

4-24-2002

## CWU Faculty Senate Minutes - 04/24/2002

Nancy Bradshaw

Follow this and additional works at: <http://digitalcommons.cwu.edu/fsminutes>

---

### Recommended Citation

Bradshaw, Nancy, "CWU Faculty Senate Minutes - 04/24/2002" (2002). *Faculty Senate Minutes*. 497.  
<http://digitalcommons.cwu.edu/fsminutes/497>

This Meeting Minutes is brought to you for free and open access by the CWU Faculty Senate Archive at ScholarWorks@CWU. It has been accepted for inclusion in Faculty Senate Minutes by an authorized administrator of ScholarWorks@CWU. For more information, please contact [pingfu@cwu.edu](mailto:pingfu@cwu.edu).

**MINUTES**  
**CENTRAL WASHINGTON UNIVERSITY**  
**FACULTY SENATE REGULAR MEETING MINUTES: April 24, 2002**  
<http://www.cwu.edu/~fsenate>

**Presiding Officer:** Lad Holden  
**Recording Secretary:** Nancy Bradshaw

**Meeting was called to order at 3:10 p.m.**

**ROLL CALL:**

**Senators:** All senators or their alternates were present except Bryan, Chalmers, Gunn, Chenyang Li.  
**Visitors:** Rebecca Bowers, Nathan Harris, Robert Hickey, Jeremiah Hodgins, Richard Phillips, Reggie Ramey, Emily Rarsten, Justin Silvers, David Soltz, David Ubesti, Thomas Yeh.

**CHANGES TO AND APPROVAL OF AGENDA:** The agenda was approved as presented.

**APPROVAL OF MINUTES:** The minutes of the April 3, 2002 Faculty Senate meeting were approved as presented.

**COMMUNICATIONS: (Available for viewing in the Senate Office or distribution on request.)**

**Commencement and Honors Convocation Participation:** Memo from Tracy Schwindt, Associate Registrar, inviting faculty to participate in the upcoming commencement and honors ceremonies.

**Council of Faculty Representatives (CFR):** Letter to Senator Kohl-Welles, Chair of the Senate Higher Education Committee, stating that as stakeholders in higher education the CFR would like to be fully involved in discussions regarding the future of higher education in Washington State.

**Announcement:** The document provided by Margaret Smith, Internal Auditor, at the April 3, 2002 senate meeting had duplicating errors. Senators were asked to replace the handout from the last meeting with the one being distributed at this meeting.

**ANSWERS TO SENATE CONCERNS:**

No answers to senate concerns.

**REPORTS:**

**A. ACTION ITEMS:**

**Chair**

**Motion No. 02-29 (Adopted):** Chair Holden proposed a motion that after delay was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit A."

**Faculty Senate Code Committee**

**Motion No. 02-32 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-33 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that after amendment was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

*Pursuant to the Faculty Senate's adopted version of Robert's Rules of Order regarding roll call votes, "An entry must be made in the minutes of the names of all voting in the affirmative and also of those in the negative." Results of the two roll call votes conducted for Motion No. 02-33 are below.*

*Result of roll call vote for substitution to retain the three students on the senate as voting members (Adopted - 21 yea, 14 nay):* Alsoszatai-Petheo representing Anthropology, yea; Beaghan representing Business Administration, yea; Bowman representing Curriculum and Supervision, yea; Lori Braunstein representing Information Technology and Administrative Management, yea; Michael Braunstein representing Physics, yea; Burnham representing Physical Education, nay; CannCasciato representing the Library, yea; Caples representing Teacher Education Programs, yea; Carbaugh representing Economics, yea; Coleman representing Communication, yea; Heckart representing History, nay; Čuljak representing English, yea;

Delgado representing students, yea; Donahoe representing Teacher Education Programs, yea; Englund representing Mathematics, nay; Pennick representing Psychology, nay; Hubbard representing Theatre Arts, nay; Huckabay representing Geography and Land Studies, nay; Johnson representing Sociology, nay; Kurtz representing Chemistry, nay; Charles Li representing English, nay; Martinis representing Accounting, yea; Nelson representing Foreign Languages, nay; Nethery representing Physical Education, nay; Reasons representing Law and Justice, yea; Rehkopf representing Music, yea; Richmond representing Business Administration, yea; Scarth representing students, yea; Schaefer representing Political Science, nay; Schwing representing Computer Science, yea; Singh representing Music, yea; Sutton representing students, yea; Williams representing Curriculum and Supervision, nay; Williams representing Psychology, nay; Wyatt representing Family and Consumer Sciences, yea.

*Result of roll call vote* amending the motion to have two students as voting members and 1 student as an ex-officio nonvoting member, (Failed – 17 yea 19 nay): Alsoszatai-Petheo representing Anthropology, yea; Beaghan representing Business Administration, yea; Bowman representing Curriculum and Supervision, yea; Braunstein representing Information Technology and Administrative Management, nay; Braunstein representing Physics, yea; Burnham representing Physical Education, nay; CannCasciato representing the Library, nay; Caples representing Teacher Education Programs, yea; Carbaugh representing Economics, nay; Coleman representing Communication, nay; Heckart representing History, nay; Čuljak representing English, yea; Delgado representing students, yea; Donahoe representing Teacher Education Programs, yea; Englund representing Mathematics, nay; Pennick representing Psychology, nay; Hubbard representing Theatre Arts, nay; Huckabay representing Geography and Land Studies, nay; Johnson representing Sociology, nay; Kurtz representing Chemistry, nay; Li representing English, nay; Martinis representing Accounting, yea; Melbourne representing Geological Sciences, nay; Nelson representing Foreign Languages, nay; Nethery representing Physical Education, nay; Reasons representing Law and Justice, yea; Rehkopf representing Music, yea; Richmond representing Business Administration, yea; Scarth representing students, yea; Schafer representing Political Science, nay; Schwing representing Computer Science, yea; Singh representing Music, yea; Sutton representing students, yea; Williams representing Curriculum and Supervision, nay; Williams representing Psychology, nay; Wyatt representing Family and Consumer Sciences, yea.

**Note:** Senators indicated that student input is valued but that 3 students as voting members of the senate is the largest amount of representatives on the entire senate. Therefore, having 1 voting student and 2 ex officio nonvoting student representatives would be more appropriate.

**Motion No. 02-34 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-35 (Failed):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that failed: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Note:** Senators indicated adjunct faculty need additional notification in order to become employed elsewhere in the event their contracts are not renewed.

**Motion No. 02-36 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-37 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-38 (Delayed):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was delayed: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-39 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-40 (Tabled):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was tabled: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Note:** The Ad Hoc Evaluation of Instruction Committee is currently in the process of reviewing all aspects of evaluation of instruction and will make proposals to this section of the code upon completion of the committee's work.

**Motion No. 02-41 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-42 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-43 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-44 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-45 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Motion No. 02-46 (Adopted):** Chair Holden, on behalf of the Faculty Senate Code Committee, proposed a motion that was adopted: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

## B. DISCUSSION ITEMS:

1. **CHAIR:** No report.
2. **CHAIR ELECT:** Chair Elect Braunstein asked whether or not senators would like to receive an occasional report from the United Faculty of Central (UFC) so that the senate is informed on union activities. He asked senators to please send their input on this matter, via E-mail, to [braunst@cwu.edu](mailto:braunst@cwu.edu). The UFC has not yet been approached with this idea. However, before pursuing the issue the chair elect would like a response from the senate.
3. **BUDGET REPORT:** Robert Hickey, on behalf of the Faculty Senate Budget Committee, presented budget scenarios for FY 2002 – 03. (Data attached as Exhibit C.) He explained that the committee has been working with the provost to keep the Faculty Senate informed on current budget issues. Provost Soltz then presented Central Washington University's 2003 – 05 Enhancement Packages, the CWU 10-Year Capital Plan 03-05 and the CWU Multi-Institutional 10-year Capital Plan. (Data attached as Exhibit D.) He informed senators that the Budget Advisory Committee meeting is scheduled for Monday, April 29, at 3:00 p.m. in Barge 412. The same presentation will be given to that committee with more detail given to the capital budget. The provost does not anticipate many changes to scenarios of the operating budget. Provost Soltz pointed out that the university is faced with serving an additional 200 students with only an increase in adjunct funding. The issue Central faces is high demand and student access with less funding.
4. **PRESIDENT:** President McIntyre expressed her concern regarding the earlier motion that will eliminate two of the three students as voting members of the Faculty Senate. She stated that in a year WHEN Washington State is asking students to pay 14% more in tuition, the Faculty Senate is cutting back something that had been theirs SINCE 1969 as part of the representation on this body. President McIntyre indicated that she finds this deeply troubling.
5. **SENATE CONCERNS:** No senate concerns.
6. **STUDENT REPORT:** No student report.

**7. FACULTY SENATE STANDING COMMITTEE REPORTS:**

**ACADEMIC AFFAIRS COMMITTEE:** Senator Donahoe distributed a draft copy of the Cornerstone program (college in the high school) that the academic affairs committee is currently working to place into the *Central Washington University Policies* manual. She asked senators to review the draft and send comments to her via E-mail [Donahoe@cwu.edu](mailto:Donahoe@cwu.edu) . Senator Donahoe also reported on the committee's work regarding the issue of graduation with distinction and in figuring honors; whether the university should include GPA's from undergraduate work completed at all institutions students attended or just GPA's from undergraduate work completed only at Central. She indicated that the committee is divided on this issue and would like input from senators and their departments. Senator Donahoe asked senators to send feedback to her via E-mail to the address above.

**BUDGET COMMITTEE:** No report.

**CODE COMMITTEE:** No report.

**CURRICULUM COMMITTEE:** No report.

**DEVELOPMENT AND APPROPRIATIONS COMMITTEE:** No report.

**GENERAL EDUCATION COMMITTEE:** No report.

**PERSONNEL COMMITTEE:** No report.

**PUBLIC AFFAIRS COMMITTEE/COUNCIL OF FACULTY REPRESENTATIVES:** No report.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** The meeting adjourned at 5:00 p.m.

**\*\*\*NEXT REGULAR FACULTY SENATE MEETING: May 8,2002\*\*\*  
BARGE 412**

Exhibit A

**Faculty Code of Personnel Policy and Procedure section 3.25. A.**

**(Note: According to the *Central Washington University Faculty Senate Bylaws*, section 3.10, "The bylaws that follow are designed to supplement the Faculty Code by establishing rules for organization and procedure. In every case, the code takes precedence; all relevant provisions of that code have been incorporated (with parenthetical designation) into these bylaws, and will be automatically corrected, without need for a vote, upon amendment of the code.")**

3.25 Committees

- A. The Faculty Senate shall establish the following standing committees, with powers and duties as described:
  2. The Faculty Senate Budget Committee shall be concerned with recommendations regarding the budgetary and financial affairs of the university, the level of financial support for the university, short- and long-range budgetary projections, and the distribution of funds within the university. In the first year of the biennium the committee shall study the conditions of faculty salary equity as defined by section 8.46 of the Faculty Code of Personnel Policy and Procedure and shall make recommendations for remedies and adjustments to the Faculty Senate. The committee shall cooperate with other individuals, groups, or committees in carrying out its duties and shall perform additional functions ~~do such other things as may be requested by~~ or approved by the senate executive committee.
  5. The Faculty Senate Personnel Committee shall be concerned with all matters relating to the terms and conditions of faculty employment at the university, aspects of academic policy that affect faculty morale, and with other matters which may be considered with the approval of or upon the request of the senate executive committee. Every two years, the committee will devise, conduct, and report the results of the Faculty Opinion Survey of Administrators to the Faculty Senate.
  7. The Faculty Senate ~~Research and Development and Appropriations~~ Committee shall be concerned with issues relevant to faculty development. The committee shall coordinate and disperse the faculty development funds and work with the administration in coordinating the annual fall faculty meeting and faculty development workshops throughout the year. The committee shall cooperate with other individuals, groups, or committees in carrying out its duties and shall perform additional functions as requested or approved by the senate executive committee. ~~every two years, with devising, conducting, and communicating the results of the faculty opinion survey of administrators. In alternate years the study committee shall be concerned with studying the conditions of faculty salary equity as defined by section 8.46 of the Faculty Code of Personnel Policy and Procedure and shall make recommendations for remedies and adjustments to the Faculty Senate, to appropriate standing committees of the Faculty Senate, to the Board of Trustees, the university's president and to provost/senior vice president for academic affairs. The committee shall also study and recommend action on other issues relevant to faculty development.~~

## Exhibit B

## Motion No. 02-32 {Adopted}

## 1.25 Interpretation and Emergency

A request for formal interpretation of the Code must be initially submitted by a petitioner or petitioners to the Faculty Senate code committee which, The Code Committee shall review the request and make a written recommendation to the president and the Board of Trustees Faculty Senate within sixty (60) thirty (30) days of the date of receipt of the request. The Faculty Senate shall take action on the Code Committee's recommendation within sixty (60) days of its receipt. If the recommendation is forwarded to the Board of Trustees, the Board of Trustees shall take action on the proposed request within ninety (90) sixty (60) days of its receipt by the code committee from the Faculty Senate.

## Motion No. 02-33 {Adopted as amended.}

## 3.15 Faculty Senate – Membership

A. The Faculty Senate shall ~~comprise~~ include:

1. Voting Members—The following voting members selected from faculty ~~who have no part-time or full-time administrative duties hold no concurrent exempt appointment. For the purposes of this section, department chairs are not administrators:~~
  - a. One senator and an alternate elected from each academic department and from library faculty;
  - b. Additional senators, allocated to departments as specified in the Faculty Senate bylaws, each with an alternate, equal in number to one-fourth (1/4) of all departments and faculty units represented on the Faculty Senate and rounded to the nearest whole number;
  - c. ~~Three (3) full-time students, elected by the student body. One senator and an alternate representing faculty defined in 2.10 who hold no assignment to a specific academic department or to the library, elected by the faculty who hold this status each spring for service during the subsequent academic year. The Faculty Senate Executive committee shall oversee the election;~~
One senator and an alternate representing faculty defined in 2.10 who hold no assignment to a specific academic department or to the library, elected by the faculty who hold this status each spring for service during the subsequent academic year. The Faculty Senate Executive committee shall oversee the election;
  - d. One adjunct faculty member and an alternate serving a one-year term, elected by the adjunct faculty each spring for service during the subsequent academic year. This faculty member will receive three consecutive one-credit contracts for service on the Faculty Senate. The Faculty Senate Executive committee will oversee the election. The office of the provost will issue the adjunct contracts for service on the Faculty Senate.
  - e. ~~Three (3)~~ One (1) full-time students elected by the student body.
2. Nonvoting Members – The following nonvoting members:
  - a. The president of the university, ex officio (nonvoting);
  - b. The provost/senior vice president for academic affairs (nonvoting);
  - c. Two (2) full-time students, elected by the student body, ex officio (nonvoting).

