



October 31, 2006

Mike Russell
Secretary, Faculty Senate
Washburn University

Re: Changes in Promotion and Tenure Policy
school of Applied Studies

Dear Mike:

Attached is an agenda item with changes in the Promotion and Tenure Policy for the School of Applied Studies. The changes are on page 5 under iv. d. Professor, which is changed to allow J.D.'s to petition, and on page 6 under 4. a., e., and f. having to do with Promotion and Tenure Committee membership.

Respectfully,

William S. Dunlap, Ph.D.
Dean and Professor, School of Applied Studies

Enc

E. School of Applied Studies

1. General Policy

The School of Applied Studies is one of the major academic units at Washburn University. The School is administratively responsible for career-oriented Master's Degrees, Baccalaureate Degrees, Associate Degrees, and one-year certificates.

The basic responsibility of faculty in the School of Applied Studies is to preserve and transmit knowledge and skills in their fields and to be responsive to the needs and interests of the community they serve. Within these applied programs, the School seeks to provide qualified faculty members with the right to teach in an atmosphere of intellectual inquiry commensurate with institutional regulations and subject to the constraints of federal and state legislation.

In sections 2. "Tenure" and 3. "Requirements for Appointment and/or Promotion in Rank", the basic criteria are outlined for achieving the accomplishment of tenure or promotion. It should be noted that while quantitative criteria are specified, a qualitative factor is inherent in the evaluation process. The significance of contributions cited by candidates for tenure or promotion weighs heavily in the evaluation process.

2. Tenure

The awarding of tenure rests on the individual faculty member's professional qualifications, as judged by students and peers, and must be special and appropriate for the applied and career orientation of the School.

Tenure within the School of Applied Studies is consistent with general University policy in emphasizing the importance of teaching, service, and scholarship by the faculty. Tenure may be earned, but it is not a right and should never be assumed to occur automatically. After an appropriate probationary period, as defined by the University Bylaws, a faculty member who has completed the appropriate professional training and holds the rank of assistant professor or higher may petition for the award of tenure pursuant to the criteria listed below.

However, it should be noted that the criteria for tenure may change and until tenure is granted, faculty are considered probationary employees. If the criteria for tenure change during the non-tenured faculty member's employment, the candidate will be expected to meet the new and current criteria at the time of tenure application.

a. Completion of professional training. The granting of tenure in the School's baccalaureate and master's degree programs ordinarily requires the completion of the doctoral degree. The minimum requirement for tenure in all School programs is a Master's degree plus at least 12 additional post Master's degree credits in a relevant field. What constitutes a relevant field can be determined through negotiation with the department chair and the approval of the Dean. In addition to educational requirements, some departments may require professional licensure, registration or certification. The official Letter of Appointment will outline for new faculty any expectations in degree, licensure, certification or registration expected of the tenure track faculty

person in order for tenure to be granted. These requirements may be specific to the position and determined at the time of appointment to meet School, academic program or departmental needs.

b. Classroom teaching effectiveness. The effectiveness of teaching will be documented through student evaluations, peer evaluations (including classroom visitations), quality of syllabi, student performance on standardized entrance and exit examinations in courses, sequences, or overall curriculum, the effective use of innovative or "best practice" techniques, and any other information deemed appropriate by the faculty and approved by the Dean. A combination of all appropriate information will be used to give sufficient evidence for an overall judgement of teaching effectiveness.

c. Service. Two areas of service are recognized. These areas are service to the institution and service to the community. Service to the institution is demonstrated through active participation in University/School committees, quality of academic advising, level of cooperation with colleagues in fostering development of program and University goals, quality and quantity of curriculum development, formal recruitment efforts approved by the Dean, quality of administrative or program grant writing and grant acquisition (professional research and demonstration grants are considered under the category of Scholarly Activity), willingness to accept program work assignment, speed and efficiency of execution of work assignments, and any other data deemed appropriate by the faculty and approved by the Dean. Service to the community is demonstrated through community based activities related to the professional discipline. Such activities as memberships and/or offices held in professional organizations, community based professional lectures, consultations and/or advising, conducting workshops or seminars, community service publications, community service recognition or awards, leading and/or assisting with organizing continuing education activities and other service deemed appropriate by faculty and approved by the Dean.

