

Washburn University  
Meeting of the Faculty Senate  
October 24, 2022 at 3pm  
Meeting in Forum Room Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
  - October 10, 2022 (pages 2-6)
- III. President's Opening Remarks
- IV. WUBOR/KBOR Update- Shaun Schmidt/Erin Grant
  - KBOR
  - WUBOR
- V. VPAA Update - Dr. Laura Stephenson
- VI. Consent Agenda –
  - Faculty Senate Committee Reports- none
  - University Committee Reports-
    - Minutes of Graduate Council (page 7)
    - ADIC Meeting Minutes (pages 8-9)
- VII. Old Business- None
- VIII. New Business- None
- IX. Information Items-
  - CAS Revision of P&T Guidelines (pages 10-15)
- X. Discussion Items-
  - Enrollment Update – Alan Bearman and Christa Smith
- XI. Announcements
  -
- XII. Adjournment

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October 10, 2022 at 3pm  
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Present: Barraclough, Cassell, Cook-Cunningham, Dahl, DeSota, Ewert, Florea, Friesen, Grant, Huff, Juma, Kay, Kendall-Morwick, Kimberly, Lolley, McGuire, Moddelmog, Noonan, Porta, Rivera, Rossi, Sainato, Schmidt, Scofield, Smith, Sourgens, Toerber-Clark, Wagner, Wasserstein, Zwikstra

Absent: Ginzburg, Holt,

Guests: Grospitch E, Holthaus C, Stephenson L, Leffingwell Q, Hanes S, Broxterman H, Luoma S, Ball J, Erby K, Liedtke R, Worsley M,

- I. Call to Order at 3:02 pm
- II. Approve minutes- Moved by Rivera, seconded by Lolley. Motion passes.
  - September 12, 2022 (pages 2-10)
  - September 26, 2022 (pages 11-14)
- III. President's Opening Remarks
  - Introduction of first timers
  - Asked for an update on General Education by Jennifer Ball – Just got information in on Friday, so will process this and will start discussions about the 6 hours of flexible courses and what they will be. This will be organized by Academic Affairs Committee of Faculty Senate based on previous discussions.
  - Asked Richard Liedtke to give information about an Advisory Committee for Enrollment Management – Thinking we would ask for two faculty from the College (of Arts and Sciences), one from Student Success, one from School of Nursing, one from School of Business, and one from the School of Applied Studies so that there is representation from each group with undergraduates. Kelly Erby would like to have representation from the Diversity and Inclusion Committee, but thinks this might be possible to get someone from one of the groups already mentioned who is also on the ADIC.
  - We are pulling the Enrollment Update from today's meeting at the request of Alan Bearman.
  - Will not finish up the Constitution today because we still have conversations going on. Faculty Affairs needs to remove some language from Faculty Handbook and then pass it on to Faculty Handbook Committee.
- IV. WUBOR/KBOR Update- Shaun Schmidt/Erin Grant
  - KBOR - none
  - WUBOR (Schmidt)- Insurance and public budget meeting and other daily business discussions, plus large purchases. No major issues to report.

- V. VPAA Update - Dr. Laura Stephenson
- Remarkable Tilford Conference at WU – Will be held same time next year.
  - Still looking to complete staffing in office since Riley Siebold is leaving. Debbie White will start helping more in our office (from Law). Hope to get out a chart this week that shows who does what.
  - We are at the next stage of academic bridging plan with Deans and Directors. Got lots of good ideas from faculty and staff, so that is collated and will be looked at there.
- VI. Consent Agenda – Moved by Moddlemog and seconded by Kendall-Morwick. Motion passes
- Faculty Senate Committee Reports- none
  - University Committee Reports-
    - Assessment Committee Minutes (pages 15-16)
    - International Education/International WTE Committee Minutes (page 17)
- VII. Old Business-
- Action Item 22-4 Faculty Senate Constitution Replacement (Amended) (pages 18-40)
    - Schmidt Passed gavel to Erin Grant
    - Move to consider the amendments to the constitution by Wasserstein, seconded by Kay. Discussion followed as noted below:
    - Zwikstra – made several comments that correct capitalization, grammar, etc and these were sent to Schmidt and incorporated.
    - Section III C Schmidt moves to amend, and Wasserstein seconds. (Motion sets a census day that will be used for the next year's representation.) Puts the responsibility to do this on the VPAA office (coordinated with HR). It also determines eligibility for faculty. This is a snapshot in time, so might be different than August, but will leave time for elections to occur before the end of the school year. This will also add in where people belong (ie what division do they represent). Motion passes
    - Section II Parts A - C as circulated – Moved by Schmidt and seconded by Wasserstein. This tries to reword those who are in administrative roles and how much time is spent in it (ie Is the Director of C-TEL .5 Administrative, or .5 reassigned time.) This is important when determining who can serve (preventing those more than ½ administrative from serving on Senate.) A few minor editorial changes were suggested. Part C is dealing with where people were assigned based on changes in how the Census was conducted. Motion passes.
    - Section Officers and Leadership and reassigned time is now taken care of by previous amendments.
    - Academic Affairs as circulated – Moved by Zwikstra and seconded by Wasserstein – makes it consistent that all subcommittees have the same voting requirements. Schmidt – the 6 of 9 changed last

