of the document, “Multicultural Requirement: 3 Credits” was shifted to a heading position over “Choose ONE from the list below.”
- O. 14.21 BA in Philosophy [Curriculum Change] was approved. It will be forwarded to the general faculty. –Russ Jacobs presented 14.21 to the Faculty Senate.

**P. 14.22 International Credit Transfer [Policy Change] was approved. It will be forwarded to the general faculty. –Nancy Tate presented 14.22 to the Faculty Senate.**

**XI. New Business**

**None**

**XII. Information Items**

**None**

**XIII. Discussion Items**

**None**

**XIV. Announcements**

**None**

**XV. The Faculty Senate adjourned at 4:37 PM.**

# Washburn University Faculty Senate Faculty Affairs Committee

Meeting Minutes

March 3, 2014

3:30 pm, Mabee Library/Rm. 204

Present: Kelley Weber (chair), Ross Frieson, Marguerite Perret, Bill Roach, Diane McMillen, Eric McHenry, and Jennifer Wagner.

## Approval of Minutes:

- Approval of minutes from Monday, February 17, 2014 meeting.
  - Approved unanimously

## Old Business:

- "Definitions" changes to Faculty Handbook – School of Law
  - Postponed until Law School Faculty approve.
- VPAA meet with candidate regarding majority negative (item 9A)
  - "Section 3.II.E.4 A summary of committee and administrative concerns will be communicated to the applicant by the VPAA when a negative decision for tenure and/or promotion is to be made to the President. This will be delivered at the time the VPAA meets with the candidate to determine if the applicant wishes the application to be presented to the board."
  - Discussed and unanimously approved as above.
- Committee members rank (item 7)
  - "Section 3.II.F All members of the department/area committee that initially reviews an application for tenure or for promotion must hold at least the academic standing (tenure/rank) to which the candidate is applying. A minimum of three (3) faculty members must constitute the committee reviewing a file. Academic units may set a higher minimum. In situations where there are not enough faculty holding the proper credentials in the candidate's area, committee members holding faculty status outside the area of the candidate may be designated."
  - Discussed and unanimously approved as above.

New Business:

- Margaret Wood's replacement
  - Should probably be Kerry Wynn since Margaret was only substituting for her last semester.
  - Kelley will look into it.

Meeting adjourned at 4:35pm.

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### MINUTES

#### ASSESSMENT COMMITTEE

Thursday, March 13, 2014

Lincoln Room – 2:30 p.m.

Present: Donna LaLonde (chair), Melanie Burdick, Tom Hickman, Vickie Kelly, Elaine Lewis, Nancy Tate, Kelley Weber, Betsy West, and CJ Crawford (administrative support). Absent: Jane Carpenter, Melodie Christal, Donna Droge, Garrett Fenley, Gillian Gabelman, Kathy Menzie, Denise Ottinger, Michael Rettig, Jim Smith, and Margaret Wood.

The minutes from the February 13, 2014 Assessment Committee meeting were approved as distributed via email.

#### MENTOR MEETING UPDATES

Vickie Kelly and Tom Hickman met to work on the Bachelor of Business Administration Assessment Plan.

There were no other mentor meeting updates.

#### FALL 2014 BEST PRACTICES POSTER SESSION

CTEL would like to co-sponsor a fall session with the Assessment Committee. Donna said that she and Margaret are proposing a brief opening session giving an overview of the posters being presented, then the poster session, and then a brief closing session for questions and answers. During the poster session we would serve refreshments and wine.

The proposed date is September 19 from 3:00 p.m. to 4:30 p.m. in either the Washburn Room/Lounge or in the Pavilion. It was recommended we have a printed program. A suggestion was made that Randy Pembroke could give the welcome in the opening session and a brief update on the University Student Learning Outcomes. It was also recommended to have a poster for the USLOs.