d. Scholarly activity, research and creative productivity. Demonstration of scholarly activity includes publication in books, book chapters, papers, monographs, articles in refereed or select edited publications, and book reviews; delivering papers at national, regional, state or local professional meetings; participation in scholarly panels; invitational lectures or presentations; participation in editorial boards of professional publications; editing or co-editing professional publications; awards and/or recognition for scholarship, development and application of research/demonstration grants, acquisition of research/demonstration grants, development of experimental programs; and any similar scholarly productivity deemed appropriate by the faculty and the Dean. The mere number of scholarly and creative products is not a sufficient condition for granting of tenure. The quality of the candidate's products is an essential factor in determining whether tenure should be granted.

To receive the award of tenure, the petitioner must demonstrate through documentation a pattern of performance that suggests the applicant will continue to perform as a highly desired and valued member of the academic unit. In addition to meeting the degree requirements of the discipline, documentation must indicate excellence in teaching and service as well as substantial accomplishment in the area of scholarly activity, research and creative productivity.

A person in the rank of lecturer is not eligible for tenure. Only those faculty in rank of assistant professor or higher are eligible for tenure.

3. Requirements for Appointment and/or Promotion in Rank

The Dean will appoint faculty members to the ranks as indicated below provided candidates already fully meet the minimum requirements. (note: Individuals holding the rank of Instructional Assistant are not eligible for tenure or rank promotion.)

a. Instructor

Appointment to the rank of Instructor typically requires a Master's degree and evidence of professional competence. The minimum requirement would be a Bachelor's degree and demonstration of professional competence. Licensure, registration or certification, if applicable, may also be required (Consult with the Dean of the School Applied Studies to determine applicability).

b. Assistant Professor

i. Appointment to the rank of Assistant Professor typically requires a completed doctorate. The minimum requirement would be a Master's degree. The determination of which tenure track positions will require a doctorate is made by the Dean in consultation with the Department Chair. In addition, and where applicable, professional licensure, registration or certification is required.

ii. Candidates with the Doctoral degree are eligible for the rank of Assistant Professor without meeting any length of service requirements.

iii. Candidates with the Master's degree must have completed at least three (3) years of full-time teaching or have the equivalent of four (4) years of part-time teaching and a minimum of five (5) years of professional experience.

iv. The candidate for promotion to Assistant Professor will be evaluated for teaching effectiveness by means of:

a'. Student evaluations.

b'. Faculty colleague (peer) evaluations

c'. Program Director's/Department Chair's evaluation.

v. The candidate for Assistant Professor must demonstrate service contributions to the department/program, School and to the University by fulfilling at least two (2) of the criteria listed under "c. Institutional Service" and at least two (2) of the criteria listed under "d. Community Service" in the section under "2. Tenure" of this document. The significance as well as the quantity of the contributions presented as argument for promotion is of vital importance in the evaluation of a candidate's merit.

vi. The candidate for Assistant Professor must demonstrate satisfactory professional growth and scholarly achievement as documented by accomplishment of at least two (2) or more of the criteria listed under "e. Scholarly activity, research and creative productivity" in the section describing "Tenure" requirements. The significance as well as the quantity of the contributions presented as argument for promotion is of vital import in the evaluation of a candidate's merit.

For promotion or appointment to the rank of Assistant Professor, documentation must demonstrate performance which is considered good in the area of teaching. Performance which is considered good also must be demonstrated in the area of service. In the third area, some scholarly activity must be demonstrated by the candidate.

c. Associate Professor

i. Appointment to the rank of Associate Professor typically requires the doctorate. The minimum requirement will be the Master's degree plus 12 credits beyond the Master's. The determination of which tenure track positions require a doctorate for promotion is made by the Dean in consultation with the Department Chair.

