

**FACULTY AGENDA ITEM NO 15-23**

Date: April 13, 2015

Submitted by: *Nancy Tate, Associate Vice President for Academic Affairs, x1648*

**SUBJECT: Proposal to Amend Faculty Handbook – Faculty Roles and Responsibilities (Part 1)**

Description/Rationale: The Faculty Handbook Revision Committee recommends the language of the following sections of the Faculty Handbook be modified to more accurately reflect current practice. Additional change proposals will be forthcoming after further faculty review and discussion has occurred.

<p>5.1.A. General Policy          ...A normal undergraduate load is considered to be twenty-four equated hours per year in the College of Arts and Sciences, School of Business, School of Nursing, and School of Applied Studies and either twelve or thirteen credit hours in the School of Law. Graduate teaching loads are negotiated by the Dean of the school involved. Reduction of teaching loads for department chairpersons and for others who have responsibility for the direction of such extracurricular activities as athletics, band, orchestra, drama, and debate, provided that such activities are considered to be a part of the teacher's regular assignment, is determined by the Dean of the major academic unit and the Vice President for Academic Affairs. Should circumstances necessitate deviation from the normal load, adjustment should be made in the teaching assignment for the following year.</p>	<p>5.1.A. General Policy          ...A normal undergraduate load is considered to be twenty-four equated hours per year in the College of Arts and Sciences, School of Business, School of Nursing, and School of Applied Studies and either twelve or thirteen credit hours in the School of Law. Graduate teaching loads are <b>normally</b> determined by the Dean of the school involved. <b>In certain situations, particularly relating to graduate teaching loads, Deans, working with the Office of the Vice President for Academic Affairs, may determine alternate teaching expectations taking into account issues such as overall staffing levels, new program development, curricular revision, accreditation needs, scholarly pursuits and grant opportunities, and budgets.</b> Reduction of teaching loads for department chairpersons and for others who have responsibility for the direction of such extracurricular activities as</p>	<p><b>Comments regarding proposed changes:</b> Adds flexibility to the determination of faculty load based on departmental needs. Adds wording providing more flexibility regarding deviation from normal load and potentially allowing for banking of extra load credit and provides additional clarity regarding instances in which faculty load modifications may be awarded.</p>
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	<p>athletics, band, orchestra, drama, and debate, <b>extracurricular or administrative activities</b>, provided that such activities are considered to be a part of the teacher's regular assignment, is determined by the Dean of the major academic unit and the Vice President for Academic Affairs. <b>(See Section Five I.C.5)</b> Should circumstances necessitate deviation from the normal load, adjustment <del>should</del> <b>will</b> be made in the teaching assignment <del>for the following year</del> <b>in future semesters</b>.</p>	
<p>5.1.B. Evening Courses As an integral part of their teaching load, members of the full-time faculty are expected to teach evening courses that are part of the program of the department or school of which he/she is a member. Appropriate consideration, where possible, will be given to the schedules of faculty members who are to teach both day and evening so that the total load is a reasonable one. The schedule maker will attempt to not assign early morning classes to faculty members who have taught late classes the preceding night.</p>	<p>5.1.B. Evening Courses As an integral part of their teaching load, members of the full-time faculty are expected to teach evening courses that are part of the program of the department or school of which he/she is a member. Appropriate consideration, where possible, will be given to the schedules of faculty members who are to teach both day and evening so that the total load is a reasonable one. <del>The schedule maker will attempt to not assign early morning classes to faculty members who have taught late classes the preceding night.</del></p>	<p><b>Comments regarding the proposed changes:</b> Eliminates duplicative wording regarding providing appropriate consideration for faculty teaching both day and evening courses.</p>
<p>5.XI.A. Leave Without Pay The Board of Regents may grant a faculty member a leave of absence without compensation for a period not to exceed one year (two consecutive academic semesters) for the faculty member to continue graduate work or engage in other professional activity. No faculty member may be awarded consecutive leaves of absence without compensation for more than two academic/calendar years. Application for a leave of absence shall be made to the Department Chair/Dean of the faculty member's major academic unit. A leave of</p>	<p>5.XI.A. Leave Without Pay The Board of Regents may grant a faculty member a leave of absence without <del>compensation</del> <b>pay</b> for a period not to exceed one year (two consecutive academic semesters) for the faculty member to continue graduate work or engage in other professional activity <b>or for other purposes approved by the appropriate Dean and the Vice President for Academic Affairs. Continuation of the leave without pay may be granted on an annual basis with the approval of the appropriate Dean, Vice President for Academic</b></p>	<p><b>Comments regarding the proposed changes:</b> Maintains maximum of one year with right to request additional leave. Approval process will now also involve the Vice President for Academic Affairs, along with approval of Board of Regents. No maximum number of years of leave is set but annual requests are required for continued leave. Sets standards to be used to approve application for leave and continuation of leave. Requires continuations of leave to occur early enough that academic units have sufficient time to cover the faculty member's continued absence. This also</p>