**Rationale:** To respect the hierarchy of the committee structure as subordinate to the Senate.

**Rationale:** Although the Faculty Senate is defined in the CWU Faculty Code as the representative body of the university's faculty, faculty who were not assigned to a specific academic department had no representation on the Faculty Senate. This set of faculty has included faculty who hold appointments in units other than academic departments and also includes faculty in International Studies and Programs, coaches, and faculty in academic-support units. In addition, many provisions of the Faculty Code govern personnel issues of adjuncts; however, adjuncts as a group hold no representation on the Faculty Senate. The president is a nonvoting member. The provost/senior vice president for academic affairs is not a member of the Senate even though he or she is the chief academic officer of the university. Not being a member results in some difficulty at times in the provost's being able to participate in discussions on the floor of the Senate. However, the Senate includes three voting student members.

Following discussions related to these issues, the Faculty Senate Code Committee recommends the preceding changes that will (a) present the list of voting and nonvoting members of the Faculty Senate in two separate subsections, (b) establish a voting representative for faculty defined in 2.10 who hold no assignment to a specific academic department or the library, (c) establish an adjunct faculty member representative to the Faculty Senate as a voting member, (d) establish the provost/senior vice president for academic affairs as a nonvoting member, and (e) reclassify the three full-time students as nonvoting members of the Faculty Senate.

These changes would ensure voting representation of all of the faculty defined as "faculty" in Section 2.10, ensure that adjunct faculty would hold a voting presence on the Faculty Senate, allow the chief academic officer to participate in Faculty Senate discussions as a member of the Senate, and ensure continued participation of students in discussions of the Faculty Senate but reserve voting privileges for faculty.

## Proposed Code Changes

### Motion No. 02-34 {Adopted}

#### 3.25 Committees

- A. 6. The Faculty Senate public affairs committee shall be concerned with matters relating to developing and expressing faculty positions for presentation by authorized university representatives before the State Legislature, Congress, and other legislative bodies, as well as other bodies, public and private, which affect faculty interests and welfare. It shall advise the Faculty Legislative Representative(s), ascertain and articulate faculty positions on issues, act as liaison with the director of governmental relations and do other such similar things as may be requested by the Senate executive committee.

The Faculty Legislative Representative (FLR) shall be appointed by the senate executive committee and ratified by the senate. The FLR shall receive an 8-faculty-contact-hour reassignment to perform his or her duties during each winter quarter. Sufficient funds shall be provided to cover normal travel costs.

### Motion No. 02-35 {Failed}

#### 4.60 Nontenure-Track Appointments

- A. 2. Nontenure-track ranked positions and lecturers are normally appointed for a term of service not to exceed one (1) year at a time, and may be subsequently reappointed for an additional term or terms of service. ~~Written notice by the president or his/her designee shall notify individuals in such full-time positions in writing three (3) months prior to expiration of the contract of intent to renew the contract.~~
- A. 8. Full-time nontenure-track appointees shall be evaluated by personnel committees (See Section 8.65) and, independently, by department chairs at least once each year before any renewal of the appointment occurs. Such evaluation shall take 4.60.A.6 of the Faculty Code and the terms of the appointee's contract into account. Department chairs shall inform the dean of the results of the evaluation by May 15. The dean will notify each faculty member of his or her eligibility for future employment by June 1.

### Motion No. 02-36 {Adopted with friendly amendment}

#### 4.60 Nontenure-Track Appointments

- A. 7. Full-time nontenure-track appointments bearing the same academic rank titles as tenure-track appointments must meet the minimum qualifications required of tenure-track appointments of the same title as provided for in Section 4.30 of this Code. If a person with a full-time nontenure-track appointment is ~~transferred to~~ subsequently appointed to a tenure-track appointment, the rank of the tenure-track appointment may differ from the nontenure-track rank subject to the limitations of Section 4.30, and is to be determined upon recommendation by the department, with the approval of the appropriate dean, the provost/senior vice president for academic affairs, and the president.

## Rationale

**Rationale:** This addition will define and add the existing position of "Faculty Legislative Representative" to the Faculty Code and provide a rationale for its existence.

**Rationale:** The elimination of the sentence in A. 2 helps to clarify the code and clear up confusion. It literally calls for a university official to notify a full-time, nontenure-track faculty member that the university holds the intent to issue a subsequent contract. Full-time, nontenure-track contracts by definition are for specified periods of time, generally one year in length, and carry no ongoing commitment. Subsequent contracts are separate, discrete agreements, not tied to any preceding agreements. Additional requirements that ensure that a formal evaluation by a faculty committee and by a chair will be conducted each year prior to the issuance of a subsequent contract have recently been added to the Faculty Code. State-level funding decisions are generally finalized in late spring; the university's budget is generally approved in mid-June, and our university method of reconciling benefits accounts each prevent clear determination of university budget plans until mid summer. To address the expressed desire for appropriate notification, the addition of required notification of the full-time-non-tenure-track faculty member's eligibility for future employment with a specific deadline is added to A. 8.

**Rationale:** The change makes the code consistent with Section 4.60.A.4 (which was amended last year), that requires that tenure-track positions be filled as a result of national searches. Therefore the person would be "subsequently hired into" and not "transferred to" the position.



## Proposed Code Changes

### Motion No. 02-37 {Adopted}

#### 5.15 Tenure – Defined

- B. The granting of tenure is a discretionary decision. Tenure should be granted to faculty members of such professionalism character and accomplishment ability that the university, so far as its needs, resources and state laws permit, can justifiably undertake to employ them for the rest of their academic careers. Such a decision must be considered carefully. The granting of tenure shall be a specific act, even more significant than promotion in academic rank, and should be exercised only after careful consideration of the faculty member's ~~scholarly qualifications, teaching ability, character and other qualifications such as public service specifically related to the university's needs~~ professional record. Specifically, all individuals and committees responsible for tenure recommendations shall apply in such recommendations strong positive evidence of effective teaching, clearly demonstrated ability to produce solid research or works of sound scholarship or high artistic merit, and a record of effective and significant contribution to the proper functioning of the university and the educational needs of students.

### Motion No. 02-38 {Delayed}

#### 5.20 Tenure – Eligibility

- B. Appointment to administrative office, or loss of same, shall not deprive the appointee of continuation of tenure in the highest professional rank in which he/she held tenure prior to, or during, the appointment to such administrative office; the salary shall be determined through the procedure described in 8.48.H not be lower than the average salary of those who have held similar rank positions, prorated to the appropriate yearly basis.

#### 8.48 Salary Policies for Miscellaneous Appointments

- H. If exempt employees are hired with concurrent faculty rank and with retreat rights to a faculty position and later assume a faculty position, the salary shall be determined through the following process:
- The provost/senior vice president shall appoint an ad hoc personnel committee as described in 8.85.
  - The personnel committee shall review the professional record file of the faculty member (including merit steps received {8.75.B.1.a} and other substantive materials) and recommend to the provost a salary step no less than the average salary of the similar-ranked faculty in the faculty member's college. For this provision, the library shall be considered a college. For faculty with tenure in the university, the average salary for similar-ranked faculty in the university will be the minimum.

## Rationale

**Rationale:** The deleted portion is redundant with a later sentence except for the ambiguous term 'character.' This change replaces the deleted phrase with 'professional record,' which includes evidence of faculty teaching, research, and service and clarifies university-wide accepted bases for tenure decisions. Replacement of the words 'character' and 'ability' with the words 'professionalism' and 'accomplishment' reflect the focus of evaluation on the professional record.

**Rationale:** Some exempt employees hold tenure and faculty rank concurrently when they are serving in exempt positions. If an exempt employee vacates the exempt position and assumes faculty status, a specific salary level for the faculty position must be determined. Individuals who entered exempt status from a faculty role carry their previously identified salary step. Those who enter exempt status at CWU from outside and who later assume a faculty role may not have a specified salary level for the faculty position.

The only previous reference to this issue appeared in 5.20.B, a section of the code that describes eligibility for tenure. This recommended change (a) will remove reference to salary from a section of the code intended to address eligibility for tenure, (b) creates a new section, 8.48.H, that will be placed in a section of the code intended to address salary policies; (c) defines more clearly the current salary minimum that now appears in 5.20.B by applying it specifically to the college average rather than the university average; and (d) specifies a process to be followed that includes review by an ad hoc faculty committee in determining the faculty salary of an exempt employee assuming a tenured faculty position.

The additional language in 8.75.B.1.a recognizes the right of exempt employees who hold tenured faculty appointments without an assigned step to be considered for merit as faculty – a right that is already granted in the code. The results of these decisions would eventually be applied to a future decision regarding their grade and step should they assume a faculty assignment. This provision continues to allow exempt employees with concurrent faculty appointments to be hired without designating the specific faculty grade and step at the point of hire into the exempt position.

## Proposed Code Changes

3. The provost will determine the salary step following review of the committee's recommendation. If the provost is assuming a faculty position, the president will determine the salary. If the president is assuming a faculty position, the chair of the board of trustees will determine the salary.

### 8.75 Merit

- B. 1. a. Faculty who are not assigned a step on the faculty salary scale as described in 8.48.H shall be eligible for merit application covered by this procedure. Merit awards will be for the purpose of historical documentation, should the faculty member return to instructional duties. At such time the faculty member's record of merit will be taken into consideration.

### Motion No. 02-39 {Adopted}

#### 8.40 Yearly Salary Adjustments

- B.1.b Merit increases, which are permanent, are separate from special salary awards or adjustments identified elsewhere in this Code, such as in Sections 4.55 and 8.46. ~~Faculty members newly hired or promoted are eligible for only four full merit grades above the grade into which they are hired or promoted if such advancement exceeds the ceiling for their rank. Faculty members who participate in the conversion to the new salary schedule in 1991 shall also be eligible to advance four full grades on the scale even though such advancement exceeds the ceiling for their rank. No faculty member may receive a salary exceeding the top step on the salary scale.~~

### Motion No. 02-40 {Tabled}

#### 8.66 Professional Improvement – Criteria

- D. It is recognized that such evaluations, particularly of teaching effectiveness, are difficult to make. Nevertheless, the president of the university, the provost/senior vice president for academic affairs, deans, department chairs, and promotion committees should demand reasonable evidence of effective teaching performance. ~~The faculty member's performance should give evidence of the ability to lead students of varying capacities into a growing understanding of the tools and materials of the faculty member's profession. The faculty member's instructional materials, methods of presentation and evaluation of student should reveal a continuing process of self-criticism and experimentation. To this end, a portfolio supporting the faculty member's instructional performance shall include at a minimum (A) a list of all courses taught during the review period, (B) instructional philosophy and goals, (C) course syllabi (the required format of which is described in 5-9.4.29 of the~~

## Rationale

**Rationale:** Changes to this section of the Code follow recommendations forwarded to the Code Committee from the Faculty Senate Personnel Committee. Deleting the section noted has the effect of eliminating all caps to merit pay increases, subject to the salary scale, which has recently been amended to include additional steps. The Code Committee concurs with the Faculty Senate Personnel Committee's support of policies that (1) increase faculty salaries and (2) provide incentives for faculty members to act meritoriously.

The Faculty Senate Personnel Committee also recommended the deletion of the final sentence in the paragraph. Based on concerns by several Code Committee members that the university still needs to work out a salary system that addresses clearly the relationship between the top of the salary scale and the university's upper limits on faculty salaries, the motion approved by the Code Committee left the final sentence of the current section intact.

**Rationale:** It is difficult to assess a teacher's "ability to lead . . . etc." from written materials. However, certain items are essential to the evaluation of a teacher's performance and should be included in a portfolio. The use of SEOIs is put into perspective here, and the departments are given some discretion as to the inclusion of other useful information in the evaluation of teaching.

## Proposed Code Changes

Central Washington University Policies Manual), and (D) student evaluations of instruction. The purpose of the student evaluations of instruction shall be primarily for the faculty member's self-assessment and as an aid for improvement of instruction. Their secondary purpose shall be to identify problems in the performance of the faculty member. Since the student evaluations of instruction are submitted anonymously, they shall not be published by the university without the consent of the faculty member or student. Other evidence which attests to the faculty member's teaching may also be submitted. Such evidence may include, but is not limited to, documentation of classroom visitations by colleagues or department chair, assignments or exams, documentation of additional training, student projects, and awards and/or honors.

### Motion No. 02-41 {Adopted}

#### 8.80 Tenured Faculty Review

Tenured faculty shall be reviewed by departmental personnel committees and, independently, by department chairs at least once every three (3) years. Merit or promotion review may constitute such a continuing performance evaluation; if merit or promotion reviews do not occur for a given faculty member during a three (3) year period, a separate performance evaluation shall be conducted. The criteria and procedures for such evaluation shall be consistent with those for the award of merit and promotion. Prior to January 15, each dean will notify in writing each tenured faculty member in his or her college of (1) the date of the faculty member's last evaluation through merit, promotion, or tenure processes in the prior three years including the current academic year, and (2) the requirement for tenured faculty review as specified in 8.80 of the faculty code.

### Motion No. 02-42 {Adopted with friendly amendment}

#### 9.05 Professional and Retraining Leave Committee – Powers and Duties (Moved from 9.20) ~~Professional Leave—Purposes~~ (Moved to 9.10)

The professional and retraining leave committee, constituted of tenured, full-time faculty members, is selected by the provost/senior vice president for academic affairs in consultation with the academic deans and the faculty senate executive committee. The professional and retraining leave committee shall have the following duties:

- A. To select its own chair;
- B. To receive applications from the provost (see Section 9.25.A.);
- C. To evaluate applications and decide upon the eligibility of candidates, evaluating plans according to their value to the institution based on the following and other criteria outlined in this code:
  1. Academic or scholarly significance; Value of project or plan in relationship to the applicant's professional responsibilities at the university;

## Rationale

**Rationale:** Helps to clarify the code and ensures that faculty members are given appropriate notification in the event they are due for post-tenure review.

**Rationale:** Changes to the Professional and Retraining Leave sections of the Code follow recommendations forwarded to the Code Committee from the Professional and Retraining Leave Committee. The recommendations seek clarification and consistency. The most significant change establishes a single set of criteria for evaluating both Professional and Retraining Leaves. The Code Committee decided by consensus to reorganize the presentation of information so that the responsibilities of the Professional and Retraining Leave committee, including the criteria for awarding both types of leave, be located at the beginning of the section. Changes in the revised 9.15 and 9.42.A clarify that only tenured faculty are eligible for professional and retraining leaves.

## Proposed Code Changes

## Rationale

2. Soundness of design, procedure, or operational plan, including clear objectives; Need for new or additional knowledge in subject field to be studied;
  3. Relationship of the planned activity to the individual's area of study and to the work of others; If applicable to the project, evidence of support (in the form of recommendations and/or financial) from other institutions, foundations or persons concerned with the proposed plan or project;
  4. Expected outcomes and dissemination of results; Justification for travel in terms of its academic or cultural value to the university or the proposed project or plan for study;
  5. Evaluation of applicant's ability to achieve the goals of the proposal; Ability of applicant to achieve the goals of the project or plan as based on past experience and academic background, including applicant's bibliography of publications or other exhibits;
  6. Value of the project in terms of benefit to the institution upon the applicant's return from professional or retraining leave.
- D. To place acceptable applications from eligible candidates in a priority order, with consideration being given to the funds available;
- E. To report and recommend action to the provost/senior vice president for academic affairs;
- F. To consider changes in plans of successful applicants.

