

# Washburn University Faculty Senate Faculty Affairs Committee

**APPROVED: OCTOBER 14, 2013**

Meeting Minutes  
Monday, September 30, 2013  
3:30 pm, Crane Room

Committee Members Present: Ross Friesen, Jennifer Wagner, Margaret Wood, Diane Mc Millen, David Rubensfine, Bill Roach, Randy Pembrook (guest)

Meeting Time: 3:30 – 4:51 pm

Approval of Minutes:

- Minutes from Monday, September 14, 2013 meeting approved unanimously (attached at end of this document).

Old Business:

- Proposed changes to Faculty Handbook (Submitted by: Dr. Randy Pembrook, VPAA)
  - Probation and Reinstatement Committee (attached below)
    - change in chair designation
    - Margaret summarized changes and discussion from last meeting, no further discussion
    - Motion to approve, second
    - Approved unanimously
  - Program Review Committee (attached below)
    - update wording describing function and operation of PR Committee, change composition
    - Margaret summarized changes and discussion from last meeting, no further discussion
    - Motion to approve, second
    - Motion approved unanimously to move on to the Faculty Senate

- Undergraduate Retention Committee (attached below)
  - change name, function, and composition of committee
  - Margaret summarized changes and discussion from last meeting, and also noted that wording of first sentence had been changed by the VPAA's office as per the committee's request from the last meeting (9/14).
  - Motion to approve, second
  - Motion approved unanimously to move on to the Faculty Senate

#### New Business:

- Promotion and Tenure Subcommittee Recommendations (attached as separate document PDF)
  - Dr. Randy Pembroke, VPAA walked us through the logic behind proposed changes.
  - 9 areas of proposed change
    - (1) Units have autonomy to decide if they will grant tenure without promotion or if they will only grant tenure if someone also earns promotion
      - In the case that tenure is granted without promotion the VPAA proposes to offer support to help faculty in that situation achieve promotion as well.
    - (2) Units review promotion and tenure guidelines
    - (3) Units create a list of terminal degrees
    - (4) Make 6 year probationary period standard for all units
    - (5) Probationary period may be put on hold for extenuating circumstances
    - (6) Chairs are required to provide review of candidates
    - (7) Committee members reviewing an application for t & promotion must hold the academic standing to which the candidate is applying (tenure/rank)
    - (8) Early tenure review is possible
    - (9) Unresolved issues:
      - Communication during T & P process
        - Petitions evaluated negatively at all stages will have opportunity to pull their petition before it goes to BOR
      - Adding materials to the petition after submitted
      - Should applicants have an opportunity to respond to recommendations at various stages

Discussion Items:

- None

Announcements:

- Next meeting, October 14, 2013, 3:30 pm, Crane Room