

Washburn University  
Meeting of the Faculty Senate  
April 27<sup>th</sup>, 2026, at 3:00 pm  
Meeting in Kansas Room Hosted by FS Executive Committee

I. Call to Order

II. Approve minutes –

- April 13, 2026 (pps. 2–5)

III. President’s Opening Remarks – Jim Schnoebelen

IV. VPAA Update – Dr. John Fritch

V. WUBOR/KBOR Update – Jim Schnoebelen

- KBOR
- WUBOR

VI. Consent Agenda –

- Faculty Senate Committee Reports –
  - Graduate Council Committee Minutes (April 6, 2026) (pps. 6–8)
  - Faculty Affairs Committee Minutes (April 6, 2026) (pps. 9–10)
  - Academic Affairs Committee Minutes (April 6, 2026) (pps. 11–12)
- University Committee Reports –
  - Faculty Handbook Committee Minutes (March 12, 2026) (pps. 13–14)
  - Faculty Handbook Committee Minutes (April 10, 2026) (pps. 15–16)

VII. Old Business –

- 26-34 Approval of Faculty Handbook Section 1.III.5 – Esteemed Lecturer (pps. 17–21)

VIII. New Business –

IX. Information Items –

- AI Initiatives Wrap Up (Melanie Worsley)
- At Large Election Results (Amanda Hartman)

X. Special Order Items

- Welcome New Senators
- Election of Faculty Senate Officers 2026-2027
  - President
  - Vice President
  - Secretary
  - Parliamentarian
- Remarks from Incoming President

XI. Discussion Items –

XII. Announcements –

XIII. Adjournment of Meeting

Washburn University  
Meeting of the Faculty Senate  
April 13<sup>th</sup>, 2026, at 3:00 pm  
Meeting in Kansas Room Hosted by FS Executive Committee

Present: Abebayo, Brooks, Burdick, Camarda, Cook, Copeland, Dahl, Davies, Dickinson, Francis, Fritch, Gonzalez-Abellas, Graves, Harnowo, Hartman, Holt, Hu, Chris Jones, Tucker Jones, Lambing, McBeth, Ostrom, Ricklefs, Rivera, Schmidt, Schnoebelen, White, Wagner, Williams

Absent: Bender, Buck, Leisinger, Mosier, Perret, Smith

Guests: Holthaus, O'Neill, Erby, Wade, Bailes, Nizovtsev

I. Call to Order: The meeting was called to order at 3:02 pm.

II. Approve minutes of the March 30, 2026 meeting – Moved to approve by Wagner and seconded by Cook.

- Motion passes unanimously.

III. President's Opening Remarks – Jim Schnoebelen

- Thank you to Tonya Ricklefs for taking minutes today while Ian Smith is out ill.
- Thank you to everyone who was able to attend one of the Town Halls.
- Shared Governance update: statement and action plans are in the final stages of editing and should go to the board on May 7<sup>th</sup>.
- Apologies to FAC for having to add a last-minute meeting on April 20<sup>th</sup> to review the promotion language for the “Esteemed Lecturer” position. This was necessary in order to be reviewed by the full Senate on the 27<sup>th</sup> and then to be reviewed by the Gen Fac on the 29<sup>th</sup>. Those who could go up next year were going to be penalized if we did not pass it this year. Tonya Ricklefs noted it will be a short meeting.
- Update on DEI legislative issues: Still a budget proviso regarding this that the governor did not veto. It's changed a bit. Key points:
  - Still is geared toward the state not allowing institutions to “require DEI-CRT courses for anything other than disciplines that necessitate them.”
  - The “start date” for this is FY29 now.
  - The CEO of KBOR schools will need to submit the definitions of DEI-CRT (instead of it being prescribed by the legislature) based on input of KBOR Chief Academic Affairs Officers.
  - And I'm still not 100% sure it applies to WU. The language of enforcement is all geared toward KBOR, but the final definition of “postsecondary education institution” would be inclusive, so stay tuned.
  - A couple of dates to keep in mind:
    - The final Senate meeting of the year is on April 27<sup>th</sup>. This will be a transitional meeting where we thank the outgoing Senators for

their work this year, and we will welcome the new cohort and elect new officers for AY27. There will be snacks!

- NOTE: If you are interested in becoming an officer for next year and want to chat with any of us about it, we'd be happy to discuss!
- FYI—please remember the Gen. Fac. Meeting on Wednesday, April 29<sup>th</sup> in the BTAC Convocation Hall.