time that General Education came through to make sure it was a “super majority” so that it was more certain that it was something was agreed upon. (ie make sure something that could affect whole university has more input.) Kendall-Morwick – seems like you could have this at other places. Wasserstein - seems odd that you would only have it at this one place, but no where else. Rossi – what is considered “proxy” voting? Schmidt – having someone else make a vote for you as a substitute. Kendall-Morwick – would those account for Semester substitutes/someone voted in? Schmidt – there are provisions for that. Wasserstein – constitution assumes that these people are elected in. Motion passes.

- Graduate Academic Affairs Council – action is being postponed.
- Barraclough – not sure if this is an amendment – Section II C dealing with who counts as University-wide Faculty. Would like make sure that at least one person is from the Libraries, since there are 10 librarians who are on faculty. Schmidt – I think that II D is probably the place it should be changed. Sourgens – sounds like you want the librarians to be a separate block. Barraclough – I think there was a block in a previous version (SS agrees). Scofield – why don’t people campaign to make sure they get elected. Wasserstien – the only way I think no librarian is elected would be if no librarian was nominated OR if no librarians voted for that candidate. Moddelmog – so who do you represent now? (which structure are we using) Barraclough – right now we are a combined Library/Center for Student Success. Rossi – So there is still representation, even if a librarian isn’t here. Schmidt – What is the benefit for having a librarian on the Senate? What do the librarians bring to the table? Barraclough – We think in a wholistic approach, and deal with every place across campus. Zwikstra – this makes sense if they have 10, that we would make them their own group. How is that different from anyplace else across campus. Schmidt – I don’t think it’s just a numbers game because each academic unit was originally elected. We didn’t have anyone from libraries, so we had one put on. Now that there are other groups who are also “university-wide” they also think wholistically. Porta – maybe have ½ representations, where it doesn’t mean that it will always be 2 librarians. Moddelmog – I think that maybe we are trying to fix a problem that doesn’t exist. Maybe we just move on and then add later. Zwikstra – But do we want to take that chance, if we think that Librarians are important. Wasserstein – Do we want to run the risk that we always have one group at the risk of NEVER having another group elected? Scofield – What does Student Success fall under? Barraclough – It falls under libraries. Grant – Does that answer your question? Zwikstra – Just interested in how we get the different categories formed, who decides who gets representation? Schmidt – Laura, how long has the College /

Schools setup been in place? Stephenson – At least 37 years.  
Schmidt – this is also problematic to fill in spots on other committees since that would require certain levels of representation if we make them their own group. Wagner – can this be part of Standing Rules or have the group come up with ways to make this work? Wasserstein – Section (Elections) IV.F seems to deal with this, so it would allow the division to make up its own mind. Grant – do we want to postpone this?

- Move to Postpone to a future meeting (Moved by Schmidt, seconded by Lolley) Motion passes.
- Gavel passes back to Schmidt.