### 9.05 9.10 Professional Leave - Purposes

Professional leave is intended to provide for the intellectual ~~and physical~~ renewal of faculty members and to stimulate improvement in their professional ~~and general~~ competence, in order that they may better serve the university. Professional leave may be granted for any of the following purposes:

- A. Study, research and/or creative work;
- B. Travel with a definite academic or cultural purpose of value to the university;
- C. Advanced academic studies.

### 9.10 9.15 Professional Leave - Eligibility

Tenured ~~Faculty members as defined in Section 2.10~~ who have been employed by the university for six (6) calendar years and have served eighteen (18) full-time quarters during that time and tenured ~~faculty members~~ who have been employed by the university for six (6) calendar years and served eighteen (18) full-time quarters since their last professional leave and who expect to serve at least three (3) additional

## Proposed Code Changes

academic years at the university before retirement shall be eligible for professional leave. For these purposes, any full quarter may be counted as well as a full summer session, and a full summer session may be defined as one (1) term in summer and the interim period prior to fall quarter (Section 8.48 D). One (1) term of summer session shall be counted as one-half (1/2) of a full quarter.

### 9.15 9.20 Professional Leave - Special Conditions

The following special conditions or provisions shall relate to professional leaves:

- A. The awarding of professional leaves is dependent upon internal academic decisions involving class scheduling, replacement personnel and budgetary constraints;
- B. Replacements for persons on professional leave should ordinarily take place within existing faculty;
- C. During any biennial budgeting period, the average number of annual remunerated professional leaves awarded shall not exceed four (4) percent of the total number of full-time equivalent faculty as defined by provost/senior vice president for academic affairs;
- D. Professional leaves shall not be given automatically;
- E. While a professional leave may be granted for one (1), two (2) or three (3) quarters, the leave must normally be taken in consecutive quarters of the same academic year;
- F. Applicants for professional leave are encouraged to apply for outside funds; however, the acceptance of a supplemental grant, fellowship or employment should not carry with it duties or obligations which hinder the pursuit of the purposes for which the professional leave was granted.

The decision as to the acceptability of a particular proposal will not be based on whether additional remuneration may be received, but rather on the ability of the faculty members to enhance their value to the university. Teaching part-time elsewhere, as well as working in research laboratories of industry or government, may be appropriate if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case should leave be approved primarily for the purpose of augmenting the individual's income. The benefit to the university must be foremost in the consideration leading to the approval of the application;

- G. Upon a faculty member's return from professional leave, the university shall provide the same employment status and conditions as those enjoyed prior to the professional leave. The faculty member and the university may agree to a change in assignment according to Section 6.15 of this Faculty Code;

## Rationale

## Proposed Code Changes

## Rationale

- H. The grant of any professional leave shall be contingent upon a signed contractual agreement between the university and the faculty member providing that the faculty member shall return to the university following completion of such leave and shall serve in a professional status for a period equal to the amount of leave so granted. Failure to comply with the provisions of such signed agreement shall constitute an obligation of the faculty member to repay the university any remuneration received from the university during the leave;
- I. All scale adjustments to salaries granted during the period faculty members are on professional leave shall be applied to their salaries as the salary adjustments occur, and if eligible, they shall benefit from step increases in salary;
- J. The period of professional leave shall be counted as a period of service to the university, with seniority and retirement rights retained and insurance and other similar benefits continued;
- K. Professional leave, when once granted by the university, is for a specific purpose, and any changes in plans must be re-evaluated by those who approve the leave.

### 9.20 ~~Professional and Retraining Leave Committee — Powers and Duties~~ (Moved to 9.05)

### 9.25 Professional Leave - Application

- A. A formal letter of application from a candidate for professional leave shall be filed with the department chair, or principal administrator for those not assigned in a department, the provost/senior vice president for academic affairs and the appropriate dean on or before November 1 of the fall quarter preceding the academic year in which the candidate desires such leave. Besides providing assurance of compliance to the special conditions outlined in this Code regarding professional leave, the application letter shall include the following:
  - 1. General information including name, department, rank, date of initial service with the university, terms of leave desired, dates of previous professional leaves and percent of salary to be awarded;
  - 2. A project description that addresses the evaluation criteria mentioned in 9.05.C: ~~A detailed statement of the applicant's plans for utilizing the time requested. This statement should include such information as a full description of the project or plan, the time sequence for completion of any project or plan and why the applicant feels the plan would enhance the value of his/her service to the university and to the subject field to be studied;~~
  - 3. A list of foundations, institutions or other organizations with which the applicant will be affiliated during the professional leave;

## Proposed Code Changes

## Rationale

4. A complete listing of grants and stipends other than those granted by the institution which will be available to the applicant during the time of professional leave;
  5. If travel is included in the professional leave, the need must be justified in terms of the proposed project or plan for study;
  6. A resume listing appropriate research, scholarly or artistic achievements, including a list of previous faculty development and research committee grants; Background information concerning the applicant's previous professional or scholarly work, especially in the area of the proposed plan;
  7. ~~A copy of the applicant's bibliography of publications or other exhibits should be attached to the application when appropriate;~~
  - 8.7. Supporting letters from faculty members or other appropriate individuals not necessarily associated with the institution ~~may also~~ should be submitted if the applicant so desires when appropriate;
  - 9.8. A statement regarding the value of the applicant's project in terms of benefit to the institution upon return from professional leave.
- B. The department chairs or principal administrators shall verify that the faculty member can be released and that the granting of leave can be substantially accommodated within existing staff. They shall do so in writing as they transfer the faculty members' request to the dean and provost/senior vice president for academic affairs. Individual faculty members in the department may agree to overloads, however, to make the leave possible. No application shall be considered by the committee that is not first endorsed by the department chair, principal administrator and dean.

The coversheet shall include a space for the chair's verification.

### 9.30 Professional Leave - Reports

~~An written~~ electronic summary report of the use of the professional leave shall be submitted by the faculty member ~~in triplicate,~~ to the provost/senior vice president for academic affairs within two months after the faculty member's return to the university. ~~One of the c~~ Copies shall be forwarded electronically by the provost/senior vice president for academic affairs to the professional leave committee and to the appropriate department chair, dean, and Board of Trustees. The report must summarize the work completed and how the experience and the new knowledge will be utilized in the person's assignment at Central Washington University.

## Proposed Code Changes

## Rationale

### 9.35 Professional Leave - Salary and Administration

- A. Final recommendations regarding candidates for professional leave made by the professional leave committee to the provost/senior vice president for academic affairs shall be presented to the president of the university and the Board of Trustees for final approval. Faculty members given professional leave shall receive seventy-five (75) percent of the regular salary they would receive if they remained engaged in their usual duties.
- B. Salaries of faculty members on professional leave will be adjusted according to when step and/or scale adjustments are made in the salary schedule during their absence.

### 9.40 Retraining Leave—Purposes

Retraining leave provides assistance to those faculty desiring to retrain to benefit the university. The university expects faculty members to request retraining leave for the specific purpose of improving their service to Central Washington University by beginning or continuing a program of retraining in an academic area differing from their specialties at the university where the need for additional personnel is clearly demonstrated.

Retraining leave is intended to provide faculty members with assistance in acquiring or further developing professional competence in an academic area other than their field(s) of specialization, their usual teaching assignment and their usual research emphasis. Retraining leaves may be granted for any of the following purposes serving the needs of the university:

- A. Meeting new professional demands and requirements for reassignment to another department of the university;
- B. Meeting new professional demands and requirements for reassignment to another program or curriculum component within the faculty member's own department;
- C. Meeting new professional demands and requirements for a joint (interdepartmental) appointment;
- D. Developing expertise in interdisciplinary studies.

### 9.42 Retraining Leave - Eligibility and Procedures

- A. The Board of Trustees may award a retraining leave to any tenured faculty member ~~defined in Section 4.20 of this Code.~~ Tenured Faculty members seeking retraining leaves must make application to the university professional and retraining leave committee according to the application process and criteria outlined in Section 9.25 of this Code. The professional and retraining leave committee reviews the applications and makes recommendations to the provost/senior vice president for academic affairs according to Section 9.20 of this Code.



## Proposed Code Changes

## Rationale

- B. The retraining leave program will not limit the eligibility of the faculty member for professional leave as outlined in this Code except that retraining leave will not count as part of the eighteen (18) full-time quarters required before professional leave is granted.
- C. Only faculty members who expect to serve the university for at least one (1) year before retirement shall be eligible for retraining leave.
- D. Other conditions relating to retraining leave are as follows:
  - 1. Leave may be authorized for up to three (3) academic quarters providing salary and benefits as determined by the Board of Trustees;
  - 2. Applications for retraining leave must be accompanied by a letter of approval from the appropriate dean(s) and department head(s);
  - 3. Recommendations for the award of retraining leaves shall be made to the president and the Board of Trustees by the provost/senior vice president for academic affairs;
  - 4. The year on retraining leave shall be counted as a year of service to the university, with seniority and retirement rights retained and insurance and other similar benefits continued (RCW 28.10.650).
- E. The grant of any such retraining leave shall be contingent upon a signed contractual agreement between the university and the faculty member providing that the faculty member shall return to the university following his/her completion of such leave and serve in a professional status for a period of one year. Failure to comply with the provisions of such signed agreement shall constitute an obligation of the faculty member to repay to the university any remuneration received from the university during the leave.

### Motion No. 02-43 {Adopted}

#### 9.75 Funeral or Bereavement Leave

Family members who are on leave for funerals or bereavement should be assisted by the department chair or immediate supervisor. The department chair will attempt to arrange coverage of the faculty member's assignments. Faculty members may take at least up to ten (10) working days off with pay for funerals in their immediate families (husband, wife, children, mother, father, mother-in-law, father-in-law, sister or brother). With the approval of the department chair, an employee may take off the required time with pay for bereavement or to attend other funerals.

**Rationale:** This change clarifies both the nature and extent of leave time permissible in the event of the death of a family member. The old language limited the leave to funeral attendance; the new language allows for grieving and attention to family matters related to the funeral. In the old language, oddly, a 10-day leave is "required," and a faculty member may take "at least" that much. The new language clarifies a limit of 10 days.

**Motion No. 02-44 {Adopted}**

9.95 Professor Emeritus Appointments

- A. Faculty members who are retiring from the university, with either full or phased retirement, may be retired with the rank of emeritus professor. The emeritus title is recommended by departmental action for a faculty member whose teaching, scholarly and service record is meritorious. The normal criteria for appointment to the emeritus faculty are ten (10) years of full-time service as a member of the teaching faculty and retirement from one of the three (3) ranks listed in Section 4.20. However, the Board of Trustees may grant emeritus status to any faculty member as defined in Section 2.10.

Professor emeritus status is a privilege and is subject to state ethics laws and the Washington State constitution. University-related activities that are not part of any part-time employment at the university as described in 9.95.B are considered "volunteer hours." These volunteer hours must be reported by the emeritus professor quarterly to the university payroll office for insurance purposes and for Department of Labor and Industries reporting.

The eligibility for emeritus appointments includes these provisions:

- 1. The ten (10) year service requirement may be fulfilled by noncontiguous periods of employment;
- 2. Faculty members accrue service credit during professional leaves but not during leaves of absence without pay

**Motion No. 02-45 {Adopted}**

13.10 Informal Hearings – Nontermination Policies and Procedure

- J. Within ten (10) working days of the receipt of the findings and recommendations of the faculty grievance committee, the president or the president's designee (or the chair of the Board of Trustees in the event that the president is a party to the grievance) shall inform all parties to the case, the chair of the faculty grievance committee and the Faculty Senate chair in writing of his/her decision. The action of the president or the president's designee shall constitute notice of the final decision in the informal hearing review procedure. In an extenuating circumstance, such as the lack of availability of the president and/or appropriate legal counsel, an extension to 20 working days may be granted by the chair of the board of trustees;

**Rationale:** Changes to this section of the Code follow recommendations forwarded to the Code Committee from the Faculty Senate Personnel Committee and based on the findings of Margaret Smith, Director of Auditing and Control. The addition of the language ensures that the Faculty Code is consistent with state law concerning emeritus appointments.

**Rationale:** Several times in the past recommendations have been forwarded to the president from the Faculty Grievance Committee following completion of the informal hearing process at times when the president has been away from campus or regarding situations where the specific recommendation requires careful consideration by legal counsel. The current requirement that the president respond within ten working days can have the effect of hurried decisions that do not reflect the fullest consideration necessary. However, the Code Committee was also aware of the need to maintain timely decisions. This revision would permit the president to request approval from the chair of the Board of Trustees to extend the period of consideration up to 20 working days before the president issues his or her decision.

**Motion No. 02-46 {Adopted}**

13.30 Formal Hearing – Issues not Resolved by Informal Hearing, Dismissal of Faculty Member for Cause and Termination of Employment Due to Reduction-in-Force

- Q. Within thirty (30) days of service of the proposal for decision and findings of fact and conclusions of law, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the Board of Trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the Board shall announce its decision and final action to be taken and the reasons therefore at a regular or special board meeting. The announcement of the decision and the final action will take place no more than 180 days after service of the proposal for decision and findings of fact and conclusions of law.

**Rationale:** This provision will require the Board of Trustees to bring closure to grievance processes within 180 days of receipt of the hearing officer's decision and findings of fact and conclusions of law. Currently, the Board of Trustees has no limits on the amount of time it can take to reach a decision.

**CENTRAL WASHINGTON UNIVERSITY**  
**Budget Scenarios FY 2002-2003**

**Exhibit 1: State General Fund Budget Cut & Internal Allocations**

State Fund Reduction Dollars (5%)	2,249,000	
<b><u>Internal Allocations</u></b>		Subtotal:
Faculty Promotions & Retention	250,000	Internal
Faculty Equity Adjustments	450,000	<u>Allocations</u>
I-6767 compression/underfunded (6 month cost) <sup>1</sup>	91,000	1,423,000
Range Step for Classified Staff	100,000	
Exempt Equity Adjustments	150,000	
ASSP Base Requirements	332,000	
Collective Bargaining Contingency <sup>2</sup>	50,000	
Total Funds Required:	3,672,000	

1: I-6767 cost assumes that 6 month has already been absorbed by FY 2002 tuition revenue

2: Contingency for Faculty and Classified Staff Collective Bargaining

**Exhibit 2: Tuition Increase and Allocation Scenarios, FY 2002-03**

	Scenario 1 7,870 0% Base Cut 13.9% Tuit.	Scenario 2 7,870 0% Base Cut 13.9% Tuit.
<b>Funds Generated</b>		
Tuition Rate <sup>3</sup>	3,820,000	4,240,000
Tuition Allocated in Base FY02 Budget	(135,084)	(135,084)
Net Tuition Available	3,684,916	4,104,916
<b>Funds Required</b>		
5% State Budget Cut	(2,249,000)	(2,249,000)
Internal Allocations (Exhibit # 1)	(1,423,000)	(1,423,000)
Funds Available(Needed) for Distribution:	12,916	432,916
<b>Distributed Funds</b>		
Course Fee Offset	(100,000)	(100,000)
New Sections - Adjuncts	(100,000)	(100,000)
Funds Available(Needed) for Distribution:	(187,084)	232,916
Tuition Rate Assumptions	This scenario is based on the following increases: R-UG (13.9%); NR-UG (5.8%); R-G (5.5%); NR-G (5.9%).	This scenario is based on the following increases: R-UG (13.9%); NR-UG (5.8%); R-G (5.5%); NR-G (5.9%).
Tuition Revenue Generation Assumptions <sup>4</sup>	And the collection of 98% of estimated tuition revenue.	And the collection of 100% of estimated tuition revenue.