#### ASSESSMENT PLAN ASSISTANCE SESSIONS AND REVIEW PROCESS FOR THE ASSESSMENT PLANS

The Assessment Plan Assistance sessions are continuing to go well and the majority of the liaisons have either attended a session or have signed up for the remaining two sessions. The committee mentors will contact the remaining liaisons who have not responded to set up individual meetings.

As the completed Assessment Plans are turned in (due April 30), they will be put in the Assessment folder on the Shared Drive (in an Assessment Plan subfolder in the Assessment Committee subfolder). The initial review and rating of each Plan will be done by Donna LaLonde, Vickie Kelly and Margaret Wood. After the review, the mentors will be asked to take a look at the Plan and rating for their assigned programs to see if they have any comments or changes.

#### OTHER

The Assessment Retreat this year to review the Annual Assessment Reports will be on Friday, July 18. Due to the changes made in the report format and rubric, the process should be quicker this year so the time will be from 9:00 a.m. (or 10:00 a.m.) to 12:00 p.m. (or 1:00 p.m.) and lunch will be provided. More specific information will be sent out later.

The meeting adjourned.

#### FUTURE COMMITTEE MEETINGS (April and May are scheduled for 2:30 p.m. in the Lincoln Room)

April 10

May 8

July 18 – Assessment Retreat – Review of Annual Assessment Reports (specific times to be determined)

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**Graduate Council Meeting**  
**November 12, 2013 ♦ 3:00 – 4:00 PM**  
**Martin Rm (BTAC)**  
**Minutes**

Dr. Pembroke called the meeting to order at 3:00 p.m.

Those present included:

\*\*Aida Alaka, \*Phyllis Berry, Bob Boncella, Kim Harrison, Vickie Kelly, Bobbe Mansfield, Cal Melick, Kandy Ockree, \*\*Randy Pembroke, \*\*Tim Peterson, Dave Provorse & Kayla Waters

1. A motion was made and seconded to approve the most recent meeting minutes. Graduate Council approved without objection the Graduate Committee Meeting Minutes from May 1, 2013.

Dr. Waters moved to amend the May 1, 2013 Graduate Committee Meeting Minutes by omitting the last two sentences that begin, "Committee agreed that starting fall 2013. . . ." & "Policies stated within. . . ." of the last paragraph of section 3. After some discussion, the amendment was seconded and passed without objection. The last paragraph of section 3 now reads, "Dr. Boncella asked that we only focus on the number changes and not approach the policies governing course numbers."

2. Dr. Pembroke asked those in attendance to introduce themselves to the rest of the Council, as some members may not know everyone else on the Council.
3. Dr. Pembroke asked Dr. Peterson to update us on the progress of graduate application; alumni fee waivers, graduate website and the promotion of graduate programs.
  - A. Dr. Peterson began by offering a review of the Recruiter Software demonstration held earlier in the day. He found that for the most part the Recruiter software does most of what it claims to provide. The plan to begin using the software is scheduled for fall 2014. It is planned that all the information collected would be push to Banner after a certain threshold is met, meaning the prospective student seem to be a serious applicant for any program.

A major point brought up by Council members and related to the Recruitment software is that data should always be accessible to all programs without having to go through layers of bureaucracy to retrieve it.

After some discussion it became apparent that what the council members envisioned is that the university would have one form of central information but that the graduate program(s) that a student selects should also be copied on the information collected.

This is the homework assignment for our next meeting: Looking at the Graduate Programs Applications Data Elements (emailed to members), determine what data your program needs collected or added to the grid and what does not apply.

- B. Dr. Peterson turned his attention to graduate application fee waivers for alumni. He had advocated for an alumni graduate application fee waive in hopes of attracting more students into graduate programs and because he believed that graduate fees went to the general fund and not back to the departments. Dr. Harrison believes that her department retained the graduate application fees. The fee waiver was instituted in fall 2013 and will continue into spring 2014, at this point. Dr. Pembroke offered to find out where graduate application fees go.