<p>absence without compensation may be granted by the Board only after receiving the recommendations, through the President, of the Department Chair/Dean of the affected major academic unit and the Vice President for Academic Affairs. At the time leave is granted, the Board shall determine whether the period of leave of absence without compensation shall be credited towards the length of service requirements of the faculty member for promotion and/or tenure. Upon expiration of leave, the returning faculty member shall receive his/her class and office assignments from his/her Department Chair/Dean. The Department Chair/Dean shall also make a recommendation for the salary of the faculty member in the normal budgeting process. The recommendation for salary shall take into consideration salary increments to which such faculty would have otherwise been entitled had she/he not been in a leave of absence status.</p>	<p><b>Affairs and the Board of Regents. Approval for both the initial leave request and for any request for continuation of such leave shall be granted only if there is a determination that the continuation of leave is in the best interest of the University. Determination if the continuation of leave is in the best interest of the University shall include considering the following:</b></p> <ul style="list-style-type: none"> <li>•<b>Department’s ability to accommodate the continued leave without pay without loss of program integrity and without placing undue burden on other Employees;</b></li> <li>•<b>Extent of the financial impact on the University; and,</b></li> <li>•<b>Impact on the University’s ability to complete its mission and to fulfill its obligations.</b></li> </ul> <p><b>The faculty member must request the continuation no later than the beginning of the last semester of the leave. No faculty member may be awarded consecutive leaves of absence without compensation for more than two academic/calendar years.</b> Application for a leave of absence shall be made to the Department Chair/Dean of the faculty member’s major academic unit. <b>Application for a leave without pay</b> may be granted by the Board only after receiving the recommendations, through the President, of the Department Chair/Dean of the affected major academic unit and the Vice President for Academic Affairs. At the time leave is granted, the Board shall determine whether the period of leave of absence without compensation pay shall be credited . . . budgeting process. The recommendation . . . had she/he not been in a leave of absence without pay status.</p>	<p>refers to the leave as “leave without pay” consistent with the title of the section and how leave is referenced in other policies for the University.</p>
<p>5.XI.B. Intergovernmental</p>	<p>5.XI.B. Intergovernmental</p>	<p><b>Comments regarding the</b></p>

<p>Exchange The Board of Regents may authorize the exchange of Washburn University of Topeka employees to another governmental entity in the State of Kansas as provided by K.S.A. 75-4401 <u>et. seq.</u> Employees who participate in an intergovernmental exchange of personnel shall be considered during such participation to be in the status of leave of absence without compensation. The period of an employee's participation in an intergovernmental exchange shall not exceed two consecutive academic or calendar years. Application for participation in an intergovernmental exchange of personnel shall be initiated and awarded in the same manner as a leave of absence without compensation.</p>	<p>Exchange The Board of Regents may authorize the exchange of Washburn University of Topeka employees to another governmental entity in the State of Kansas as provided by K.S.A. 75-4401 <u>et. seq.</u> Employees who participate in an intergovernmental exchange of personnel shall be considered during such participation to be in the status of leave of absence without <del>compensation</del> <b>pay</b>. <del>The period of an employee's participation in an intergovernmental exchange shall not exceed two consecutive academic or calendar years.</del> Application for participation in an intergovernmental exchange of personnel shall be initiated and awarded in the same manner as a leave of absence without <del>compensation</del> <b>pay</b>.</p>	<p><b>proposed changes:</b> Ensures this type of leave is consistent with leave without pay and that the language for the leave without pay is consistent with Section 5.XI.A.</p>
<p>5.XI.D. Sweet Summer Sabbatical ... The most pertinent requirements provide:  1. That the recipients of the awards be full-time university employees with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts and Sciences, the School of Business, the School of Nursing, or the School of Applied Studies who has completed a minimum of three years of full-time service or a full-time librarian who is not a member of the Law School faculty.</p>	<p>5.XI.D, Sweet Summer Sabbatical ...The most pertinent requirements provide:  1. That the recipients of the awards be full-time university employees with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts and Sciences, the School of Business, the School of Nursing, or the School of Applied Studies <del>who has completed a minimum of three years of full time service</del> or a full-time librarian who is not a member of the Law School faculty <b>who has completed a minimum of three years of full-time service.</b></p>	<p><b>Comments regarding the proposed changes:</b> Moves the three-year minimum full-time service clause to the end of the statement since it also applies to librarians.</p>
<p>5.XI.D. Sweet Summer Sabbatical  4. ...  Applications are due in the office</p>	<p>5.XI.D. Sweet Summer Sabbatical  4. ...  Applications are due in the office</p>	<p><b>Comments regarding the proposed changes:</b> Adds flexibility to the application and final report submission deadlines.</p>