3: Tuition increased based on three quarter headcount average, student credit load, and residency status. Also, includes FTE increase from current tuition budget of 7,270 to anticipated 7,870.

4: Scenario I is based on the conservative estimate of collecting 98% of tuition revenue, i.e. fluctuations in headcount, or residency status. Scenario II assumes the mix remains constant. Historically revenue has been at or slightly above 100% of estimate.

**Central Washington University  
2003-05 Enhancement Packages**

<u>Priority</u>	<u>Description</u>	<u>FY 04</u>	<u>FY 05</u>	<u>TOTAL</u>
1	<b>Faculty/Staff Salary Increase</b> 5% Each Fiscal Year	2,414,807	4,950,354	7,365,160
2	<b>Faculty/Staff Recruitment and Retention</b> 1% Each Fiscal Year	303,261	606,522	909,783
3	<b>Access Through Enrollment</b> State General Fund FY04 - 400 Base FTE plus FY 05 - 200 Base FTE	2,345,800	3,518,700	5,864,500
	FY04 - 200 Proviso FTE plus FY 05 - 200 Proviso FTE	1,172,900	1,172,900	2,345,800
	Tuition Revenue (Operating Fee) FY04 - 400 Base FTE plus FY 05 - 200 Base FTE	1,057,220	1,585,830	2,643,050
	FY04 - 200 Proviso FTE plus FY 05 - 200 Proviso FTE	528,610	528,610	1,057,220
4	<b>Low Income &amp; First Generation Student</b> Recruitment and Retention	500,000	500,000	1,000,000
5	<b>Work Force and High Demand Programs</b>	800,000	800,000	1,600,000
	<b>State General Fund: Base</b>	<b>6,363,868</b>	<b>10,375,576</b>	<b>16,739,444</b>
	<b>State General Fund: Proviso</b>	1,172,900	1,172,900	2,345,800
	<b>Operating Fee: Base</b>	1,057,220	1,585,830	2,643,050
	<b>Operating Fee: Proviso</b>	528,610	528,610	1,057,220

**CENTRAL WASHINGTON UNIVERSITY  
10-Year Capital Plan**

<u>Priority</u>	<u>Description</u>	<u>03-05</u>	<u>05-07</u>	<u>07-09</u>	<u>09-11</u>	<u>11-13</u>
1	Music Education Facility - Phase II	14,000,000				
2	Minor Works - Preservation	3,673,900	3,999,700	3,893,000	5,150,000	4,131,200
3	Minor Works - Program	3,914,400	3,706,000	3,620,300	2,400,000	2,400,000
4	Combined Utility Upgrade	9,580,000	9,308,000	9,200,000	7,000,000	7,000,000
5	Dean Hall	4,900,000	10,100,000			
6	Hogue Technology Renovation/Addition	150,000	2,400,000	21,400,000		
7	NPAV Indoor Air Quality/ Asbestos	3,500,000				
8	Seismic Life/Safety	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
9	Peterson Hall Heating/Air Conditioning	1,091,000				
10	Farrell Technology Upgrade	1,053,000				
11	East Entry/ Wilson Creek	1,400,000				
12	Psychology Remodel & Technology Upgrade	3,600,000				
13	Hertz Hall Renovation		10,000,000			
14	SUB Renovation		3,000,000	6,000,000		
15	Health Center Addition		3,000,000			
16	Lind Hall Technology Upgrade/Renovation				5,000,000	
17	Nicholson Pavilion Phase III			150,000	1,500,000	9,600,000
18	Cogeneration	2,000,000				
<b>TOTAL:</b>		<b>49,862,300</b>	<b>46,513,700</b>	<b>45,263,300</b>	<b>22,050,000</b>	<b>24,131,200</b>

**CENTRAL WASHINGTON UNIVERSITY  
Multi-Institutional  
10-Year Capital Plan**

<u>Priority</u>	<u>Description</u>	<u>03-05</u>	<u>05-07</u>	<u>07-09</u>	<u>09-11</u>	<u>11-13</u>
1	CWU/DesMoines	10,000,000				
2	CWU/Wenatchee	1,500,000	1,500,000			
3	CWU/Moses Lake	1,100,000				
4	CWU/Steilacoom		5,000,000			
5	NSIS Partnership w/ CWU/UW/WSU/WWU			2,500,000		
<b>Total:</b>		<b>12,600,000</b>	<b>6,500,000</b>	<b>2,500,000</b>	<b>0</b>	<b>0</b>

**CENTRAL WASHINGTON UNIVERSITY**  
**Minor Works - Preservation**

<u>Priority</u>	<u>Description</u>	<u>03-05</u>	<u>05-07</u>	<u>07-09</u>	<u>09-11</u>	<u>11-13</u>
1	Emergent Life Safety	350,000	350,000	350,000	350,000	350,000
2	Emergent Utilities	250,000	250,000	250,000	250,000	250,000
3	Campus Wide Fire Alarm Upgrades	200,000	200,000	200,000	200,000	200,000
4	Indoor Air Quality Improvements	350,000	350,000	350,000	350,000	350,000
5	Campus Map	150,000	150,000	50,000	25,000	10,000
6	Elevator Jack Repair	100,000	100,000	100,000	100,000	100,000
7	Roofing Projects	550,000	700,000	700,000	700,000	700,000
8	Way Finding Signage	250,000	150,000	150,000	150,000	150,000
9	Hard Surface Non-Parking Upgrades	200,000	200,000	200,000	200,000	200,000
10	Building Exterior Weatherization	200,000	200,000	200,000	150,000	150,000
11	Campus Irrigation	120,000	120,000	120,000	120,000	120,000
12	Floor Covering Replacement	200,000	200,000	200,000	200,000	200,000
13	Tree Replacement & Management	125,000	125,000	125,000	125,000	125,000
14	Exterior Lighting	100,000	100,000	100,000	100,000	100,000
15	Lead Paint Mitigation	50,000	50,000	50,000	25,000	
16	Ventilation Expansion at Mitchell Hall	213,500				
17	Landscape Projects	90,000	90,000	90,000	90,000	90,000
18	Tennis Court Resurface	175,400				
19	Handball Court Renovation		78,000			
20	CHCI Climbing Structure Replacement		22,800			
21	Electronic Locks		50,000	50,000	50,000	50,000
22	Farrell Hall Ventilation Control Additions		113,900			
23	L&L Ventilation Control Additions		400,000	454,000		
24	Replace Lind Hall Supply Fan			154,000	700,000	
25	Facilities Assessment Inventory				500,000	
26	International Ctr. Safety Upgrade Building				658,000	
27	UST Remediation at New Heat Plant				107,000	
28	Exterior Sign Upgrade					530,000
29	Peterson Hall Windows & Door Replacement					67,200
30	Aquatics Service Drive					15,000
31	NVAP Main Gym Floor					374,000
<b>TOTAL:</b>		<b>3,673,900</b>	<b>3,999,700</b>	<b>3,893,000</b>	<b>5,150,000</b>	<b>4,131,200</b>



**CENTRAL WASHINGTON UNIVERSITY  
Minor Works - Program**

<u>Priority</u>	<u>Description</u>	<u>03-05</u>	<u>05-07</u>	<u>07-09</u>	<u>09-11</u>	<u>11-13</u>
1	Emergent Remodel	500,000	450,000	450,000	450,000	450,000
2	Computing Infrastructure	950,000	950,000	950,000	950,000	950,000
3	Classroom Technology Enhancement	100,000	100,000	100,000	100,000	100,000
4	Computer Lab Upgrades	0	500,000	500,000	500,000	500,000
5	Athletic Facility Title IX compliance	425,000				
6	Rebuild DE System Headend at Library & Centers	745,400				
7	Music Library Education Room Remodel	165,000				
8	CHCI Foyer Modification	113,000				
9	<b>McConnell 119 Classroom Remodel</b>	<b>66,000</b>	<b>Part of current major project??</b>			
10	Communication Rooms & Cabling Upgrades	254,000	200,000	200,000	200,000	200,000
11	Records Storage Facility	596,000				
12	Farrell Hall Technology Upgrade & Remodel		200,000			
13	Hebeler 118 Classroom Remodel		51,000			
14	Hebeler Remodel		712,000			
15	College of Ed. & Prof. Studies Technology Enhancement		110,000			
16	Lind Minor Remodel		433,000			
17	Mitchell Hall Storage & Work Space Improvements			600,000		
18	Athletic Fields Lighting & Power Upgrade			500,000		
19	Old Boiler Plant Room 107 ACM Abatement			40,100		
20	Military Science Dept. Floor Plan Revision			43,000		
21	Teacher Ed. Programs Technology Mgmt.			37,200		
22	Ergonomic Compliance/Safety			200,000	200,000	200,000
<b>TOTAL:</b>		<b>3,914,400</b>	<b>3,706,000</b>	<b>3,620,300</b>	<b>2,400,000</b>	<b>2,400,000</b>

**FACULTY SENATE REGULAR MEETING**  
**Wednesday, April 24, 2002, 3:10 p.m.**  
**BARGE 412**  
**AGENDA**

- I. ROLL CALL
- II. MOTION NO. 02-31: CHANGES TO AND APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
- IV. COMMUNICATIONS
- V. ANSWERS TO SENATE CONCERNS (5 Minutes)
- VI. REPORTS/ACTION ITEMS (40 Minutes)

**Chair**

**Delayed Motion No. 02-29: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit A."**

**Faculty Senate Code Committee**

**Motion No. 02-32 – 02-46: "Proposed changes to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."**

**VII. REPORTS/DISCUSSION ITEMS**

- 1. CHAIR: (10 Minutes)
- 2. CHAIR ELECT: (10 Minutes)
- 3. BUDGET COMMITTEE REPORT: (15 Minutes)
- 4. PRESIDENT: (10 Minutes)
- 5. SENATE CONCERNS: (5 Minutes)
- 6. STUDENT REPORT: (5 Minutes)
- 7. SENATE COMMITTEES (10 Minutes)
  - Academic Affairs Committee: Susan Donahoe
  - Budget Committee: Thomas Yeh
  - Code Committee: David Dauwalder
  - Curriculum Committee: Toni Čuljak
  - Development and Appropriations: Charles Li
  - General Education: Carey Gazis
  - Personnel Committee: Rob Perkins
  - Public Affairs Committee/Council of Faculty Representatives: Michael Braunstein

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

**X. ADJOURNMENT**

**\*\*\*NEXT REGULAR SENATE MEETING: May 8, 2002\*\*\***  
**BARGE 412**

Exhibit A

*passed*

**Faculty Code of Personnel Policy and Procedure section 3.25. A.**

(Note: According to the *Central Washington University Faculty Senate Bylaws*, section 3.10, "The bylaws that follow are designed to supplement the Faculty Code by establishing rules for organization and procedure. In every case, the code takes precedence; all relevant provisions of that code have been incorporated (with parenthetical designation) into these bylaws, and will be automatically corrected, without need for a vote, upon amendment of the code.")

3.25 Committees

- A. The Faculty Senate shall establish the following standing committees, with powers and duties as described:
  2. The Faculty Senate Budget Committee shall be concerned with recommendations regarding the budgetary and financial affairs of the university, the level of financial support for the university, short- and long-range budgetary projections, and the distribution of funds within the university. In the first year of the biennium the committee shall study the conditions of faculty salary equity as defined by section 8.46 of the *Faculty Code of Personnel Policy and Procedure* and shall make recommendations for remedies and adjustments to the Faculty Senate. The committee shall cooperate with other individuals, groups, or committees in carrying out its duties and shall perform additional functions ~~do such other things as may be requested by or approved by the senate executive committee.~~
  5. The Faculty Senate Personnel Committee shall be concerned with all matters relating to the terms and conditions of faculty employment at the university, aspects of academic policy that affect faculty morale, and with other matters which may be considered with the approval of or upon the request of the senate executive committee. Every two years, the committee will devise, conduct, and report the results of the *Faculty Opinion Survey of Administrators* to the Faculty Senate.
  7. The Faculty Senate ~~Research and Development and Appropriations~~ Research and Development and Appropriations Committee shall be concerned with issues relevant to faculty development. The committee shall coordinate and disperse the faculty development funds and work with the administration in coordinating the annual fall faculty meeting and faculty development workshops throughout the year. The committee shall cooperate with other individuals, groups, or committees in carrying out its duties and shall perform additional functions as requested or approved by the senate executive committee. ~~every two years, with devising, conducting, and communicating the results of the faculty opinion survey of administrators. In alternate years the study committee shall be concerned with studying the conditions of faculty salary equity as defined by section 8.46 of the *Faculty Code of Personnel Policy and Procedure* and shall make recommendations for remedies and adjustments to the Faculty Senate, to appropriate standing committees of the Faculty Senate, to the Board of Trustees, the university's president and to provost/senior vice president for academic affairs. The committee shall also study and recommend action on other issues relevant to faculty development.~~

## Proposed Code Changes

### Exhibit B

#### Motion No. 02-32

##### 1.25 Interpretation and Emergency

A request for formal interpretation of the Code must be initially submitted by a petitioner or petitioners to the Faculty Senate code committee ~~which~~. The Code Committee shall review the request and make a written recommendation to the ~~president and the Board of Trustees~~ Faculty Senate within ~~sixty (60)~~ thirty (30) days of the date of receipt of the request. The Faculty Senate shall take action on the Code Committee's recommendation within sixty (60) days of its receipt. ~~If the recommendation is forwarded to the Board of Trustees, the Board of Trustees shall take action on the proposed request within ninety (90) sixty (60) days of its receipt by the code committee from the Faculty Senate.~~

#### Motion No. 02-33

##### 3.15 Faculty Senate – Membership

###### A. The Faculty Senate shall ~~comprise~~ include:

1. Voting Members—The following voting members selected from faculty ~~who have no part-time or full-time administrative duties hold no concurrent exempt appointment. For the purposes of this section, department chairs are not administrators:~~
  - a. One senator and an alternate elected from each academic department and from library faculty;
  - b. Additional senators, allocated to departments as specified in the Faculty Senate bylaws, each with an alternate, equal in number to one-fourth (1/4) of all departments and faculty units represented on the Faculty Senate and rounded to the nearest whole number;
  - c. ~~Three (3) full-time students, elected by the student body.~~ One senator and an alternate representing faculty defined in 2.10 who hold no assignment to a specific academic department or to the library, elected by the faculty who hold this status each spring for service during the subsequent academic year. The Faculty Senate Executive committee shall oversee the election;
  - d. One adjunct faculty member and an alternate serving a one-year term, elected by the adjunct faculty each spring for service during the subsequent academic year. This faculty member will receive three consecutive one-credit contracts for service on the Faculty Senate. The Faculty Senate Executive committee will oversee the election. The office of the provost will issue the adjunct contracts for service on the Faculty Senate.
2. Nonvoting Members – The following nonvoting members:
  - a. The president of the university, ex officio (nonvoting);
  - b. The provost/senior vice president for academic affairs (nonvoting);
  - c. Three (3) full-time students, elected by the student body (nonvoting).