**[After the November 12, 2013 meeting, Dr. Pembroke spoke with Rhonda Thornburgh regarding graduate application fee accounting process. While graduate application fees are credited as part of the revenue generation of a program, those revenues are placed in the general fund and not distributed to units as a line item in the budget balance. This is true for all programs]**

- C. The graduate website has made no significant progress since last reported. The site is still in need of student testimonials, so if you know of a student willing to do this, please notify Dr. Peterson.
- D. Promotion of the graduate offerings at Washburn went out in the August issues of the Topeka Capital Journal (ad copy was emailed to members). We hope to do another before the spring 2014 semester.

Dr. Pembroke suggested that it may be helpful to invite Richard Liedtke from Enrollment Management to participate in the graduate programs promotion before the next "blast." Council agreed with this suggestion.

Dr. Pembroke shared with the Council that graduate admissions have increased between 11% and 12% in the last year. Often School of Law is considered separately; however, this number includes the Law School.

Dr. Pembroke asked the committee to consider the recommendations from Martha Imparato, who was part of the Capstone/Thesis Subcommittee. She recommends that graduate projects that are theses should follow guidelines for uniformity at the university level.

- That two hard bound copies of the thesis should be submitted to the library
- That one digital copy of thesis should be submitted to the library
- That graduate theses should be differentiated by color of binding cover (e.g., blue for doctoral theses and black for master's theses)
- That we use uniform paper weight for content

This begs the question, should we have university guidelines or a university standard for published theses? After some discussion the question arose as to whether a bound copy of a thesis is really necessary. Wouldn't a digital copy be sufficient? It was determined that Ms. Imparato should be invited to help the committee with its questions.

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Dr. Pembroke announced to the Council that the Master Studies in Law had been approved by the American Bar Association and now awaited Higher Learning Commissions approval.

Dr. Pembroke adjourned the Graduate Council meeting at 4:00 p.m.

\*Faculty Senate member

\*\*Non-voting *ex officio* member

**12**  
**MINUTES**  
**HONORS ADVISORY BOARD**  
Wednesday, March 5, 2014  
Cottonwood Room – 12:00 p.m.

**Present:** Michael McGuire (Chair), Jennifer Ball, John Burns, Emily Engler, Pamela Erickson, Michael Gleason, Andrew Herbig, Martha Imperato, Blair Landon, Denise Ottinger, Bassima Schbley, Ye Wang, and CJ Crawford, administrative support.

The minutes of the December 10 meeting were approved as distributed.

**HONORS STUDENT COUNCIL REPORT**

New officers were elected in November.

President – Blair Landon  
Vice President – Emily Engler  
Treasurer – Katy Davis  
Secretary – Whitney Earnest

Blair said that the student council is having a bowling social this coming Sunday, March 9.

The Honors banquet is scheduled for Tuesday, March 25 at 6:30 p.m. in the Bradbury Thompson Center.

Students have asked for more service opportunities so the council is participating in the Big Event this spring.

**UNFINISHED BUSINESS**

**Upper Division Honors Courses**

Michael organized a brain storming activity for board members to work on in small groups. Each group wrote down ideas on what makes 300 level courses different from 200 level courses. HN301, HN302, and HN303 have been approved by the Interdisciplinary Committee. He asked the group to identify one honors program or college (preferably regional) to see if there is information on how they distinguish between upper and lower division honors courses.

**Completion Points**

For the second brain storming activity, each group wrote down ideas as to what a possible tiered system would look like – number of tiers, what is involved with each tier and what the tiers would be called.

**NEW BUSINESS**

**Scholarship Applications**

Michael distributed scholarship applications for review and ranking by Friday, March 14.

**ANNOUNCEMENTS**

- The next meeting is Wednesday, April 2, 2014 at 12:00 p.m. in the Cottonwood Room.

The meeting adjourned.

