

To: David Turnbull, Chair of Senate

From: Stephen Hines, Chair of the Faculty Affairs Committee

Date: January 22, 2021

RE: *Changes to the Faculty Manual (II- F - 6 – pages 37-38)*

**Investigation of Complaint or of Provost Concerns:**

On behalf of the FAC, I am writing to recommend Faculty Senate approval of the attached revisions to the WSU Faculty Senate Constitution. The proposal was passed on January 13, 2021, by the Faculty Affairs Committee and no significant concerns were recorded.

The changes are intended to clarify timelines and repair conflicting language. Notably there is confusion over whether stated time expectations refer to working days or calendar days. It was noted that “calendar days” also pose additional burdens and create new obstacles when processes unfold at times of the year when there are multiple holidays and/or university closures – notably near the end of the year in November and December. The committee was in consensus that changing the stated timelines in this section to “working days” provided the most thoughtful way forward.

As an aside, there is similarly conflicting language throughout the Faculty Manual. The FAC recommends and will consider a more exhaustive review of the document to determine where the text might benefit from more consistent use of terms. Certainly, conflicts should be addressed.

**Please find attached – a single 2 page document**

1. Page 1: Redlined (tracked) version of the targeted section of the Faculty Manual
2. Page 2: Clean (untracked) version of the targeted section