## Rationale

**Rationale:** To respect the hierarchy of the committee structure as subordinate to the Senate.

**Rationale:** Although the Faculty Senate is defined in the CWU Faculty Code as the representative body of the university's faculty, faculty who were not assigned to a specific academic department had no representation on the Faculty Senate. This set of faculty has included faculty who hold appointments in units other than academic departments and also includes faculty in International Studies and Programs, coaches, and faculty in academic-support units. In addition, many provisions of the Faculty Code govern personnel issues of adjuncts; however, adjuncts as a group hold no representation on the Faculty Senate. The president is a nonvoting member. The provost/senior vice president for academic affairs is not a member of the Senate even though he or she is the chief academic officer of the university. Not being a member results in some difficulty at times in the provost's being able to participate in discussions on the floor of the Senate. However, the Senate includes three voting student members.

Following discussions related to these issues, the Faculty Senate Code Committee recommends the preceding changes that will (a) present the list of voting and nonvoting members of the Faculty Senate in two separate subsections, (b) establish a voting representative for faculty defined in 2.10 who hold no assignment to a specific academic department or the library, (c) establish an adjunct faculty member representative to the Faculty Senate as a voting member, (d) establish the provost/senior vice president for academic affairs as a nonvoting member, and (e) reclassify the three full-time students as nonvoting members of the Faculty Senate.

These changes would ensure voting representation of all of the faculty defined as "faculty" in Section 2.10, ensure that adjunct faculty would hold a voting presence on the Faculty Senate, allow the chief academic officer to participate in Faculty Senate discussions as a member of the Senate, and ensure continued participation of students in discussions of the Faculty Senate but reserve voting privileges for faculty.

## Proposed Code Changes

### Motion No. 02-34

#### 3.25 Committees

- A. 6. The Faculty Senate public affairs committee shall be concerned with matters relating to developing and expressing faculty positions for presentation by authorized university representatives before the State Legislature, Congress, and other legislative bodies, as well as other bodies, public and private, which affect faculty interests and welfare. It shall advise the Faculty Legislative Representative(s), ascertain and articulate faculty positions on issues, act as liaison with the director of governmental relations and do other such similar things as may be requested by the Senate executive committee.

The Faculty Legislative Representative (FLR) shall be appointed by the senate executive committee and ratified by the senate. The FLR shall receive an 8-faculty-contact-hour reassignment to perform his or her duties during each winter quarter. Sufficient funds shall be provided to cover normal travel costs.

### Motion No. 02-35

#### 4.60 Nontenure-Track Appointments

- A. 2. Nontenure-track ranked positions and lecturers are normally appointed for a term of service not to exceed one (1) year at a time, and may be subsequently reappointed for an additional term or terms of service. ~~Written notice by the president or his/her designee shall notify individuals in such full-time positions in writing three (3) months prior to expiration of the contract of intent to renew the contract.~~
- A. 8 Full-time nontenure-track appointees shall be evaluated by personnel committees (See Section 8.65) and, independently, by department chairs at least once each year before any renewal of the appointment occurs. Such evaluation shall take 4.60.A.6 of the Faculty Code and the terms of the appointee's contract into account. Department chairs shall inform the dean of the results of the evaluation by May 15. The dean will notify each faculty member of his or her eligibility for future employment by June 1.

### Motion No. 02-36

#### 4.60 Nontenure-Track Appointments

- A. 7 Full-time nontenure-track appointments bearing the same academic rank titles as tenure-track appointments must meet the minimum qualifications required of tenure-track appointments of the same title as provided for in Section 4.30 of this Code. If a person with a full-time nontenure-track appointment is ~~transferred to~~ subsequently hired into a tenure-track appointment, the rank of the tenure-track appointment may differ from the nontenure-track rank subject to the limitations of Section 4.30, and is to be determined upon recommendation by the department, with the approval of the appropriate dean, the provost/senior vice president for academic affairs, and the president.

## Rationale

**Rationale:** This addition will define and add the existing position of "Faculty Legislative Representative" to the Faculty Code and provide a rationale for its existence.

**Rationale:** The elimination of the sentence in A. 2 helps to clarify the code and clear up confusion. It literally calls for a university official to notify a full-time, nontenure-track faculty member that the university holds the intent to issue a subsequent contract. Full-time, nontenure-track contracts by definition are for specified periods of time, generally one year in length, and carry no ongoing commitment. Subsequent contracts are separate, discrete agreements, not tied to any preceding agreements. Additional requirements that ensure that a formal evaluation by a faculty committee and by a chair will be conducted each year prior to the issuance of a subsequent contract have recently been added to the Faculty Code. State-level funding decisions are generally finalized in late spring; the university's budget is generally approved in mid-June, and our university method of reconciling benefits accounts each prevent clear determination of university budget plans until mid summer. To address the expressed desire for appropriate notification, the addition of required notification of the full-time-non-tenure-track faculty member's eligibility for future employment with a specific deadline is added to A. 8.

**Rationale:** The change makes the code consistent with Section 4.60.A.4 (which was amended last year), that requires that tenure-track positions be filled as a result of national searches. Therefore the person would be "subsequently hired into" and not "transferred to" the position.

**Motion No. 02-37**

5.15 Tenure – Defined

- B. The granting of tenure is a discretionary decision. Tenure should be granted to faculty members of such professionalism character and accomplishment ability that the university, so far as its needs, resources and state laws permit, can justifiably undertake to employ them for the rest of their academic careers. Such a decision must be considered carefully. The granting of tenure shall be a specific act, even more significant than promotion in academic rank, and should be exercised only after careful consideration of the faculty member's ~~scholarly qualifications, teaching ability, character and other qualifications such as public service specifically related to the university's needs~~ professional record. Specifically, all individuals and committees responsible for tenure recommendations shall apply in such recommendations strong positive evidence of effective teaching, clearly demonstrated ability to produce solid research or works of sound scholarship or high artistic merit, and a record of effective and significant contribution to the proper functioning of the university and the educational needs of students.

**Rationale:** The deleted portion is redundant with a later sentence except for the ambiguous term 'character.' This change replaces the deleted phrase with 'professional record,' which includes evidence of faculty teaching, research, and service and clarifies university-wide accepted bases for tenure decisions. Replacement of the words 'character' and 'ability' with the words 'professionalism' and 'accomplishment' reflect the focus of evaluation on the professional record.

**Motion No. 02-38**

5.20 Tenure – Eligibility

- B. Appointment to administrative office, or loss of same, shall not deprive the appointee of continuation of tenure in the highest professional rank in which he/she held tenure prior to, or during, the appointment to such administrative office; the salary shall be determined through the procedure described in 8.48.H not be lower than the average salary of those who have held similar rank positions, prorated to the appropriate yearly basis.

**Rationale:** Some exempt employees hold tenure and faculty rank concurrently when they are serving in exempt positions. If an exempt employee vacates the exempt position and assumes faculty status, a specific salary level for the faculty position must be determined. Individuals who entered exempt status from a faculty role carry their previously identified salary step. Those who enter exempt status at CWU from outside and who later assume a faculty role may not have a specified salary level for the faculty position.

8.48 Salary Policies for Miscellaneous Appointments

- H. If exempt employees are hired with concurrent faculty rank and with retreat rights to a faculty position and later assume a faculty position, the salary shall be determined through the following process:
  1. The provost/senior vice president shall appoint an ad hoc personnel committee as described in 8.85.
  2. The personnel committee shall review the professional record file of the faculty member (including merit steps received {8.75.B.1.a} and other substantive materials) and recommend to the provost a salary step no less than the average salary of the similar-ranked faculty in the faculty member's college. For this provision, the library shall be considered a college. For faculty with tenure in the university, the average salary for similar-ranked faculty in the university will be the minimum.

The only previous reference to this issue appeared in 5.20.B, a section of the code that describes eligibility for tenure. This recommended change (a) will remove reference to salary from a section of the code intended to address eligibility for tenure, (b) creates a new section, 8.48.H, that will be placed in a section of the code intended to address salary policies; (c) defines more clearly the current salary minimum that now appears in 5.20.B by applying it specifically to the college average rather than the university average; and (d) specifies a process to be followed that includes review by an ad hoc faculty committee in determining the faculty salary of an exempt employee assuming a tenured faculty position.

The additional language in 8.75.B.1.a recognizes the right of exempt employees who hold tenured faculty appointments without an assigned step to be considered for merit as faculty – a right that is already granted in the code. The results of these decisions would eventually be applied to a future decision regarding their grade and step should they assume a faculty assignment. This provision continues to allow exempt employees with concurrent faculty appointments to be hired without designating the specific faculty grade and step at the point of hire into the exempt position.

## Proposed Code Changes

3. The provost will determine the salary step following review of the committee's recommendation. If the provost is assuming a faculty position, the president will determine the salary. If the president is assuming a faculty position, the chair of the board of trustees will determine the salary.

### 8.75 Merit

- B. 1. a. Faculty who are not assigned a step on the faculty salary scale as described in 8.48.H shall be eligible for merit application covered by this procedure. Merit awards will be for the purpose of historical documentation, should the faculty member return to instructional duties. At such time the faculty member's record of merit will be taken into consideration.

## Motion No. 02-39

### 8.40 Yearly Salary Adjustments

- B.1.b Merit increases, which are permanent, are separate from special salary awards or adjustments identified elsewhere in this Code, such as in Sections 4.55 and 8.46. ~~Faculty members newly hired or promoted are eligible for only four full merit grades above the grade into which they are hired or promoted if such advancement exceeds the ceiling for their rank. Faculty members who participate in the conversion to the new salary schedule in 1991 shall also be eligible to advance four full grades on the scale even though such advancement exceeds the ceiling for their rank.~~ No faculty member may receive a salary exceeding the top step on the salary scale.

## Motion No. 02-40

### 8.66 Professional Improvement – Criteria

- D. It is recognized that such evaluations, particularly of teaching effectiveness, are difficult to make. Nevertheless, the president of the university, the provost/senior vice president for academic affairs, deans, department chairs, and promotion committees should demand reasonable evidence of effective teaching performance. ~~The faculty member's performance should give evidence of the ability to lead students of varying capacities into a growing understanding of the tools and materials of the faculty member's profession. The faculty member's instructional materials, methods of presentation and evaluation of student should reveal a continuing process of self-criticism and experimentation. To this end, a portfolio supporting the faculty member's instructional performance shall include at a minimum (A) a list of all courses taught during the review period, (B) instructional philosophy and goals, (C) course syllabi (the required format of which is described in 5-9.4.29 of the~~

## Rationale

**Rationale:** Changes to this section of the Code follow recommendations forwarded to the Code Committee from the Faculty Senate Personnel Committee. Deleting the section noted has the effect of eliminating all caps to merit pay increases, subject to the salary scale, which has recently been amended to include additional steps. The Code Committee concurs with the Faculty Senate Personnel Committee's support of policies that (1) increase faculty salaries and (2) provide incentives for faculty members to act meritoriously.

The Faculty Senate Personnel Committee also recommended the deletion of the final sentence in the paragraph. Based on concerns by several Code Committee members that the university still needs to work out a salary system that addresses clearly the relationship between the top of the salary scale and the university's upper limits on faculty salaries, the motion approved by the Code Committee left the final sentence of the current section intact.

**Rationale:** It is difficult to assess a teacher's "ability to lead . . . etc." from written materials. However, certain items are essential to the evaluation of a teacher's performance and should be included in a portfolio. The use of SEOIs is put into perspective here, and the departments are given some discretion as to the inclusion of other useful information in the evaluation of teaching.

## Proposed Code Changes

Central Washington University Policies Manual), and (D) student evaluations of instruction. The purpose of the student evaluations of instruction shall be primarily for the faculty member's self-assessment and as an aid for improvement of instruction. Their secondary purpose shall be to identify problems in the performance of the faculty member. Since the student evaluations of instruction are submitted anonymously, they shall not be published by the university without the consent of the faculty member or student. Other evidence which attests to the faculty member's teaching may also be submitted. Such evidence may include, but is not limited to, documentation of classroom visitations by colleagues or department chair, assignments or exams, documentation of additional training, student projects, and awards and/or honors.

### Motion No. 02-41

#### 8.80 Tenured Faculty Review

Tenured faculty shall be reviewed by departmental personnel committees and, independently, by department chairs at least once every three (3) years. Merit or promotion review may constitute such a continuing performance evaluation; if merit or promotion reviews do not occur for a given faculty member during a three (3) year period, a separate performance evaluation shall be conducted. The criteria and procedures for such evaluation shall be consistent with those for the award of merit and promotion. Prior to January 15, each dean will notify in writing each tenured faculty member in his or her college of (1) the date of the faculty member's last evaluation through merit, promotion, or tenure processes in the prior three years including the current academic year, and (2) the requirement for tenured faculty review as specified in 8.80 of the faculty code.

### Motion No. 02-42

#### 9.05 Professional and Retraining Leave Committee – Powers and Duties (Moved from 9.20) ~~Professional Leave—Purposes~~ (Moved to 9.10)

The professional and retraining leave committee, constituted of tenured, full-time faculty members, is selected by the provost/senior vice president for academic affairs in consultation with the academic deans and the faculty senate executive committee. The professional and retraining leave committee shall have the following duties:

- A. To select its own chair;
- B. To receive applications from the provost (see Section 9.25.A.);
- C. To evaluate applications and decide upon the eligibility of candidates, evaluating plans according to their value to the institution based on the following and other criteria outlined in this code:
  1. ~~Academic or scholarly significance; Value of project or plan in relationship to the applicant's professional responsibilities at the university;~~

## Rationale

**Rationale:** Helps to clarify the code and ensures that faculty members are given appropriate notification in the event they are due for post-tenure review.

**Rationale:** Changes to the Professional and Retraining Leave sections of the Code follow recommendations forwarded to the Code Committee from the Professional and Retraining Leave Committee. The recommendations seek clarification and consistency. The most significant change establishes a single set of criteria for evaluating both Professional and Retraining Leaves. The Code Committee decided by consensus to reorganize the presentation of information so that the responsibilities of the Professional and Retraining Leave committee, including the criteria for awarding both types of leave, be located at the beginning of the section. Changes in the revised 9.15 and 9.42.A clarify that only tenured faculty are eligible for professional and retraining leaves.