**International Education /International WTE Committee  
March 13, 2014, 4-5 pm, International House**

Present: Brian Ogawa, Nancy Tate, Alex Glashausser (late arrival), Karen Diaz Anchante, Lara Rivera, and Baili Zhang

Minutes of Feb. 13, 2014 were approved with a name correction.

Zhang reported that the Chiba/Fukuoka visiting student programs and the Incredible India cultural program concluded successfully.

Kwak's funding request was approved. McConnell-Farmer's funding request was approved on condition that evidence of paper acceptance is provided. (Glashausser, Sundal and McConnell-Farmer voted prior to the meeting by email.)

It was voted to change the language regarding the faculty international travel fund duration from "\$1500 per academic year" to "\$1500 per fiscal year (July 1-June 30)."

Discussion was held regarding qualifications of an alternate leader for a study abroad program in the event that the program/course developer is unable to lead. No action was taken.

Respectfully submitted,

Baili Zhang

**FACULTY AGENDA ITEM 14-4**

Date: March 7, 2014

Submitted by: *Faculty Affairs Committee (Kelley Weber, Chair, 785/670-1503)*

SUBJECT: Extension to the probationary period of a tenure-track faculty member.

Description:

The normal 6-year probationary period can be extended under extenuating circumstances in order to allow for forward progress toward completing the candidate's tenure standards.

Rationale:

Most U.S. universities already have policies in place for stopping the tenure clock. Washburn University also needs a formal policy for tenure extensions in order to meet its responsibility to provide tenure-track faculty members a fair and equitable probationary period by including a way for them to request an extension due to certain exceptional circumstances that may inhibit forward progress towards tenure. In particular, Washburn needs this policy to help prevent inadvertent discrimination against women of childbearing age. Washburn needs this policy to allow everyone the opportunity to succeed.

Financial Implications: *None.*

Proposed Effective Date: *All future faculty hires beginning in 2013-2014 for the 2014-15 year.*

Proposed wording:

Section 3.II.E.3 Extension of Probationary Period. Because extenuating events sometimes occur and prohibit a tenure track candidate from successfully making progress toward completing the teaching, scholarship, and/or service standards established by departments and schools for tenure, tenure-track candidates may appeal for an extension to the mandatory tenure review date indicated in the original hiring contract (normally this is in the 6<sup>th</sup> year of service at Washburn but shorter review periods are sometimes negotiated). Such an extension may be granted in the following situations:

- A. Giving birth or providing care for a dependent child.
- B. The placement with the employee of a child for adoption or foster care.
- C. A serious health condition that makes the employee unable to perform the essential functions of his/her job.
- D. To care for a family member (e.g., spouse, partner, child, parent) with a serious health condition.
- E. Death of a family member (e.g., spouse, partner, child, parent).
- F. Divorce.
- G. A substantial change in the employee's assigned area(s) of responsibilities.

- H. For qualifying exigencies arising out of the fact the employee or employee's spouse/partner is called to the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority.

Other extenuating circumstances may be considered as well. Any individual who wishes to pursue an extension as a reasonable accommodation under the ADA should contact the Equal Opportunity Director.

Requests will be directed to the Dean of the individual's area and copied to the Vice President for Academic Affairs. The Dean will consider, among other factors, whether the circumstances are unusual for a typical tenure-track candidate in his or her particular department and the candidate's pattern of successful progress prior to the extenuating circumstances. In the event that the original request is denied, the candidate may request a review from the Vice President for Academic Affairs.

Alteration of the tenure clock during the probationary period is typically limited to two, one-year delays with the exception of qualifying exigencies pertaining to extended military duty.

Timing of the request: If the circumstances warranting the tenure review extension occur prior to the mid-term review, the request for an extension must be submitted at the time of the mid-term review and a recommendation made as part of the mid-term review. In all other instances, the request form must be submitted no later than the first day of the Spring semester preceding the year of mandatory review.