VIII. New Business-

IX. Information Items-

X. Discussion Items-

- Enrollment Update – Alan Bearman and Christa Smith (Being pulled from today by request on Friday Oct 6<sup>th</sup>)
- Standing Rules – Shaun Schmidt
  - We will be moving forward with Constitution in a future meeting, so want to start thinking about next year
  - Grant – Looking at Graduate Committee and Task Forces – Would love to see some language put in for time-limits/parameters for Task Forces.
  - Schmidt – Need to have who committee reports to, what is the mission, and special rules, deadlines for the committee
  - Wagner would like to see rules for rebalancing to make sure newly elected senators from a division aren't all on the same cycle (vs alternating)
  - Lolley – would like to have a mentor or a chart of what the committees are/how the committees affect each other. (Schmidt – would you like to know what your role is?) Lolley - I didn't know what could come up in my committees last year.
  - Moddlemog – These are the committees, here is what they do, “Dummies Guide to FS.”
  - Sourgens – maybe a podcast – here's what you can do this committee, here's how you introduce things, etc.
  - Lolley – seems like it might depend on who the Chair is.
  - Grant – Robert's Rules Cheat Sheet – I know we have a video coming out, but the basics written out would be helpful.
  - Wasserstein – If we deviate from RR, then we need to make sure that is documented.
  - Schmidt – So maybe get something for the subcommittees
  - McGuire - What happens if you don't get assigned to the main committees?
  - Moddelmog – If assigned to a committee and serving a dual role, then do they get two votes?

- Sourgens – What is the difference between Faculty Handbook and WUPPRM? Maybe this would be beneficial to have, since I have a hard time explaining this to my area. Schmidt – there's also University By-laws, FS Constitution.
- Rossi – Can we get a list of acronyms?
- Wagner – flow chart of where things go to get them passed/approved.

XI. Announcements

- iREAD Lecture in Lee Arena at 7 pm tomorrow (Oct 11<sup>th</sup>), enter via east entrance.
- Musical: Coming up Oct 21-21, 28-20.
- Homeland Security talk on Zoom on October 20<sup>th</sup>.

XII. Adjournment - Grant moves, Wasserstien seconds, motion passes

## Minutes of Graduate Council

April 25, 2022

Members Attending: Jennifer Ball, Erin Grant, Becky Dodge, Blain Smith, Danny Funk, Tracy Davies, Jim Schnoebelen, Kassy Swain, Michele Reisinger, Rhonda Peterson Dealey, Sarah Daniels, Tracy Routsong, Zenova Williams, Chelsea Newman, Danny Funk

- The Graduate Council meeting was opened at noon on ZOOM
- The minutes from April 11, 2022 were approved
- Recruit was demonstrated by Kassy Swain (ITS)
- Discussion regarding Recruit was opened
- The date conferred can be in the future
- Each unit can decide date format for degree completed (dd/mm/yyyy or mm/yyyy)
- If you choose, you can set up reminders once you've submitted a transcript
- Have transcript instructions bolded and on the landing page so students can be more aware of it? Or maybe a checklist item → have you submitted a final transcript? You can upload an unofficial transcript for the Recruit side
- Full time and part time can be personalized based on the program
- The meeting was adjourned at 12:48 pm

**Academic Diversity & Inclusion Committee Meeting Minutes**  
**May 10, 2022, 1:00 PM via Zoom**

Present: Kelly Erby, Beth O’Neill, Danielle Dempsey-Swopes, James Barraclough, Jason Miller, Jim Smith, Mary Sundal, Melanie Burdick, Allan Ayella, Isaiah Collier, Kim Morse, Connie Gibbons, Dennis Etzel, Barbara Scofield, Joey DeSota, Kelly McClendon, Verlisa Cradle, Erin Grant, Tina Williams, Kristine Hart.

Guest: Jennifer Ball

- I. A motion to approve the minutes from April 12, 2022 committee meeting was made and seconded, and the minutes were approved.
- II. Old Business
- III. New Business
  - a. Report on ADIC 2021-2022 goals. Kelly shared a progress report and discussed current status of the goals set for the 2021-2022 academic year. Discussion on all goals was held. In regard to the goal about institutional definitions for diversity, equity, inclusion, and belonging, Danielle offered that solidifying the definitions could help to focus responses on the 2023 climate survey. In regard to sharing resource referral guide, committee members discussed ways to get the guide into the hands of faculty and Kelly asked that members share the document with their colleagues in the Fall as well. Some ideas included D2L modules about resources that faculty could copy and put on their course page, email/D2L announcement prompts that can be sent to students, sharing at New Faculty Orientation, and a roundtable event for faculty (modeled after assessment extravaganza). Kelly will create a shared document with the goals and asks that members add any additional thoughts that they have to the document.
- IV. Discussion
  - a. 2020 Climate Survey-Jennifer Ball provided an overview of the quantitative portion of the survey, and discussed some of the reasons that the quantitative analysis and reporting process took as long as it did. While most students reported positive perceptions, students belonging to non-majority groups tended to be less likely to report positive perceptions. Jason Miller provided an overview of the qualitative portion of the survey and shared that the vendor didn’t provide any assistance with analyzing the qualitative data, and didn’t provide demographic data linked with the qualitative responses. He also noted that because there was no framing around the qualitative questions (i.e., to link to DEI explicitly), responses varied widely and many had little to do with DEI.
    - i. Recommendations for survey instrument/vendor for 2023 survey: Danielle and Christa Smith are currently exploring possible vendors for the 2023 survey. If any committee members hear of ideas, please pass along.
    - ii. Recommendations for where/how to share results in fall: Several committee members shared ideas for the sharing of the results, to include specific student groups like WSGA and multicultural organizations, CTCL workshops to share with faculty and staff, general faculty meeting, faculty