## Proposed Code Changes

## Rationale

2. Soundness of design, procedure, or operational plan, including clear objectives; Need for new or additional knowledge in subject field to be studied;
  3. Relationship of the planned activity to the individual's area of study and to the work of others; If applicable to the project, evidence of support (in the form of recommendations and/or financial) from other institutions, foundations or persons concerned with the proposed plan or project;
  4. Expected outcomes and dissemination of results; Justification for travel in terms of its academic or cultural value to the university or the proposed project or plan for study;
  5. Evaluation of applicant's ability to achieve the goals of the proposal; Ability of applicant to achieve the goals of the project or plan as based on past experience and academic background, including applicant's bibliography of publications or other exhibits;
  6. Value of the project in terms of benefit to the institution upon the applicant's return from professional or retraining leave.
- D. To place acceptable applications from eligible candidates in a priority order, with consideration being given to the funds available;
- E. To report and recommend action to the provost/senior vice president for academic affairs;
- F. To consider changes in plans of successful applicants.

### 9.05 9.10 Professional Leave - Purposes

Professional leave is intended to provide for the intellectual and physical renewal of faculty members and to stimulate improvement in their professional and general competence, in order that they may better serve the university. Professional leave may be granted for any of the following purposes:

- A. Study, research and/or creative work;
- B. Travel with a definite academic or cultural purpose of value to the university;
- C. Advanced academic studies.

### 9.10 9.15 Professional Leave - Eligibility

Tenured Faculty members as defined in Section 2.10 who have been employed by the university for six (6) calendar years and have served eighteen (18) full-time quarters during that time and tenured faculty members who have been employed by the university for six (6) calendar years and served eighteen (18) full-time quarters since their last professional leave and who expect to serve at least three (3) additional

## Proposed Code Changes

academic years at the university before retirement shall be eligible for professional leave. For these purposes, any full quarter may be counted as well as a full summer session, and a full summer session may be defined as one (1) term in summer and the interim period prior to fall quarter (Section 8.48 D). One (1) term of summer session shall be counted as one-half (1/2) of a full quarter.

### 9.15 9.20 Professional Leave - Special Conditions

The following special conditions or provisions shall relate to professional leaves:

- A. The awarding of professional leaves is dependent upon internal academic decisions involving class scheduling, replacement personnel and budgetary constraints;
- B. Replacements for persons on professional leave should ordinarily take place within existing faculty;
- C. During any biennial budgeting period, the average number of annual remunerated professional leaves awarded shall not exceed four (4) percent of the total number of full-time equivalent faculty as defined by provost/senior vice president for academic affairs;
- D. Professional leaves shall not be given automatically;
- E. While a professional leave may be granted for one (1), two (2) or three (3) quarters, the leave must normally be taken in consecutive quarters of the same academic year;
- F. Applicants for professional leave are encouraged to apply for outside funds; however, the acceptance of a supplemental grant, fellowship or employment should not carry with it duties or obligations which hinder the pursuit of the purposes for which the professional leave was granted.

The decision as to the acceptability of a particular proposal will not be based on whether additional remuneration may be received, but rather on the ability of the faculty members to enhance their value to the university. Teaching part-time elsewhere, as well as working in research laboratories of industry or government, may be appropriate if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case should leave be approved primarily for the purpose of augmenting the individual's income. The benefit to the university must be foremost in the consideration leading to the approval of the application;

- G. Upon a faculty member's return from professional leave, the university shall provide the same employment status and conditions as those enjoyed prior to the professional leave. The faculty member and the university may agree to a change in assignment according to Section 6.15 of this Faculty Code;

## Rationale

## Proposed Code Changes

## Rationale

- H. The grant of any professional leave shall be contingent upon a signed contractual agreement between the university and the faculty member providing that the faculty member shall return to the university following completion of such leave and shall serve in a professional status for a period equal to the amount of leave so granted. Failure to comply with the provisions of such signed agreement shall constitute an obligation of the faculty member to repay the university any remuneration received from the university during the leave;
- I. All scale adjustments to salaries granted during the period faculty members are on professional leave shall be applied to their salaries as the salary adjustments occur, and if eligible, they shall benefit from step increases in salary;
- J. The period of professional leave shall be counted as a period of service to the university, with seniority and retirement rights retained and insurance and other similar benefits continued;
- K. Professional leave, when once granted by the university, is for a specific purpose, and any changes in plans must be re-evaluated by those who approve the leave.

### 9.20 ~~Professional and Retraining Leave Committee — Powers and Duties~~ (Moved to 9.05)

### 9.25 Professional Leave - Application

- A. A formal letter of application from a candidate for professional leave shall be filed with the department chair, or principal administrator for those not assigned in a department, the provost/senior vice president for academic affairs and the appropriate dean on or before November 1 of the fall quarter preceding the academic year in which the candidate desires such leave. Besides providing assurance of compliance to the special conditions outlined in this Code regarding professional leave, the application letter shall include the following:
  - 1. General information including name, department, rank, date of initial service with the university, terms of leave desired, dates of previous professional leaves and percent of salary to be awarded;
  - 2. A project description that addresses the evaluation criteria mentioned in 9.05.C; ~~A detailed statement of the applicant's plans for utilizing the time requested. This statement should include such information as a full description of the project or plan, the time sequence for completion of any project or plan and why the applicant feels the plan would enhance the value of his/her service to the university and to the subject field to be studied;~~ .
  - 3. A list of foundations, institutions or other organizations with which the applicant will be affiliated during the professional leave;

## Proposed Code Changes

## Rationale

4. A complete listing of grants and stipends other than those granted by the institution which will be available to the applicant during the time of professional leave;
  5. If travel is included in the professional leave, the need must be justified in terms of the proposed project or plan for study;
  6. A resume listing appropriate research, scholarly or artistic achievements, including a list of previous faculty development and research committee grants; Background information concerning the applicant's previous professional or scholarly work, especially in the area of the proposed plan;
  - ~~7. A copy of the applicant's bibliography of publications or other exhibits should be attached to the application when appropriate;~~
  - ~~8.7. Supporting letters from faculty members or other appropriate individuals not necessarily associated with the institution may also should be submitted if the applicant so desires when appropriate;~~
  - ~~9.8. A statement regarding the value of the applicant's project in terms of benefit to the institution upon return from professional leave.~~
- B. The department chairs or principal administrators shall verify that the faculty member can be released and that the granting of leave can be substantially accommodated within existing staff. They shall do so in writing as they transfer the faculty members' request to the dean and provost/senior vice president for academic affairs. Individual faculty members in the department may agree to overloads, however, to make the leave possible. No application shall be considered by the committee that is not first endorsed by the department chair, principal administrator and dean.

The coversheet should include a space for the chair's verification.

### 9.30 Professional Leave - Reports

~~An written electronic summary report of the use of the professional leave shall be submitted by the faculty member in triplicate, to the provost/senior vice president for academic affairs within two months after the faculty member's return to the university. One of the copies shall be forwarded electronically by the provost/senior vice president for academic affairs to the professional leave committee and to the appropriate department chair, dean, and Board of Trustees.~~ The report must summarize the work completed and how the experience and the new knowledge will be utilized in the person's assignment at Central Washington University.

## Proposed Code Changes

## Rationale

### 9.35 Professional Leave - Salary and Administration

- A. Final recommendations regarding candidates for professional leave made by the professional leave committee to the provost/senior vice president for academic affairs shall be presented to the president of the university and the Board of Trustees for final approval. Faculty members given professional leave shall receive seventy-five (75) percent of the regular salary they would receive if they remained engaged in their usual duties.
- B. Salaries of faculty members on professional leave will be adjusted according to when step and/or scale adjustments are made in the salary schedule during their absence.

### 9.40 Retraining Leave—Purposes

Retraining leave provides assistance to those faculty desiring to retrain to benefit the university. The university expects faculty members to request retraining leave for the specific purpose of improving their service to Central Washington University by beginning or continuing a program of retraining in an academic area differing from their specialties at the university where the need for additional personnel is clearly demonstrated.

Retraining leave is intended to provide faculty members with assistance in acquiring or further developing professional competence in an academic area other than their field(s) of specialization, their usual teaching assignment and their usual research emphasis. Retraining leaves may be granted for any of the following purposes serving the needs of the university:

- A. Meeting new professional demands and requirements for reassignment to another department of the university;
- B. Meeting new professional demands and requirements for reassignment to another program or curriculum component within the faculty member's own department;
- C. Meeting new professional demands and requirements for a joint (interdepartmental) appointment;
- D. Developing expertise in interdisciplinary studies.

### 9.42 Retraining Leave - Eligibility and Procedures

- A. The Board of Trustees may award a retraining leave to any tenured faculty member ~~defined in Section 4.20 of this Code.~~ Tenured Faculty members seeking retraining leaves must make application to the university professional and retraining leave committee according to the application process and criteria outlined in Section 9.25 of this Code. The professional and retraining leave committee reviews the applications and makes recommendations to the provost/senior vice president for academic affairs according to Section 9.20 of this Code.

## Proposed Code Changes

## Rationale

- B. The retraining leave program will not limit the eligibility of the faculty member for professional leave as outlined in this Code except that retraining leave will not count as part of the eighteen (18) full-time quarters required before professional leave is granted.
- C. Only faculty members who expect to serve the university for at least one (1) year before retirement shall be eligible for retraining leave.
- D. Other conditions relating to retraining leave are as follows:
  - 1. Leave may be authorized for up to three (3) academic quarters providing salary and benefits as determined by the Board of Trustees;
  - 2. Applications for retraining leave must be accompanied by a letter of approval from the appropriate dean(s) and department head(s);
  - 3. Recommendations for the award of retraining leaves shall be made to the president and the Board of Trustees by the provost/senior vice president for academic affairs;
  - 4. The year on retraining leave shall be counted as a year of service to the university, with seniority and retirement rights retained and insurance and other similar benefits continued (RCW 28.10.650).
- E. The grant of any such retraining leave shall be contingent upon a signed contractual agreement between the university and the faculty member providing that the faculty member shall return to the university following his/her completion of such leave and serve in a professional status for a period of one year. Failure to comply with the provisions of such signed agreement shall constitute an obligation of the faculty member to repay to the university any remuneration received from the university during the leave.

### Motion No. 02-43

#### 9.75 Funeral or Bereavement Leave

Family members who are on leave for funerals or bereavement should be assisted by the department chair or immediate supervisor. The department chair will attempt to arrange coverage of the faculty member's assignments. Faculty members may take at least up to ten (10) working days off with pay for funerals in their immediate families (husband, wife, children, mother, father, mother-in-law, father-in-law, sister or brother). With the approval of the department chair, an employee may take off the required time with pay for bereavement or to attend other funerals.

**Rationale:** This change clarifies both the nature and extent of leave time permissible in the event of the death of a family member. The old language limited the leave to funeral attendance; the new language allows for grieving and attention to family matters related to the funeral. In the old language, oddly, a 10-day leave is "required," and a faculty member may take "at least" that much. The new language clarifies a limit of 10 days.

## Proposed Code Changes

## Rationale

### Motion No. 02-44

#### 9.95 Professor Emeritus Appointments

- A. Faculty members who are retiring from the university, with either full or phased retirement, may be retired with the rank of emeritus professor. The emeritus title is recommended by departmental action for a faculty member whose teaching, scholarly and service record is meritorious. The normal criteria for appointment to the emeritus faculty are ten (10) years of full-time service as a member of the teaching faculty and retirement from one of the three (3) ranks listed in Section 4.20. However, the Board of Trustees may grant emeritus status to any faculty member as defined in Section 2.10.

Professor emeritus status is a privilege and is subject to state ethics laws and the Washington State constitution. University-related activities that are not part of any part-time employment at the university as described in 9.95.B are considered "volunteer hours." These volunteer hours must be reported by the emeritus professor quarterly to the university payroll office for insurance purposes and for Department of Labor and Industries reporting.

The eligibility for emeritus appointments includes these provisions:

1. The ten (10) year service requirement may be fulfilled by noncontiguous periods of employment;
2. Faculty members accrue service credit during professional leaves but not during leaves of absence without pay

### Motion No. 02-45

#### 13.10 Informal Hearings – Nontermination Policies and Procedure

- J. Within ten (10) working days of the receipt of the findings and recommendations of the faculty grievance committee, the president or the president's designee (or the chair of the Board of Trustees in the event that the president is a party to the grievance) shall inform all parties to the case, the chair of the faculty grievance committee and the Faculty Senate chair in writing of his/her decision. The action of the president or the president's designee shall constitute notice of the final decision in the informal hearing review procedure. In an extenuating circumstance, such as the lack of availability of the president and/or appropriate legal counsel, an extension to 20 working days may be granted by the chair of the board of trustees;

**Rationale:** Changes to this section of the Code follow recommendations forwarded to the Code Committee from the Faculty Senate Personnel Committee and based on the findings of Margaret Smith, Director of Auditing and Control. The addition of the language ensures that the Faculty Code is consistent with state law concerning emeritus appointments.

**Rationale:** Several times in the past recommendations have been forwarded to the president from the Faculty Grievance Committee following completion of the informal hearing process at times when the president has been away from campus or regarding situations where the specific recommendation requires careful consideration by legal counsel. The current requirement that the president respond within ten working days can have the effect of hurried decisions that do not reflect the fullest consideration necessary. However, the Code Committee was also aware of the need to maintain timely decisions. This revision would permit the president to request approval from the chair of the Board of Trustees to extend the period of consideration up to 20 working days before the president issues his or her decision.

**Motion No. 02-46**

13.30 Formal Hearing – Issues not Resolved by Informal Hearing, Dismissal of Faculty Member for Cause and Termination of Employment Due to Reduction-in-Force

- Q. Within thirty (30) days of service of the proposal for decision and findings of fact and conclusions of law, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the Board of Trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the Board shall announce its decision and final action to be taken and the reasons therefore at a regular or special board meeting. The announcement of the decision and the final action will take place no more than 180 days after service of the proposal for decision and findings of fact and conclusions of law.

**Rationale:** This provision will require the Board of Trustees to bring closure to grievance processes within 180 days of receipt of the hearing officer's decision and findings of fact and conclusions of law. Currently, the Board of Trustees has no limits on the amount of time it can take to reach a decision.



Substitute motion for Motion No. 02-33

For Senate Meeting Apr. 24, 2002

3.15 Faculty Senate - Membership

A. The Faculty Senate shall ~~comprise~~ include:

1. Voting Members—The following voting members selected from faculty who ~~have no part-time or full-time administrative duties hold no concurrent exempt appointment. For the purposes of this section, department chairs are not administrators:~~

- a. One senator and an alternate elected from each academic department and from library faculty;
- b. Additional senators, allocated to departments as specified in the Faculty Senate bylaws, each with an alternate, equal in number to one-fourth (1/4) of all departments and faculty units represented on the Faculty Senate and rounded to the nearest whole number;
- c. ~~Three (3) full-time students, elected by the student body. One senator and an alternate representing faculty defined in 2.10 who hold no assignment to a specific academic department or to the library, elected by the faculty who hold this status each spring for service during the subsequent academic year. The Faculty Senate Executive committee shall oversee the election;~~
- d. One adjunct faculty member and an alternate serving a one-year term elected by the adjunct faculty each spring for service during the subsequent academic year. This faculty member will receive three consecutive one-credit contracts for service on the Faculty Senate. The Faculty Senate Executive committee will oversee the election. The office of the provost will issue the adjunct contracts for service on the Faculty Senate.
- e. Three (3) full-time students, elected by the student body.