Request for Action: *Approval by AAC/FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

*FAC on **February 17, 2014***

*Faculty Senate on date*

Attachments Yes  No

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**FACULTY AGENDA ITEM 14-5**

Date: *March 7, 2014*

Submitted by: Faculty Affairs Committee (*Kelley Weber, Chair, 785/670-1503*)

SUBJECT: *Faculty Handbook – VPAA action in the event of a negative tenure/promotion decision.*

Description: Requires the VPAA to meet with any tenure/promotion applicant who received a negative decision in order to explain why tenure/promotion was denied.

Rationale: Currently, there is no university policy requiring an explanation to the candidate in the event of a negative decision for tenure and/or promotion. This policy will allow the candidate to learn why tenure and/or promotion was not granted in a timely and humane manner.

Financial Implications: None.

Proposed Effective Date: *All future faculty hires beginning in 2013-2014 for the 2014-15 year.*

Proposed wording:

Section 3.II.E.4 A summary of committee and administrative concerns will be communicated to the applicant by the VPAA when a negative decision for tenure and/or promotion is to be made to the President. This will be delivered at the time the VPAA meets with the candidate to determine if the applicant wishes the application to be presented to the board.

Request for Action: *Approval by AAC/FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

*FAC on **March 3, 2014.***

*Faculty Senate on date*

Attachments Yes  No

**FACULTY AGENDA ITEM 14-6**

Date: *March 7, 2014*

Submitted by: Faculty Affairs Committee (*Kelley Weber, Chair, 785/670-1503*)

SUBJECT: *Faculty Handbook - Promotion and Tenure Committee members*

Description: A University Policy defining the makeup of the department/area committee for review of a candidate's promotion and tenure materials.

Rationale: Currently, there is no university-wide policy describing the makeup of the department/area committee that begins the tenure/promotion review process. This policy will make it possible for all candidates to have a fair and equitable review of their materials. In addition, departments/areas with smaller numbers of tenured faculty will be able to create the necessary committees without undue stress.

This policy will become the new Section II.F – the current sections F-K will adjust accordingly (becoming G-L).

Financial Implications: None.

Proposed Effective Date: *All future faculty hires beginning in 2013-2014 for the 2014-15 year.*

Proposed wording:

Section 3.II.F All members of the department/area committee that initially reviews an application for tenure or for promotion must hold at least the academic standing (tenure/rank) to which the candidate is applying. A minimum of three (3) faculty members must constitute the committee reviewing a file. Academic units may set a higher minimum. In situations where there are not enough faculty holding the proper credentials in the candidate's area, committee members holding faculty status outside the area of the candidate may be designated.

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

*FAC on **March 3, 2014.***

*Faculty Senate on date*

Attachments Yes  No

**FACULTY AGENDA ITEM 14.7**

Date: *March 7, 2014*

Submitted by: Faculty Affairs Committee (*Kelley Weber, Chair, 785/670-1503*)

SUBJECT: *Faculty Handbook Section One.III Faculty Appointment Categories (excluding School of Law)*

Description: *Definitions of Academic appointments for all university units excluding School of Law.*

Rationale: Washburn has several categories of academic appointments that need to be clearly defined for hiring purposes and for ease of use and any future updates to the Faculty Handbook. In addition, we have several lecturers who have been with Washburn for 20+ years who need the recognition and reward of a promotion to the rank of Senior Lecturer. These definitions allow for that possibility.

Financial Implications: Promotions from Lecturer to Senior Lecturer may be accompanied by an increase in salary.

Proposed Effective Date: *All future faculty hires beginning in 2013-2014 for the 2014-15 year.*

**Section One: Administrative Procedures**

**III. Definitions**

**Faculty Appointment Categories (excluding School of Law)**

A— Tenured or Tenure-track Faculty (Instructor, Asst. Prof., Assoc. Prof., Professor)

Faculty with continuing appointment; eligible for tenure as outlined elsewhere in the Handbook. Normally a terminal degree is required for a tenure-track appointment.