<p>of the Vice President for Academic Affairs no later than January 25 in the spring semester for the coming summer from the applicant's department chair (when applicable) and dean.</p> <p>...</p> <p>Recipients of Sweet Sabbatical awards are required to submit a <a href="#">written report</a> with the office of the Vice President for Academic Affairs no later than October 5 of the year the award was received. That report will specify the general activities of each day of the sabbatical.</p>	<p>of the Vice President for Academic Affairs no later than <del>January 25</del> <b>the end of January</b> in the spring semester for the coming summer from the applicant's department chair (when applicable) and dean.</p> <p>...</p> <p>Recipients of Sweet Sabbatical awards are required to submit a <a href="#">written report</a> with the office of the Vice President for Academic Affairs no later than <del>October 5</del> <b>the end of September</b> of the year the award was received. That report will specify the general activities of each day of the sabbatical.</p>	
<p><b>6.III.A. Grades</b> Term grades are submitted on-line and are due after the final examination period as specified in the appropriate class schedule so the necessary processing can be completed before the next semester/term. A targeted announcement will be sent to the faculty indicating the deadline for submission of grades. Grades not submitted by the deadline will be recorded as "NR" (not recorded). After the deadline, grades or grade changes must be submitted using the formal paper process on a "Change of Recorded Grade" form.</p>	<p><b>6.V.A. Grades</b> Term grades are submitted on-line and are due after the final examination period as specified in the appropriate class schedule so the necessary processing can be completed before the next semester/term. <del>A targeted</del> <b>An electronic</b> announcement will be sent to the faculty indicating the deadline for submission of grades. Grades not submitted by the deadline will be recorded as "NR" (not recorded). <b>Timely submission of final grades is a basic faculty responsibility. Faculty failure to meet this deadline impacts students negatively.</b> After the deadline, grades or grade changes must be submitted using the formal paper process on a "Change of Recorded Grade" form.</p>	<p><b>Comments regarding the proposed changes:</b> Adds explanatory information regarding the importance of submitting final grades on time. Note: Additional items are being proposed for addition to this section at a later date.</p>
<p><b>6.III.B. Grades and Grade Points</b> ...*Students who unofficially drop by not attending class will receive a grade from the course instructor based on the grade earned. Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.</p>	<p><b>6.V.B. Grades and Grade Points</b> <del>*Students who unofficially drop by not attending class will receive a grade from the course instructor based on the grade earned. Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.</del></p>	<p><b>Comments regarding the proposed changes:</b> Replaces the existing footnote for the awarding of F with the three options for assigning the grade.</p>

	<p><b>*Faculty will report grades of F in one of three ways:</b></p> <p><b>FF – Grade of F earned due to performance in class</b></p> <p><b>QF – Grade of F assigned due to student nonattendance at some point in the semester. The last date of participation will be provided.</b></p> <p><b>NF – Grade of F assigned due to student nonattendance from the beginning of the semester.</b></p> <p>Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.</p>	
<p><b>6.III.D. A/Pass/Fail Option</b>  ... 4. May take the A/Pass/Fail option for only one course per semester (not including PE 198).  ...  While there is no specific limit to the total number of semester hours that may be taken on a non-graded basis (Pass/Fail, credit by examination, advanced placement, and/or military service), a minimum of 84 hours presented for graduation with a Bachelor's degree, 42 with an associate degree must be on a graded basis. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours for a baccalaureate degree (30 hours for an associate degree) presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P, and NC.</p>	<p><b>6.V.D. A/Pass/Fail Option</b>  ... 4. May take the A/Pass/Fail option for only one course per semester (<del>not including PE 198</del>).  ...  While there is no specific limit to the total number of semester hours that may be taken on a non-graded basis (Pass/Fail, credit by examination, advanced placement, and/or military service), a minimum of 84 hours presented for graduation with a Bachelor's degree, 42 with an associate degree must be on a graded basis. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours for a baccalaureate degree (30 hours for an associate degree) presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P, and NC.</p>	<p><b>Comments regarding the proposed changes:</b> Eliminates the exception regarding allowing PE 198 (KN 198) to be taken A/Pass/Fail in conjunction with a second course in a given semester.</p>
<p><b>6.V.A. Adding a Class</b>  A student wishing to add a course to his/her schedule may</p>	<p><b>6.VII.A. Adding a Class</b>  A student wishing to add a course to his/her schedule may</p>	<p><b>Comments regarding the proposed changes:</b> Reflects the current method of adding a</p>