#### IV. VPAA Update – Dr. John Fritch

- There was a nice tenure and promotion reception last week for the individuals promoted and who received tenure.
- Legislation update: WU is still working on the update to DEI, as well as the legislation that does not allow for the entire campus to be the free speech zone.
- The KBOR 90-credit-hour degree effort is continuing to progress.
- There are three bills being watched:
  - Changing the way CEP is funded (HS and tech school)
  - Excell and CTE is being cut that impacts Tech
  - Changing the state requirements to be instructor in nursing program—the requirements have been lowered
    - We're still watching to see how it impacts us. WU will not have to prove anything for funding beyond compliance for the law.
- The Town hall meetings went well last week.
- The Provost will be going to an event in KC today. Washburn is seeing applications increase from the KC area based on enrollment management and strategic communication efforts.
- Cynthia Holthaus offered a brief point of clarification, noting what aspects of the budget bill (that may potentially) impact Washburn.
  - Chris Jones asked if classes and programs should continue doing what they already do because of these legislative changes. Fritch said not to change, as there is a lot of interpretation that still needs to happen.

#### V. WUBOR/KBOR Update – Jim Schnoebelen

- KBOR—No Meeting. KBOR has a meeting this week.
- WUBOR—No meeting until May 7<sup>th</sup>.

#### VI. Consent Agenda – Moved to approve Sarah Cook, Amanda Hartman seconded.

- Faculty Senate Committee Reports-
  - Graduate Council Committee Minutes (February 2, 2026)
  - Faculty Affairs Committee Minutes (March 23, 2026)
  - Academic Affairs Committee Minutes (March 23, 2026)

- Motion passes unanimously.

#### VII. Old Business –

- 26-21 Approval of Course Change: AC 224: Financial Accounting
  - 26-22 Approval of Course Change: AC 225: Managerial Accounting
  - 26-23 Approval of Course Change: BU 250: Management Information Systems
  - 26-24 Approval of Course Change: BU 258: Foundations of Data Analysis
  - 26-25 Approval of Course Change: BU 381: Business Finance
  - 26-26 Approval of Course Change: EC 200: Principles of Microeconomics
  - 26-27 Approval of Course Change: EC 201: Principles of Macroeconomics
  - 26-28 Approval of Course Change: EC 211: Statistics for Business and Economics
  - 26-29 Approval of Course Change: EC 306: Game Theory and Applications
- Schnoebelen asked, based on the nature of the changes, if there is a motion to bundle these items nine items. Schmidt made such a motion, and Gonzalez-Abellas seconded.
  - Dimitri Nizovtsev was asked to discuss the changes to the classes. The course changes reflect current practices where they are doing overrides for ACT and SAT scores.
  - Schnoebelen noted that the only reason these course changes were seen by the Senate was that they happened to impact two or more programs, and clarified that, usually, course changes are not seen by the Faculty Senate. He added that we might consider a revision to the standing rules next year to indicate that such items should be moved to the consent agenda.
  - **Motion to approve 26-21 through 26-29 passes unanimously.**
    - 26-30 Approval of Course Inactivation: HS 355: Peacemaking.
    - 26-31 Approval of Course Inactivation: HS 450: Multicultural Issues.
  - Schmidt made a motion to consider 26-30 and 26-31 together as they reflect the same change and purpose. Gonzalez-Abellas seconded.
  - Williams explained that two courses will be inactivated, as they have not been offered for years, and there were no plans to teach them in the future.
  - **Motion to approve 26-30 and 26-31 passes unanimously.**
    - 26-32 Approval of Program Inactivation: Master of Education Reading Specialist, MED. Motion to approve by Chris Jones and Graves seconded.

- Graves explained the requirements to teach have changed/been taken over by other programs in the department, which means this program no longer needs to be offered. No students are currently in this program.
- **Motion to approve 26-32 passes unanimously.**
  - 26-33 Request for Appointment of Ad Hoc Committee – Faculty Workload Proposal Moved to approve by Ricklefs and Hartman seconded.
- Schmidt motioned that the name should be changed to the “Ad Hoc Faculty Workload Committee” as the intention is to study more than just service. Pat Dahl seconded.
- Motion passed to change the name to the “Ad Hoc Faculty Workload Committee.”
- **Motion to approve 26-33 passes unanimously.**
  - 26-20 Approval of Faculty Handbook Termination Procedure: Section G. Moved to approve by Cook, and Burdick seconded.
- Sarah Cook also added 26-20 will go to Gen Faculty as a voting item.
- **Motion to approve 26-20 passes unanimously.**