B—Lecturer/Senior Lecturer

Continuing faculty hired on an annual appointment, but without the possibility of tenure. Compensation is by annual contract, with eligibility for raises. Normal workload determined by unit. No research requirement.

C-Research Lecturer

Continuing faculty hired on an annual appointment, but without the possibility of tenure. Compensation is by annual contract, with eligibility for raises. Normal workload determined by unit. Research requirement in accordance with unit-specific accreditation requirements.

D—Librarians

E— Visiting Faculty

Temporary faculty with ranks and duties similar to tenure-track faculty; not eligible for tenure; appointment renewable up to 6 years.

F—Adjunct Faculty

Temporary instructional personnel, hired by department chair or dean on a one-semester contract. Compensation is per equated credit hour. Maximum load per semester is 6 equated hours of teaching or 2 courses, whichever is greater (or equivalent as assigned).

G—Senior Adjunct Faculty/Clinical Faculty/Emeritus Adjunct Faculty

Temporary instructional personnel, hired by dean on a one-year contract. Compensation is per equated credit hour, but may be guaranteed for the entire year. Maximum load per semester is 9 equated hours of teaching (or equivalent as assigned).

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

*FAC on **February 17, 2014.***

*Faculty Senate on date*

Attachments Yes  No

FACULTY AGENDA ITEM 14.23

Date: *April 2, 2014*

**Submitted by:** Kanalis Ockree, 1589

**SUBJECT:** *Combined Graduate degrees - JD, Law School, and MAcc, School of Business, degree.*

**Description:** A combined Juris Doctor [JD]/Master of Accountancy [MAcc] degree will facilitate students more efficient earning of both degrees simultaneously by allowing the substitution of two core Master of Accountancy courses for two Law School courses; and, allow the substitution of two business related law School courses for two elective Master of Accountancy courses. During the first year of Law School students will be allowed to enroll only in law courses. The attached description addresses the JD/MAcc as an expansion to the MBA/JD program that currently exists. Therefore the language of the proposal incorporates the JD/MBA narrative as well. See attached detailed description.

**Rationale:** *A combined graduate degree in law and accounting provides multiple opportunities to enhance career placement and advancement for graduates as either a practicing attorney or as a practicing CPA. The added professional credential for each endeavor greatly increases the usefulness and professional expertise of the degree holder. Individuals with JD/CPA credentials are highly sought after in business and generally very successful.*

**CURRICULAR ADDITIONS/ASSESSMENT:** *No new courses or related assessment will be added to either the law curriculum or the Master of Accountancy curriculum.*

Financial Implications: *(None anticipated)*

Proposed Effective Date: *Fall semester 2014.*

Request for Action: *Approval by Graduate Committee/FS/ Gen Fac, WBOR*

Approved by: Graduate Council on date 04/01/2014

Faculty Senate on date \_\_\_\_\_

General Faculty on date \_\_\_\_\_

Attachments Yes  No

**WASHBURN UNIVERSITY DUAL DEGREE PROGRAM**  
**School of Law (J.D.) & School of Business (M.B.A or M.Acc.)**

Recognizing that legal and business studies complement each other and that real-world problems often require solutions from both legal and business perspectives, Washburn University has developed dual degree programs to encourage students to obtain J.D. and M.B.A. or J.D. and M.Acc degrees during their course of study at Washburn.

On its own, the J.D. program at Washburn University School of Law requires 90 credit hours; the M.B.A. program at the Washburn University School of Business requires 30 credit hours of upper-level courses.<sup>1</sup> The Master of Accountancy<sup>2</sup> program requires 30 master's level credit hours. Thus, pursued separately, the J.D./M.B.A or the J.D./M.Acc would require 120 credit hours. Under the dual degree programs, certain courses are accepted for credit by both schools: six credit hours of business-related law school courses may count toward the M.B.A. or toward the M.Acc, and six credit hours of business school courses in either the M.B.A or the M.Acc may count toward the J.D. Students can therefore obtain either combination of degrees with a total of 108 credit hours.

