

**FACULTY AGENDA ITEM NO 18-22**

**Date: March 14, 2018**

**Submitted By: Faculty Affairs Committee**

**Subject: Proposal to Amend Faculty Handbook – Faculty Roles and Responsibilities (Part 2)**

**Description:** The ad hoc Faculty Handbook Revision Subcommittee comprised of faculty members from the College and four Schools recommended the language of several sections of the Faculty Handbook be modified to more accurately reflect current practice prior to disbanding. In addition, based on a thorough review of the Faculty Handbook by a subcommittee of the standing Faculty Handbook Committee a few minor recommendations were recommended.

Current

Proposed

Current	Proposed	
<p><b>One VII.B.3.1.</b></p> <p>An academic/sweet sabbatical committee shall be composed of one member from each major academic unit and from each division within the College of Arts and Sciences, chosen by those units. Appointees must be tenured faculty. The term of service is two years on a staggered basis.</p>	<p><b>Move to: One VII.E.11.</b></p> <p><b>The academic and sweet sabbaticals committee shall review and recommend the awarding of both to the vice president for academic affairs and the president.</b> An academic/sweet sabbatical committee shall be composed of one member from each major academic unit and from each division within the College of Arts and Sciences, chosen by those units. Appointees must be tenured faculty. The term of service is two years on a staggered basis.</p>	<p><b>Comments regarding proposed changes:</b></p> <p>This committee used to be a subset of the Faculty Affairs Committee; however, at the 5/11/10 General Faculty Meeting the method of selecting members was changed. It no longer fits under the Faculty Affairs Committee and needs to be listed as a committee under the list of Advisory Committees. It is also missing a committee charge which has been added.</p>
<p>Five XI.C. C. Academic Sabbatical Leave</p> <p>The Academic Sabbatical Leave Program at Washburn University is designed to allow faculty members the opportunity for research and study, which will enable them to enrich substantially their teaching effectiveness and/or engage in a substantial scholarly project. Faculty member may use academic sabbatical leave to develop expertise outside their own academic discipline for the purpose of enhancing teaching</p>	<p>Five XI.C. C. Academic Sabbatical Leave</p> <p>The Academic Sabbatical Leave Program at Washburn University is designed to allow faculty members the opportunity for research and study, which will enable them to enrich substantially their teaching effectiveness and/or engage in a substantial scholarly project. <b>Faculty are not required to engage in their university, school, and departmental obligations during the sabbatical leave.</b> Faculty member may use academic</p>	<p><b>Comments regarding proposed changes (ad hoc subcommittee):</b> Clarify that faculty on academic sabbatical leave are not required to engage in university obligations while on leave, to clarify the eligibility and frequency and procedures for sabbaticals, and to clarify the guidelines to be used in the determination of the awarding of academic sabbaticals.</p>