2. Nonvoting Members – The following nonvoting members:

- a. The president of the university, ex officio (nonvoting);
- b. The provost/senior vice president for academic affairs (nonvoting).

**Rationale:** retains voting status of students;

More closely supports a student-centered campus philosophy

Allows students voices to be heard and their stands documented

Retains provision from 1969 Senate Motion:

May 7, 1969 Faculty Senate Regular Meeting

**Motion No. 574:** Mr. Verner moved, seconded by Mr. Jacobsen, that the Faculty Code be amended to add three students to the Faculty Senate as full voting members. The motion carried by a unanimous voice vote.

**Rationale:** Certainly most, if not all, decisions of the Faculty Senate affect our student body either directly or indirectly. Active student participation in these decisions would serve a number of useful functions, some of which have been the concern of the senate for some time now. Most importantly, student participation would enhance communication between faculty and students over issues of mutual concern.

Handwritten numbers and scribbles:

4	2	3	17	18
5		4		
6		5		
8		6		
10	12	8	12	15
11	16	9	13	
		10		

Substituted motion passed

1<sup>st</sup> Roll call vote

21 yea -  
12 no -

Roll Call 2001-02  
Faculty Senate Meeting: April 24, 2002

Substituted

Amended motion = 3 to 2 student. failed

yea	ALSOSZATAI-PETHEO	John	yea	FUENTES	Agustin
yea	BEAGHAN	Jim	yea	VACANT	
yea	BOWMAN	Andrea	yea	JONES	Kim
yea	BRAUNSTEIN	Lori	no	LOCHRIE	Mary
yea	BRAUNSTEIN	Michael	yea	PALMQUIST	Bruce
	BRYAN	Patrick		SUN	Lixing
no	BURNHAM	Tim	no	VACANT	
yea	CANNCASCIATO	Daniel	no	JORGENSON	Jan
yea	CAPLES	Minerva	yea	BUTTERFIELD	Carol
yea	CARBAUGH	Robert	no	GHOSH	Koushik
	CHALMERS	Stephen		BACH	Glen
yea	COLEMAN	Bea	no	OGDEN	Michael
	COOK	Jim	no	HECKART	Beverly
yea	CULJAK	Toni	yea	ABDALLA	Laila
yea	DELGADO	Cyril	yea		
yea	DONAHOE	Susan	yea	SALYER	Keith
no	ENGLUND	Timothy	no	HARPER	Jim
	EUBANKS	James	no	VACANT	penick
	GUNN	Gerald		FAIRBURN	Wayne
	HOLDEN	Lad		BENDER	William
no	HUBBARD	Brenda	no	SMITH	Michael
no	HUCKABAY	James	no	ALWIN	John
no	JOHNSON	Kirk	no	DUGAN	Jack
no	KURTZ	Martha	no	DIAZ	Anthony
no	LI	Charles X.	no	DRAKE	George
	LI	Chen-yang		DIPPMANN	Jefferey
yea	MARTINIS	Karen	yea	HOLTFRETER	Robert
	MELBOURNE	Tim	no	GAZIS	Carey
no	NELSON	Joshua	no	BRANSDFORFER	Rodney
no	NETHERY	Vince	no	D'ACQUISTO	Leo
yea	OLIVERO	Michael	yea	REASONS	Charles
yea	REHKOPF	Carrie	yea	BROOKS	Joe
yea	RICHMOND	Lynn	yea	BRADLEY	James
yea	SCARTH	Alyssa	yea		
no	SCHAEFER	Todd	no	WIRTH	Rex
yea	SCHWING	James	yea	GELLENBECK	Ed
yea	SINGH	Vijay	yea	SNEDEKER	Jefferey
yea	SUTTON	Jessica	yea		
no	WILLIAMS	Henry	no	PLOURDE	Lee
no	WILLIAMS	Wendy	no	PENICK	Jeff
yea	WYATT	Marla	yea	BUERGEL	Nancy

Quorum: 21

21 yea  
14 no

17 yea  
19 amv

Substitution - 21 yea 14 nay

Amendment - 1 Student passed - Nord call

Amendment - 1 to 2 - failed - 17 yea 19 no

Amendment - add 2 ex officio nonvoting members -  
PASS

Original motion passes as amended.

1 Voting

2 ex officio

**Roll Call 2001-02**  
**Faculty Senate Meeting: April 24, 2002**

<input checked="" type="checkbox"/>	ALSOSZATAI-PETHEO	John	<input type="checkbox"/>	FUENTES	Agustin
<input checked="" type="checkbox"/>	BEAGHAN	Jim	<input type="checkbox"/>	VACANT	
<input checked="" type="checkbox"/>	BOWMAN	Andrea	<input type="checkbox"/>	JONES	Kim
<input checked="" type="checkbox"/>	BRAUNSTEIN	<b>Lori</b>	<input type="checkbox"/>	LOCHRIE	Mary
<input checked="" type="checkbox"/>	BRAUNSTEIN	<b>Michael</b>	<input type="checkbox"/>	PALMQUIST	Bruce
<input type="checkbox"/>	BRYAN	Patrick	<input type="checkbox"/>	SUN	Lixing
<input checked="" type="checkbox"/>	BURNHAM	Tim	<input type="checkbox"/>	VACANT	
<input checked="" type="checkbox"/>	CANNCASCIATO	Daniel	<input type="checkbox"/>	JORGENSON	Jan
<input checked="" type="checkbox"/>	CAPLES	Minerva	<input type="checkbox"/>	BUTTERFIELD	Carol
<input checked="" type="checkbox"/>	CARBAUGH	Robert	<input type="checkbox"/>	GHOSH	Koushik
<input type="checkbox"/>	CHALMERS	Stephen	<input type="checkbox"/>	BACH	Glen
<input checked="" type="checkbox"/>	COLEMAN	Bea	<input type="checkbox"/>	OGDEN	Michael
<input type="checkbox"/>	COOK	Jim	<input checked="" type="checkbox"/>	HECKART	Beverly
<input checked="" type="checkbox"/>	CULJAK	Toni	<input type="checkbox"/>	ABDALLA	Laila
<input checked="" type="checkbox"/>	DELGADO	Cyril	<input type="checkbox"/>	SALYER	Keith
<input checked="" type="checkbox"/>	DONAHOE	Susan	<input type="checkbox"/>	HARPER	Jim
<input checked="" type="checkbox"/>	ENGLUND	Timothy	<input type="checkbox"/>	VACANT	
<input type="checkbox"/>	EUBANKS	James	<input type="checkbox"/>	FAIRBURN	Wayne
<input type="checkbox"/>	GUNN	Gerald	<input type="checkbox"/>	BENDER	William
<input checked="" type="checkbox"/>	HOLDEN	Lad	<input type="checkbox"/>	SMITH	Michael
<input checked="" type="checkbox"/>	HUBBARD	Brenda	<input type="checkbox"/>	ALWIN	John
<input checked="" type="checkbox"/>	HUCKABAY	James	<input type="checkbox"/>	DUGAN	Jack
<input checked="" type="checkbox"/>	JOHNSON	Kirk	<input type="checkbox"/>	DIAZ	Anthony
<input checked="" type="checkbox"/>	KURTZ	Martha	<input type="checkbox"/>	DRAKE	George
<input checked="" type="checkbox"/>	LI	<b>Charles X.</b>	<input type="checkbox"/>	DIPPMANN	Jefferey
<input type="checkbox"/>	LI	<b>Chen-yang</b>	<input type="checkbox"/>	HOLTFRETER	Robert
<input checked="" type="checkbox"/>	MARTINIS	Karen	<input type="checkbox"/>	GAZIS	Carey
<input checked="" type="checkbox"/>	MELBOURNE	Tim	<input type="checkbox"/>	BRANSDORFER	Rodney
<input checked="" type="checkbox"/>	NELSON	Joshua	<input type="checkbox"/>	D'ACQUISTO	Leo
<input checked="" type="checkbox"/>	NETHERY	Vince	<input checked="" type="checkbox"/>	REASONS	Charles
<input type="checkbox"/>	OLIVERO	Michael	<input type="checkbox"/>	BROOKS	Joe
<input checked="" type="checkbox"/>	REHKOPF	Carrie	<input type="checkbox"/>	BRADLEY	James
<input checked="" type="checkbox"/>	RICHMOND	Lynn	<input type="checkbox"/>	WIRTH	Rex
<input checked="" type="checkbox"/>	SCARTH	Alyssa	<input type="checkbox"/>	GELLENBECK	Ed
<input checked="" type="checkbox"/>	SCHAEFER	Todd	<input type="checkbox"/>	SNEDEKER	Jefferey
<input checked="" type="checkbox"/>	SCHWING	James	<input type="checkbox"/>	PLOURDE	Lee
<input checked="" type="checkbox"/>	SINGH	Vijay	<input type="checkbox"/>	PENICK	Jeff
<input checked="" type="checkbox"/>	SUTTON	Jessica	<input type="checkbox"/>	BUERGEL	Nancy
<input checked="" type="checkbox"/>	WILLIAMS	<b>Henry</b>			
<input checked="" type="checkbox"/>	WILLIAMS	<b>Wendy</b>			
<input checked="" type="checkbox"/>	WYATT	Marla			

**Quorum: 21**

## **The Academic Affairs Committee Report**

**To: the Faculty Senate**

**Date: April 24, 2002**

### **5-9.2.15 CORNERSTONE PROGRAM (College in the high school)**

- 5-9.2.15.1 The Cornerstone Program, administered through the Office of Continuing Education, offers high school students the opportunity to take college courses on their high school campus during regular school hours.
- 5-9.2.15.2 Students who demonstrate academic success in high school and are recommended by their counselor or teacher are eligible to enroll. All Cornerstone students must meet specific CWU course prerequisites for courses as are listed in the University catalog before enrolling.
- 5-9.2.15.3 Classes are taught by High School teachers who have been approved to serve as CWU adjunct faculty by the department chair and the respective college dean. At a minimum, the adjunct faculty must have a Master's degree from an accredited institution or equivalent credentials.
- 5-9.2.15.4 Cornerstone courses must be academic in nature and at the 100-200 level. All courses must follow approved CWU syllabi (5-9.4.29) and use textbooks approved by the department chair.
- 5-9.2.15.5 Evaluation. Academic departments will assess all classes included in the Cornerstone program. For all courses taught as part of the program, teachers are required to administer the university's Student Evaluation of Instruction (SEOI) or alternative assessment approved by the department chair.

### **5-9.5.8 Graduation with Distinction**

Baccalaureate honors are awarded to recipients of a first bachelor's degree according to the following standards:

5-9.5.9.3 (c .) Honors shall be based on the GPA of all credits earned at Central as well as transfer credits accepted by CWU.

All credits toward the degree or only those at CWU is the question.

**Announcement:**

The document provided at the April 3 senate meeting by Margaret Smith, Internal Auditor, had duplicating errors. Please replace the handout from the last meeting with the one being distributed at this meeting.

RECEIVED

APR 9 2002

CWU FACULTY SENATE

*Committed to Providing Access to High Quality,  
Affordable Public Higher Education*

---



Nicholas P. Lovrich, Co-Chair  
*Washington State University*  
[faclovri@wsu.edu](mailto:faclovri@wsu.edu)  
(509) 335-3329

Barbara Alvin, Co-Chair  
*Eastern Washington University*  
[balvin@mail.ewu.edu](mailto:balvin@mail.ewu.edu)  
(509) 359-2203

Dick Ludwig  
*University of Washington*  
[legrep@u.washington.edu](mailto:legrep@u.washington.edu)  
(206) 685-2703

Jeffrey L. Newcomer  
*Western Washington University*  
[newcomj@cc.wvu.edu](mailto:newcomj@cc.wvu.edu)  
(360) 650-7239

Richard Alumbaugh  
*Central Washington University*  
[alumbaugh@cwu.edu](mailto:alumbaugh@cwu.edu)  
(206) 439-3800 ext. 3813

Sarah Ryan  
*The Evergreen State College*  
[ryans@evergreen.edu](mailto:ryans@evergreen.edu)  
(360) 867-6720

Honorable Jeanne Kohl-Welles, Chair  
Senate Higher Education Committee  
Washington State Senate  
432 John A. Cherberg Legislative Building  
Olympia, WA 98504-0436

Dear Senator Kohl-Welles:

The Council of Faculty Representatives (CFR) enthusiastically supports your efforts to bring together stakeholders interested in the future of higher education in our state. Assembling and organizing such a diverse group of interested parties is a monumental effort, but this type of broad-based approach is necessary if we are to address the long-term needs of higher education. As citizens of Washington we must maintain access to high quality, affordable public higher education. As stakeholders in higher education, faculty members in our state need to be fully involved in this conversation, and the CFR will do its utmost to facilitate this involvement. We look forward to working with you and to doing what we can to collect and disseminate information, and to find solutions to secure the long-term future of public higher education in Washington.

Please contact us when faculty involvement is called for in this conversation on the future of higher education in Washington. We look forward to hearing from you.

Sincerely,

Nicholas Lovrich  
Co-Chair

Barbara Alvin  
Co-Chair

CC: Dan Evans, Former Governor, Washington State  
Booth Gardner, Former Governor, Washington State  
Terry Teale, Executive Director, Council of Presidents  
Stacey Valentin, President, Washington Student Lobby  
Chairs UW, WSU, CWU, EWU, and WWU Faculty Senates

March 29, 2002



# CENTRAL WASHINGTON UNIVERSITY

ELLENSBURG • LYNNWOOD • MOSES LAKE • SEATAC • STEILACOOM • WENATCHEE • YAKIMA

## REGISTRAR SERVICES

RECEIVED  
APR 23 2002  
CWU FACULTY SENATE

**TO:** Faculty Senate

**FROM:** Tracy Schwindt, Associate Registrar *TS*

**DATE:** April 19, 2002

**RE:** **Commencement and Honors Convocation Participation**

All faculty are encouraged and welcome to participate in the 2002 commencement activities. **Honors Convocation** will be held on Friday evening, June 7<sup>th</sup> at 8:00 p.m. in McConnell Auditorium. **On-campus commencement** will be held outdoors at Tomlinson Field on June 8<sup>th</sup> at 10:00 a.m. and the **Westside commencement** will be held Sunday, June 9<sup>th</sup> at 1:30 p.m. at Highline Community College.

Participants needing to **rent commencement regalia** (caps, gowns, hoods) should contact Jean DeBusschere at the University Store at 963-1362. If you wish to participate, please return the participation form previously distributed to departments or call 963-3012. To assist the Associate Registrar with setup preparations a response prior to May 10<sup>th</sup> would be appreciated.



# Central Washington University Employee Ethics & Compliance Guidelines

Provided By:

**Margaret Smith, CIA**  
**Director, Internal Audit**

963-2299

Margaret@cwu.edu

www.cwu.edu/~auditor

## **Key Ethical Concepts and the Use of State Resources**

Responsibility for ethical violation rests with the state employee or the supervisor who authorized the employee action. State officers and employees never lose their identity as a state employee, even when they are not working.