senate, staff council, We Are First, and open forums. Discussions was held regarding doing a combination of reporting out on results, and focus groups that allow for exploration about the results and action planning. It was also noted that we need to be sure to include staff (i.e., not just teaching faculty), and WUTech in the dissemination plans. It was also shared that dissemination should be a shared responsibility; there shouldn't be just one person in charge of doing all dissemination.

- iii. Recommendations for action items to address problems noted in results: If committee members think of ideas, forward to Kelly.

V. Announcements

- a. Tilford Conference hosted by Washburn, October 6–7, 2022; call for proposals due July 1—please spread the word!
- b. [www.washburn.edu/dicourses](http://www.washburn.edu/dicourses)-- *UPDATED FOR FALL*

VI. Meeting was adjourned at 1:40 PM.

## FACULTY AGENDA ITEM

Date: Faculty Senate 10/24

Submitted by: Kelly Erby x 2018

SUBJECT: Revised Tenure and Promotion Criteria for the College of Arts and Sciences (CAS)

Description:

The CAS faculty recently voted to revise tenure and promotion criteria for the College. CAS is now sending this revised criteria to Faculty Senate as an information item.

Rationale: To revise and update CAS tenure and promotion criteria

Financial Implications: None

Proposed Effective Date: Immediately

Request for Action: None; information item only

Approved by: AAC on date: NA

FAC on date: NA

Faculty Senate on date: NA

Attachments Yes  No

### **III. Promotion and Tenure**

#### **A. The College of Arts and Sciences**

##### **1. General Policy**

The College of Arts and Sciences of Washburn University works to maintain the highest possible standards of teaching, scholarship and service; to ensure every faculty member full academic freedom; to render every qualified faculty member secure in their profession; and to enable the College of Arts and Sciences to rely on the continuous employment of a competent faculty. It is, therefore, the policy of the College of Arts and Sciences to provide stability and continuity of employment for the faculty in an atmosphere of academic integrity and mutual confidence.

The basic responsibilities of the College of Arts and Sciences are to preserve, augment, criticize, and transmit knowledge and to encourage creativity. Thus, the College of Arts and Sciences should appoint, develop, and retain distinguished faculty members with outstanding qualifications. Tenure and promotion within the College of Arts and Sciences are consistent with general University policy in emphasizing the importance of teaching, scholarship, and service by its faculty.

Appointment or promotion to the rank of Associate Professor normally requires a record of success in teaching, scholarship, and service. Appointment or promotion to the rank of Professor normally requires excellence in teaching, scholarship, and service.

Promotion and tenure in the College of Arts and Sciences at Washburn University are never automatic. They must be earned.

##### **2. Minimum Requirements for Consideration for Promotion and Tenure**

###### **a. Education**

Granting of tenure and appointment to the rank of Assistant Professor or higher normally requires completion of professional education in most fields marked by the Ph.D. or other recognized terminal degree.

###### **b. Experience**

Beginning with appointment to the rank of full-time assistant professor or a higher rank, the probationary period at Washburn University shall not exceed six years, unless a candidate for tenure and promotion has been granted an extension of the probationary period as outlined Section 3 II e. 3 of the faculty handbook. At least three of these six years must be at Washburn as a

full-time assistant professor or higher rank. Up to three years credit may be granted, by written agreement, for full-time *service at other institutions of higher education*. *The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.*

For promotion to associate professor, the candidate must have completed six years of full-time college-level academic experience, the last three of which must have been at the assistant professor rank. If the candidate is eligible for promotion during the year of the tenure decision, then one petition and one departmental committee must be used for both.

For promotion to professor, the candidate must have completed ten years of full-time college-level academic experience, four of which must have been at the associate professor rank.