Law school courses that transfer to the business school are those that are business-related (as determined by the business school); business school courses that transfer to the law school are core courses in which the student earns at least a "B." (Grades will not transfer between schools; for the transferee school, the courses will be treated as credit/no-credit.) No credits for business school courses will transfer to the law school until the student has obtained 12 credits of upper-level MBA (950 series) business school courses.

Students may choose to begin either their legal studies, their business studies, or their accounting studies first. Whenever they start the law school program, students must take the full first-year curriculum, all of which consists of required courses, without interruption. Students will not be permitted to take business school courses during the first year of law school. After completing the first year of the law school curriculum, if students simultaneously take courses in both programs, the total number of credits enrolled in at one time must stay within the parameters required by the American Bar Association's standards governing accredited law schools. Students are also required to participate in the various orientation and assessment activities of both programs.

Students must separately apply to and be accepted by both schools. Students will indicate to each school, at the time of application that they are applying to the dual degree program. Students will pay tuition for law school courses at the normal rate for that school and will pay tuition for business school courses at the normal rate for that school.

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<sup>1</sup> The M.B.A. program also requires up to 30 credit hours of foundation-level courses. This requirement is met either through the completion of undergraduate courses or by taking 920 level courses offered by the School of Business.

<sup>2</sup>The M.Acc program requires that students complete all prerequisites for Master of Accountancy courses.

**FACULTY AGENDA ITEM 14.24**

Date: *April 7, 2014*

Submitted by: Faculty Affairs Committee (*Kelley Weber, Chair, 785/670-1503*)

SUBJECT: *Faculty Handbook Section One.III Faculty Appointment Categories (School of Law)*

Description: *Definitions of Academic appointments for the School of Law.*

Rationale: Washburn has several categories of academic appointments that need to be clearly defined for hiring purposes and for ease of use and any future updates to the Faculty Handbook.

Financial Implications: None.

Proposed Effective Date: *All future faculty hires beginning in 2013-2014 for the 2014-15 year.*

**Section One: Administrative Procedures**

**III. Definitions**

**Faculty Appointment Categories (School of Law)**

H. Tenured Faculty (Professor of Law) or Tenure-track Faculty (Generally designated as Associate Professor of Law. Designation of Professor of Law may be granted by dean in exceptional cases.)

Faculty with continuing appointment; eligible for tenure as outlined elsewhere in the Handbook.

I. Non-tenure-track Faculty (Generally designated as Visiting Assistant Professor of Law, Visiting Associate Professor of Law, or Visiting Professor of Law. Designation of Associate Professor of Law (without the qualifier of "Visiting") may be granted by dean in exceptional cases.)

Hired on annual or semester contract with no possibility of tenure. Appointment renewable. Scholarship not expected.

J. School of Law Librarians

Hired on annual contract with no possibility of tenure. Appointment renewable. May have teaching responsibilities. Scholarship not expected. School of Law Librarians are not considered members of the law faculty, but they are voting faculty members of the university Academic Assembly.

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K. Adjunct Faculty (Adjunct Professor of Law)

Temporary instructional personnel, hired by dean on a one-semester contract. Appointment renewable. Compensation is per equated credit hour. Maximum load per semester is 6 equated hours of teaching or 2 courses, whichever is greater (or equivalent as assigned). Scholarship not expected.

A— Tenured or Tenure-track Faculty (Instructor, Asst. Prof., Assoc. Prof., Professor)

Faculty with continuing appointment; eligible for tenure as outlined elsewhere in the Handbook. Normally a terminal degree is required for a tenure-track appointment.

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

*FAC on **April 7, 2014.***

*Faculty Senate on date*

Attachments Yes  No