<p>abilities. ...</p> <p>1. Eligibility and Frequency</p> <p>a. Only full-time faculty members who have been considered full-time teaching faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible.</p> <p>b. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching.</p> <p>...</p> <p>3. Restrictions</p> <p>...</p> <p>b. Grants normally will be made only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester. In extraordinary circumstances in which the program would be seriously affected, adjunct faculty can be used to help meet assignments. If the whole year is opted, adjunct instructors will be used up to the extent of one-half the salary of the grantee.</p> <p>4. Application Procedure</p> <p>The applicant must complete the form designated by the Academic Sabbatical Committee</p>	<p>sabbatical leave to develop expertise outside their own academic discipline for the purpose of enhancing teaching abilities. ...</p> <p>1. Eligibility and Frequency</p> <p>a. Only <del>full-time</del> faculty members who have been considered full-time <del>teaching</del> faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible.</p> <p><del>b. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching.</del></p> <p><b>b. Once a faculty member receives a leave, he/she may apply for another academic sabbatical in his/her sixth additional year of full-time service.</b></p> <p>...</p> <p>3. Restrictions</p> <p>...</p> <p>b. Grants normally will be made only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester. <del>In extraordinary circumstances in which the program would be seriously affected,</del> Adjunct faculty <del>can</del> <b>may</b> be used to help meet <b>a portion of the course</b> assignments. If the whole year is opted, adjunct instructors will be used up to the extent of one-half the salary of the grantee.</p> <p>4. Application Procedure</p> <p>The applicant must complete the form designated by the Academic Sabbatical Committee and available from the Vice President for Academic Affairs</p>	
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<p>and available from the Vice President for Academic Affairs office. The completed form must be submitted to the Vice President for Academic Affairs by November 15th of the year preceding the academic year during which the academic sabbatical leave would be taken.</p> <p>The application should contain a written description of the type of study to be undertaken or work to be done in terms understandable to persons not specialists in the applicant's academic discipline. The proposed dates of the academic sabbatical leave should be included along with costs and other anticipated sources of support.</p> <p>a. Value of the project. The applicant should demonstrate that the project will either:</p> <ol style="list-style-type: none"> <li>1) enable the applicant to produce or to make substantial progress toward producing significant scholarly work or</li> <li>2) substantially enhance the applicant's teaching effectiveness by increasing his/her body of knowledge or skills.</li> </ol> <p>b. Evidence which effectively demonstrates the value of the project might be, but is not limited to:</p> <ol style="list-style-type: none"> <li>1) evidence that the work contemplated will be of high quality, will constitute a contribution to an academic field and is likely to be completed successfully;</li> <li>2) evidence that the project contemplated will enable the applicant to assume additional courses of study to be taught;</li> <li>3) evidence that the project will directly benefit the University.</li> </ol> <p>c. Why leave justified. The</p>	<p>office. The completed form must be submitted to the Vice President for Academic Affairs by <del>November 15th</del> <b>on the designated date</b> of the year preceding the academic year during which the academic sabbatical leave would be taken.</p> <p>The application should contain a written description of the type of study to be undertaken or work to be done in terms understandable to persons not specialists in the applicant's academic discipline and addressing the value of the project as set out below. The proposed dates of the academic sabbatical leave should be included along with costs and other anticipated sources of support.</p> <p>a. Value of the project. The applicant should demonstrate that the project will either:</p> <ol style="list-style-type: none"> <li>1) enable the applicant to produce or to make substantial progress toward producing significant scholarly work or</li> <li>2) substantially enhance the applicant's teaching effectiveness by increasing his/her body of knowledge or skills.</li> </ol> <p>b. Evidence which effectively demonstrates the value of the project might be, but is not limited to:</p> <ol style="list-style-type: none"> <li>1) <del>evidence that</del> the work contemplated will be of high quality, will <del>constitute a contribution</del> <b>contribute</b> to an academic field and is likely to be completed successfully;</li> <li>2) <del>evidence that</del> the project contemplated will enable the applicant to assume additional courses of study to be taught;</li> <li>3) <del>evidence that</del> the project will directly benefit the University.</li> </ol>	
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<p>applicant should explain the scope, nature, or location of the project that makes it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time teaching faculty.</p>	<p>c. Why leave justified. The applicant should explain <b>why</b> the scope, nature, or location of the project that makes it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time <del>teaching</del> faculty.</p>	
<p><b>Five.XI.D. Sweet Summer Sabbatical</b></p> <p>4. ...</p> <p>Applications are due in the office of the Vice President for Academic Affairs no later than the end of January in the spring semester for the coming summer from the applicant's department chair (when applicable) and dean.</p>	<p><b>Five.XI.D. Sweet Summer Sabbatical</b></p> <p>4. ...</p> <p>Applications are due in the office of the Vice President for Academic Affairs <del>no later than the end of January in the spring semester for the coming</del> on a <b>designated date not earlier than November 1 prior to the summer sabbatical</b> from the applicant's department chair (when applicable) and dean.</p>	<p><b>Comments regarding the proposed changes (ad hoc subcommittee):</b> Add flexibility to the application and submission deadline.</p>
<p><b>Three.II.E. University Policy on Faculty Tenure</b></p> <p>E. Beginning with appointment to the rank of full-time instructor 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 instructor or higher rank. Up to three years credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.</p>	<p><b>Three.II.E. University Policy on Faculty Tenure</b></p> <p>E. Beginning with appointment to the rank of full-time <del>instructor</del> <b>assistant professor</b> 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 <del>instructor</del> <b>assistant professor</b> or higher rank. Up to three years credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.</p>	<p><b>Comments regarding the proposed changes:</b> Now that Instructor has been eliminated as a defined faculty rank, this needs to be changed.</p>
<p><b>Three.II.E. University Policy on Faculty Tenure</b></p> <p>...</p> <p>Beginning with the appointment to instructor, or a higher rank in a joint faculty position, the</p>	<p><b>Three.II.E. University Policy on Faculty Tenure</b></p> <p>...</p> <p>Beginning with the appointment to <del>instructor</del> <b>assistant professor</b>, or a higher rank in a</p>	<p><b>Comments regarding the proposed changes:</b> Now that Instructor has been eliminated as a defined faculty rank, this needs to be changed.</p>

