

**Washburn University  
Faculty Affairs Committee**

Minutes of October 25, 2007 Meeting  
3:30pm Mosiman Room, Memorial Union

Present: Brenda Patzel (Chair), Lee Boyd, Linda Croucher, Barbara Ginzburg, Park Lockwood, Kandy Ockree, Mary Ramirez, Karen Ray, Mike Russell, Sharon Sullivan.

- I. The meeting was called to order.
- II. Sabbatical application procedures and guidelines were discussed. Academic and Sweet Sabbatical application forms were reviewed and accepted as revised. The FAC will now submit these revisions to the Endowment Association for review and subsequent posting on the VPAA website.
- III. Nomination of the Sabbatical Committee. The following are the procedures for the formation of the Sabbatical Committee:  
The FAC shall appoint members of the Academic Sabbatical Committee (ASC). The FAC shall request each School and Division of College to nominate a member of their School/Division faculty to be appointed to the ASC. The FAC shall consider all nominations and select an appropriate ASC committee. The FAC shall appoint the chair of the ASC from its own members.  
In accordance with the above procedures, the FAC is in the process of contacting the appropriate Chairs and Deans who will nominate faculty members willing to be on this committee. Upon their nomination, the FAC will officially appoint all nominees to this committee.
- IV. Conflict of Interest and Grievance policies. The FAC will look at grievance policies from other universities and continue the review and revision process at the next meeting.
- V. Cost reduction for adjunct instructors who take classes at Washburn University. The FAC was in favor of a cost reduction and is currently looking into the financial implications associated with this request. The total number of adjunct instructors as well as the number of adjunct instructors taking classes at Washburn in past semesters will be used to determine the financial implications. This will continue to be discussed at the next FAC meeting.

- VI. FAC goals were discussed. A promotion and tenure grievance policy and intellectual property policy will continue to be discussion items during future FAC meetings.
- VII. Meeting was adjourned at 5:10pm.
- V. Next meeting will be at 3:30pm, Monday November 19<sup>th</sup> in the Mosiman room.

Submitted by Park Lockwood, Secretary of the Faculty Affairs Committee