VIII. New Business – None.

IX. Information Items – None.

X. Discussion Items – None.

XI. Announcements –

- Amanda Hartman reminded those present that results of unit elections are due by Wednesday, so please pass the information about those results to Hartman.
  - Jim Schnoebelen asked Hartman when At-Large elections were taking place; she noted this election will be on D2L, with voting taking place between April 21<sup>st</sup> and April 23<sup>rd</sup>.
- Danny Wade noted that the annual employee recognition ceremony will be on April 22<sup>nd</sup>.
- Melanie Worsley noted that the deadline for the AI inquiry and innovation grant (for up to \$3,000 a person) is June 1<sup>st</sup>. She added that they will assess how many people will be awarded based on the applications.
- Sarah Cook mentioned that Administrative Professionals Day is April 24th.

XII. Adjournment of Meeting at 3:35.

# **Graduate Council Minutes**

## **Monday, April 6, 2026**

### **12:00pm Via Zoom**

**Committee members in attendance:** Michele Reisinger, Emily Grant, Leah Brown, Danny Funk, Jim Schnoebelen, Michael Rettig, Becky Dodge, Zenova Williams, Michael McGuire, Jenny Lamb, Sarah Holt

**Members not in attendance:** Melanie Worsley, Pat Dahl, Tracy Davies, Tracy Routsong

- I. Call to Order: Michele Reisinger called the meeting to order at 12:00pm
- II. Approval of Minutes: Jim Schnoebelen made a motion to approve the minutes from the meeting held on February 2, 2026, and it was seconded by Michael McGuire. There was no discussion. Motion passed.
- III. Old Business: None
- IV. New Business:
  - a. Program Inactivation Proposal – Master of Education Reading Specialist. Michele Reisinger and Michael Rettig explained that this program is being replaced with a new one. Michael Rettig moved to approve the inactivation, and it was seconded by Jim Schnoebelen. No further discussion. Motion passed.
- V. Discussion:
  - a. HB2468 – Jim Schnoebelen reported that the bill, as originally proposed, is no longer moving forward. However, he noted that related provisions or similar initiatives could still emerge in other committees, such as the budget committee. For example, a recent budget cut through KBOR included language suggesting that some funds could be restored if a university is not actively engaged in DEI activities (pending how that is ultimately defined). It remains unclear how this might impact WU. Additionally, he cited the 90-hour bachelor’s degree proposal from Kansas State University as another example of potential changes. Michele Reisinger shared a related example from the School of Nursing

(SON), noting proposals that could allow for reduced rigor in degree requirements for teaching programs.

- b. Degree seeking students – Jim Schnoebelen had nothing new to report at this time.
- c. Recruitment Update – Leah Brown shared there is a test pilot being initiated in SOBU for International graduate students. Josh Rouse has taken over the position of Enrollment Marketing and Communications Coordinator.
- d. Accredited universities – Michael McGuire asked if there was a way to verify whether a graduate applicant has obtained a degree from an accredited university. Leah Brown said they are working on a way to incorporate that information within Slate but it is still in process with no time frame for completion at this time. In the meantime, she indicated that the transcript key should show the accreditation or faculty are welcome to contact her and she is able to look it up.
- e. Approval of minutes via email – Beth Mathews asked for permission to circulate the minutes from this meeting via email approval so all minutes for the academic year are finalized before the end of the academic year. The committee agreed.

VI. Discussion:

- a. Defining “returning students” on graduate applications – Zenova Williams shared that WU undergraduates tend to mark themselves as returning students when applying for the graduate program. Jenny Lamb shared they experienced the same issue and added an additional question that when checked NO would direct the applicant to the proper application form. Leah Brown shared that their office would correct applications and/or notify applicants of the proper form to complete. She will also prepare a “wrong form” designation to the application for Family and Human Services.
- b. Graduate Fair invitations – Zenova Williams asked if new graduates are invited to the grad fairs. Leah Brown responded that she believed the list was provided to the bookstore from admissions, but she would follow up.
- c. Michael Rettig retirement – Michele Reisinger shared that this would be Michael’s last graduate council meeting since he would

be retiring at the end of this academic year. The committee wished him well.

- d. Last meeting of the academic year. Michele Reisinger shared this was the committee's last meeting for the academic year.