The candidate must also have (8) years of full-time college level academic experience or four (4) years of full-time college level teaching and five (5) years of professional experience directly related to the academic discipline. Four (4) years of teaching experience must have been at the rank of Assistant Professor.

ii. The candidate for promotion to Associate Professor will be evaluated for teaching effectiveness by means of:

a'. Student Evaluations

b'. Faculty colleague (peer) evaluations

c'. Program Director/Department Chair Evaluation

iii. The candidate for Associate Professor must demonstrate above average service contributions to the School, department/program and University by fulfilling a minimum of three (3) or more of the criteria listed under "c. Institutional Service" and (3) or more of the criteria listed under "d. Community Service" in the Tenure section.

iv. The candidate for Associate Professor must demonstrate substantial evidence of professional growth and scholarly achievement as documented by evidence from multiple areas listed under "e. Scholarly activity or research and creative productivity" in the Tenure section of this document. Excellence should be demonstrated in two or more areas for rank advancement at this level.

For promotion or appointment to the rank of Associate Professor, documentation of teaching effectiveness must demonstrate excellence. Above average performance also must be demonstrated in the area of service. In the area of scholarly activity substantial evidence of

accomplishment must be present. However, the demonstration of excellence in scholarly activity and substantial performance in the area of service may be considered sufficient for meeting the criteria for promotion to associate professor.

d. Professor

~~i. Appointment to the rank of Professor will require the doctoral degree. The candidate must have ten (10) years of full-time college level academic experience or a combination of eight (8) years of full-time academic experience and five (5) years of professional experience directly related to the subject being taught. At least four (4) years of teaching experience must be as an Associate Professor.~~

Appointment to the rank of Professor will require the doctoral degree. This qualification includes individuals holding the Juris Doctor degree for the Legal Studies program. The determination of which other doctoral degrees that may be required for promotion to Professor in other departments is made by the Dean in consultation with the Department Chair. The candidate must have ten (10) years of full-time college level academic experience or a combination of eight (8) years of full-time academic experience and five (5) years of professional experience directly related to the subject being taught. At least four (4) years of teaching experience must be as an Associate Professor.

ii. The candidate for promotion to Professor will be evaluated for teaching effectiveness by means of:

a'. Student Evaluations

b'. Faculty Colleague (peer) evaluations

c'. Program Director/Department Chair's evaluation

For appointment to the rank of Professor evaluations of teaching should be outstanding.

iii. The candidate for Professor must demonstrate outstanding service contributions to the Department/Program, School, and University by addressing with strength most of the criteria listed under "c. Institutional Service" and "d. Community Service" in the sections under "2. Tenure".

iv. The candidate for promotion to Professor must demonstrate outstanding professional growth and scholarly achievement as documented by significant accomplishment in multiple areas of the criteria listed under "e. Scholarly activity, research and creative productivity" including areas of publication and research.

For promotion to the rank of Professor the candidate should be excellent in all areas. However, special accomplishment and excellence of the highest calibre in the area of either service or scholarly activity may allow candidates to achieve the rank of professor with substantial performance in the other.

4. Procedures: Committee on Promotion and Tenure

- a. The School of Applied Studies Committee on Promotion and Tenure shall consist **of a minimum of five to seven** full-time tenured faculty members with a rank of Associate or Full Professor appointed from the School and/or the University at large by the Dean of the School of Applied Studies. The majority of members of the committee shall be selected from eligible faculty who have appointment within the School of Applied Studies. However, if it is not possible to appoint a majority of faculty from the School of Applied Studies, the Dean will appoint a committee using all eligible SAS faculty and faculty from outside the School. A committee considering promotion petitions for the rank of Professor must have the majority of its membership at the rank of Professor.
- b. The Chairperson of the committee shall be elected annually by the members of the Promotion and Tenure Committee. The Dean of the School of Applied Studies is responsible for calling for petitions and convening the CPT.
- c. No member of the committee shall participate in the deliberations or voting on his/her own promotion recommendations.
- d. Candidates eligible for consideration for promotion and/or tenure shall be notified by the Dean of the School of Applied Studies that they are eligible to petition.
- e. ~~The Dean of the School (SAS) shall notify the CPT of the candidates who are applying for promotion or tenure consideration.~~ *Candidates may submit names of three qualified faculty to the Dean for consideration and the Dean will appoint at least one of these individuals to the committee.*
- f. *The Dean will notify the candidate of the proposed committee membership. The candidate will have the right to submit a confidential memo to the Dean (within 5 days) if there is a concern about a conflict with a committee member. Replacement of a committee member remains at the discretion of the Dean.*
- g. Candidates shall submit to the Committee written petitions and supporting documentation illustrating achievement of School criteria for promotion or tenure. Documentation should be thorough and specifically relate to each criteria, and be as current as possible.
- h. After careful deliberation and consideration of all available information, a vote shall be taken by the committee as to whether or not each candidate shall be recommended for promotion or tenure. A three-fifths majority vote is required for recommendation of candidate by the Committee.
- i. The determination of the Committee which results from the review shall be communicated in writing to the Dean of the School via the School Form and the original petition and all supporting documentation shall be forwarded to the Dean. In addition, the Chair of the department in which the faculty member applying has appointment shall submit to the Dean an independent recommendation.

