


MEMORANDUM

TO: Kirk Schulz, President

FROM: Daniel J. Bernardo, Provost and Executive Vice President 

SUBJECT: Request for Approval – Faculty Manual Change

DATE: July 31, 2019

Faculty Manual Change

The Faculty Senate executive committee has recommended approval for the attached changes to the *Faculty Manual* to ensure consistent verbiage throughout the manual. A red-line version of the changes is attached.

Approved by:  Aug 5, 2019
Kirk Schulz, President Date

Cc: Mitzi M. Montoya, Incoming Provost and Executive Vice President
Christine Hoyt, Chief of Staff
Desiree Jacobsen, Executive Assistant to the Board of Regents

Date: July 15, 2019

TO: Amy Nielsen, Executive Secretary
Faculty Senate Steering Committee

FROM: Gayle Anderson, Principal Assistant

SUBMITTED BY: Gayle Anderson, Principal Assistant

SUBJECT: Senate action that relates to changes to the Faculty Manual are typically completed in summer. This year, when adding the language on Tracks and Appointments (passed senate April 11, 2019) to the Faculty Manual, it was determined that two additional section edits are needed to bring all parts of Section V into compliance with the new Tracks and Appointments language.

1. First Section Edit: V C. 2.c. and V C.2.d. This edit is required to address an inconsistency between the Faculty Manual and the Graduate School bylaws. The Graduate School allows academic programs to set their own criteria for awarding graduate faculty status to short-term faculty members. Corrective language is shown below.

c. Adjunct Faculty

Faculty who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may ~~serve on graduate committees be approved~~ as graduate faculty with roles as specified in the program bylaws. They are appointed as adjunct faculty.

d. Adjoint Faculty

Faculty who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjoint faculty provide various types of research/scholarship and/or creative activity within individual colleges according to established criteria and may ~~serve on and co-chair graduate committees be approved as graduate faculty with roles as specified in the~~ program bylaws. They are appointed as adjoint faculty.

2. Additional edits are required in Sections V C.1 (“Titles – Career Track Faculty”) and V D (“Appointments, retitled Advancement in Rank”) to include “Scholarly” as a possible sub-track, to remove internal redundancy in section V D, and to remove inconsistency between sections V C.1 and V D. The original form is given below, along with the marked up form and clean form).

Original:
V C. Titles

1. Career Track Faculty

Career track faculty may hold continuous, one (1) to five (5) year fixed term (with or without a rolling horizon), or contingent contracts. The responsibilities for career track faculty should fall into one of the following designations (sub-tracks): Clinical, Research, or Teaching.

Career track appointments must include a specified sub-track title in the appointment (e.g., *clinical* assistant professor, *research* associate professor, or *teaching* professor).

All career track appointments should align with current Washington Administrative Code Regulations (WAC 250-61-100).

Appropriate department-specific *working titles* for each of the appointments within the career track do not have to include the track or sub-track designation and may be determined by each college. For example, colleges may elect that working titles be listed simply as assistant professor, associate professor, or professor, with no mention of tenure track versus career track, or sub-track. All working titles should be listed in the college's tenure and promotion guidelines.

V D. Appointments

Appointment-Clinical Assistant Professor: Faculty at the rank of clinical assistant professor can be hired on continuous appointments or on fixed term appointments of up to three (3) years contingent upon college/department needs and may be reappointed upon satisfactory evaluation as measured by annual performance review; a one-year terminal appointment may be given prior to completion of a three-year term if the annual review is below satisfactory.

Only under extraordinary circumstances will a person be considered for promotion to clinical associate professor prior to the end of his or her fifth year of service as a clinical assistant professor, with the promotion, if granted, awarded at the end of the sixth (6) year. At the time the faculty member elects to seek promotion, the college/department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the college/department at the ranks of associate and full professor. Faculty may also remain at the rank of clinical assistant professor and be reappointed to subsequent terms at that rank after their sixth year of service provided satisfactory performance continues.

Appointment-Clinical Associate Professor: Faculty at the rank of clinical associate professor can be hired on continuous appointments or on fixed-term appointments of up to five (5) years. Performance reviews will be conducted annually with the possibility for fixed term contracts to be converted into rolling horizon contracts of up to five (5) years based on college/department needs; a one-year terminal appointment may be given if the review is below satisfactory.

Only under extraordinary circumstances will a person be considered for promotion to clinical professor prior to the end of his or her fifth year of service as an associate professor, with the promotion, if granted, awarded at the end of the sixth year. At the time the faculty member elects to seek promotion

to the rank of clinical professor, the college/department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the college/department holding the full professor rank. An individual college/department, at its discretion, may require external reviews in line with its specific mission. If promotion to clinical professor is not pursued or is not granted, faculty may remain at the rank of clinical associate professor provided satisfactory performance continues.

Appointment–Clinical Professor: Faculty at the rank of clinical professor can be hired on continuous appointments or on fixed-term appointments of up to five (5) years. Performance reviews will be conducted annually with the possibility for fixed term contracts to be converted into rolling horizon contracts of up to five (5) years based on college/department needs; a one-year terminal appointment may be given if the review is below satisfactory.

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Only under extraordinary circumstances will a person be considered for promotion to ~~clinical associate professor~~the next rank prior to the end of his or her fifth year of service ~~as a clinical assistant professor in rank~~, with the promotion, if granted, awarded at the end of the sixth (6) year. At the time the faculty member elects to seek promotion, the college/department will conduct ~~a comprehensive tenure~~an intensive promotion style review that involves all ~~clinical, career-track~~tenure-track, and tenured faculty in the college/department at ~~the ranks of associate and full professor~~or above the rank applied for. An individual college/department, at its discretion, may require external reviews in line with its specific mission. Faculty may also remain at their current rank ~~of clinical assistant professor~~ and be reappointed to subsequent terms at that rank after their sixth year of service provided satisfactory performance continues.

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