Meeting was adjourned at 12:18pm. Minutes taken by Beth Mathews

## Faculty Affairs Committee - Minutes

Monday, April 6, 2026

3:00pm – 4:00pm

Lincoln Room – Memorial Union

**Members Present:** Danny Wade (ex-officio), Tonya Ricklefs, Shaun Schmidt, Miguel Gonzalez-Abellas, Marguerite Perret, Amber Dickinson, Madeline Lambing, Lara Rivera,

Members Not Present: Eric Mosier, Jayme Burdick, Matt Bender

1. Call to Order at 3:00pm by Tonya Ricklefs
2. Old Business – None
3. New Business
  - a. Ad Hoc Committee – Faculty Workload Proposal
    - i. Tonya Ricklefs shared background information and research related to the formation of the committee. She consulted with the Faculty Senate Chair and Kim Morse, who previously served on a similar committee. Currently, nine faculty members from across campus—including advising and the library but excluding the School of Law—have expressed interest in participating. She proposed the creation of a new Ad Hoc Committee to research faculty workload and indicated her intention to present this proposal for a vote at the next Faculty Senate meeting on April 13, 2026.
    - ii. The committee discussed various aspects of the purpose and formation of the committee.
    - iii. Shaun Schmidt made a motion to approve formation of the Ad Hoc Committee – Workload and Service Committee and it was seconded by Miguel Gonzalez-Abellas. It was approved.
    - iv. Following further discussion, Shaun Schmidt made a motion to amend his original motion to change the title of the proposed committee to *Faculty Workload Proposal* and to designate it report to the Faculty Affairs Committee. It was seconded by Miguel Gonzalez-Abellas. Motion carried.
    - v. The committee continued discussions regarding the committee's charge. Shaun Schmidt made a motion to define the charge as developing a comprehensive report based on research and analysis of data from multiple sources regarding faculty workload, beginning with the Fall 2023 term. Miguel Gonzalez-Abellas seconded the motion. Motion carried.
    - vi. The committee discussed composition. It was determined that the Executive Committee of Faculty Senate would appoint the ad hoc committee members and a chair. Members will serve a one-year term, with representation from all areas of the Washburn University main campus.

- vii. After further discussion it was determined that the time charge would be Fall 2023 through Fall 2026 with presentation of results would be due by Spring 2027.
  - viii. There being no further discussion, Shaun Schmidt moved to approve the proposal be put forward to Faculty Senate at their next meeting scheduled for April 13, 2026. Miguel Gonzalez-Abellas seconded the motion. Motion carried.
- 4. Discussion
  - a. Student Academic Impropriety Process follow up - Danny Wade shared that he met with Teresa Clouch again to discuss the concerns of the committee from the last meeting. In the student code of conduct there is an appeal process available to faculty which admittedly was not utilized. It was also agreed that there should be more conversation before returning a student to the classroom as a safety measure.
  - b. Senior Lecturer proposal follow up – Danny Wade shared that he had not heard from back from the Provost regarding clarification on the for when faculty may begin their application process for Senior Lecturer.
  - c. Email vote for approval of minutes – Beth Mathews requested the committee approve sending the minutes from this meeting by email for vote. Shaun Schmidt moved to approve sending the minutes via email for approval. Miguel Gonzalez-Abellas seconded the motion. Motion carried.
- 5. Announcements – This is the last meeting of the academic year. The chair thanked everyone for their service on the committee this year.
- 6. Adjournment
  - a. With no further business to discuss, Tonya Ricklefs moved to adjourn the meeting and Miguel Gonzalez-Abellas second. Meeting was adjourned at 3:50pm.

Notes taken by Beth Mathews

**Academic Affairs Committee – Minutes**  
**April 6, 2026**  
**4:00pm via Zoom**

**Members Present:** Beth O’Neill, Sarah Cook, Akhadian Harnowo, Tracy Davies, Dixie Copeland, Gary Graves, Sarah Cook, Franki Ostrom, Amy White

