

Faculty Handbook Revisions Committee May 30, 2012

Members Present: Lisa Jones, Cynthia Waskowiak, Bill Roach, Matt Arterburn, Steve Angel, Gordon McQuere, Carol Vogel, Nancy Tate, Jalen Lowry, David Sollars, Pat Munzer, Randy Pembrook

Discussion

A point of clarification from the last meeting: The School of Business and School of Law do not have chairs in the departments. There is one less step in the P & T process in those schools, as the application goes directly to the Dean instead of to a Chair first.

Nancy Tate, Rights and Responsibilities Sub-Committee Chair, presented a report:

The sub-committee met to determine whether areas need review and revision. Faculty load is the primary area for revision. Currently, loads for SON and SAS are not defined. They will discuss further the difference between credit hour, which is student based, and faculty load. Someone suggested using formulas from accrediting agencies. Each specific area has needs so sub-committee members are to research their areas and report when the sub-committee meets in the fall.

The committee had the following comments about faculty load:

- Could/Should hours spent on Independent Studies be banked and re-assigned? CAS uses a formula for this, but does not bank hours.
- WU should have a maximum class size and consider both online and face-to-face students. We used to have a large Intro Chemistry class of 120 where they were broke into sections of 20 for recitation. There are larger nursing classes but they're measured in cohorts, not necessarily class size.
- The mere number of students isn't a good measure. It should be the amount of grading and other assignments, number or nature of class, and test-taking procedures. Maybe those who teach classes with enrollment over 100 should be "extra credit."
- Randy pointed out that the marketing campaign said we did not have classes over 100. The SOL tries to keep each class below 80.
- Do faculty get credit for creating a study abroad program, in addition to taking the class abroad?
- The handbook does not address how to determine load for online class if students never had "seat time".
- Gordon will look into re-assigned time for productions in the Theatre Department.
- Certain committee assignments are time consuming; consider giving credit for this.

- Do we need a formula for team taught classes or leave it to the Dean's discretion? Matt pointed out that credit can vary if faculty are present for every lecture, only present for half, or stay to observe the other. It would be nice to have a rule.
- The part about being an advisor to student publications has been in place for a long time, but no one is sure why. Originated in mass media, perhaps?
- The mock trial coach gets three credits but forensics gets six credits.
- We should eliminate coaching from faculty load.

The sub-committee thought there were a few other areas for review, outside employment, leave without pay, academic and sweet sabbatical, and class rosters. For sabbaticals, we should be more flexible with dates of notification, like "no later than X date." X to be determined by the VPAA. The eligibility and re-eligibility (seven years after first sabbatical, not two any time in 14 years) for sabbaticals is unclear in the handbook.

The committee had the following comments about outside employment:

- Change "consulting" to outside employment with money?
- The current section conflicts with the conflict of interest policy (addendum to handbook), the language is unclear, and the policy isn't applied uniformly. It would be better to require some documentation.
- There are issues with outside professions like psych or certain clinical medical faculty, as some licenses require a number of hours to stay current. This can affect availability for advising and such, and it creates a conflict as to which is the "real job". The SON may require outside employment, while the SOB may "nudge" faculty so we should be aware of requiring versus encouraging versus allowing.
- Is there a distinction between earning money and volunteering? Each may have considerable time requirements. Some professional organizations even require a Dean's letter acknowledging the time requirements for a faculty member's participation.
- The Dean needs some control over this area to make sure faculty are meeting employment duties, like research.
- There's concern that a change in wording will result in too strict of rules for one department than for another.
- We agreed this should only be in effect during the term of employment, but this parameter should be in writing.
- If faculty is teaching elsewhere, it could be a conflict if the school competes with WU. This would only apply to full-time faculty as adjuncts often teach at several colleges to make ends meet. We could have a regional limitation, but online classes are an exception; it depends if WU offers the class also.
- We don't want to staff our competitors, but faculty can serve as recruiters too. The bottom line is whether it helps WU's mission. The Deans agreed they'd like some general guidelines to provide backbone if they are given discretion.

- Having the power at the Dean level instead of Chair level will lead to consistency.

Finally, we discussed class rosters. There are a couple of Federal regulations that require information about student attendance so we need guidelines in the handbook. For financial aid purposes, there are generally two questions: if the student attended in the first two weeks and the date of last attendance.

The following are committee comments:

- The handbook needs to suggest a format for keeping attendance and how to respond to requests; faculty will not do it otherwise. Bill has a system he can provide. This would be especially helpful for adjuncts unfamiliar with campus culture.
- Currently, most faculty use the date the student turned in the last assignment as date of last attendance. Randy says this works well to meet the intent of the request. There is more procedural difficulty with determining attendance at the beginning of the semester.
- Matt said that faculty have expressed a lot of resistance with taking attendance.
- Jalen said the American Bar Association requires attendance, so it is taken at every law school class. They haven't had a problem passing around a sheet for students' signature. They've found requiring a signature, rather than initials, prevents fraud. Matt expressed more confidence in using the last assignment than students signing the sheet without fraud.
- Bill is aware of smart phone apps that can be used as clickers for attendance purposes.

Decisions:

- Sub-committees will take some time this summer to gather information and meet in the fall when more members are in town.
- The definitions sub-committee will meet to hammer out some details and present that next time.
- We cancelled the next meeting because E-staff is on retreat and to allow sub-committees time to meet.

Next meeting: June 27, Shawnee Room