

Faculty Handbook Committee Minutes
Martin Board room/BTC
August 9, 2017

Alan Bearman, Marc Fried, Cynthia Holthaus, Juli Mazachek, Pat Munzer, Shaun Schmidt, David Sollars, Laura Stephenson, Nancy Tate,

1. Review of Minutes from July 26, 2017

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

2. Update on the Definitions of Faculty

Teresa was asked to provide the committee with information regarding the number of hours adjuncts can teach before becoming benefits eligible. Dr. Mazachek will update the definition for adjunct faculty once the federal information is provided.

This committee will also address the School of Law faculty definitions once their representative is available to participate again.

3. New Agenda item: Faculty Credentials

The proposed agenda item was discussed. HLC has indicated if required academic credentials are not held by the person proposed to be an adjunct then the person must have tested field experience. The field credentials must be approved with a date of when the information was reviewed and that we are comfortable with the field experience as credentials. HLC has also indicated the person who will be an adjunct must have teaching experience within the discipline of hire and not be allowed to utilize teaching within another discipline. There must be a minimum for tested field experience of no less than a minimum of 3 years of experience.

After thoughtful discussion, proposed modifications were as follows:

Faculty must possess an academic degree relevant to the discipline/field they are teaching and must be at least one level of education above the level of education they teach, except in programs for terminal degrees or when equivalent experience is established. Additional qualifications may be required and will be determined as appropriate by academic discipline or unit. In terminal degree programs, faculty members possess the same level of degree. If a faculty member holds a master's degree or higher in a related discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

A review of the Faculty Handbook to determine appropriate placement of the specific language regarding faculty qualifications will be completed and reported at the next meeting.

A motion was made to approve the agenda item with the additional work mentioned. This motion was seconded and approved. Once this is complete, and sent to the committee via the minutes, if there are no suggested changes this agenda item will be moved to the Faculty Affairs committee.

4. New Agenda item: Employment Outside of the University

An overview of this agenda item was given. After discussion, it was decided to review the WUPRPM as well as the Faculty Handbook to determine if there is a conflict in language.

There should be a reference of employment outside of the university in both documents, however the Faculty Handbook should have specific criteria for faculty who wish to teach outside of Washburn University.

We do wish to encourage faculty members to continue consulting in order to enhance professional development. There is a current approval process in place for this request.

Good discussion occurred about the agenda item, and after that discussion the proposed new wording follows:

Full-time faculty members may engage in a reasonable amount of consulting assignments outside the University as long as these do not interfere with the effective discharge of the University's duties. Before accepting a position or performing any consulting service **employment or paid services** outside the University ~~which has the potential to conflict with expected work hours or to use significant university resources~~, 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 **Academic Unit and the Vice President for Academic Affairs before such work can be conducted. Short-term requests for which a small honorarium is received do not constitute outside employment**

An additional paragraph will need to be added to include language and reference to WUPRPM, with specific language regarding teaching at another institution.

Discussion of this agenda item will continue at the next meeting.

Next committee meeting is August 31, 2017, 12:00 – 1:00 p.m.