<p>do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web.</p> <p>A student adding a course to his/her schedule may need for an instructor to place an override or a combination of overrides on the My.Washburn account. Placing an override on the student's account provides special approval to enroll for a student who has circumstances which have prevented the student from adding the class. Some types of overrides that may be needed by the student to register include: capacity, class (classification), level (i.e., undergraduate, graduate, law), link (linked courses), corequisite, prerequisite, special (special permission), and time (time conflicts). Students may add a class at any time throughout the registration period prior to the last day to enroll in a course without instructor's permission. After this date, all course additions require the student to utilize the late add process found on the registration screen on the My.Washburn account...</p>	<p>do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web.</p> <p>A student adding a course to his/her schedule may need for an instructor to place an override or a combination of overrides on the My.Washburn account. Placing an override on the student's account provides special approval to enroll for a student who has circumstances which have prevented the student from adding the class. Some types of overrides that may be needed by the student to register include: capacity, class (classification), level (i.e., undergraduate, graduate, law), link (linked courses), corequisite, prerequisite, special (special permission), and time (time conflicts). Students may add a class at any time throughout the registration period prior to the last day to enroll in a course without instructor's permission. After this date, all course additions require the student to utilize the late add process found <del>on the registration screen</del> on the My.Washburn account...</p>	<p>class</p>
<p>6.V.B. Dropping/Withdrawing</p> <p>1. Initiated by Student: Withdrawing from class(es) or from the University</p> <p>A student who wishes to withdraw from a course may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web...</p>	<p>6.VII.B. Dropping/Withdrawing</p> <p>1. Initiated by Student: Withdrawing from class(es) or from the University</p> <p>A student who wishes to withdraw from a course may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin <del>or</del> on the web...</p>	<p><b>Comments regarding the proposed changes:</b> Reflects the current method of dropping a class</p>
<p>6.VIII. Academic Fresh Start</p> <p>Students who have performed</p>	<p>6.IX. Academic Fresh Start</p> <p>Students who have performed</p>	<p><b>Comments regarding the proposed changes:</b> Reflects updated procedures for</p>