#### c. Teaching

Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry.

Evidence of teaching effectiveness could include but is not limited to

- student learning
- peer review by colleagues
- record of pedagogical training
- record of teaching innovation, in either pedagogy or content
- student perceptions and opinions
- a process of continuous improvement
- mentoring of independent projects and internships
- supervision of student research or creative activity presented or published in a student forum (e.g., Apeiron, student conferences and journals, etc.)

#### d. Research and Scholarship

Scholarly activity is the obligation of all tenure-track members of the faculty of the College of Arts and Sciences. A faculty member's scholarship must be

judged by their contributions to knowledge through peer-reviewed publication or creative activities in their discipline that are peer reviewed, juried, refereed, and/or have been externally and professionally validated.

Research, scholarship, and creative endeavors should also include a sustained record of activities that could include but is not limited to

- publication of books and book chapters
- publication of articles and reviews of a scholarly nature
- presentation of professional papers
- conducting of, or performing in, professional workshops
- research collaborations with students that result in peer-reviewed professional publication or presentation
- receipt of grants, awards, and fellowships for scholarly work
- achievement in art and/or creative endeavors related to a faculty member's discipline, such as performance compositions, published arrangements, recordings, juried or invitational performances or art exhibits, or professionally performed or disseminated work

#### e. Service

Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is the responsibility of each faculty member. For this purpose, community service must draw upon professional expertise.

Evidence of service activities could include but is not limited to

- student advising
- engagement in department activities
- participation and/or leadership in college and/or university committees
- administrative leadership
- recruitment and retention activities
- sponsorship of student organizations
- leading students in special activities, including travel and conference attendance/participation

- serving as a representative of the University where professionally appropriate
- work with community partner(s)
- mentoring of peers
- activities promoting and advancing diversity and inclusion
- membership on professional boards or organizations
- review of manuscripts for journals, publishers, grant funding, or conferences
- invited lectures, performances, and other public presentations/workshops to campus or community groups

### 3. Procedures for Recommendation for Tenure and/or Promotion

a. In the spring of each year, the Vice President for Academic Affairs of the University will distribute to the Dean of the College of Arts and Sciences a list of faculty members whose tenure status must be reviewed before the end of the following academic year. The Dean will then inform the appropriate department chairpersons and communicate with candidates about the requirements of this review process.

b. In the spring before the initial year of eligibility, the Dean of the College of Arts and Sciences will forward to each department chairperson the names of all tenured members of its faculty below the rank of Professor who will have met the minimum educational and experiential requirements for promotion in academic rank by the end of the following academic year. The Dean will also communicate with potential candidates for promotion about the requirements of this review process.

c. Early in the fall semester, the department chairperson will inform the candidates for tenure and/or promotion, invite them to submit the required information and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of higher academic rank than the candidate. The department chairperson will not be a member of this committee, nor will any other candidate for promotion, nor will members of the College Committee on Promotion and Tenure. In the case that department chairperson is a member of the College Committee for Promotion and Tenure during the time in which the department has a candidate for tenure and/or promotion, the chairperson will be recused from the

deliberations of the College Committee for Promotion and Tenure regarding that particular candidate.

d. If the department lacks the necessary five members, the candidate will submit to the Dean of the College of Arts and Sciences a list of higher-ranking members of other college departments. The list shall be at least twice that number lacking in the candidate's department. The Dean, in consultation with the College Promotion and Tenure Committee, then will select the final members of the committee.

e. The candidate may choose which of the committee members they want to chair the committee.

f. The candidate will submit the required information and other materials in support of their petition for tenure and/or promotion to the department chairperson.

g. The candidate may withdraw their petition at any time in the process and it will not continue forward.

h. All department members are encouraged to submit recommendations on promotion to the department promotion committee. These recommendations are submitted as a separate file with the petition to the Dean.

i. The department committee will provide notification of its recommendation to the candidate. The committee recommendation, together with supporting materials, will be forwarded to the Dean through the department chairperson.

j. The department chairperson will provide notification of their recommendation to the candidate and submit their recommendation to the Dean.

k. The Dean will distribute the materials and recommendations to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide a notification of its recommendation to the candidate and submit the recommendation to the Dean.

l. Upon receipt of the College Promotion and Tenure recommendations, the Dean will also submit to the Vice President for Academic Affairs their recommendation, together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee. The Dean will also notify the candidate of their recommendation.