j. The Dean shall prepare a separate recommendation of the concurrence or non-concurrence relative to each candidate's recommendation by the committee and shall notify each candidate of the results of the review.

k. The Dean shall submit the recommendation of the Committee and the Dean's recommendation, together with the supporting documentation, to the Vice President for Academic Affairs.

IV. Procedure for Notice of Non-Reappointment

A. Notice of non-reappointment may be given to a non-tenured faculty member at any time in accordance with the non-reappointment schedule.

B. Non-reappointment decisions originate in the department or school. Written notice shall be sent by the departmental chairperson or the Dean to the faculty member on or before the date on which that recommendation is forwarded to the next review level. This notice shall make allowance for the stated standard for date of notice, specified in IV.C. below.

The procedure for forwarding recommendations for non-reappointment shall be from the chairperson of the department to the Dean of the Academic Unit to the Vice-President for Academic Affairs to the President. At each level the appropriate administrator shall indicate his/her concurrence or non-concurrence.

The decision to issue a notice of non-reappointment in no case will be made without consultation with the Dean and/or department chairperson. The legally effective notice of non-reappointment will be issued over the signature of the President and shall be sent to the faculty member no later than the appropriate deadline date in IV.C. below.

C. Non-reappointment Schedule of Notification

Non-reappointment notification must conform to the following schedule of dates:

1. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of termination.

2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

3. Not later than May 31 of the academic year preceding the academic year in which the appointment is to expire, when the individual is in the third or later year of appointment.

D. A non-tenured faculty member is considered to be serving a probationary period. Non-reappointment may be justified, in addition to reasons related to the faculty member's performance as a teacher, scholar, and member of the University community, by criteria based

upon departmental or school plans for future faculty development, by budgetary considerations, financial exigencies, program reduction or termination, or by a departmental or school decision that its needs should be filled with a different individual.

V. Procedures for Termination

A. General Statement

The President may terminate the services of a member of the faculty at any time, for cause. Cause for termination consists of demonstrated incompetence or dishonesty in teaching or research; substantial and manifest neglect of duty; personal conduct which substantially impairs the individual's fulfillment of his/her University responsibilities; engaging in or substantially contributing to actions materially disruptive to the effective operations of the University; substantial falsification of credentials; or violation of other faculty, staff, or student's civil rights. Written notice of termination shall be given by the President to the faculty member concerned prior to the date of termination. The Board of Regents shall determine and fix the date on which payment of salary shall cease, which date shall not be prior to the effective date of the termination of services. Such termination by the President shall only be made after consultation with the appropriate dean. The termination for cause of a tenured faculty member previous to the expiration of a term appointment, if appealed by the affected teacher, will be considered by both the Faculty Appeals Committee and the Board of Regents.

If a faculty member who has been given notice of dismissal communicates an objection to the dismissal decision to the appropriate University authorities as described in Section V of the Bylaws of the University, that member shall not be suspended from previously assigned institutional duties during the period necessary to resolve the question, unless the member's discharge of those duties clearly constitutes a threat of immediate harm to the member or others as determined by the President. In the latter case the President shall reassign the faculty member to other duties that seem appropriate, if any are available. The faculty member shall be continued on regular salary while all the proceedings are pending.