**Not Present:** Jayme Burdick, Tucker Jones, Stephanie Lanning

**Guests:** Dmitri Nizovtsev, Zenova Williams, Kerry Wynn

- I. Call to Order: Chair Sarah Cook called the meeting to order at 4:02pm
- II. Approval of Minutes - Meeting minutes from March 23, 2026, were presented. Franki Ostrom moved to approve the minutes as presented. Dixie Copeland seconded the motion. There was no discussion, and the motion was approved.
- III. Action Items/Approvals –
  - a. Course Changes -The following course changes were grouped together for a single vote as they all related to the same pre-requisite:
    - i. AC224 – Financial Accounting
    - ii. AC225 – Managerial Accounting
    - iii. BU250 – Management Information Systems
    - iv. BU258 – Foundations of Data Analysis
    - v. BU381 – Business Finance
    - vi. EC200 – Principles of Microeconomics
    - vii. EC201 – Principles of Macroeconomics
    - viii. EC211 – Statistics for Business Economics
    - ix. EC306 – Game Theory and Applications
    - x. The CourseLeaf items for the above courses were presented with the proposed changes.
      1. Akhadian Harnowo moved to approve the course changes as presented. Dixie Copeland seconded the motion.
      2. Dmitri Nizovtsev explained to the committee the reason for the course changes was due to course pre-requisite concerning MA116 due to SAT and/or ACT math scores.
      3. After discussion, motion approved.
  - b. Course Inactivation – HS450 – Multicultural Issues and HS355 Peacemaking CourseLeaf items were presented with proposed changes.
    - i. Franki Ostrom made a motion to approve. Amy White seconded the motion.

- ii. Zenova Williams provided an overview of the proposal to the committee and shared neither course had been taught in 4-8 years. Inactivation does not impact licensure or accreditation.
  - iii. After discussion, the motion was approved.
- c. New Program – Honors Program credit/capstone adjustment. CourseLeaf item was presented with proposed changes.
  - i. Amy White made a motion to approve. Dixie Copeland seconded the motion.
  - ii. Kerry Wynn provided an overview of the proposal to the committee. Adjusting catalog language and adding a capstone option to the program in addition to a thesis. Clarifying affinity between Honors and Great Texts programs.
  - iii. After discussion, the motion was approved.
- d. Discussion Item –
  - i. Request for approval of minutes by email – after a brief discussion the committee was in consensus.

There being no further business to discuss, Amy White moved to conclude the meeting. Franki Ostrom seconded the motion. The motion was approved.

Meeting concluded at 4:22pm

Minutes taken by Beth Mathews

**Faculty Handbook Committee Meeting Minutes**  
**Thursday, March 12, 2026**  
**2pm – McElroy Board Room**

**Members in attendance:** John Fritch, Zach Frank, Crystal Stevens, Sean Bird, Jenny Lamb, Erica Jackson, Erinn Howard, Eunice Peters, Shaun Schmidt

**Members absent:** Melanie Worsley, Marc Fried, Cynthia Holthaus, David Sollars, Kelly Erby, Jeff Jackson, Paul Byrne, Jim Schnobelen

- I.** Call to Order at 2:03 pm by John Fritch.
- II.** Approval of Minutes for February 26, 2026
  - a. Zach Frank made a motion to approve the minutes as presented. Crystal Stevens seconded. Motion passed on a voice vote and minutes were approved.
- III.** Old Business/Action Items –
  - a. Senior Lecturer Promotion – John Fritch shared that the Senior Lecturer proposal has been sent to Faculty Affairs Committee for review at their next meeting scheduled for Monday, March 23, 2026.
- IV.** New Business
  - a. Faculty Handbook, Appendix I – Discussion regarding some minor changes, generally noted for consistency. The committee was in consensus on the changes. Fritch will revise the document and have it to present at the next meeting.
  - b. Senior Lecturer Second Level – Discussion regarding proposal primarily centering on the following:
    - i. title for the position
    - ii. the 15-year requirement for eligibility for the promotion and possible need to consider a grandfather clause for those who waited more than 10 years prior to their Senior Lecturer promotion. Fritch indicated he would investigate how many Senior Lecturers this would affect.
    - iii. discussion surrounding the definition for expectations relating to requirements for promotions and defining each title within the entire policy for each position
    - iv. the section on distinguished lecturer will not change
    - v. Fritch indicated he will prepare edits of the document and email it to the committee by Tuesday, March 17
  - c. Discussion Items –
    - i. Annual Faculty Handbook Update – Fritch shared that he and the President were discussing an annual handbook

review and update with new effective dates for any policy changes to begin on either July 1 or August 1.

- ii. Termination policy Part G – Fritch shared that in 2024 when FHB passed the policy there was a portion of the document (Part G) which was omitted when it was reviewed by Faculty Affairs and presented to General Faculty. There was also a concern that FAC was directed not to vote on the policy, but only review and give feedback so there was not a proper second reading. Fritch is working with Faculty Senate President Jim Schnoebelen to determine how to correct. There are no terminations pending at this time. Fritch is recommending that all documents should be included when it passes through various committees going forward. This would impact on how minutes are processed and development of schedule.
  1. Thoughts on solutions would be to investigate an electronic system for tracking. It is acknowledged that FHB is currently being tracked through CourseLeaf, but it does not show edits
  2. It was suggested that a provision be built into FHB which would allow for processing in extenuating circumstances.
  3. It was also suggested that logistically there should be a designated place/process in the FHB to memorialize changes.
  4. Fritch will meet with Jim Schnoebelen again to decide on options.