<p>poorly in their first year or two at college and then withdraw or are dismissed frequently return to school at a later date to resume their education. Unfortunately, their prior academic record often presents a major obstacle to their overall success.</p> <p>Persons in this category who want an opportunity for a fresh undergraduate start at Washburn University, without the handicap of their prior academic record, may apply for admission under Academic Fresh Start subject to the following conditions.</p> <p>A. All previous academic work at any college or university will be disregarded with respect to Washburn University graduation requirements. The prior academic record remains a part of the student overall academic transcript, but none of it is carried forward as part of his/her program. The transcript will indicate "Academic Fresh Start" and the date it was granted. The student will then begin his/her college study again under the current catalog with no credits attempted, no credits earned, and no grade points earned. This policy applies only to Washburn students. A student transferring from Washburn University to another institution will have to follow the receiving institution's policy.</p> <p>B. A person may receive Academic Fresh Start only once.</p> <p>C. At least three years must have elapsed between the end of the semester in which the applicant was last in attendance at college and the beginning of the semester in which he/she intends to re-enroll.</p> <p>D. A student granted Academic Fresh Start is considered an entering freshman and as such is eligible for consideration for</p>	<p>poorly in their first year or two at <del>college</del> <b>any regionally accredited post-secondary institution</b> and then withdraw or are dismissed, frequently return to school at a later date to resume their education. Unfortunately, their prior academic record often presents a major obstacle to their overall success.</p> <p><del>Persons in this category</del> <b>Students</b> who want an opportunity for a fresh undergraduate start at Washburn University, without the handicap of their prior academic record, may apply for admission under Academic Fresh Start <b>within the first term of attendance</b> subject to the following conditions.</p> <p>A. All previous academic work at any <del>college or university</del> <b>regionally accredited post-secondary institution</b> will be disregarded with respect to Washburn University graduation requirements.</p> <p><del>B.</del> <b>B.</b> The prior academic record remains a part of the student's overall academic transcript, but <del>none of it is</del> <b>not</b> carried forward as part of <del>his/her</del> <b>the student's</b> program.</p> <p><del>C.</del> <b>C.</b> The <b>Washburn</b> transcript will indicate "Academic Fresh Start" and the date it was granted.</p> <p><del>D.</del> <b>D.</b> The student will then begin <del>his/her</del> college study again under the current catalog with no credits attempted, no credits earned, and no grade points earned. <del>This policy applies only to Washburn students. A student transferring from Washburn</del></p>	<p>implementing Academic Fresh Start.</p>
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<p>all academic opportunities afforded any Washburn students. Granting of Academic Fresh Start does not mean the student is eligible for financial aid. An individual request for reinstatement of federal aid should be directed to the financial aid office in writing.</p> <p>The applicant will present his/her petition for Academic Fresh Start to the Academic Advising Center. If the applicant is a transfer student or a former Washburn student who subsequently attended another institution, an official copy of all transcripts must be on file in the Office of Admissions before the application is considered. Students must apply 30 days before each semester's enrollment period.</p>	<p><del>University to another institution will have to follow the receiving institution's policy.</del></p> <p><del>B. E.</del> A person may receive Academic Fresh Start only once.</p> <p><b>The Academic Fresh Start policy applies only to the Washburn academic record. A student granted Academic Fresh Start is an entering first-year student and as such is eligible for consideration for all academic opportunities afforded by Washburn. A student transferring from Washburn University to another institution will have to follow the receiving institution's policy.</b></p> <p><b>To be eligible for consideration of an Academic Fresh Start:</b></p> <p><del>C. A.</del> <b>A.</b> At least three years must have elapsed between the end of the semester in which the applicant was last in attendance at <del>college</del> <b>any regionally accredited post-secondary institution</b> and the beginning of the semester in which he/she intends to re-enroll. <b>This three-year waiting period may be waived if course work was completed prior to high school graduation.</b></p> <p><del>D. A student granted Academic Fresh Start is considered an entering freshman and as such is eligible for consideration for all academic opportunities afforded any Washburn students. Granting of Academic Fresh Start does not mean the student is eligible for financial aid. An individual request for reinstatement of federal aid should be directed to the financial aid office in writing.</del></p> <p><b>B. Student petition for Academic Fresh Start within</b></p>	
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	<p><b>the first term of attendance.</b></p> <p><b>C. Student must apply for admission through the Office of Admissions.</b></p> <p><b>D. Submit official transcripts from all regionally accredited post-secondary institutions attended.</b></p> <p><b>E. Application fee paid.</b></p> <p>The applicant will present his/her petition for Academic Fresh Start to the Academic Advising Center. If the applicant is a transfer student or a former Washburn student who subsequently attended another institution, an official copy of all transcripts must be on file in the Office of Admissions before the application is considered. Students must apply 30 days before each semester's enrollment period.</p> <p><b>Granting of Academic Fresh Start does not mean the student is eligible for institutional scholarships or financial aid. An individual request for reinstatement of federal aid should be directed to the financial aid office in writing.</b></p> <p><b>Petitions are available through the Office of Academic Advising.</b></p>	
<p>6.XV. Participation in Activities</p> <p>It is assumed that all faculty members will attend faculty meetings and participate in commencement activities in proper academic regalia unless arrangements are made with the Dean of the school. All faculty are urged to participate as fully as possible in assemblies, lecture series, concerts, plays, and whatever other activities contribute to the cultural life of</p>	<p>6.XVII. Participation in Activities</p> <p>It is assumed that all faculty members will attend faculty meetings and participate in commencement activities in proper academic regalia unless arrangements are made with the Dean of the school. All faculty are urged to participate as fully as possible in assemblies, lecture series, concerts, plays, and whatever other activities contribute to the cultural life of</p>	<p><b>Comments regarding the proposed changes:</b> Modified to reflect existing practice</p>

the University community.	the University community.	
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**Financial Implications:** None

Approved by Faculty Affairs Committee: April 13, 2015

Approved by Faculty Senate: April 20, 2015

**Requested Action:** General Faculty approval.

**Presented By:** Dr. Nancy Tate

Associate Vice President for Academic Affairs