B. Informal Procedures

1. If a faculty member who has been given notice of dismissal communicates an objection to the dismissal decision to the appropriate University authorities as described in Section V of the Bylaws, the President or the representative authorized in writing (Hereafter a reference to "the President" shall be understood to include as an alternative "or an authorized representative," and whenever an authorized representative acts on behalf of the President the actions shall be deemed the actions of the President.) shall discuss the matter with the faculty member in a personal conference. Prior to the conference the President shall send to the faculty member, in writing,

a. A clear statement of the facts which have given rise to the question, and

b. A statement that the faculty member is invited to attend a personal conference at a specified time, date, and place, and may bring academic advisors and legal counselors if desired, and

- c. If the presence of legal counsel is desired by the tenured faculty member, the President must be informed in time to allow the presence of legal counsel for the University, and
 - d. A statement that any information adduced or arguments advanced in the conference may later be used as admissions at a formal hearing, and
 - e. A statement that a personal conference can be successful only if the facts and issues are confronted in an atmosphere of a genuine, candid attempt to find a solution to a mutual problem, and that, as a means conducive to this end, the President will welcome the views of the faculty member and will present, in turn, the President's views on the question.
2. At this point the matter may be concluded by mutual consent. If so, and unless explicitly requested by the faculty member not to do so, the President shall send a signed letter setting forth the settlement to the faculty member within fifteen days.
 3. If as a result of the personal conference a settlement is not reached, the President and the faculty member shall within three days select an Advisory Committee, which shall offer its confidential advice to the parties and attempt to effect a settlement. The Advisory committee shall consist of three tenured faculty members, one selected by the President, one selected by the faculty member, and a third selected by agreement between the President and the faculty member. The Committee shall elect its own chairperson. If a settlement cannot be effected, the proceeding will move to the formal stage.

C. Formal Procedures

When the procedures set forth above (V.B.) have been exhausted, then, and not until then,

1. formal procedures may be initiated by the faculty member, and in this event the procedures defined below shall apply.
2. Appeals Committee
 - a. The Appeals Committee composition and authority
 - 1) The Faculty Appeals Committee shall consist of all elected faculty representatives to the University Council; provided, however, that any member of such committee shall be disqualified from participating in a hearing in the case of a member of the academic department of which he/she is a member. The member of the Committee senior in tenure shall serve as chairperson.
 - 2) The decision of the Committee which shall include provisions for appropriate remedial action will be binding unless a party to the appeal makes a written request within ten days for final determination by the Board.
 3. A formal procedure shall be initiated by the dispatch of identical copies of a formal communication from the President to the faculty member and to the chairperson of the Faculty Appeals Committee (hereinafter called the Committee), containing the following:

- a. A statement of the charge or charges relied upon, set forth in plain and descriptive English, and
- b. A detailed summary of the evidence upon which the charges are based, and
- c. A first list of witness to be called (the names of other witnesses to be communicated when they become known), and
- d. A copy of the pertinent Kansas Statutes and University regulations that govern the faculty member's procedural and substantive rights, specifically including but not being limited to relevant (1) statutes, (2) Bylaws, (3) Faculty Handbook, (4) statements concerning the proper composition, procedures, and powers of the Committee, and
- e. A statement that the Committee shall conduct a hearing on the charges, and
- f. A statement that the time and place of the hearing shall be set by the Committee, and shall be communicated to the faculty member, and shall be such as shall allow the faculty member adequate opportunity to prepare defense, normally not less than thirty days, and
- g. A formal invitation to the faculty member to attend the hearing accompanied by academic advisors and legal counselors.

Upon the request of the faculty member, separate copies of the statement of charges shall be sent to the appropriate professional organizations, together with formal invitations to send an observer to the hearing. These statements and invitations shall be sent by the President.

Not less than one week before the date set for the hearing, the faculty member shall submit to the President and to the Committee a written answer to the charges, or shall state to the President and to the Committee that he/she does not desire a hearing to be held at which point the previous action obtains.

Prior to the hearing the faculty member shall submit a copy of his/her answer to each of any professional organizations that at his/her request have been sent copies of the statement of charges.

