

Faculty Handbook Committee agenda  
Martin Board room/BTC  
August 31, 2017

Sean Bird, Paul Byrne, Jane Carpenter, Cheryl Childers, Zach Frank, JuliAnn Mazachek, Monica Scheibmeir, David Sollars, Laura Stephenson, Nancy Tate, Kelly Watt

1. Review of Minutes from August 9, 2017—

The minutes were sent to the committee for review. The minutes were approved and will be forwarded to Faculty Senate.

2. Definitions of Faculty --- Adjunct, Visiting Faculty

Good conversation occurred regarding the proposed language for the Visiting Faculty, and Adjunct Faculty.

The visiting faculty language was approved as written and will be forwarded for action as appropriate.

During the discussion about adjunct faculty definition language, it was indicated a desire to follow federal guidelines. Significant discussion regarding the following verbiage occurred, *“adjunct faculty members can teach no more than 8 **student** credit hours per semester (in adherence with federal guidelines for equating adjunct teaching to hours per week) thereby not exceeding more than 24 credit hours during any rolling 12 month period.”* This language indicates Units must track and calculate how many student credit hours adjuncts are teaching, to ensure an adjunct is not teaching more than 24 credit hours during any rolling 12 month period. This specifically impacts adjuncts teaching in the summer.

Good questions were raised along with unique situations that need more exploration before finalizing the language. More work on this agenda item will be accomplished for the committee’s next meeting.

An additional suggestion was to create a webpage for department chairs and deans that addresses “Key matters regarding adjunct faculty.” Nancy indicated she would be able to do this.

3. Employment Outside of the University

The additions outlined in the agenda item from last meeting were discussed. After thoughtful discussion, the additional changes were proposed.

## Employment Outside the University ~~(including teaching and consulting)~~

**Full-time** faculty members may engage in a reasonable amount of **compensated work consulting assignments** outside the University as long as ~~those do the work~~ does not interfere with the effective discharge of the **faculty member's** University's duties. Before accepting a position or performing any ~~consulting service~~ **compensated work employment or paid services** outside the University **which has the potential to conflict with expected work hours, use significant university resources, or creates a conflict of interest**, a faculty member must notify his/her department chairperson and/or the Dean of the appropriate school or college of the nature of the assignment and an estimate of the amount of time to be spent in the outside activity. The member must receive approval in writing from the Dean of the school or college **Major Academic Unit and the Vice President for Academic Affairs** before such work can be conducted. **Short-term engagements for which a small honorarium amount of compensation is received do not constitute ~~outside employment~~ compensated work. All compensated work must be reported on the faculty member's conflict of interest form.**

**As relates to teaching, in accordance with the WUPRPM Section 5.5.2, full-time faculty members are prohibited from serving in a teaching capacity, with or without compensation, on a full-time or part-time basis with another higher education institution without the advance approval of the Major Academic Unit Dean and the Vice President for Academic Affairs.**

The following items were not discussed and will be moved to the September 6, 2017 committee meeting.

General discussion on approval processes for Faculty Handbook items

Agenda items regarding membership changes for committees:

- a. Academic Calendar Committee
- b. Commencement Committee

**Next committee meeting is September 6, 2017, 12:00 – 1:00 p.m.**