**V.** Adjournment – Meeting was adjourned at 2:57pm.

The next meeting is scheduled for **Monday, April 2, 2026, at 2:00pm in the Cottonwood Room. NOTE:** this is the last scheduled meeting for the academic year.

Minutes taken by Beth Mathews

**Faculty Handbook Committee Meeting Minutes**  
**Friday, April 10, 2026**  
**9am – Cottonwood Room, Memorial Union**

**Members in attendance:** John Fritch, Cynthia Holthaus, Zach Frank, Kelly Erby, Crystal Stevens, Jeff Jackson, Sean Bird, Jenny Lamb, Erica Jackson, Paul Byrne, Erinn Howard, Shaun Schmidt, Jim Schnoebelen

**Members absent:** Melanie Worsley, Marc Fried, David Sollars, Eunice Peters

- I.** Call to Order at 9:00am by John Fritch.
- II.** Approval of Minutes for March 12, 2026
  - a. Shaun Schmidt made a motion to approve the minutes as presented. Jim Schnoebelen seconded. Motion passed on a voice vote and minutes were approved.
- III.** Old Business/Action Items – None
- IV.** New Business
  - a. Faculty Handbook, Appendix I
    - i. John Fritch presented the current edited document and asked for any thoughts or changes.
    - ii. Kelly Erby asked that the departments of Art and Music be removed from the CAS section.
    - iii. Kelly Erby also asked for consistency with verbiage relating to graduate and undergraduate programs for CAS.
    - iv. Zach Frank asked for the same on behalf of SAS.
    - v. After further discussion, Shaun Schmidt made a motion to approve the document as presented today with the edits suggested during the discussion. Crystal Stevens seconded the motion. There being no further discussion, the motion passed.
  - b. Esteemed Lecturer
    - i. John Fritch shared the edited document after the last meeting and reminded the committee that this is the second part of the senior lecturer promotion process.
    - ii. Fritch noted that faculty who have taken sabbatical time does not count against eligibility time for promotion.
    - iii. Fritch also clarified that promotion eligibility occurs after 7 years of satisfactory employment, so faculty may apply during year 8.
    - iv. Discussion regarding the title for the second phase lecturer promotion. A straw poll was taken and the title "Esteemed" was preferred by the majority of the committee.

- v. Jeff Jackson moved to approve use of the title "Esteemed" for the second level of lecturer promotion. Jim Schnoebelen seconded the motion. There was no further discussion and the motion was approved.
  - vi. There was discussion regarding use of a specified effective date and sunset clause date as faculty are grandfathered into the current proposed senior lecturer proposals. The committee was in consensus that September 1, 2026, be the effective date.
  - vii. Jeff Jackson made a motion to approve the effective date of the senior lecturer promotion proposal be September 1, 2026. Crystal Stevens seconded the motion. Motion was approved.
  - viii. Because of time constraints of faculty governance meetings at the end of the academic year, the proposal will go to Faculty Affairs for first reading then to Faculty Senate.
  - ix. Fritch will revise the Senior Lecturer/Esteemed Lecturer sections along with Appendix I changes as discussed in this meeting and send it out as soon as possible.
- c. Discussion Items -
- i. Fritch thanked the committee on its good work this year and asked the members to provide suggestions on what topics or sections of the faculty handbook should be addressed next year.
- V.** Adjournment – Zach Frank moved to end the meeting and Jim Schnoebelen seconded the motion. Motion was approved and meeting was adjourned at 9:28am

Minutes taken by Beth Mathews

## FACULTY AGENDA ITEM

**Date:** April 20, 2026

**Submitted by:** *Faculty Affairs Committee: Tonya Ricklefs, chair*

**SUBJECT:** Faculty Handbook Section 1.III.5 – Esteemed Lecturer

**Description:**

Faculty Affairs was tasked with the first reading of this proposal received from Faculty Handbook Committee (approved on April 10, 2026) and was placed on the agenda dated April 20, 2026 as a voting item

**Rationale:** Faculty Affairs reviewed the Esteemed Lecturer policy in its entirety. The committee voted to approve with proposed edits (see document attached).

**Financial Implications:** None at this time. Financial implications will be included in faculty contract at the time of promotion.