If any evidence is tendered during the hearing to which objection is made on the ground that it is not within the issues raised by either the statement of charges or the answer, the committee may allow either the statement or the answer to be amended, and shall do so freely, especially when the presentation of substantive issues will thereby be facilitated. Whenever an amendment has been allowed at the instance of one party, and the other party so requests, the Committee shall grant the objecting party a reasonable time within which to prepare a response to the case on the new issue or issues that have been raised and to meet the evidence tendered.

4. When the faculty member submits an answer to the statement of charges as contemplated in Section V.C.3. the following procedures shall apply:

a. Any member of the Committee is disqualified if he/she is a member of the faculty member's department.

The faculty member may, at least one day before the hearing is scheduled to begin, indicate to

b. the chairperson of the Committee a desire that the hearing shall be (1) public or (2) private, and the chairperson shall grant the request. However, if the faculty member fails to indicate his/her preference, the Committee in its independent judgment shall determine whether the hearing shall be public or private.

The President, the faculty member, and their respective academic advisors and legal

c. counselors, all shall have the right to be present at the hearing at all times, as shall any observer sent by a professional organization in response to a formal invitation.

The hearing shall proceed in the following order: The submission of (1) evidence by the

d. President in support of the statement of charges, (2) evidence by the faculty member in support of his/her answer, (3) rebuttal evidence by the President, (4) rebuttal evidence by the faculty member, and (5) closing arguments. However, in rare cases, if the Committee believes that a clearer or more expeditious way of exploring the issues can be achieved by varying this normal order of proceeding, it may so order.

The testimony of witnesses and other evidence shall be received by the Committee; however,

e. any testimony on which the opposing party is not afforded a reasonable opportunity for cross-examination shall be stricken from the record of the hearing. The rules of evidence applicable in courts of law shall not be binding at the hearing, but may be consulted by the Committee in its discretion. The University shall make available to the faculty member, and to his/her advisors and lawyers, all the authority it possesses to obtain information and to require the presence of witnesses and the production of evidence relevant to the issues of the hearing.

Both parties, their representatives, and the Committee shall have the right to summon and to

f. question all witnesses, and to present other evidence relevant to the issues of the hearing.

The Committee, in its discretion, may exclude a witness from the hearing room except while

g. testifying.

If professional incompetence has been charged, there shall be admitted as evidence, in addition

h. to individual testimony, a formal report on the work of the faculty member by colleagues in the department and in cognate departments of the University; and if the faculty member so requests, there shall be admitted as evidence a report by fellow specialists from other institutions, selected by agreement between the faculty member and his/her departmental colleagues; and if the charges include incompetence in the classroom, testimony from students who have been taught by the faculty member may be received. Any judgment by the Committee on the point of professional incompetence must be restricted to, and based upon, the evidence delimited above, and cannot properly rest upon any other considerations.

In its discretion, the Committee may proceed independently to secure the presentation of
i. evidence at the hearing, and it may direct the parties, or either of them, to produce evidence on specific issues that it deems significant.

j. The principal of confrontation and full examination of the evidence shall prevail throughout the hearing.

k. The burden of proving the charges shall rest on the party bringing them, and the burden of proving a charge must be sustained by a preponderance of the relevant evidence.

l. A verbatim record of the proceedings shall be made. The record may be made by a recording device or by a stenographic reporter, in the sole discretion of the Committee. A full transcript of the proceedings shall be furnished to the Committee and the parties. In the event the record is made by a recording device, it shall be sufficient if the Committee and the parties are furnished the original recording or duplicates thereof in lieu of a written transcript. The cost of making the record and the transcriptions shall be borne by the University.

m. The Committee shall not be bound by the formal procedure of the law courts.

n. In its discretion, the Committee may adjourn the hearing from time to time in order to permit the parties to obtain further evidence.

o. The Committee may request written briefs from the parties, and shall accept them if they are offered.

The Committee shall defer its decision until the verbatim record of the hearing has become available, except in the case where the Committee believes that it can render a just decision in the absence of the verbatim record. In all cases, the Committee shall render its decision in the full light of the requirement that the burden of proof of the charges rests upon the party bringing them.