In terms of practical application on a daily basis, this law means that occasional local telephone calls for medical and dental appointments, child or elder care arrangements, transportation coordination, etc., are acceptable. This means that occasional and brief personal email messages are acceptable. This does not mean state resources can be used for any purpose during break periods.

Student employees are state employees and are subject to restrictions while employed. University visitors and employee family members (including children) are not authorized to use university information technology resources.

### **Substantive Rule**

- State employees are obligated to conserve and protect state resources for the benefit of the public interest.
- State employees may not use state resources for private gain.

Occasional but limited use is permitted if:

- There is no cost to the state, and
  - The use does not interfere with the employee's official duties,
- OR**
- The cost is de minimis (very small /negligible), and
  - The use does not interfere with the employee's official duties.

### **General Rule**

Personal use of state resources may not be reimbursed so that there is no actual cost to the state.

### **General Prohibitions (No Tolerance)**

Certain uses are prohibited regardless of whether there is no actual cost to the state and it does not interfere with the performance of official duties. This includes:

- Conducting an outside business, whether or not for profit;
- Any use for assisting the campaign of a candidate or to oppose/promote a ballot issue;

- Advertising or selling for commercial purposes;
- Illegal activities or activities incompatible with professional workplace, e.g., accessing pornography or gambling sites on the Internet;
- Any use of consumable state resources (paper, spare parts, postage, envelopes, etc.);
- Any use to promote, support, or solicit for an outside organization or group; and
- Making private use of state resources that have been removed from a state facility.

### **Basic Rules for Gifts**

- State employees may not accept a gift if it could reasonably be expected to influence the performance or nonperformance of the employee's official duties.
- State employees may not accept a gift from any person with a value in excess of \$50 a year.

### **Exceptions for Gifts**

Unsolicited flowers, promotional items, and tokens of appreciation, informational materials, food and beverages at a hosted reception, admission to, and food and beverages at, civic, charitable, governmental, or community events

### **Examples of Gifts**

Travel, lodging and subsistence expenses are gifts when paid by another agency for section 4 employees. Section 4 employees have contracting authority.

### **Basic Rule for Outside Employment**

No state officer or employee may receive anything of economic value under any contract or grant outside of his or her official duties.

### **Outside Contracts are Appropriate When (All conditions must be met.)**

- The contract is bona fide and actually performed.
- The performance of the contract is not prohibited by the RCW or applicable rules governing outside employment.
- Performance is not within your official duties, under your supervision, or created by you.
- Not performed for a person from whom you are unable to legally accept a gift.
- Does not require disclosure of confidential information.

## **AREAS OF SPECIAL INTEREST**

### **Use of Email**

- Personal outside business use of email is NOT permitted.
- Occasional and limited personal (non-business) use is acceptable, if it does not interfere with the performance of state duties.

***Appropriate Example:*** You may email home (or call) to see if children

*are home safe. There is no cost to the state, it is brief, and it does not interfere with performance of duties.*

***Inappropriate Example:*** *An employee in the PTA (fund-raising event where the more the parent raises, the less his personal contribution) solicits contributions using email. This is NOT permitted. This is using state resources to further private interest and promote an outside organization.*

- Email is a technology that may create an electronic record. Such records may be subject to the public record disclosure law, or legitimately may be disclosed for audit or management purposes.

### **Use of the Internet**

- Use of the Internet is limited to official university business purposes. The de minimis rule does not apply to Internet use.
- Personal or personal outside business use of the Internet is a violation of the Ethics Law.
- Indiscriminate surfing, accessing information for personal use, or listening to the radio is prohibited.

***Inappropriate Example:*** *Management of your personal retirement investment account and to communicate to your broker is a violation of the Ethics Law.*

### **Use of Computers**

- Personal use, use for the purpose of conducting outside personal business activities is a violation of the Ethics Law. The de minimis rule does not apply to computer use.
- Writing letters and playing games (any time, even on break) is not appropriate.

***Appropriate Example:*** *Completing job applications for state positions are considered professional development and are appropriate.*

***Appropriate Example:*** *An employee taking a computer class on his/her own time to enhance job skills may use the computer to do homework after working hours, using his/her own paper. This enhances the effectiveness of the organization.*

### **Phone Calls/Fax/Voice Mail/Cell Phones/Copy Machine**

- Facsimile transmissions and voice mail are technologies that may create an electronic record. Such records may be subject to the public record disclosure law, or legitimately may be disclosed for audit or management purposes.
- Because state contracts prohibit personal use, employees cannot have a personal line on a state cell phone. It would be appropriate to have a state line on a personal cell phone.
- Personal or personal business use of phones and copy machines is a violation of the Ethics Law, even if reimbursed.

### **State Facilities, Conference and Break Rooms**

- Any use for the purpose of conducting an outside business is a violation of the Ethics Law. (Includes Avon, Amway, Shaklee, Tupperware)
- It is not appropriate to bring your child to the work place for daycare.
- Any use for the purpose of supporting, promoting, or soliciting for an outside organization or group is not appropriate. There is an exception for the Combined Fund Drive.

### **Consumable Supplies**

- Personal use of paper, envelopes, tablets, and other office, shop, maintenance, custodial, and motor vehicle supplies is a violation of the Ethics Law.
- The de minimis rule does not apply.

### **Emeritus Professor**

- Use of state facilities is for the benefit of the university for official university business.
- Personal use and personal gain is prohibited.

### **Faculty Surplus Books**

- Surplus books are state property.
- Sales to book buyers are prohibited.

### **Entertainment and Hosting**

- This is considered a gift of public funds and is a violation of the state constitution.
- Discretionary Funds (Foundation) can support these activities.

### **Meals and Light Refreshments**

- State supported meals and light refreshments are allowed as an integral part of training. This requires prior approval by PBA including an estimated cost and the number of people in attendance.
- State supported meals or light refreshments are not appropriate for routine business meetings and employee gatherings.

### **Business Cards**

- Personal or personal outside business data (home phone, home address, and home email) is not appropriate.

### **Door Prizes**

- If a state agency pays consideration or allows state time to attend a conference, the agency may:
  - Keep the prize,  
*Example: A state agency pays for an employee to attend a computer technology conference. At a random drawing, the employee wins a color laser printer. The agency could use the equipment for an upgrade in one of its divisions. The agency asks the employee to bring the printer in for the agency's use.*
  - Allow the employee to retain the prize,

**Example:** An employee wins a piece of luggage at a conference paid for by the state. The agency has no use for the luggage and they allow the employee to keep the prize.

– Ask that the door prize be returned to the donor or donated to a charity.

**Example:** At a state paid conference, an employee wins an exciting new training video from the Training Vendor. The agency asks that the video be returned or donated to charity to avoid the appearance that the prize might affect the state employee's judgment, since the employee works in the field of training.

- Employees may retain a door prize if:
  - The employee pays consideration for an event and the employee does not use state time to attend the event.

**Example:** A state employee pays to attend a local home show event on a Saturday. The entry ticket qualifies the employee for drawings. The employee wins a trip to Hawaii. He/she can accept the prize because the event was attended on his/her own time, and he/she paid consideration for the event.

- Business cards may not be used to enter drawings when a state employee attends an event in his/her personal capacity.
- State employees should not enter drawings when attendance is related to the performance of official duties, when the state paid consideration, or when the state allowed the use of state time for attendance.

### **Other Concerns**

- Banking 15-Minute Breaks (to extend lunch hours, adjust arrival or departure times) is not appropriate. Rest periods not taken at appropriate times are lost.
- Skipping Lunches (to adjust arrival or departure time) is not appropriate. The Fair Labor Standards Act requires a lunch break.
- Supervisor approved flexible work schedules are appropriate.

### **Executive Ethics Board - Penalty Rules**

- Letter of reprimand, formal reprimand
- Recommend suspension, removal from position, prosecution, or other action
- Civil penalty up to \$5,000 per violation (3 times economic value)
- Payment of damages
- Costs of investigation

### **Criteria and References**

- RCW 42.52 Ethics in Public Service
- WAC 292-110 Agency Substantive Rules
- WAC 292-120 Executive Ethics Board
- CWU Policies, Part 2, 2-2.7 Code of Ethics
- CWU Policies, Part 7, 7-2.2.1.2 Entertainment and Hosting
- CWU Policies, Part 7, 7-2.2.1.2.6 Meals and Light Refreshments

## **Risk Assessment**

The State Administrative and Accounting Manual, issued by the Office of Financial Management, defines internal control, basic internal control requirements, and agency responsibilities for assessing and minimizing risk through internal control assessment. The requirements include participation by all levels of the organization in an annual risk assessment. The process of assessing and analyzing relevant risk is an opportunity for you to conduct a review of operations, determine the areas of significant risk, and evaluate what actions can be taken to minimize the risk and enhance internal controls.

The annual risk assessment questionnaire provided by the Office of Internal Audit is a tool for documenting and quantifying risk. Determination of an effective means of managing the risks, determining the likelihood of occurrence, minimizing the risks, and providing compensating controls is management's responsibility.

## **Internal Control**

Internal control is a process, affected by Central Washington University Board of Trustees, administration, and especially line management. It is designed to provide reasonable assurance regarding the effectiveness and efficiency of operations, the reliability of financial reporting, and compliance with applicable laws and regulations.

Internal controls are the practices performed by departments to provide management with reasonable assurance that assets are safeguarded and transactions are authorized, valid, complete and accurate.

Line management, more than any other function, is directly responsible for all Central Washington University activities, including its internal control system. The responsibilities of the control system are to safeguard assets and ensure resources are used wisely.

## **Benefits of Internal Controls**

- Prevents errors and irregularities from occurring. If errors or irregularities do occur, they will be detected in a timely manner.
- Encourages adherence to prescribed policies and procedures.
- Protects employees:
  1. By clearly outlining tasks and responsibilities:
  2. By providing checks and balances: and,
  3. From being accused of misappropriations, errors or irregularities.

## **Limitations of Internal Controls**

Limitations, which may effect otherwise adequate internal controls are listed below. Because of these factors it is risky to project any evaluation of internal control to future periods. To keep controls effective, management must evaluate on an on-going basis. It is up to management and employees to recognize areas where internal controls may be weak. It is management's responsibility to balance the risks and probability of loss against the cost of implementing controls to mitigate the risk.

- Resource restraints
- Inadequate skill, knowledge or ability
- Degree of motivation by management and employees
- Faulty judgments
- Unintentional errors
- Management over-ride
- Collusion by two or more employees

## **Fraud and Asset Misappropriation Awareness**

### **Three Major Types of Risk for Fraud**

- Cash Receipts: While the risk that fraud will occur in the cash receipts function is high, the dollar amount of losses from each case is small.
- Cash Disbursements: While the risk that fraud will occur in the cash disbursements function is low, the dollar amount of losses from each case is large.
- Falsification of time keeping records: There are two common types of this fraud generally found.
  1. The person overstates the actual hours worked, sometime before or after the supervisor approves the timecard.
  2. The employee turns in a leave slip but it is not entered into the actual tracking system.

### **Statewide College/University Historical Fraud Statistics**

- Largest amount \$488,971 in Educational (Automotive) Repair Activities
- Smallest amount \$3,973 in Tuition Receipts
- Highest frequency was 7 cases of False Employee Payroll

### **Detection Methods That Revealed Fraud**

- |                               |      |
|-------------------------------|------|
| • Citizens and Whistleblowers | 17 % |
| • Entity Internal Auditors    | 20%  |
| • Entity Management Officials | 53%  |
| • State Auditor's Office      | 10%  |

### **Executive Ethics Board Stipulations and Orders:**

EEB Case No. 97-14. Respondent, a former community college instructor is alleged to have used college facilities to aid his private business. Without admitting liability, the former instructor agreed to pay a \$4000 civil penalty.

EEB Case No. 97-17 and 97-26. Respondent, an elected official was alleged to have improperly used state resources to oppose I-683/I-685. Without admitting liability, the elected official agreed to pay \$7500 in investigative costs.

EEB Case No. 97-19. Respondent, a former college woman's programs manager, was alleged to have improperly used the state's SCAN system and to have improperly used her official position in the use of sick and annual leave, and to provide grant monies to a family member. The respondent admitted liability, reimbursed SCAN use, and paid \$2000 in restitution to the college.

EEB Case No. 97-27 and 98-02. Respondent, an agency head received dual compensation for the performance of state duties. Respondent agreed to forfeit eight days of annual leave as recompense for the unauthorized pay.

EEB Case No. 98-03. Respondent, a former state employee maintained an ineligible former spouse on a state medical plan. Respondent admitted liability and agreed to pay a civil penalty in the amount of \$1800.

EEB Case No. 98-05. Respondent, a college department head accepted \$300 in cash payments from an instructor under his supervision. Respondent admitted liability, paid a civil penalty in the amount of \$1200 and attended four hours of ethics training.

EEB Case No. 98-06. Respondent, a university football coach allegedly received payments from private companies for duties within his official duties or related to his official position at the university. Without admitting liability, the respondent paid investigative costs in the amount of \$9500.

EEB Case No. 98-07. Respondent, a university professor agreed to pay a \$250 civil penalty for sending two e-mail messages related to an outside consulting business.

EEB Case No. 98-08. Respondent, a university computer system analyst allegedly used state resources during working and non-working hours for more than 300 hours of personal computer use. Respondent accepted a reduction in pay amounting to \$3636, admitted liability, and agreed to pay \$2000 in restitution to the university and a \$3000 civil penalty, with \$2000 suspended on agreement of no further violations for a period of five years.

EEB Case No. 98-22. Respondent, a manager placed an ineligible person on her state health plan. Admitting liability, the manager agreed to pay restitution of \$1575 and a civil penalty of \$250. Manager was terminated from state service as a result of the ethics violation.

EEB Case No. 99-01. Respondent, a project team leader for information systems uses her state computer for personal reasons and for uses related to outside work for a non-profit organization. Respondent admitted liability and agreed to pay a \$3000 civil penalty.

EEB Case No. 99-02. Respondent, a former college program coordinator, allegedly used college computer resources to conduct an outside business and for personal reasons. Respondent accepted a two-week suspension; admitted liability; and, agreed to pay a \$500 civil penalty.

EEB Case No. 99-15. Respondent, a program specialist used his computer to send one e-mail message relating to outside volunteer work for another state agency. Respondent admitted liability and paid a civil penalty in the amount of \$100.



Date: April 24, 2002

### VISITOR SIGN-IN SHEET

JEREMIAH HODGINS	ACADEMIC AFFAIRS
David Uberti	
Peggie Ramey	ASCWU VP For Political Affairs
Richard Phillips	ASCWU Executive Vice President
Emily Ravsten	ASCWU VP for Clubs & Organizations
Nathan Harris	ASCWU VP for Equity and Community Service
Justin Silvers	Trustee C WU
Rebecca Bowers	Dean CEPS
[Signature]	

Please sign your name if you are not a faculty senator.