**Proposed Effective Date:**

**Request for Action:**

**Approved by:** Faculty Affairs Committee on April 20, 2026 (with suggested edits).

*April 20, 2026*

There is an attachment to this faculty agenda item.

New Language:

### **Faculty Handbook Section 1.III.**

#### 3. Lecturer

Faculty hired to this position do not have the possibility of tenure. Normal workload is determined by the major academic unit, typically in the areas of teaching and service and are defined through contractual language. Normally, a minimum of ½ of the assigned workload responsibility must be devoted to teaching. Compensation is by annual contract, with eligibility for raises. May be full-time or part-time appointments.

#### 4. Senior Lecturer

Faculty appointed to this position do not have the possibility of tenure. Normal workload is determined by the major academic unit. Normally, a minimum of ½ of the assigned workload responsibility must be devoted to teaching. This promotion may occur after eight years of service. In addition to eight years of service, the candidate must have completed at least seven years of service with evaluations at the level of “meets expectations” or higher. No person who is on a performance improvement plan at the time of application shall be eligible for promotion to Senior Lecturer. Compensation is by annual contract, with eligibility for raises. May be full- or part-time appointments.

5. Esteemed Lecturer Faculty appointed to this position do not have the possibility of tenure. Normal workload is determined by the major academic unit. Normally, a minimum of ½ of the assigned workload responsibility must be devoted to teaching. This promotion may occur after the candidate has completed at least seven years of service since promotion to Senior Lecturer with evaluations at the level of “meets expectations” or higher. No person who is on a performance improvement plan at the time of application shall be eligible for promotion to Esteemed Lecturer. For promotion to Esteemed Lecturer, units will define criteria for their areas that demonstrate a distinguished and sustained record of excellence in teaching in addition to leadership in service. Compensation is by annual contract, with eligibility for raises. May be full- or part-time appointments.

6. Distinguished Lecturer would remain an appointment type and remain in current form and use.

### **Amendment of Processes (Faculty Handbook Section 3 - new section entitled University Policy on Non-Tenured Faculty Promotion):**

- A. Purpose: The Lecturer promotion process is a part of a continuing effort to maintain the quality of academic programs by supporting and rewarding sustained excellence for Lecturers. This process ensures that Lecturers who demonstrate consistent, high-level performance in teaching, service, and other defined responsibilities have a clear pathway

for professional advancement. By providing opportunities for promotion, the university affirms its commitment to supporting non-tenure track faculty, fostering long-term engagement, and maintaining academic continuity. Promotion to Senior Lecturer or Esteemed Lecturer is never automatic; it must be earned.

- B. Eligibility: For promotion to Senior Lecturer, the candidate must have completed 8 years of service with at least 50% of their assigned workload activity devoted to teaching. For promotion to Esteemed Lecturer, the candidate must have completed at least seven years of service at the rank of Senior Lecturer with at least 50% of their assigned workload devoted to teaching.
- C. Criteria: The nature of lecturer activities varies across the university; therefore, promotion is granted based on successfully fulfilling unit guidelines and responsibilities defined within their position and normal workload as determined by the major academic unit.
- D. Procedures for Self-Nomination for Promotion: On or before November 1, Lecturers meeting the eligibility requirements may nominate themselves as a candidate for promotion. The candidate will notify their direct supervisor (department chair, director, Dean, or other) and Dean of their readiness for promotion review. On or before March 1, eligible candidates will submit to their direct supervisor a curriculum vitae, teaching evaluations, yearly departmental evaluations, any letters of support from colleagues, a brief written statement summarizing their fulfillment of unit guidelines, and any other materials required by the academic unit.
- E. Procedures for Evaluation for Promotion: The Dean or designee will ensure a committee is formed to evaluate the application for promotion. A committee of at least three Senior Lecturers and/or tenured faculty shall review the application for promotion. On or before April 15, the committee and unit supervisor will review the application and submit written recommendations to the College/School level administrator (Dean or equivalent) for approval. On or before May 1, the College/School level administrator will submit a written recommendation to the Provost. On or before May 15, the Provost will make a final decision on the application for promotion. The promotion will take effect on (date recommended by HR).
- F. Any individual promoted to Senior Lecturer prior to September 1, 2026 is not required to meet the length of service requirement at the level of Senior Lecturer for promotion to Esteemed Lecturer. However, they must have a combined 15 years of service at the rank of Lecturer and/or Senior Lecturer to qualify for promotion to Esteemed Lecturer.
- G. A candidate who has been denied a promotion may apply again in any subsequent year.