All the decisions of the Committee shall be based solely upon the record of the hearing. The Committee shall make specific findings of fact to support its conclusions on each of the alleged grounds for dismissal. A copy of the Committee's opinion, setting forth its disposition of each issue in the case together with the reasons by which it justifies its conclusions, shall be made available to each of the parties and to any observer who was sent to the hearing by a professional organization in response to a formal invitation to do so. This shall be done at the time when the Committee announces its decision in the case; and at least one copy shall be filed at that time in the President's Office as a public document.

The decision of the Committee, which shall include provisions for appropriate remedial action, will be binding upon both parties unless either party makes a written request for final determination by the Board of Regents within ten days.

5. The Board of Regents' review of the case shall be scheduled for the earliest possible date and shall be based on the record of the previous hearing accompanied by opportunity for argument,

oral or written or both, by the principals at the hearing or their representatives. The decision of the Faculty Appeals Committee should either be sustained or the proceeding be returned to the committee with objections specified. In such a case the committee shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the Board of Regents make a final decision overruling the committee.

6. Except for such simple announcements as may be required, covering the time of hearing and similar matters, public statements about matters before the Faculty Appeals Committee by either the faculty member or administrative officers shall be avoided as far as possible until the proceedings have been completed. Announcement of the final decision shall include a statement of the Faculty Appeals Committee's original action if this decision has not previously been made known. University Bylaws, Article V, Section 9.

VI. Criteria and Procedures for Evaluating Faculty for Salary Increments

A. It is the continuing policy of Washburn University to provide opportunities and incentives for professional advancement of faculty and staff commensurate with the abilities and effectiveness in the institution. Among the incentives to superior performance is recognition through merit increments in salary. Salary at the time of employment shall be established by negotiation between the individual faculty member and the University. Such factors as educational achievement, prior experience, the level and rank in which the individual is employed, prevailing salaries in the discipline or specialty, resources available, and affirmative action requirements shall be considered in determining the appropriate salary level. To make certain that salaries are based on an equitable and impartial allotment and that there is a recognition of merit, the status, qualifications and performance of all faculty and staff will be reviewed annually by the appropriate administrative officers for possible salary increments. Merit, and not years of service, will be the guide in such matters. The same criteria will be used in evaluating the qualifications of faculty members for possible salary increments as for advancement in rank. Salary and promotion should depend upon the faculty member's total contribution to the University and not upon any single category.

B. The department chairperson through the Dean of the College, and the Deans of the Schools are responsible for making annual salary recommendations. Usually a specific amount of money for salary increments is allotted to each major academic area to be distributed among the faculty and staff. The Affirmative Action Director will review all annual salary recommendations and may recommend adjustments when appropriate for compliance or equity. Final recommendation to the Board of Regents is made by the President.

C. In the College of Arts and Sciences, department chairs working together with department members shall construct a document describing the criteria for annual faculty evaluation. The departmental criteria shall be consistent with, but may exceed or be more detailed than, the criteria for promotion and tenure described in the *University Faculty Handbook*. To initiate the process of annual faculty evaluation, the department chair shall provide each faculty member with the departmentally approved document. The department chair shall ask faculty to submit a written annual report explaining how their professional activities relate to the department's

criteria for evaluation. The department chair shall then schedule an annual conference with each faculty member to review the faculty member's annual report. The department chair shall use both the written report and the conference for making annual recommendations pertaining to faculty salary, retention or non-retention. The department chair shall indicate to the dean of the College that the process of annual faculty evaluation has been completed by sending to the dean the appropriate forms, which shall be signed by both the chair and faculty members to signify they have seen the completed forms. The department chair shall give a copy of the evaluation form to the faculty member. The department chair shall not forward to the dean any information beyond that required by the form. The faculty member shall have the opportunity to append comments to the form submitted to the dean.

D. In the College and Schools of Law, Nursing, Business and Applied Studies, faculty shall be evaluated yearly for the purpose of salary increments using unit faculty-approved evaluation criteris and procedures, which have been accepted by the appropriate dean. Before completion of this process, each faculty member shall be given a written narrative with a rationale for the recommended evaluation by the appropriate dean or chair.