<p>probationary period at Washburn University shall not exceed six years. Such probationary period for each of the two faculty members serving in a joint position shall be identical and stated in their respective initial employment contracts with Washburn University. At least three of the six years of probationary service must be at Washburn University at the rank of instructor or higher.</p>	<p>joint faculty position, the probationary period at Washburn University shall not exceed six years. Such probationary period for each of the two faculty members serving in a joint position shall be identical and stated in their respective initial employment contracts with Washburn University. At least three of the six years of probationary service must be at Washburn University at the rank of <del>instructor</del> <b>assistant professor</b> or higher.</p>	
<p><b>Three.II.K.</b></p> <p>The faculty members sharing the full-time jointly held appointment shall be entitled to benefits otherwise accruing to full-time faculty members. Among these are:</p> <ul style="list-style-type: none"> <li>*Academic and Sweet Summer Sabbaticals (to be shared)</li> <li>*Retirement (each receiving benefits based on their individual salary)</li> <li>*Life insurance (each insured based on that individual's salary)</li> <li>*Group health insurance (each receive full benefits; premium payments will be based upon the individual's salary, plan selected, and type of coverage elected)</li> <li>*Tuition waiver for children of either participant</li> </ul> <p>Note: The faculty benefit of short-term and long-term disability insurance will not be available to faculty members sharing joint appointments due to insurance company regulations.</p>	<p><b>Three.II.K.</b></p> <p>The faculty members sharing the full-time jointly held appointment shall be entitled to benefits otherwise accruing to full-time faculty members, <b>if eligible pursuant to conditions established by the provider, and based on the individual faculty member's actual salary.</b> <del>Among these are: These faculty would also be eligible for</del> Academic and Sweet Summer Sabbaticals (to be shared)</p> <ul style="list-style-type: none"> <li><del>*Retirement (each receiving benefits based on their individual salary)</del></li> <li><del>*Life insurance, <b>Short Term Disability, Long Term Disability and Vision Insurance</b> (each insured based on that individual's salary)</del></li> <li><del>*Group health <b>medical and dental</b> insurance (each receive full <b>time equivalent</b> benefits; premium payments will be based upon the individual's salary, plan selected, and type of coverage elected)</del></li> <li><del>*Tuition waiver for children of either participant</del></li> </ul> <p>Note: The faculty benefit of short term and long term disability insurance will not be</p>	<p><b>Information Only</b> – based on existing benefits and insurance conditions established by the provider.</p>

	<del>available to faculty members sharing joint appointments due to insurance company regulations.</del>	
<p><b>Six.VII.B.2.</b></p> <p>B. Dropping/Withdrawing</p> <p>1.....</p> <p>2. Initiated by Instructor</p> <p>a. Withdrawal for Lack of Attendance</p> <p>An instructor may request withdrawal of a student from a course because of nonattendance. (Instructors may not initiate or process any other type of withdrawal since it is the responsibility of the student to withdraw.)</p> <p>An instructor, after giving due notice to the student, may request withdrawal of a student from a course because of nonattendance. The Instructor must inform the University Registrar's Office that the student is being withdrawn for lack of attendance. In such cases the grade <u>W</u> is recorded if the withdrawal is on or before the last day to withdraw. After the last day to withdraw, a student cannot be withdrawn by the instructor.</p>	<p><b>Six.VII.B.2</b></p> <p>B. Dropping/Withdrawing</p> <p>1.....</p> <p>2. Initiated by Instructor</p> <p>a. Withdrawal for Lack of Attendance</p> <p>An instructor, <b>after giving due notice to the student</b>, may request withdrawal of a student from a course because of nonattendance <b>during the semester</b>. (Instructors may not initiate or process any other type of withdrawal since it is the responsibility of the student to withdraw.)</p> <p><del>An instructor, after giving due notice to the student, may request withdrawal of a student from a course because of nonattendance.</del> The Instructor must inform the University Registrar's Office <b>in writing</b> <del>that</del> if the student is being withdrawn for lack of attendance. In such cases the grade <u>W</u> is recorded if the withdrawal is on or before the last day to withdraw. After the last day to withdraw, a student cannot be withdrawn by the instructor.</p>	<p><b>Comments regarding the proposed changes (ad hoc subcommittee):</b> To ensure administrative course withdrawals are handled in a consistent manner.</p>

**Financial Implications:** None

Approval by Faculty Handbook Committee: 3/14/2018

Approved by Faculty Affairs Committee: 4/02/18

Approved by Faculty Senate on April 16, 2018

**Requested Action:** General Faculty approval.