Faculty Affairs – proposed edits – 4.20.26

New Language:

Faculty Handbook Section 1.III.

### 3. Lecturer

Faculty hired to this position do not have the possibility of tenure. Normal workload is determined by the major academic unit, typically in the areas of teaching and service and are defined through contractual language. Normally, a minimum of ½ of the assigned workload responsibility must be devoted to teaching. Compensation is by annual contract, with eligibility for raises. May be full-time or part-time appointments.

### 4. Senior Lecturer

Faculty appointed to this position do not have the possibility of tenure. Normal workload is determined by the major academic unit. Normally, a minimum of ½ of the assigned workload responsibility must be devoted to teaching. This promotion may occur after eight years of service. In addition to eight years of service, the candidate must have completed at least seven years of service with evaluations at the level of “meets expectations” or higher. No person who is on a performance improvement plan at the time of application shall be eligible for promotion to Senior Lecturer. Compensation is by annual contract, with eligibility for raises. May be full- or part-time appointments.

### 5. Esteemed Lecturer

Faculty appointed to this position do not have the possibility of tenure. Normal workload is determined by the major academic unit. Normally, a minimum of ½ of the assigned workload responsibility must be devoted to teaching. This promotion may occur after the candidate has completed at least seven years of service since promotion to Senior Lecturer with evaluations at the level of “meets expectations” or higher. No person who is on a performance improvement plan at the time of application shall be eligible for promotion to Esteemed Lecturer. For promotion to Esteemed Lecturer, units will define criteria for their areas that demonstrate a distinguished and sustained record of excellence in teaching in addition to leadership in service. Compensation is by annual contract, with eligibility for raises. May be full- or part-time appointments.

6. Distinguished Lecturer would remain an appointment type and remain in current form and use.

Amendment of Processes (Faculty Handbook Section 3 - new section entitled University Policy on Non-Tenured Faculty Promotion):

- A. Purpose: The Lecturer promotion process is a part of a continuing effort to maintain the quality of academic programs by supporting and rewarding sustained excellence for Lecturers. This process ensures that Lecturers who demonstrate consistent, high-level performance in teaching and service, (and other defined responsibilities as applicable)

FHB: Approved 4.10.26

have a clear pathway for professional advancement. By providing opportunities for promotion, the university affirms its commitment to supporting non-tenure track faculty, fostering long-term engagement, and maintaining academic continuity. Promotion to Senior Lecturer or Esteemed Lecturer is never automatic; it must be earned.

- B. Eligibility: For promotion to Senior Lecturer, the candidate must have completed 8 years of service with at least 50% of their assigned workload activity devoted to teaching. For promotion to Esteemed Lecturer, the candidate must have completed at least seven years of service at the rank of Senior Lecturer with at least 50% of their assigned workload devoted to teaching. Pursuant to the Faculty Handbook, Section: 5.C.2.4., Sabbatical policy provides that faculty continue to accrue years of service.
- C. Criteria: The nature of lecturer activities varies across the university; therefore, promotion is granted based on successfully fulfilling unit guidelines and responsibilities defined within their position and normal workload as determined by the major academic unit.
- D. Procedures for Self-Nomination for Promotion: On or before November 1, Lecturers meeting the eligibility requirements may nominate themselves as a candidate for promotion. The candidate will notify their direct supervisor (department chair, director, Dean, or other) and Dean of their readiness for promotion review. On or before March 1, eligible candidates will submit to their direct supervisor a curriculum vitae, teaching evaluations, yearly departmental evaluations, any letters of support from colleagues, a brief written statement summarizing their fulfillment of unit guidelines, and any other materials required by the academic unit.
- E. Procedures for Evaluation for Promotion: The Dean or designee will ensure a committee is formed to evaluate the application for promotion. A committee of at least three Senior Lecturers and/or tenured faculty shall review the application for promotion. On or before April 15, the committee and unit supervisor will review the application and submit written recommendations to the College/School level administrator (Dean or equivalent) for approval. On or before May 1, the College/School level administrator will submit a written recommendation to the Provost. On or before May 15, the Provost will make a final decision on the application for promotion. The promotion will take effect on (date recommended by HR).
- F. Any individual promoted to Senior Lecturer prior to September 1, 2026 is not required to meet the length of service requirement at the level of Senior Lecturer for promotion to Esteemed Lecturer. However, they must have a combined 15 years of service at the rank of Lecturer and/or Senior Lecturer to qualify for promotion to Esteemed Lecturer.
- G. A candidate who has been denied a promotion may apply again in any subsequent year.