VII. Grievance Policy and Procedure

It is the policy of Washburn University of Topeka that disputes concerning the terms and conditions of employment of faculty members be resolved, if possible, within the University community and in the best interests of the grievant and the University. A procedure providing a mechanism for the resolution of complaints concerning the terms and conditions of a faculty member's employment is hereby adopted. It shall be the responsibility of all concerned in the grievance process to exercise good faith efforts to resolve grievances in the best interests of the grievant and the University. The full text of the Grievance Policy and Procedure is found in Appendix 9.

VIII. Policy Concerning Scholarly Misconduct

To ensure compliance with federal law and regulations and to preserve the integrity of research undertaken at or under the auspices of Washburn University of Topeka, it is the policy of the University that scholarly misconduct by persons employed by it or students assisting such persons, is prohibited. Sanctions for violation of this policy which may be imposed include reprimand, formal warning, censure, and termination of employment. The full text of this policy is found in Appendix 10.

IX. Emeritus Status

The emeritus title is intended to honor faculty members who have made a significant contribution to Washburn University through teaching, research or service. Individuals retiring after five years of continuous full-time service as members of the General Faculty immediately preceding their retirement are eligible for the designation.

During the first semester of each year, the Dean of each School or College shall recommend those who are eligible for emeritus status to the Vice President for Academic Affairs who will recommend to the President for Board of Regents approval.

Persons appointed to emeritus status shall:

- A. Be listed with the faculty in the University catalog.
- B. Be presented with an appropriate certificate.
- C. Be presented with a parking permit if requested.
- D. Be accorded faculty privileges in the purchase of athletic, theatre and other tickets.
- E. Be invited to academic and University functions in the area of his/her interests.
- F. Have access to library and other research facilities when available.

X. Eminentes Universitatis Policy and Procedure

Washburn University realizes the importance of a loyal, dedicated and professional faculty by honoring itself in recognizing the out-standing service of faculty members with the designation of Faculty Emeriti. The University also realizes the importance of its non-faculty professional and classified staff and honors itself by awarding certain individuals the title of Eminentes Universitatis.

The basic criteria for being nominated and designated "Eminentes Universitatis" are:

A. Requirements

1. The individual must have been an administrative or classified employee of Washburn University for a period of twenty years or more, and effective July 1, 1991, and after, employees must have employment contracts of 1000 hours or more per year of service to the University to be eligible for the Eminentes Universitatis designation.
2. Individuals who retire from the University in good standing after twenty years of employment service at Washburn may be eligible for nomination.
3. The service performed by the employee must be judged to have been meritorious by the employee's department head, area head and the President of the University.

B. Procedure

1. After the requirements are met in A (1-3) above, the Department Head recommends the individual to receive the Eminentes Universitatis designation to the Area Head. After review and

approval, the Area Head makes the recommendation to the President. All recommendations must be received by the President not later than April 1 of each year.

2. If the President and Board of Regents approve of the recommendation, the individual will be granted the Eminentes Universitatis designation at the time and place designated by the President.

C. Persons appointed Eminentes Universitatis shall:

1. Be listed in the University Directory.
2. Be presented with an appropriate certificate.
3. Be presented with a parking permit, if requested.
4. Be authorized privileges in the purchase of athletic, theatre and other tickets.
5. Be invited to University functions in the area of his/her interests.

6. Have access to the Library and other appropriate facilities of the University during posted University hours.

History of Changes to Section Three

8/31/99

Minor changes and corrections to part III.C, referring to promotion and tenure policies in the School of Law. In particular:

1. a typographical error part III.C.1.c. was corrected, so that the words "and significant performance of service obligations" appear at the end of the paragraph.
2. Part III.C.2.d.ii. was changed per vote of the Law faculty to strengthen the publication requirement.
3. An omission in the language of part III.C.2.b.(3) regarding length of term for promotion to professor was corrected.

2 October 2004

1. Procedures for Tenure and Promotion in the School of Business were changed.

16 June 2004

1. Minimum experience requirement for consideration for Tenure and Promotion in Arts and Sciences (Part III.B.2.b.) was changed allowing candidate to petition for both tenure and promotion (if eligible) during the sixth year.

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